

**BROOKINGS CITY/COUNTY
JOINT POWERS BOARD MEETING
Thursday, February 21, 2019**

The Joint Powers Board met in regular session on Thursday, February 21, 2019 with the following members present: Mary Kidwiler, Lee Ann Pierce, and Michael Bartley. Nick Wendell was absent.

Mary Kidwiler called the meeting to order and a quorum was established.

Motion by Bartley, seconded by Kidwiler to appoint Lee Ann Pierce as Chairperson of the Joint Powers Board for 2019. All members voted "aye." Motion carried.

Motion by Kidwiler, seconded by Bartley to approve the agenda for the February 21, 2019 Joint Powers Board Meeting. All members voted "aye." Motion carried.

Motion by Kidwiler, seconded by Bartley to approve the minutes from the September 20, 2018 Joint Powers Board Meeting. All members voted "aye." Motion carried.

City Manager Paul Briseno updated the board on the 2019 budget. Briseno presented a 5-year capital improvement plan to the board. Pierce asked that discussion on utilizing the basement of the building be added to the May 16th agenda.

City Engineer Jackie Lanning discussed the parking lot development with the board. Lanning said the Brookings County Outdoor Adventure Center parking lot and the City/County Government Center parking lot will be completed sometime in the near future. Right now, Lanning said they are going through the design phase. Pierce asked Commission Department Director Stacy Steffensen if she would add discussion on how much coverage the county should do on the BCOAC parking lot on a future commission agenda.

City Building Service Administrator Jared Thomas and Lanning discussed the basement bathroom with the board. Thomas said a contractor came and looked at the space downstairs and gave a rough estimate of \$17,000 to construct a family style bathroom. Lanning said this expense is not in the budget and asked the board if this estimate was acceptable. Briseno said there's potential monies in the maintenance and janitorial budget. Kidwiler asked about putting a shower in the bathroom. Steffensen said the city/county building is a storm shelter, but it's a very temporary shelter so a shower wouldn't be necessary. Bartley recommended that the bathroom still be ADA compliant.

Motion by Bartley, seconded by Kidwiler to authorize Thomas and Lanning to seek additional proposals for the basement bathroom project. All members voted "aye." Motion carried.

Lanning asked the board if they've noticed a difference in the quality of the snow removal. Steffensen said the company who did snow removal changed ownership. The board directed Steffensen and Lanning to work together on getting bids and specs.

County IT Support Specialist Shawn Plowman discussed the CIT maintenance contract with the board. Plowman said the main support person resigned and it's his understanding, as of right now, that he will not be replaced. Plowman said he's still in the area and works as needed and as he is available after his normal hours. Currently, Plowman said \$37,000 is spent each year on the contract. Plowman said he started looking at different options. He asked the board for their approval to continue looking at different companies. Pierce asked Plowman how many times they came out last year. Plowman said about a dozen times. He said he doesn't believe the city and county are getting the full value of the contract.

By consensus, the board agreed to allow Plowman to continue his efforts in finding a new company to work with.

Steffensen discussed carpet cleaning, terrazzo, and exterior windows with the board. Steffensen said the carpets are scheduled to be cleaned March 13th & 14th. She said the terrazzo and main staircase will be waxed March 29th & 30th. Steffensen said she will work with Briseno on exterior windows when spring arrives.

Plowman discussed adding additional security cameras to the building. Plowman said he received a quote from Safe-N-Secure Secure for the hardware and installation of the equipment of about \$10,000.

Briseno said because this is a priority, they will work this expense into the budget.

Motion by Bartley, seconded by Kidwiler to authorize Plowman to proceed with the purchase of eight new exterior cameras. All members voted "aye." Motion carried.

Steffensen discussed emergency lighting with the board. Steffensen said they received a quote from AMP Electric and Construction for \$160.00 to replace the current emergency ballasts with ELM2L lights.

Steffensen said there are battery backups in the current emergency lights; she said the cost to replace each battery is \$300.00 with a 6-year life expectancy. Bartley asked what the lifetime expectancy would be with the ELM2L. Steffensen said she was unsure. Pierce said she would like to know how many emergency batteries are in the building. Pierce asked how many vendors were sought. Steffensen said she will do more research on it and get back to the board.

Steffensen discussed adding additional fire extinguishers to the building. Steffensen said DVL Fire and Safety did a walk-through of the building and it was recommended by them to add six additional fire extinguishers to the building. She said the cost would be \$1,710.00.

Pierce asked if Deputy Fire Chief Pete Bolzer came and did a walk-through of the building as well. Steffensen said no, but said she would reach out to him and see if he has the same recommendation. Pierce said she is not opposed to adding more fire extinguishers, but would like the fire departments input.

Motion by Bartley, seconded by Kidwiler to authorize Briseno and Steffensen a \$5,000 spending limit per year on items needed for the building. Bartley said he doesn't see a need to come back to the Joint Powers Board for approval on everything. He said he would like to set a dollar amount. Pierce said she is hesitant to do that. All members voted "aye." Motion carried.

Steffensen discussed USS Brookings commemorative items with the board. She said they were given some items, and asked the board if she could display them on the first floor walls near

the ship display. She said high school students display their art work in the Finance Office of the building, and wondered if they could do something similar throughout the building. Briseno and Steffensen said they would work together and reach out to the Arts Council.

By consensus, the board authorized Steffensen to hang the commemorative items near the ship display.

Kidwiler asked if discussion on setting a policy for holding events in the city/county building could be put on a future agenda. Steffensen said she would add that.

Briseno left the meeting.

Steffensen discussed playing music in the hallways of the building. She said they typically play Christmas music during the holidays, but said she's been asked by a few different people to play music year round. Pierce said she is not opposed to the idea, but wants to know what the cost will be.

By consensus, the board authorized Steffensen to work with City Attorney Steve Britzman to ensure we are compliant.

Steffensen discussed a FedEx drop-off location with the board. Steffensen said a department head reached out to her and asked if it was possible for the building to be a drop-off location. Pierce asked if that would cause any issues with UPS. Kidwiler said the logistics would get messy, and wasn't a fan of putting it on government property.

Steffensen discussed other business with the board. She said the interior doors of the building have been propped open several times this winter out of fear that the sprinkler heads would freeze. She said this has never been an issue until this year. She asked the board if they wanted to purchase cove heaters for the entry ways. She said the cost would be roughly \$3,700.00

Pierce asked if the sprinklers could just be turned off during the winter months. Bartley said having cove heaters might be a fire safety issue. Kidwiler asked what temperature they can maintain.

No decision was made.

Steffensen discussed the vending machines with the board. Steffensen said she has been asked to move the vending machine from third floor to first floor. She said the vending machines are not getting used in their current location; she said the vendor has threatened to remove them in the past.

Bartley said the vending machines are intended for the employees, not the public and it would look tacky on first floor.

Motion by Kidwiler, seconded by Bartley to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Thursday, May 16, 2019 at 8:30 a.m.

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