

# **BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING**

## **Thursday, June 6, 2019**

The Joint Powers Board met in regular session on Thursday, June 6, 2019 with the following members present: Lee Ann Pierce, Leah Brink and Michael Bartley. Nick Wendell was present via telephone.

Lee Ann Pierce called the meeting to order and a quorum was established.

Motion by Wendell, seconded by Bartley to approve the agenda for the June 6, 2019 Joint Powers Board Meeting. All members voted "aye." Motion carried.

Motion by Bartley, seconded by Wendell to approve the minutes from the March 28, 2019 Joint Powers Board Meeting. All members voted "aye." Motion carried.

IT Specialist Shawn Plowman discussed the AV Technology maintenance contract with the board. Of the four companies he spoke with, Plowman said only two companies offered a support agreement. He said both proposals are for three years and include travel time, repair costs of supported hardware and labor. He said the quotes do not include hardware repair for equipment their techs are unable to repair.

Plowman said Conference Technologies, Inc. (CTI) has a plan that includes a 2-hour response time via phone/remote and an on-site tech within 24-hours with travel and labor included in the agreement. He said the total cost for that option is \$117,180.00 over 3-years or \$39,060.00 annually.

Plowman said AVI Systems Inc. has a plan that includes the same things, but instead of having a tech on-site within 24 hours, they offer 8 business-hours on-site when requested. He said the total price for that option is \$98,250.00 over 3-years or \$32,750.00 annually.

As an alternative option, Plowman said he looked into an as-needed service from the various companies. Plowman provided an hourly rate sheet from Mid States Audio & Video and AVI Systems Inc. The board advised Shawn to stick with the company he is most comfortable with.

Council Member Leah Brink arrived at 8:35 a.m.

City Manager Paul Briseno asked Plowman what an hourly rate and ala carte would cost. Plowman said roughly \$11,000. Briseno asked if any large upgrade plans were anticipated that would require more hours of work. Plowman said not that he is aware of.

Pierce suggested that they go with an hourly rate plan and then do a contract down the road if the board decides to go that route. Wendell said he also agrees with an hourly rate plan. Plowman said the only thing he had concerns with is CTI because of their availability. Bartley asked Plowman to seek more references for Mid States Audio & Video.

Motion by Bartley, seconded by Brink to go with the as-needed option from Mid States Audio & Video pending their reference check. All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen and Briseno discussed the budget for FY2020.

Motion by Brink, seconded by Bartley to approve the 2020 budget. All members voted “aye.” Motion carried.

Steffensen discussed the meeting room usage policy with the board. Steffensen said there has been some discussion on utilizing the hall space for different events or socials. Steffensen asked if that is something the board still wants to do and if so, she said that policy should be updated to include that space.

Bartley said he’s fine with it only if it’s a function put on by the city or county. He said there are plenty of other places in town for the public to hold a meeting. Steffensen said she would work with Briseno on updating that policy and put it back on the agenda for the next meeting.

Steffensen discussed a few building items with the board. She said a gasket down in the county storage area was leaking and the cost to replace that gasket is \$400.00. Steffensen asked the board for their permission to spend the money so they can get that replaced.

Motion by Bartley, seconded by Brink to approve spending \$400.00 to replace the leaking gasket. All members voted “aye.” Motion carried.

Steffensen said when the building was originally built, they didn’t put a light switch down in the sump pump room when you exit the elevator. She said it’s very difficult for personnel to work down there when it’s dark. She asked the board for approval on spending money to install a light switch.

Motion by Bartley, seconded by Brink to spend money on the installation of a light switch down in the sump pump room. All members voted “aye.” Motion carried.

Briseno discussed the idea of installing a filtered water bottle filling station. Briseno said the city would be willing to pay the cost to install three filling stations for the building.

Motion by Wendell, seconded by Bartley to approve three water bottle filling stations that will be paid for by the City of Brookings. All members voted “aye.” Motion carried.

The board discussed the lawn care/snow removal bid. City Engineer Jackie Lanning said they received bids from Razor’s Edge and TNT Snow Removal. She said Razor’s Edge was the low bid.

Motion by Bartley, seconded by Brink to approve Razor’s Edge for the lawn care/snow removal. All members voted “aye.” Motion carried.

Lanning updated the board on the parking lot south of the City/County building. She said Clark Drew Construction was the low bidder at \$193,014.00, which is lower than what they anticipated the project to be. Lanning said they have money left in the budget. She asked the board if they wanted to add decorative lighting to the parking lot, as well as more landscaping. Specifically, Lanning discussed the addition of a bio swale. Pierce said she likes the concept but doesn’t want to spend a lot of money for that small space.

Plowman discussed the building displays with the board. He said the displays throughout the building have been replaced other than the one screen outside the Chambers Room on 3<sup>rd</sup> floor.

Building Services Administrator Jared Thomas said the downstairs family bathroom is almost complete. He asked the board if they still wanted to install a baby changing station. Steffensen and Briseno both agreed that a baby changing station is needed due to the building being a storm shelter.

Steffensen said once the bathroom is complete, County Development Director Robert Hill would like to have an open house to show the public the new storm shelter space in the basement of the building.

Briseno discussed adding additional artwork to the inside of the building. He said he spoke with the Arts Commission and they support the idea of displaying artwork throughout the building. He said the Arts Commission would be fully responsible for displaying the art. Pierce asked what kind of legal document would be put in place in case something happened to the artwork. Briseno said they already have guidelines in place.

By consensus, the board allowed Briseno to move forward with the Arts Commission.

Steffensen discussed the number of fire extinguishers they have in the building. She said initially, they were told they needed more fire extinguishers throughout the building. She said she spoke with Brookings Fire Chief Pete Bolzer and he said what the city and county have in the building is sufficient. Pierce asked if the building has carbon monoxide detectors. Briseno said he would check on that.

Steffensen updated the board on emergency lighting. She said an alternative to replacing the current emergency lights would be to add new lights to the building. She said the cost for new lights would be \$160.00 for parts and labor, and \$50.00 for the battery. She said they will be able to install the batteries but not the lights. Pierce asked how many lights are in the building. Steffensen said she was unsure, but would count them. Steffensen said she will come back when she has more information.

City Attorney Steve Britzman discussed the policy regarding surveillance footage. He said surveillance video would be exempt from public records requests under SDCL 1-27-1.5.

Pierce asked that discussion on whether or not space is available in the basement of the building for meeting rooms be added to a future meeting.

Chairperson Pierce declared the meeting adjourned. The next regular scheduled meeting is Thursday, August 15, 2019 at 8:30 a.m.

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