

Minutes

Executive Board

South Eastern Council of Governments

May 23, 2007 Proceedings

Ted Muenster, Chairman

Present:

Beesley, Larry: City of Brandon
Broderick, Mike: Private Representative
Brown, Vernon: City of Sioux Falls
Costello, Pat: City of Sioux Falls
Dybdahl, Ralph: McCook County
Eckhoff, Jeff: Private Representative (Out at 4:55 pm)
Hajek, Anne: Minnehaha County
Hansen, Bill: Private Representative
Knudson, Dave: Legislator (In at 4:05 pm)
Langerock, Luverne: Turner County
Miller, Darwin: Private Representative (In at 4:09 pm)
Prescott, John: City of Vermillion (Mayor's Rep.)
Westergaard, Ralph: Clay County

Absent:

Holcomb, Jeff: Private Representative
Nesselhuf, BJ: Legislator
Odson, Bruce: Private Representative
Schultz, Mike: Private Representative
Smith, Kevin: City of Sioux Falls (Mayor's Rep)
Schempp, Marvin: Union County
Weeldreyer, Dennis: Lincoln County
Weems, Keri: Legislator

Staff Present:

Henning, Disa
Keller, Lynne
Pritchett, Shawn (In at 4:55 pm)

Others Present:

Nelson, Ron

Chairman Muenster called the meeting to order without a quorum at 4:03 pm. and started with the Operations Committee Building Purchase.

1. Operations Committee:

Building Purchase: Ron Nelson and Lynne Keller began to update the board on purchasing a building for SECOG (at this time a quorum was present). An offer was submitted and accepted, subject to board approval, for \$325,000 for the SD Credit Union Building located at 500 N. Western Avenue, Sioux Falls, SD. The building needs approximately \$75,000 in interior improvements. The total cost of the building and interior improvements are estimated to be \$400,000. There will be other costs associated with moving. The building would be paid for by SECOG providing \$300,000, and SEDF providing a \$100,000 grant. SEDF would receive a credit of \$10,000 off of its Technical Services Agreement each year for 10 years for its investment in the building as set forth in the revised Technical Services Agreement. The closing date would be held no later than July 1, 2007.

Mike Broderick made a motion to hire a qualified inspector to inspect the building and provide a written report of the findings and to engage a firm to do a Phase I Environmental study of the building. This motion was seconded by Anne Hajek. Motion passed unanimously.

Upon receiving a satisfactory report from the building inspection, Phase I Environmental, and receiving a signed statement from the owner of no known material defects, Dave Knudson made a motion to:

1. Approve the purchase of 500 N. Western Avenue, Sioux Falls, SD for \$325,000 contingent on SEDF contributing a \$100,000 grant subject to the terms of the Technical Services Agreement;
2. Approve the Building Committee soliciting and awarding bids for the interior renovations of the building not to exceed \$82,500 (\$75,000 plus a 10% contingency fee); and
3. Approve the expenditure of \$10,000 for moving related expenses and exterior painting.

The motion was seconded by Ralph Westergaard. Motion passed unanimously.

2. Approval of Minutes – March 28, 2007: With no questions or comments, Mike Broderick made a motion to approve the March 28, 2007, minutes and was seconded by Jeff Eckhoff. Motion passed unanimously.

3. Financial Statements as of April 30, 2007: Lynne Keller presented the Financial Statements as of April 30, 2007, to the Board. Larry Beesley made a motion to approve the Financial Statements and was seconded by Darwin Miiller. Motion passed unanimously.

4. Operations Committee:

GIS Planner position – In 2005 the SECOG Board approved hiring a GIS planner as a temporary employee. In 2006 the Board voted to extend the temporary position for an additional year. The Operations Committee's recommendation was to reclassify GIS Planner position from Temporary Planner to Regular, Full-Time Senior Planner with an increase to his current pay of \$93.07 per year to coincide with the minimum Senior Planner rate on SECOG's Pay Scale and benefits effective July 1, 2007. Mike Broderick moved to reclassify the GIS

Planner position from Temporary Planner to Regular, Full-Time Senior Planner with an increase to his current pay of \$93.07 per year to coincide with the minimum Senior Planner rate on the SECOG pay scale and benefits effective July 1, 2007. Anne Hajek seconded that motion, and the motion passed unanimously.

SEDF Technical Services Agreement – Lynne Keller explained that SECOG has provided staffing for the South Eastern Development Foundation since 2002 through a Technical Services Agreement. In November 2006, SECOG and SEDF entered into a 2007 Technical Services Agreement for a lump sum of \$60,000. The proposed amendment to the Technical Services Agreement amendment would change the contract from a lump sum contract to an actual fee for services contract. The Technical Services Agreement also specifies for Calendar Years 2007-2016, SEDF will receive a \$10,000 credit to reflect its \$100,000 grant contribution toward the purchase of SECOG's building. Anne Hajek made a motion to authorize the Chair to sign the amended Technical Services Agreement. The motion was seconded by Vernon Brown and passed unanimously.

At this point Shawn Pritchett joined the meeting, and Jeff Eckhoff departed the meeting.

5. **History of SECOG Presentation:** Lynne Keller provided a PowerPoint presentation of the History of SECOG which included the creation of the South Eastern Development Foundation and Dakota BUSINESS Finance.
6. **Other Business:** There was no other business to come before the Board.
7. **Adjournment:** Larry Beesley made a motion to adjourn and was seconded by John Prescott. The meeting adjourned at 5:15 pm.