

BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING TUESDAY, JUNE 7, 2016

The Joint Powers Board met on Tuesday, June 7, 2016 with the following members present: Keith Corbett, Stephne Miller, Patti Bacon, and Lee Ann Pierce.

REGULAR BUSINESS

Keith Corbett called the meeting to order and a quorum was established.

Motion by Miller, seconded by Bacon to approve the minutes from the February 18, 2016 Brookings City/County Joint Powers Board Meeting. All members voted "aye." Motion carried.

The board reviewed the City & County Government Building budget.

Motion by Pierce, seconded by Bacon to approve the City & County Government Building budget. All members voted "aye," Motion carried.

Kevin Catlin, Assistant to the City Manager, discussed the maintenance agreement between the City & County and Johnson Controls. Catlin said they have been doing some work on the exhaust fans, and the price keeps increasing, so he suggested including it into the agreement.

Motion by Miller, seconded by Bacon to approve the maintenance agreement, including maintenance of the exhaust fans. All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen and Catlin discussed relocating the washing machine to the basement of the building. Currently, Steffensen said the washing machine and the Zamboni floor scrubber share a small utility closet. She said the maintenance workers have to physically move the washing machine every time they fill and empty the Zamboni. Steffensen said they are proposing to move the washing machine downstairs, which means they would need to relocate the plumbing at a cost of \$1,075.00.

Motion by Corbett, seconded by Miller to move forward with the relocation of the washing machine. All members voted "aye." Motion carried.

The board discussed cleaning services for the City/County building. Catlin said the current agreement ends July 1, 2016, so the board would need to approve a Request for Proposal.

Motion by Miller, seconded by Corbett to approve a Request for Proposal for cleaning services. Pierce asked what duties the cleaning service workers do that the County maintenance workers do not. Steffensen said the vacuuming, dusting, garbages, and cleaning bathrooms are completed by the cleaning service crew. Cleaning the floor, sweeping the steps, and cleaning the States Attorney's Office is completed by the maintenance workers. Motion carried.

The board discussed fixing the veneer trim throughout the building. Catlin said it has been recommended that the humidity problem in the building be fixed first before replacing any veneer trim. Catlin suggested two options to fix the humidity problem. He said the board could purchase a humidifier for the building or to reroute the piping, which could cost up to \$80,000. Catlin said he

would research the options and see what they can do. Steffensen said the HVAC system is not the correct system for this particular building.

By consensus, the board agreed to allow Catlin to move forward with researching the different options to fix the humidity problem in the building.

Catlin discussed the security system throughout the City/County Building and the Courthouse.

The board discussed the Mother's room. Steffensen said the room now has a new chair and a secured cabinet for personal belongings. Deputy States Attorney Teree Nesvold said there has been a lot of complaints regarding the lack of amenities in the room, and that nothing is being done about it. Bacon said employees' rate higher than replacing veneer trim throughout the building, so they need to get something done. Bacon suggested expanding the room by taking out a couple of the walls.

Motion by Miller, seconded by Bacon to adjourn. All members voted "aye." Motion carried.

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