

BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING THURSDAY, AUGUST 18, 2016

The Joint Powers Board met on Thursday, August 18, 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 Pierce to approve the minutes from the Tuesday, June 7, 2016 Brookings City/County Joint Powers Board Meeting. All members voted "aye." Motion carried.

Assistant Brookings City Manager Kevin Catlin said ISS Cleaning Services was awarded the cleaning service bid. He said the bid came in at \$49,800.00.

IT Specialist Shawn Plowman updated the board on the battery replacement system. Plowman said there are two batteries that have two hours of backup battery. He said there are two failing strings of batteries, which need to be replaced. Plowman said they opted for the cheaper option, which is to go with replacing one of the batteries for approximately \$6,000.00.

Motion by Miller, seconded by Bacon to approve the battery replacement cost. All members voted "aye." Motion carried.

Catlin said the key card access was inaccessible due to the power outage a couple of weeks ago, and employees did not have a way of getting inside the building. Catlin said they purchased five additional master keys.

The board discussed setting a spending limit for employees to go by so they don't have to ask for the board's permission for every small item. Miller suggested having an email vote.

Catlin discussed the generator issue. Right now, Catlin said the generator is manual and not automatic. With the recent water issue in the basement of the building, Catlin said the generator will be tested on a monthly basis. Catlin said Service Administrator Jarrod Dummer would get a quote to switch the generator from manual to automatic. Pierce asked who was responsible for the generator in the event of an emergency. Miller said former Service Administrator Greg Miller took on that responsibility even though it was not in his job description. Now that Gregg Miller is retired, Miller suggested that it be included in the job description. Pierce suggested there be two people responsible for the generator; a city employee and a county employee.

The board directed Commission Department Director Stacy Steffensen and City Manager Jeff Weldon to make those decisions.

Catlin discussed the HVAC system. He said he will do more research on the humidity problem inside the building. Catlin said there will be an Active Shooter Training on August 23rd at 4:00 p.m. in the Chambers Room.

Catlin discussed the cleaning services. Catlin said there were backpack vacuums purchased for ISS Cleaning Services to use, but they are too heavy to carry. Catlin said they have money to purchase two new vacuums for them.

Motion by Corbett, seconded by Bacon to purchase two new vacuums for cleaning services. All members voted "aye." Motion carried.

Catlin discussed the water/sewage bill. Catlin said he did some research and found that they do not have an irrigation meter so they are being charged for water and sewer, which is making the dollar amount double in price. Also, Catlin said the sprinkler systems were going off five days a week. Catlin said he purchased an irrigation meter to help lower the bill, and set the sprinkler system to go off only two days a week.

Bacon thanked Catlin for his diligence with the bills.

Catlin discussed the emergency lights inside the building. Catlin said the emergency lights are starting to beep, which means they need to be replaced. He said they are \$200 apiece and there are roughly 93 emergency lights.

The board discussed the Mother's Room. Catlin said he received a quote from Robbins Construction for approximately \$16,000 to reconstruct the Mother's Room. Pierce said that quote seems pretty high, and asked if Catlin would get another quote.

Pierce said she thought the plan was to take a footprint of the current room, and not construct into a different area. Miller said Weldon and Steffensen were not in favor of putting the Mother's Room into the current space because the space is for future bathrooms. Miller said it may be prudent to discuss with Weldon and Steffensen what it will cost to re-construct the existing space.

Catlin received an inquiry about the planters outside of the building; the plants either dry up or they drown. He said he would do more research on the issue.

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

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