

# **BROOKINGS CITY/COUNTY JOINT POWERS BOARD MEETING THURSDAY, APRIL 5, 2018**

The Joint Powers Board met in regular session on Thursday, April 5, 2018 with the following members present: Mike Bartley, Stephne Miller, Mary Kidwiler and Nick Wendell.

Mike Bartley called the meeting to order and a quorum was established.

Motion by Miller, seconded by Wendell to approve the minutes from the February 15, 2018 Joint Powers Board Meeting. All members voted, "aye." Motion carried.

Motion by Miller, seconded by Wendell to appoint Mary Kidwiler as Chairperson of the Joint Powers Board for 2018. All members voted, "aye." Motion carried.

Assistant City Manager Kevin Catlin discussed the budget with the board. Catlin said they've been paying routine bills.

Commission Department Director Stacy Steffensen said a battery in one the Automated External Defibrillators (AEDs) started beeping so they've started ordering new batteries for all of them. Steffensen said the building has four (4) AEDs and the cost is right around \$1,000 a-piece for replacement parts.

Steffensen also said a boiler inspection was conducted and they found out that they're not compliant with certain regulations. Catlin said there was an oversight at construction. Steffensen said Maintenance Technician Thomas Bond can do most of the labor himself and the parts for it will cost under \$100.00.

Accountant Executive Tim York with CTS Group gave a presentation to the board on the preliminary analysis of the City & County Building, looking at goals and challenges the building as regarding lighting, the HVAC system and insulation issues. York said CTS works through Guaranteed Service Contracts.

Catlin discussed replacing the server for the door system. He said the door system for security is on a server, which was a refurbished server when it was installed. He said it's now having issues so they are looking at purchasing a new one, at a cost of approximately \$3,200. Catlin said this purchase was not budgeted for.

Motion by Bartley, seconded by Wendell to purchase a new server for \$3,200. All members voted "aye." Motion carried.

Catlin discussed technology upgrades with the board. Catlin said they've budgeted \$70,000 to make technology upgrades. He said he met with CTI to talk about the control room off the Chambers. Catlin said all of the SDSI boxes for the audio and visuals need to be replaced, as well as the recording system. He said CTI will submit an updated bid and then the board can prioritize what they want done first. He said the board will most likely need to replace items in phases.

By consensus, the board agreed to allow Catlin and Steffensen to prioritize the needs of the control room and spend what has been budgeted for this year.

Steffensen discussed the safe rooms with the board. She said some safe rooms have glass windows on the door. She said there's been a request to see if there is a consensus to remove the glass in the door or to replace it with something else.

Bartley suggested replacing the glass with Plexiglas or polycarbonate. Wendell said he would like to hear solutions and cost estimates for replacing the glass on the doors. Miller said she wants to keep the employees safe, but there are a number of things that need attention first. She said the entire building needs to be looked at, and the technology needs to be updated. Bartley said we can still get bids.

Steffensen discussed the veneer in the Finance Office. She said the veneer has been ripped off in a lot of areas making it look tacky. Catlin said patching it won't work so it will need to be replaced. Kidwiler said it needs to be taken care of right away. Kidwiler directed Catlin and Steffensen to work on getting that done.

Catlin said Brookings resident Robert Hurd stopped in and would like to install thirty (30) flags along the northwest boulevard. Catlin said they would need to install flat sockets. Kidwiler said she liked that idea and encouraged them to proceed.

By consensus, the board agreed to allow Robert Hurd to install thirty (30) flags along the northwest boulevard.

Motion by Bartley, seconded by Wendell to adjourn. All members voted "aye." Motion carried.

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