

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

**Thursday, August 27, 2015**

The Joint Powers Board met on Thursday, August 27, 2015 with the following members present: Ryan Krogman, Keith Corbett, Stephne Miller, and Patty Bacon.

## **REGULAR BUSINESS**

Chairperson Krogman called the meeting to order and a quorum was established.

Motion by Corbett, seconded by Miller to approve the minutes from the February 26, 2015 Joint Powers Board Meeting. All members voted "aye." Motion carried.

IT Specialist Shawn Plowman updated the board on the battery replacement system. Plowman said they are due for a replacement. He said the one-time replacement cost for all batteries would be \$10,783.00 and this would include purchasing, shipping, installing, and disposal of the old batteries. Plowman said if the board decides to get rid of the additional cabinet and only use the primary one it would cost \$6,353.00 to replace the batteries. He said this would need to be done before any type of service agreement was made. Plowman said the service agreement would be \$1,270.60 a year for a five year term. In addition to that, Plowman said they would have an annual maintenance agreement for \$1,985.00 a year.

The board further discussed the back-up emergency generator cable/wiring.

Motion by Miller, seconded by Corbett to install the back-up generator permanently at the City/County building. Krogman said he wants to get the generator here and get it up and running before they get rid of the second cabinet. Krogman also said the generator needs to be tested. All members voted "aye." Motion carried.

The board discussed the retrocommissioning process, as well as the wood trim/laminate/trim stain wearing conditions in the building. City Manager Jeff Weldon said the building has had some HVAC issues, particularly with the humidity, but thinks everything is now balanced. Weldon said the trim has been flaking. He also said some of the narrow trim pieces in different areas are cracking. Weldon said they will get some information on solutions regarding the trim and bring it to the next meeting.

The board discussed the protective bollards at the north entrance of the building. Commission Department Director Stacy Steffensen said the bollards are being used as planters and aren't serving the purpose of protecting the entrance from a vehicle coming through the doors. Steffensen said if you move them, snow removal will be an issue and there would be ADA concerns as well. Miller said if someone runs into the building, they would be in the hallway and not the offices. Miller said she is hesitant on the idea of putting anything in front of the doors. The board took no action.

The board discussed the safety mitigation of the seating area under the main stairwell on first floor. Weldon said the architect of the building is having their interior designer look at possible solutions.

The board discussed the conference room scheduler software upgrade. Steffensen said they have been using a free software program, which allows staff to schedule shared spaces throughout the building. Steffensen said the free program went down a couple of weeks ago and because it is a free program, the company doesn't offer support for it. She said for \$10/month, the same company will set up a supported program. Steffensen said all of the current information would transfer.

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

The board discussed the severe weather evacuation to the basement. Steffensen said she would like to investigate that in the event of severe weather, the alarm being set off would also unlock the basement doors. Steffensen said in doing that, someone from the general public or someone who forgot their key pass would be able to get downstairs in case of an emergency. Miller asked what the cost would be. Steffensen said she does not believe there would be an additional cost, just a program change. Corbett said it sounds like a no brainer to make that change.

By consensus, the board agreed to allow the basement doors be unlocked in case of an emergency.

The board discussed flag replacement. Steffensen said that the city and county flags are too small for the pole they are on. She said the estimate for the larger size city and county flags are \$500 per flag. Bacon asked how many flags would be needed. Steffensen said, right now, they go through 3-4 flags a year because the weather is so hard on them. By consensus, the board said to take down the city and county flags and see if there are any comments about not having them any longer.

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

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