

CITY OF NEWBERG
PUBLIC SAFETY BUILDING TRAINING ROOM A/V SUBCOMMITTEE MINUTES
MARCH 14, 2007
6:00 P.M. MEETING
CITY HALL – 2ND FLOOR CONFERNECE ROOM

I. CALL MEETING TO ORDER

Chair Soppe called the meeting to order.

II. ROLL CALL

Council:

Robert Soppe, Chair
Roger Currier
Bart Rierson

Staff:

Dave Brooks, IT Director
Norma Alley, Deputy City Recorder

III. DISCUSSION ON TIME TABLE

Chair Soppe recommended having the subcommittee make their recommendation to Council within this budget cycle.

Consensus was met by the subcommittee to make a recommendation this fiscal year.

IV. DISCUSSION ON NEEDS

Chair Soppe handed out an email on sound systems (see official packet for material). Discussion commenced on video options and sound systems.

Chair Soppe said the subcommittee can look into the following:

- Recommend to council the current audio video situation and be inclusive.
- Survey all appropriate parties of needs.
- Research what is available to fit needs.
- Recommend hardware and installation of equipment.

Councilor Rierson said a projector is needed.

Chair Soppe brought up microphone options of placement on the table for one person, on the table for multiple people, lapel, push to talk, or wireless.

Councilor Currier mentioned the wireless has the issues of batteries running out. Something that has multiple pick up can reduce the board.

Chair Soppe said he was not as concerned about the board, but is more concerned with the microphones. Even if everything is working the sound is terrible, which is related to the microphones not picking up the sound and the cassette recorders recording quality. The City could have a really cool system, but if we do not have something that is easy to use then we are going to have big problems.

Councilor Currier suggested getting a cover for the sound board and only having access to the power button.

Chair Soppe said it could be mounted on the wall and locked up.

Dave Brooks suggested getting microphones that dock on the wall and only allow the system to be turned on and the microphones to be placed on the tables when setting up.

Councilor Rierson asked how much that system cost.

Dave Brooks said around \$15,000.

Chair Soppe said the subcommittee needs to know what the 5-10 year plan is for the training room and who funds it should be determined by who is going to use the room in the long run.

Councilor Rierson said he would like to know where the Council Chambers is going to be.

Chair Soppe asked we need to determine how the room is to be used.

Dave Brooks said the Council uses it for audio recording, audio amplification, video presentation and possible video recording. If we accommodate the Council we can accommodate the rest.

Chair Soppe said an amplifier and speakers are needed for audio amplification and for video projections we need some kind of projector and screen.

Councilor Rierson said it would be nice to have something that would not require turning the lights off.

Chair Soppe asked do we need to have two screens with a projector that can project on both.

Dave Brooks said yes. We would need to move the location of the screen on the north wall away from the wall one foot in order to accommodate that.

Discussion commenced on the necessity of having a mounted video camera to record the meetings, how the video would be viewed by the public, and the quality of recordings.

Chair Soppe asked what is really needed right now for the room.

Dave Brooks said the projector specs are long term, but the rest is needed now.

Chair Soppe asked can we save money by getting the public works guys to install the projector.

Dave Brooks said they do not touch ceilings in risk of altering the warranty. The roof is right at the ceiling and there is a chance of damaging something.

Chair Soppe asked do we really need to replace the two speakers we have.

Councilor Rierson said I do not think so.

Councilor Currier asked do we need four corner speakers. It puts it right over peoples heads and projects right onto the floor.

Chair Soppe said we could have two box speakers angled in the middle of the room and have two speakers move to the back of the room. We want to have the option of turning speakers off and on as well as turning them down.

Councilor Currier suggested contacting McMinnville or Lincoln City to see what kind of equipment they use.

Chair Soppe agreed to look into other Cities systems.

Dave Brookes handed out information on Microsoft Roundtable (see official packet for material). He asked if they would like him to look further into Microsoft Roundtable. It is currently not released yet and is projected to run \$5,000.

Consensus was met to look into Microsoft Roundtable.

Chair Soppe said he will gather more information on systems.

Chair Soppe said we have an immediate problem; the current recording system is failing. We can replace it with another tape recorder or go with a digital recorder that runs \$400-\$600.

Dave Brooks said we have demonstrated that we need a portable good quality system.

Councilor Currier asked about fixing the current tape deck.

Chair Soppe said we would pay more money to have someone look at it then it would be to purchase a new one.

Consensus was met to purchase a digital recorder for no more than \$600.

V. NEXT MEETING

Next meeting is scheduled for Thursday, March 29, 2008, at 6:00 p.m.

VI. ADJOURN

Chair Soppe adjourned the meeting at 7:50 p.m.