PROPERTY COMMITTEE MINUTES

DATE OF MEETING: December 15, 2015 at 7:00 a.m.

MEMBERS PRESENT: Christy Pruser, Camille Redman, Cris Rogers, Terry Hoffman and Terry Ferguson, Chair. Also present Kevin Kemp, Maintenance Supervisor.

MEMBERS ABSENT: None

SUMMARY OF DISCSSION:

- Motion by Pruser, 2nd by Redman to approve last month's minutes. Voice vote, motion carried.
- Motion by Rogers, 2nd by Pruser to approve the claims. Voice vote, motion carried.
- Kemp explained that there are leaks in the sheriff's department and after investigating there is some tuck pointing of expansion joints that need to be repaired/replaced. He feels that this can be done in house with the maintenance staff. Several years ago a tuck pointing project was completed but the penthouse was not included in the project.
- Annual testing of the fire extinguishers is due. Simplex has issued a quote in the amount of $1140.00 to test 15. It may be cheaper to purchase new ones. Will look into the price of purchasing new fire extinguishers.
- Kemp updated the committee on the following:
    - Taking care of maintenance issues at the jail one pod at a time due to the low numbers of prisoners.
    - Replaced interior doors at the new ambulance building.
    - Current on the submitted work orders.
    - Will be looking into taking the A B license for the underground storage tanks.
    - Lights are on order to replace the ones on the stairs at the front entrance.
    - Will make a list of needed replacement furniture throughout the offices.
- Ferguson indicated that the parking lot has some potholes that will need to be patched. Will need to look into getting a quote to repair the entire lot and new striping.
- The time keeping software has been installed and everyone is utilizing the system except for the highway department and animal control.
- Committee given meeting dates for 2016.
- Rogers' updated the committee on the east annex building and the new animal shelter. Indicated that the ambulance service has moved into the building as of today. The gas line still isn't installed but should be soon. Will have CAD Construction complete post construction cleaning on the new shelter. Still waiting on the gas meters to be installed by Ameren and the kennels.
- Motion by Redman, 2nd by Pruser to adjourn at 7:33 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last month's minutes.
Approve the claims.

RECOMMENDATIONS TO THE FULL BOARD:

None

DATE OF NEXT MEETING: January 13, 2016 at 7:00 a.m.

AGENDA FOR THE
PROPERTY COMMITTEE

Date and Time of Meeting: December 15, 2015 at 7:00 a.m. Location: County Building

1. Call Meeting to Order

2. Persons Wishing to Address the Committee (If requesting action, also list below in section three).

3. Items for Discussion and Possible Action
   a. Approve last month's minutes.
   b. Approve bills.
   c. Repairs to expansion joints at the jail
   d. Testing fire extinguishers/possible replacement
   e. Meeting dates for 2016
   f.

4. Closed Session

5. Items for Discussion Only (No Action Requested)
   a. Project updates
   b.
   c.

6. Motion to adjourn.

Posted: December 10, 2015 at 2:25 p.m.

By: Dee Dee Rentmeister