

PROPERTY COMMITTEE MINUTES

DATE OF MEETING: February 10, 2016 at 7:00 a.m.

MEMBERS PRESENT: Christy Pruser, Camille Redman, Cris Rogers, and Terry Ferguson, Chair. Also present Kevin Kemp, Maintenance Supervisor. Pruser left at 7:40 a.m.

MEMBERS ABSENT: Terry Hoffman

SUMMARY OF DISCUSSION:

- Motion by Rogers, 2nd by Redman to approve last month's minutes. Voice vote, motion carried.
- Motion by Pruser, 2nd by Rogers to approve the claims. Voice vote, motion carried.
- After review of the various offices several chairs need to be replaced. Five desk chairs need to be replaced at a cost of \$895.00. Seven guest chairs are needed at a cost of \$455.00. After discussion, a motion was made by Redman, 2nd by Rogers to purchase five desk chairs for \$895.00. Voice vote, motion carried. Motion by Pruser, 2nd by Redman to purchase seven guest chairs for \$455.00. Voice vote, motion carried.
- Kemp reviewed with the committee a list of office furniture wants/needs. Will put together a price list of items that are needed by next month's meeting. Will also put together a plan wanted items.
- Committee reviewed several pictures of areas needing maintenance at the Marina. At the marina meeting this month the marina committee asked the maintenance department to go out and do some work. Maintenance has put together a list with pricing of necessary work along with pictures of the areas that also need cleanup. Committee reviewed the pictures determining who needed to be responsible for the work. Will get with the State's Attorney to issue a letter along with pictures of areas that FAB Associates needs to correct/address.
- Discussion on beginning the process of disposing of items stored at the Haynes building. Maintenance will set up times with the various offices that have items stored at the Haynes building to determine what items can be disposed of and what items must be retained. Only those items that must be retained will be moved to the new facility.
- Discussion on purchasing the materials to seal the penthouse walls. Cost will be approximately \$1400.00. Motion by Redman, 2nd by Rogers to recommend to the full board to purchase the materials needed to seal the penthouse walls not to exceed \$1500.00. Voice vote, motion carried.
- Motion by Rogers, 2nd Redman to adjourn at 7:55 a.m. Voice vote, motion carried.
- Will meet on Thursday, February 18, 2016 at 6:30 p.m. to address approving the maintenance department to proceed with repair/replacement items at the marina and associated costs.

COMMITTEE ACTION:

Approve last month's minutes.

Approve the claims.

Purchase five desk chairs for \$895.00.

Purchase seven guest chairs for \$455.00.

Recommend to the full board to purchase the materials needed to seal the penthouse walls not to exceed \$1500.00.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to purchase the materials needed to seal the penthouse walls not to exceed \$1500.00.

DATE OF NEXT MEETING: February 18, 2016 at 6:30 p.m.