

PROPERTY COMMITTEE MINUTES

DATE OF MEETING: September 7, 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 7:35 a.m.

MEMBERS ABSENT: Terry Hoffman

SUMMARY OF DISCUSSION:

- Motion by Pruser, 2nd by Redman to approve the claims. Voice vote, motion carried.
- Motion by Rogers, 2nd by Redman to approve last months' minutes. Voice vote, motion carried.
- Discussed estimates/quotes for repairs to the county building parking lot for budget purposes. Also received quote for the animal shelter parking lot. Will get with Mark Mathon, County Engineer, to what type of surface he would recommend at the animal shelter. Will put preliminary figures into the budget for next year.
- Need to install a shut off valve on the condensing unit at the jail. Will get prices and bring back next month.
- The coil on the condensing unit at the sheriff's department needs replaced. Will get pricing and bring back next month.
- Discussion on reimbursing the maintenance supervisor mileage for driving his truck during work hours. Discussed continuing to look for another vehicle for the maintenance department. Motion by Redman, 2nd by Pruser to reimburse the maintenance supervisor for mileage when using his truck during work hours. Voice vote, motion carried.
- Discussion on a call in policy. Committee felt this would be on a case by case basis per department. Will have an internal/departamental policy for the maintenance department concerning call in time.
- Travel request for the maintenance supervisor to attend a liability seminar in Peoria on September 14. There will no cost associated with the travel if a county vehicle is available. Motion by Rogers, 2nd by Pruser to approve travel request for maintenance supervisor. Voice vote, motion carried.
- Discussed purchasing a welder for the maintenance department. Three quotes were provided by Fastenal for different models. Ferguson asked Kevin to get local pricing of a welder if possible and bring back next month.
- Discussed removing several dead/dying trees at the county building along with some bushes at the sheriff's department. Committee instructed Kevin to go ahead and remove the trees/bushes and will determine what to put in their place at a later date.
- The outside drop box needs some repairs. Will contact a mason to provide a quote.
- General discussion on painting offices and common areas along with carpet replacement. Will need to do a walk thru and prioritize areas. Also discussed purchasing chair mats to help wear of the carpet.
- Kevin informed the committee that approximately 20 interior doors in the sheriff's departments are warping and will need to be replaced. Approximate cost is \$200 per door.
- Motion by Rogers, 2nd Redman to adjourn at 7:58 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last months' minutes.

Approve the claims.

Reimburse the maintenance supervisor for mileage when using his truck during work hours.

Approve travel request for maintenance supervisor.

RECOMMENDATIONS TO THE FULL BOARD: None

DATE OF NEXT MEETING: October 5, 2016 at 7:00 a.m.