

PROPERTY COMMITTEE MINUTES

DATE OF MEETING: October 5, 2016 at 7:02 a.m.

MEMBERS PRESENT: Christy Pruser, Camille Redman, Cris Rogers and Terry Ferguson, Chair. Also present – Kevin Kemp, Maintenance Supervisor. Pruser left at 7:36 a.m.

MEMBERS ABSENT: Terry Hoffman

SUMMARY OF DISCUSSION:

- Motion by Redman, 2nd by Pruser to approve last months' minutes. Voice vote, motion carried.
- Motion by Pruser, 2nd by Rogers to approve the claims. Voice vote, motion carried.
- Discussion on purchasing replacement carpet squares. Motion by Rogers, 2nd by Pruser to purchase replacement carpet squares in the amount of \$400.00. Voice vote, motion carried.
- Kemp indicated that he met with Quality Carpet Cleaning & Painting to obtain a quote to paint the common areas in the county building but as of this morning had not received the quote.
- Discussed the need to purchase chair mats for offices throughout the county building and the sheriff administration area. Once the carpets are cleaned and squares replaced all offices will have chair mats. Motion by Pruser, 2nd by Redman to purchase chair mats at a cost not to exceed \$1,000. Voice vote, motion carried.
- Kemp discussed snow removal. The janitor that used to assist with snow removal has indicated that he will not be able to assist this coming year. Obtained pricing from Suggs to assist for snow removal. Cost for a truck would be \$125 per event and \$25 an hour for an operator and snow blower. Committee indicated that they would budget \$2000 in next years' budget.
- Discussion on purchasing a maintenance vehicle. Kemp presented three options: 2006 Ford Explorer from Baum's - \$5200; 2007 Jeep Grand Cherokee from Douglas - \$7460 and 2007 Ford Sport tracker from Douglas - \$12210. After review and discussion, a motion was made by Rogers, 2nd by Pruser to recommend to the full board to purchase the 2007 Ford Sport Tracker from Douglas for \$12,210. Voice vote, motion carried.
- Received bid to replace coils on the condensing unit at the sheriff's department. Committee asked that a couple of other bids be gotten.
- Received bid from Central IL Electronic Recycling to dispose of the old electronic equipment. Bid was \$250.00. Motion by Redman, 2nd by Rogers to dispose of old electronic equipment for \$250.00. Voice vote, motion carried.
- Reviewed cost to replace 22 fire doors in the sheriff's department due to warping. Cost for just the doors is \$22,173.40 from CDF Distributors. Will see if another quote can be obtained.
- Motion by Redman, 2nd by Rogers to adjourn at 7:53 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last months' minutes.

Approve the claims.

Purchase chair mats at a cost not to exceed \$1000.00.

Recommend to the full board to purchase the 2007 Ford Sport Tracker from Douglas for \$12,210.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to purchase the 2007 Ford Sport Tracker from Douglas for \$12,210.

DATE OF NEXT MEETING: November 2, 2016 at 7:00 a.m.