

PROPERTY COMMITTEE MINUTES

DATE OF MEETING: December 14, 2016 at 7:00 a.m.

MEMBERS PRESENT: Christy Pruser, Scott Nimmo, Cris Rogers, Lance Reece and Terry Ferguson, Chair. Also present – Kevin Kemp, Maintenance Supervisor. Pruser left at 7:35 a.m.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Motion by Pruser, 2nd by Rogers to approve last months' minutes. Voice vote, motion carried.
- Motion by Pruser, 2nd by Reece to approve the claims. Voice vote, motion carried.
- Discussion on having a surge protector hard wired to the heating/ac unit at the ambulance building. A power surge recently happened which cause the printed circuit board to be replaced. Cost to hard wire a surge protector to the heating/ac unit is \$232.15. During discussion, committee asked Kevin to get a price to have surge protection installed in the electrical panel serving the entire building and send to finance.
- Time for the annual UPS inspection/service agreement for the two units located at the jail. Cost is \$2485.64. Motion by Pruser, 2nd by Reece to recommend to the full board to approve the annual UPS inspection/service agreement for the two units at the jail at a cost of \$2485.64. Voice vote, motion carried.
- Discussed the problem with the birds roosting/nesting in the trees and antennae towers at the county building and jail and causing a mess on vehicles and sidewalks. Obtained a quote to install decoys and other bird deterrents at both facilities at a cost of \$476.50. After discussion, a motion was made by Reece, 2nd by Nimmo to contract with Swinderman to install decoys and other bird deterrents in the trees and on the antennae for \$476.50. Voice vote, motion carried.
- Need to upgrade the handicap access system at the county building due to the button not working and the system being too old to just replace the button. Motion by Rogers, 2nd by Pruser to upgrade the handicap access system for \$774.00. Voice vote, motion carried.
- Received complaints of cigarette smoking entering the building due to employees standing in front of the air intake while smoking. Committee discussed the possibility of declaring county property as no smoking property. Also discussed the use of e-cigarettes. Will work on a policy concerning cigarettes, chewing tobacco and e-cigarettes.
- Discussed the quote from Simplex to testing and maintain all the fire extinguishers for \$1687.56. Will get another quote and send to the finance committee.
- The two Simplex annual maintenance contracts for the jail and county building are due. Cost for the jail is \$33,875.18 and the county building is \$5960.93. These contracts cover the wet/dry fire suppression systems, fire alarms, and fire panels. Motion by Reece, 2nd by Nimmo to recommend to the full board to approve both Simplex maintenance contracts for the jail and county building. Voice vote, motion carried.
- Discussion on the need to have some rock for the fenced in area at the storage facility. Committee informed Kevin to get a hold of the highway to bring out some rock.
- Discussed putting up security screening on the fence at the storage facility.
- Committee discussed the amount of old records stored in the new storage facility and in the dead storage area of the county building. Space is limited and records will need to be destroyed on a more frequent basis. Will send a letter to the department heads/elected officials instructing them to go thru their records and determine which ones can be destroyed, which ones must be microfilmed and which ones must be kept longer. Will ask them to inform the committee of the status of all their records by the meeting next month and then update the committee in three months.
- General discussion on items at the animal shelter.

- Motion by Rogers, 2nd by Reece to adjourn at 8:24 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last months' minutes.

Approve the claims.

Recommend to the full board to approve the annual UPS inspection/service agreement for the two units at the jail at a cost of \$2485.64.

Contract with Swinderman to install decoys and other bird deterrents in the trees and on the antennae for \$476.50.

Upgrade the handicap access system for \$774.00.

Recommend to the full board to approve both Simplex maintenance contracts for the jail and county building.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to approve the annual UPS inspection/service agreement for the two units at the jail at a cost of \$2485.64.

Recommend to the full board to approve both Simplex maintenance contracts for the jail and county building.

DATE OF NEXT MEETING: January 5, 2017 at 7:00 a.m.