

## PROPERTY COMMITTEE MINUTES

**DATE OF MEETING:** February 8, 2017 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 7:38 a.m.

**MEMBERS ABSENT:** None

### **SUMMARY OF DISCUSSION:**

- Motion by Pruser, 2<sup>nd</sup> by Nimmo to approve Decembers' minutes. Voice vote, motion carried.
- Motion by Reece, 2<sup>nd</sup> by Pruser to approve the claims. Voice vote, motion carried.
- Discussion on picking a color to paint the hallways and common areas at the county building. Committee informed Kevin to proceed with the painting and to pick out a neutral color.
- The flag lights and the lights that light up the county building sign are out. There must be a bad wire. If maintenance is unable to fish the old wire out underground will have to cut concrete out to rewire the lights.
- Discussion on sink holes in the parking lot serving the sheriff's department. Received a bid from Nelson Excavating to repair 4 manholes and replace one entirely for \$5375.00. Committee asked Kevin to contact the highway department to see if they can do the work.
- Motion by Rogers, 2<sup>nd</sup> by Pruser to purchase a torch set not to exceed \$400.00. Voice vote, motion carried.
- Discussion on purchasing a chainsaw in order to remove several dead or dying trees on county properties. After discussion, committee indicated that maintenance should borrow one from the highway department. Ferguson also indicated that if maintenance had a need for a wood chipper Harp township.
- Need to replace an air dryer on a compressor at the county building. Cost for the dryer is \$1323.00 and the maintenance department can install it. Motion by Pruser, 2<sup>nd</sup> by Reece to recommend to the full board to approve the purchase of an air dryer for a compressor at a cost of \$1323.00. Voice vote, motion carried.
- Discussion on the landscaping at the county building. Several trees have died or are dying and need to be removed. Will ask the highway department to come and assist in the removal of the trees. Committee will decide later what to with the areas once the trees are removed.
- Discussion on purchasing signs for the parking lots notifying everyone that the lots can be slippery when wet or icy conditions exist. Committee asked Kevin to costs for posts and the number of signs needed for all parking lots at county facilities.
- Will discuss next month the quotes for the fire extinguishers.
- Received two proposals for a camera and key fob system at the animal shelter. Will send these to the public safety committee.
- Discussion on phasing out the old light fixtures and replacing with LED fixtures. This would eliminate the costs of ballast replacement and the LED light bulbs would last longer. Will look to see if there are any grants available.
- Update on record storage. Heard back from all departments that store records except for probation, Judge and county clerk offices. Will send another letter to probation, Judge and county clerk to see where they are at with reducing the amount of old records being stored. The other departments have indicated that they are working on getting records microfilmed/scanned and completing paperwork to destroy records.
- Discussion on the notice sent to departments concerning the number of appliances that are located within the offices asking that reduce the appliances in the offices due to electrical breakers tripping frequently due to the use of these appliances.

- Discussion on office space in the county building. Will set up a meeting with the State's Attorney.
- Motion by Rogers, 2<sup>nd</sup> by Reece to adjourn at 7:54 a.m. Voice vote, motion carried.

**COMMITTEE ACTION:**

Approve Decembers' minutes.

Approve the claims.

Purchase a torch set not to exceed \$400.00.

Recommend to the full board to approve the purchase of an air dryer for a compressor at a cost of \$1323.00.

**RECOMMENDATIONS TO THE FULL BOARD:**

Recommend to the full board to approve the purchase of an air dryer for a compressor at a cost of \$1323.00.

**DATE OF NEXT MEETING: March 8, 2017 at 7:00 a.m.**