

## PROPERTY COMMITTEE MINUTES

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

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

**MEMBERS ABSENT:** Scott Nimmo

### **SUMMARY OF DISCUSSION:**

- Dan Markwell, State's Attorney, was present to discuss security/safety in his office. He has had to have several people removed from his office by security recently and there are times when just his office staff is present and has to deal with irate people. Would like to pursue looking into getting estimates to provide some type of secure lobby area similar to the probation department or the sheriff's department. Committee had no problem with Dan proceeding with obtaining different security ideas and costs.
- Motion by Reece, 2<sup>nd</sup> by Pruser to approve last months' minutes. Voice vote, motion carried.
- Motion by Pruser, 2<sup>nd</sup> by Reece to approve the claims. Voice vote, motion carried.
- Obtained two quotes to inspect/service the fire extinguishers. Motion by Rogers, 2<sup>nd</sup> by Pruser to recommend to the full board to renew the contract with Simplex to inspect/service the fire extinguishers for \$1687.56. Voice vote, motion carried.
- Waiting on information from the County Engineer on the sink holes in the parking lot.
- Will check with Illiana to see if their bid to resurface the parking lot is still good.
- Kevin spoke to the committee about the need to hire another maintenance person. He has been utilizing someone from community service. Have found quite a few areas/items that have not been maintained over the years. Currently there are seven properties that must be maintained with only two employees. The current person doing community service hours has a lot of experience which has been very beneficial to the county. Would need to hire someone in June. Discussion on funding this position. Dee explained that it would take 2/3 vote of the county board to transfer money from contingencies into the property budget. After discussion, a motion was made by Pruser, 2<sup>nd</sup> by Reece to recommend to the finance committee to recreate a maintenance technician position. Voice vote, motion carried. Will look into possibly getting some summer help from students needing community service hours and those associated with Youth Initiative.
- Discussion on the need to replace the boiler system expansion tank in the penthouse. Motion by Rogers, 2<sup>nd</sup> by Reece to recommend to the full board to replace the expansion tank at a cost of \$5900.00. Voice vote, motion carried.
- Discussion on the possibly putting in surge protection at the animal shelter. During a storm a couple of weeks ago every breaker had to be reset. Will contact the architect to have the initial contractor come out.
- Kevin informed the committee that the fire doors for the sheriff's department have come in but that they came in a finished birch color. The maintenance department assumed that these doors could be stained but they cannot. A company has been found that can put a "wrap" on the doors in a darker color to match the other interior doors for under \$1000.00. Motion by Rogers, 2<sup>nd</sup> by Reece to approve having the new fire doors wrapped in a darker color at a cost not to exceed \$1000.00. Voice vote, motion carried.
- Project updates:
  - Fire Marshall was here to inspect the underground storage tanks. Passed the inspection.
  - Three trees with rip rap have been removed. Will have the stumps removed in the next week.
  - Security cameras at the animal shelter have been installed.

- There haven't been any more tripped breakers from all of the additional appliances at the county building. Kevin indicated he wasn't sure if this was because some of the appliances have been removed or if the offices are making sure that they don't use them simultaneously.
- The company that installed the bird deterrents will be back to install a different type of system due to the other ones not holding up during high winds.
- The caution signs in the parking lots have been installed.
- Discussion on the parking lots at the animal shelter and ambulance building.
- Motion by Rogers, 2<sup>nd</sup> by Reece to adjourn at 8:35 a.m. Voice vote, motion carried.

**COMMITTEE ACTION:**

Approve last months' minutes

Approve the claims.

Recommend to the full board to renew the contract with Simplex to inspect/service the fire extinguishers for \$1687.56.

Recommend to the finance committee to recreate a maintenance technician position.

Recommend to the full board to replace the expansion tank at a cost of \$5900.00.

Approve having the new fire doors wrapped in a darker color at a cost not to exceed \$1000.00.

**RECOMMENDATIONS TO THE FULL BOARD:**

Recommend to the full board to renew the contract with Simplex to inspect/service the fire extinguishers for \$1687.56.

Recommend to the full board to replace the expansion tank at a cost of \$5900.00.

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