

## PROPERTY COMMITTEE MINUTES

**DATE OF MEETING:** August 14, 2017 at 7:00 a.m. DeWitt County Building

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

**MEMBERS ABSENT:** Scott Nimmo

### **SUMMARY OF DISCUSSION:**

- Motion by Pruser, 2<sup>nd</sup> by Reece to approve last months' minutes. Voice vote, motion carried.
- Motion by Reece, 2<sup>nd</sup> by Pruser to approve all claims. Kemp explained the two bills related to lightning damage at the jail. Voice vote, motion carried.
- Discussion on moving the law library now that the State's Attorney's office has secured access. Can move the law library to one of the small attorney/client rooms and install a computer and maybe some shelving. The door will have a lock that will have to be checked out from security. Also discussed the need for a law library. The county board is responsible for determining the creation of deletion of a law library. Will have security list the need for this room and committee will look into how many times the key is checked out for the new of utilizing the law library.
- Discussion on moving the key fob reader from the east door in the current law library leading into the judge's area to the outside public door to the state's attorney's office and installing a key pad type lock on this door. Cost for a key pad lock installed would be \$838.00. At this time, do not have a cost to move the key reader. Will get this cost and take to finance. Committee suggested utilizing a key lock and see how it works out. After discussion, a motion was made by Reece, 2<sup>nd</sup> by Pruser to purchase a key pad lock not to exceed \$900.00. Voice vote, motion carried.
- Discussion on the zoning/county administrator office. With the addition of a part time employee the current layout is not ideal. Discussed relocating the zoning office to a vacant office and remodeling the current zoning/county administrator office. Maintenance will put together some floor plan options and bring back to committee.
- General discussion on budgeting for repairs to the parking lot next year. Committee also asked Kemp to get a quote for concrete at the animal shelter lot between the two buildings and asphalt for the front of the buildings.
- Review of the proposed 2018 budget.
- Orry Cummings from SmartWatt was present again to touch on a few items. Took a few items off of the proposed feasibility study with project looking like a 10-year project. Would include switching out the lights to LED, replacing both boilers and building envelope. The county would decide what items to proceed with after the feasibility study. No action was taken. Will discuss next month.
- Motion by Pruser, 2<sup>nd</sup> by Rogers to adjourn at 8:33 a.m. Voice vote, motion carried.
- General discussion on SmartWatt.

### **COMMITTEE ACTION:**

- Approve last months' minutes
- Approve the claims.
- Purchase a key pad lock not to exceed \$900.00.

### **RECOMMENDATIONS TO THE FULL BOARD:**

None

**DATE OF NEXT MEETING:** September 6, 2017 at 7:00 a.m.