

## **Building and Grounds**

Minutes

January 3, 2018

The Building and Grounds Committee of the Piatt County Board met on Wednesday, January 3, 2018 at 9:00 a.m. in Room 104 of the Courthouse. The meeting was called to order by Chairman Randy Shumard. Attending were: Shumard, Ray Spencer, Bob Murrell, Randy Keith, Scott Stephenson, Tony Kirkman, Darlene Baker, Eric Seibring, Sheriff Dave Hunt, Orry Cummings, Steve Hoffman and Keri Nusbaum. Committee member Al Manint was not in attendance due to illness.

**MOTION:** Spencer made motion, seconded by Murrell to approve the December 6, 2017 minutes as written. All in favor and the motion carried.

### **Old Business- Shonkwiler Memorial**

Keith received a phone call from the family over the holiday. Sheriff Hunt will be the contact person for them.

### **New Business**

Claims for December 2017 were presented.

**Motion:** Spencer made motion, seconded by Murrell to approve the claims as presented. Roll was called and the motion carried.

**IT** Scott Davis said that the internet service has been rolled over to CCG. There was a hiccup over the holidays, but it was taken care of. Everyone except the city is off of Metro now.

**Public Safety Building** There were a few minor weather related issues which were addressed. The snow plow went down last Friday. Shumard said there probably needs to be a backup plan for times that the County equipment fails. The truck with the plow is in for repairs now.

Scott Stephenson complimented the maintenance staff for their work on the holidays in snow removal.

**Piatt County Office Building** A heating unit froze up and Scott is waiting for the parts.

**Courthouse** The 25 year old system had an air dryer freeze up, which resulted in a courtroom being 85 degrees and the basement being 60 degrees. Stuard Consulting has requested a pre-construction meeting the second or third week in February to schedule the elevator repair. They would like to start around March 1. The elevator would be down 5-6 weeks, which would go into the jury trial schedule. Will need to check with the judges regarding the court schedule. Also, there are no bathrooms on the first floor, so will need to look into renting an accessible port a potty, and placing it on the lawn. The attic room is framed and should have the fireproof room ready by the end of the month. They have to work around the court schedule to complete that work as well, because of the noise.

**Mental Health** A urinal still needs to be fixed, but it's been too cold to turn the water off to the whole building to repair. The Mental Health Board is considering some capital improvements, and getting bids for those.

**Transportation** – None

Shumard addressed the proposed work order system. Stephenson said if it is for the entire county, it would be too time consuming. Scott Davis suggested an electronic work order system. The cost should be under \$500 to implement that. It would be less time consuming. When a work order is submitted, maintenance would receive a text. Shumard said a work order system would help budgeting, and staffing. Stephenson said he felt it is micro-managing. Davis said an electronic system would generate the needed reports. Keith agreed there needs to be a work order system of some kind implemented. Davis will have a proposal for the next meeting.

**Safety** None

**Public Comments** None

The next building and grounds committee meeting will be February 7, 2018 at 9:00 a.m.

**MOTION** Spencer made motion, seconded by Murrell to adjourn. All in favor and meeting was adjourned at 9:29 a.m.

Respectfully submitted,

Keri Nusbaum  
Piatt County Zoning Officer