

## **Building and Grounds**

Minutes

March 8, 2019

The Building and Grounds Committee of the Piatt County Board met on Friday, March 8, 2019 at 10:00 a.m. in Room 150 of the Piatt County Office Building. The meeting was called to order by Chairman Ray Spencer. Attending were: Ray Spencer, Bob Murrell, Shannon Carroll, Randy Shumard, Eric Seibring, Steve Hoffman, and Keri Nusbaum.

Eric Seibring reviewed the floor plan of the building, along with the current room assignments. Shumard said he had done the measurements of each room, and would like to have those added to the floor plan, and that we need to know who pays rent.

Seibring suggested getting the rent information from Linda Leach, and putting it on a spreadsheet.

Shumard would like to have a memorandum of understanding with each agency. The amounts of rents do not seem equitable. Community Action pays \$250 per month for a much larger area, and Services for Seniors pays \$450 per month for a small office. The highway department pays \$6000 per year. There is a cleaning service, and there are over 3000 lightbulbs in the building.

There is a question about who makes the room assignments. Dick Wilkins and Seibring made the initial room assignments. More recently, it was the maintenance supervisor, and Shumard has also made some in the last few months.

The committee will get a list from the current maintenance supervisor of those in possession of keys to the building.

Security for the IT room was discussed.

The group walked through the entire building.

The group, less Murrell and Shumard returned to the Highway department conference room.

**Motion:** Spencer made motion, seconded by Carroll to adjourn. On voice vote, all in favor and the meeting adjourned at 11:54 a.m.

Respectfully submitted,

Keri Nusbaum  
Piatt County Zoning Officer

