

## **Building and Grounds**

Minutes

March 27, 2019

The Building and Grounds Committee of the Piatt County Board met on Wednesday, March 27, 2019 at 3 p.m. in Room 104 of the Piatt County Courthouse. The meeting was called to order at 3:10 p.m. by Chairman Ray Spencer. Attending were: Ray Spencer, Bob Murrell, Shannon Carroll, Jami Trybom, Tony Kirkman, Darlene Baker, Doug Winder and Keri Nusbaum.

The Piattran preventive maintenance agreement was discussed. The initial agreement was started by his predecessor and Doug Winder has updated it with new figures. He reduced the projected number of mowings from 40 to 28. Trybom asked for clarification of what the maintenance on the sprinkler system included. She will follow up to see what the sprinkler system maintenance agreement system with the sprinkler system includes. It was agreed that Winder will send copies of the completed PM sheets when the service is conducted.

The details of the Piatt County Mental Health Center preventive maintenance agreement were discussed. Tony Kirkman from Piatt County Mental Health said an annual service contract on the calendar year would be best for them. Both Mental Health and Piattran wish to be billed quarterly.

The service agreements will be reviewed on an annual basis.

Piattran and Mental Health share the cost of snow removal and it is contracted out. Winder will prepare a service agreement with the details reviewed at today's meeting to include signature lines and the dates of the agreement. Any service performed above and beyond the preventive maintenance agreement will be billed at the hourly rate on the quarterly invoice.

**Motion:** Carroll made motion, seconded by Murrell that the parties agree to draw up and move forward with the preventive maintenance agreements as discussed in today's meeting. Roll was called: Carroll – Yes; Murrell – No; Spencer - Yes

**Motion:** Murrell made motion, seconded by Carroll to adjourn. On voice vote, all in favor and the meeting adjourned at 4:03 p.m.

Respectfully submitted,

Keri Nusbaum  
Piatt County Zoning Officer

