

## **Building and Grounds**

Minutes (revised)

April 3, 2019

The Building and Grounds Committee of the Piatt County Board met on Wednesday, April 3, 2019 at 9:00 a.m. in Room 104 of the Piatt County Courthouse. The meeting was called to order by Chairman Ray Spencer. Attending were: Ray Spencer, Bob Murrell, Shannon Carroll, Randy Shumard, Sheriff Hunt, Doug Winder, Scott Davis, Tony Kirkman, Darlene Baker, Jennifer Harper, Linda Leach, Jennifer Bryant, Scott Porter, Mike Homes, Jami Trybom, Jamie Mumm, Judge Hugh Finson, Sue Brock, Seth Floyd, Alicia Winder, Janet Warnick, Marjorie Warren, Kristin Perrine, Steve Hoffman, and Keri Nusbaum.

**Motion:** Carroll made motion, seconded by Murrell to approve the minutes of the March 6 and March 8, 2019 meetings. On voice vote all in favor and the motion carried.

**Motion:** Carroll made motion, seconded by Murrell to approve the claims for March. Roll was called all in favor and the motion carried.

Murrell questioned which line items of the budget the claims come from. Leach explained there are several different line items and she will show him after the meeting.

**IT** The voice mail system was not working properly Monday but appears to be working now.

**Public Safety Building Sheriff** Hunt reported there was a leak in the roof, it has been fixed and was under warranty. Getting ready to install an Uninterrupted Power Supply System on April 8.

**Piatt County Office Building** The staff has been clearing out leaves and taking them to the compost area. They are preparing the equipment for spring. Winder has received 3 different quotes for options for tree removal from one company. The other companies he contacted have not submitted bids. Shumard said that Habitat would haul the larger wood away. The least expensive bid leaves the oak tree but cleans it up. The oak is healthy but needs the dead limbs cut off and to be trimmed. The use of a crane may be required if the oak tree is removed. Scott Porter recommended getting a bid with a crane which would be safer and probably the same costs. Carroll recommended that Winder give the company with the crane a deadline to respond.

Room assignments at the office building are an ongoing process. Carroll would like to have input from the nursing home. Spencer reports that WIA requested a more visible space.

**Mental Health** A furnace was replaced. Now all furnaces have been replaced since 2015. A dryer was replaced. The service technician questioned if there had been a significant power surge based on his inspection. The material to repair the overhang has arrived. Mental health is the recipient of \$5,000 Outreach 101 funds from Dan Caulkins. They will use it to replace floors. Kirkman would like the maintenance agreement to be changed and eliminate the materials column and be billed after the fact for the actual costs. Spencer asked if Kirkman would have all the materials there and available for the maintenance team. He would like to provide filters only. Winder said Mental Health would have to set up accounts at various vendors and add staff to those accounts. He would probably need to buy a separate bag of Weed & Feed and leave it at their facility. He cannot bill the actual costs for trimmer string and gas for mowing. Baker said

they haven't paid for the materials for maintenance before. Trybom said she thought at the meeting they agreed to be invoiced quarterly for the work done. Kirkman wants the furnace filters removed, and a line added that they will be billed at cost.

Winder, Kirkman and Trybom will work out the verbiage of the new agreement.

**Transportation** – None

**Safety** – None

**Courthouse** Several in attendance expressed concerns about the smell from the heating system and the leaks that have occurred. Winder explained that when the system vents it releases a smell which is caused by stagnant water and a small amount of propylene glycol in the system. The leaks are caused by plugs in the units which stick. Approximately half of the units have had the plugs replaced. They had been checking the units once per month, and are now checking once per week. After the heating season is over, the entire system will be flushed. This should alleviate the smell. Sheriff Hunt noted he did not know of the latest problem until he received an email from Jamie Mumm complaining about the smell. He was on vacation. He wants to be called when these things happen. Murrell asked how long it would take to replace the remainder of the plugs. Winder responded that many are difficult to access. They should be able to address the remaining units in two days if there are no calls or requests they need to respond to immediately. Mumm asked what causes the leaks in warmer weather if it is a heating system problem. Winder said those are caused by condensation and leaking. The first unit leaked in October 2017 causing damage in the County Clerk's office. Winder said the system contains old water and propylene glycol which is not toxic. Sheriff Hunt noted that the different department heads have the right to close their departments if they believe conditions warrant it. He does not have that ability. Judge Finson referenced a product sheet (MSDS) which he said was concerning. Some in attendance said they feel their concerns are not addressed. Winder noted that his staff tries not to get in the way. They often come in early, late or on courthouse holidays so just because they don't see him, doesn't mean nothing is done. Sheriff Hunt asked that replacing the plugs be made a priority. Mumm asked if there is asbestos in the areas where leaks have occurred. The materials have been tested, and there is no asbestos. Mumm said she has been diagnosed with fungal pneumonia and she believes it is tied to the problems in the building. Alicia Winder said she has pneumonia. Circuit Clerk Seth Floyd would like the building to be inspected for mold, and any items which have not been abated properly. Most of his staff was in attendance. Mumm said the building needs to be professionally cleaned as she believes it is beyond the ability of the custodial staff. Carroll said that checking and replacing the plugs needs to be top priority.

**Motion:** Carroll made motion, seconded by Spencer to authorize Winder and Hunt to bring in an inspector for evaluation, and a contractor as recommended for cleaning. Roll was called. All in favor and the motion carried.

After the inspection is complete the building and grounds committee will have a meeting to go over the inspectors findings.

**Public Comments: None**

**Motion:** Murrell made motion, seconded by Carroll to adjourn. On voice vote, all in favor and the meeting adjourned at 10:47 a.m.

Respectfully submitted,

Keri Nusbaum  
Piatt County Zoning Officer/Secretary Piatt County Board