

## Property Committee Meeting Minutes for November 2022

Present:

John Higgins

Dale Hoff

Garth Rolbiecki

Desiree Gearing-Lancaster

1. **J. Higgins Called Meeting to Order at 3:30PM**
2. **Set Date for Next Meeting**
  - a. Tuesday, Dec 13, 2022 at Time 3:30PM
3. **Approve Minutes of Previous Meeting**
  - a. **Motion made by G. Rolbiecki for approval of minutes from previous meeting and seconded by D. Hoff. All in favor. Motion carried.**
4. **Discussion Courthouse Bathroom Remodel Update**
  - a. R. Poff has a contractor coming in to do the measurements on the bathrooms and discuss the amount of work that needs to get done to bring the bathrooms back up to code.
5. **Discussion Facilities Workorder Program by Brightly Software**
  - a. Per R. Poff he is looking into Property management software to help keep track of work orders, repairs on equipment.
  - b. This software would possibly work similar to the IT Help desk. There would be a link to an employee portal and they would get an email back once the task was completed. The program would help manage the work orders and help Facilities Manager keep a better handle of what needs to get done.
  - c. R. Poff stated Cost **\$4,000.00 a year.**
  - d. **Hoff made a motion to try this program for 2-year term. G. Rolbiecki seconded the motion. All in Favor. Motion carried.**
6. **Discussion / Act – Employee Update**
  - a. R. Poff stated he is fully staffed now and part-time person will be starting soon.
7. **Discussion Building Needs;**
  - a. R. Poff said DHHS building is moving right along. The styrofoam and tubing is being laid.
  - b. Animal Shelter, Per R. Poff their acoustic curtains are on order and he is waiting for confirmation from them. R. Poff said he was informed the noise level could change with each season. He is in the process of checking the noise levels.
  - c. R. Poff said the Sheriff had a visitor sleeping in the vestibule going into the Law Enforcement Center and the deputy had to kick the person out several times and belongings have also been left behind. Possibly put up a No Loitering sign.
    1. Per Sheriff Waldera maybe install an afterhours phone and have the calls forwarded to dispatch.

**8. Monthly Budget Report**

- a. **Motion to approve made by G. Rolbiecki, seconded by D. Hoff. All in favor.  
Motion carried.**

**9. Monthly Vouchers**

- a. **Motion to approve made by G. Rolbiecki, seconded by D. Hoff. All in favor.  
Motion carried.**

**10. Adjournment**

- a. **D. Hoff motioned to adjourn at 4:09pm, and seconded by G. Rolbiecki. All in favor. Motion carried.**