

## PROPERTY MEETING AGENDA

TO: Roger Stevens  
Ed Chamberlain  
John Higgins  
Desiree Gearing-Lancaster

Others in Attendance Susie Meinerz, Cindy Altman

1. Call Meeting to Order
  - a. 3:30pm by R. Stevens
2. Set Date for Next Meeting
  - a. May 11, 2021 – 3:30pm
3. Approve Minutes of Previous Meeting
  - a. Approve minutes from previous meeting by Chamberlain, seconded by Higgins. All voted aye, motion carried.
4. Hillyard Company Presentation on CCAP Program
  - a. Poff discussed with committee the option to have one source vendor option for Facility's needs.
  - b. Hillyard presented the specifics on the CCAP Program in regards to providing products, training, and services to the County. "Cleaning Cost Analysis Program." Database includes a replica of building, sq ft, floor types, fixturing, cleaning tasks, cleaning frequencies, tools and equipment, employee hours, etc. Using data and analytics to help with keeping a high level of clean, safe and healthy building.
5. Discuss/Act-Pay Cooling Tower Out of Fund Balance
  - a. Poff discussed that because the project was budgeted in 2020 and Not started till 2021 the money was put in to Fund Balance and we will need to pay out of there. Altman informed them that the Project budget needed to be put into fund balance and that the project cost is over what we budgeted for and that there was enough put in fund balance to cover.
  - b. Motion by Higgins to approve the use of fund balance to pay for the Cooling Tower Project, Second by Chamberlain. All voted Aye, motion carried
6. Discuss/Act-Generator/UPS Service Agreement
  - a. Poff discussed at last months meeting he brought to the committee the need for the generator to be service it was tabled to bring back another bid. So presented was the original bid from Gateway Facilities in the amount of \$1978.60 and a bid from Pioneer Critical Power in the amount of \$2777.50. Poff explained that Pioneer are the original installers of the equipment.
  - b. Motion by Chamberlain to go ahead and accept and schedule Gateway Facilities to service the generator, second by Higgins. All voted Aye, motion carried.
7. Discuss/Act-Clerk of Courts Remodel Bid
  - a. Poff discussed that the bids have closed for the remodel of Clerk of Courts and there was only one bid submitted. Simmons Construction was the

only bid turned in for the amount of \$17,500. Stevens questioned if this project was budgeted for Poff informed it was and the budget was \$20,000 for this project. Higgins stated we were happy with Simmons Construction and believed they would do a good job. Poff explained that we are on a tight budget and there is an option to lower the bullet proof glass 11 and half inches and place a panel of plate steel at the top of the window cannel or for an extra \$4,375.00 we can replace with full glass panel.

- b. Motion by Higgins to use Simmons Construction's bid and not take the optional \$4,375.00 for full glass, Second by Gearing-Lancaster. All voted Aye, motion carried.
8. Discuss/Act-Building Needs
  - a. No new needs at this time
9. Monthly Budget Reports
  - a. Motion by Chamberlain to approve the budget second by Higgins, all voted aye. Motion carried
  - b. Lancaster-Gearing excused from meeting 4:50 pm
10. Monthly Vouchers
  - a. Motion by Chamberlain to approve the vouchers, second by Higgins all voted aye. Motion carried
11. Adjournment
  - a. Motion made by Chamberlain to adjourn the meeting, second by Stevens, Meeting Adjourned.