

PUBLIC PROPERTY
December 16, 2016

- Call to order** The meeting was called to order at 10:00 a.m. by Chairman Duane Rogers. Committee members Derek Flansburgh and Geri Kozelka were present. Clerk Janet Geisler and John Poots were also present.
- Verify posting** The meeting was verified as being properly posted.
- Approval of Minutes** Flansburgh moved, Kozelka seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Environmental Report**
- The Focused Indoor Air Quality Evaluation Summary Report conducted at the Courthouse was distributed. According to the Conclusions all of the findings were found to be acceptable. There was a sample from the Clerk of Court's office that was lost and Donna Steiner would like the company to find the sample or take another one. The company will be contacted. The City will also be provided with a copy of the report.
- The three recommendations are as follows:
1. The ceiling tiles in the Sergeant's office and ductwork in the ERV room should be inspected regularly to ensure water leaks are not occurring.
 2. Humidifiers in the Clerk of Court's office should not have humidity levels higher than 50% and should be cleaned regularly. These are not County humidifiers.
 3. The Clerk of Court's office needs to be cleaned using a HEPA-filtered vacuum. Desks and horizontal surfaces should be wiped down with a mild cleaning solution.
- Power outage** There was a scheduled power outage at the Law Center and Courthouse on December 8th due to the moving of power poles. John Poots noted that there were no major issues.
- Maintenance** John Poots reported that there have been some heating problems which are being taken care of.

Next meeting January 11, 2017 at 10:00 a.m.

Adjourn Flansburgh moved, Kozelka seconded to adjourn. The motion carried with no negative votes cast and the meeting adjourned at 10:30 a.m.

Janet Geisler, County Clerk