

**PUBLIC PROPERTY**  
**January 13, 2021**

- Call to order**                   The meeting was called to order by Chairman Derek Flansburgh at 9:00 a.m. Committee members Geri Kozelka and Greg Russell were present. Also present were Tom Cornford, County Board Chairman; John Poots, Maintenance, Cheri Leachman, HR Specialist; and Roberta Fisher, County Clerk.
- Verify posting**               Chairman Derek Flansburgh verified that the meeting notice was properly posted.
- Approval of Minutes**       Russell moved; Kozelka seconded to approve the minutes of the previous meeting. The motion carried with no negative votes cast.
- Approval of Bills**           No new bills to approve.
- Unlocking Outer Admin Doors**       Cheri Leachman is requesting that the outer doors on the Main Street entrance be unlocked by 7:30 a.m. as a courtesy for the employees who arrive to work before the building opens at 8 a.m. The inside doors of the entryway would remain locked as usual. This would allow access into the entryway without hassle during inclement weather.
- Employee Recognition**       Tom Cornford announced that Steve Lessard and Brenda Shimala are being recognized for 20 years of dedicated service to Crawford County. Tom and Derek will present them with an award. They will also be honored with a plaque on the wall in the Beaumont Road entryway of the Administration Building.
- AARP Tax Preparation**       Roby Fuller, ADRC Director addressed the committee to ask for permission to allow AARP volunteers to enter the building and utilize our meeting room to provide tax services to county residents. Since this is a government building, national AARP is requesting proof of permission for this service. If this service is approved, it will be available after March 1<sup>st</sup>.
- Russell moved; Kozelka second to grant permission for AARP volunteers to enter the building, access our meeting rooms and provide this service to the residents of Crawford County. The motion carried with no negative votes cast.

**Bernie Buchner  
Proposal**

John Poots presented a proposal for boiler repair at the Courthouse. The proposal was for \$4,048.70. The funds will come out of the 2021 budget for Building Maintenance.

Russell moved; Kozelka second to approve the proposal as presented from Bernie Buchner. The motion carried with no negative votes cast.

**Bldg Maint.**

John Poots updated the committee regarding the roof. The repair work that was done is only a temporary fix. He is asking the committee for permission to get an estimate for a permanent fix.

Greg Russell mentioned some repairs that needed attention. The ramp at the front entrance needs some concrete repair. The faucet in the men's bathroom near Extension is not working. There is some corrosion on the fixtures in the urinal.

Maintenance calendars were presented for approval and signatures.

**Next Meeting**

February 10<sup>th</sup>, 2021 at 9:00 a.m.

**Adjournment**

Russell moved; Kozelka seconded to adjourn the meeting. The motion carried with no negative votes cast and the meeting adjourned at 9:21 a.m.

**Roberta A. Fisher  
County Clerk**