

PUBLIC PROPERTY

May 13, 2020

- Call to order** The meeting was called to order by Chairman Derek Flansburgh at 9:04 a.m. Committee members Geri Kozelka and Greg Russell were present. Also present were John Poots, Maintenance, Nancy Dowling, RIP, Donna Steiner, Clerk of Courts and Deputy Clerk Roberta Fisher.
- 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.
- Johnson Controls Maintenance Contract** A new 2-year maintenance agreement was presented to the committee members. Current contract ends 6/30/2020. The new contract will begin 7/01/2020 and end on 6/30/2022. There will be approximately an \$1100 annual increase with the new contract.
- The maintenance contract covers the Administration Building, Courthouse and Law Enforcement Building, which includes testing, inspections, and certifications of the Fire Alarm systems in all three buildings.
- Russell moved; Kozelka seconded to approve the new contract from Johnson Controls. The motion carried with no negative votes cast.**
- COVID-19 Cleaning/Disinfecting Routine** Committee members were given a brief update on the cleaning and disinfecting routine during COVID-19. A part-time high school student has been hired to help with added responsibilities needed to help reduce the spread of the Coronavirus within the Administration building. Brenda is putting in extra time at the Sheriff's Department and Courthouse as well.
- Bldg Maintenance** John Poots presented the committee members with a new HVAC Preventative Maintenance Contract for the Admin Bldg. and the Courthouse. This is a one-year agreement starting on the date of acceptance. The proposal covers preventive maintenance on the boilers and the chillers at both buildings.
- Kozelka moved; Russell seconded to approve the Bernie Buchner contract. The motion carried with no negative votes cast.**

Nancy Dowling and Donna Steiner presented information to the members regarding the need of rewiring and cabling for a new Digital and Audio Recording system in the courthouse. CCAP is transitioning all the courthouses to this new DAR system, which will eliminate the need for a court reporter/stenographer. Our court reporter is leaving the middle of June. The DAR system requires hard wiring throughout the courthouse, and we are currently only set up for wireless transmission.

The state will be supplying all of the equipment needed for the new system. However, the county is responsible for the rewiring and prep work costs that need to be done prior to installation. The estimated cost is around \$3500. The proposal is from Lifeline Technologies. There are budgeted funds available for this project.

Russel moved; Kozelka seconded to approve the Lifeline proposal to rewire and needed prep work for the new DAR system. The motion carried with no negative votes cast.

John Poots presented the committee members with his department calendars for approval and signatures.

Next Meeting

June 10, 2020 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 9:24 a.m.

Roberta A. Fisher, Deputy Clerk