

**County Facilities Committee
Tentative Minutes
January 14, 2020**

1. Call Meeting to Order: Chairman Typer called the meeting to order at 1:00 p.m. Present: Fox, Griffin, Kenney, Reising and Sulser. Others: Sheriff Brian VanVickle, County Clerk & Recorder Laura Cook, Nordman, Janes, Corbitt and Droege (arrived at 1:12). Absent: McLester.
2. Approval of Minutes – December 10, 2019: Motion by Kenney to approve the minutes as presented, 2nd by Griffin. Motion carried.
3. Public Comment: None
4. Project Status Report
 - Communication Tower – Liberty Hill (12/19): Typer questioned the construction; VanVickle stated Verizon installed a portable building. They have received the approval from FAA and waiting on FCC.
 - Electric Use at Courthouse on Weekends (12/19): VanVickle stated there was a weekend where the temperature was below zero and they turned on the electric heat in jail.
 - Tree Trimming of Courthouse (12/19): It will wait until spring and they will have the company check all the trees on the property.
 - Judicial Center 1st Floor Drinking Fountain (10/19): waiting on a 2nd quote.
 - Courthouse Door Closers (10/19): completed
 - Slip & Fall Training (9/19): VanVickle will speak to Heuer about this topic.
 - Water Leak at EOC (9/19): plan landscape repair 6/20
 - Water Leak under East basement door of Courthouse in Election Room (9/19): completed
 - Cleaning of Courthouse Steps (9/19)
 - Courthouse Step Heater not working (11/19): Sensor was out; they came up with a solution and it is working now.
 - Jail Trustees (9/19): VanVickle stated the trustees do work inside the jail first and if they have enough, they will do outside work.
 - Move Iron Mike (started 10/2018 – to be completed 6/2019 / work moved to 9/20) – Griffin gave a brief update; they are working on an intergovernmental agreement.
 - Tuck Point Repair (start 1/19 – plan complete 6/19): walls still need to be repaired.
 - Judicial Center Compressor (start 7/19): completed
 - EOC Generator (start 4/2019 – to be completed 6/2019): Rochelle approved the enclosure plan.
 - Focus House Sidewalks (start 4/2019 – to be completed 5/2019): Foundation to handle project.
 - Communication Tower Extension (plan complete 6/19)
 - Weld Park Electric Upgrade (start 4/2019 – to be completed 6/2019): service has been disconnected; VanVickle will bring back a quote for project next month.

- Courthouse – lights out – 3rd floor/Treasurer’s Office
 - VanVickle went through the process for maintenance requests; if it is an emergency then he recommends calling the Maintenance Dept.
5. LRP/IT Update: Griffin stated the project is going very well; they are under budget and 4-6 weeks ahead of schedule. South side of building is done.
6. Old Business
- County Credit Card Policy Review: Discussion was held.
 - Budget Performance Report: None
7. New Business
- Introduction of New Problems/Projects: None
 - Physical Security Walkthrough – Cyber Navigator Report: County Clerk Cook informed the Committee about her security report. She will have some grant money to help cover the costs. VanVickle stated they have some reasonable solutions in mind.
- Cook also informed everyone that the basement floors are being cleaned and Maintenance staff is working hard to move everything.
8. Approval of Bills
- Credit Card Billing: Motion by Sulser that the credit card bills have been reviewed, 2nd by Fox. Motion carried. Total: \$50.50
 - Department Billing: Sulser questioned the trips to Menards. VanVickle stated they do not make special trips to Menards; it is usually when they are going to another company and stop. Motion by Griffin that the department billing has been reviewed, 2nd by Reising. Motion carried. Total: \$71,115.28
9. Closed Session: None
10. Adjournment: With no further business, Chairman Typer adjourned the meeting. Time: 1:56 p.m.

Respectfully submitted,
Tiffany O'Brien