

BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
January 23, 2017

Members Present: Pam Deppe, Brad Miller, Jason Ratts, Vera Small

Members Absent: Jeff Thomas

Others Present: Brad Hammond, Brian McFadden, Patty Meyer, Wayne Rovey, Todd Smith, Denise McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

Ratts requested a motion to approve the December 28, 2016 minutes. A motion to approve the minutes was made by Small and seconded by Deppe. Motion carried (4-0).

Patty Meyer, Facilities Manager, presented the Committee with her monthly report. Items included the flushing of the VAV three-four times last week and the addition of chemicals to the system to clean. The chilled water system is a closed looped system and the hot water system is not. The cost to close the system would be approximately \$3,000. More information will be brought to the Committee in February.

Meyer requested approval of a service contract with Environmental Control Solutions Inc. (ECSI) to perform monthly inspections and repairs of the Sangamon County building automation systems. The annual cost of this contract is \$28,638 to be paid in monthly payments of \$2,386.50 starting January 1, 2017. A motion to approve the request was made by Deppe and seconded by Small. Motion carried (4-0).

Meyer requested approval of a service contract with Environmental Control Solutions Inc. (ECSI) to perform quarterly inspections of the Public Health building automation systems. The annual cost of this contract is \$7,296. A motion to approve the request was made by Small and seconded by Deppe. Motion carried (4-0).

Meyer requested approval to hire a replacement Plumber at an annual salary of \$87,027.20, with a waiver of the 30-day hiring lag. A draft of the job description was given to the Committee. This will be a union position, with certification in HVAC, refrigeration and backflow being a plus. A motion to approve the request was made by Deppe and seconded by Small. Motion carried (4-0).

Wayne Rovey, Information Systems, addressed the Committee requesting approval for himself, Kim Jackson and James Gasparin to attend the Tyler Educational Conference that will be held on May 7-10 in San Antonio, TX. A motion to approve all three travel requests was made by Small and seconded by Miller. Motion carried (4-0).

There was no old business or public comment.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Deppe and seconded by Miller. Motion carried (4-0).

A motion to adjourn was made by Miller and seconded by Small. Motion carried (4-0). Meeting adjourned.