

BUILDING & GROUNDS COMMITTEE MEETING  
MINUTES  
February 27, 2017

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

**Members Absent:**

**Others Present:** Tracy Garrison, Patty Meyer, Wayne Rovey, Todd Smith, Mary Carter

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

Ratts requested a motion to approve the January 23, 2017 minutes. A motion to approve the minutes was made by Deppe and seconded by Small. Motion carried (5-0).

Wayne Rovey, Information Systems, addressed the Committee requesting approval to send Tim Eggleston to the Tyler Educational Conference in San Antonio, TX from May 7-10. A motion to approve the request was made by Miller and seconded by Deppe. Motion carried (4-1), with Thomas voting no.

Rovey, requested a salary adjustment for Debbie Cook, Systems Analyst II with an annual salary of \$80,336 effective March 19, 2017. This rate of pay is a 5% increase over the current salary, and there is a classification/Pay Grade change. A motion to approve the request was made by Small and seconded by Thomas. Motion carried (3-2) with Small and Thomas voting no.

Rovey requested approval to hire an Operations Technician Lead Worker at an annual salary of \$40,234 effective March 19, 2017. A motion was made by Thomas and seconded by Deppe. Motion carried (5-0).

Tracy Garrison, GIS, addressed the Committee requesting approval to hire a replacement GIS Technician at an annual salary of \$39,250. A motion to approve the request was made by Miller and seconded by Thomas. Motion carried (5-0).

Patty Meyer, Facilities Manager, informed the Committee regarding a bid from SEICO for DVR upgrades in the amount of \$3,250. This includes an upgrade will double the storage drives – 35-40 minutes. This is acceptable with County Administration and the State’s Attorney’s Office. The cost includes installation and training. A long range will be addressed in the future. Meyer also informed the Committee the purchase of a hood and frame kit from TEquipment.NET at a cost of \$3,271.50 to be used in balancing heating/cooling units in the building.

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 Small and seconded by Thomas. Motion carried (5-0).

A motion to adjourn was made by Miller and seconded by Deppe. Motion carried (5-0). Meeting adjourned.