

BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
October 23, 2017

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

Members Absent:

Others Present: Stephanie Butcher, Chris Mueller, Suzanne Simmons, Denise E. McCrady (Secretary)

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

Ratts requested a motion to approve the September 25, 2017 minutes. A motion to approve the minutes was made by Thomas and seconded Deppe. Motion carried (5-0).

Stephanie Butcher, Information Systems, addressed the Committee requesting approval of a travel request for Deb Cook to attend the Illinois Association of County Officials Fall Conference held in Peoria. Expenses for the conference will be paid by the Circuit Clerk's Office. A motion to approve the request was made by Miller and seconded by Small. Motion carried (5-0).

Butcher requested approval to extend a contract with AT&T for PRI and DS1 services. This is an amendment to the current agreement, is a 24 month extension, and with the same pricing schedule. A motion to approve the request was made by Deppe and seconded by Small. Motion carried (5-0).

Chris Mueller and Suzanne Simmons, SCCDS, addressed the Committee requesting approval to plant a Memorial Tree for workers at Central Dispatch who have passed away. They are looking to plant a Black Gum tree and install a small engraved stone. All costs will be covered by donations. A motion to approve the request was made by Deppe and seconded by Small. Motion carried (5-0).

Mueller discussed with the Committee the arborvitae trees surrounding the fence and tower shed. The trees are dying and have bagworms. After discussion, the Committee requested that Patty Meyer, Building & Grounds, check to see if there is City covenant requiring the covering of the fence surrounding the tower shed. A motion to remove the trees was made by Thomas and seconded by Small. Motion carried (5-0).

Patty Meyer's Building & Grounds report was given to the Committee members. Meyer is attending a conference and could not be present. Meyer requested approval to send Brad Ruyle to the second Daikin McQuay Chiller class on service and repair. The registration fee is \$3,200 and total expense, including registration is estimate to by \$4,660. A motion to approve the travel request was made by Deppe and seconded by Thomas. Motion carried (5-0).

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

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