

**COUNTY FACILITIES COMMITTEE  
BUILDINGS AND GROUNDS AGENDA  
AUGUST 25, 2020**

Committee Members: *BEATY, Bruno, Magowan, Conover, Diamond, Hogan, Seeber*

- I. Committee Meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Action Agenda/New Business Items:**
  1. Request: Notice of Intent to back fill  
Rationale: Due to resignation
  2. Request: Authorization to appropriate from the A 871.00 Reserve, Rehab County Buildings  
Rationale: Provide for repair and upgrade of County Center Elevator
- IV. Discussion Items:**
  1. Photos and update on the OES facility
  2. Court Update
- V. Referrals/Pending Items:**
  1. Discussion to continue regarding changes to the concrete area at the front entrance of the Municipal Center Building. (01.22.20) Committee decided to delay any action on this item until more information is available regarding the impacts of the COVID-19 pandemic on the County's finances. (04.21.20).
  2. Supervisors Magowan, Bruno, Braymer (and any other Supervisors interested) to make up a working group with Kevin Hajos and Frank Morehouse to discuss options for removal of asbestos from the old Jail and report back to Committee at a future meeting. (7.11.20)
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)**
- VII. Motion to adjourn**

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Attachments: 1. Resolution Request Form No. 12 – Notice of Intent to Backfill a Position  
2. Resolution Request Form No. 20 – Authorize appropriation of Funds

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW-Buildings and Grounds Payroll Dept. No: 19.10  
Title of Position: Building Maintenance Mechanic #4 Base Salary of Position: \$42,141 Grade: 15  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A.1624 Building Maintenance Mechanic #4 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 10223/Jeffery Woodell Date of Vacancy: 02/16/2020  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 8/13/20  
Human Resources Director has approved this form when initialed. 8/13/20

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 8/19/20

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 8/19/20

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: DPW**

**DATE: 8/25/2020**

- (a) Purpose of Request: To authorize the appropriation of funds of \$25,000 from A 871.00 Reserve, Rehab County Buildings to the A1620 Building budget for the elevator repair and upgrade.
  
- (b) Details: Remove and replace original equipment controller with new Vertitron VHC-102 solid state hydraulic controller. Included with the controller repair will be a solid-state soft starter contactor and a new solid-state floor selector. This repair is required due to the incorrect running of the original obsolete controller and the inability to reprogram a programmable logic controller with original programs that were developed in the early 1990's. This repair will bring the elevator up to current standards and current required operating systems.
  
- (c) Previous Resolution Number: NA
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: See above

\* as listed in budget and LOGOS  
Sample: A.8021 470 Plannig & Community Development – Contract