

BOARD OF COUNTY COMMISSIONERS DEPARTMENT HEAD MEETING MINUTES

DATE: 10-8-07

TIME: 9:40 a.m.

COMMISSIONERS PRESENT: David, Alan, Mark

DEPARTMENT: Maintenance

DEPARTMENT HEAD: Tom Swenson

OTHERS PRESENT: Mandy Robinson, Deputy Clerk of the Board

TOPIC:	Maintenance Update
DISCUSSION:	Tom gave an overview of the outstanding projects the maintenance department is in the process of finishing. Tom stated that the CDS duct work is underway, the storefront shipped on Friday and they are ready to install. Barn doors in the Heritage center are being prepared to install. Ramp at the west end of the courthouse needs repairs. Preparing to winterize the building by the end of the month. Water valves @ the Jail need fixing. The new grandstand area Tom is documenting for potential issues and that will be fixed by spring. Tom stated he attended the training last week and has also been to the one in Vancouver.
ACTION:	Tom was directed to stay on-top of the list he covered today and that he was to draw up a plan to determine whether or not it would be needed to go out for bid.