

Developmental Disabilities Resource Board of Clay County
Board Owned Property Committee
August 30, 2016 Meeting Minutes

The Board Owned Property Committee met on August 30, 2016 at 5:00 pm at the offices of DDRB. Present for this meeting were Alan Naylor and Rick White. The meeting was called to order by Alan Naylor.

The first item for discussion was the flooring project at Liberty House. The project has been completed. We had a budget of \$18,000 and received an invoice \$12,250. The project was completed under budget. The remaining repair item for Liberty House is the bathroom fan – it is on Jason’s “to do list” but not yet completed. We have an approved budget of \$650 for this project.

The second item for discussion was the flooring project at Hampton House. We had a budget of \$4700. We have received an invoice was \$4970 which is \$270 over budget because they had to remove an extra layer of linoleum which had not been accounted for and had to rebuild a ramp from what was the original garage. The Committee agreed to recommend the approval of the \$270 to approve invoice for payment.

The third item for discussion was the patio project at Ridgeway House. We had allocated originally \$6200. We need to increase the total budget to \$8700 which is an increase of \$2500 over our original allocation of \$6200. Mr. Naylor explained when they began to remove the patio there was a huge gap which was probably a result of water flow and animal had created a den under the patio. When they removed all of this, the steps collapsed going into the house. Additionally, the steps going to the driveway were not to code from the original installation. Mr. Naylor further stated that Committee agreed by “conference call” that the steps should be rebuilt to code. There was also an added cost to replace all the railing. The Committee agreed to recommend additional funds of \$2500 for this project.

The next item for discussion was the invoice we have received from Generator Studio which is for the first payment on the Group Home Project. We had an approved budget of \$15,000 and this invoice is for the first portion of the project which was completed as agreed in the amount of \$3008.80. The project is now on hold pending the outcome of the Life Unlimited proposal for housing. The Committee agreed to recommend the payment of this invoice.

The remaining discussions revolved around projects for the Kent Street building. The projects are:

1. Window Cleaning (all windows inside/outside) with bids received from:
 - a. Fish Windows - \$195 recommend to Board
 - b. Cleaner Imager - \$434
 - c. Fields Janitorial - \$500

The Committee agreed to recommend to the Board approving Fish Windows in the amount of \$195.

2. Carpet Cleaning (all carpet and tile) with bids received from:
 - a. D&S - \$3380 dry cleaning
 - b. Sears = \$2040 (steam cleaning)
 - c. Stanley Steamer - \$1700 (steam cleaning)

The committee agreed to recommend Stanley Steamer (\$1700) to complete this project as they have a good reputation. The project will need to be completed over a weekend.

3. Landscape and Tree Maintenance
 - a. Chris Lawn - \$2377
 - b. Patton Lawn - \$3825 also quoted lawn mowing and snow removal
 - c. Growth Marketing-Landscape Design – \$4390
 - d. Walker Tree - \$8031

The Committee agreed to recommend Chris Law, our current lawn and snow removal contractor to complete the work. The Committee further agreed to recommend \$2700 to include raising the canopies on the pine trees on the property.

4. Painting – no discussion – projects have been approved for Kuhlman and not yet completed.
5. Outdoor Lighting –
 - a. We have one bid from Kuhlman Construction. The proposal is to replace the current lights with LED lighting. The bid is \$5000 which includes three outside lights, canopy lighting and flag light.
 - b. Alan Naylor has requested Schorgle Electric to give us a bid to include LED lighting.
 - c. Rick White recommends we also request North Kansas City Electric – Mark McMichael – 421-2352/309-4298 and in the interest of full disclosure this is the brother in law of Rick White. Alan Naylor will request a bid from NKCE.

6. Miscellaneous Repairs - no discussion as this is miscellaneous projects which have been approved for Kuhlman and not yet completed.
7. New Furniture for Increased TCM Office Space – We have received a bid for new (additional) furniture for office from Scott Rice. This for matching furniture and includes installation. The bid is \$9600 installed and the Committee agreed to recommend this to the Board.
8. AED Machine for Kent Building – The Committee agreed that an AED machine on premise was a good idea and appreciates the recommendation of the Safety Coordinator. The Committee reviewed the three bids and agree to recommend Zoll unit as recommended by the American Red Cross. The bid for the unit is \$1355. The Committee agreed request \$1500 to include Kuhlman installation of the unit.

This concluded the agenda items for the Committee and with no further topics of discussion, the meeting was adjourned.

Respectfully submitted: Sonja Bennett

September 7, 2016