

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 3, 2014

Committee Chair Mark Runyon called the meeting to order at 5:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Bullard, Steichen (left at 6:30 p.m.) Weber, Weller

Absent:

Also Present: Marty Fannin, Alina Hartley, Terry Taylor, June Slagel, Mike Shaughnessy

Chair Runyon called for any additions or changes to the agenda with none being requested. *Motion by Steichen, second by Borngasser to approve the revised agenda as presented.*

MOTION CARRIED WITH ALL AYES.

The Committee reviewed the minutes of the January 16, 2014 meeting. *Motion by Bullard, second by Steichen to approve the minutes of the January 16, 2014 meeting as presented.*

MOTION CARRIED WITH ALL AYES.

Probation Department – Request for Remodel – Shaughnessy stated that his office continues to have issues with the noise level in his department. Shaughnessy stated that he spoke with the judges and they are o.k. with putting a wall up in the jury assembly area to move himself and two probation officers to the second floor of the Law & Justice Center. Shaughnessy stated that he does not have an estimated cost because he didn't know if this was something that the Committee would even entertain. Shaughnessy stated that he is asking for guidance on how to approach the issue. Discussion took place. Consensus of the Committee was to table the issue and look at the situation.

PROUD – Use of Historic Courthouse – Fannin stated that PROUD is asking to use the Historic Courthouse for this years Summer Fest and Heritage Days. Fannin stated that they have acknowledged that security will need to be present and are willing to pay the cost of such. *Motion by Weller, second by Gerwin to allow PROUD to use the Historic Courthouse during these events.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Terry Taylor distributed a copy of his monthly department report to the Committee for review, a copy of which is attached to these minutes. Taylor reported that the fire sprinkler heads broke above the security station at the LJC. Taylor stated that the area has been closed off from the rest of the sprinkler system until the weather breaks and the rest of the repairs can be made. Taylor stated that the ceiling will need to be taken out to make the repairs. Taylor noted that the architect has made some recommendations.

Radio / Phone Stipend – The Committee discussed the proposals that were received last month for the radio system for the maintenance department. The proposals were received at a cost of

\$10,291.45 or \$11,582.95 depending on the radios selected. Slagel noted that there is a lot of ongoing maintenance cost for both the Sheriff & 911 that the Committee may wish to consider. Taylor stated that he would prefer to use cell phones whichever way they go. Taylor stated that he thought Tracfoners could be purchased at a cost of \$10 per month. Discussion took place. There was a motion by Gerwin to look at doing Tracfoners; the motion was later withdrawn. Taylor will gather information and report back next month.

Other Business – Runyon reported that the plaque has been installed in the rotunda of the Historic Courthouse. Runyon reported that the pre-bid for the maintenance building was held with seven individuals attending. Runyon stated that bids are due on February 16th at 2:00 p.m..

Approval of Bills – The Committee reviewed the bills presented. *Motion by Weber, second by Weller to approve the bills.* **MOTION CARRIED WITH ALL AYES.**

Motion by Weber, second by Gerwin to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:13 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Facilities Management Services Monthly report for January, 2014

CH

1. Snow removal.
2. Replaced 2 ballasts in the County Clerk Office.
3. Replaced flame sensors and flappers in both boilers.
4. Set up 2nd floor for Health Fair.
5. Replaced light on south side of clock tower.

L&JC

1. Moved 30 file boxes from Public Defenders Office to basement storage.
2. Replaced several bulbs and ballasts.
3. Boilers were inspected.
4. The Fire Sprinkler System froze up inside the front entry, this caused some of the pipes to split and several of the sprinkler heads to fail. Pipco came and capped off the pipe that feeds water to that area and we drained the water from those pipes once they thawed. No damage was done to anything other than the ceiling and the pipes. This will be replaced as soon as possible. We will be working around security & Pipco's schedules.
5. I had Entec come and recalibrate the boilers. This needs to be done every 1-2 yrs. To keep them running efficiently.
6. Replaced flame sensors in both boilers.
7. Snow removal.

H&E

1. Replaced a window crank operator in IHR.
2. Hung several pictures in IHR.
3. Installed a door closer for IHR.
4. Installed an automatic paper towel dispenser in the clinic for the Health Dept.
5. Snow removal.

REGIONS

1. Replaced flag.
2. Replaced bulbs and ballasts.
3. Replaced deadbolt between bank break room and county store room.

Highway

1. Repaired furnace in shop.
2. Replaced bulbs and ballasts.

Cemetery

1. Replaced flag.

PSC

1. Augered sewer lines in cells D13, D14 & C4
2. Augered waste line to the grease trap in the kitchen. We found a large sponge in the line and had to have the grease trap pumped out.
3. Changed belts on Sally Port air handler. Greased, changed belts and filters on return fan. Oiled the hot water circulating motor.
4. Took the meat slicer to Bloomington for repair.
5. Repaired numerous visitation station stations.
6. The gates outside became stuck do to the cold several times and had to be adjusted.
7. A sprinkler head froze and broke in the receiving bay.
8. We had 1 commercial washer repaired. Ordered part for 2 others.

9. Snow removal.

Respectfully submitted by Terry L. Taylor Feb. 3, 2014