

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MARCH 3, 2014

Committee Chair Mark Runyon called the meeting to order at 6:02 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 requested to add item 3f. Maintenance Gate to the agenda. Runyon then called for any additional changes with none being requested. *Motion by Gerwin, second by Steichen to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the February 3, 2014 meeting. It was noted that the date on the minutes was changed from January 16 to February 3 and the date of the pre-bid was corrected from February 16th to February 26th. *Motion by Gerwin, second by Borngasser to approve the minutes of the January 16, 2014 meeting as amended.* **MOTION CARRIED WITH ALL AYES.**

Probation Department – Request for Remodel – Mike Shaughnessy was present to discuss the possible remodeling of the Law & Justice Center. Gerwin stated she can't see making any remodeling changes at this time. Gerwin stated that she would be open to white noise or background noise. Borngasser questioned if there was any confidentiality issues. Shaughnessy responded that there were not. Discussion took place. Steichen stated that he didn't see a problem going to the next step since Shaughnessy had funds available from probation fees to pay for the changes. Further discussion took place. *Motion by Borngasser, second by Steichen to authorize Shaughnessy to get a floor plan and estimated cost for the change.* **MOTION FAILED ON ROLL CALL VOTE.** Ayes: Borngasser, Steichen, Weller Nays: Runyon, Gerwin, Weber

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.

Radio / Phone Stipend – Taylor distributed information regarding Tracfones. Discussion took place. Taylor stated that the phones could be purchased for 14.99 ea, with minute packages ranging from 19.88 to 79.88. *Motion by Gerwin, second by Weller to approve the purchase of four Tracfones, at 14.99 ea., with a minute package of 19.88 ea, and discontinue phone stipends for everyone but Taylor.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Building Site Plan –

Maintenance Building Request for Proposals – Hartley reported that Dave Lopeman from the City of Pontiac had contacted her with questions regarding the county’s RFP. Lopeman questioned if the elevations were part of the requirements of the RFP. Hartley stated that the RFP indicates that the site plan is the responsibility of the contractor, but it did not specify that the elevations would need to be part of the site plan. Hartley stated that it is most likely that the contractors would need to subcontract this work out, which would result in a higher upcharge to the county. Hartley questioned whether the Committee wished to contract this work out directly.

Hartley further stated that there have been a lot of questions about the scope of the RFP since there were no drawings or specifications provided. Hartley stated that she felt that the scope of the RFP needed to be refined with more detailed information in order to obtain apples to apples proposals. Hartley stated that the RFP, which had a proposal due date of February 26th, was delayed in order to obtain direction from the Committee. Discussion took place. Consensus of the Committee was to contract the site work ourselves. Further consensus of the Committee was to contact Middleton & Associates for assistance with the project scope.

Basement Gate – Runyon stated that Arbogast had approached him regarding adding a gate to the basement area in order to prevent non-employees from entering the area. Discussion took place; possible alternative options were discussed. Hartley and Taylor will work on possible options and cost estimates for the Committee to review.

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

Motion by Borngasser, second by Steichen to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:16 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Facilities Management Services

Monthly report for February, 2014

CH

1. Snow removal.
2. Frozen storm sewers surrounding the Historic Courthouse prevented the down spouts from draining underground as designed. This caused some water to come in through the north basement wall in the Election room. We disconnected the down spouts from the storm sewer and that slowed the problem considerably. Minimal water also came in through the west basement wall in the Treasurers area.
3. Replaced the light on the west side of the clock tower.

L&JC

1. Snow removal.
2. On the evening of the 18th, frozen storm sewers surrounding the L&JC prevented the 10" roof drain from draining. This drain travels from the roof through the building down to the basement and then through the wall and out to the storm sewer. The drain backed up and one of the hubless connectors failed in the basement. This allowed the roof to start draining straight into the basement. The entire crew worked that evening plugging the drain and sweeping water to prevent any damage to any record. We called in Dodson's plumbing to replace a 6' section of cast drain. The city came and opened the storm sewers around the L&JC.
3. Rehung all 3 garage door opener tracks. All had come loose from the wall.
4. Replaced a duct probe temperature sensor in AHU2
5. Johnson Controls Replaced the control board in the actuator for the chiller valve. It now works the way it was designed. I sent the old Control board in for evaluation. If it is found to be faulty the board will cost us nothing. If not it will cost \$338.10.

H&E

1. Snow removal.
2. Hung TV in Public Health clinic waiting area.
3. Changed 2 steam control valves that were no longer working.

REGIONS

1. Snow removal.

Highway

1. Replaced several bulbs and ballasts.

Cemetery

1. Replaced flag.

PSC

1. Snow removal.
2. Converted 2 Video Visitation station to VGA connections instead of the standard BNC connectors normally found on closed circuit TV. This was done for just under \$50.00 per station. New CCTV

monitors cost between \$400.00 & \$500.00 and are getting hard to get in the size we need. We can now buy computer monitors as replacements and save \$250.00 to \$300.00 each time.

3. Repaired handset in visiting room and in M unit & repaired overhead PA speaker in work release #1.
 4. Replaced Camera #41, repaired the PTZ camera in the Sally Port.
 5. Repaired 12 toilets & 2 sinks.
 6. Door to indoor rec. area was showing unsecure. Disassembled lock, made repair and reassembled.
 7. Replaced 6 ballasts and changed over 60 fluorescent bulbs
 8. Made a shelf in the multipurpose room to hold a dvd player.
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9. Getz serviced the fire suppression system in the kitchen.
 10. Wright's replaced the carpet in the front office on the Sheriff's side.
 11. Repaired the east and west sliding gates several times do to ice and snow buildup.

Respectfully submitted by Terry L. Taylor Mar. 4, 2014