

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MAY 5, 2014

Committee Chair Mark Runyon called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Steichen, Weber

Absent: Bullard, Weller

Also Present: Marty Fannin, Kathy Arboast, Earl Rients, Alina Hartley, Terry Taylor, June Slagel

Chair Runyon requested that an executive session for personnel matters be added to the agenda. Runyon then called for any additional changes with none being requested. *Motion by Gerwin, second by Borngasser to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the April 7, 2014 meeting. *Motion by Gerwin, second by Steichen to approve the minutes of the April 7, 2014 meeting as presented.* **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 distributed a copy of the itemized bill for Johnson Control that was questioned at the prior meeting. Discussion took place. It was suggested that Taylor look at possible competitors.

Maintenance Building Project Status Update – Taylor stated that Middleton is still working on minor changes. Taylor stated that the City of Pontiac had provided 10-12 items that they would need clarified, but the restroom was the only issue that required changes to the plans. Taylor stated that he also requested that the building be moved slightly to save one of the trees. Taylor stated that if the tree can be saved it may be possible to avoid the City's shrubbery requirements.

Results of RFP – Landscaping Services – Taylor stated that the landscaping was bid this year as requested the year prior. Taylor reported that there was only one bid received from the same company that did the work last year.

Law & Justice Center Parking Lot – Open Parking – Runyon stated that he placed this on the agenda based on Earl Rients comments at the board meeting. Runyon stated that there are still issues with county employees parking in the city lot and not using the county lot behind the Law & Justice Center. Hartley noted that Bob Karls requested that the county lot be open parking to resolve the issue. Discussion took place. Consensus of the Committee was to send another memo requesting employees use the east parking lot, and revisit the issue in a couple months.

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

Executive Session – *Motion to go into executive session pursuant to 5 ILCS 120/2(c)(1) – Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 6:32 p.m.

Regular Session resumed at 6:44 p.m.

Action Resulting from Executive Session – N/A

Motion by Gerwin, second by Borngasser to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:45 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Facilities Management Services Monthly report for April, 2014

CH

1. Moved fence and gate from west side of basement to north end just south of stairs.
2. Replaced seal in booster pump for domestic water that had been leaking.
3. Elevator passed its annual inspection.

L&JC

1. Pre startup service completed on chillers & cooling towers.
(Cleaned system with Rydlyme inside and out, Changed all fan belts and greased all bearing).
2. Switched mowers over to summer use.
3. All Facilities Service personel took part in factory training on Aerco boilers and Daikin Chillers.

H&E

1. Installed new lighting in 2 restroom at IHR.

REGIONS

1. Replaced several lights.

PSC

1. Mike Stadel spent 3 weeks, and Geno Hetelle 1 week cross training. Building familiarization and location of utilities were 1st on the list along with routine maintenance in the jail. Both were trained on tool control around detainees and were allowed time to work in the detainee areas.
2. The transformer was moved, we assisted the contractor in relocating the transformer from the server room to the basement.
3. Assembled and installed new seating and tables in C & D pods.
4. Monthly maintenance of AHU's was completed.
5. Repaired leaks in copper pipes on mixing valves. Replaced and reconnected.
6. Repaired PTZ camera in sally port.
7. Changed oil and filter in mower.
8. Repaired 4 toilets.
9. Replaced numerous bulbs and ballasts.
10. Repaired floor buffer. (Broken Switch
11. Repaired short in wiring on supply motor for AHU #5.
12. South sally port walk in door lock malfunctioned. Disassembled and repaired.
13. Replaced belt on energy recovery unit #1.

Respectfully submitted by Terry L. Taylor May 5, 2014