

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JUNE 2, 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, Bullard, Steichen, Weber, Weller

Absent:

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

Chair Runyon requested that item 3g ADA and Law & Justice Center update be added to the agenda. *Motion by Steichen, second by Borngasser to approve the agenda as amended.*

**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the May 5, 2014 meeting. *Motion by Weber, second by Gerwin to approve the minutes of the May 5, 2014 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

**Law & Justice Center Window Tinting** – Holt stated that at the last Employee Representative Committee meeting there was concern expressed by Judy Cremers office that there was too much glare coming through the windows at the LJC. Holt stated that he spoke with the Sheriff and he agreed there was a need. Holt stated that the plan is to do the vestibule area only; the shades can be manually overridden as needed. Taylor stated that he was able to locate funds (estimated at \$3,300) within his budget and the project is scheduled to begin tomorrow morning.

**Dickensheets Design Associates Proposal** – The Committee reviewed a proposal, in the amount of \$6,450, from Dickensheets Design Associates for noise control and consultation services for the Law & Justice Center. Fannin reported that this is the acoustic engineer recommended by Judge Fellheimer. Discussion took place. It was noted that the cost of this work will be paid from the Law & Justice Center line item within the Pontiac Host Agreement. *Motion by Bullard, second by Borngasser to move forward with the Dickensheets Design Associates Proposal.* **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.

**Maintenance Department Training** – Taylor reported that additional training had been completed as directed by Runyon and Fannin. Runyon stated that he will be discussing the cost of training with the Finance Committee. The total cost of the boiler and chiller training amounts to \$1,970.78. Discussion took place. It was felt that the training could possibly save money in the long run, by not having to call for service as much.

**Maintenance Building Project Status Update** – Hartley reported that the paperwork for the PUD application through the City of Pontiac is currently being compiled. Hartley stated that the application needs to be on file with the City by June 12<sup>th</sup> for final approval on July 21<sup>st</sup>. Discussion took place regarding the RFP. The RFP had not been re-relisted due to variances that were being requested. Discussion took place. Consensus of the Committee was to move forward with releasing the RFP.

**Sprinkler System Update** – Taylor reported that the sprinkler system is now back in service. Taylor stated that Pipco is recommending the county install an antifreeze loop, at an estimated cost of \$13,680, in order to avoid any additional freezing of the pipes in the future. Taylor stated that he felt something needed to be done in order to avoid further issues. A lengthy discussion took place regarding possible options. Some members even felt that spending more on a dry system may be advantageous. Taylor will investigate options and report back to the Committee.

**ADA & Law & Justice Center Update** – Hartley reported that all items, with the exception of the east sallyport entrance, have been approved by the Attorney General's office. Hartley reported FQC was in the process of getting price estimates on repairs to the east entrance for the Committee to review. Discussion took place.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Steichen, second by Borngasser 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 was made by Gerwin; second by Weber.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 7:36 p.m.

Regular Session resumed at 7:47 p.m.

**Action Resulting from Executive Session** – *Motion by Runyon, second by Weber to extend the probationary period of the maintenance supervisor and assistant supervisor for a period of three additional months.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Gerwin, second by Steichen to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:50 p.m..

---

Alina M. Hartley  
Administrative Resource Specialist

# **Livingston County Facilities Management Services Monthly report for May, 2014**

## **CH**

1. Replaced solenoid in faucet, 1<sup>st</sup> floor ladies room.
2. Unloaded 3 pallets of Xerox and hauled in to basement.
3. Sprayed lawn twice for weeds.
4. Mowing

## **L&JC**

1. Widmer Office Furniture did warranty repair on 12 chairs from jury assembly.
2. Clearwater Systems did their quarterly inspection of the Dolphin system on the chillers.
3. Daikin replaced under warranty, 2 fans in the compressors of the chillers.
4. Pipco repaired the sprinkler system in the vestibule.
5. Unloaded 3 pallets of Xerox and hauled in to basement storage.
6. We had ATR come and pick up 6 pallets of old computers and other old electronics.
7. Sprayed lawn twice for weeds.
8. Repaired A/C unit upstairs Health Dept..
9. Mowing

## **H&E**

1. Drained boiler and broke down for cleaning.
2. Mowing

## **REGIONS**

1. Moved mailboxes at the request of Coroner and Veterans Assistance.
2. Mowing

## **Highway**

1. Cleaned out clogged drain in shop.
2. Mowing

## **Cemetery**

1. Hauled mulch for gardeners.
2. Mowing

## **PSC**

1. Cross training continued.
2. Repaired a leaking mixing valve above the Officers locker room.
3. Union Roofing did warranty repairs to leaking skylights above the indoor rec. room and above A-Pod.
4. Replaced several light bulbs and ballasts.
5. Cleaned chiller coils and greased chiller pumps.