

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF AUGUST 4, 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, Bullard, Borngasser, Steichen, Weber,

Absent: Weller

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

Runyon called for any additions or corrections to the revised agenda with none being requested. *Motion by Gerwin, second by Steichen to approve the revised agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the revised minutes of the July 7, 2014 and July 14th, 2014 meetings. *Motion by Gerwin, second by Borngasser to approve the minutes of the meetings as presented. MOTION CARRIED WITH ALL AYES.*

Maintenance Department Report – Terry Taylor distributed a copy of the monthly department report to the Committee for review, a copy of which is attached to these minutes. Runyon & Bullard questioned whether repairs at the jail were prisoner related. Taylor responded that they were not, just wear and tear. It was further questioned whether there was water damage from the skylight. Taylor stated that there is some damage, but they did not want to make the repairs until they were certain that the skylight was fixed.

Classification Change: 2 PT to 1 FT – Taylor reported that he has two part time custodians who will be leaving. Taylor stated that one of the current part time custodians has asked to go full time. Taylor stated that he is requesting to combine the two part time positions into one full time position. Daniels presented a cost analysis of making the change, which would represent an increase of \$6,640.85. Discussion took place. Consensus of the Committee was to offer the requesting employee the option of taking the 20 hours per week (in lieu of her current 16 hours per week) which would gain her IMRF benefits. *Motion by Bullard, second by Gerwin to deny the request to change the classification. MOTION CARRIED WITH ALL AYES.*

FY 2015 Proposed Budget – Taylor reviewed his proposed FY 2015 budgets with the Committee. Gerwin stated that she met with Slagel earlier in the day to review the budgets because she felt that it was difficult to compare apples to apples. Gerwin stated that Slagel indicated to her that after the shifts from one account to another the budgets pretty well even out and result in an increase of 1.1% over 2014. The Committee reviewed some of the differences within the budgets. *Motion by Bullard, second by Weber to approve and send to the finance committee. MOTION CARRIED ON VOICE VOTE.*

Maintenance Building Project – Runyon stated that he had the opportunity to speak with Taylor regards the bids for the maintenance building and Taylor also feels the bids are out of line. Runyon questioned whether the Committee wished to roll the amount over to next year and whether additional funds should be requested. Discussion took place. Committee members felt that an engineer’s estimate should be obtained from Middleton & Associates. Consensus of the Committee was to leave the budget request as is for now.

County Farm Ground – Runyon reported that the current tenant was not willing to renew at the current rate. Hartley reported that the request for proposals is set to be released with advertisements being scheduled to run this week and next. Hartley reported that bids will be due August 28th.

Estimate for Sallyport Ramp – Modifications – Hartley reviewed estimates, provided by FQC, for the installation of a ramp to the Sallyport area. The Committee felt that the decision should be left to the full board and requested that States Attorney Uphoff be present to provide his recommendation.

LJC Electricity Expenses – Taylor stated that he had made an error on the budgeted electricity line item. Slagel stated that the line item is over budget now and she anticipates another \$45,000 will be needed for this year. Slagel noted that the annual amount for 2013 was \$56,500, while \$44,000 had been spent thus far this year. Discussion took place. *Motion by Weber, second by Borngasser to recommend Finance approve an additional \$45,000.* **MOTION CARRIED ON VOICE VOTE.**

Futures Unlimited Request for Business After Hours – Hartley stated that Futures Unlimited is requesting permission to host business after hours. Hartley stated that alcoholic beverages are generally served at business after hours and the county’s lease with Futures specifically prohibit alcohol on county property. Discussion took place. *Motion by Runyon, second by Weber to deny the request.* **MOTION CARRIED WITH ALL AYES.**

Hartley reported that Futures Unlimited is also requesting permission to make repairs to their parking lot. Hartley noted their lease requires that they receive written consent prior to making any alterations. Consensus of the Committee was to grant this request. The board office will provide written consent.

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

Executive Session began at 7:32 p.m.

Regular Session resumed at 8:33 p.m.

Action Resulting from Executive Session – *Motion by Steichen, second by Bullard to demote the current Facilities Services Manager back down to Maintenance Laborer, at the former rate of pay, plus increases, with a non-exempt status and further terminate the employment of a*

Maintenance Laborer. **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Borngasser, Bullard, Steichen Nays: Runyon, Weber.

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 Steichen, second by Bullard to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 8:40 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Facilities Management Services Monthly report for July, 2014

CH

1. Bennett's Electronics installed the cameras on the outside of the Courthouse.
2. We installed window blinds in the I.T. office.
3. We repaired the lock on the west door at the north entrance, it was no latching correctly.

L&JC

1. The ends of 3 court room benches have been replaced, and now meet ADA requirements.
2. Bacon Van Buskirk repaired the skylights and they no longer leak.
3. We repaired the swinging gate at the security desk.
4. We repaired a broken pipe fitting in the boiler room on one of the lift stations.
5. We repaired the lock in the north front door, it would not stay unlocked.

H&E

1. We repaired the A/C upstairs on the south side.
2. We repaired a lock on the front door.
3. We repaired a broken sump pump pipe.
4. We replaced an exit light.
5. We installed a 4 paper towel dispensers.

REGIONS

1. We replaced several lights inside and out.
2. We cleaned up lots of brush.

Cemetery

1. Mowing

Highway

1. We trimmed bushes & trees.
2. We fixed an electrical issue with the fuel pumps.

PSC

1. Repaired N. Sally Port garage door.
2. Repaired leaking drain line for walk in cooler.
3. Repaired 5 visiting stations and the phone in visiting room #2.
4. Cleaned / repaired sink drains in Units A, C, J, and K.
5. Cleaned / repaired shower drains in Units H, J, and K.
6. Repaired toilets in Units C, E, H, and K.
7. Repaired dishwasher.
8. Repaired urinal in Unit H.
9. Installed new soap dispensers in all showers of the jail.
10. Repaired water softener.
11. Replaced batteries sanitizer dispenser in kitchen.

12. Repaired kitchen can opener.
13. Sprayed along fence with weed killer.
14. Repaired lock on fire escape out of Unit A.
15. Changed cooling fan motor on chiller #1.
16. Replaced shafts and bearings for return air fans in AHU's 1 & 3.

Respectfully submitted by Terry L. Taylor Aug 4, 2014