

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF SEPTEMBER 3, 2014

Committee Chair Mark Runyon called the meeting to order at 4:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Bullard, Borngasser, Steichen, Weber (arrived at 4:15),  
Weller (arrived at 4:07)

Absent:

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 Steichen, second by Bullard to approve the revised agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the revised minutes of the August 4, 2014 meeting. *Motion by Gerwin, second by Steichen to approve the minutes of the August 4, 2014 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Maintenance Department Report** – Verdun reviewed the monthly maintenance department report with the Committee a copy of which is attached to these minutes.

**FY 2015 Proposed Budget** – Slagel reviewed the draft FY 2015 budget with the Committee. Slagel stated that there will be a few end of year transfers, but will only be short in the Law & Justice Center electricity line item. Discussion took place. The Committee requested that the electricity accounts be reviewed.

**County Farm Ground Bids & Lease Recommendations** - Hartley reported that there were five bids received for the county farm ground, with the high bid being received from Don Siegel from Odell, at a rate of \$301.51 per acre. Hartley stated that this rate is down significantly from the prior contract, but the commodity prices have also decreased considerably. Discussion took place. *Motion by Gerwin, second by Borngasser to recommend approval of a lease agreement with Don Siegel for the county farm ground. MOTION CARRIED WITH ALL AYES.*

**Facility Services Manager – Classification Change from M1 to M2** – Runyon reported that nine applications have been received for the Facility Services Manager position, four of which have been selected by the interview team for interviews. Daniels stated that it was the direction of this Committee that they wished for more management experience and technical skills. Daniels stated that she revised the job description to reflect the need for a higher level of management. Daniels stated that the job description now fits the requirements for the M2 salary classification. The salary ranges within the salary schedule were reviewed. *There was a motion by Bullard, second by Borngasser to proceed with interviews with a salary range between*

*\$45,000 and \$91,000 depending on experience and responsibilities. A lengthy discussion took place regarding the salary range and need of the interview team to have clear direction and be able to relay that information to the candidates in a clear and concise manner. The motion was later amended by Bullard and seconded by Borngasser to recommend a salary classification change to M2. Further discussion took place.*

*The question was called on motion by Weller, second by Borngasser. **MOTION CARRIED ON VOICE VOTE.***

*The chairman called the motion by Bullard, second by Borngasser to recommend a salary classification change for the Facility Services Manager to M2. **MOTION CARRIED ON VOICE VOTE.***

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

*Motion by Steichen, second by Weller to adjourn. **MOTION CARRIED WITH ALL AYES.***  
Meeting adjourned at 5:07 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

# **Livingston County Facilities Management Services**

## **Monthly report for August, 2014**

### **CH**

1. Wheel chair lift was inspected and passed.
2. We had the inside elevator repaired under contract. The door would not close completely on the second floor causing the elevator not to operate.
3. Cleaned out all light fixtures. We were able to get the man lift from the Public Safety Complex up to the second floor of the Historical House this made cleaning the lights a lot easier and safer, it worked out really well.

### **L&JC**

1. The acoustical study was completed.
2. Johnson Controls was called back over to locate a problem with water flow with the chillers. They discovered that a Former employee had done some backdoor programming that the average Tech would not be able to find. He removed that programming and we have not had any problems since.
3. In a related matter. The valve actuator on cooling tower 1 which has not worked since we moved into the building. Terry has been working with the manufacturer to resolve this issue. They are sending a replacement computer card and Terry is going to install it under their direction. They believe this will solve the issue.
4. Emerson Liebert inspected the batteries in the battery backup system in the server room.
5. Repaired door to holding cell #6.
6. We had a Tech from Astrophysics come to repair the xray machine. They had to reload the program and reinstall the video drivers to get it to work. It had just shut down in the middle of the day and would not restart. We had installed a new battery backup at their suggestion but that did not solve the problem.
7. We hauled some copy machines for the IT dept.
8. Repaired gate in Court room #1.

## **REGIONS**

1. Sprayed for wasps

## **Cemetery**

1. Mowing

## **Highway**

1. Changed several light and ballasts
2. Mowed.

## **H&E**

Stained & varnished trim for IHR.

Changed several lights.

Pulled and reset 4 toilets.

Trimmed trees and bushes.

Repaired gutter.

Shampooed carpet in Mental Health Hallway.

We have had a problem with sewer gas coming in the windows at H&E building when the outside drain pipe were not put back on after mowing, so we added a P trap in the basement pipe going from the pump to the outside it seems to have helped that problem.

# Livingston County Public Safety Complex

Sallyport N. overhead quit working, repaired it by installing new coil t the overhead door motor.

Repaired a leak in the drain line of the walkin cooler in the kitchen

Repaired video visitation number 5

Repaired sink drains in units J&A&K

Repaired shower drains in units H&J&K

Repaired K unit toilet also in units E&H&C

Replaced light bulbs in unit D-4

Replaced the VSD in chiller number 2 also 2 fan motors

1 motor was replaced with one we had on our shelf a( rebuilt) and the other had to be replaced with a new motor

Replaced strainer & drain pipe in kitchen counter sink.

Repaired kitchen dishwasher a lot of new parts inside the machine, we did this repair ourselves.

Sprayed for ants in unit E-1 and then had the exterminator spray on his visit.

Replaced lights outside of master control.

repaired urinals in H- unit

Repaired lock on the fire escape door C&D units

Replaced lights in C&D unit fire escape stair case.

Replaced batteries pack in Soap & Sanitizer dispensers, we are looking to replace these with dispensing units that will be powered with AC power instead of DC power.

Installed can opener repair kit for the kitchen.

We had repairs to the return fans for Air Handlers 1 & 3 New bearings and shafts installed.

New freezer door seal installed in the kitchen. Health department request.

Water Softener repaired and reprogram the unit.

We had a major sewer line plug in the Sheriffs office area. We could not get the 4 inch sewer line unplugged with our equipment, the sewer line was backing up and leaking in the training room below the Sheriffs office. We ended up opening a clean out in the hallway in the South end of the training room and when we finally got it broke loose it flooded the hallway with sewer. Four of us spent Friday cleaning up sewer and scrubbing down the the walls and hallway floor.

Don Verdun

9/1/2014