

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF NOVEMBER 3, 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, Borngasser, Steichen, Weber, Weller

Absent: Gerwin, Bullard

Also Present: Marty Fannin, Earl Rients, Alina Hartley, Don Verdun, Chad Carnahan, Linda Daniels, Kathy Arbogast, Bill Mays

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

The Committee reviewed the revised minutes of the October 6, 2014 meeting. *Motion by Borngasser, second by Steichen to approve the minutes of the October 6, 2014 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Chad Carnahan presented his monthly department report to the Committee. Carnahan reported that there was an actuator at the Law & Justice Center that was bad. Carnahan stated that they are attempting to get this covered under the warranty. Carnahan reported that there was a small gas leak around the gas meter at the Public Safety Complex. Carnahan stated that the facility was able to stay up and running while the leak was repaired.

Carnahan reviewed possible changes within the department. Carnahan stated that he would like the hours of both maintenance and the custodians to be staggered to ensure that there is coverage throughout regular business hours. Carnahan stated that one of the maintenance workers have been moved to the Public Safety Complex for training and one of the custodians will begin cross training in other buildings as well. Carnahan reported that there are currently two vacant custodian positions that he will be interviewing for later in the week.

Carnahan reported that fire pump testing was completed, but opened up some concerns. Carnahan stated that churn tests are recommended to be completed monthly according to code. Carnahan stated that churn test are beneficial because they exercise, lubricate and detect any problems with the pumps. Carnahan further reported that there is also a lack of life safety and inspection documentation. Carnahan discussed other issues with the Committee including cross training, backflow device testing, cleaning of the kitchen hood, dryer ducts, fire extinguishers and inspections.

Carnahan reviewed what he believed to be an electrical safety issue with the Committee at the H&E building. Carnahan reviewed pictures with the Committee that showed that the electrical

box was located in the bathroom. Carnahan stated that in his opinion the sink and toilet should be pulled and capped and the bathroom should be shut down.

Maintenance Shed – Runyon reported that the finance committee approved allocating funds for the maintenance shed once again, with the condition that the possibility of consolidating buildings with highway be reviewed. Weber will discuss the issue with Middleton to get his initial opinion. Runyon stated that there is a Morton building for sale in Pontiac, but after further review does not appear to meet the needs of the department and is not in good condition.

Motion by Steichen, second by Weller to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:13 p.m..

Alina M. Hartley
Administrative Resource Specialist