

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JANUARY 16, 2014

Committee Chair Mark Runyon called the meeting to order at 5:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Weber

Absent: Bullard, Steichen, Weller

Also Present: Marty Fannin, Alina Hartley, Terry Taylor, Bill Mays, June Slagel,  
Linda Daniels, John Yoder

Chair Runyon requested the agenda be amended to add item 3c. Maintenance Building to the agenda. Runyon then called for any additional changes to the agenda with none being requested. *Motion by Borngasser, second by Weber to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the December 2, 2013 meeting. *Motion by Borngasser, second by Weber to approve the minutes of the December 2, 2013 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.

**Radio / Phone Stipend** - Runyon reported that he, Chairman Fannin and Terry Taylor had met with Ragan Communications on four different occasions regarding radios. Runyon stated that they had difficulty finding radios a solution, but he believes they have found a solution. Runyon stated that using just one antenna and one repeater will not work. Runyon further stated that the jail repeaters cannot be tied in and used for this function. Estimates for the purchase of all equipment have come in between \$10,291.45 and \$11,582.95 depending on the type of radio selected. The Committee will continue to discuss this topic at next month's meeting.

**Maintenance Building** – Runyon stated that the request for proposals has been issued for the maintenance building that was approved as part of the capital budget. A copy of the RFP was distributed for the Committees review. Runyon noted that if Committee members wished to attend the pre-bid meeting they should be sure to advise the county board office to ensure compliance with the open meetings act.

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

*Motion by Borngasser, second by Weber to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 5:15 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

# **Livingston County Facilities Management Services Monthly report for December, 2013**

## **CH**

1. Had the fire alarm system inspected.
2. Johnson Controls came and spent several hrs working on the preheat for the AHU and decided that to resolve the issue he will need to rewire the controls. He will be back at a later date to do this and to work on a list of other items that we have.
3. Removed snow.

## **L&JC**

1. Had the fire alarm system inspected.
2. Repaired a leaking pipe on the fire suppression system.
3. Completed 45 PM's.
4. Replaced several lights.
5. Removed snow.

## **H&E**

1. Replace an 8' electric heating element in.
2. Tracked down an electrical issue in IHR. 1 office kept popping a circuit breaker. Tracked it back to a small coffee pot the individual was using from time to time.
3. Removed snow.

## **REGIONS**

1. Removed snow.

## **Highway**

1. Repaired 2 furnances.

# PSC

1. Superintendent Cox had us contact Creative Technologies to schedule a date to do the setup on the new computers for the security room, male pod, and master control. The date was set for Dec. 20<sup>th</sup> at 9:00am. Louis was notified and agreed to the time and date.

At 9:00am Dec. 20<sup>th</sup> setup was to start but Louis had not arrived Superintendent Cox requested Jeff Durham be allowed to begin the Install. Request was approved. The install was completed in about 2.5 hrs. The system was never off line and all new computers are up and running.

2. Multiple toilet and light repairs.
3. Repaired a malfunctioning lock in medical waiting area.
3. Installed new deadbolt on door between M&N units.
4. Snow removal.
5. Repaired electric lock on employee entrance.
6. Repaired overhead door on the receiving bay, cables had come off of rollers.
7. Front office, Conference room, and office restrooms were repainted at the request of the Sheriff. This was done by Frobish Painting at a cost of approximately \$1000.00. We haven't received the bill yet.

Respectfully submitted by Terry L Taylor, Facilities Services Manager  
Jan 6, 2014