

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF APRIL 7, 2014

Committee Chair Mark Runyon called the meeting to order at 6:06 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Bullard, Steichen, Weber (arrived at 6:34 p.m.), Weller

Absent:

Also Present: Marty Fannin, Alina Hartley, Terry Taylor, Barb Sear

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

The Committee reviewed the minutes of the March 3, 2014 meeting. *Motion by Steichen, second by Borngasser to approve the minutes of the March 3, 2014 meeting as presented. MOTION CARRIED WITH ALL AYES.*

Collector Books Project – Barb Sear was present to discuss the scanning of the collector books in the basement vault. Sear stated that these records need to be retained indefinitely. Sear stated that the books date back to the 1840s and over the years have been wet from being in the basement. Sear stated that she views this as a health issue that she would like to resolve. Sear stated that she contacted six companies, four of which provided proposals in response to her request. Sear stated that she would like authorization to proceed with getting a contract put together. Sear stated that she does not have enough funds allocated within her budget, so she will need to request additional funds from the finance committee. Discussion took place. *Motion by Gerwin, second by Bullard to authorize Sear to work on getting a contract put together, and to work with County Clerk Kristy Masching, so the scanning for both offices can be done simultaneously. 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 Building Project Status Update – Taylor stated that there has been a lot of correspondence back and forth and the plans are close to being completed.

Relocation of Transformer – Public Safety Complex - Hartley reported that the Sheriff is recommending that the transformer within the Public Safety Complex be moved to the basement of the building. Hartley stated that the transformer is located in a closet on the 1st floor of the building with little ventilation. Hartley stated that there is also UPS and server equipment located within the same room, so the temperature tends to get hot which is not good for the equipment. Hartley stated that although the Sheriff would like all the equipment moved to the

basement, he views the transformer location as a safety concern and would like to proceed with that portion of the project as soon as possible. Hartley stated that the initial estimate for the project came in at approximately \$19,000. Hartley stated that additional proposals were received, but there is a large discrepancy in the bids so they will need to be verified for accuracy. Discussion took place. *Motion by Borngasser, second by Steichen to recommend finance approve the relocation of the transformer.* **MOTION CARRIED WITH ALL AYES.**

Basement Gate / Elevator Key Quote – Taylor reported that he obtained a quote to add a 6’6” h x 9-10’ wide gate at a cost of \$618.03. Taylor further reported that he also received a quote in the amount of \$342.42 to add a lock to the basement door and a quote to add a key to the elevator in the amount of \$2,620. Discussion took place. It was questioned whether the gate to the maintenance area could be relocated. Taylor will look into that matter.

Update and Quote on LJC Sprinkler System - Taylor stated that he obtained a quote to add a dry sprinkler system to the Law & Justice Center vestibule area. Taylor stated that the sprinkler froze over the winter due to low temperatures. Discussion took place. *Motion by Gerwin, second by Borngasser to submit the matter to the States Attorney’s office to review for potential warranty and liability claims and have the county staff add the matter to the list of ongoing issues to be resolved.* **MOTION CARRIED WITH ALL AYES.**

Approval of Bills – The Committee reviewed the bills presented. A question was raised regarding the Johnson Control invoice. *Motion by Gerwin, second by Bullard to approve the bills pending an itemization of the Johnson Controls Bill.* **MOTION CARRIED WITH ALL AYES.**

Executive Session – *Motion to go into executive session pursuant to 5 ILCS 120/2(c)(21) – Semi Annual Review of Executive Session minutes.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 7:24 p.m.

Regular Session resumed at 7:30 p.m.

Action Resulting from Executive Session – *Motion by Steichen, second by Weller to open the minutes of September 3, 2013 and December 2, 2013 and leave closed the minutes of August 5, 2013.* **MOTION CARRIED WITH ALL AYES.**

Motion by Steichen, second by Bullard to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:31 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Facilities Management Services Monthly report for March, 2014

CH

1. Replaced flag.
2. Replaced several lights.
3. Changed filters and checked all AHU's.
4. Delivered & picked up election supplies from around the county.

L&JC

1. Replaced flag.
2. Replaced several lights.
3. Replaced the intercom in holding cell
4. Removed toilet in holding cell 5 to clear a drain problem.
5. Replaced a C.O. detector in the south holding cell area, the original had been giving false readings.

H&E

1. Replaced several lights.
2. Rebuilt stairs to rear entry of IHR.
3. Repainted 2 restrooms and 1 hallway.

REGIONS

1. Replaced several lights.

2. Replaced rotted plumbing to toilet in ladies restroom.

PSC

1. On Sunday, March 16th at approximately 9:15pm, Jeff Durham was contacted by Master Control. They advised Jeff that they had lost all control of the jail doors, cameras public address system, and all lighting. They stated the system had been down since around 7:00pm and that I.T. (Louis) had been there since shortly after that and had not found the problem.

Jeff arrived at approximately 9:30pm, went to the security room and discovered that the 16 port Computer switch had failed and locked all ports. Jeff bypassed the switch giving control to only 1 station in Master Control. Normal operations were back by 9:40pm.

Jeff met with Louis outside Master Control, took Louis to the security room and explained what the problem was and what he had done to temporarily fix the problem until a new switch could be installed.

Louis went to his office and retrieved an 8 port switch and Jeff installed it allowing all Master control stations to be put back in service.

Louis advised he would order a new 16 port switch on Monday.

2. Replaced amplifier for paging system to N.E. side of jail
3. Had to have Kupferschmid replace thermostat on walk in freezer.
4. Had the meat slicer repaired. (New blade is on backorder.)
5. Replaced caulking in all kitchen sinks.

6.Replaced numerous light.

7.Repaired numerous toilets and sinks. (Valves, comp/air actuators)

8.Serviced all 5 air handlers and 3 heat recovery units.

Respectfully submitted by Terry L. Taylor April 7, 2014