

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF SEPTEMBER 5<sup>th</sup>, 2012

Committee Chair Bill Flott called the meeting to order at 4:00 p.m. in the meeting room on the 2<sup>nd</sup> floor of the Pontiac Public Library.

Present: Flott, Deany, Ruff, Weller, Woodburn

Absent: Deany, Franey,

Also Present: Bill Fairfield, Don Tuley, Don Verdun, Alina Hartley, June Slagel

Flott requested the agenda be amended to move item 2b to first of the agenda. Flott then called for any additions to the agenda with none being requested. *Motion by Weber, second by Weller to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the August 6<sup>th</sup>, 2012 meeting. *Motion by Woodburn, second by Ruff to approve the minutes of the August 6<sup>th</sup>, 2012 meeting.* **MOTION CARRIED WITH ALL AYES.**

**Historical Society Request for use of Historic Courthouse Office Space** – Discussion took place regarding the Livingston County Historical Society using the former States Attorney office for a display. The Committee reviewed the proposed terms to the agreement. Bob Sear and Don Hicks were present on behalf of the Livingston County Historical Society. Sear stated that they have received a grant in the about of \$5,000 to purchase showcases. Sear stated that they would like to develop the display in a way that no one would need to man the area. Discussion took place. *Motion by Weller, second by Woodburn to recommend the full board approve a resolution authorizing the Livingston County Historical Society use of office space within the Historic Courthouse.* **MOTION CARRIED WITH ALL AYES.**

**Maintenance Department Report –**

Don Verdun reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Tuley, on behalf of Daryl Bragg, presented a picture of possible panels to add to the cooling towers to assist with the judges noise concerns. Tuley stated that Bragg is also questioning whether he should begin the engineering on the H&E Building. Discussion took place. Consensus of the Committee was that Bragg should wait until the capital expenditures are approved.

Don Tuley reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

**FY 2013 Budget / FY 2013 Capital Requests** – Discussion took place regarding the remaining capital requests. Flott stated that he felt that the maintenance staff made a good presentation for the storage building, but would not likely be approved. Discussion took place regarding the H&E building. Consensus of the Committee was to refer the item to the Administrative Committee as part of a long range planning discussion.

**Regions Request for Negotiation of Lease Terms** – Hartley stated that another offer had been received from Maloof to renegotiation of lease terms. Hartley stated that the current lease will expire as of September 30, 2013 if the tenant does not exercise their right to another five year lease extension. Hartley stated that currently Regions pays an annual rent of \$27,656.76 plus operating expenses of approximately \$6,000. Hartley stated that the proposal includes a total gross rent of \$31,109.00 with no reimbursement for operating expenses. Hartley stated that they are also requesting two additional five year renewal options. Discussion took place. It was felt that the Administrative Committee should address this request as part of their long range financial plan.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Woodburn, second by Ruff to approve the bills as submitted.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Weller, second by Ruff to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 5:00 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

## Maintenance Report

August 6, 2012

1. With the continued drought, most of the mowing consisted of leveling the weeds. The exception was the Law and Justice Center where we water often to salvage the new sod and bushes. We still are seeing a few bushes brown up and appear dead. The water bill for July was \$2,377.79 for the Center.
2. We had a request to remove some dead branches from a tree at the courthouse and brought the lift to the square for that project. While we had the lift in the area we proceeded to trim the rest of the trees around the courthouse and did some trimming at the Regions building.
3. We purchased a water tank to water the bushes in the employee parking lot which gave us a better handle on getting that area watered. There are no water sources in that area. It also allows us to water other areas we care for where water is not readily available. We were spending considerable time soaking the root areas for the trees. To speed up that process we purchased treegator bags for the trees. We can fill those quickly and then they slowly water the area around the trunk for six to eight hours.
4. For the month of July we were still purchasing drinking water each week and delivering it to the necessary areas. We hopefully will not have to do that for August since Daryll had filters installed and copper levels are within range.
5. Mike has been busy doing preventative maintenance with Daryll on systems at the Law & Justice Center and expanding to other buildings as Daryll continues to develop the P. M. schedule.
6. We moved forty boxes of Xerox paper from the central storage area to the Public Safety Complex to replace their depleted inventory as requested.
7. We had a call to remove a garter snake from inside the bank area sometime during the month. As the crew arrived to find and remove it, Jane, the Zoning secretary was in the process of removing it to the outdoors. The gals at Regions were very appreciative.
8. The bank had also requested the removal of a few more of the larger evergreens that provided concealment within fifty feet of the ATM. The bank regulations require no bushes over eighteen inches within that range. The evergreens in question were not in great shape and we had discussed removing some of them prior to their request. With Highway's assistance we removed them and will be sprucing up the area, but at this time have no plans to replace them.
9. As requested by Alina we had Lee's Welding build a stainless steel drop box for the Circuit Clerk's office. Mike poured the concrete pad on the Chicago Street side of the Law & Justice Center for a drive up area for the box. He also installed two bollards to protect it from cars jumping the curb and damaging the box. It has been installed and we have ordered covers for the bollards that should arrive this week. After installation the

project should be complete. Diaz Sign Art lettered the box including the County logo and I believe it turned out very nice.

10. The grating in front of the sally port had clearance for each grate so that they could be lifted in and out easily for cleaning. With the cars and vans twisting and turning as they backed out of the sally port, the grates would get all pushed tightly together, leaving about a six inch gap that could be stepped into, creating a safety issue. We had Lee's Welding cut a steel spacer the thickness of the grates which resolved the hazard.
11. On July 18<sup>th</sup> there was a power outage that included the Health & Education Building. It was out for an extended period so the Health Department requested we set up the generator to operate the refrigeration equipment to avoid spoiling the vaccines and other items that need to be kept cold. We were able to keep things cold until power was restored.
12. As requested, we also hauled the old courthouse entry doors to storage at Good Samaritan Pontiac.
13. There were many other projects, service calls and requests accomplished for the month, many of which can be seen on Facility Dude.

# Livingston County Public Safety Complex

## August Property Committee Report

Washed out the Trane Chillers inside and out

We went through the Trane Air Handlers 1 thru 5 and replaced belts as needed, replaced filters and greased motors and bearing assemblies.

Also went through the ERS units check belts and greased motors and bearing assemblies and replaced filters.

We have twenty two roof top fans. I went through each one checked motors and bearings and replaced belts as needed.

There are three Mitsubishi split air conditioning units on the roof washed them out also.

The fresh air fan unit on the roof for the kitchen, I went through it and checked the belts and filters and greased the fan.

We had another drain line in the kitchen plugged; we were able to auger the line out. This line was connected to a garbage disposal, sometimes they don't run enough water during use.

We have an amplifier out for the overhead paging system in the male pod area. We are in the process of checking the speakers now to find out what might have caused the problem. A new amp. Is ordered and we will install ourselves.

Added dead bolt to a Detective closet.

The cold water circulating pump for the chillers had insert go out between pump motor and pump assemble. I keep them in on the shelf and was able to replace it right away.

Everything else is on the Facility Dude.

Don Verdun

8/31/12