

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JUNE 3<sup>rd</sup>, 2013

Committee Chair Mark Runyon called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Bullard, Steichen, Weber, Weller

Absent:

Also Present: Marty Fannin, Kathy Arbogast, Tom Blakeman, Barb Sear, Linda Daniels, Alina Hartley, Daryll Bragg, Don Verdun, Terry Taylor, David Winter, Clay Metcalf

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

The Committee reviewed the minutes of the May 6, 2013 meeting. *Motion by Weller, second by Gerwin to approve the minutes of the May 6, 2013 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

#### **Maintenance Department Reports**

Don Verdun reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Bullard questioned if Verdun noticed an increase in repair expenses related to the housing of Cook County inmates. Verdun stated that there was damage to two sprinkler heads; the cost to repair estimated at \$600-\$700 each. Verdun stated that there was also some damage to a segregation cell. A shelf was torn off the wall and used to break the glass, but he was unsure if the detainee was from Cook or Livingston.

Terry Taylor reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Barb Sear expressed concern over seepage in the basement of the Historic Courthouse. Taylor stated that he thought the water may have come through the doors on the West side of the building. Taylor reported that there was significantly more water in the Health & Education building.

Daryll Bragg reviewed his monthly department report with the Committee, a copy of which is attached to these minutes.

**Highway Department Building Addition** – Winters stated that last month the Highway Committee was presented with a concept plan to resolve issues with the bathroom at the Highway Department. Winters stated that should the Property Committee approve the plan, they will submit a capital request to the Finance Committee as they will not have funds available to fund the project. Winters stated that the issue is that there is a cast iron sewer pipe that is cracked on the top and needs to be replaced. Winters stated that replacing the pipe will require modification to the restrooms, however, there is not significant space to make the bathrooms ADA compliant, which will be a requirement once they are modified. Winters stated that the

Highway Department is also experiencing overcrowding in the maintenance garage. Winters stated that the concept plan is to connect the two buildings, add a bay, abandon the current bathrooms and breakroom and move into one central location, and add a storm shelter with poured concrete walls. Winters reviewed the draft plans with the Committee. Discussion took place. *Motion by Weller, second by Weber to forward the request to the Finance Committee and recommend approval.* **MOTION CARRIED WITH ALL AYES.**

**FY 2014 Budget & Capital Requests** – Draft budgets and capital requests for FY 2014 were received by the Committee. The Committee will review these requests and discuss at next months meeting.

**Courthouse Renovation Plaque** – Runyon reported that Chairman Fannin has agreed to disband the Building Renovation Committee. Runyon stated that Carolyn Gerwin had done a significant amount of work on additional options for the plaque. Discussion took place. It was felt that the historic marker would be better located on the exterior of the building, and the interior plaque should be as originally designed with a few modifications including adding Historic Courthouse Renovation, Completed November 2012. *Motion by Borngasser, second by Weller to proceed with the purchase of the bronze plaque as originally designed with the additions noted.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Runyon, Borngasser, Weber, Weller. Nays: Bullard; Gerwin.

**Executive Session** – *Motion by Gerwin, second by Weller to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye, none Nay.

Executive Session began at 7:20 p.m.  
Regular Session resumed at 8:21 p.m.

**Action Resulting from Executive Session** – *Motion by Borngasser, second by Runyon to consider the restructuring of the maintenance department as outlined, subject to board approval.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Runyon, Borngasser, Bullard, Nays: Gerwin, Weber. Absent: Steichen, Weller.

*Motion by Bullard, second by Runyon to approve extending the Interim Maintenance Supervisor position for Terry Taylor through August 4, 2013, subject to board approval.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye, none Nay.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Weller, second by Borngasser to approve the bills.* **MOTION CARRIED ON VOICE VOTE.** Abstain: Gerwin

*Motion by Weber, second by Borngasser to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 8:31 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

Livingston County Public Safety Complex  
May Maintenance Report

The skylight was leaking above the 911 dispatch area, when it quit raining I got on the roof and shot some sealer around the top edge of the skylight. I was called into work a couple of times during a down pour and checked on the skylight at that time and it was not leaking. Hopefully I stopped the leak. I have called the roof company and they are sending a representative sometime Tuesday.

Also the skylight is leaking over A-Pod again I thought I had that fixed, and a leak on the West side of the Male Pod has developed. I am having the roofing company look at this also.

Dishwasher in the kitchen is giving us problems, sometimes it will not fill properly and sometimes it will. I checked online for probable causes and have ordered the parts and will repair it our self.

Purchased a new vacuum cleaner for the Sheriffs side of the building, the other was eight years old. We had spent some money on it for repairs over the years and now the casing is broken and would not hold together.

Washed out the coils on the Trane chillers this is done periodically through the summer months.

Caterpillar Generators were serviced according to their contact, the Jail Generator and the 911 Generator.

Mutable toilet repairs, Mutable water valves repair, light repairs.

Everything else is on Facility Dude.

6/3/2013

Don Verdun Maintenance Supervisor  
Livingston County Public Safety Complex

# ✓ Livingston County Building Maintenance Monthly Report for May, 2013

## Status Count Graph Summary

### **Closed Work Orders-144 Items** (highlights)

- \*Mike Stadel rebuilt the swinging gate in Courtroom 3 (severely broke somehow)
- \*assisted HVAC with miscellaneous tasks
- \*replaced broken rope on Court House flag pole (broken during bad storm)
- \*picked up lots of tree limbs and other storm debris
- \*some of the fascia at IHR blew off and will need replaced (this week)
- \*had a serious sewer issue at the Health Dept. Requiring portable toilets to be brought in. This was due to the very high rain fall levels overwhelming the cities storm sewers and the H&E buildings sewer and storm sewers being tied together.
- \*installed the desk extension for court services
- \*The glass wall was installed in the back hallway at the Law & Justice Center. However 1 glass panel was broken and will be replaced soon.

### **(New Requests-2)**

### **(Parts on order-1)**

- \*camera software

### **Work in Progress-4 Items** (highlights)

- \*drains at H&E (tied to sewer issue)
- \*landscape behind Regions Bank
- \*cameras
- \*mowing

## Location (Cost) Analysis Graph Summary

- \*totals include costs of labor and materials
- \*all buildings' maintenance costs have been below \$1,660.00 with the exception of the Law & Justice Center which was \$2,130.00
- \*cost analysis
  - ✓ cost increases---
    - County Clerk: \$45.00
    - County Highway Dept: \$116.00
    - H&E: \$721.00
    - Regions \$1228.00
  - ✓ cost decreases---

- Treasurer: \$250.00
- Historic Courthouse: \$543.00
- Law & Justice Center: \$393.00
- ✓ cost difference
- (April-May) \$924.00 increase

Respectfully Submitted by Terry L. Taylor, Building Maintenance Supervisor  
June 3, 2013