

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF AUGUST 5th, 2013

Committee Chair Mark Runyon called the meeting to order at 6:04 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

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

Absent: Bullard

Also Present: Marty Fannin, Alina Hartley, Terry Taylor, June Slagel, Rients,

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 July 3rd, 2013 meeting. Gerwin requested the paragraph regarding the Historic Plaque be modified. *Motion by Steichen, second by Weller to approve the minutes of the July 3rd, 2013 meeting as amended.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Reports

Terry Taylor presented his monthly department report, a copy of which is attached to these minutes. Taylor reported that the Johnson Controls re-commissioning is nearly complete. Taylor stated that one of the control units for the valve needed to be sent out to determine whether it was manufactured inappropriately or if it was damaged by staff members.

Runyon stated that there were 14 applications received for the maintenance position, 8 of which were interviewed. Runyon stated that the individual selected was head and shoulders above the rest. Runyon estimated an annual savings of approximately \$26,202.02 after the restructuring.

FY2014 Budget

Taylor stated that the budget had been submitted to June Slagel. Slagel reported that the total was about the same as last year, not including wages. The Committee requested forward a copy of the budget to them for their review.

Proposed ADA Response – Hartley reviewed the proposed response to the Attorney General regarding the remaining ADA issues. Discussion took place. *Motion by Steichen, second by Borngasser to approve the proposed response pending States Attorney review and approval.* **MOTION CARRIED WITH ALL AYES.**

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

Executive Session – *Motion by Weller, second by Steichen to go into Executive Session pursuant to 5ILCS 120/2(c)(1) Personnel Matters, 5ILCS 120/2(c)(11) Pending Litigation, and*

5ILCS120/2(c)(5) Acquisition of Property. **MOTION CARRIED ON ROLL CALL VOTE.**
All voted Aye, None Nay.

Executive Session began at 7:01 p.m.

Regular Session resumed at 7:49 p.m.

Action Resulting from Executive Session – N/A

Motion by Gerwin, second by Steichen to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:52 p.m..

Alina M. Hartley
Administrative Resource Specialist

**Livingston County
Facilities Management Services
Monthly Report for July, 2013**

Status Count Graph Summary

Closed Work Orders-146 Items (highlights)

- *Interviewed 8 applicants for the Maintenance Laborer Position & hired Wayne (Geno) Hetelle.
- *Court House AHU's have been repiped and reinsulated
- *Fire Alarm phone line issue has been resolved. Line had been disconnected
- *7 separate repairs were made to the Video Visitation System, including replacing 1 monitor and 1 handset. This was done by our Jeff Durham at a cost of \$249.00 for parts and 8.5hrs labor at \$15.43 hr , saving the county \$1129.84 by not calling in an outside vendor
- *2 cameras were repaired in house at PSC, 4hrs labor, \$0.00 parts, Cost if outsourced \$520.00

Pending-9 Items (highlights)

- *Preventive Maintenance

Work in Progress- 2 (highlights)

- *Lawn watering
- *Landscaping behind Regions

Location (Cost) Analysis Graph Summary

- *totals include costs of labor and materials
- *all buildings' maintenance costs have been below \$1,355.00
- *Totals for all buildings: \$3,909

Respectfully Submitted by Terry L. Taylor, Facilities Services Manager
Aug. 6, 2013