

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF DECEMBER 2, 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

Absent: Weller

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

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

The Committee reviewed the minutes of the November 4, 2013 meeting. Gerwin noted that the agenda was approved as “presented”. *Motion by Weber, second by Borngasser to approve the minutes of the November 4, 2013 meeting as amended.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Terry Taylor reviewed his monthly department report with the Committee, a copy of which is attached to these minutes.

Other Business -

Runyon reported that he, Chairman Fannin and Terry Taylor had met with Ragan Communications regarding radios. Runyon stated that Ragan has provided a quote which may be feasible, but they want to test the radios first to make sure they will work between buildings. Taylor stated that they will probably be able to test the radios in the next week or two.

Runyon reported that a representative from the Attorney General’s office was onsite to inspect the Historic Courthouse and re-inspect the Law & Justice Center. Runyon stated that the Attorney General’s office will issue a formal report, but it will likely take a few weeks.

Approval of Bills – The Committee reviewed the bills presented. *Motion by Bullard, second by Weber to approve the bills.* **MOTION CARRIED ON VOICE VOTE.** Nays: Steichen

Executive Session – *Motion by Weber, second by Steichen to go into Executive Session pursuant to 5ILCS 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 6:29 p.m.

Regular Session resumed at 6:39 p.m.

Action Resulting from Executive Session – Motion by Steichen, second by Weber to open the minutes of April 1, 2013 and June 3, 2013 and keep closed the minutes of August 5, 2013 and September 3, 2013. MOTION CARRIED WITH ALL AYES.

Motion by Steichen, second by Borngasser to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 6:40 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Facilities Management Services Monthly report for November, 2013

CH

1. Cleaned gutters.
2. Replaced a low pressure control switch on an air handler.

L&JC

1. Had a camera repaired and reinstalled in the Public Defenders waiting room, and repaired a camera on the south side of the L & JC.
2. Repaired a broken door handle on the front entrance to the L & JC.
3. Repaired PVAV 105
4. Sent Mike Stadel & Don Telford to Addison, IL for 3 days of door hardware training from INGERSOL/RAND.

H&E

1. Moved several file cabinets.
2. Replaced a downspout.
3. Replaced a thermostat valve & trap in IHR that were not working.
4. Cleaned gutters.

REGIONS

1. Cleaned gutters.

PSC

1. Repaired garbage disposal.
2. Repaired lock on walk in freezer.
3. Installed soap dispenser in officers restroom.
4. Repaired a damaged camera in Special Management #2, then remounted it to the ceiling.
5. Replaced numerous light bulbs.

6. Replaced several flush valves.
7. Repaired the lock in the booking room hallway door.
8. The 7 HP exhaust motor in the ERS unit #1 shorted out on Sunday Nov. 10th. Don Verdon was able to disassemble and remove the motor with assistance. Don tried to have the motor repaired right away but was unable to. Don located an exact replacement at Professional Motor Repair. It was installed on Wed. Morning.
9. Truck had snow plow installed.
10. Lost connection with outside ptz cameras and were unable to get to work. At the request of the Superintendent, we contacted E.O Integrated. They sent a tech to work on the problem. He spent 2 days working on the system and communicating with techs from Bosch and Creative Technologies before finding the problem was a bad ptz driver board and several bad solder connections leading from the matrix to the plc.

Respectfully submitted by Terry L Taylor, Facilities Services Manager
Dec 2, 2013