

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JUNE 6th, 2011

Committee Chair Bill Flott called the meeting to order at 6:00 p.m. in the Clavey Room of the Livingston County Courthouse.

Present: Flott, Deany, Franey, Ruff, Weller, Woodburn
Absent: Weber
Also Present: Bill Fairfield, Don Tuley, Alina Hartley,

Flott called for any additions to the agenda with there being none requested. *Motion by Ruff, second by Franey to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the May 2nd, 2011 meeting. *Motion by Woodburn, second by Weller to approve the minutes of the May 2nd, 2011 meeting.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Tuley reviewed his monthly department report a copy of which is attached to these minutes.

Anchor Mechanical Update – Hartley stated that she had not yet received the report from Anchor Mechanical on the work completed at the jail. Hartley reported that she had spoken to Don Verdun and he indicated that everything is complete except Scott has ordered a new computer to run the system and it has not come in yet. Verdun indicated that they are where they want to be in regards to the system itself.

Gas Contract – Flott stated that the contract with Vanguard has expired and has been turned back over to Nicor. Flott reported that there may be a requirement to stay with Nicor for some period of time, but he is unsure at this time. Flott stated that after discussion with Chris Landstrom he feels this type arrangement does not always save costs, but is beneficial for budgetary purposes.

Johnson Controls Invoice – N/A

University of Illinois Extension Lease – Hartley stated that the extension of the lease for the University of Illinois Extension office had been previously approved. Hartley stated that one of the provisions in the lease and also a part of the lease extension was that the building could be leased out to non-profit organizations and governmental agencies. Hartley stated that the Extension office does on occasion rent the space to individuals and would like the Committee to consider changing the lease to allow them to do so. Discussion took place. *Motion by Ruff, second by Woodburn to amend the lease to allow the space to be rented to individuals as well.* **MOTION CARRIED WITH ALL AYES.** Consensus of the Committee was that this change would not require full board approval.

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

Executive Session – *Motion by Woodburn, second by Franey 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 6:34 p.m.

Regular Session resumed at 6:37 p.m.

Action Resulting from Executive Session – *Motion by Weller, second by Franey to open the executive session minutes of October 4, 2010.* **MOTION CARRIED WITH ALL AYES.**

Motion by Deany, second by Ruff to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 6:47 p.m..

Alina M. Hartley
Administrative Resource Specialist

1. Summer yard care has kept the crew busy. With all the rain, the grass has needed mowing every four to five days. We also completed the first round of bush trimming and some tree trimming at several of the properties. Several storms passing through required quite a bit of debris and limb clean-up. The gal who takes care of the flowers and plants at the courthouse and 310 W. Water has begun planting and caring for the flower beds. They are looking nice. After the carnival, Red Carpet Corridor and rain, we were finally able to spray the yard for dandelions and are making headway in controlling them. Our summer helper started his forty-hour weeks and will be taking responsibility for a large portion of yard care.
2. We had an issue with grease from grills staining the concrete during some of the activities downtown. We tried power washing with several grease cutting chemicals without a lot of success. We discussed the issue with the participants and hope in the future to have them put down something to prevent the grease or oil from getting on the concrete.
3. Last month we discussed the project the City had going at the east end of Regions lower parking lot. I spoke with the sewer department and they said the project required no digging in the parking lot, lower or upper.
4. We had two hundred and forty cases of Xerox paper delivered early this month. We stored one hundred and sixty cases in the courthouse basement and delivered forty cases to the Health Department and forty to the Safety Complex. That should last about six months.
5. Terry cleaned one of the old skylights above Judge Bauknecht's courtroom as requested. The planners for the courthouse renovation wanted to see what they looked like and what shape they were in.
6. We have had a lot of A/C breakdowns and service calls this month. We have had compressors fail and many low Freon calls. At this writing I believe all are operating. We were able to complete a cleaning of the condensing coils and air handler units in approximately thirty-five central air units and installed or cleaned filters. We also installed several window units that come out for the cold months.
7. We had a utility sink faucet installed at the Regions building that we could no longer find repair parts for.
8. I have received one elevator certificate of operation for the H & E handicap lift and we are still waiting on the courthouse lift and main elevator. All the paperwork is in, so I hope the certificates will follow soon, to keep us legal.
9. We ran some phone or computer lines for Mental Health at the H & E Building.

10. We are also doing some outside painting at the H & E building. We are presently painting the handicap ramp as weather permits.
11. The Fire Department did an inspection at the H & E building and had a list we are working on to get into compliance. They will re-inspect on June 17th and I we plan to have the corrections done.
12. We hauled computers, fax machines and battery backups to AT Recycle for the Health Department and Mental Health.
13. Mid-Illinois Electric hopes to start their lighting project soon, and Durham's is scheduled to change that service over on Saturday, June 11th.
14. We accomplished a large number of other service calls and requests for the month.