

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF AUGUST 1<sup>st</sup>, 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, Weber, Deany, Franey, Ruff, Weller, Woodburn

Absent:

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 Deany to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the July 6<sup>th</sup>, 2011 meeting. *Motion by Weber, second by Franey to approve the minutes of the July 6<sup>th</sup>, 2011 meeting.* **MOTION CARRIED WITH ALL AYES.**

**Nursing Home Survey** – Weber reported that he and Ruff had met with Krause Surveying and the property will be surveyed once the crop is harvested.

**Transfer of Deed 620 W. Howard St.** – Fairfield reported that the property had been transferred to the City of Pontiac.

**Maintenance Department Report** – The Committee reviewed the monthly department report a copy of which is attached to these minutes.

Tuley reported that the air conditioning units in the attic at the H&E building are in poor shape. Tuley stated that all four had leaked through the ceiling causing considerable damage. Tuley further reported that the electricity had gone out at the H&E building on a Sunday and was out from approximately 8:30 a.m. until 1 p.m.. Tuley stated that he wasn't notified of the outage until about 1 p.m. and that the emergency generator had not been turned on. It was questioned whether there was an option in the Seico Security system to notify someone when the power goes out.

**H&E Building Lock-Down System / Seico Expenses** – Tuley reported that MaLinda Hillman has requested that funds be allocated in the maintenance budget to cover expenses related to the security system at the H&E building. Tuley stated that there have been two invoices (approximately \$1,700 and \$3,500) from Seico for service calls made. Discussion took place. The Committee recalled that the County agreed to provide funds to install the system, but they were to maintain it. *Motion by Woodburn, second by Franey to not allocate funds within the maintenance budget to cover Seico expenses.* **MOTION CARRIED WITH ALL AYES.**

**FY 2012 Budget** – Tuley reviewed FY 2012 budget allocations for each building with the Committee. Discussion took place regarding floor care at the LJC. Discussion further took place regarding custodial services and whether our current staff could care for the LJC and all the remote locations.

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

*Motion by Ruff, second by Deany to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:16 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

## Maintenance Report

August 1, 2011

1. The dry weather has reduced mowing to an occasional weed and buck horn trim job to even up the lawn. We have begun our second round of bush trimming and will complete that soon.
2. We have assisted PSA Dewberry and various contractors with projects aimed at resolving some of the mysteries of construction of the old courthouse building.
3. We had the annual inspection of the backflow preventers on the boilers at the courthouse and H & E. After a little fine tuning, both were passed and ready for another season. Travelers' boiler inspector also inspected the boilers and they all passed. State certificates should follow shortly and are good for two years.
4. We had to re-clean the condensing units at the Regions building. They became coated with the debris from the cottonwood trees.
5. We have had a multitude of A/C calls this month. The heat has challenged many of our units to the limit and some of the older units just failed. We had water running through ceilings in several areas due to units freezing up and thawing. We replaced a compressor in a unit as well as resolving many other A/C failures.
6. We completed the painting project on the handicap ramp at the H & E building.
7. We partitioned off an office space in the bookkeeping area of Regions to accommodate the HR Department during the courthouse renovation.
8. We hauled several dumpster loads of old records to be destroyed for the Judicial Department.
9. A vault that held evidence at the southeast corner of the courthouse basement was cleaned out. We disassembled the shelves to be hauled to the storage area of the Law & Justice Center.
10. Time was spent weed eating around the new Law & Justice Center before the Summer Bash weekend, as requested.
11. We also assembled furniture for the Health Department.
12. We also responded to many other service calls and requests for the month.