

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF OCTOBER 3<sup>rd</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, Ruff, Weller (arrived at 6:10 p.m.), Woodburn (left at 7:00 p.m.)

Absent: Deany, Franey

Also Present: Bill Fairfield, Don Tuley, Alina Hartley, Mark Runyon, Kristy Masching,  
Barb Sear

Flott requested the agenda be amended to add item 2e. Building Rules. Flott then called for any additional changes to the agenda with there being none requested. *Motion by Woodburn, second by Ruff to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the September 7<sup>th</sup>, 2011 meeting. *Motion by Ruff, second by Weber to approve the minutes of the September 7<sup>th</sup>, 2011 meeting.* **MOTION CARRIED WITH ALL AYES.**

**Maintenance Department Report** – Don Tuley reviewed the monthly department report, a copy of which is attached to these minutes. Tuley further reported that the H&E lighting project is nearing completion.

**Excess Property** – Hartley stated that Koepfel was able to locate a website that allows governmental agencies to sell their excess property (GovDeals.com). Hartley stated the site charges 7.5% of the final sales price; there are no monthly recurring costs. Discussion took place. *Motion by Weber, second by Weller to proceed using GovDeals to sell excess property pending States Attorney review and approval.* **MOTION CARRIED WITH ALL AYES.**

**Odell Tower Lease** – Hartley stated that the lease for the Odell tower has been updated to include a legal description of the leased property as opposed to the cross section included in the original lease. Hartley stated that the updated lease also includes an additional 5 year option that will go through 2030. *Motion by Weller, second by Ruff to recommend the board approve the amended lease with Fortino & Sons for the Odell tower property.* **MOTION CARRIED WITH ALL AYES.**

**Custodial Services** – Hartley stated that as requested she obtained quotes to provide custodial services for the Law & Justice Center. Hartley stated that she received a quote from Livingston County Custodial at a rate of \$395 per day, plus an additional rate of \$25 per hour 25 hours per month to complete the detailed cleaning of the woodwork throughout the building. Hartley stated that the proposal equates to approximately \$105,000. Hartley stated that Futures Unlimited had also provided a quote of \$16.98 per hour which includes a client and their supervisor or coach. Hartley stated that Futures would not provide a flat rate quote or estimate

how many hours it would take to clean the building, but assuming it took three clients Hartley estimated an annual cost of approximately \$105,000. Hartley reviewed the Personnel Request Forms with the Committee as well as the current custodial staffing of other county buildings. Discussion took place. *Motion by Weber, second by Woodburn to recommend approval of up to the equivalent of two full time custodial employees.* **MOTION CARRIED WITH ALL AYES.**

**Building Rules** - The Committee reviewed a draft copy of New County Building Rules provided by PSA Dewberry. Discussion took place regarding establishing rules for proper use of the new building and an orientation for departments moving into the building. Consensus of the Committee was that rules would need to be established and departments be requested to not make any changes to the building initially.

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

*Motion by Weber, second by Weller to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:28 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

## Maintenance Report

September 7, 2011

1. With the continuing dry weather, mowing has been reduced to an occasional trimming of weeds to level the lawns. Bush trimming has been accomplished for the second time this season at most locations. There are few left that need a touch-up. We also completed needed weed spraying in some areas.
2. We removed a couple more evergreens at the rear east corner of Regions as requested by the bank for security purposes. We are doing a little re-landscaping in that area as time allows. Hopefully we can complete that project this month.
3. Our summer yard person has moved over to work with Scott in IT, returning yard care to the full-time maintenance crew.
4. We had to have Altorfers back to re-do a repair they worked on previously on the lift. They repaired an oil leak which got worse after the repairman left. They returned and made repairs at no charge.
5. We sorted through the tools and parts from the old service truck and got the new truck set up for service calls.
6. We did some testing with the Highway's backhoe trailer and figured out a way to load the lift on it so we can transport it to job sites instead of driving it. While we had it at Highway we used it to replace a ceiling fan in the shop.
7. Also at Highway we cut down several dead pine trees at the back of the property and hauled the debris away. There is still one to come down when time allows.
8. At the H & E building we repaired the ceilings where the air conditioners leaked and caused damage. We then had the hallway carpets cleaned along with one office where water also leaked.
9. We painted one of the conference rooms for IHR at H & E.
10. The lighting upgrade is nearing completion and has gone relatively well.
11. We accomplished several small projects and continued tours for those preparing for the courthouse renovation. One of the projects was filming the sewer line from Mill Street to the courthouse with the city sewer crew and their equipment.
12. Considerable time is being spent moving stored items and shelves. Some items were moved to Regions with much more to go. Other items and shelves have been moved or will be, to the jail. We assisted HR in that move and have had to dispose of massive amounts of trash and old files.
13. We also accomplished many service calls and other requests for the month.

