

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF FEBRUARY 6, 2017

Committee Chair Mike Ingles called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Weber, Allen, Goembel, Mays

Absent: Holt, Weller

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Finance Director John Clemmer, Facilities Services Director Chad Carnahan, Network & Computer Systems Administrator Jon Sear, Probation Director Ron Baker, County Board members Steve Lovell, Marty Fannin and John Slagel

Ingles stated that item a. could be struck from the agenda. Ingle then called for any additions or corrections to the agenda; with none being requested, the agenda was approved as submitted.

The Committee reviewed the minutes of the January 11, 2017 meeting. *Motion by Mays, second by Goembel to approve the minutes of the January 11, 2017 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Monthly Department Report** – Carnahan reviewed his monthly department report with the Committee.

**Historic Courthouse Handicap Elevator** - Carnahan distributed pictures of the current handicap elevator for the Committee's review. Carnahan stated that there has been an entrapment, and at one time, the elevator went down and took a couple of days to repair. Carnahan stated that he needed direction from the Committee on how to approach the issue. Carnahan questioned if he should investigate installing a second lift, entering into a service contract (which he did not feel would resolve the issue), or putting in some type of communication system. Carnahan stated that he would like to include this project in the FY 2018 capital requests. Discussion took place. Consensus of the Committee was to have Carnahan and Sear look into a dedicated line for the elevator.

**Livingston Manor Decommissioning Update** – Carnahan reported that they continue to prepare for the upcoming auction on February 18<sup>th</sup>. Carnahan stated that they are currently working on the trash and recycling in the outbuildings. Carnahan stated that there were 14 pallets of documents that were hauled to Bloomington to be destroyed. Carnahan stated that they could not be handled locally due to moisture and mice.

**Auction of Excess Property** – Hartley reported that there were some departments that expressed interest in items that were listed for sale. Hartley stated that the highway department expressed interest in filing cabinets and the sheriff's department had expressed interest in kitchen equipment including the dryer, walk-in-cooler, kitchen utensils, pans, etc.. Hartley stated that the

issue is that the items have already been placed with the auction company, so removing them from the auction list was not an option. Discussion took place. Consensus of the Committee was that departments could bid on items, but would need to cover the cost within their budget.

Hartley also noted that the county's purchasing policy prohibited county department heads and elected officials from purchasing county property. Hartley questioned the need for such a policy when the items are being auctioned and fair market value is clearly being paid. Consensus of the Committee is that the policy would not apply to the auction and all employees and elected officials were welcome to purchase any items.

**Review & Acceptance of Bid Proposals for Abatement – Livingston Manor –** The Committee reviewed a summary provided by Diegan & Associates regarding the bids received for the asbestos abatement. Ingles noted that the low bidder was Cove Remediation, with a bid of \$82,000. Ingles stated that Cove met all the requirements of the RFP. *Motion by Weber, second by Mays to recommend accepting the proposal submitted by Cove Remediation, in the amount of \$82,000.* **MOTION CARRIED WITH ALL AYES.**

**Review & Acceptance of Bid Proposals for Demolition – Livingston Manor –** The Committee reviewed a summary provided by Diegan & Associates regarding the bids received for the demolition. Ingles noted that the low bidder for the demolition was Robert Shay Land Development. Ingles stated that currently Shay only has insurance coverage of \$500,000 as opposed to the \$1,000,000 required by the bid documents. Discussion took place. *Motion by Goembel, second by Mays to recommend accepting the proposal submitted by Robert Shay contingent upon an increase in the insurance coverage to the required \$1,000,000 prior to entering into contract.* **MOTION CARRIED WITH ALL AYES.**

**Diegan & Associates Proposal for Project Management –** The Committee reviewed a proposal submitted by Diegan & Associates to serve as owner's representative for both the abatement and demolition projects, on an hourly basis, estimated at \$37,500. *Motion by Mays, second by Allen to recommend approval of the Diegan & Associates proposal.* **MOTION CARRIED WITH ALL AYES.**

**Regions Bank Building –** Ingles reported that he had been in contact with the Greater Livingston County Arts Council who is requesting use of the Regions Bank building while it remains vacant. Representatives from the group indicated that there was a need for studio space for lessons, and would like to utilize the first floor of the building. Hartley reported that there were two other organizations within the county who had also expressed interest, one of which was in the process of preparing a proposal. Ingles stated that he would expect proposals to be received within the next 30-60 days at which time the Committee can discuss how to proceed.

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

*Motion by Mays, second by Goembel to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:18 p.m..

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Alina M. Hartley  
Executive Director  
Livingston County Board Office

