

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JULY 9, 2018

Committee Chair Mike Ingles called the meeting to order at 6:01 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Allen, Ambrose, Holt, Mays, Weller

Absent: Weber

Also Present: Chairman Bob Young, County Board Member Kathy Arbogast, Executive Director Alina Hartley, Sup. Bill Cox, Director of Maintenance Don Verdun, Network & Computer Specialist Jon Sear, IHR Director – Joe Vaughn, Public Health Administrator MaLinda Hillman, Mental Health Director Chris Meyers, Human Resources Director Ginger Harris, Finance Director Diane Schwahn, Dave Burnison and Neil Finlan (Farnsworth Group)

Ingles called for any additions or changes to the agenda, with none being requested. *Motion by Mays, second by Allen to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the June 4, 2018 meeting. *Motion by Ambrose, second by Mays to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

Farnsworth Schematic Design Proposal – Ingles stated that based on the direction given by the full board in May, a Schematic Design Proposal is being presented. Ingles stated that since the proposal exceeds the budgetary allocation for this year it will be presented to Finance and then the full board for approval. Finlan stated that the purpose of this phase is to further define the details of the building in order to get the costs nailed down. Finlan stated that Farnsworth will work with user groups to further define and narrow the project details. Finlan stated that the topography could be completed on a time and materials basis. Discussion took place.

FY 2019 Maintenance Budget Requests – Don Verdun reviewed his FY 2019 Budget request with the Committee Verdun stated that the budget included a slight increase in the general budget within the overtime, waste disposal and meeting/training expense line items. *Motion by Ambrose, second by Holt to recommend approval of the budget requests.* **MOTION CARRIED WITH ALL AYES.**

FY 2019 Capital Requests – Verdun reviewed the FY 2019 Capital Requests with the Committee. The requests included \$1,735 for landscaping for a memorial being requested by the Sheriff, \$192,000 for a rear fence and security upgrade for the Law & Justice Center and \$21,000 for the second half of the food slots at the Public Safety Complex. Consensus of the Committee was to recommend that the landscaping costs be included in the memorial program. The food slot project is a carryover and requires no action. *Motion by Holt, second by Weller to forward*

the request for fence and security upgrade to the Finance Committee with no recommendation.
MOTION CARRIED WITH ALL AYES.

Monthly Maintenance Department Report – Don Verdun presented his monthly department report to the Committee, a copy of which is attached to these minutes.

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

Motion by Holt, second by Mays to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:10 p.m..

Alina M. Hartley
Executive Director

Livingston County Facilities Services Property Report for June 2018

Law and Justice Center

At the L&JC the Chiller failed to run, chilled water valves closed and cut off chilled water flow to the compressor and condenser units thus shutting down the units. I manually opened cold water valves to the chiller and got the water flowing again and chillers started up and ran, till I could get a McQuay Tech here to look at the chiller units. It was determined that, do to running the chilled water pumps at such low volume for tower noise control over the courtrooms the condensing water comes back a little too warm. The Johnson Control Program sends warnings to the chiller, after so many warnings the Chiller shuts down. The McQuay Tech said to get around that we have to clear the warnings and the chillers will run. Johnson Controls are coming to upgrade our system and I will see if we can make some adjustments to the warning sensor.

Replaced security door interlock switch on the door leading out of the sally port to the to the court house elevator.
I have Steve Shoop working at the Law & Justice Center and also at the PSC.

Public Safety Complex

Staff replaced the camera in the hall to receiving dock (#45)
Repaired exercise equipment in the indoor rec. area.
Replaced fan motor and bearings I ERS unit #3
Had a new threshold put in on the South west exit door as the weather changed from summer to winter the threshold would raise and lower not letting the door open our close properly. This was a security door.
We had a fire in the kitchen which caused damage to the combination flat top grille and oven, jail staff put out the fire before the Ansel system could ignite. Fire was located on top and under the flat top grille. The oven was rolled outside and we had it cleaned by Lindsey`s Hood Cleaning Service. Staffed made any repairs that were needed, and the

oven is back in service. There is a grease tray that needs to be emptied and we believe the kitchen staff had not done that.

Staff repaired multiple leaks in the plumbing for the last mixing valve. It is due to be replaced in July.

Staff got the Genie man lift to repair the Soffit at the PSC.

Staff also replaced the flag Pole light while the lift was there and also replaced several parking lot lights.

Water Softener was rebuilt, with upgrades done and is running fine.

Historic Courthouse

Ray repaired outside faucet at the H.C.

Ray repaired the swing gate at the Treasures Office.

Staff also repaired the light outside of the IT office.

Staff also replaced batteries for the running water at the H.C.

Ray also helped water new plants around the H.C.

Also Ray changed filters and belts were needed at the Historic Courthouse.

Staff replaced bulbs in Treasures Office.

Staff repaired some carpet at the Historic Courthouse.

Ray reinstalled a roller shelf in the basement vault.

Public Health and Education Building.

One of the Air Conditioners was not working at the H&E building and Ray was able to get it running.

The Handicapped hand rail needed several spots repaired on it and Ray was able to get that done.

The soap measuring dispenser was not working properly at I.H.R. and we were able to get that working.

After all of the problems with the dead raccoon, Ray was able to find an outside entrance into the roof above the ceilings and was able to find the dead raccoon and remove it. He made a door with a latch so if needed to; we will have access to that area.

Our staff changed air filters were needed at the H&E.

There is an air vent up in the space above the ceiling ray went ahead and installed a ventilation cap over it, just in case it was being used as an access.

Ray helped staff at the H&E to plant new plants and mulch in flower beds.

The sewer problem has been repaired at the H&E building. The problem was caused by not enough water flow through an eight inch sewer line. At one time there were more fixtures hooked up to that sewer line with more water flow. Over the years there were more and more fixtures taken off line. Popejoy dug up an eight inch goose neck and that is where the plug started and continued to backup. They cleaned out the sewer line and removed the goose neck than installed a plastic T. That should solve our problems.

I have started Ray working at the Public Safety Complex and more at the Law & Justice Center.

Also at the Highway Dept. staff rewired a light.

Don Verdun

7/9/2018