

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 4, 2019

Vice-Chairman Patrick Killian called the meeting to order at 6:01 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Killian, Allen, Runyon, Vitzthum, Weller

Absent: Ingles, Ambrose

Also Present: Chairman Bob Young, County Board Members John Slagel and Bill Mays,
Executive Director Alina Hartley, Don Verdun

Killian called for any additions or deletions to the agenda with none requested. *Motion by Allen, second by Vitzthum to approve the agenda as submitted.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the January 7, 2019 meeting. *Motion by Vitzthum, second by Runyon to approve the minutes of the January 7, 2019 meeting as presented.* **MOTION CARRIED WITH ALL YAES.**

Monthly Department Report – Don Verdun was present to review his monthly department report with the Committee a copy of which is attached to these minutes.

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

Motion by Vitzthum, second by Weller to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 6:14 p.m..

Alina M. Hartley
Executive Director

Facility Manager's report
January 2019

To: Public Property Committee

From: Don Verdun, Facility Services Manager

In addition to regular maintenance activities, the following were completed:

- Public Safety Complex
 - a. Kitchen repairs, 3 compartment sink split between sinks. We were able to have it repaired.
 - b. West gate operating mechanism separated and dropped down inside the gate housing and we were able to get that repaired by the company that built and installed the gate originally.
 - c. Door alarms in the booking area kept activating, maintenance staff adjusted doors and sensors and corrected the problem. In cell D-14 bunk bed weld was broken loose from the wall; Lee Welding reattached the bed to the wall.
 - d. Another water leak in a 1 ½ water line over a cable rack, we have it repaired.
 - e. Flag pole locking mechanism has broken, we have it temporarily repaired.
 - f. PTZ camera in Officers vestibule would not move Jeff moved the cable to another port and that fixed the problem.
 - g. A few other repairs made in the kitchen.
 - h. Barber chair repaired.
 - i. Numerous lights and ballast replaced as needed.

- Law & Justice Center
 - a. Generator failed to start on the 1st Monday of the month test, fuel had drained back down to the tank and needed to be primed. Altorfer were able to install an upgrade kit to prevent this from happening again.
 - b. Security reported an odor on second floor, the only smell we were able to find was a wax warmer from first floor.
 - c. Window blinds repair in Probations.
 - d. Ice maker repaired in refrigerator on first floor break room.
 - e. Numerous other plumbing repairs and light fixture repairs.
 - f. On our security door locks, Steve has found that the small coils are wearing out and we have had to replace a few. We will order some of these and have them on hand.

- Historic Courthouse
 - a. Friday night 1/25/19 a custodian was cleaning toilets on the second floor and when he flushed the toilet it backed up and ran down through the ceiling in the County Clerk's Office. Damaging quit a few ceiling tile and carpet, plumber worked Saturday morning auguring the soil line. Ray replaced the ceiling tile and Joe disinfected and spot

shampooed the carpet, when weather gets a little warmer will have the whole area shampooed.

- b. Boiler #1 we had repairs made to it a Fan & Flame switch and Boiler #2 we had repairs made to it also.
 - c. Other plumbing repairs and electrical repairs as usual.
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- Health & Education Building
 - a. Replaced an exhaust fan motor a furnace. And cleaned the flame sensor.
 - b. Other repairs made throughout the building.
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- IHR
 - a. The usual maintenance.
 - b.
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- Highway Department
 - a. Ceiling shop heater quit working, Ray repaired it.
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- 110 W. Water Street
 - a. Usual maintenance.
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- Other
 - a. I have been spending quite bit of time with SmartWatt Project Directors and Engineers; they are still coming back for a couple of more days information gathering.
 - b. We have been dealing with a lot of snow and ice the maintenance staff has been good about coming in early and on weekends to try and stay ahead of this weather.