

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MARCH 4, 2019

Vice-Chairman Patrick Killian called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Killian, Allen, Ambrose, Runyon, Vitzthum, Weller

Absent:

Also Present: County Board Members John Slagel, Kathy Arbogast, Jim Blackard, Mike Kirkton and Bill Mays, Executive Director Alina Hartley, Facilities Services Director Don Verdun. Joe Vaughn IHR
Dave Burnison, Meghan Roller and Samantha Hill from Farnsworth Group.

Ingles clarified that the agenda item listed as Schematic Design Report was really presentation of Design Documents. Ingles then called for any additions or deletions to the agenda with none requested. *Motion by Killian, second by Allen to approve the agenda as submitted.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the February 4, 2019 meeting. *Motion by Weller, second by Vitzthum to approve the minutes of the February 4, 2019 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Presentation of Design Documents – Farnsworth – Dave Burnison, Samantha Hill and Meghan Roller of Farnsworth were present to review updated design documents with the Committee. Roller indicated that the functional layout of the building has not changed. To update new members Roller reviewed the renderings presented as part of the last presentation. Concern was expressed regarding the mechanical systems being located on the roof, and the roof being flat. Roller indicated that the roof membrane was double the recommended thickness as a precautionary measure. Roller indicated that the roof has a slight pitch in the area where the mechanical system will be located allowing for proper drainage. Roller reviewed the area that were included for drainage with the Committee. The option of a metal roof will be included in the bid documents as an alternate. Discussion took place regarding parking on the exterior of the building with Vaughn indicating that he thought he needed more than what was being provided. The current parking spaces will be reviewed and cross referenced with the number included in the project. Adjustments will be made where needed. Runyon questioned if this building would be fully ADA compliant and if Farnsworth was willing to guarantee. Roller responded yes, but Burnison clarified that they will guarantee the design, but installation will be up to the chosen contractor.

Farnsworth Proposal & Construction Documents – Ingles indicated that we are now at a point where if approved Farnsworth will start the development of the final construction documents. *Motion by Killian, second by Weller to recommend the full board accept the current design and*

authorize Farnsworth to develop construction documents, including any refinements made by staff including IT, parking, telephone systems, security, etc. and authorize their release for bid upon completion. MOTION CARRIED ON ROLL CALL VOTE. Ayes: Ingles, Killian, Allen, Vitzthum, Weller. Nays: Ambrose and Runyon

Masonry Repairs Historic Courthouse – Ingles reported that two years ago Chad Carnahan worked with Abraham on some needed repairs to the masonry on the lower level of the historic courthouse. Ingles stated that because the project could not fully be defined until they were able to get into the job, it was planning on a time and material basis with the cap being \$18,400. Ingles stated that the project was budgeted for 2017, but for whatever reason it did not get done and the funds did not carryover. Ingles stated that the allowance amount is still reasonable and he would recommend the Committee authorize Abraham to proceed with the understanding that this project will come out of other capital projects allocated to maintenance (specifically the maintenance building) since it should have been carried over. *Motion by Weller, second by Runyon to authorize Abraham to proceed with the necessary masonry repairs not to exceed \$18,400. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye, none Nay.

Monthly Department Report – A copy of the maintenance department report was distributed with the monthly committee packet. Don Verdun was present to answer any questions committee members may have. A copy of the monthly report is attached to these minutes.

Designation of Lactation Room – Hartley reported that recent legislative changes now require each “courthouse” to designate a lactation room, which shall include at a minimum a table, chair, electrical outlet and where possible a sink. Hartley stated that she had been in conversations with the States Attorney, who also reviewed the issue with the judges and everyone is in agreement that the room off in the back of the jury assembly room, which was designated as future Judge’s chambers, would be an acceptable location. Hartley noted that this room does already have a bathroom available. A table and chairs and a couch (if available) will be added. *Motion by Allen, second by Ambrose to approve the designation of the lactation room at the Law & Justice Center. MOTION CARRIED WITH ALL EYES.*

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

Motion by Killian, second by Weller to adjourn. MOTION CARRIED WITH ALL EYES.
Meeting adjourned at 7:26 p.m..

Alina M. Hartley
Executive Director

Facility Manager's report
February 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. Ice machine in the kitchen not working, a new gasket around the Ice curtain should fix the problem.
 - b. Overhead speakers in parts of the jail were not working properly, Jon repaired.
 - c. Staff installed gun lockers for the jail; these were lift over from original construction.
 - d. As usual there are numerous toilet repairs and other plumbing and lighting issues.

- Law & Justice Center
 - a. The lighting processor for court room 2 quit working. Steve switched the processor for the emergency lighting and used it for court room 2 till we could get the other processor repaired. I tried to order one to have on hand, but found we would have to upgrade the system to do that.
 - b. Other problems in the building were plumbing and other lighting issues.
- Historic Courthouse
 - a. Wheel chair lift would not operate Ray found that it had ice and debris around the bottom of the door and not closing all the way not letting the lift operate.
 - b. State Fire Marshal inspection and registration completed on the lift.
 - c. Installed a threshold in County Clerks door way to hold the carpet edge down.

- Health & Education Building
 - a. Staff moved file cabinets from one room to another.
 - b. Every day maintenance issues.

- IHR
 - a. Regulator maintenance plumbing and lighting.

- Highway Department
 - a. Ray replaced the switch for the fuel pump and installed a new cover for the gas pump control.

- 110 W. Water Street
 - a. Everything has is going good.

- Other

- a. It seems like it has been a constant battle with the snow and ice every week end. Staff has really been good about coming early and on weekends to stay ahead of the ice and snow.