

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF APRIL 1, 2019

Committee Chairman Mike Ingles called the meeting to order at 6:06 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

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

Absent: Killian

Also Present: Chairman Bob Young, County Board Members Kathy Arbogast and Bill Mays, Executive Director Alina Hartley, Facilities Services Director Don Verdun, MaLinda Hillman

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

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

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

Farnsworth ADA Proposal – The Committee reviewed a proposal for the remaining ADA items at the Law & Justice Center to be billed on a time and material basis, not to exceed \$12,500. *Motion by Weller, second by Ambrose to recommend approval of the Farnsworth Proposal to address remaining ADA items within the Law & Justice Center.* **MOTION CARRIED WITH ALL AYES.**

Other Business – Ingles noted that SmartWatt had provided an interim report on where they were at with their review. Ingles stated that there is still the fine detail work to do, but SmartWatt will be coming back with recommendations in the near future.

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

Motion by Weller, second by Allen to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 6:34 p.m..

Alina M. Hartley

Executive Director

Facility Manager's report

March 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. Relief valve recommended to be replaced by State Fire Marshalls office, staff replaced them.
 - b. VAV box valve leaking replaced by staff.
 - c. Kitchen can opener, replaced.
 - d. Jail cell toilet problems, replaced toilet.
 - e. Regular plumbing and lighting issues.

- Law & Justice Center
 - a. Domestic hot water circulating pump went out, replaced by staff.
 - b. Elevator #2 stopped in mid cycle, with people on board. Fire department was called. They didn't have a key to open it, the elevator would not reset. Otis elevator was called and repairs were made.
 - c. Saturday 3/9 an employee in the Circuit Clerks office found a water leak in the back hallway on second floor. Water supply to the men's restroom toilet on second floor was leaking inside the wall, flooding the Probations office on 1st floor.
 - d. Urinal over flowed in North West restroom second floor, leak repaired by staff.
 - e. Working on signage for the lactation room in the jury assembly room.

- Historic Courthouse
 - a. Regular equipment maintenance on HAVAC.
 - b. Boiler communicator is not working in boiler #2 parts is ordered, staff will install.

- Health & Education Building
 - a. Steam radiator valve needed replaced, Ray had to shut the boiler down to replace the valve.
 - b. Installed widow screens.
 - c. Carpet repairs

- IHR
 - a. Installed screens.

- Highway Department
 - a. Shop sink plugged, had to auger it out.
 - b. Roof leak over the shop rest room door.

- 110 W. Water Street
 - a. Regular maintenance.

- Other
 - a. Good to be away from the Ice and snow.