

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MAY 6, 2019

Committee Chairman 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, Allen, Ambrose, Runyon, Vitzthum, Weller

Absent: Killian

Also Present: Chairman Bob Young, County Board Members Kathy Arbogast and John Slagel, Executive Director Alina Hartley, Facilities Services Director Don Verdun.

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

The Committee reviewed the minutes of the April 1, 2019 meeting. *Motion by Ambrose, second by Allen to approve the minutes of the April 1, 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.

Ingles reported that Abraham Masonry is to a point where the budgeted allocation of \$18,400 has been expended. Ingles stated that there is still some more work that will need to be done. Ingles stated that what didn't get done this year will be put in a capital request for the FY 2020 budget.

Ingles reported that Farnsworth appears to be on track with the new H&E building. Ingles noted that the construction site has been staked off and an adjustment will need to be made to the farm lease, but there won't need to be a crop loose replacement.

Johnson Controls Service Contract – Verdun reported that Johnson Control's submitted a service agreement proposal at approximately \$17,000. Verdun stated that the amount was significantly over what was budgeted, so they worked on amending the number of visits included and have submitted an amended proposal at \$10,889. Verdun stated that the agreement includes four quarterly visits and the upgrade to the programming software. Verdun stated that they have been in discussion as to whether they need to do the upgrade each time one is offered and they do not. *Motion by Runyon, second by Ambrose approve the Johnson Controls service agreement.* **MOTION CARRIED WITH ALL AYES.**

Other Business – Ingles noted that there may need to be a study done at the Public Safety Complex in regards to the mechanical systems. Ingles stated that he was hopeful SmartWatt will include it in there possible solutions.

Runyon indicated that he would like to re-evaluate the custodial services contract once it comes up for renewal. Runyon stated that he felt it should at least be reviewed.

Runyon further requested that the Committee consider placing funds within next year's budget to move the front bench in the county board room. Discussion took place.

Approval of Bills – The Committee reviewed the monthly bills. *Motion by Ambrose, second by Runyon 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 6:31 p.m..

Alina M. Hartley
Executive Director

Facility Manager's report

April 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. Water Filter assembly for the kitchen Ice machine replaced by our staff.
 - b. Kitchen walk-in cooler door repaired
 - c. Lighting issues upper deck in male pod repaired.
 - d. Added bunk beds dormitory areas.
 - e. Had to have some bunks rewelded that were installed a couple of years ago.
 - f. Other bunks are being checked and welded if needed.

- Law & Justice Center
 - a. Light diffusers were falling off in the hallway light fixtures.
 - b. Men's restroom in jury assembly area, the wall has been repaired and retiled.
 - c. Chillers are running some minor programming changes will be made, nothing major.
 - d. Toilet paper dispensers in two areas were damaged and had to be replaced 1st floor men's room North and 2nd floor men's room South.
 - e. Temperature probe replaced in the chiller supply line done by our staff.
 - f. Met with Farnsworth engineer twice the second visit he had the Tech from Norton Door Closure Company and while he was here he offered to put on a short seminar on door closure adjustment. I had all of the maintenance staff present.

- Historic Courthouse
 - a. Nothing major this month, the usual plumbing and electrical.
 - b. We are having Gems carpet cleaning shampoo and disinfect County Clerk's Office. This is being done because of the sewer pipe leak we had this winter.

- Health & Education Building
 - a. Boiler has been turned off, this time of year Ray will monitor the weather. Sometimes we need to start it backup for a warm up in the mornings.
 - b. Air- conditioner fan motor replaced in the attic.
 - c. The fire alarm panel has gone out and needs to be replaced at a cost of \$2800.00. I am working SECO to see if we can go cheaper and they are checking into it.

- IHR
 - a. Usual every day maintenance.

- Highway Department
 - a. Usual maintenance

- 110 W. Water Street
 - a. Air Conditioner fan motor replaced.

- Other
 - a. x