

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JUNE 3, 2019

Committee 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: Killian, Vitzthum, Allen, Ambrose, Kirkton, Runyon, Weller

Absent:

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Facilities Services Director Don Verdun, Orry Cummings (SmartWatt) and Joe Vaughn (IHR).

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

The Committee reviewed the minutes of the May 6, 2019 meeting. *Motion by Vitzthum, second by Kirkton to approve the minutes of the May 6, 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.

**SmartWatt Guaranteed Energy Savings Contract** – Orry Cummings was present to review the proposed energy savings initiatives with the Committee. Cummings reviewed all of the items that had been reviewed as part of the project scope. Cummings then reviewed two scenarios with the Committee. The first scenario included LED lighting upgrades and building envelope improvements for the Public Safety Complex, Law & Justice Center, Historic Courthouse, and Highway Department; building automation controls for the Public Safety Complex, Law & Justice Center and Historic Courthouse, HVAC upgrades for the Public Safety Complex and Highway Department and boiler improvements for the Public Safety Complex. Scenario 1 is a net project investment of \$1,395,697, and presents a 20 year savings of \$2,209,605. Scenario 2 includes the LED lighting upgrades, building envelope improvements and the building automation controls as outlined above. Scenario 2 is a net project investment of \$770,080. Discussion took place regarding the options presented. *Motion by Weller, second by Ambrose to proceed with scenario 1 and forward to the finance committee for funding options.* **MOTION CARRIED WITH ALL AYES.**

**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 Kirkton to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 6:53 p.m..

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Alina M. Hartley  
Executive Director

## Facility Manager's report

May 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. The Generator for the Jail has been serviced this month by Altdorfer's
  - b. Commercial wash machine was repaired by staff replacement of drain valve, new door gaskets will be replaced when those parts get here.
  - c. Jail floor buffer in for repair, waiting to hear how much the repairs will be.
  - d. Staff changed out Master Control Monitor.
  - e. Repaired rain gutter on North west side of building.
  - f. Staff sprayed for spiders.
  - g. Camera repairs & replacements and phone repairs.
  - h. Usual plumbing problems.
  - i. Multiple inmate requests.
  
- Law & Justice Center
  - a. IT installed more memory on the maintenance computer.
  - b. Moved the lift uptown to change out parking lot lights.
  - c. Johnson Control has a fire alarm sensor placed inside of Air Handler AHUO; this alarm malfunctioned and indicated the fire pump was running. The Fire Department got there and tried to reset the Fire Pump panel and reset it wrong. Our staff got there and called the alarm company and reset the panel correctly.
  - d. Lubricated outside doors.
  - e. With the door closure company readjusting the door closures, when the building pressurizes the hallway doors and some office doors won't close, we are working with them to find a solution.
  
- Historic Courthouse
  - a. Will be changing air handler filters.
  - b. Plumbing repairs.
  - c. Usual maintenance request.
  
- Health & Education Building
  - a. Replaced thermostat on steam radiator.
  - b. Window air conditioner repairs.
  - c. Fire Alarm Panel repaired.
  
- IHR
  - a. Repaired window lock.
  - b. Window air conditioner repairs.
  - c. Usual maintenance request.
  
- Highway Department
  - a. Ray has gotten the roof leaks repaired on the shop area and office area. After a couple of hard rains we have no leaks.
  - b. Ray installed an electrical timer for the spray batch machine, located in backroom of the shop.

- 110 W. Water Street
  - a. We had a date the week of the 20<sup>th</sup>, set to start the new roof on the Mosaic building but rain has been the delay.
  
- Other
  - a. x