

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JULY 1, 2019

Committee Vice-Chair John Vitzthum called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

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

Absent: Killian

Also Present: Chairman Bob Young, County Board Member John Slagel, Executive Director Alina Hartley, Finance Director Diane Schwahn, Facilities Services Director Don Verdun, Joe Vaughn (IHR), Dale Sass (IHR),

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

The Committee reviewed the minutes of the June 3, 2019 meeting. *Motion by Weller, second by Kirkton to approve the minutes of the June 3, 2019 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

IHR Lease Following Construction of Health Building – Hartley stated that the timeline for the new building indicates a move in date of April, 2020, followed by the immediate demolition of the current building. Hartley stated that currently, IHR pays \$25,000 annually, which covers all their utilities, internet, building upkeep, maintenance and custodial services. Hartley stated that once IHR's building is separated from ours, IHR will be paying their costs directly. Currently those fines are lumped in with Mental Health and Public Health and paid from the general fund. Hartley stated that the county has similar leases with IHR and Futures, where the only thing being leased is the ground and all upkeep is the responsibility of the tenant. Hartley stated that those leases run approximately \$500-750 annually.

Joe Vaughn introduced Dale Sass who is the president of the IHR board. Vaughn stated that he's looking to get plans established both short term and long term. Vaughn stated that he was looking to do a design build, but questioned the positioning of the addition. A lengthy discussion took place regarding options for the addition placement, all of which will be presented to the committee for approval. *Motion by Runyon, second by Allen to recommend approve a financing term of \$500-\$750 annually beginning in April.* **MOTION CARRIED ON VOICE VOTE.**

FY 2020 Budget & Capital Requests – Don Verdun reviewed his capital requests with the Committee. Verdun noted that there are some items that he is still waiting for pricing on. Capital requests include \$19,600 for the remaining masonry work, pillar painting and roof repairs all at the historic courthouse. The Committee also received an estimate of approximately \$16,000 to move the board desks out approximately 10". Hartley noted that 10" is the maximum that the desk can be moved and will require that side desks be moved as well.

Verdun reviewed his budget requests for each building. It was noted that the request is \$454 over the proposed amount that was forwarded from the Finance Committee. Discussion took place regarding the budget's content. *Motion by Weller, second by Ambrose to recommend the regular budget as submitted.* **MOTION CARRIED WITH ALL AYES.** The Committee will continue to review the capital requests once the estimated numbers are received.

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.

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

Motion by Ambrose, second by Allen to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:20 p.m..

Alina M. Hartley
Executive Director

Facility Manager's Report

June 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. We have been having leaks with the VCOM skylight we have had it repaired in the past. This time it was suggested to reseal the whole unit with replacement all seals and flashing. It seems to finally fixed the problems.
 - b. Also, there were two skylights over the jail area that we had resealed.
 - c. Staff replaced Chiller Condenser Fan Motor.
 - d. Oven repairs in the kitchen.
 - e. Replaced Hot and Cold shower valve assembly in A- unit.
 - f. Issues with D- unit sewer backing up augured out sewer line and recovered under wear and torn up rags. Also, the same thing happened in W - 2.
 - g. Ray and Steve have been cutting weeds around the back-parking lot.

- Law & Justice Center
 - a. Roof leaks North East corner trying to track it down.
 - b. Gate was repaired in the Circuit Clerks Office as were the Court Room gates also.
 - c. East parking lot lights that needed replaced have been replaced.
 - d. AHU-0, AHU-1 and DOAU air handling units have been serviced Filters changed and bearings greased and belts checked.
 - e. The upper landings at the front entrance were holding water both drains were covered with debris. Staff cleaned the drains off, then had to remove screens and auger the South drain so the water would properly drain.

- Historic Courthouse
 - a. Replaced batteries in the floor scrubbing machine.
 - b. We had some serious roof leaks. We got out on the roof to check it out and found a couple of places where we thought the leaks were. I had Union Roofing come in to take a look, and they took some patching material and patched were they thought the water was leaking in. The last rains we had I found no leaks. We will have to do some more serious repairs in the future.
 - c. Health & Education Building
 - a. Some air conditioning issues repaired by Ray.
 - b. All furnaces filters replaced.
 - c. Boiler has been shut down and cleaned for inspection later this summer.
 - d. Weeds have been cut and sprayed.

- IHR
 - a. Window air conditioner installed.
 - b. Thought there was a gas smell in the front entrance, could not find anything. Turned off the gas to the furnaces in the entrance area as a precaution.
- Highway Department
 - a. Maintenance & IT staff ran wiring for a new outlet and Cat5 cable.
- 110 W. Water Street
 - a. Union Roofing has gotten a good start on the roof.
 - b. Ray and Steve replaced the chimney for one of the furnaces on the west side of the building before the roofing started.
 - c. Ray has been clearing weeds along the parking lot and the river.
 - d. Other
- One of the trucks Anthony Liftgate was rusted out and needed panels replaced, we have the truck in Streator getting repaired.