

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF FEBRUARY 3, 2020

Committee Chair Patrick Killian called the meeting to order at 6:01 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

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

Absent: Vietti

Also Present: County Board Chair Kathy Arbogast, County Boards Member Gerald Earing, Bill Mays, Linda Ambrose, John Slagel, Steve Lovell, Joel Barickman and Gina Manker, Executive Director Alina Hartley.

Killian called for any additions or deletions to the agenda. *Motion by Allen, second by Vitzthum to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the January 6, 2020 meeting. Runyon noted that Ambrose was still listed as a member of the committee as well as also present. *Motion by Runyon, second by Weller to approve the minutes of the January 6, 2020 meeting as amended. MOTION CARRIED WITH ALL AYES.*

**Monthly Department Report** – The Committee reviewed the monthly department report distributed for the Committee’s review, as Don Verdun was on vacation and unable to attend. A copy of the monthly department report is attached to these minutes.

Killian noted that there have been some issues with the energy efficiency work contracted through SmartWatt. Killian noted some complaints being received from department heads.

**Removal of Trees** – Killian reported that there are two pine trees located on the nursing home ground that he would like to see removed. Killian stated that this would make things a lot easier on the current tenant as he farms the ground. Killian indicated that he had spoken with Highway Chairman Steve Lovell regarding the possibility of the Highway Department knocking those down. Killian stated that they will report back. There was no objection to the removal of trees.

**H&E Building Action Plan & Recommendation** – John Vitzthum reviewed a revised budget estimate and proposal from Farnsworth for a modified building located at the front of the property. Vitzthum noted a change in the square footage being built, with the reduction being made primarily in open floor space/hallways. The estimate included a projection of approximately \$5 million for the design and construction of the new building. It was noted that this amount did not include the demolition of the existing building, which is a separate project. This amount also did not include project allowances for items the board may wish to consider if the project moves forward, such as bid alternates for a metal roof, the access control system, furniture, etc., all items that are optional and can be decided at a later date. A lengthy discussion took place. Members felt that it would be beneficial for Farnsworth to be present to answer some

questions. *Motion by Runyon, second by Kirkton to postpone this action item until the March Property Committee Meeting, requesting that Farnsworth be in attendance.* **MOTION CARRIED WITH ALL AYES.**

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

*Motion by Runyon, second by Vitzthum to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:12 p.m..

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Alina M. Hartley  
Executive Director

# Facility Manager`s Report

January 2020

To: Public Property Committee

From Don Verdun

## **Public Safety Complex**

If anyone has had a chance to look at our maintenance e-mail work order list you would have seen several complaints about water pressures and water temps. This was due to the change over to the new water heaters and circulating pumps. Actually no one was out of hot water less than an hour.

Also, there has been complaints of room temperature hot and cold this to is from change over to the new HAVAC management system. We now have control of the system and are able to control most of room temperatures. These systems are not a 100% complete yet but getting close.

Other issues in the kitchen the main garbage disposal, a prisoner dump a bucket of rice down it and plugged up the main sewer line. Staff disassembled the main sewer line in the basement to clear the clogged section.

Liberty Fire Equipment Company checked all of the fire extinguishers in the building and certified kitchen Ansul fire suppressant system for the exhaust hood.

Other repairs are ice machine, water softener, Visitation Kiosks, laundry equipment.

## **Law & Justice Center**

Durham Electric has started to changer over the lighting to LEDs. The beginning of the month looks like some open courtrooms so that will help move the job along much faster.

Steve replaced a solenoid valve in the drug testing sink in probations.



The alarm control panel was tripped, Steve found a ground wire had moisture around it and tripped the alarm. This was inside an air duct, we got it dried out it reset.

Liberty Fire Equipment Company checked all of the fire extinguishers and tagged them.

There was trouble with elevator #2 not stopping at the correct level. Steve called Otis Elevator, they sent a tech to fix it, it was close to our quarterly contract visit so he went ahead inspected the rest of the elevators and didn't charge us for an emergency visit.

Also, later in the month we had trouble with elevator #3 was stuck on the second floor. Steve called Otis Elevator and they were able to talk him through resetting the controls. Someone held the doors open too long and it locked the doors open.

We had the carpet shampooed in the cubical area in probations. This carpet was flooded when a pipe came apart on the second level restroom last fall.

### **Historic Courthouse**

We have had some fluctuation in room temperatures this goes back to the SmartWatt and Johnson Controls changing some of the HVAC equipment settings.

The distress receiver for the wheel chair lift has been rebuilt and reinstalled.

We have a new flag disposal container in our lobby for anyone to use.

### **Health and Education Building**

We have had Raccoon troubles again, he fell out of the soffit in front of the building and ran away. Ray later caught him in a live trap and gave him a ride out of town.

Installed shades in room A25

Installed a gate in room A17



Annual fire extinguishers inspection was done this month.

### **IHR**

Installed sound machine in the hallway

We had carpet replaced in 2 areas in IHR, the carpet was replaced with carpet tiles. One hallway had a bag of garbage drug down the hall, whatever was in it leaked all the way down the hall. When we tried to shampoo it out, it just kept getting worse. The other section a house keeper spelled toilet bowl cleaner on the carpet and it burned a hole the carpet.

Annual Fire Extinguisher inspection was, inspected and tagged.

### **Highway Department**

SmartWatt is finishing their project, heating in the garage area, and heating and air- conditioning in the garage offices.

Heating and air-conditioning in the main office area.

Then the lighting will be changed to LED in both buildings.

### **Water Street Building**

Annual Fire Extinguisher inspection was done.

The usual maintenance.