

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF OCTOBER 14, 2020

Committee Chair Patrick Killian called the meeting to order at 4:00 p.m.. Pursuant to Public Act 101-0640 and the Gubernatorial Disaster Proclamation related to COVID 19, participation in this meeting was offered in person, through Zoom and by teleconference.

Present: Killian, Vitzthum, Allen, Runyon, Vietti, Weller (arrived at 4:09 p.m.)
Present via Zoom: Kirkton

Absent:

Also Present: County Board Chairman Kathy Arbogast, County Boards Member Bill Mays, Jim Blackard, Linda Ambrose, John Slagel and Marty Fannin, Executive Director Alina Hartley, Network & Computer Systems Administrator Jon Sear, and Finance Director Diane Schwahn, Facility Services Director Don Verdun

Killian called for any additions or corrections to the agenda with none requested. *Motion by Runyon, second by Vietti to approve the agenda as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Nays: None. Absent: Weller.

The Committee reviewed the minutes of the August 3, 2020 meeting. *Motion by Weller, second by Vietti to approve the minutes of the August 3, 2020 meeting as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Nays: None. Absent: Weller.

Livingston County Farm Lease – Hartley reported that the current tenant accepted the offer to renew the lease under the current terms. *Motion by Vitzthum, second by Vietti to recommend approval of the Livingston County Farm Lease renewal.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Nays: None. Absent: Weller.

H&E Project Pre-Construction Activities – Hartley reported that things started off a little rough at the H&E building. Hartley stated that the logistics of keeping the buildings open and functioning while accommodating for the construction site proved more complicated than originally anticipated. Hartley reported that there is minimal parking in the front of the building for mental health and public health and none for IHR.

Hartley reported that the highway department was gracious enough to help with the temporary parking in the rear of the building as anticipated going into the project. But also helped with some additional work in the front of the building ensuring handicap parking and access for both delivery vehicles and Showbus. Hartley reported that the parking in the rear of the building will be extended once the crop comes out to get in a few more spaces.

Hartley reported that signage was ordered from Diaz to direct clients to the entrance off of Manlove and then direct them where to go from there.

Hartley reported that the final item that needed to be addressed was access to the building for pedestrians, especially those with disabilities, noting that currently there is no access coming off of Torrance. Hartley reported that this is a concern because there really is no shoulder area on Manlove that will provide safe access. Hartley stated that for the Committee's consideration is Change Order #1, in the amount of approximately \$12,045 to add a sidewalk from Torrance which will tie into the IHR sidewalk and will provide a solution. Hartley noted that this number may change slightly based on a need to relocate the sidewalk slightly to avoid underground utilities. *Motion by Runyon, second by Vitzthum to approve change order #1 for the addition of a sidewalk.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Nays: None. Absent: Weller.

H&E Project Communication Flow Chart – The Committee reviewed a draft flow chart for communications during the H&E Project. All questions and communication with the contractors will flow through the board office. Killian noted that if Committee members had questions or comments during the construction period, they were welcome to contact him directly. *Motion by Vietti, second by Allen to approve the communication flow chart as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Weller Nays: None. Absent: None.

H&E Project Furniture / Signage – Hartley stated that during the Law & Justice Center project they took a considerable amount of time evaluating furniture lines based on their quality and durability with the goal of finding the best value. Hartley stated that they eventually choose to go with Widmer Interiors and utilized local procurement contracts already in place. Hartley questioned if the Committee wished to go this route once again for both the furniture and signage. Discussion took place. It was suggested that the county explore the possibility of purchasing used furniture. Concern was raised regarding the lack of warranty if the county choose to go that route. *Motion by Weller, second by Vietti to authorize moving forward with the procurement contracts already in place for both furniture and signage.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Weller Nays: None. Absent: None.

Consideration of Rent Waiver – Institute for Human Resources – Killian reported that there has been a request that the County consider waiving a portion of the rent for IHR. It was noted that IHR will incur costs as a result of the new building project, and is currently pursuing plans for their own building addition. It was noted that IHR will need to also deal with the inconvenience of parking in the rear of the building during the duration of the construction project. Discussion took place. *Motion by Vitzthum, second by Allen to recommend approval of a reduction of \$1,000 per month beginning December 1, 2020 until construction completion.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Weller Nays: None. Absent: None.

Monthly Department Report – Don Verdun was present to review his monthly department report a copy of which is attached to these minutes.

Approval of Bills – The Committee reviewed the monthly bills. *Motion by Runyon, second by Vietti to approve the bills as presented.* **MOTION CARRIED ON ROLL CALL VOTE.**
Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Weller Nays: None. Absent: None.

The floor was opened for public comment.

Motion by Vietti, second by Weller to adjourn. **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Weller Nays: None. Absent: None.

The meeting adjourned at 4:47 p.m..

Alina M. Hartley
Executive Director

Facilities Managers Report

September 2020

To: Public Property Committee

From: Don Verdun

Public Safety Complex:

New water heaters in the basement of the Public Safety Complex # 1 has been malfunctioning. Staff got in touch with the company that installed the units Henson/Robinson, and what no one informed them or our staff is that there is a filter inside of the unit that needs to be cleaned out after startup. After we found the problem and cleaned the filters the units started operating as they should.

Barber chair repaired by maintenance staff.

East Security gate repaired by staff.

Medical restroom augured out by staff.

Sally Port Slider door got out of sequence, Jeff was able make the needed adjustment.

Sally Port speakers needed attention, not loud enough.

Adjustments were made.

Numerus Faucets were repaired.

Toilets and urinals unplugged.

Floor drains augured out.

Kiosks Reset or repaired.

Water pressure kept dropping and rising, it seemed to come out of the problem, never did find what was causing it.

Law and Justice Center:

Swing gates in the Courtrooms are breaking from people leaning on them. Steve has been trying to repair them.

Cleaned DOAU heat wheel and changed filter and greased fan bearings.

Light out in women's down stairs restroom, Steve got a new LED driver from Durham Electric and installed it.

Augured out basement break room floor drain.

Light out over the Defense Attorneys table, Steve replaced the ballast.

Elevators were inspected for their annual Certification.

Weeds have been cleaned out from in front of the Law & Justice Center. Behind the stairs going in the front.

Historic Court House:

South doors malfunction was not locking. Adjustment were made and corrected the problem.

Air Handlers filters changed and motors and fan bearings Greased.

Staff has been helping Kristy get ready for Voting.

Health and Education Building:

Chemical proportioner was leaking and not mixing properly a new one was installed.

Ray changed Batteries in the AED cabinets.

Cleaned restroom ceiling light and fan.

Air units' belts checked and fans and motors greased.

Starting up the boiler periodically.

IHR:

Repaired south outside ramp.

Repaired blinking lights in a couple of offices.

Highway:

Usual Maintenance.

Water Street building:

Furnaces checked filters changed, getting ready for winter

Usual maintenance.

Other: