

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF NOVEMBER 2, 2020

Committee Chair Patrick Killian called the meeting to order at 6:00 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, Kirkton, Runyon, Vietti

Absent: Weller

Also Present: County Board Chairman Kathy Arbogast, County Boards Member Gina Manker, Jim Blackard, Linda Ambrose, and John Slagel, Executive Director Alina Hartley, Network & Computer Systems Administrator Jon Sear, and Facility Services Director Don Verdun

Killian called for any additions or corrections to the agenda with none requested. *Motion by Vietti, second by Vitzthum 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 October 14, 2020 meeting. *Motion by Runyon, second by Allen to approve the minutes of the October 14, 2020 meeting as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Nays: None. Absent: Weller.

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

H&E Building Project Status Update – Hartley reported that this week they were completing the excavation and then would begin to pour footings and the foundation wall. Hartley reported that a Nicor gas line was discovered in the layout and will need to be relocated. Hartley stated that once everything has been coordinated to re-route the line, a change order will need to be approved.

Approval of Change Orders – Hartley reported that the sidewalk to IHR had to be relocated due to underground utilities. Hartley stated that to do so the construction trailer and fencing would need to be moved a couple of feet. Hartley requested approval of the amended change over, in the amount of \$14,324, to add a sidewalk from Torrance to IHR. *Motion by Vitzthum, second by Kirkton to approve the change order as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Killian, Vitzthum, Allen, Kirkton, Runyon, Vietti, Nays: None. Absent: Weller.

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

The floor was opened for public comment.

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

The meeting adjourned at 6:13 p.m..

Alina M. Hartley
Executive Director

Facilities Managers Report

October 2020

To: Public Property Committee

From: Don Verdun

Public Safety Complex:

Cleaned kitchen hoods over stoves.

Major sewer line backup, had to be augured out from the parking lot. Found wet wipes type of material.

Repaired jail pod phones cabinets.

Run several feet of cable for inmate iPad.

Resurfaced kitchen floor.

Seems to be almost a daily chore of auguring out inmate cell toilets.

Adjusting the temperatures throughout the building, mostly in the jail pods.

Purchased snow plow for the jail. It was a demonstrator exactly like the one bid and we saved a \$1000.00 we could not tell it from a new one.

Backflow preventers tested and certified.

Energy Recovery Unit #3 belt broke on the Heat wheel and staff made the repair.

Law & Justice Center:

Turned lobby heaters on for the winter.

Employee kitchen sink augured out, employees dumping food down the drains.

Backflow Preventers inspected for certification.

Historic Courthouse:

Backflow Preventers inspected for certification.

We are having problems with fire alarm panel I tracked it down to batteries. They weren't supposed to be replaced till Nov. 2021. If this doesn't repair the problem, then the panel will have to be replaced. This is the cheapest way to go, first.

Health and Education Building:

Boiler main gas valve and actuator had to be replaced.

The boiler is inspected every two years, and is not due for State inspection until August of 2021. The boiler will be shut down at that time of year.

Dumpster were moved out of the way for construction. Thanks to the Highway Department for their help.

A lot of new signage has gone up around the grounds to help people find their way around.

Ray has done a lot of parking lot stripping.

Back flow preventers have been inspected for certification.

IHR:

Ray added some new LED out side lights to the west side of the buildings. It helped a lot to brighten that side of the building.

We are having mouse problems; Danial's Pest Control is adding outside mouse traps. People inside of the buildings need to put any food at their desk in a Tupper Ware type container. More traps have been put inside of the building.

Water Street building:

Usual Maintenance.

Highway:

Usual Maintenance.

Other: