

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JULY 7, 2021

Committee Chair John Vitzthum called the meeting to order at 4:01 p.m. in the County Board Room of the Historic Courthouse.

Present: Vitzthum, Earing, Runyon, Vietti,

Absent: Carley, Mennenga, Weller

Also Present: County Board Members Linda Ambrose and Seth Welch, Facilities Services Director Don Verdun, and Executive Director Alina Hartley

Vitzthum called for any additions or corrections to the agenda with none requested. *Motion by Earing, second by Runyon to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the June 7, 2021 meeting. *Motion by Runyon, second by Vietti to approve the minutes of the June 7, 2021 meeting as presented.* **MOTION CARRIED WITH ALL AYES**

**FY 2022 Budget & Capital Requests** – Don Verdun was present to review his FY 2022 budget and capital requests with the Committee. Verdun requested an additional \$1,200 be added to each building for grounds maintenance. *Motion by Runyon, second by Earing to approve the budget as requested.* **MOTION CARRIED WITH ALL AYES.**

Verdun then reviewed his capital requests with the Committee which included the replacement of the fire alarm system at the Public Safety Complex estimated at \$42,382 and new fire alarm head end equipment estimated at \$23,370. Verdun explained that half the fire alarm system was replaced the prior year, and this will complete the replacement. *Motion by Earing, second by Vietti to forward the fire alarm requests to the finance committee recommending approval.* **MOTION CARRIED WITH ALL AYES.**

Discussion also took place regarding the roof at the historic courthouse and possible masonry issues at the Law & Justice Center. Discussion took place regarding the replacement of the roof and whether or not to continue replacements in sections or to replace the whole roof. *Motion by Runyon, second by Vietti to recommend replacement of the whole roof.* **MOTION CARRIED WITH ALL AYES.**

**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 Project Status Update** – Vitzthum reported that the construction meeting was held earlier in the day with no bad news. Vitzthum stated that they are currently conducting moisture tests to

ensure the flooring can be installed properly. Vitzthum stated that the siding is scheduled to be delivered on Friday.

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

The floor was opened for public comment.

*Motion by Vietti, second by Earing to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
The meeting adjourned at 4:54 p.m..

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Alina M. Hartley  
Executive Director

# Facility Managers Report

May 2021

To: Public Property Committee

From: Don Verdun

- Public Safety Complex

New Grease trap for the kitchen has been installed and the and discharge pipe replaced.

We had a 1 ½ water supply line started leaking inside of a concrete wall from the basement to the first floor. Popjoy had to bore an 8-inch hole horizontal from the basement then a 8 inch vertically from the first floor down. They ran new pipe and while they were doing that they found the return pipe next it was about ready to start leaking also, so we had them replace it.

We are still having problems with new HAVAC automation system. Centrica ( Smartwatt) had two engineers here for three days working on the system. They went through the complete system and made some major changes. They will continue to monitor the system. There are some repairs that have to made, our staff can to the repairs.

Coils has been replaced in ERS units #1 and #3

- Law and Justice Center

No major repairs there, regular maintenance.

- **Historic Courthouse**

No major repairs, regular maintenance

- **Health and Education Building**

We had to fire up the boiler the first part of the month and found a pump motor burned out I guess one last gasp before were done.

- **IHR**

No major maintenance, few air conditioners serviced.

- **Water Street Building**

No major problem's just regular maintenance.

- **Highway Department**

Just regular maintenance.