

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF DECEMBER 6, 2021

Committee Chair John Vitzthum called the meeting to order at 6:00 p.m. in the County Board Room of the Historic Courthouse. 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: Vitzthum, Earing, Carley, Mennenga, Runyon, Vietti

Present via Zoom: Weller (arrived at 6:13 p.m.)

Absent:

Also Present: County Board Chair Kathy Arbogast, 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 Carley, second by Vietti to approve the agenda as presented. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

The Committee reviewed the minutes of the November 1, 2021 meeting. *Motion by Runyon, second by Earing to approve the minutes of the November 1, 2021 meeting as submitted. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

**Status Update Health & Education Building** – Hartley reported that the power had been installed as of the full board meeting in November. Hartley stated that they are currently working on the equipment startup and punch list items. Hartley stated that the generator is scheduled to be complete by the end of the week, and ship out the week of December 13<sup>th</sup>. Hartley stated that the building itself is approximately 98% complete.

**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.

**Other Business as Needed** –

The Committee discussed the masonry repairs needed at the Law & Justice Center. The Committee directed Verdun to start looking at this further so a solution can be presented during the next budget cycle.

The Committee discussed the roof repairs needed at the Historic Courthouse. Consensus of the Committee is that a full roof replacement is needed, and should be bid as soon as possible, so work can begin in the spring. The need for minor patch repairs was also discussed.

Hartley reported that it appears remaining ADA issues have been approved by the Attorney General's office. Hartley stated that Farnsworth is working to complete the bid documents and she anticipates the bid package being released in the next month or so.

Hartley stated that last month the Board approved moving forward with a drive thru facility for the Health Department to be funded through the American Rescue Plan grant. Hartley questioned whether the Committee was open to retaining Farnsworth to develop the plans and bid specs for this building as well as the phase 2 parking. Hartley noted that Farnsworth already has a tentative drawing for the phase 2 parking, but the new building would need to be included and formal specifications for both projects need to be developed so they can be bid. Hartley discussed the advantages of using Farnsworth for this particular project since they will be ahead of all others. Discussion took place. The Committee agreed that Hartley should obtain a proposal from Farnsworth to complete these projects.

**Approval of Bills** – The Committee reviewed the monthly bills including the monthly construction bills. *Motion by Vietti, second by Earing to approve both sets of bills as presented.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

The floor was opened for public comment.

*Motion by Vietti, second by Carley to adjourn.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay. The meeting adjourned at 6:40 p.m..

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Alina M. Hartley  
Executive Director

# **Facilities Managers Report**

November 2021

To: Public Property Committee

From: Don Verdun

## **Public Safety Complex:**

Semco company did an evaluation and report on three Units at the Jail. After looking over their reports, I felt like there should be a lot more information. So, after talking to one of their managers, he is going to come back himself and reevaluate the units. He will do that Monday the 6<sup>th</sup>. Still waiting on parts for the west security gates. The other was the usual maintenance.

## **Law and Justice Center:**

The window shades in Courtroom one are electric operated and were not functioning properly. Steve called the company that installed them and they came in and made the repairs. Everything else was just regular maintenance.

## **Historic Courthouse:**

We had to replace a small domestic hot water heater in one of the janitor closets. All other was the usual maintenance.

## **Health and Education Building:**

Just waiting to move into the new building.

The Boiler in that building needed to be inspected, the inspector was here inspecting the Historic Courthouse boilers. He brought to my attention so I went a head and him inspect that boiler also.

Their inspection is at no cost through our insurance company, but the state certification is \$70.00.

**IHR:**

Deck has been completed.

**Highway Department:**

Met with a representative from Carrier Company, they replaced some printed circuit boards and seem to have the unit running better. And are making plans to relocate supply air vent.

**Water Street Building**

Regular maintenance.

**Other:**