

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 7, 2022

Committee Chair John Vitzthum called the meeting to order at 6:01 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, Weller
Present via Zoom:

Absent:

Also Present: County Board Chair Kathy Arbogast, County Board Members Linda Ambrose, Jim Blackard, and Joel Barrickman, Facilities Services Director Don Verdun, Executive Director Alina Hartley and Finance Director Diane Schwahn.

Vitzthum called for any additions or corrections to the agenda with none requested. *Motion by Earing, 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 January 3, 2022 meeting. *Motion by Weller, second by Runyon to approve the minutes of the January 3, 2022 meeting as submitted. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

Lease Agreement Livingston County Commission on Children & Youth – Vitzthum reported that the lease agreement presented leases approximately four hundred and eighty square feet worth of office space plus the use of shared spaces including restrooms and hallways. Vitzthum stated that the rate will be the same at \$450 per month. *Motion by Earing, second by Vietti to recommend approval of the lease agreement as presented. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

Proposal: Phase II Parking Design

Proposal: Vaccination Clinic Design – The Committee reviewed proposals for the design of both the Phase II parking design along with the design of the drive thru vaccination clinic. *Motion by Vietti, second by Earing to recommend approval of both proposals as submitted. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

Proposal: Roof Design – Vitzthum reported that there were three proposals received for the design and specifications for the replacement of the roof at the Historic Courthouse. Vitzthum reported that after review of the proposals he is recommending the proposal submitted by Scharnett Architects be approved. It was noted that Scharnett was not the least expensive proposal, but was the most comprehensive. Vitzthum reported that the Middleton proposal did not include a rate for the project or cost of the proposal. Vitzthum also reported that a decision was made not to go with Farnsworth based on a delay in the ADA project and the need to move

forward with the roof replacement as soon as possible. Discussion took place. Consensus of the Committee was to request Scharnett amend their proposal to reflect a rate of 9.05% with a not to exceed amount of \$90,640. *Motion by Vietti, second by Weller to recommend approval of the Scharnett proposal as discussed.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Lease Agreement: Temporary Storage – Hartley reported that she was able to locate a space to rent for the excess property from the H&E building. Hartley stated that the proposed rate is \$5 per square foot. Hartley stated that the lease will be presented next month once it's identified how much square footage would be needed. *Motion by Carley, second by Earing to authorize Hartley to proceed with the lease of the property.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

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. *Motion by Vietti, second by Carley to approve the monthly department report as submitted.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Solar Power for County Buildings – Vitzthum stated that a board member brought to his attention and he doesn't think it's a bad idea to explore the possibility of adding solar for county buildings. Vitzthum stated that he thought it would be most appropriate to explore the remaining land south of the H&E building for self standing solar panels. Discussion took place with the consensus to explore the possibility down the road.

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

Other Business – Vitzthum reported that the release of the ADA package was delayed. Hartley reported that the package should be released by the 18th of January with the proposals to be reviewed in April.

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 6:42 p.m..

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 6th. 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: