

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF APRIL 4, 2022

Committee Chair John Vitzthum called the meeting to order at 6:00 p.m. in the County Board Room of the Historic Courthouse.

Present: Vitzthum, Earing, Carley, Mennenga, Vietti, Weller

Absent: Runyon

Also Present: County Board Members Joel Barickman, Steve Lovell and Seth Welch, 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 Carley, second by Vietti to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the March 7, 2022 and March 17, 2022 meetings. *Motion by Vitzthum, second by Mennenga to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

**Request for Personal Use of Historic Courthouse** – Hartley reported that she did not have time to draft a proposed policy, but provided a sample from another city that could be used as a template if the committee wished to pursue this. Hartley noted that she couldn't find a county that allowed for personal use of their courthouse or office buildings; the samples found were generally developed as part of the parks and recreation department and were recreation buildings. Hartley stated that it was also recommended that a fee be charged and a deposit be held. Discussion took place with some members commenting that \$50-\$100 to a local charity would be sufficient, along with a \$200 deposit. *Motion by Vitzthum, second by Vietti request Hartley and Yedinak draft a policy for the boards consideration. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

**Approval of Low Bid – Law & Justice Center ADA Project** – Hartley reported that the bid for the ADA project was released at the beginning of March, with the pre-bid walk-thru held on March 25<sup>th</sup>. Hartley stated that there were only two companies that attended the pre-bid walk-thru who attend to bid together. Hartley stated that bids were due on April 3<sup>rd</sup>, but the company has requested an extension to the bid due date, due to the fact that they are having difficulty identifying carpenters to bid on the project. Hartley stated that the bid due date is now April 25, 2022, and she hopes to be able to present a recommendation to the Committee and full Board in May.

**Approval of Low Bid – Demolition Project** – Hartley reported that there were five bids received by the bid due date in response to the demolition project with the low bidder being Fowler Enterprises with a bid of \$181,250. Hartley stated that there was a bid received after the

due date based on a shipping error by FedEx, but the company would still not have been the low bidder making it a moot point. Questions were raised concerning the compaction after the demolition. Gary Diegan of the Deigan Group was able to respond by phone that the area would be structural fill (with crushed material). Diegan noted that there is a 3” soil cover that is included in the project, but could be removed depending on how close the phase II parking project was to starting. *Motion by Weller, second by Carley to recommend the full board accept the low bid of Fowler Enterprises.* **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. Verdun noted that the new dropbox for the LJC was installed.

**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 WITH ALL AYES.**

The floor was opened for public comment.

*Motion by Earing, second by Weller to adjourn.* **MOTION CARRIED WITH ALL AYES.** The meeting adjourned at 6:45 p.m..

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Alina M. Hartley  
Executive Director

# **Facilities Managers Report**

March 2022

To: Public Property Committee

From: Don Verdun

## **Public Safety Complex:**

In the jail kitchen we have been have problems with staff plugging up the 4-inch drain lines. After tracking down the problem we found that the kitchen helpers were dumping all food waste down the drains instead of dumping in the garbage. Kitchen contractors were not watching what was going on. The Jail Superintendent and Maintenance staff had a talk with the kitchen Management and things have been a lot better. We have been having hot water problems with the new water heaters. The parts that were needed are here now it has been a problem getting the plumbers here to in stall them. Since then a new water leak has developed inside the unit.

## **Law and Justice Center**

Alina pointed out to me some concrete deterioration around the outside drains in front of the Sally port doors. We are working to get that repaired.

Elevator 2 was repaired, mostly a programing problem.

All other was regular maintenance.

## **Historic Courthouse:**

The Scharnett Company has started their part in replacing the new roof.

All other was the usual maintenance.

**Health and Education Building:**

Staff have been helping employees get settled in their new offices. There are a few issues and they are being taken care of.

**Old H&E Building:**

Progressing with clean out. And asbestos removal.

**IHR:****Water Street building:**

No issues there, just regular maintenance.

**Highway:**

Regular maintenance.

**Other:**