

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF OCTOBER 3, 2022

Committee Chair John Vitzthum called the meeting to order at 6:01 p.m. in the County Board Room of the Historic Courthouse.

Present: Vitzthum, Carley, Runyon, Vietti, Weller

Absent: Earing, Mennenga

Also Present: County Board Chair Kathy Arbogast, County Board Members Linda Ambrose and Seth Welch, Executive Director Alina Hartley, Finance Director Diane Schwahn, and Maintenance Manager Steve Shoop.

Vitzthum requested that the agenda be amended to add item f. Scharnett Update Historic Courthouse Roof Project. Vitzthum then called for any additional changes or corrections to the agenda. *Motion by Carley, second by Weller to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the September 7, 2022 meeting. *Motion by Vietti, second by Carley to approve the minutes as submitted.* **MOTION CARRIED WITH ALL AYES.**

**Drive-Thru Facility** – Hartley reported that conversations have continued on how to move forward with the drive-thru facility acknowledging that the bid in excess of \$900,000 would be rejected. Hartley stated that a meeting was held with a contractor specializing in pole buildings who indicated that the building was considerably over engineered and could be done for much less. Hartley stated that she also had a conversation with the City of Pontiac regarding the restrooms and since no more than 4 employees would be working in the building at one time, only one restroom would be required. Hartley stated that effective January 1, 2023, counties are authorized by statute to utilize the design build type process. Hartley stated that if the Committee was amenable an RFP could be drafted utilizing this type of process and the general design guidelines. Hartley noted that the RFP should not be released prior to the January 1<sup>st</sup> statutory change.

**Phase II Parking** – Hartley reported that she had spoke with Eppel on providing a proposal as to what modifications could be done in order to move forward with the parking project. Hartley stated that the project was designed based on the Drive-Thru Facility being completed. Hartley stated that she had also requested a recommendation from Eppel regarding the type of fill to be utilized in the demolition area. Vitzthum reported that it is not recommended that the whole be left in the winter months. Discussion took place regarding the two projects. *Motion by Carley, second by Weller authorize Hartley to draft the RFP for the Drive-Thru Facility and continue discussions with Eppel concerning the Phase II parking project.* **MOTION CARRIED WITH ALL AYES.**

**Odell Tower Lease Agreement** – Hartley reported that she had heard from the owner of the property for the Odell Tower and they are looking to sell the property. Hartley reported that the current owner indicated a willingness of the new owner to continue the lease relationship with the County. Discussion took place regarding the potential purchase of the property. Hartley noted that there was a possibility that the Odell Tower would no longer be needed once the UHF radio system is no longer in service. Hartley noted that this would require the highway department to transfer to the StarCom system, and highway would be testing that equipment. Further discussion took place with the consensus being to at least explore the possibility of purchasing the property.

**Monthly Department Report** – Shoop provided the monthly department report to the Committee a copy of which is attached to these minutes.

**Scharnett Update Historic Courthouse Roof Project** – Hartley reported that a recommendation from Scharnett on how to proceed with the roof project was provided prior to the meeting, but not in time to revise the agenda. Hartley noted that Paul Scharnett was available to attend the full board meeting to provide his recommendation. Consensus of the Committee was to forward the recommendation to the full board without recommendation.

**Approval of Bills** – The Committee reviewed the monthly bills. *Motion by Vietti, second by Weller to approve the bills as presented.* **MOTION CARRIED WITH ALL EYES.**

**Public Comment** – The floor was open for public comment.

*Motion by Vietti, second by Carley to adjourn.* **MOTION CARRIED WITH ALL EYES.** The meeting adjourned at 6:33 p.m..

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Alina M. Hartley  
Executive Director