

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 7, 2023

Committee Chair John Vitzthum called the meeting to order at 5:00 p.m. in the County Board Room of the Historic Courthouse.

Present: John Vitzthum, Gerald Earing, Gina Manker, Dan Myers, Mark Runyon, Jack Vietti and Bob Weller
Absent: None
Also Present: Executive Director Alina Hartley, Facilities Services Director Steve Shoop, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Board Members Seth Welch, Rebekah Fehr, Marty Fannin, William Mays, Steven Lovell and Jim Blackard

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

The Committee reviewed the minutes of the January 3, 2023 meeting. *Motion by Earing, second by Manker to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

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

Other Business - Alina Hartley reported that there are a few items outstanding on the ADA Project, including railings for the handicap ramp that will ship in late April, as well as a change order for the ramp located in the rear of the building related to the grading. Hartley reported that she issued an RFQ for the hot water heater replacement project and is working on the RFP for the design build project, but a notice of intent has gone out as required by the new statute. Hartley reported that it is likely the RFP for the drive-thru facility will be released on February 24th.

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

Public Comment – The floor was open for public comment.

Motion by Weller, second by Vietti to adjourn. MOTION CARRIED WITH ALL AYES.

The meeting adjourned at 5:25 p.m.

Jordan E. Uselding
Executive Assistant

Facility Manager Report

January 2023

To: Public Properties Committee

From: Steven Shoop

Public Safety Complex

There have been a lot of drain issues in the last month.

Working with jail Superintendent on getting the floor stripped and new wax down.

Windows in South Sally Port overhead door will be replaced soon, 3 out 5 of them are broken but still in place.

New meter on line to monitor usage is inaccurate, there is a recirculating pump which shows usage even when not being used due to constant flow. We have moved meter and still not accurate.

Normal maintenance issues with plumbing and electrical.

Thompson Electric will be at the jail on 2/13-2/15 to test the Fire Alarm system.

Law and Justice Center

Vissering is done in the Courtrooms with ADA issues.

Pump on chilled water system had a leak and needed to be rebuilt.

Maintenance cleaned all the mechanical rooms and penthouses. There was a lot of clutter and old filters that needed to be thrown out.

Will be cleaning holding tank and screen filters on cooling tower system this month and next.

Historic Court House

Boiler #1 needed to be serviced due to not working properly, found a pump on hot water system with a bad coupler and parts were on hand for repair.

Scharnett will be here on 2/2 & 2/3 to start Phase 1 of roof.

Needed to send pictures of areas of the roof to them.

Normal building maintenance.

Health and Education Building

New sign for building needs to be hung but having issues due to the weight and the walls not being able to support it.

Fixed crack in wall in Jackie Dever's office. Crack showed up about month after move in date.

Contacted Trane in regards to system having issues of being cold in specific areas and system not regulating the heat properly. Turned out being a program error they corrected and made changes to system schedule.

IHR

Will be replacing some outside lights that aren't working by entrances and leaving parking and entrances not lit very well.

Highway Department

Replaced some light switches that were bad and bulbs on light fixtures.

Normal building maintenance issues.

Water Street Building

Normal maintenance issues.