

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MARCH 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, Dan Myers, Mark Runyon, Jack Vietti and Bob Weller

Absent: Gina Manker

Also Present: Executive Director Alina Hartley, Facilities Services Director Steve Shoop, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Board Members Linda Ambrose, Steven Lovell, William Mays and Seth Welch

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

The Committee reviewed the minutes of the February 7, 2023 meeting. *Motion by Weller, second by Vietti to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

Hot Water Heater Replacement Project – Vitzthum reported that a meeting was held concerning the hot water replacement project. Vitzthum stated that the meeting went well and that he hoped to have the project narrowed down to two options for the Committee’s consideration. Discussion took place with the consensus of the Committee being to require that the equipment be American made and American sourced.

Monthly Department Report – Steve Shoop provided the monthly department report to the Committee, a copy of which is attached to these minutes. In addition, Shoop reported that the circulating pump went down at the Jail over the weekend.

Other Business – Shoop reported that Western was on site last week to complete the roof investigative work that was previously contracted.

Shoop reported that Nicor was on site to do the generator testing at the H&E building, and has indicated that the supply is sufficient. Shoop stated that Popejoy will be back on site to test the regulator on the generator tomorrow morning.

Hartley stated that the RFQ for the H&E Drive-Thru Design Build Project was released on February 27, 2023, and Statements of Qualifications will be accepted until March 23, 2023. Hartley mentioned the RFP is set to release on March 30, 2023.

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

Public Comment – The floor was open for public comment.

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

The meeting adjourned at 5:29 p.m.

Jordan E. Uselding
Executive Assistant

Facility Manager Report

February 2023

To: Public Property Committee
From: Steve Shoop

Public Safety Complex

Metropolitan Pumps did repair on the water booster pumps to address the low pressure in the jail area. One pump was not reaching pressure set point and had bad seals.

Thompson Electronics tested the fire alarm system and addressed some wiring. Building passed testing.

Normal plumbing and electrical issues.

Law and Justice Center

Door to Judge's bench in Courtroom #3 has been repaired, lost pin in lower roller hinge.

Doors to Circuit Clerks rear access area have been having multiple alarms and found more bad wiring and a harness that needs to be replaced. I will replace when parts arrive.

Pump on chilled water that was rebuilt was done improperly and needs to be redone, company that did work will replace parts they damaged. Last pump on tower water supply side has been sent in to have seals replaced.

Tower holding tank has been cleaned and we will start preparing for the cooling season.

Historic Court House

Normal maintenance for building.

Roof work is slated to start in March with phase 1.

Health and Education Building

Had an issue with a fire alarm strobe and horn unit that caused a short in the system. Bennett's was able to locate and Jon Sear and I replaced faulty unit.

IHR

Was notified there was a toilet not flushing properly and they repaired unit. Later told it was leaking around floor and had a bad seal and water shutoff.

Highway Department

Normal building maintenance

Water Street Building

Maintenance look at a water cooler and fixed a leak on a bad water line that appeared cut or broken.

Mosaic informed me of two windows that look as if they are cracked or broken. Looks like they have been damaged or just missed when last windows were replaced. Getting estimates to see how much replacing them will cost.