

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF APRIL 4, 2023

Committee Chair John Vitzthum called the meeting to order at 5:01 p.m. in the Committee Room of the Historic Courthouse.

Present: John Vitzthum, Gerald Earing, Dan Myers, Mark Runyon, Jack Vietti and Bob Weller, Gina Manker

Absent:

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Facilities Services Director Steve Shoop, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Board Members Linda Ambrose, Steven Lovell, Seth Welch, Rebekah Fehr, and James Carley

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

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

**Hot Water Heater Replacement Project** – Shoop reported that a water quality test was completed at the Jail and has been sent to Entec for their review.

**H&E Drive-Thru Design Build Project** – Hartley stated the RFQ went out for the project and the County received no responses back. Vitzthum stated he believes it is the timeline of the project and that contractors are already filled up for the remainder of the year.

Questions were raised on if the drive-thru facility is beneficial to the County. The Committee advised that they would like a member from the Public Health Department at the next meeting to give a breakdown of what vaccines will be administered and how much of the population were vaccinated in 2022 to justify the costs.

**Monthly Department Report** – Steve Shoop provided the monthly department report to the Committee, a copy of which is attached to these minutes. Shoop reported that the three expansion tanks at the Jail have failed and will need to be repaired. Shoop stated he received a quote from Excel Mechanical, estimating the repair at approximately \$5600 with a 5-year warranty. Discussion took place regarding budget issues and prioritizing what must be done and what can wait until the next fiscal year.

**Other Business** – Vitzthum reported that Eppel Construction will be starting Phase II next week if the weather permits.

The Committee raised concerns on the condition and lifespan of the old IHR building. Discussion took place.

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

**Executive Session** – *Motion by Earing, second by Manker to go into Executive Session pursuant to 5ILCS 120/2 (c)(21) – Semi-Annual Review of Executive Session Minutes.* **MOTION CARRIED ON ROLL CALL VOTE. All voted Aye; none Nay.**

Executive Session began at 5:44 p.m.

Regular Session resumed at 5:50 p.m.

**Action Resulting from Executive Session** – *Motion by Manker, second by Earing to open the executive session minutes of November 7, 2022, leave all remaining executive session minutes closed and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content.* **MOTION CARRIED WITH ALL AYES.**

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

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

The meeting adjourned at 5:52 p.m.

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Jordan E. Uselding  
Executive Assistant

# Facility Manager Report

## March 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. Both pumps had bad seals.

Have three expansion tanks that have failed and will be replaced very soon. Causing loss of water pressure in the main jail housing area.

Water Softener has been cycling improperly and it seems we are on the border of two areas and neither can decide who is to the service provider. Called main Office for Culligan and they are sending the one from the northern area.

Normal plumbing and electrical issues.

### **Law and Justice Center**

Gate to Courtroom #3 has been broken and should be repaired and reinstalled soon.

Back doors to Circuit Clerks Office have been having intermittent issues and the parts that have been ordered are on back order from China. No ETA on shipping date.

Pump on chilled water that has been rebuilt and placed back in service. Last pump on tower water supply side has been repaired and placed back in service.

Tower holding tank has been cleaned and will filled with water this week early next week.

### **Historic Court House**

Normal maintenance for building.

Temporary light has been placed in outside lift and will be getting wired for a better light.

Automated Sprinklers was on site on 3/28/23 and replaced the packing on the main fire pump.

This was supposed to be completed in 2022.

### **Health and Education Building**

Normal maintenance issues.

### **IHR**

Have a locksmith coming to repair some door locks that weren't set properly and one is broken.

Repaired the water valve that was attached to the bathroom toilet and was leaking.

### **Highway Department**

Normal building maintenance

**Water Street Building**  
Normal building maintenance