

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MAY 2, 2023

Committee Chair John Vitzthum called the meeting to order at 5:00 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: Mark Runyon

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Treasurer M Nikki Meier, Public Health Administrator Jackie Dever, County Board Members Steven Lovell, Bill Mays, Seth Welch, Rebekah Fehr, and James Carley

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

The Committee reviewed the minutes of the April 4, 2023 meeting. *Motion by Manker, second by Earing to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

H&E Drive-Thru Design Build Project – Public Health Administrator Jackie Dever was present to answer questions that were raised such as what vaccines are given and how frequently, how many people the drive-thru facility can anticipate to benefit, and is this project worth the costs. Dever informed the Committee that the drive-thru facility will be used for more than just administering vaccines. Dever mentioned that the convenience and multi-purpose use of the facility will allow the drive-thru to be used for emergency plans, voting, recycling events, etc. Dever stated that without this facility, the current system is not flexible and the Health Department has to rely on other people and places which aren't always available. Dever noted that the drive-thru facility encourages people to get vaccinated, helps the handicap and elderly, gets people in and out faster, is more efficient, takes less staff to function and is a better use of resources. *Motion by Manker, second by Earing to authorize the release of the RFQ and RFP in the fall. MOTION CARRIED ON VOICE VOTE.*

Law & Justice Center AEDs – Hartley reported that there are 3 AEDs that will have to be replaced at the Law & Justice Center. Hartley stated that the AEDs we currently have are discontinued by the manufacturer so we cannot order replacement batteries or pads. Hartley stated that we have received a quote from CINTAS on 3 new AEDs and a monthly service agreement, but Facility Manager Steve Shoop is looking into other companies and waiting to receive additional quotes.

Monthly Department Report – The monthly department report was distributed to the Committee, a copy of which is attached to these minutes.

Other Business – Vitzthum raised concerns on the condition of the old IHR building. Vitzthum encouraged Committee members to review the building as improvements to the exterior siding and roof will be needed in the near future. Vitzthum suggested that a contractor take a look at the building before making any decisions. Discussion took place.

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

The meeting adjourned at 5:50 p.m.

Jordan E. Uselding
Executive Assistant

Facility Manager Report April 2023

To: Public Property
Committee From: Steve Shoop

Public Safety Complex

HVAC control system had to be reset by Centrica, would allow us to change settings or would reset back to default after midnight.

Inmate broke off a sprinkler head in holding cell, managed to get a little wet but system never fully discharged. I replaced the sprinkler head but had to call Automatic Sprinklers for air leak on charging system. System kept cycling on after losing pressure.

Culligan will be at the Safety Complex on 4/24 to fix issue on water softener not doing regeneration properly.

Trane came and did spring start up on chillers and everything working properly.

Law and Justice Center

Gate to Courtroom #3 has been broken again. Repaired by Ray.

The chiller has started but had an issue with a flow switch and air separator which wouldn't allow chilled water to 2nd floor. I isolated the air separator and system is working. Flow switch has been replaced.

Ordered signage to be placed for location of the AED's, currently there is nothing just a cabinet.

Historic Court House

Normal maintenance for building.

Having an issue with individual room VAV's not responding to the program. I can usually reset them and then it works but lately they haven't been responding. Waiting to hear when the tech from Johnson Controls will be available.

Found a downspout with a hole allowing rain water to enter foundation in basement, replacement parts have been ordered.

Health and Education Building

Normal maintenance issues.

Found an AED that had an expired battery, CINTAS replaced the batteries.

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

Have some exterior building issues that Clay would like to us to take care of with weather permitting.

Water Street Building

Normal building maintenance

When weather is warmer we will be restriping the parking lot

Pending Maintenance Issues

Safety Complex

Waiting on arrival of expansion tanks

ERS#3 cooling coils – they froze and need replaced but only have one quote currently, another is pending.

Law & Justice Center

There are 3 AED's that will have to be replaced, they are discontinued by manufacturer and cannot get batteries.

Have info from CINTAS on AED's and monthly service plan if we want it.