

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JULY 11, 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, Gina Manker, Dan Myers, Mark Runyon, Jack Vietti and Bob Weller

Absent: None

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, Facilities Services Director Steve Shoop, County Board Members Bill Mays, Mike Haag, Steven Lovell, Marty Fannin and Linda Ambrose

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

The Committee reviewed the minutes of the June 6, 2023 and June 27, 2023 meetings. *Motion by Runyon, second by Manker to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

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

Facilities Services Director – Hartley reported that the current Facilities Services Director is covering in an interim position and will be returning to his former position as a maintenance mechanic & will continue to handle all employee training. Hartley stated that the position has been posted on the website and cyber recruiter, with a starting salary up to \$85,000. Hartley raised concerns that the pay may be less than what the current market is offering and mentioned the potential of needing to go higher than the midpoint. Hartley requested authorization from the Committee to hire a Facilities Services Director with pre-authorization to go to the high-point if necessary. *Motion by Manker, second by Weller to recommend this to the Finance Committee with the pre-authorization to increase the salary to the high-point range. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

Other Business –

Farm Ground Lease – Vitzthum stated that Joel Barickman is knowledgeable in variable rate and proposed that he come in to speak with he, Alina Hartley and Gerald Earing to see what the best option would be regarding the lease of the Farm Ground.

Livingston Manor Solar Farm – Hartley provided an update to the Committee as a follow-up to the Committee's request that she investigate options for a solar development. Hartley reported that there is 17.82 acres of ground that is not farmable where the old nursing home use to be.

Hartley stated the nearest neighbor is 1200 feet from the property and suggested listing the unused land for a solar project. Discussion took place regarding whether or not they should release an RFP for a solar farm or sell all of the land. *Motion by Vitzthum, second by Earing to recommend the full-boards approval of authorizing the release of an RFP. MOTION CARRIED ON ROLL CALL VOTE.* Ayes: John Vitzthum, Gerald Earing, Dan Myers, Jack Vietti and Bob Weller; Nays: Gina Manker and Mark Runyon

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

The meeting adjourned at 5:52 p.m.

Jordan E. Uselding
Executive Assistant

Facility Manager Report

June 2023

To: Public Property Committee
From: Steve Shoop

Public Safety Complex

Helping with waxing the floors in entire jail.
Replaced the filter in the ice machine in kitchen area
All filters for air handlers have been changed and units cleaned out.

Law and Justice Center

All filters in air handlers have been changed and units cleaned out.
Found the flow sensors on both chiller condensers were not reading properly, we were able to clean them and adjust them properly.
Motor to a holding cell door is not working properly, we have a replacement just unable to locate power supply. Prints are not accurate
Have been watering the grass in rear where new seed was placed after ramp completion.

Historic Court House

Pump in sump pit in the basement had a faulty float switch, I replaced switch and it's working properly.
All filters have been changed and in the air handlers and units cleaned out. Found three belts that were loose and making noise, all were adjusted and now working properly.

Health and Education Building

Laid out hoses to water landscaping and trees that went dormant. I contacted the City Arborist to check the four trees that looked dead. The two in rear have started showing green leaves and the two up front he says are dormant due to heat and lack of water. We are watering and he will check in two weeks. Landscaper said if no change he will replace the two in front.
Have a water spicket on the south side stop working, would turn off. It's a part we can replace and has been fixed.
Routine building maintenance and assembling various items as needed.

IHR

Tree on east side has been removed and overgrown weeds trimmed. The old Courtyard area has been sprayed and brush will be removed next week.
Outside areas around building have been sprayed for weeds and a large number of thistles. Old bricks from H&E construction will be moved to Highway Department by our storage trailer.

Highway Department

Normal building maintenance

Water Street Building

Normal building maintenance

Air conditioner for rear of Mosaic was freezing up A coil due to low coolant. Popejoy came out and check unit.

Storage area by back door needs to have some wood replaced as it showing water damage. We will repair the small section.

Pending Maintenance Issues:

Safety Complex

ERS#3 cooling coils should arrive next week. They are scheduled to be installed on arrival. They will email when shipped and will be installed upon arrival.

Law & Justice Center

AEDS, OSF got me in touch with a company that sells batteries for the ones we have. They are \$228 for a battery and an extra set of pads. I will start replacing the batteries as budget allows.