

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF AUGUST 8, 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 (arrived at 5:02 pm)

Absent: None

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, County Board Members James Carley, Seth Welch, Mike Haag, Marty Fannin, William Mays, Rebekah Fehr and Steven Lovell

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 July 11, 2023 meeting. *Motion by Manker, second by Runyon to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

**Farm Ground Lease** – Hartley reviewed terms of a flexible farm lease agreement as previously discussed by the Committee. Hartley stated that rent will be based on the actual yields attained and the USDA crop insurance price, with a minimum rent per acre. Vitzthum stated this is fair to both the tenant and land owner as yields or prices fluctuate to ensure that rent is paid in accordance with the profitability of the crops grown. Hartley stated this is a proposed one-year agreement that will renew automatically for up to five years unless the tenant notifies the County (or the County notifies the tenant) 30 days prior to the renewal date that they would like to end the agreement. *Motion by Weller, second by Myers to release the RFP for the farm ground as a flexible lease agreement. MOTION CARRIED WITH ALL AYES.*

**FY 2024 Budget & Capital Requests** – Hartley reviewed the FY 2024 budget and capital requests with the Committee. A breakdown of all budget requests were provided noting increases to overtime, supplies & equipment, and minor adjustments within the utility line items. Hartley reviewed two capital requests with the Committee which included the completion of the Torrance St. property where the building was previously connected to the H&E building. Hartley stated that in addition, modifications will be needed to the exterior of the building noting some water damage on the south side of the property. Hartley further noted that any unfinished or pending projects will rollover into FY 2024. *Motion by Manker, second by Earing to recommend approval and forward the FY 2024 budget & capital requests to the Finance Committee. 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.

**Other Business** – Hartley reported that the County has hired someone for the Facilities Services Manager position and he will be starting in a few weeks. Hartley reported that the agreement with the current landscaper has been terminated due to numerous issues, but they have a new landscaper starting next week.

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

The meeting adjourned at 5:47 p.m.

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Jordan E. Uselding  
Executive Assistant

# Facility Manager Report

## July 2023

To: Public Property Committee  
From: Steve Shoop

### **Public Safety Complex**

ERS #3 coils were replaced on 7/17. The area took a while to cool down but it is working properly.

A fan inside the walk-in freezer went out and needed to be replaced.

There are two bad temperature sensors on Chiller 2, makes it short cycle while operating. Trane ordered these but not due in until 7/31. They will install and verify the chiller the operates properly.

Power was lost to the jail on 7/29, was out for almost three hours. Due to transformer feeding the prison and jail being damaged during the storm.

### **Law and Justice Center**

After finding issue with Holding Cell door we notified an electrician and tested line and transformer. Both are fine and working properly but there is a bad wiring harness on motor that needs replacing. The parts were installed by Midwest Detention and the company is going out of business or is being purchased. They do not answer calls. We will see about getting a different motor assembly for that Holding cell.

### **Historic Court House**

Normal maintenance and no real problems

There is a bad unit heater in Bookkeeping that needs a new fan motor, one has been ordered.

### **Health and Education Building**

The two trees that are dead are being replaced sometime this week.

Complaints of the landscaper leaving muddy tire prints on the sidewalk while or after mowing. He will pressure wash after mowing if it happens again.

### **IHR**

AC unit that cools Safe Journeys had a bad relay which we replaced but then the fan burned up. Set to be replaced on 7/31.

Safe Journeys wanted door from Lobby area to their side locked due to a security issue and people coming in while clients were there. Locksmith installed new handle and lock.

## **Highway Department**

Normal building maintenance

## **Water Street Building**

Normal building maintenance

Condensate pump on AC unit for Coroners' office needed to be replaced. It was not pumping and flooded floor. We had a spare at LJC.

## **Pending Maintenance Issues:**

Issues pending with current Landscaper's