

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF DECEMBER 4, 2023

Committee Chair John Vitzthum called the meeting to order at 5:15 p.m. in the Committee Room of the Historic Courthouse.

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

Absent: Dan Myers

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, Facility Services Manager Shawn Johnson and County Board Members James Carley, Marty Fannin, Mike Haag, Paul Ritter, Jim Blackard, William Mays, Linda Ambrose, Rebekah Fehr and Steven Lovell

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 November 7, 2023 meeting. *Motion by Runyon, second by Weller to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

Sublease Agreement: VAC – IL Department of Veteran Affairs – Hartley reported that this is a Lease/Sublease Agreement amongst Livingston County, Illinois and its tenant, the Livingston County Veterans Assistance Commission Board, to lease a portion of the building located at 110 W. Water St., Pontiac, Illinois to the Illinois Department of Veterans Affairs (Lessee). Hartley reported the Lessee agrees to rent one office space from the Veterans Assistance Commission in the amount of \$350.00 per month, which will automatically renew each year unless either party provides 30 day written notice to terminate. *Motion by Manker, second by Earing to recommend approval of the Sublease Agreement pending final attorney review and approval. MOTION CARRIED WITH ALL AYES.*

Other Business –

Johnson reported that the hot water circulation pump drives have been ordered and the water softener resin project will begin the week of December 11th at the Public Safety Complex.

Johnson reported that the coil for ERS 3 froze and busted in 13 spots, although it was just replaced in August. Johnson indicated that there was a technical error and the automatic shut off did not work, nor was it limiting the outside air flow. Johnson reported that the same thing happened to ERS 1 and 2 but it did not freeze because the door was left open which allowed circulation. Johnson suggested that a top and bottom valve be added to drain the water and

prevent future coils from freezing. Johnson stated that he will obtain a quote for the coil and the additional valves to present to the Committee in January.

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

The meeting adjourned at 5:31 p.m.

Jordan E. Uselding
Executive Assistant