

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 6, 2024

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, Gina Manker, Dan Myers, Mark Runyon and Jack Vietti and Bob Weller

Absent: None

Also Present: Executive Director Alina Hartley, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, Facility Services Manager Shawn Johnson and County Board Members Marty Fannin, Linda Ambrose and William Mays

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 January 2, 2024 meeting. *Motion by Manker, second by Vietti to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Design Services Agreement- Scharnett; Hewn – Hartley reported that Scharnett Architects & Associates is contracted to complete the Historic Courthouse Roofing Project and as of January 1, 2024, has transitioned to Hewn Architectural Studio. Hartley stated that an amendment to the design services agreement is being requested based on the company change and the decisions that were made based on the assessment review. Hartley mentioned that this does not increase or modify and fees, although the current hourly rates have been updated in accordance with the contract with the County. *Motion by Manker, second by Weller to recommend approval of the Design Services Agreement with Hewn Architectural Studio. MOTION CARRIED WITH ALL AYES.*

Extension of the Lease Agreement: Mosaic – Hartley reported that the lease agreement with Mosaic expired as of May of 2023. Hartley stated that there are some modifications that will need to be made noting that the lease amount had not increased during the period where other leases incorporate an annual increase equivalent to the CPI or 5% whichever is less. Discussion took place with the consensus of the Committee to increase the rent by 4% in year one and then by the CPI in subsequent years. *Motion by Earing, second by Vietti to recommend approval of the extended lease agreement with Mosaic. MOTION CARRIED WITH ALL AYES.*

Monthly Department Report – Johnson reported that the project to move the electric panels at the Law & Justice Center should be completed by February 12th, mentioning they have begun on phase 2 which is removing the wall. Johnson reported that the hot water circulating pump is leaking and he is waiting on a quote for a replacement. Johnson reported that the elevator has passed inspection at the Historic Courthouse, noting that starting February 1st they are using a

different elevator service company and Otis has been notified. Johnson reported that he will need to purchase a new mini jet (estimated at \$4,000) to flush the drain lines at the Public Safety Complex and the ERS wheels are being installed in late March.

Other Business –

Johnson reported that he has a laborer position vacant, so he will be advertising the position. Johnson reported that ultimately he would like a maintenance mechanic so he would like the ability to hire at the laborer position, train the individual and potentially promote them if they're working out. There was no objection raised to proceeding in this manner.

Hartley reported that the RFP for the H&E Drive-Thru has been posted with a deadline of February 28, 2024 at 2:00p.m. Hartley stated there will be a Pre-Bid mandatory meeting on February 14, 2024 at 10:00a.m.

Approval of Bills – The Committee reviewed the monthly bills. *Motion by Vietti, second by Weller 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 5:31 p.m.

Jordan E. Uselding
Executive Assistant