

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JULY 2, 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, Jack Vietti, Bob Weller and Craig Monson

Absent: None

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 Marty Fannin, William Mays, Seth Welch, Michael Haag, Rebekah Fehr and James Carley

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

The committee reviewed the June 4, 2024 regular meeting and June 13, 2024 joint meeting w/ finance minutes. *Motion by Manker, second by Myers to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

FY2025 Budget & Capital Requests: Johnson reviewed the FY2025 budget and capital requests with the Committee. A breakdown of all budget requests was provided noting increases to grounds supplies, building maintenance & repairs, life safety and service contracts. Johnson reviewed a capital request with the Committee which included the replacement of the condenser at the Water Street Building in the amount of \$9,000. *Motion by Manker, second by Earing to forward all budget and capital requests to the Finance Committee. MOTION CARRIED ON VOICE VOTE WITH ALL AYES.*

Hartley reviewed a capital request with the Committee, which included the development of a Maintenance Capital Improvement Plan. Hartley reported after speaking with Johnson, both have decided it is best to outsource the project; although they have the capability, they do not have the time to get it done in a timely manner. Hartley stated once this is done it will be easier to maintain the buildings and budget properly. *Motion by Manker, second by Earing to recommend approval of the Capital Improvement Plan and send the capital request to the Finance Committee. MOTION CARRIED ON VOICE VOTE WITH ALL AYES.*

Monthly Department Report –

Johnson reviewed the monthly department report with the Committee. Johnson reported that they have started the water treatment at the Law & Justice Center. Johnson stated that both bearings on the shaft in the cooling tower have gone bad and a company is coming out next Tuesday to provide a quote. Johnson reported that the sewer project at the Health & Education Building is

complete, the manhole is filled, and the parking lot is slated for pavement patching. Johnson stated the siding of the building is missing the H molding, noting that it was recommended to caulk and replace any broken siding. Johnson reported that Durham Electric is coming out to the Public Safety Complex on 7/3/2024 to see why the CW pump for the chiller is not operating when commanded. Johnson stated the sprinkler pipe in the north stairwell on the west-side of the building keeps freezing, so they will need to install insulation before winter.

Other Business –

Johnson reported that he reached out to the Pontiac Fire Department to see if an annunciator panel is a requirement in the Torrance Street Building. Johnson noted that once he has an answer, they will know how to proceed.

Hartley reported that Johnson and his department are doing a great job reducing the costs of repairs by completing many of the projects themselves, rather than outsourcing. Hartley mentioned that Johnson has also decided not to hire someone to fill the full-time laborer position, which ultimately reduces the departments costs on wages.

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

The meeting adjourned at 5:48 p.m.

Jordan E. Uselding
Executive Assistant