

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF AUGUST 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 (arrived at 5:01 p.m.), Jack Vietti and Bob Weller (arrived at 5:04 p.m.)

Absent: Craig Monson

Also Present: Executive Director Alina Hartley, Executive Assistant Jordan Uselding, Finance Director Diane Schwahn, Human Resource Director Ginger Harris, Facility Services Manager Shawn Johnson, Sheriff Ryan Bohm, County Board Members William Mays, Seth Welch and Linda Ambrose, and Paul Scharnett (Hewn Studio PLLC)

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

The committee reviewed the minutes from the July 2, 2024 meeting. *Motion by Earing, second by Vietti to approve the minutes as submitted. MOTION CARRIED WITH ALL AYES.*

Acceptance of Bid Results and Recommended Project Budget – HCH Roof Project:

Paul Scharnett presented the bid results for the Historic Courthouse roof replacement project.

Scharnett reported that the low bidder for the base bid of the project was Western Specialty Contractors, and noted their quote includes both alternates of lighting and lightning protection.

Scharnett stated the project is estimated to cost 4,979,355.00, which includes a Kemper System allowance and a \$115,000 allowance for additional scaffolding support and engineering.

Scharnett discussed warranties which would cover the metal coating system, membrane roofing, and asphalt shingles. Scharnett stated the objectives of the roof replacement project is to repair the leaks, keep all metal but improve the condition, and repair the Greek Keys.

Hartley stated that the committee will need to assign a threshold for the project, allowing the sign off of change orders by the Chairman of the Board and the Chairman of the Property Committee, to which they agreed upon \$20,000 or less. The committee will have authority to approve anything over \$20,000, but less than \$30,000. The Committee agreed that anything \$30,000 and above will need to be brought to the County Board for approval. *Motion by Manker, second by Earing to accept the bid results from Western Specialty Contractors with the recommended thresholds set in place. MOTION CARRIED ON VOICE VOTE WITH ALL AYES.*

Hartley recognized the bid was provided without overall project contingency allowance included and recommended the committee set an amount to accommodate concealed conditions, additional structural repairs and coatings, or other unforeseen conditions that may be found during construction. The committee discussed setting the contingency allowance at a minimum of 10% of the project cost (\$497,935.00), so the overall project budget including contingency

came out to \$5,477,290. It was consensus of the committee to increase the overall project budget to \$5.5 million. The Committee discussed the builders risk policy associated with the project noting that it could be funded from the project budget as opposed to the tort fund. *Motion by Earing, second by Vietti to accept the recommended project budget of \$5.5 million including the contingency allowance.* **MOTION CARRIED ON VOICE VOTE WITH ALL AYES.**

Monthly Department Report –

Johnson reviewed the monthly department report with the Committee. Johnson reported that the boilers at the Public Safety complex have been ordered and they are waiting on an install date to be given. Johnson stated the condenser units are still not running down to temperature and contacted Trane to repair. Johnson noted only one condenser should be able to run the entire building, but it is currently using two since the temperature is not regulated. Johnson reported that Entec provided a quote to repair the cooling tower fan at the Law & Justice Center, noting it came in high and he believes the work can be done for less themselves. Johnson stated that the painting of the old buildings is complete at the Highway Department.

Other Business –

Johnson reported that a storm blew down part of a tree at the northeast corner of the Historic Courthouse and the Highway Department came out to help cut up the tree and haul it away.

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

The meeting adjourned at 5:31 p.m.

Jordan E. Uselding
Executive Assistant