

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JANUARY 5, 2015

Committee Chair Mike Ingles called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Weber, Arbogast, Flott, Mays, Weller

Absent: Ingles, Ritter

Also Present: Marty Fannin, Alina Hartley, Don Verdun, Chad Carnahan, Sheriff Childress, Sup. Cox, Carolyn Gerwin,

Runyon called for any additions or corrections to the agenda with none being requested. *Motion by Arbogast, second by Mays to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the revised minutes of the December 11, 2014 meeting. *Motion by Flott, second by Mays to approve the minutes of the December 11, 2014 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

**Maintenance Department Report** – Chad Carnahan presented his monthly department report to the Committee a copy of which is attached to this report.

**Johnson Controls Building Management System** – Carnahan reported that Johnson Controls has offered a service contract for approximately \$8,300. Carnahan stated that the service contract would include 10 visits per year and would give a 10% discount on any additional service calls that are needed. Carnahan stated that he felt the service contract was needed for the Law & Justice Center and Courthouse, since there are a number of issues with the system. Carnahan discussed some of the current issues with the system. Carnahan stated that he is currently in the process of making a list of all the issues, so Johnson Control can be addressed within one service call. Carnahan further stated that he also planned to meet with Johnson Controls to discuss the service contract and what the county's needs were. Carnahan noted that there were not funds allocated within the budget to cover the repairs or the service contract. Carnahan will report back to the Committee next month.

**Futures Unlimited request for CIRBN Easement** – The Committee reviewed a request to approve an easement for Central Illinois Regional Broadband Network for Futures Unlimited. *Motion by Flott, second by Arbogast to recommend approval of an easement for CIRBN for Futures Unlimited.* **MOTION CARRIED WITH ALL AYES.**

**Review of Acoustics Report** – Due to time constraints there was little discussion on the acoustics report. Carnahan and Hartley will work together on reviewing the report and obtaining estimates on the recommendations for the Committees review in February.

The Committee reviewed the bills presented. *Motion by Weller, second by Mays to approve the bills.* **MOTION CARRIED WITH ALL AYES.**

**Executive Session** – *Motion by Arbogast, second by Weller to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye, none Nay.

Executive Session began at 7:45 p.m.

Regular Session resumed at 8:11 p.m.

**Action Resulting from Executive Session** – N/A

*Motion by Flott, second by Mays to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 8:13 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

**OUTLINE OF EVENTS/PROJECTS/PROBLEMS**  
**JANUARY 2015 PROPERTY COMMITTEE MEETING**

- On December 2<sup>nd</sup> the service contract for a copy machine in the maintenance office was canceled by the Facility Manager. The service contract was started in 2009 and was set-up for auto renewed yearly@10%. When contacted by the manager the company had no records of what the service contract covered and also the machine is dated. The department is working with IT to locate a cost effective printer/scanner/copier that can be networked for all computers within the department to use. Scanning documents is an important feature we currently do not have and having this capability would improve the efficiency of daily operations. **Potential Savings -\$1000.00+ per year**
- Joe Boitnott started November 17<sup>th</sup> as the county's afternoon custodian. Joe works from 1:00pm to 4:30pm Monday-Friday. Joe is bringing a positive attitude and good work ethics to the department. I have heard very positive comments regarding the presence of Housekeeping in the afternoon.
- The department has been working to lower cost for custodian supplies and also standardize the supplies used by the Housekeeping Department. The department has been working with Miller Janitor Supply of Bloomington and AmSan of Peoria to achieve these goals. To date costs have been reduced and quality has not been affected. Currently the department is working to eliminate to use of a costly proprietary hand soap used at the Law and Justice Center, Health & Education Building, and the Regions Bank Building. The Department Heads at the H & E building have already agreed to switch to the proposed new foam soap. The maintenance department will allow current hand soap stock to be used and then begin switching dispenser/product (15 dispenser's total) as needed. Two test dispensers are being installed at the Law and Justice Center to evaluate the response of the new soap product. Advantages for switching soap include: standardizing all County buildings with one product, cost savings on product, the ability to switch soaps in the future without replacing dispensers due to the dispensers being bulk fill. The department is also looking to standardize paper towel products. We currently use five to six different styles of paper towel products. I have also inquired quotes for carpet cleaning equipment and floor waxing equipment to be requested for 2016 budget. **Custodian supply savings to date – about 35-36% compared to 2014**

- The department is in the process of completing two sprinkler projects. The first project is making repairs to a sprinkler line located on the roof of the Law and Justice Center that was determined in early 2014 to have a small hole in it. The hole in the line was causing the jockey pump on that system to run excessively. The line was temporarily repaired but no permanent repairs have been made to date. **The cost of repair by Automatic Fire of Bloomington is \$775.00.** The second project is to perform a 5 year sprinkler inspection at the Safety Complex. It was determined that the facility has not had a five year inspection as require by NFPA since the facility has opened. **The cost of the inspection by Automatic Fire Company of Bloomington is \$1,795.00.** The department has also updated quotes for the facilities annual sprinkler inspections. **The combined cost for the annual inspections at the Law and Justice Center, Historic Courthouse, and the Safety Complex is \$1750.00 and will be completed by Automatic Fire Company of Bloomington. This will be a cost savings of \$2900.00 compared to 2014.**
- On December 18<sup>th</sup> the Facility Manager met with Butler Chemical of Schaumburg, Il to review and inspect chemical treatment for the Law and Justice Center, Historic Courthouse, Safety Complex, and the Health and Education Building heating and cooling close loop systems. It was determined that the chemical levels at the Law and Justice Center, Historic Courthouse, and the Safety Complex were very low. Documentation of any loop system water testing was limited or non-existent among all facilities visited. It's recommended that water samples on these systems be taken at a **minimum of semi-annually** but **recommended quarterly**. Due to chemical levels being so low and the department is working with Butler Chemical to select a single loop chemical to be used at the above listed facilities.
- In late November freeze damage occurred to a chilled water coil on AHU-0 which services the basement area at the Law and Justice Center. It's the managers view point that the damaged occurred due to an operator error by a maintenance employee and present problems occurring with the Johnson Control Building Management System. It's believed that the employee made adjustments to the Building Management System to manual control an outside air damper on AHU-0 and the outside air dampers were left open through the evening when temperatures were below 10 degrees. Although the chilled water coil is only used during cooling operations it has been the practice of the

department to leave the cooling coils filled with water year round, thus making the coils susceptible to freezing. The damaged coil was inspected by several contactors with **repair estimates of under \$1000.00 and a replacement cost of \$13,000. The Facility Manager made the decision to have repairs made by Xcell Mechanical Services of Mackinaw for \$500.00.** Xcell Mechanical as viewed by the manger has had a good success rate in these types of repairs. Even if repairs were unsuccessful Xcell Mechanical would likely be more competitive to replace the coil than a previously received quote. Repairs have been completed and to date seem to be holding.

- The manger is working to complete repairs to a boiler at the Law and Justice Center. The boiler's temperature display is acting erratic, thus causing the boiler to shut down on high limit safety. It's my understanding that this has been a problem with this boiler and the known problem is more frequent. Because of this on-going problem the Facility Manger directed the staff to have the boiler serviced. The boiler was finally serviced by Entec Service of Peoria on December 4<sup>th</sup>, 2014 but repairs were unsuccessful and also requiring additional parts. After review of the December 4<sup>th</sup> service invoice by Entec Services, also their additional costs for make final repairs the Manager is reviewing other options to complete the repairs. Many problems have occurred to complete this repair including failure of maintenance staff to follow-up with Entec Services, wrong diagnostics by Entec Services, excessive pricing for repair parts, and the need for additional service. The Manager has contacted Xcell Services of Mackinaw to complete repairs and in a more cost effective matter.
- On November 11<sup>th</sup>, 2014 all backflow devices for Livingston County facilities were tested as required by code. The testing was completed by Chief City Mechanical of Bloomington. An updated spreadsheet was also created listing all needed information to locate and complete this annual inspection process. Our new target completion date for this testing is November 11<sup>th</sup> each year. All testing reports and our updated documentation were sent to Illinois American Water as required. **The cost for testing devices by Chief City Mechanical was \$45.00 per device, which was a savings from 2013.**
- The department is assisting the Jail Superintendents to coordinating floor repairs to eight shower units and also coordinating repairs to a padded holding room located in Booking.

The repairs are expected to start in the coming months and are being completed by Marathon Engineering Corporation of Florida. This project is being completed by funds from the Sheriff Department budget.

- The department is in the process of replacing an exterior entrance door at the Highway Maintenance shop on the west end of the building. The door is been paid for by the Highway Department and labor plus additional materials is being provided by the Maintenance Department. The door has been delivered but staffing issues have delayed the completion of the project. A new completion date is expected in the coming weeks.
- On December 24<sup>th</sup> the manager was contact about problems with mice at the Health and Education building. According to MaLinda Hillman this has been an ongoing problem each year about this time of year. Due to the past history of this problem the Facility Manager to contact Daniels Pest Control to resolve the problem and develop a plan to prevent future mouse issues. Phil of Daniels Pest Control arrived on-site December 27<sup>th</sup> and bait traps along with baited glue boards were installed in the reported problem area. The Phil Daniels and the manager also walked the exterior of the facility noting many through penetrations that mice could enter the facility. The Maintenance Department will seal all through penetrations and work with Daniels Pest Control to prevent future mouse outbreaks from occurring.
- On December 26<sup>th</sup> the manager was contact and met with MaLinda Hillman regarding maintenance and Housekeeping issues at the Health and Education building. The manager was informed that the level of service provided by housekeeping and maintenance staff was not at a high enough standard for their operation. It was reported that many times Health and Education staff were completing cleaning or maintenance activities due to the lack of effort by the Facilities Service department. At the request of the Facility Manager Department Heads from the Health and Education building have provided written requests of the improvements. The manager has reviewed the requests and is in the process of creating a plan of correction to improve the level of service provided by the department.
- The manager completed OSHA Hazard Communication Standard Training with all Facility Services staff. Training was required to be completed by all employee that handle chemicals by December 1<sup>st</sup> 2013. Training consisted of two on-line videos, four

handouts, and also a sign form of completion by the employees. The department is also in the process of updating all Safety Data books for all facilities. Through this process it's also the goal of the department to remove no longer used chemical products and standardize the current used chemical products.

- On December 2<sup>nd</sup> the Facility Manager met with Brady Mann of Conrad Sheet Metal Company of Bloomington to address heating problems in the vestibule area of the Law and Justice Area. Brady Mann is a heating and cooling design engineer that has been used in the past by the current Facility Manager. It was explained to Mr. Mann that the vestibule area does not maintain a selected heating set-point, thus causing discomfort to security staff in the lobby area. It was also noted that during the winter of 2014-2015 that a sprinkler line located in this area froze due to insignificant heating of the area. **It was suggested that a transfer fan system at a cost of \$2,750.00 be installed in the ceiling above/near the security desk that would basically take warm air from the lobby area and circulate this air into the ceiling containing the sprinkler line.** This would provide a safe abundant air temperature to prevent future freezing of the sprinkler line. **It was also suggested that the radiant heater in the vestibule area be replaced with a fan forced cabinet heater at a cost of \$2,900.00.** The fan forced cabinet heater would better sized to maintain heating set-point and also allow the vestibule space to be more positive air than negative air, thus preventing drafting into the building. Electrical costs were not included with the estimates with the thought that they would be completed by a local electrician or the maintenance department.
- On December 2<sup>nd</sup> the manager also met with Mr. Mann of Conrad Sheet Metal Company to address reported drafting problems at the Historic Courthouse Committee Room and Zone Office. **It was suggested that improvements to the ceiling diffusers be made in the Zone Office at a cost of \$1,298.00.** These improvements would provide better circulation and plus create a “sweeping effect” of warm air across the windows, thus keeping cold from radiating from windows and walls. **The same “sweeping effect” could be used to address drafting problems in the Committee Room at a project cost of \$1,140.00.** In the Committee Room side wall registers would be installed on the vertical soffits blowing air on the windows. Both projects would greatly improve comfort of the spaces and improve efficiency.

- On December 15<sup>th</sup> the manager met with Mark Chilton of Xcell Mechanical Services of Mackinaw to review the overall condition and longevity of the steam boiler located at the Health and Education building. Mr. Chilton felt that our boiler was in good shape and that with a few additional improvements could provide significant energy savings. **The first improvement at a cost of \$25,897.00 would consist of replacing the burner, modifications to the combustion chamber, new pressure/level controls, new control headers, and new blow down piping. The second improvement at a cost of \$7,486.00 would involve installing a boiler control unit, adding an outdoor temperature sensor, and two interior zone sensors. We also need to address the repair to the “presumed asbestos” on the exterior of the boiler. Improvements to the boiler could possibly provide energy savings of up to 40% or higher.**
- We are experiencing problems with one of the two domestic water pressure pumps at the Historic Courthouse. There appears to be two problems present with this system. The first problem is an abnormal noise coming from the pump or motor. It's believed to be a motor bearing or a problem within the pump housing. The department has been assigned to remove pump/motor assembly and to diagnose the problem and complete repairs as needed. The second problem appears to have been an ongoing resulting in a consistent low pressure alarm going off on the control panel. The department has contacted General Pump of Peoria to address this problem with the control system.
- In late October the department met with NSS Exteriors to address water leaks coming from the skylight servicing the LivCom operation area. **The cost of the project is \$1360.00 which would involve removing re-caulking the top cap of the unit, cleaning/inspecting the frame, and installing a new rubber membrane over the existing ridge cap ends.** The department approved the repairs on Nov. 12<sup>th</sup>, 2014 and is still waiting on a project start date. Repairs will take one day to complete once the contractor is on-site.
- The annual fire panel inspections were completed at the Law and Justice Center and the Historic Courthouse on December 9<sup>th</sup> and 10<sup>th</sup>. Audible levels to the horns were adjusted to a more tolerable level throughout both facilities by the Maintenance Department. Programming and instructions for silencing the fire panels were also updated to make operating the panels more user friendly and consistent between the two buildings.



- The Facility Manager met with the Highway Department Administration staff, the Highway Committee Chairman, and Russ Middleton in regards to the proposed shelter, bathroom, sewer, maintenance building project. After discussions by all parties present Mr. Middleton will to put together simple not-to-scale drawings to help better define the scope and layout of the project. Pertaining to the proposed maintenance building the design and layout appears to be a 40'x50' pole building, single slope roof, double door (drive through), gravel floor, and to be located north of existing shop/office building. The building would be used for dry storage only by both departments.
- The department continues to work on the development and implementing of life safety inspections/testing as required by NFPA code at all county facilities.
- The department continues to work on the development and implementing of daily building inspections at all county facilities. Daily building inspections will help make the department more proactive rather than reactive. Inspections will also assist with cross training of maintenance staff.
- The manager met with Gary Gauger of Midwest Energy an Energy Supply & Management Company on December 12<sup>th</sup>. Midwest Energy has met with the County in the past about providing services to help the county shop for the best utility prices. Gary has provided the Facility Manager with several references of current customers. The manager has refrained from contacted references until he has received direction by the committee or others. Services by Midwest Energy are paid for by the energy supplier we choose to buy from. Basically they are like an “energy broker”.