

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 2, 2015

Committee Vice-Chair Stan Weber 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, Bunting, Flott

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

Weber requested that the agenda be amended to add item #1, Handout on Alternative Storage Structure to the agenda. Weber then called for any additions or corrections to the agenda with none being requested. *Motion by Ritter, second by Arbogast to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the revised minutes of the January 5, 2015 meeting. *Motion by Weller, second by Ritter to approve the minutes of the January 5, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Handout on Alternative Storage Structure – Weber reviewed a flyer for an equipment structure that could be used for storage. Weber stated that if the biggest issue was storage this could be a possible solution instead of a more permanent and costly maintenance shed. Discussion took place. The Committee will continue to consider this option.

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

Johnson Controls Contract – Carnahan reviewed a proposal submitted by Johnson Controls for a three year service agreement. Carnahan reported that the cost of the first year of service is slightly higher at \$9,664, which includes an additional 16 hours of diagnostic/repair time to bring the system back to original parameters. Carnahan stated that the cost of the service contract is not budgeted, but he felt strongly that this needed to be done now. Carnahan stated that the software upgrade could be budgeted for 2016. Carnahan further stated that a smaller contract could be evaluated after the three years. *Motion by Ritter, second by Weller to recommend approval of the Johnson Controls Contract to the Finance Committee.* **MOTION CARRIED WITH ALL AYES.**

Request for Proposals Shower Repairs – Hartley reported that the RFP for the shower repairs at the jail was released on January 26th. Hartley stated that proposals are due on February 9th at 4:00 p.m.. Hartley stated that she would request that the Committee authorize the Sheriff's department to proceed with the repairs contingent upon the proposals being within budget. *Motion by Arbogast, second by Ritter to authorize the Sheriff's Department to proceed with the*

repairs contingent upon the proposals being received within budget. **MOTION CARRIED WITH ALL AYES.**

Review of Acoustics Report – The Committee reviewed a status update on the recommendations listed within the acoustics report. The Committee will continue to review the report and will discuss further at the next regularly scheduled meeting. Carnahan will continue the process of obtaining quotes on remaining items as outlined. A copy of the status report will be forwarded to the judges.

PT Custodian Position – Carnahan reported that there is currently a vacant part time custodian position that he is looking to fulfill. Carnahan stated that he was hoping to not fill the position, but with complaints being received from various offices, he felt that he needed to be able to fill the position in order to respond appropriately. Carnahan stated that the position is an 18 ½ hour per week job with no benefits. Consensus of the Committee was to proceed with the filling of the part time custodian position.

The Committee reviewed the bills presented. *Motion by Weller, second by Ritter 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 7:03 p.m.

Regular Session resumed at 7:11 p.m.

Action Resulting from Executive Session – N/A

Motion by Arbogast, second by Weller to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:12 p.m..

Alina M. Hartley
Administrative Resource Specialist

- The department is working to resolve issues with the split-air unit that supplies heat and cooling to the record storage vault of the County Clerk's office. The department has received numerous complaints that the space is cold. After reviewing with staff from my department and the County Clerk's office I question whether the existing split-air unit is a sufficient heat source for the space. As far as cooling is concerned I think the unit is acceptable. We are attempting to exhaust all efforts to make the existing unit work as designed, but it appears the unit might not be applicable for our cold weather conditions. We had Popejoys of Fairbury look at the unit early this month and they found the unit low on refrigerant. Refrigerant was added and the outside condenser unit was thawed by maintenance staff. After these repairs the unit still fails to heat the space properly and the outside condenser unit continues to freeze up. Quotes have been completed to look at an alternative heat source for the vault space.
- **The manager met with Pete Altieri of Ideal Environmental of Bloomington on January 14th regarding repairs to the insulation on the steam boiler and pipe insulation above/near the boiler at the Health and Education Building. Samples were also taken while Ideal Environmental was on site. The cost to complete the repairs is \$1,800.00. The manger recommends that these repairs be approved and completed this summer while the boiler is out of service. The repairs were not budgeted for 2015.**
- On January 16, 2015 the maintenance department and Jeff Nelson of Automatic Fire Sprinkler Company of Building preformed our first "churn test" on the fire pumps at the Law and Justice Center and the Historic Courthouse. Testing and training went well at both locations. The department will now continue to conduct month testing of the fire pumps at these locates per NFPA requirements. There was no charge for training by Automatic Fire Sprinkler Company.
- On January 22nd the manger met with Department Heads at the Health and Education Building regarding the daily activities of the Facilities Department at their facility. The following are items that need improvement:
 1. More presence by the manager at the facility during operating hours to oversee daily housekeeping and maintenance activities.
 2. Increase one or both housekeeping workers to 40 hour per week and also stagger the hours of the two current positions to have a worker present until the end of the business day.
 3. Improvements to snow and ice removal.
 4. And more attention to detail by maintenance department to address maintenance requests.
- On January 28, 2015 Automatic Fire Sprinkler Company of Bloomington completed repairs to a damage sprinkler line on the roof of the Law and Justice Center which protects the south chiller space. It was determined that the sprinkler line serving this area was not sloped properly to drain any water that could accumulate in the line. Frozen water was found inside the line near the defective area. The line is now repaired and properly sloped for drainage. The maintenance department will inspect the north chiller sprinkler system for proper slope to prevent similar problems. We did experience a problem with an audible alarm on the exterior of the building when the repaired area was put back online. The manager is consulting with K-Com Technologies regarding the program of the fire panel. No negative feedback was communicated to the department about this disruption but the alarm was silenced quickly by maintenance staff. The alarm being on the exterior of the building probably assisted with any complaints.
- On January 28, 2015 Automatic Fire Sprinkler Company of Bloomington completed the 5 year sprinkler inspection at Safety Complex. No apparent problems were found. The next 5 year sprinkler inspection will be due in 2020.
- On January 27, 2015 the manager made contact with Brady Mann of Conrad Sheet Metal of Bloomington and Bennett Electronics of Pontiac to set-up appointments to review recommendations noted in the September 2, 2014 Acoustical & Noise Report for the Law and Justice Center. The manger has set a goal

to have quotes completed by the February Property Committee meeting. Additional contractors will be contacted to review the recommendations after we get a better scope of the projects.

- The department has been working on annual preventative maintenance to the two chillers located in the basement of the Law and Justice Center.
- The department is continuing to review the Johnson Control System making note of problems that need to be repaired by Johnson Control during a service visit.
- The department was forced to replace its aged copy machine after it failed a little over a month after dropping its costly service contact. The new unit is multifunction (scan/print/copy/fax) and will allow the department to function more efficiently. **The cost for the unit was about \$650.00 including an extended warranty recommended by the IT Department.** The unit was set-up by the IT department and is now operational. The unit was also networked to all computers in the maintenance office which will also cut down on operational/maintenance costs.
- Repair parts have been ordered to repair Boiler #2 at the Law and Justice Center. **We were quoted \$2,745.00 by Entec Services of Peoria to complete the repairs but a competitive quote of \$2,276.00 was received by Xcell mechanical of Mackinaw.** The repair will consist of replacement of the PMC board which will resolve the erratic supply temperature. It's the option of the manager that the original service call on this boiler was misdiagnosed by Entec Services, thus causing this additional service work to complete the repairs.
- Repair parts have been ordered to repair the MUA air unit in the lobby of the Law and Justice Center. The unit is functioning at this time but has a history of the burner failing to light. Xcell Mechanical was contacted to review problems with the unit on January 26th. A short was found on a circuit board on a relay port causing the burner not to light. The manager recommended that the entire circuit board that the relay is mounted on be replaced due to the ongoing history of the unit. We also found alterations to the outside air dampers and the return air dampers that need to be addressed. These alterations to the dampers are making this unit run very inefficient in its current state. Some of these alterations may have been related to Johnson Control problems.
- The department is moving forward to install a transfer fan in the ceiling above the security desk. This fan unit will circulate warm air from the lobby into the ceiling above the security desk/vestibule, thus preventing future freezing of the sprinkler lines located in the ceiling. The installation should be completed in the next few weeks. Most of the installation process will be completed after hours to prevent disruptions to visitors entering/leaving the building. **Project cost is estimated at \$2,750 to \$3,500 dollars.**
- The department is moving forward to replace the radiant heat unit in the vestibule of the Law and Justice Center. This installation will address the discomforting space temperatures and also prevent future freezing issues to the sprinkler system located in this area. The new unit will be a fan forced hydronic cabinet heater. The unit has been ordered and installation will be performed after hours or on the weekend to prevent disruptions to visitors entering/leaving the building. **Project cost is estimated at \$2,900 to \$4,000 dollars.**

Safety Complex Monthly Overview (Per Don Verdun)

- Camera repaired in the detective interrogation room.
- Phones in the visitation rooms repaired.
- Cleaned drain pit in the wash bay and augured out the line to the grease pit.
- Adjusted height on the east gate and the clutches, also west gate clutch.
- Snow removal.
- Replaced Ballasts & bulbs.
- Serviced air handlers.

- Did a 5 year sprinkler test.
- Water heater issues one not wanting to fire every time.
- Replacing bearing on the north Sally port overhead door opener.
- Numerous plumbing problems repaired.