

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF APRIL 6, 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: Ingles, Weber, Arbogast, Bunting, Flott, Ritter, Weller

Absent:

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist), Gary Gauger (Midwest Energy)

Ingles called for any additions or corrections to revised agenda with none requested. *Motion by Weber, second by Ritter to approve the revised agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the revised minutes of the March 2, 2015 meeting. *Motion by Weller, second by Flott to approve the minutes of the March 2, 2015 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Maintenance Department Report** – Chad Carnahan introduced Gary Gauger from Midwest Energy who was present to review plan going forward for the gas and electricity contracts. It was requested that Gauger provide a summary report for the Committee’s review so they can gauge how the county is doing.

Carnahan then reviewed his monthly department report with the Committee, a copy of which is attached to these minutes.

**Review of Acoustics Reports** – Carnahan reported that he received several alternative options from Dodson Company, the Conrad Company and Slagel Insulation for the 2014 Acoustical and Noise Study. Carnahan reported that he will be forwarding these items to Dickensheets and Associates for review. Carnahan reviewed the alternative options with the Committee.

**Request for Use of Historic Courthouse** – Hartley reported that she has received several requests for the use of the Historic Courthouse which include after hour use. Consensus of the Committee was that the building should be used for the good of the public including other governmental agencies, representatives and non-profits, but not for commercial use. Further consensus of the Committee was that all County business will take precedent. Discussion took place regarding after hours use of the building as well. Consensus of the Committee was that the building can be used after hours using the guidelines outlined above, with an additional requirement that badged security personnel be provided during off hours and weekends. Providing security will be the responsibility of the requesting agency.

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

Executive Session began at 7:46 p.m.

Regular Session resumed at 8:00 p.m.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Flott, second by Ritter to approve the bills as presented.* **MOTION CARRIED WITH ALL EYES.**

*Motion by Bunting, second by Arbogast to adjourn.* **MOTION CARRIED WITH ALL EYES.** Meeting adjourned at 8:02 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

- The department worked with the State's Attorney Office to purchase/install light blocking blinds in Seth Uphoff's office. Upon review of his office it was noted that only light filtering blinds were installed unlike other similar offices in the facility that use a dual blind system. Light filtering blinds were found to be not adequate for the work space. The manager contacted the Blind Factory of Normal to add light blocking blinds to the current setup. The installation was performed on 4/1/2015 but problems with the installation delayed the total completion of the project. The maintenance department will complete the needed alterations and finish installing the blind system. The total cost for this project was \$855.00 which was split between the facilities department and the State's Attorney Office.
- The department has had recent problems with cameras and duress alarms at the Law and Justice Center and the Historic Courthouse. All problems have been resolved and communicated to Court Security. To minimize downtime the maintenance department is now stocking up to two security cameras and up to two duress alarms. The costs for new cameras are about \$600.00 and duress alarms are under \$20.00 each. We are also repairing problem cameras for about half the cost of new cameras.
- The maintenance department hired Nickolas Negus as an afternoon custodian at the Health and Education building. Nickolas started on March 9<sup>th</sup> and was trained at the downtown facilities his first week and then was assigned to the Health and Education building. Nickolas is also assigned to the Highway department on Friday's to perform trash duty and other custodian assignments as needed. Nickolas's work hours are from 1:00-4:30pm M-F. The manager will start alternating both afternoon custodians in the coming months to assure that both workers are familiar with daily custodian operations at the facility's they serve.  
**Update: Recently the manager has received very positive feedback from staff at the Health and Education building in regards to Nickolas Negus's work performance. It is the understanding of the manager that his department is now completing housekeeping needs at a better standard then recently reported. The manager will continue to monitor this facilities needs to assure we are providing the best housekeeping services possible.**
- The manager is working to resolve a problem with the fire pump at the Law and Justice Center. It was noted during recent month churn tests that the relief valve on the system was not activating automatically when the pump starts. It was determined that the relief valve was not piped correctly during the original installation of the system. The problem has been reviewed with several sprinkler contractors to determine the best plan of correction. The manager will present photos and further descriptions of the problem during the April Property meeting.
- Work on the refinishing of the eight shower unit at the jail started on March 12<sup>th</sup>. It appears that ongoing drainage problems are being resolved with this project. The maintenance department will need to review duct work, air units, and smoke detectors serving these areas under renovation due to the heavy dust cause by the repairs.
- The manager has received many complaints regarding small brown ants at both the Health and Education building and the Highway department. Daniels Pest Control was contacted to resolve the issue at both facilities. Upon review it was determined by the manager that the Highway Department was only being treated on an "as needed" bases were the H & E building was under a yearly scheduled maintenance plan. The manager has asked Daniels Pest Control to add the Highway facility to a yearly schedule maintenance plan to prevent reoccurring problems with insects and other pests. The ant problem has been sporadic this month at both facilities.
- The department worked with Johnson Controls on March 12<sup>th</sup> and the 13<sup>th</sup> to clean-up ongoing problems to the Building Management system serving systems at the Law and Justice Center and Historic Courthouse. Repairs to the system have been successful and are an ongoing process by the department and Johnson Controls technicians. On March 19<sup>th</sup> and the 20<sup>th</sup> the Building Management system received a software upgrade which brings the system to the most current level of software. Also during the scope of this work a work station was added to the basement of the Historic Courthouse so the Building Management system can be accessed from this facility, thus saving time diagnosing/repairing systems. The software upgrade

appears to have resolved some of our ongoing system problems. The next scheduled preventative maintenance visit per our contract is April 7<sup>th</sup> and the 13<sup>th</sup>.

- The manager has reviewed quotes from three contractors to service the fire extinguishers for County facilities and the Ansul system located at the Safety Complex in the jail kitchen. Currently we use Liberty Fire Equipment of Bradley, IL for the all facilities except the Safety Complex and the Highway Department which are serviced by Getz Fire Equipment of Peoria, IL. Upon review of the quotes it was determined by the manager that we are over paying for services by Getz Fire Equipment. On March 31<sup>st</sup> a letter to terminate services for the Safety Complex was submitted to Getz Fire Equipment and Liberty Fire Equipment was contacted to handle the future service needs of this facility. It's the goal of the department to get the required annual extinguishers testing for County facilities moved a to centralized inspection date. There may be some overlap to get this completed but tentatively the manager would like all extinguishers inspected on a scheduled date in December as with other Life Safety inspections. The Ansul system located in the jail kitchen will continue to be inspected semi-annually in December and June but inspected by Liberty Fire Equipment. The manager has reached out to the Highway Department to take advantage of the lower pricing offered by Liberty Fire Equipment and is currently awaiting direction on their decision.
- The manager has received a quote from JDL Professional Cleaning in regards to cleaning the jail kitchen hood system. JDL estimated the cleaning at \$475.00. The manager is still waiting on an on-site inspection and quote from Wood's cleaning. Do to whether the hood system has ever been cleaned before both contractors have asked to visit the site prior to providing an estimate. With the weather improving it's the goal of the manager to get this cleaning completed by the end of the April. It was also asked by the Jail Superintendents that additional preventative maintenance is preformed to the kitchen ranges. A gas leak was noted by the Jail Superintendents during a daily walk-thru of the kitchen. It was determined that the pilot tubes were clogged, thus blowing out the pilot flame. It was also noted to the manager about grease build up on the units. These additional requests from the Jail Superintendents have been review with the maintenance staff.
- The manager recently filled an open maintenance position within the department. It was observation of the manager that the open maintenance position be filled as a Maintenance Mechanic vs. Maintenance Laborer to bring in a higher level of experience to the department and also allow a higher position grade that can be used to promote current Maintenance Laborer employee's into once the manager feels they meet the requirements of the Mechanic position. Michael Duy of Pontiac was hired as the department's new Maintenance Mechanic and started on March 30<sup>th</sup>. Internal candidates were also interviewed for the position but it was the manager's observation that Mike would be the best fit for the position that would bring the experience and knowledge to all the facilities the department serves.
- The department is working to replace/relocate cigarette containers on the outside the Health and Education building. The manager will assure that these containers are 15 feet from the building and they are an approved container. The manager will also review with the Housekeeping staff to make sure the containers are maintained frequently.
- On March 10<sup>th</sup> the housekeeping staff at the Health and Education building activated a smoke detector while cleaning heating/cooling registers, thus setting off the fire alarm. The alarm was cancelled but was used as part of the facility's annual fire drills. The manager reviewed with the housekeeping staff the need to notify their supervisor of such an occurrence and to observe their surrounding better when performing there job.
- The manager has observed the need for the department to oversee the maintenance and testing of the fire alarm system at the Health and Education building. Currently this being overseen by Joe Vaughan of IHR but it's the option of the manager that this system should be maintained through the Facilities Department. The manager has contacted Seico of Pekin, Il and has determined that the system is being maintained "per request". The manager would like this system put on annual contract so inspections are not missed and would also offer some cost savings. The Facilities Department could also look at better pricing when

including this facility with other alarm system inspections. A quote of \$500.00 was received from Seico of Pekin to perform the annual inspection of the system. Seico is currently maintaining this system.

- The department is nearly completed with repairs to the sallyport heater. It was the decision of the manager to have Xcell Mechanical of Mackinaw re-control the sallyport heater because of a history of problems with the unit and it was recently not operational prior to the start of this project. The goal of the project was to simplify the operation of the unit, and make it reliable. The unit now operates by its own control but is monitored remotely by the Johnson Control Building Management System. The exhaust fan for the sallyport is now controlled by the heater to maintain safe CO2 levels. Xcell Mechanical was instructed by the manager that the project needed to include a new sequence of operation and an updated wire diagram of the changes. The cost for this project is estimated at \$2500.00.
- The department has recently completed final ADA repairs to the Law and Justice Center and the Historic Courthouse. New ADA complainant signed posts were installed on the North side of the Law and Justice Center and ADA complainant stair tread material was installed at the top of the stair unit at the Historic Courthouse. The department is working to create a PM to inspect the pull force of the doors at both facilities. The manager was informed that both facilities will be re-inspected on May 10<sup>th</sup> at 10:00am.
- The department is working to complete key requests for the Jail Superintendent. The requested keys are for Detention doors at the Law and Justice Center and the Jail. Due to the security process and changes within the original supplier this project has taken some time to complete.
- A Halotron fire extinguisher has been ordered for the Law and Justice Center 1<sup>st</sup> floor Server Room. The cost for this special use extinguisher is \$185.00. This purchase was based on an inspection performed by Travelers Insurance last month of the Law and Justice Center. The manager is also purchasing one spare 5lb ABC extinguisher for each of the facilities to switch out defective units found during monthly inspections. The cost is estimated at \$60.00 per extinguisher.
- The department is working to diagnose a problem with a light switch in Courtroom #3. The switch is controlled by an independent light controller. We have recently worked on several lighting controller/switch problems in the last month. There is was no relation to any of the lighting problems.
- The manager during his time with the department has observed concerns regards to the use of sick time and vacation time within his department. There have been times were sick and vacation time request have affected the daily operations of the department. The Human Resources Department and Facilities Manager recently completed and put in place a more defined policy for the facilities staff. The policy was included with each employee paycheck on April 3, 2015.
- The manager has met with Alina Hartley and Gary Gauger of Midwest Energy on April 2<sup>nd</sup> and we have developed a plan for the purchasing of our electric and gas for the County facilities. The plan will be reviewed with the Chairman for his approval to move forward to lock rates.
- The manager has recently met with ECS (Energy Curtailment Specialists) regarding the possibility of a few our facilities participating in a load shedding program that could provide incentives for power reductions. Do to the manager short period of time with the department its best that we delay participating in such a program until we can fine tune our work with Midwest Energy for utility rates/programs and learn more about our facilities as to where we could reduce power loads during a load shedding event.
- The department has recently had problems with two hot water heaters located in the jail sallyport. The units failed intermittently for several months. BDI Plumbing was contacted after the departments many attempts to diagnose the problem failed. After review with a BDI technician leaves were found blocking the air intake of the unit and the sensing probes were also cleaned. The unit was tested and will be monitored to assure proper operation. The department will review the air intakes on the remaining water heaters at the facility and perform similar maintenance to prevent other problems from occurring. The cost for the repair by BDI was \$75.00.
- The manger has received a few alternative options from the Dodson Company, the Conrad Company, and Slagel Insulation for the 2014 Acoustical and Noise Study. After consulting this month with Alina Hartley

the Facilities Manager will forward this information to Dickensheets Design Associates for review. The alternative options involve the use of sound attenuators and the possible use of spray insulation vs. batt insulation above the suspended ceilings. The department has also completed the adjustment of the deflection mounts on the cooling towers (Item#2 of study).

- The department has a tentative date set for April 20<sup>th</sup> to work with Idea Environmental of Bloomington to complete repairs to the ACM material on the boiler/piping at the Health and Education building. The project will require the boiler to be out of service the day before and the day of the project. The project was estimated at \$1800.00.
- The installation of the new cabinet heater in the vestibule the Law and Justice is scheduled for this month. The work will be completed by the Conrad Company of Bloomington. This project has been delayed due to the frequent below normal temperatures this winter. The project was estimated at \$2900.00. Once completed the department is also looking at adding additional installation to the soffit/fascia area to prevent drafting and complete drywall repairs to the ceiling.
- The manager has obtained twenty four new brushed chromed multi-fold towel dispensers that he would like to install in the downtown facilities. The current paper towels used at the Law and Justice Center and the Historic Courthouse are not cost effective for our daily operations. The use of a multi-fold towel will provide the county with more product for less money compared the roll towels we are currently using. Some additional dispensers many need to be purchased but the dispensers obtained for no cost will greatly minimize these numbers. The manager would like to review this project with his committee prior to any installation.
- The manager would like to discuss options for the department's 1997 Ford pick-up truck. The truck has limited uses due to its body condition. The manager would like to replace the truck with a utility vehicle that would be more universal for activities performed by the department.