

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MAY 4, 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, Flott, Weller

Absent: Bunting, Ritter

Also Present: County Board members Marty Fannin, Chairman and Carolyn Gerwin Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist), Barb Sear (Treasurer)

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

The Committee reviewed the revised minutes of the April 6, 2015 meeting. *Motion by Flott, second by Weber to approve the minutes of the April 6, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Carnahan reviewed his monthly department report with the Committee, a copy of which is attached to these minutes. Discussion took place regarding the pest control at the H&E building. Consensus of the Committee was that if H&E did not want pest control during regular business hours, then they would need to arrange for someone to be available after hours to give the pest control agent access to the building.

Review of Acoustics Reports – Carnahan stated that he had spoken with Ken Dickensheets regarding the alternative options and the response was no, that alternative options are not recommended. Carnahan questioned how the Committee wished to move forward. Carnahan stated that Dodson provided the lowest estimate on the duct work at \$161,748 compared to \$248,700 quoted by Conrads. Carnahan stated that McCoy provided an estimate of \$255,000 to protect the courtrooms. Carnahan stated that they would do one courtroom at a time with each courtroom taking approximately 3 weeks. Discussion took place. Carnahan and Hartley will send an update with the recommendations and the cost associated with each item for the Committees review.

RFP Public Health & Mental Health – Ingles stated that the H&E building mechanicals are antiquated and there are a lot of things that need fixed or replaced. Ingles stated that he would recommend the Committee consider doing a needs assessment. Ingles stated that there was an RFP released and a needs assessment done in 2010, however, he felt that the needs assessment was what was wanted vs. what was needed. Ingles stated that he will work directly with department heads to get down to what is absolutely needed. Discussion took place. Ingles stated

that he would recommend that the Committee review the RFP and the results of the assessment so the Committee can discuss at next month's meeting.

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

Motion by Flott, second by Weber to adjourn. **MOTION CARRIED WITH ALL EYES.**
Meeting adjourned at 7:24 p.m..

Alina M. Hartley
Administrative Resource Specialist

- 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.

Update: The manager has spoken with Pipco and they have agreed to repair the piping error that is causing the relief valve on the fire pump system not to work correctly.

- Work on the refinishing of the eight shower unit at the jail started on March 12th. 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.

Update: The shower project is completed. Duct work, air units, and fire systems are continuing to be reviewed. The department did experience some drain issues after the shower renovation due to some dust and debris entering the drain lines. The drain line problems have been repaired.

- 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.

Update: After many attempts and continuing complaints to control the ant problem at the Health and Education building, Highway department, and recently the coroner’s office the manager contacted a second exterminator company to look into the problem. Orkin of Bloomington was contacted due to their recent inquiry about proving service for the county in the future. They treated all three facilities and reviewed their treatment process for the brown ants. The service work was performed at no charge. The manager will monitor the treatment process to see if it was effective. There are plans at this time to switch pest control companies.

- The department worked with Johnson Controls on March 12th and the 13th 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 19th and the 20th 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 7th and the 13th.

Update: The department worked with Johnson Control on April 13th and 14th on scheduled preventative maintenance items and problems outlined by the manager. The service appointment went well but there are many problems that still need to be resolved to make the system efficient and user friendly.

- 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.

Update: The department has selected JDL Professional Cleaning to clean the kitchen hood, duct, and exhaust fan in the jail kitchen. The system was cleaned on April 28, 2015 at an estimated cost of \$475.00. No problems were found during the cleaning process. The system will be cleaned on an annual each April as part of a preventative maintenance program. Wood's Cleaning also submitted a comparable quote but could not provide proof of insurance.

- 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 Labor 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 30th. 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.

Update: Mike Duy's work performance and job knowledge is proving to be a great asset to the department. Mike is a good fit for the position and the department as a whole.

- 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.

Update: The repairs to the sallyport heater are complete except for Johnson Controls BacNeting into the new controller to monitor the system (this can be completed during our schedule service visits). The total cost for re-controlling/rewiring the sallyport heater was \$3846.16. This includes the original service call by Xcell Mechanical to just repair the unit which was unsuccessful.

- 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 10th at 10:00am.

Update: The department has developed a preventative maintenance check sheet and detailed instructions for checking the pull/push force of doors at the Law and Justice Center. The development of these forms are to make sure all doors meet ADA standards and for the upcoming re-inspection by the Attorney General's Office May 6, 2015. All doors at the Law and Justice Center have been tested and results of those tests have been recorded. Doors will be inspected quarterly or as needed to assure they meet current standards.

- 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.

Update: The department has received key blanks for completing key requests at the jail. The key requests for the Law and Justice doors are still work in progress.

- 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.

Update: All immediate lighting controller/switch problems have been repaired but the department discovered additional problems with the non-courtroom lighting controllers. It appears that the lighting controllers are equipped with the wrong relays or the programing for the lighting controllers is wrong. The department is working with the manufacture to address these problems.

- The manager has met with Alina Hartley and Gary Gauger of Midwest Energy on April 2nd 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.

Update: The department has signed a two year agreement with Direct Energy (www.directenergy.com) to be electrical supplier for Livingston County Facilities. It was the recommendation of the manager and Midwest Energy that a two year contract would provide us with a low purchase cost for electricity and the signed contract that met the approval of the State's Attorney office. The department has also signed a one year agreement with CenterPoint Energy for a natural gas supplier. The manger will continue to work closely with Midwest Energy to monitor our energy cost/usage for future energy agreements or adjustments to our current agreements.
- 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 forwarded 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).

Update: Dickensheets Associates does not recommend any of the alternative options. The manager will wait direct from the committee on how to proceed with repairs.
- The department has a tentative date set for April 20th 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.

Update: The repairs were completed on April 20th by Ideal Environmental. There were several areas of pipe insulation that was not able to be repaired. These areas were sampled on April 26th and will be removed on the April 30th as part of a second abatement project. Due to the notification process with IDPH these areas could not be removed on the original encapsulation/repair project on the 20th. The second abatement process will remove about 20-24 lineal feet of damaged insulation.
- 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.

Update: This project is still pending and will likely be completed in May.
- The manager has obtained twenty four new brushed chromed muti-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 muti-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.

Update: The complaints for removing paper towels at the Historic Courthouse have been minimal. The manger will continue to review and implement changes to reduce cost for custodian supplies.
- The manager has allowed a temporary adjustment of work hours for custodian Jackie Cool at the Safety Complex. Jackie will work from 1:00pm-9:00pm Monday –Thursday and 6:30am-2:30pm on Friday. The adjustment of hours will accommodate Jackie's temporary needs and also allow the facilities department to cross train other custodian staff members at the facility. It will also allow the manager to review the advantages and disadvantages of second shift custodial staff in the future. The temporary adjustment of hours will be from June until August. The Sheriff Department Administration also approved the temporary adjustment of hours.

- The department has been experiencing problems with several electric isolation valves at the Law and Justice Center. The valves are manufactured by Promation Engineering and are controlled by the Johnson Control Building Automation System. After review by our department, Johnson Controls, and Promation Engineering we believe that the valves are not being powered by the properly sized transformers and the wiring is greatly under sized. Due to these items being incorrect we are continuing damage the control boards on the valves. Currently the insulation valve for Chiller #2 and Cooling Tower #1 are not operational. We are currently in the process of replacing the transformer, wiring, and control board for the isolation valve for Chiller #2. The cost for this repair is estimated at \$1000.00. Once repairs are completed we will assure that this system is working correctly prior to making changes to the valve for Cool Tower #1. If all repairs are successful it's the recommendation of the manger that we correctly size components to the other Promation Engineering valves at the facility (we have six valves total).
- The department is experiencing a problem with an open ground within a device(s) or wiring within the fire alarm system at the Historic Courthouse. This will be a very time consuming problem to diagnose due to the alarm devices (smoke detectors, heat detectors, flow switches, etc.) being wired as part of a continuous loop. At this time the system will work a designed but the alarm will panel show a trouble alarm of an open ground within loop 1. To resolve this ground problem the department will need to remove each alarm device individually from the loop to find the troubled device.
- The department worked with NSS Exteriors of Alsip, Il to make a second attempt in repairing leaks the skylight over the 911 dispatching area. The skylight was repaired in late 2014 but the facility has since then experienced leaks during rain events. There was no charge for the first attempt to repair the skylight unit. The cost to repair the second time was \$716.00. The department will monitor the repairs for any leakage.
- The department worked with Miller Janitor Supply of Normal to install a chemical proportioner in a first floor custodian closet at the Health Department. The proportioner dispenses cleaning product to spay bottles and mop buckets at their required ratio. By using a proportioner the department will use cleaning products at their required rates, thus reducing product waste. The proportioner is also non-proprietary which will allow us to purchase product from varies suppliers helping us reduce costs.
- The manager is working to gather information/costs to remove the current wet sprinkler system in the Server Room of the Historic Courthouse and install a clean agent fire suppression system. The manager has received several concerns regarding the use of a water type system in this room.
- The department has made several repairs to the flag pole at the top of the Historic Courthouse over the past couple months. The repairs were made to the flag pole rope due to breakage. The department has ordered replace rope that is galvanized cabled cored that will minimize rope breakage issues. The manager is also reviewing safety procedures for workers while working on the flag pole. The department also has ordered new flags that should give us a longer life expectancy than what was original used.
- A semi-annual inspection of the generator at the Law and Justice Center was performed by Altorfer Services in April. During the inspection the low fuel sensor was found to be defective and the ignition batteries all though they tested "ok" were recommend to be replaced. Batteries for emergency generator sets are recommend to be replaced after 3 years of service. The defective low fuel sensor has been replaced and also the batteries. Also during the inspection it was found that the transfer switches had the incorrect time/date thus causing the generator to run on a non-scheduled date and time. Basically the generator was being started manually by maintenance staff each Monday for a non-load run test and then the generator set was starting at later date and time during the week running another non-load test. This can be wasteful of fuel, cause unnecessary hours on the unit, and excessive non-load tests can be harmful to diesel generator sets. The manager is also looking in to the code requirements for load testing in accordance with NFPA. The generator set was also fueled by FS this month. It is the recommendation of the manager that the generator unit is fueled twice a year to keep the fuel fresh and limit problems with condensation in the fuel. The manager also recommends fuel sampling for all stationary generator unit maintained by the facilities

department. A weekly/monthly preventative maintenance check sheet is also being developed for all generator units maintained by the department.

- The manager has contact with Abraham Mason and Concrete of Pontiac about repair work to the rock style monument on the southeast corner of the Historic Courthouse lawn. Several rocks have fallen off of the monument this past winter and this could lead to safety concerns around the monument for visitors. It appears that the mortar joints are in poor condition allowing water to enter, thus freezing and expanding over the winter months. An on-site review with Abraham Mason and Concrete is expected in the next week. The manager has also observed several lower areas on the Historic Courthouse itself that could use re-tuck pointing. Estimates for repair of the monument and preventative maintenance work to the courthouse will be brought to the committee in June. The department will continue to monitor safety concerns of the monument until repairs are made.