

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JUNE 1, 2015

Committee Chair Mike Ingles called the meeting to order at 6:01 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Weber, Arbogast, Bunting, Flott, Weller (arrived at 6:04 p.m.)

Absent: 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 Bunting, second by Flott to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the revised minutes of the May 4, 2015 meeting. *Motion by Flott, second by Arbogast to approve the minutes of the May 4, 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 Pontiac Monument. Carnahan reported that Abraham provided a quote for the tuck point, estimated between \$10,000 and \$11,000. Carnahan stated that if the interior of the monument is too bad, it is possible that it would need to be taken down entirely. Ingles stated that other options should be considered, but a decision would need to be made soon. Ingles reported that he had been in contact with Bob Sear from the historical society, as well as, Dave Sullivan who is the resident historian on the monument. Ingles appointed an ad-hoc committee comprised of Bob Sear, Dave Sullivan, Kathy Arbogast and Bill Flott to review the options and report back to the Committee with a recommendation.

Law & Justice Center Sound Issues – The Committee reviewed the status update, with estimated costs, provided by Carnahan. Carnahan stated that some of the contractors that he has talked to have indicated that they do not agree with the recommendations by Dickensheets. Carnahan stated that the contractors provided alternative solutions that Dickensheets does not endorse. Carnahan stated that he felt that the report should be used as a guide. Discussion took place.

Scheduling of Law & Justice Center Tour – If Needed - Consensus of the Committee was to meet on Tuesday, June 9th at 4:30 p.m. to tour the Law & Justice Center and review and discuss the acoustics issues on site.

RFP Public Health & Mental Health – Ingles stated he felt that the space needs study was inflated. Ingles stated that he felt that maybe an outside firm should be contracted to review the results of the study, and to meet with the two department heads to work towards compressing the needs to the minimum required. Ingles requested that committee members contact him with any recommendations.

FY 2016 Capital Requests – Carnahan briefly reviewed a list of potential capital items as part of his monthly department report. Carnahan will have the requests officially submitted by next month's meeting. Hartley presented the capital requests for remaining ADA items. *Motion by Flott, second by Weber to approve the FY 2016 capital request for ADA.* **MOTION CARRIED WITH ALL AYES.** Hartley stated that the Committee may wish to consider submitting a request for the acoustics issues as well. The Committee will discuss this item following the tour of the Law & Justice Center.

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

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

May Report- The manager has spoken with Pipro and they have agreed to repair the piping error that is causing the relief valve on the fire pump system not to work correctly.

June Update: **The Pipro Company of Peoria made repairs to the fire pump at the Law and Justice Center on the morning of May 29th. The fire pump system was tested several times to assure proper operation.**

- 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.

May Report- 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 no plans at this time to switch pest control companies.

June Update: **After reviewing the treatment process for the both the Highway department and the Health and Education building it was determined by the manager that the Highway department nor the Health Department were under contract, thus treatments were done on a “as needed basis”. It was also determined that lack of access in the IHR areas of the Health and Education building may have been the cause of reoccurring ant outbreaks. To resolve these issues the entire Health and Education building and Highway Department has been put under a yearly treatment contract with Daniels Pest Control. The manager also made contact with all representatives from the Health and Education building to provide keys for full access to areas of the building. The manager will monitor this change in the treatment process and make changes as necessary to resolve any future issues.**

- 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.

May Report- 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.

June Update: **Currently the department is having many issues with the cooling**

system controlled by Johnson Controls. Listed below are some of the critical problems we are dealing with.

- **The cooling system will not restart automatically based the outside air enable setpoint.**
- **The chilled water internal loop bypass valve is not modulating correctly causing the chiller(s) to short cycle.**
- **Chiller#2 (small chiller or spring chiller) is not able to be command “on”.**
- **Several zone setpoint points and their ability to be adjusted are not reliable or accurate.**

The manager has made contact with our account representative at Johnson Control to schedule a meeting to review how we need to move forward to address these critical problems to make the BAS system reliable. Response to the mangers request has been slow. It’s the view point of the manager that Johnson Control is not staffed properly to handle the service demand from its customers. The manager/department will continue to document issues and work diligently with Johnson Control staff to resolve BAS issues.

- 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.

May Report- 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.

June Update: Mike Duy is continuing to be a good fit for the facilities department and the daily challenges it faces. Mike is focusing on system diagnostics and preventive maintenance improvements for the facilities the department serves.

- 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.

May Report- 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.

June Update: After being updated that many of the doors at both inspected buildings still have not passed another round of inspections by the Attorney General Office the department contacted Ray Benoit of LaForce located in Willowbrook, IL for direction in resolving door adjustment problems. During several site visits by Ray Benoit it was determined that the door closers installed in the Law and Justice Center are non-adjustable for pull/push forces. The department is working with

LaForce to determine how the closers can be replaced and how the wrong closers were installed during the construction of the facility. It is likely that the closers were shipped incorrectly from the factory then installed. A total of 65-95 closers appear to be incorrect. The manger will update on this project as we move forward to resolve the problem.

- 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.

May Report- 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.

June Update: The key requests for the Law and Justice doors are still work in progress. The manager has not received any recent updates from Don Verdun on the progress of this project.

- 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.

May Report- 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.

June Update: The department is working with the IT department to get a phone line install to the modem on the light controllers, thus allowing the manufacture to remote access in to the controllers to correct program/schedule issues. The department still needs to make contact with a field representative to review whether or not the wrong relays are installed in some or all of the lighting controllers. The manager will update on this project as we move forward to resolve any found issues.

- 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.

May Report- 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.

June Update: Livingston County and CenterPoint Energy have locked fix natural gas rates for the Safety Complex@\$.411cents per therm starting June 1st of the year to May 2016.

- 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).

May Report- Dickensheets Associates does not recommend any of the alternative options. The manager will wait direct from the committee on how to proceed with repairs.

June Update: The manager has done additional site visits with several contractors to get insight on the noise issues the Law and Justice Center is facing. The manager

has also refined the recommended plan of correction by Dicksheets Design Associates with cost estimates for the 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.

May Report- 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.

June Update: The second abatement/repair project in the boiler room of the Health and Education building was completed without any problems. The manager would like to review other traffic areas in the basement of the facility for possible abatement/repair near the end of the budget year if funds are available to complete any additional work. The cost for the second abatement/repair project has not been received. The manager will update on total project cost when they are received.

- 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.

June Update: This project is still pending and will likely be completed in June or July.

- 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.

May Report- 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.

June Update: The manager has spent additional time reviewing the advantages & disadvantages of the removal of paper towel products from the restroom areas at the Historical Courthouse and Law and Justice Center. It's the manager's conclusion that at this time paper towel products should continue to be used, but all custodial product purchases should be monitored closely to reduce overall operational expenses for the county facilities. In coming to this conclusion the manager feels that electric hand dryer upgrades may not be cost effective at this time and aggressive supply purchasing would be the better way to reduce operational expenses. The manager does feel that going paperless in the future is the best option for our facilities. The manager will continue to reduce supplies cost whenever possible, yet continue to provide quality products for the employees and visitors to our facilities.

- 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 Promotion 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 Promotion Engineering valves at the facility (we have six valves total).

June Update: The department is continuing to make repairs to the isolation valves and make improvements to control wiring in the Johnson Control cabinets. The manager will update on this project as we move forward to correct these problems.

- 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 as 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.

June Update: The department has yet to make repairs to this system due to additional unforeseen projects the last couple months. The manager will contact K-Com Technologies for on-site assistances to resolve this problem. Although the system will activate as designed this is a life safety device and repairs should not be delayed further. Diagnosing of the problem is expected to be time consuming whether the work was performed within the department or by an outside contractor. The manager will update when repairs are completed.

- 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.

June Update: The cost to install a clean agent system in the IT room of the Historical Courthouse was estimated at \$17,000-\$18,000.00. And an adjacent record storage room was also reviewed and estimated at \$22,000-\$23,000.00. The adjacent record storage room was reviewed and estimated due to presence of old documents.

- 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.

June Update: Replacement rope has been received but not installed due to weather conditions and work load within the department.

- 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.

June Update: The manager has made contact with representatives from Altorfer Services regarding load bank testing for the county's generator units and also monitoring devices to monitor the status of our units. Load banking for all three units is estimated at \$6,000.00 which is recommended annually. The manager is still reviewing NFPA code for load banking requirements. Fuel consumption by the generators during load banking should also be considered when calculating testing cost. A cost estimate for monitoring devices for all three generator sets has not been received.

- 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.
- **June Update: A cost estimate was received by Abraham Masonry of Pontiac for 10,800.00 to repair the Indian Monument on the South/East corner of the Historic Courthouse. This cost could double if it's found that the monument has deteriorated were additional work is needed besides repointing and sealing.**
- **NEW BUSINESS** - The manager contacted McQuay Services of Wood Dale, IL to review starting problems with Chiller#2 at the Law and Justice Center. It was not clear if the chiller starting problem is related to the Johnson Control BAS issues or problems with the chiller unit itself. After review by the McQuay technician it was determined that the chiller was setup as designed and control issues were likely the cause of the unit not starting. It was also noticed by the technician that control issues were causing our chiller(s) to short cycle which could cause abnormal wear and damage to our units if it continues. It was also noted that the sump tank floats were likely out of adjustment causing excessive water usage when operating the cooling system. Until other system issues are resolved it's not advisable to make adjustments or alterations to sump tank floats. It is the recommendation of the manager that water meter devices should be installed on the sump tank make-up water to monitor usage.
- **NEW BUSINESS** – The manager contacted Gems Carpet Cleaning of Pontiac to clean several areas of carpet at the Law and Justice Center. The areas cleaned were main entrance/security station, 1st floor back hallways, and 2nd floor Judge's hallways. The cost for the areas cleaned was \$420.83. The manager is requesting funds for carpet cleaning equipment for the 2016 budget that will be used for spot cleaning of carpet areas & upholstery, but feels outside cleaning services will still be needed.
- **NEW BUSINESS** - The manager is requesting the committee review a suggestion by the manager to eliminate our \$1,800.00 annual contract with Facility Dude. It's the view point of the manager that the system is not an efficient way to handle work requests or preventive maintenance work assignments. The manager has reviewed other means with the IT department to receive work requests electronically from all facilities. Managing of preventative maintenance items will be handled by other means by the manager.

- **NEW BUSINESS** – The manager met with Jeremy Leman of Sealite Insulation regarding insulating the inside soffit and fascia of the Law and Justice Center entrance vestibule. A cost estimate of \$1,100.00 was submitted to complete the insulation work. The manager estimates removal, replacement, and finish work of drywall to complete the insulation work to cost \$2000.00. The manager would like to review this project with the committee during a building walk-thru before starting project.

Recommended 2016 Capital Purchases/Projects

1. **County Clerk Vault secondary electric heat project.**
Cost estimate - \$16,000 (cost may be reduced by \$4,000 doing electrical work in-house)
2. **Health and Education Building & Region Bank building material sampling**
Cost estimate - \$10,000 per building
3. **Ceiling diffuser alterations for second floor Historical Courthouse offices. The project will help reduce window drafting and help improve building efficiency.**
Cost estimate - \$12,000 (\$1000.00 per office/room area)
4. **Dry Agent Fire Suppression System Historical Courthouse Server Room.**
Cost estimate - \$18,000
5. **Purchase of a Commercial Z Trac mower to be used for mowing at all county facilities. A demo conducted in May by facility staff showed mowing times cut by 50%.**
Cost estimate - \$12,000
6. **Purchase of a gas/electric utility vehicle(s) with possible attachments for snow removal. Vehicle(s) would replace 1997 Ford F150 pick-up truck.**
Cost estimate – \$17,000
7. **Carpet Cleaning Equipment - \$3,200**
8. **High Speed Floor Buffer - \$1,500**
9. **Four-Cycle Snow Blowers - \$1,200**
10. **Electrical Circuit Tracer - \$1,200**
11. **Mechanical Tools For Staff - \$5,000**