

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JULY 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, Arbogast, Bunting, Flott, Weller (arrived at 6:04 p.m.)

Absent: Weber, Ritter

Also Present: County Board members Daryl Holt and Carolyn Gerwin  
Alina Hartley (Administrative Resource Specialist), Don Verdun (Facility Services Assistant Manager), John Clemmer (Finance Resource Specialist), Bill Cox (Jail Superintendent), Clay Metcalf (Acting Highway Engineer)

Ingles called for any additions or corrections to agenda. It was noted that Holt was present to discuss the highway building project which will be discussed during the capital projects discussion. *Motion by Bunting, second by Arbogast to approve the agenda as presented.*  
**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the revised minutes of the June 1, 2015 meeting. *Motion by Flott, second by Bunting to approve the minutes of the June 1, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

**Maintenance Department Report** – The Committee reviewed the monthly department report. Verdun updated the Committee on the status of the keys for the Law & Justice Center holding cells. Verdun stated that he has a machine to cut these keys at the Public Safety Complex, but he does not have the codes to cut the keys for the Law & Justice Center. Verdun stated that if he cannot obtain the codes for the keys then he will need to order the actual keys.

**Law & Justice Center Sound Issues** – Ingles reported that he had received a letter from Judge Bauknecht expressing ongoing concerns with the noise issues at the Law & Justice Center. Ingles stated that the problem with the report is that it does not say that should the committee complete the items recommended, that the problem will be solved. Ingles stated that there are various ideas on what should be done. Ingles stated that he would recommend the county work towards getting the cooling towers in proper running condition and then meet with all the contractors involved to discuss possible resolutions.

**Public Health & Mental Health Facility** – Ingles stated that he has received contact information on two potential companies that can complete the evaluation/review of the previously issued space need study. Ingles stated that with all the budget discussions going on both at the state and federal levels, it's not yet known what will be needed for the future. Ingles suggested the Committee delay moving forward at least until the state approves the next budget.

**FY 2016 Capital Requests** – The Committee briefly reviewed the capital items submitted by Carnahan. Superintendent Cox was present to discuss the items submitted for the Law & Justice Center and the Public Safety Complex. The Committee will continue to discuss these requests once Carnahan returns from vacation.

Bill Flott reported that he, Kathy Arbogast, Bob Sear and David Sullivan met to review the monument. Flott stated that something does need to be done. Flott stated that the estimate provided by Abraham is \$10,000 and is for the exterior renovation only, and could possibly cost more should the monument be deteriorated more than anticipated. Flott stated that it is possible to do some caulking for a temporary fix. Discussion took place regarding a possible matching grant. Ingles will talk with the City of Pontiac about participation.

Daryl Holt was present to request authorization to move forward with obtaining bids for the highway building project. Discussion took place regarding the \$500,000 available through the state for county infrastructure improvements and whether a number of projects could be submitted under the same grant. Consensus of the Committee was to authorize Metcalf and the Highway Committee to proceed with issuing an RFP for the project. The board office will contact Senator Barickman's office for guidance on the grant.

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

*Motion by Arbogast, second by Weller to adjourn.* **MOTION CARRIED WITH ALL EYES.**  
Meeting adjourned at 7:25 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

- 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>.

**May Report-** The department worked with Johnson Control on April 13<sup>th</sup> and 14<sup>th</sup> 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 Report-** 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 managers 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.

**July Update-** On June 30<sup>th</sup> a Johnson Controls was on-site to resolve many ongoing control issues with the building management system. A team of five technicians arrived on-site to review and repair system problems. Many important set-points were found to be incorrect, thus causing the cooling system and other systems not to operate correctly. It’s the view point of the manager that many of these incorrect set-points were the result of old updates loaded into the server when the server crashed in the late fall of 2014. The manager verifies that system back-ups are made each time changes are made to the system. The manager has also purchased a remote access subscription to allow Johnson Controls and facilities staff to have remote access in to the building management system. The remote access subscription costs about \$100.00 annually and will provided unlimited access time for staff and Johnson Control staff. The remote access was approved safe to use by the IT department.

- 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.

**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 Report-** 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.

**July Update:** The department received a site visit with Ray Benoit of LaForce and has determined that the door closer installed in the Law and Justice Center were factory preset but **are field adjustable.** Mr. Benoit instructed maintenance staff Terry Taylor and Mike Duy on how to field adjust our closers to meet ADA standards. Several closers were adjusted with Mr. Benoit present and adjustments made appear to have corrected our on-going problem. Maintenance mechanic Mike Duy has been assigned to adjust all required closers at the facility. The manager will update once this project is completed.

- 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 Report-** 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.

**July 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 Report-** 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 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 Report-** 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.

**July Update-** The manager has made contact with Dan Melson a representative from BAC (manufacture of the cooling towers) on 6/25/2015. The manager requested on-site visit which will probably take place sometime after July 13<sup>th</sup>. The manager would like to look into weather modifications (install sound attenuators on the towers, fan modifications, ect.) can be made to the cooling towers to address our noise complaints. The manager is looking at all options possible to address on-going noise issues at the Law and Justice Center. The manager will update on this on-going project.

- 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.

**May Report-** The repairs were completed on April 20<sup>th</sup> by Ideal Environmental. There were several areas of pipe insulation that was not able to be repaired. These areas were sampled on April 26<sup>th</sup> and will be removed on the April 30<sup>th</sup> 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 20<sup>th</sup>. The second abatement process will remove about 20-24 lineal feet of damaged insulation.

**June Report-** 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.

**July Update-** The project cost for the second abatement project in the boiler room of the Health and Education building was \$2603.19. Please note this cost includes sampling/testing, removal, and repair compared the April 20<sup>th</sup> abatement project that was mainly repairs to the boiler insulation. The manager feels the second abatement project was successful and highly necessary. As a reminder 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 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 Report:** This project is still pending and will likely be completed in June or July.

**July Update:** The manager is working to put together a schedule and update quotes to complete insulation and drywall work in the Law and Justice Center vestibule area. At this time this project is low to medium priority.

- 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.

**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 Report:** 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.

**July Update-** The department has installed wall mounted multi-fold paper towel dispensers at the Historic Courthouse in the restrooms and basement breakroom. The department has also installed wall mounted multi-fold paper towel dispensers at the Law and Justice Center in the Jury room restrooms and employee restrooms (secure areas). The department is continuing to work to standardize paper products to reduce operational costs.

- 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).

**June Report:** 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.

**July Update-** The department still continuing to have problems with the chilled water isolation valves for Chiller #2 and Cooling Tower #1. The department has followed the direction of the manufacture and has increased size of the supply voltage transformers and resized the wiring to the valves. The manager and maintenance mechanic Mike Duy are looking at other options to address these on-going problems with these valves. Customer support from Promotion Engineering has been very limited and at times very difficult to get in contact with anyone. The manager is concerned at this time we are throwing money at a problem with limited positive results. The manager will update on this on-going problem.

- 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 Report-** 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.

**July Update-** The department did receive a request by K-Com Technologies to come on-site to look at the fire alarm system but due to limited staff the manager had to postpone the work to the next available service date. The manager will update on this repair.

- 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 Report-** Replacement rope has been received but not installed due to weather conditions and work load within the department.

**July Update-** Repairs are still pending due to weather conditions and department work load.

- **June Report -** 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.

**July Update -** Due to continuing problems with a chilled water isolation valve on

**Chiller #2 this unit remains out of service. This chiller could be made operational if needed but at this time the department is focusing on resolving issues with the isolation valves. The manager did have an on-site visit with a representative from McQuay about possible future control options due on-going issues with Johnson Controls and also review of our current equipment. The manager will review with the committee next month about the meeting with McQuay.**

- **June Report** – 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, 1<sup>st</sup> floor back hallways, and 2<sup>nd</sup> 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.

**July Update- The manager has met with Gems Carpet Cleaning of Pontiac to review cost to clean high traffic areas of the Historic Courthouse. The cost to complete the eight areas reviewed was quoted at \$328.68. This project has not been schedule pending the manager's review of funds available.**

- **June Report** - 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.

**July Report- The department is currently using a group e-mail system set-up by the IT department for all departments except the Sheriff's department. Currently the system is working very well and seems to be just as effective as Facility Dude. The manager will implement the second phase of phasing out Facility Dude in the coming weeks by providing a group DMS address to the Safety Complex employees. The group DMS address will work very similar to the system in place for the other county departments. With the request that departments to reduce their budgets in 2016 this change in the way we receive work tickets will save the department \$1,800.00 per year.**