

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF AUGUST 3, 2015

Committee Chair Mike Ingles called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Weber, Bunting, Flott, Ritter

Absent: Arbogast, Weller

Also Present: Chairman Marty Fannin, County Board member Bill Mays, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist)

Ingles called for any additions or corrections to agenda. *Motion by Bunting, second by Flott to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

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

Executive Session – *Motion 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 6:04 p.m.

Regular Session resumed at 6:12 p.m.

Action Resulting from Executive Session – N/A

Maintenance Department Report – Carnahan reviewed his monthly department report with the Committee, a copy of which is attached to these minutes. Ingles stated that he is prepared to respond to the judges letter; the response being the Committee is committed to doing whatever they can do, within reason, to reduce the sound.

FY 2016 Capital Requests – Carnahan reviewed the FY 2016 capital requests with the Committee. Carnahan stated that recognizing the fiscal situation the county currently finds itself in, he has reduced his requests by approximately \$44,500. Carnahan reviewed the Committee requests as follows....

- Electric Heat (County Clerk Vault) \$6,000 – Remains
- C-Unit & D-Unit Camera Upgrades \$4,000 – Remains
- Asbestos Building Sampling \$15,000 – Remains

- Historic Courthouse Diffuser Upgrades \$2,600 - \$15,600 – Minimum of Committee Room and Zoning Office should be done – Remains
- Access Control for States Attorney \$5,919 – Consensus of the Committee is that this should be submitted as a low priority
- L&J Elevator/Stairway Cameras \$20,000 – Consensus of the Committee is that this should be submitted as a low priority
- Computer Upgrades \$2,800 – Removed
- Kitchen Floor Renovation \$36,985 – Removed, possible 2017 project
- Jail Booking Bathroom Floor \$5,809 – Removed, possible 2017 project
- Generator Monitoring Systems \$7,596 – Looking at lower cost options
- Zero Turn Commercial Mower \$10,000-\$12,000 – Removed
- Facilities Department Shop Tools \$5,000 – Removed
- Electrical Circuit Tracer \$2,000 – Remains
- Gas/Electric Utility Vehicle \$17,000 – Removed
- 4-Cycle Snow Blowers \$1,200 – Remains
- Carpet Cleaning Equipment \$3,500 – Removed
- High Speed Floor Buffer \$1,400 – Removed
- Vacuum Cleaner Upgrades \$800 - Removed

*Motion by Flott, second by Weber to forward the FY 2016 capital requests to the finance committee for consideration. **MOTION CARRIED WITH ALL AYES.***

FY 2016 Budget Requests – Carnahan reviewed his draft FY 2016 budget with the Committee. Discussion took place. Hartley questioned the items listed in the Life Safety Inspection & Maintenance line items, as to where those items had previously been paid from and where the appropriate adjustments were made. Carnahan stated that some of the items had not previously been done and therefore were additions, others were just added to the line item without adjustment. It was noted that adjustments would need to be made for those amounts. *Motion by Ritter, second by Weber to forward the draft budget to the finance committee for consideration after the discussed adjustments are made. **MOTION CARRIED WITH ALL AYES.***

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

Other Business – Carnahan reported that he had received a request from the Health Department to add an additional knox box to be placed further away from the building. Discussion took place. Consensus of the Committee was that the maintenance department can move the current knox box to the area requested or can install a new knox box; the purchase and expense of the new box shall be covered by the requesting department.

*Motion by Ritter, second by Bunting to adjourn. **MOTION CARRIED WITH ALL AYES.***
Meeting adjourned at 8:01 p.m..

Alina M. Hartley
Administrative Resource Specialist

NEW BUSINESS – The department is continuing to experience problems with the cooling system serving the Law and Justice Center and the Historic Courthouse. The department is working with Johnson Control technicians and engineers to resolve these ongoing control problems. The department had several brief cooling system shutdowns this month that caused some discomfort to the occupants of both facilities. The manager will continue to update the committee as repairs and problem solving continues.

NEW BUSINESS – The manager is working with Gary Gauger of Midwest Energy to resolve issues with our recently received electric bills from Direct Energy. The following are the items we are working to correct:

- All accounts are still being charged tax even though tax exempt forms have been submitted to both Direct Energy and ComEd. **Update – Gary Gauger of Midwest Energy has resubmitted tax exempt forms to both Direct Energy and ComEd. Any taxes charged/paid on our recently received invoices will likely be credited to the next month's invoices (once the exempt forms have been processed).**
- We are currently being billed for three small accounts that are not currently county own/occupied properties. **Update – Midwest Energy is assuming responsibility for this error and is working to get these accounts dropped from our contract.**
- We have several accounts that are showing previous balances that have already been paid. **Update – We have verified with ComEd that all of the questionable accounts are current. We are waiting for directions from Direct Energy on how to pay the recently received bills.**

NEW BUSINESS – The manager has reviewed our first invoice from CenterPoint Energy with Gary Gauger of Midwest Energy. CenterPoint Energy is our new natural gas supplier for the Safety Complex. At this time all billing information seems to be correct since our switch from Nicor to CenterPoint Energy this spring. After review of this billing cycle we saved a total of \$136.38. The manager will continue to update the committee of savings as we progress through our yearly contract.

NEW BUSINESS – The department is working with Xcell Mechanical of Mackinaw, IL to replace a defective Mitsubishi split air unit that serves the IT room at the Jail. The unit has repeatedly tripped out its circuit protection for several weeks that was likely caused by problems within the condenser unit. The cost to replace the entire system was quoted at \$4,999.00. Several attempts were made by technicians from BDI plumbing of Pontiac to repair the unit but they were unsuccessful. **Update – A new Daikin split-air unit was installed on the 7/31/2015 and its now is service.**

NEW BUSINESS – On July 29th the Pontiac Fire Department performed their annual inspection of the Health and Education building. During the inspection seven emergency lights throughout the facility were found not to be operating correctly. The manager is working on a plan of correction that will involve replacement/repair of the defective lights and regular inspections of these devices per NFPA code. The manager will also implement these inspections at the other county maintained facilities to assure emergency lighting systems are working as designed and inspected per code.

NEW BUSINESS – The Department recently completed a repair to a 2” water line in the basement of the Historic Courthouse. The repair was made by BDI Plumbing of Pontiac on the morning of July 17th. It was determined after the repair that the leak was caused by a defective solder joint. During the scheduled repair water was shut off to the building for several hours but water service was restored by 8:30am, thus not effecting daily operations to the facility. Pipe insulation work still needs to be completed by the facilities department.

NEW BUSINESS – The afternoon housekeeping staff is continuing to work to complete interior and exterior window cleaning at the Health and Education building. The project is being completed at the request of Health Staff at the facility. The project should be completed by the end of the month. Interior/exterior window cleaning will be performed at the Historic Courthouse in September.

NEW BUSINESS – The manager recently added a floor mat service at the Sheriff Department. The Facilities department is working with Cintas of Normal who is providing a monthly floor mat exchange service. Both the Sheriff office and the Facilities Manger looked at several options to protect carpeted areas from excessive wear and address any safety issues in tiled areas. It was determined that Cintas floor mat exchange service provided the best solution for the Sheriff Department. The annual cost for the service is \$1,366.00. The manager is looking at how Cintas services can be used at other county facilities.

NEW BUSINESS – The manager met with Dan Nelson of BAC the manufacture of the cooling towers on July 14th in regards to noise issues with the L & J cooling towers. After review by Dan Nelson it was determined no modifications can be made to our existing model of cooling towers. It was his determination that the noise being generated is air turbulence and not vibration being transmitted though the building structure. It his suggestion to follow the recommendations outlined in the sound study conducted by Dickensheets Associates.

OTHER PROJECTS STILL BEING COMPLETED

- Chiller/cooling tower isolation valve repairs
- Law and Justice Center door closer adjustments
- L & J holding cell key request
- Phone line/modem hook-up for L & J lighting controller
- L & J entrance vestibule insulation/cabinet heater project
- Historic Courthouse fire panel (open ground issue)
- Carpet cleaning Historic Courthouse
- Implementing DMS maintenance work request system (phasing out Facility Dude)