

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF OCTOBER 5, 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,

Absent: Arbogast, Ritter

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

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

The Committee reviewed the minutes of the September 9, 2015 meeting. *Motion by Bunting, second by Flott to approve the minutes of the September 9, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

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

Law & Justice Center Chiller Plant Controls – Carnahan reported that there has been a history of problems with the Johnson Controls system. Carnahan stated that the repair work began in March of this year. Carnahan stated that he spent a lot of hours trying to get the system to work properly and didn't feel like he was getting the level of support he needed from Johnson Controls. Carnahan stated that Johnson Controls continued to indicate that the issues were with other equipment, all of which were ruled out. Carnahan reported that Johnson Controls also failed to complete the preventative maintenance as outlined within the agreement. Carnahan stated that finally Johnson Controls sent a technician from Missouri to fix the problem. Carnahan stated that the MO tech was able to identify numerous issues within the first two hours of being on site. Carnahan reported that when the MO tech was on site Johnson Controls also sent two additional techs, but they were not qualified to fix the issue. Carnahan stated that he did feel the MO tech was able to get the system back on track. Carnahan reported that there are still ongoing issues with the server possibly not being sized correctly, however, he was not informed of that when the new software upgrade was installed. Carnahan stated that he received the first billing for service through July at \$6,289.80. Carnahan stated that billing for the MO tech and the two additional technicians came in at \$17,687.80. Carnahan stated that he and Ingles met with Johnson Controls to discuss the ongoing issues and the billing. Carnahan stated that he didn't feel it was appropriate to be billed for work that did not fix the problem, or for technicians to be onsite that were not capable of correcting the issues. Carnahan stated that he has been able to negotiate the bill down to \$14,824. Carnahan further reported that he does not have these

funds available within his budget. Discussion took place. *Motion by Bunting, second by Weller to table the issue and request that representatives from Johnson Controls attend the next meeting to discuss the issue in person.* **MOTION CARRIED WITH ALL AYES.**

LJC Vestibule Insulation – Carnahan stated that he had originally planning to complete the insulation of the vestibule area out of the beautification line item and/or from the capital funds for the lawn mower that was not purchased. Carnahan estimated that cost at approximately \$3,000. *Motion by Bunting, second by Weber to authorize payment from the Pontiac Host Agreement used in replacement of the lawn mower.* **MOTION CARRIED WITH ALL AYES.**

Purchase & Installation of Valve Actuators – Carnahan reported that there are two actuators that he felt needed to be replaced. Carnahan stated that the replacement and installation will not exceed \$7,000. Carnahan stated that he is hoping that the replacement of the actuators will reduce the amount of water and sewer expenses. Discussion took place. *Motion by Weller, second by Bunting to authorize the payment of the replacement of the valve actuators from the beautification line item.* **MOTION CARRIED WITH ALL AYES.**

Courtroom Insulation Estimate – Discussion took place regarding the possibility of the maintenance department adding insulation to the ceiling of the courtrooms and jury assembly room. Issues with protection of the room, as well as access to the ceiling were discussed. Consensus of the Committee was to continue discussion at next month's meeting.

Executive Session – N/A

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 AYES.**

Motion by Flott, second by Bunting to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 8:04 p.m..

Alina M. Hartley
Administrative Resource Specialist

New Business – The Kewanee steam boiler at the Health and Education building was serviced by Xcell Mechanical of Mackinaw on 10/21/2015. No problems were found with the boiler during the service. Steam traps and other supported equipment will be reviewed for proper operation during the heating season.

New Business – The department is working to replace a climate control air compressor at the Health and Education building that failed this month. The Quincy air compressor controls pneumatic thermostats at the facility used for heating systems. The air compressor was determined not to be repairable do to replacement parts being obsolete. It was the view point of the manager and Professional Motor Repair of Bloomington that lack of maintenance to the unit caused the failure. **The cost to replace the unit is estimated at \$2589.50 to \$3754.50.** This unit will need to be replaced before the start of heating operations at the facility.

New Business - The department has completed renovations for IHR to convert three unused offices (C12, C13, & C14) into a single storage room. The department will work with IHR staff in the coming month to move several filing cabinets from room C7 on the first floor to the new space in the basement.

New Business – The manager worked with afternoon custodian Joe Boitnott on the evenings of September 28th & 29th to strip and wax floors at the Health and Education building. The main lobby floor and the back connecting hallway at the Health Department were refinished. The cost of the project was estimated at under \$300.00. The completed project will allow easier maintenance of these floors and a more pleasant appearance to the visitors of the facility. The department has received very positive feedback with the completion of this project. Other smaller areas (bathrooms, offices, etc.) will be completed this month during regular business hours by afternoon custodians.

September Report - *The fire panel system at the Health and Education was inspected by Seico Security of Pekin, IL on 8/27/2015. The only problems found were several batteries past due for replacement. The batteries will be installed by the maintenance department once they are received.* **Project Update – Batteries on the DMP/Fire Lite fire panels were replaced on 9/10/2015 by maintenance staff.**

September Report – *Manager is continuing to review/address cleaning issue complaints at the Health and Education Building. The manager continues to observe many changes that need to be made to bring our cleaning and maintenance of the facility to an acceptable level. The manager will continue to update as changes are made.*

Update – **The manager is continuing to review and address cleaning issues at the Health and Education building. The manager has changed staffing at the facility and reviewed cleaning procedures with staff. Other maintenance related issues (painting, improvements to restrooms, replacement of dated toilet seats, etc.) are also been address which should resolve ongoing complaints.**

New Business – The department has recently completed painting the south exterior siding of the IHR building. The project cost was estimated at under \$500.00 to complete. Other smaller areas of the buildings exterior will also be repainted this fall as time permits.

New Business – The department is working to relocate the Knox box located at the Health and Education building. The box will be relocated from its current location at the Health Department main entrance to somewhere near Torrance Avenue. The box is being moved due to security concerns. The facilities department will provide and install a new mounting structure for the Knox box. This project should be completed by the end of October.

New Business – Sprinkler System inspections/testing was completed at the Law & Justice Center, Historic Courthouse, and the Safety Complex on September 28th. No problems were found during the annual testing. Testing was performed by Automatic Fire Sprinkler of Bloomington.

New Business – Annual Fire Extinguisher testing was completed at the Law and Justice Center on September 22nd. No problems were found during this annual inspection.

New Business - The manager purchased a new 5lb Halatron fire extinguisher for the Historic Courthouse IT room. An identical extinguisher was added to the IT at the Law & Justice Center earlier this year at the recommendation of Travelers Insurance. The cost for the extinguisher was \$185.95. The manager will review weather to add Halatron extinguishers to the IT rooms at the Safety Complex.

New Business – The department is continuing to have longevity issues with security cameras at the Law and Justice Center. The Facilities Department is now working closely with the IT Department to better manage repairs and replacement of our current security cameras. The manager will update on these ongoing issues.

September Report – *The Manager is working to reduce our Elevator Service Agreement costs at the Historic Courthouse. Our five year contract with the current contractor ended in 2012 and we are currently operating on a year to year agreement. The manager has received a competitive quote from a competitor that would significantly reduce our annual elevator maintenance cost. The manager is also working with our current elevator contractor to determine if they can offer the same or additional savings. The manager will update on this project.* **Project**

Update - **The manager has renewed our current Elevator Service Agreement for the Historic Courthouse. The Service Agreement was renewed with Otis Elevator Company. The renewed agreement will proved a savings of up to \$1,400.00 per year.**

September Report - *The manager is reviewing a potential cost savings by using a boiler service agreement to maintain the county's seven boiler units. The manager has received a quote from Xcell Mechanical of Mackinaw, IL for \$3,170.00 for semi-annual service of our seven boiler units.* **Update** – **The manager has agreed to a one year boiler service agreement with Xcell Mechanical of Mackinaw for all of the county's seven boiler units. The service agreement will provided cost savings to servicing our boiler unit's semi-annual. The agreement will also benefit with scheduling, better preventative maintenance, and minimize parts inventory by the county.**

New Business – The department has recently made repairs to several light fixtures at the Historic Courthouse located in the first floor lobby. It was determined that several ballasts failed causing the emergency lighting in several fixtures not to work when the building lighting went into unoccupied mode. All emergency lighting fixtures are still being reviewed to assure they are working as designed.

New Business - The department has recently added additional electrical outlets to an office in the Supervisor of Assessments at the Historic Courthouse. The addition of these electric outlets has eliminated several (many) electrical cords and power strips, thus eliminating electrical hazards.

September Report – *“Problems were also noted on the Law and Justice Center boiler system. Several holes are appearing in the horizontal boiler flue pipes in the boiler room. It appears that the holes are being caused by flue gas condensation (acid). The manager is reviewing the problem to make sure the installation and the proper piping was used during installation. The manager will update on the L&J flue pipe problem.”* **Project Update** –

After consulting with Mark Chilton of Xcell Mechanical it was determined that Metal-Fab the manufacture of our boiler flue pipe has had some issues with condensation leaks at flue pipe joints. Leaks mainly occurred on horizontal flue pipe installations. Metal-Fab has since redesigned the jointing process/design of their flue pipe which has resolved this problem. Metal-Fab has agreed to provide at no cost the replacement components needed to make repairs to our horizontal boiler piping at the Law & Justice Center. We will still need the services of Xcell Mechanical to make the needed repairs. The cost for this project was estimated at \$1,140.00 (not to exceed).

September Report – On 8/31/2015 and 9/1/2015 the department worked with technicians from Johnson Controls to resolve ongoing issues with the Building Management System for the Law and Justice Center/Historic Courthouse. It is the opinion of the manager that many issues were resolved during these recent service visits but many more issues still need to be resolved. The manager will update as repairs continue. **Project Update** – **The manager and Mike Ingels have met with representatives from Johnson Controls regarding the most recent service visits and service issues through the spring-summer of 2015. At this time it's the view point of the manager that most the control problems related to the cooling system have been resolved. The manager did express his dissatisfaction with the level of service Livingston County has received since our signed service agreement in March of 2015 to the representatives from Johnson Controls.**

September Report - It's the view point of the manager that the troubled isolation valve actuators on Cooling Tower#1 and Chiller#2 need to be replaced. The manager feels that the extended period of time that the valve actuators were operated with undersized transformers and wiring caused damage to the motors. It would be much more cost effective to replace the current actuators than to repair the current units. The cost to replace each actuator is estimated at \$3500.00 each. Until these valves are replaced we will continue operate inefficiently with higher than normal water and electrical usage. **Project Update** - **The manager has ordered and received both replacement actuators for Cooling Tower #1 and Chiller #2. The manager feels it's important to complete these repairs while the facilities cooling system is still operational this season, thus assuring system components are tested and trouble free at the start of the 2016 cooling season. Xcell Mechanical of Mackinaw will assist the department replacing the actuator on Chiller #2 due to the awkward location and weight of the current actuator. The cost of the project will not exceed \$7000.00. Once both actuators are replaced the department can begin replacement and adjustment of the cooling system sump tank, thus reducing water consumption at the Law & Justice Center during cooling operations.** **May Report**- The department has been experiencing problems with several electric isolation valves at the Law and Justice Center. The valves are manufactured by Promotion 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 isolation 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 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 Report**- 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.

New Business – The manager has met with the Conrad Company of Bloomington to complete the installation of the new cabinet heater in the vestibule of the Law and Justice Center. Altercations are being made to the purchased cabinet heater to assure that the heater looks uniform once installed and the unit will also be power coated to match the existing radiant heaters. Plumbing/flow balancing will be performed by Mid-Illinois Mechanical of Bloomington and electrical will be complete by the Facilities department. The project will be complete by the end of October.

New Business - The manager would like to add a floor mat exchange service to Law and Justice Center, Historic Courthouse, and Health and Education Building. We are currently using this service at the Public Safety Complex with no problems since implemented in June. The service is provided by Cintas of Normal, Il at a cost that would vary per each building needs. The service would provide floor mats and monthly exchange services. The manager feels that have the floor mats cleaned regular will reduce wear and maintenance to the facilities floors.