

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JANUARY 4, 2016

Committee Vice-Chair Stan Weber called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Weber, Arbogast, Bunting, Flott,

Absent: Ingles, Ritter, Weller

Also Present: Chairman Marty Fannin, County Board Member Carolyn Gerwin. Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist), Jon Sear (Network & Computer Systems Administrator), Linda Daniels (Human Resource Specialist), Jail Superintendent Bill Cox, Asst. Superintendent Stu Inman

Weber requested that the agenda be amended to add item d. Use of Courthouse Grounds and e. Livingston Manor. Flott then requested the agenda be reordered to move item 5a to before item 2. *Motion by Flott, second by Arbogast to add items 2d and 3e and reorder the agenda to move Executive Session to before Business to Come before the Committee. MOTION CARRIED WITH ALL AYES.*

Weber then called for any additional changes to the agenda with none being requested. *Motion by Flott, second by Arbogast to approve the agenda as amended. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the January 4, 2016 meeting. *Motion by Flott, second by Arbogast to approve the minutes of the January 4, 2015 meeting as presented. MOTION CARRIED WITH ALL AYES.*

**Executive Session** – *Motion by Flott, second by Bunting to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) – Personnel Matters. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

Executive Session began at 6:02 p.m.

Regular Session resumed at 7:26 p.m.

**Action Resulting from Executive Session** – *Motion by Flott, second by Arbogast to stay on course for splitting the department, with regret. MOTION CARRIED ON ROLL CALL VOTE.* All voted Aye; none Nay.

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

**H&E Building Improvement** – Carnahan stated that because of the shortage in housekeeping he has been at the H&E building quite a bit lately. Carnahan stated that the carpets are in need of replacement throughout the building. Carnahan requested that funds allocated for the H&E Building be used for the replacement of carpets in the hallways (estimated at \$10,000) and the 2<sup>nd</sup> floor (estimated at \$13,000). Carnahan further requested authorization to pursue getting an estimate for a permanent generator for the building. Discussion took place. Consensus of the Committee was that Carnahan should pursue the generator replacement. *Motion by Bunting, second by Flott to authorize an expenditure, not to exceed \$20,000, for the replacement of carpeting.* **MOTION CARRIED WITH ALL AYES.**

**Historic Courthouse – Building Management** – Carnahan stated that he felt strongly that if the department is split something would need to be done with the controls. Carnahan stated that he received an estimate from Xcell Mechanical, in the amount of \$49,000, to replace the controls for the historic courthouse. Carnahan stated that he also received budgeted numbers from Seemans, which came in at \$125,000, and Johnson Controls who was unsure of how to address the issue. Consensus of the Committee was to continue to explore separating the controls for the building and funding through the finance committee.

**Use of Courthouse Grounds** – Hartley stated that she had received a request from the Children’s Advocacy Center for use of the Courthouse Grounds for their 2016 “We Exist” campaign. Hartley stated the group is requested to place a 4x4 tent style sign, as well as, 400 pinwheels. Discussion took place regarding the county’s ability to maneuver around the pinwheels to complete mowing and yard cleanup. It was suggested that the north side of the building be utilized and that the flower beds be used for the pinwheels. Consensus of the Committee was that this would be acceptable.

**Livingston Manor** – Hartley reported that she was advised that the Good Samaritan building is nearing completion, so Livingston Manor will be turned back over to the County within the next 30 to 120 days. Hartley stated that the Committee will need to begin thinking about what they would like to do with the building. Flott questioned whether the state would be interested in the building for mental health units as federally mandated. Fannin will make contact to determine interest.

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

*Motion by Flott, second by Arbogast to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 8:18 p.m..

**December 2015 Report** – The department in late October began making adjustments to the float system on the condenser water holding tanks at the Law and Justice Center to eliminate excessive water usage at the facility during the cooling season. Our attempts have been marginal, yet informative. It's the view point of the manager that we need to look at more advanced water level control system. The current system uses mechanical floats to control the water level of the holding tanks that are very difficult to adjust due to the design and operation of the system. Based on a review of the water bills for this facilities it appears that condenser water system has likely always used excessive water due to the difficulty to properly adjust the float system. It the view point of the manager that we are likely paying as much as 50% more for water/sewer fees for the facility during the operation of the chiller plant. The manager has consulted with Systems Dynamics of Scottsdale, Arizona regarding a solution to our problem. The solution would be to install an electronic water level control system. This system would be a stand-alone system (not controlled by building management) that would be installed in both condenser water tanks. The system would control two electric solenoid valves that would add make-up water to the tanks as needed. The system would also have high/low water level alarms that would notify staff of water level issues. Currently the condensers tanks are monitored by the building management system for high and low water levels, but the manager recently determined that these alarm point were never set-up for proper operation. The cost upgrade our current mechanical water level control system to an electronic system is \$3300.00-\$4000.00. Once completed the manager expects our water/sewer costs to be reduced likely \$6000.00 (50%) per year.

**January Report** – The manager has purchased an electronic water control system from Systems Dynamics of Scottsdale, Arizona. After several days of testing it was determined by the manager that only one system would be necessary **at this time** to control the water level of our two condenser water tanks located in the Law and Justice Center basement mechanical room. This will reduce the overall project cost and simplify the setup/operation of the new system. The installation of the new system is pending at this time. The new project cost is estimated at \$2500.00-\$2800.00.

**Project Update** – The new electronic water level control system installation is completed. The new system will need to be monitored during start-up of the chiller plant this spring. The manager is confident that this new system will be beneficial in reducing water and sewer fees for the Law and Justice Center.

**New Business** – The manager worked with Johnson Controls technician Jeff Winkelman of St.Louis, Mo on 1/29/2016 to complete preventative maintenance & System problems on the Building Management System. List below items that were addressed:

- CFM set-points were adjusted at the Historic Courthouse in select areas to help warm spaces more efficiency.
- Heat pumps and Chilled water pumps at both the Law and Justice Center were put on a rotation schedule to provide equal run time of redundant pumping systems.
- Sequence of Operation of the Historic Courthouse and the Law and Justice Center boiler systems were reviewed.
- Several alarm set-points at the Historic Courthouse and the Law and Justice Center were reviewed and adjusted to minimize nuisance alarms.
- Unoccupied & Occupied schedules were developed for radiators and cabinet heaters at the Historic Courthouse. These schedules will help with energy savings at the facility.
- All air handling units at the Historic Courthouse were re-tuned to provide a more consistent discharge temperature and also minimize nuisance trips during cold temperature days.
- Unoccupied & Occupied schedules were developed for radiators and cabinet heaters at the Law and Justice Center. These schedules will help with energy savings at the facility.
- Control of a VAV heating valve in the chambers of Judge Fellheimer was reviewed. Problems with this heating valve caused excessive heating of the Judge's Chamber.
- Several offline controllers were reset or replaced at the Law and Justice Center.
- The dedicated outside air damper on AHU #2 was repaired. A lose wire connection caused the damper to be inoperable for several months.
- The sequence of operations for the cooling towers has been changed to minimize noise in the courtrooms and also allow the cooling tower operate more consistent during cooling operations. These adjustments are now easily adjustable by the operator.

The manager also met with Johnson Control Account Manager Alan Biagini in regards service and system problems several times this month. The manager of the Johnson Control BMS will need to address these problems prior to entering the second year of the in-place service contract.

**December 2015 Report** – *In efforts to address continuing housekeeping issues at Health Department the manager has put in place a cell phone for the Housekeeping staff at this facility. An email was sent to the department heads at the facility with instructions for contacting the on-site Housekeeping staff. This new means of communication will allow the employees at this facility to contact Housekeeping regarding cleaning issues from the hours of 5:00am to 4:30pm M-F. The voicemail has also been set-up to prevent missed requests.*

**January Report** - *Currently the Health and Education building is without a full time custodian due to disciplinary action taken by the manager. At this time housekeeping operations are being maintained but are not ideal for level service required for the facility. The manager is currently reviewing several options to restore housekeeping services at the Health and Education building to an appropriate level. The manager temporarily increased the hours of the part time afternoon custodians from 18 hours per week to 29 hours per week to offset the vacant position. The manager is also assisting with daily cleaning operations during the early morning hours until a final solution to the problem is made. Current departmental issues could further affect housekeeping operations.*

**Update** – **Housekeeping issues continue at the Health and Education Building, but they have been reduced by moving a majority of the cleaning operations to a 2<sup>nd</sup> shift position.**

**December 2015 Report** – *The manager is currently working with LaForce and Assa Abloy (Norton) to address door closer adjustment issues at the Law and Justice Center. The manager met with Ray Benoit of La Force and Glen Hane of Assa Abloy (Norton) on November the 4<sup>th</sup> to discuss adjustment issues with the installed closers. It was determined that the best plan would be to have Glen Hane of Assa Abloy (Norton) to do an assessment of all of the door closers at the Law and Justice Center. Mr. Hane would take each closer back original factory settings and then field adjust the closers to less than 5lb (push/pull) meeting ADA requirements. All closers unable to be field adjusted by Mr. Hane would be replaced by Assa Abloy (Norton). The manager informed both company representatives that he would like the project to be completed by the end of December 2015. There will be no cost to the county for field adjustment services or any needed closer replacements.*

**January Report** - *On December 14<sup>th</sup> ASSA ABLOY changed our factory contact from the North Central Branch to the Missouri/Indiana Branch. Our new technician overseeing our door closer project is now Steve Gavaza. Mr. Gavaza arrived on-site December 22<sup>nd</sup> and worked with the Facilities Department assessing the worst of our troubled doors. After diagnosing several doors it was determined that in some locations the door/hardware maybe the root of the problem and not the closers. These additional problems found have a delayed the completion of this project. The manager will continue to work diligently with the company representatives involved to get this ongoing ADA issue corrected in a timely matter. Current departmental issues may also affect the completion time of this project.*

**Project Update** - **Recent departmental issues have delayed this project from being completed.**

**The department will need to complete a new door assessment to move forward with the repairs.**

**January Report** – *On December 28<sup>th</sup> & 29<sup>th</sup> several extended power outages uncovered problems with the emergency power inverter located at the Historic Courthouse. The department is currently working with the manufacture Controlled Power Company of Troy, Michigan to diagnose why the emergency power inverter failed on Dec. 28<sup>th</sup> and 29<sup>th</sup>. It appears at this time that the unit functioned for 10 -15 minutes before it became nonoperational. The manager feels that monthly load testing and monthly inspections of the unit could have minimize such a failure. Earlier in the year the unit was found in “bypass mode” preventing it from working during a scheduled power outage while the building was unoccupied. A preventative maintenance & training visit was budgeted for 2016 and is currently being scheduled along with repairs to the unit. This repair will be updated by the manager when services are completed.*

**Project Update** – **The department worked with Controlled Power Company of Troy, Michigan on 1/8/2016 to complete repairs and preventative maintenance work on the power inverter at the Historic Courthouse. It was determined that the unit was likely not factory started when installed which is required by the manufacture after installation, thus causing performance issues. Some installation issues were also found to be questionable. The unit will need to be tested and inspected monthly by the maintenance department to assure proper operation should the unit be needed.**

**New Business** – The manager is working with the Jail Superintendents to make repairs to a commercial washing machine at the Safety Complex in the jail laundry room. One of the three 10-12 year old UniMac washing machines will need the drive bearings replaced. The Repairs will be completed by CustomCare Equipment of Peoria Heights, Il at an estimated cost of 1,600-\$3,700.

**New Business** – Fire alarm system testing was completed at the Historic Courthouse and the Law and Justice Center on January 13<sup>th</sup> & 14<sup>th</sup> by K-Com Technologies of Peoria, Il. No problems were found during the 2016 annual inspection of both facilities.

**New Business** – The department experienced problems with the several detention doors located off the sally port on 1/15/2016 at the Law and Justice Center. Lack of in-stock replacement parts slowed repair efforts, but the doors were repaired the same day. It appeared the doors had been repaired before for similar problems. The manager has requested the department's maintenance mechanic order two lock mechanisms and other misc. hardware for stock. Stocking such detention hardware will be costly but this should reduce down time during repairs and also assist with preventative maintenance of these door units.

**New Business** – On 1/19/2016 the manager received a complaint regarding brownish-reddish water in the first floor restrooms at the Law and Justice Center. The manager asked American Water take water samples to determine if any water quality issues were present. No problems were found after the samples were tested.