

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF DECEMBER 7, 2015

Committee Vice-Chair Stan Weber called the meeting to order at 6:04 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Weber, Arbogast (arrived at 6:07 p.m.), Flott, Ritter, Weller
Absent: Ingles, Bunting
Also Present: Alina Hartley (Administrative Resource Specialist),
Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist),

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

The Committee reviewed the minutes of the November 2, 2015 meeting. *Motion by Ritter, second by Flott to approve the minutes of the November 2, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Monthly Department Report – Chad Carnahan reviewed the monthly department report with the Committee, a copy of which is attached to these minutes. Discussion took place regarding the water treatment services for 2016, as well as, the upgrade of the mechanical water level control system to an electronic system. There was no objection raised to Carnahan proceeding as recommended.

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

Executive Session – *Motion by Flott, second by Arbogast 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 7:03 p.m..
Regular Session resumed at 7:36 p.m..

Action Resulting from Executive Session – *Motion by Ritter, second by Arbogast to concur with the disciplinary action as recommended by Carnahan pending attorney consultation and approval.* **MOTION CARRIED WITH ALL AYES.**

Motion by Flott, second by Arbogast to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:37 p.m..

Alina M. Hartley, Administrative Resource Specialist

Project Update – The Law and Justice Center vestibule heating project was completed this month. All steps taken appear to have resolved our cold air drafting issue that resulting in vestibule sprinkler line freezing a few years ago. The manager has reviewed temperatures trends in the area and it appears the space is stay more positive and is maintaining its temperature set point. The total project cost was about \$8,000.00.

Project Update – Shortly after the manager's employment with Livingston County it was his view point that the custodian supplies needed to be standardized and supply costs reviewed. At the time the manager felt we could reduce costs by 30-40%. At this time the manager feels we have accomplished this goal. All supplies have been standardized and supplies costs have been greatly reduced. A bulk supply purchase was made in mid-November that should supply most all products needed until October-November of 2016 as a result of these efforts. The manager will continue to work with suppliers to get the best pricing available but still maintain quality products.

New Business – Due to budget reductions for 2016 the Facility's Department reduced its Housekeeping staff by one employee. The manager is confident that daily operations can be maintained with the recent staff reduction. The manager will continue to work to stream line housekeeping operations to assure that daily tasks are completed and in the most efficient/cost effective manner. Additional reductions to the Facilities Department are likely for the 2015-2016.

New Business – 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 and Housekeeping requests from the hours of 5:00am to 4:30pm M-F. The voicemail has also been set-up to prevent missed requests.

New Business – Also in efforts to simplify contacting the maintenance department after-hours and also to assist with cross training of maintenance employees at different facilities the manager has put in place an after-hour maintenance phone. The phone will be used for emergency and general maintenance calls. This will reduce the number of contact numbers needed by others to contact the Facilities Department in a time of need and assure that someone be able response in a timely matter. Currently at this time the phone rotation is being handled by the maintenance staff. The managers will continue to follow policy and approve all overtime and call-ins.

New Business - In efforts to reduce electricity/maintenance costs the department will be replacing the four 1000 watt metal halide lights fixtures used to light the Historic Courthouse clock towers. The current units will be replaced with four 300w led fixtures and two additional 26 watt led flood lights will be added to the base of the flag pole on the tower. The monthly energy savings is estimated at about 60-70% based on our current operating times. Additional savings could come from reducing the lighting operations on the clock towers by several hours. The manager would suggest lighting the clock towers from dusk to midnight or 1-2am. The reduction in operating times will reduce energy usage and fixture longevity. The additional 26 watt flood lights being added courthouse flag will allow for the required dusk to dawn lighting of the flag. Pink lens were also purchased for the new led fixtures that will be used during the month of October. The manager is also looking into energy efficient programs that could offset the cost of the project. The cost of the project is estimated at \$6000.00.

New Business – The manager is currently reviewing proposals for water treatment testing for the cooling/heating systems at our facilities. Currently we have an agreement due to expire with Hydro Management Systems that only covers testing for our cooling/heating systems at the Law

and Justice Center at a cost of \$2700.00 for six visits annually. The manager has recently received a proposal from Butler Chemical in Schaumburg, IL to perform testing for Health Department heating system, the Safety Complex heating/cooling systems, the Historic Courthouse heating/cooling systems and the Law and Justice Center heating/cooling systems at a cost of \$2250.00 for nine visits annually. To use Butler Chemical we would need to use a chemical treatment system for the Law and Justice Center cooling towers (condenser water treatment). Currently we use a Dolphin Water Care system that is chemical less, but uses considerable more domestic water to maintain appropriate water conditions. The Dolphin Water Care System also requires a chemical cleaning that is “as needed” but likely every 2-3 years at a cost of up to \$3000.00. It’s the view point of the manager that switching from the Dolphin Water Care System to a chemical system may be a better alternative in both efficiency and longevity of our condenser water system. Switching could lower our LEADS credits but likely not significantly. Also switching to a chemical system we would absorb some start-up costs in purchasing treatment chemicals. Butler chemical has agreed to supply the needed chemical pump(s) and system set-up for the first year. After the first if we are satisfied with his services we would need to purchase our own chemical pump(s) (under \$1000.00 investment). The manager would like direction from the Committee on how to proceed for water treatment services for 2016.

New Business – 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.

Project Update – 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 4th 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.

New Business – The manager is currently working to update project quotes for installing a secondary heating system in the County Clerk vault. As reviewed last year the current split air unit (heat/cooling unit) that serves the space is not able to maintain an acceptable space temperature during extremely cold conditions. The proposed project would involve in installing two electrical fan forced heaters in both the lower and upper level of the vault. This new system will likely be the primary heating for the vault during the winter months and the split unit would only be used for cooling operations. The installation of this secondary heating system should also help with the dehumidification of the lower vault space. The project was budgeted at \$6000.00

New Business – The manger is also currently updating project quotes for making improvements to air diffusers in varies office spaces throughout the Historic Courthouse. The project would consist of replacing existing heating/cooling diffusers located in the ceiling and installing linear diffusers in the ceiling above the windows in the spaces. This improvement will provide a sweeping effect across the windows, thus tempering cold drafts. The diffuser improvements will also help push air down in spaces with higher than normal ceiling. The project was budgeted at \$15,600.00.

Project Update - The manager has attached a list of problems, questions and concerns that need to be reviewed by Johnson Controls technicians during their next PM visit. Please see attached.