

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF MARCH 7, 2016

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, Weber, Arbogast, Bunting, Flott, Weller

Absent: Ritter

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist), Jon Sear (Network & Computer Systems Administrator), Treasurer Barb Sear, Jail Superintendent Bill Cox,

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

The Committee reviewed the minutes of the February 1, 2016 meeting. Ingles noted that the date had been changed from January 4<sup>th</sup> to February 1<sup>st</sup>. *Motion by Bunting, second by Flott to approve the minutes of the February 1, 2016 meeting as amended.* **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. Carnahan reported that as directed he obtained quotes for the installation of a stand-by generator for the H&E Building. Carnahan stated that the project is estimated at \$10,000. Ingles questioned whether the generator could be moved if the departments moved into another building, with the response being yes. Discussion took place. *Motion by Weller, second by Bunting to proceed with the purchase and installation of a new generator for the H&E Building.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Carnahan stated that he received a final proposal from Butler Chemical Company to change the Dolphin system to a chemical system. Carnahan stated that he would be contracting with Butler to complete the chemical treatments at the Historic Courthouse, H&E and Public Safety Complex as well with an annual combined cost of \$6,375. Carnahan stated that he felt the longevity of the chemical system would be better in his opinion. Carnahan warned that once the Dolphin system is switched, it will not be easy to switch back. It was questioned as to whether there would be sufficient funds within the budget to complete the switch. Carnahan responded that he felt that it would be tight, but that it was possible. Carnahan stated that the water should be reduced significantly and should offset the initial cost. *Motion by Weber, second by Weller to allow Carnahan to purchase and proceed with the chemical system.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Carnahan reported issues with the panels that had been added to the cooling panels to reduce the noise in the courtroom. Carnahan stated that he felt that the panels were having a negative effect in that they cause the cooling towers to circulate hot air making them work harder. Carnahan recommended that the panels be removed as soon as possible. Carnahan stated that he did not foresee any increase in sound to the courtrooms by removing the panels. Consensus of the Committee was to remove the panels. Carnahan will report back on the results of doing so.

Ingles reported that he, Carnahan & Weber visited Livingston Manor to review the condition of the building. Ingles suggested that an RFP be released to see if there is anyone interested in purchasing the building. Should there be no interest, Ingles suggest that the County proceed as soon as possible with demolition. Discussion also took place on the remaining equipment that will be left in the building. Consensus of the Committee was to release the RFP for the sale of the building as soon as possible.

**Memorandum of Understanding – Maintenance Department** – Ingles reported that he, Fannin, Hartley, Carnahan and Daniels had met with Chief Dutko, Superintendent Cox, and Assist. Sup. Inman, regarding a collective effort to find an alternative to splitting the maintenance department. Ingles stated that there were various drafts circulated back and forth, the final draft being presented for consideration tonight. Ingles stated that it is clear that we are at a point where we need to do something. Fannin stated that what is before you is what they felt could be agreed upon. Ingles questioned what was meant by the term “report”. Cox stated that the intent is to communicate; no more than what Carnahan is doing now. Cox stated that they were just looking for a good line of communication. Fannin stated that according to Wikipedia the definition of report is to relate details of an event or incident, to recount or describe. A lengthy discussion took place regarding bullet point number 5. Cox stated that there is a concern on the part of the Sheriff that employees not be moved on a long term basis. Cox stated that there is not a concern regarding day to day assignments. *Motion by Weller, second by Bunting to move to the full board as presented without recommendation.* **MOTION FAILED ON ROLL CALL VOTE.** Ayes: Weber, Weller; Nays: Ingles, Arbogast, Flott; Abstain: Bunting.

Further discussion took place regarding concerns such as possible timing issues with selecting the third party. Some individuals felt that the third party should be named in the agreement. Cox stated that he understands the fears that are realized by both parties, but that he felt strongly that if everyone works together we can work through any issues that may arise. Carnahan stated that he didn't feel that the agreement would work, but stated that he would commit to following the direction given. Ingles stated that he would agree to recommend if bullet point five was removed. *Motion by Bunting, second by Arbogast to strongly recommend that bullet point number five be stricken, and forward to the full board with no recommendation.* **MOTION CARRIED ON ROLL CALL VOTE.** Ayes: Ingles, Arbogast, Bunting, Flott; Nays: Weller  
The Committee agreed to meet prior to the board meeting, should the Sheriff, Jail & License Committee recommend any changes to the agreement.

**Resolution Outlining Separation of Maintenance Department into two Units** – As discussed at last month's meeting. Resolution will be placed on County Board agenda in case the Memorandum of Understanding is not approved.

**Historic Courthouse – Building Management – N/A**

**Executive Session – N/A**

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Weller, second by Bunting 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 8:35 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

### **New Business –**

The manager worked with Johnson Control technician Jeff Winkelman of St.Louis, Mo on 2/29/2016 to complete preventative maintenance services & resolve system problems which were outline by the manager for our BAS (Building Automation System). List below items are items that were addressed:

1. The sequence of operation has been changed on the cooling towers for the Law and Justice Center. The new sequence was developed by the Facilities Manager and Johnson Control technician Jeff Winkelman of St. Louis, Mo. This new sequence of operation is expected to greatly reduce the ongoing noise issues that have plagued the Law and Justice Center since it's opening in 2012. The new sequence:
  - a. The cooling towers will start in "parallel" immediately after the chiller plant is enabled at 55-57 degrees (adjustable).
  - b. The cooling tower fans will start/run at minimum speed and will modulate no higher than 50% unless the condenser water temperature exceeds 77 degrees.
  - c. If the condenser water exceeds 77 degrees the tower fans will increase/decrease modulate (in parallel) at a rate 2% (adjustable) per minute to return condenser water temperature to below 77 degrees were the tower fans will return to 50% modulation.
2. The sequence of operation of the Dedicated Outside Air unit (DOAU-1) at the Law and Justice Center was reviewed and following changes were implemented:
  - a. The building air pressure set-point was re-addressed to read the correct building pressure, thus allowing the supply and relief fan to modulate correctly.
  - b. The modulation rate was adjusted on the unit's preheat valve to allow the unit to maintain a consistent discharge temperature of 55 degrees as required.
3. The air units at the Law and Justice Center were re-tuned to provide a more consistent discharge temperature and also minimize nuisance trips during temperatures below 45 degrees.
4. Alarm notifications have been set-up to the department's email address. The department will now receive e-mails (or texts) regarding boiler alarms, chiller alarms and other critical equipment/system failures.
5. An unoccupied schedule was created for the chiller plant to allow us to delay/prevent the enabling of the cooling system on weekends and holidays. This could provide a considerable energy savings for both electricity and water.
6. A reset schedule was added to the air units at the Law and Justice Center and the Historic Courthouse. This reset schedule will allow better heating control and possible energy savings at both facilities.

### **New Business –**

The manager determined that the boiler reset scheduled for the Historic Courthouse were not adjusted correctly, thus causing inconsistent building temperatures during heating seasons and possibly cooling seasons. The improper adjustment of this reset schedule also likely contributed to the short cycling of the facility's boilers and excessive boiler noise heard in the County Clerk's Office areas. The manager has re-adjusted set-points on the boiler reset schedule and will make further adjustments as needed.

### **Project Update –**

The manager with the assistance of the IT Administrator performed a load test of the inverter system Historic Courthouse on 2/15/2016. During the load test it was determined that circuit #2 on the inverter was overloaded, thus causing the entire inverter unit to power off. This was likely the cause of the failure on Dec.28<sup>th</sup> and 28<sup>th</sup> of 2015. The department is current reviewing the overload condition on circuit #2 which supplies power to the County Board Room lights. This problem has likely been present since the unit was installed.

**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.

**February Report** – 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 manufacturer 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 department worked with Conrad Sheet Metal of Bloomington, IL this month to re-work ceiling air diffusers in the Committee Room and the Zoning Administrator's office at the Historic Courthouse. The completed project included the installation of linear style air diffusers above the windows in the rooms. The new diffusers will provide a "sweeping" affect across the window spaces, thus tempering cold and warm drafts caused by the large windows. The Zoning Office, the Booking Keeping Office, and the Board Office will likely be completed next. The manager is currently evaluating the benefits this project has provided.

#### **New Business –**

The manager has revised the boiler service agreement with Xcell Mechanical of Mackinaw to provide semi-annual preventative maintenance for nine PVI domestic hot water heaters at the Safety Complex. Preventative maintenance is required on these units annually but due to the facility being a 24 hour operation semi-annual maintenance is recommended. Our current agreement now provides semi-annual preventive maintenance on boilers at the Historic Courthouse, Law and Justice Center, H&E Building, Safety Complex, and nine domestic hot water heaters units at the Safety Complex. Our agreement increased by \$830.00 for this added service making our new annual agreement \$4000.00.

#### **New Business –**

The manager has completed estimating work for the installation of new carpeting in select areas of the H&E building. The project will include the replacement of carpeting in the public hallway areas of Public Health, public hallway of Mental Health, Public Health 2<sup>nd</sup> floor offices and common spaces, 1<sup>st</sup> floor Public Health treatment room, (PH) room A17, (PH) room A15, and the Public Health STD waiting room. The manager would like to begin the project in late March and be completed by mid to late April. The cost of the project is estimated at \$20,000.

#### **New Business –**

The manager has completed estimates for the installation of a stand-by generator unit for the Public Health Department at the H&E building. The project would include installing a generator unit to provide power to offices and equipment to maintain necessary operations in the event of a power outage. There is still some uncertainty to the location of some the electrical circuits that will need to be relocated to the installed generator transfer switch. This uncertainty is the result of poorly labeled (if labeled) electrical panels at the facility. The project is estimated at \$10,000 to complete.

#### **Project Update –**

The manager has received a final proposal from Butler Chemical Company of Schaumburg, IL outlining chemicals and costs associated with switching from our current Dolphin Water Care system to a chemical based treatment system. Butler Chemical is proposing to provide service & testing through nine visits annual for the Law and Justice Center, Historic Courthouse, H&E Building and the Safety Complex for heating/cooling water systems. The cost for service/testing would be \$2250.00 and chemical costs for the Law and Justice Center would be \$4125.00. It's

the viewpoint of the manager that a chemical base treatment at the Law and Justice Center would be more economical with expected increases in water fees and also for the longevity of the chiller plant equipment. Cost per building: Law and Justice Center \$4687.50, Historic Courthouse \$562.50, H&E Building \$562.50, and Safety Complex \$562.50. Our annual treatment and service costs would be \$6375.00

**December Report 2015** – 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 Facilities Manager, Mike Ingles, and Stan Weber toured the old County Nursing Home on 3/2/2016 to develop strategies for the facility when the county takes back possession of the property in the coming months. The Facilities Manager is currently review items that will be immediate concerns once possession is transferred back to the county.

**New Business** – The manager has observed problems with a fabricated air diverter and a partition that are installed around Cool Tower #2. It appears that the installed items that were used to dampen noise caused by the cooling tower are **greatly lowering** the efficiency of the cool tower. This inefficiency is making the noise problem worse because the condenser water that we are try to cool is actually being warmed or not being cooled at all. The manager is recommending that these fabricated items be removed so the cooling tower can operate as designed.

## Livingston County Public Safety Report February

E-Pod replaced ballast and light bulbs

J – Pod complained of no hot water found that the hot water heater had kicked out. Reset hot water heater.

Prisoner body wash 55gal soap barrel needed changing. Replaced it with a full barrel.

D-12 cell sink shooting water all over the cell. Found the prisoner shoved something down inside of the spout.

W2 Unit TV shutting off and on we do not work on TV`s.

F- Unit shower light out, replaced shower light bulb.

Cells D11 and D12 sink over flows on their cell floor used drain opener and cleared sink drain.

Problems with visiting station in H-Unit, Tested and found a bad transformer on the monitor. Scrounged around on Wed. and found a similar transformer & modified it to work.

Problems with Jail floor buffer, found it to be full of dirt and old wax took about two days to clean up.

Picked up 7 plastic junction boxes for Supt. Cox

Repaired two toilets and 1 sink drain and 2 shower drains, February 2  
Escorted the exterminator around the building.

Units C, D,I,&k reported no hot water, we had been having problems with this water heater on and off. As you can tell by this report, we had been trying different service procedures, every time we tried something it would work for a period of time. But then would eventually kick out again and was getting more frequent. So we called X-Cell Mechanical to look at it and found that the Mother Board was out of it. We had them replace the board and have had no more problems.

A request was made by Supt. Inman to remove the telephone in Holding Cell #3 we removed the phone.

Ice Machine in the kitchen would not stay working when X-Cell Mechanical was here working on the hot water heater, Jeff asked him about ice machine and he said he that he worked on ice machines also. So we had him take a look at it and he said it just needed cleaning. He showed Jeff how to clean it.

To explain more on these water heaters we have nine of these water heaters in three different sizes. We had problems with number nine in the sally port, we did the service work on these or self which consisted of pulling the fan motor and igniter out and cleaning them this worked for a while. And we did this with the other water heaters and it helped them to operate better. I called our supplier and asked who was certified to work on these commercial water heaters and they recommended Ruyle corporation, that is why they were called first to look at the hot water heaters. Was advised by Chad not to call them again. X-cell worked on water heaters #5 and #6 and found that the mother board needed replacement; they ordered one and installed it.

Escorted the Terminix man through the building and found no bugs active.

Sent back the Pop off valve for boiler number 1 at the Safety Complex ordered from X- cell. Ordered one from Conner Company and saved almost \$300.00.

A couple of days we had snow around the Safety Complex to clear and that was done.

Camera in outdoor rec at the Safety Complex is not working waiting for Chad to return the Man lift to reach the camera.

Replaced light in F- Unit shower.

In C-Unit 1\2 of the night lights are not coming on and the other 1\2 won't turn off. The problem was a relay needing to be replaced.

In P – Pod female unit were complaining of being cold we adjusted the heat to warm it up in the unit.

Reach in refrigerator in the kitchen had the bolts coming out of the door hinges tightened up the bolts with lock tight on the threads.

The detainees in W1 were complaining of no air circulating in their unit checked the Air Handler for that area and found the unit had trip out.

Restarted the air handler and that took care of the problem.

A detainee worker straightened out a paint roller handle and shoved it down the janitor closet drain out of reach. We worked on the drain till we were able to remove handle.

Delivered copy paper to several departments in the Safety Complex.

J- Unit urinal would not flush repaired unit and is now working.

We cleaned out drain in P- Unit so the shower would drain better.

Guards reported Number 3 holding cell had a plate loose in the ceiling, it was installed there to cover a hole were a sprinkler head used to be. Prisoners kept breaking the head off so we removed the sprinkler head and covered the hole.

Guards reported the visitation Screen was not working H – Unit Jeff repaired the screen.

Guards reported M-Unit toilet not flushing, flush valve unit was repaired.



Replaced condensing fan motor in our walk in freezer, we did this replacement our self. The cost was the price of a fan motor for less than \$100.00.

We found A water leak in K-Unit water line to their shower, it was pin hole size. We shut the water down to that unit and replaced the water line.

All air handlers have had the filters changed and have had all the bearings greased and belts checked.

One belt replaced on air handler # 3.

Hot water circulating pump in the sally port had the water pouring out of it, pulled the pump and rebuilt with a kit on hand. However the bracket holding the impeller and seals had worn too much and shaft would not run true so pump was shut off. A new bracket and shaft was ordered from Conner Company. Conner Company advised that the pump we had were soon to obsolete and lead time on the parts would be 6 to 10 days at least and cost would be \$338.00. Conner Company advised they had a stainless pump complete and could have it here the next morning. And the price would be \$258.00; it is a new cartridge style and is about a 1/4 size and weight. Superintendent said order it. It was ordered and delivered the next day, with a savings of \$80.00.

Repaired vacuum for Custodian.

Installed light in walk in cooler.

Completed a Fire Extinguisher inspection.

Don Verdun

March 8 2016