

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF APRIL 4<sup>th</sup>, 2016

Committee Chair Mike Ingles called the meeting to order at 6:01 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Weber, Arbogast, Bunting, Flott, Ritter, Weller

Absent:

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), Jail Superintendent Bill Cox

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

The Committee reviewed the minutes of the March 7, 2016 meeting. *Motion by Arbogast, second by Bunting to approve the minutes of the March 7, 2016 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 chemical clean to the cooling towers. Carnahan reported that he felt that the acid wash was about 50% successful. Carnahan stated that Cooling Tower #2 has better water flow, but still has some signs of flow restrictions. Carnahan stated that Cooling Tower #1 showed no signs of improvement after the cleaning. Carnahan questioned whether the Committee preferred for him to try to do another clean, or if he should proceed with the rebuild of the towers. Consensus of the Committee was to authorize Carnahan to move forward at his discretion, and proceed with the rebuild of the towers if needed in order to make the towers operate efficiently.

Discussion took place regarding a tree on the north side of the Historic Courthouse. Carnahan reported that the tree split due to the high winds experienced on Saturday, April 2<sup>nd</sup>. Carnahan reported that Trost Tree Service was able to “top” the tree in order to remove the stress on the rest of the damaged trunk, greatly reducing the risk of injury and property damage. Carnahan reported that the remainder of the tree will be taken down in the near future. Ingles stated that he felt the remaining trees needed to be evaluated for stability as well. Ingles stated the County should also look towards replacing some of the trees that have already been taken down.

**Status and Disposition of the Regions Bank Building** – Ingles reported that there has been some inquiries into the availability of the Regions Bank Building. It was noted that Regions does currently hold an option to sub-let their lease option should they choose to do so. Hartley stated that a representative from Regions has reached out indicating that they will likely propose

a termination agreement in regards to the lease. Discussion took place regarding the possibility of leasing vs. selling the property with various committee members split on the topic. *Motion by Bunting, second by Ritter to proceed with getting an appraisal on the Regions Building to determine its value.* **MOTION CARRIED WITH ALL AYES.**

*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.

**Disposition of Livingston Manor** – Discussion took place regarding the disposition of Livingston Manor. Hartley has begun the process of drafting the request for proposals in an attempt to find a developer, as requested by the Committee at last month’s meeting. Hartley stated that she anticipates having the RFP ready to release by April 15<sup>th</sup> with a due date of June 1<sup>st</sup>. *Motion by Flott, second by Weller to authorize the release of an RFP seeking a purchaser and developer for the Livingston Manor property.* **MOTION CARRIED WITH ALL AYES.**

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Ritter, second by Arbogast 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 and 5ILCS 120/2(c)(21) Semi-Annual Review of Executive Session Minutes.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; None Nay.

Executive Session began at 6:57 p.m.

Regular Session resumed at 7:44 p.m.

**Action Resulting from Executive Session** – *Motion by Flott, second by Bunting to open the executive session minutes of May 5, 2014, June 2, 2014, July 14, 2014, August 4, 2014, January 5, 2015 and February 2, 2015 and leave all remaining minutes closed, and further authorize the destruction of all verbatim records dated eighteen months and older previously approved for content.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Ritter, second by Arbogast to adjourn.* **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 7:45 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

**Manager's Report**  
**4/4/2016**

- The department worked with Abraham Masonry of Pontiac to prep/seal a brick knee wall on the roof of the Law and Justice Center on March 14th. The wall was sealed due to ongoing water leaks to the ceilings in Judge Traver's chambers and judicial support areas. After the project was completed the leaking still occurred and it was later determined that the south penthouse mechanical room floor was the actual cause of the problem. The facilities department will prep and seal the floor of the mechanical room to prevent future leak issues. The project cost is estimated at \$1500.00
- The department worked with Lyons Heating and Cooling of Pontiac to replace a furnace for IHR. The furnace that was replaced had a history of "pilot light failures" and it was determined on the 3/21/16 service call that the unit had a cracked heat exchanger. The cost of the furnace replacement was \$2,305.13.
- The department is continuing to resolve issues with the emergency lighting inverter for the Historic Courthouse. Currently all repairs have been made and a second load test is necessary to assure all systems are working properly. The department is also working to make repairs to the emergency light/nightlight in the south staircase. Accessibility issues are delaying repairs to this lighting fixture.
- The department has completed repairs to one of two isolation valves on the cooling towers at the Law and Justice Center. The valves are being replaced due to freeze damaged that occurred late winter/early spring this year. Changes to programming on the BAS will prevent future damage to the tower isolation valves. The cost for these repairs are estimated at \$600.00.
- The Facilities Manager worked with George Voss of CBRE on the 3/25/16 during the closing of the Region Bank. The manager approved the Bank's request to leave a majority of the furnishings after they vacate the property. The final turnover date for the leased space is schedule for April 11<sup>th</sup>.
- The department worked with Chief City Mechanical on March 30<sup>th</sup> & 31<sup>st</sup> to make unscheduled plumbing repairs to drain lines at the Health and Education Building. Backed-up toilets were reported on March 29<sup>th</sup> and the department later discovered damaged cast iron drain lines (see pics.). Once the initial repairs were completed on the 30<sup>th</sup> additional damaged lines were discovered. The additional repairs were completed on the 31<sup>st</sup>. During the inspection of the damaged piping the manager discovered the improper storage of removed insulation located in the tunnels were the repairs were made. The manager is in contact with Idea Environmental of Bloomington to disposal of the insulation materials properly.
- The manager worked with Butler Chemical of Schaumburg, Il on April 1<sup>st</sup> to implement the new chemical treatment for the cooling tower water system. The system is operational as of 4/1/2015. Additional changes to the set-up are needed and will be completed in mid-April.

- On March 27<sup>th</sup> and April 1<sup>st</sup> the department worked with Butler Chemical of Schaumburg, IL to acid wash both cooling towers at the Law and Justice Center. The acid wash was an attempt to remove calcium build-up and other sediment build-up that are affecting the performance of the cooling towers. It's the viewpoint of the manager that the acid wash project was 50% successful. It's the observation that Cooling Tower #2 (north tower) has better water flow but still has signs of flow restrictions. But it's the observation that Cooling Tower #1 (south tower) shows no signs of improvement after the cleaning. We have two options:
  - Attempt a second cleaning of the towers.
  - Rebuild the towers.

We currently have about \$3000.00 invested in the cleaning.

- On the 4/2/16 a tree on the north side of the Historic Courthouse was damaged due to high winds. The manager contacted Property Committee Chairman Mike Ingles to assist with coordinating efforts to stabilize the situation. Al Trost Tree Service of Pontiac was contacted to "top" the tree to help remove stress from the damaged trunk. The efforts of Al Trost Tree Service on 4/2 & 4/3 prevented possible personal injuries and property damage. Work still remains to complete the project and other trees on the property will be evaluated for any damage that may cause a hazard. The manager is reviewing options for a replacement tree(s) for the area.
- The manager is working on project costs to replace defective isolation valves on the heating and cooling pumps at the Historic Courthouse and the Law and Justice Center. The isolation valves are either faulty or have not been properly exercised as required by the manufacture. The isolation valves are necessary to perform maintenance on the pumps they serve without shutting down whole systems. The project involves four active pump systems and the project costs could be close to \$5000.00. The manager will update the committee on this project.