

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JUNE 6<sup>th</sup>, 2016

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, Arbogast, Bunting, Flott, Ritter, Weller

Absent: Ritter

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), Jail Superintendent Bill Cox, Tom Bailey (VAC Superintendent), John Slagel

Ingles requested that the agenda be amended to add item 2c. Livingston Manor, to the agenda. Ingles then called for any additional changes to the agenda with none being requested. *Motion by Arbogast, second by Flott to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the May 2, 2016 & May 12, 2016 meetings. *Motion by Ritter, second by Flott to approve the minutes of the May 2<sup>nd</sup> and May 12<sup>th</sup> meetings as presented.* **MOTION CARRIED WITH ALL AYES.**

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

**Regions Bank – Lease Termination Agreement** – Ingles reported that the counter offer, of \$42,000, proposed at last month’s committee meeting has been accepted by Regions. Hartley reported that Regions is working on drafting the Lease Termination Agreement, which will need to be reviewed by counsel prior to proceeding. Hartley reported that the agreement will continue to have an effective date of May 31<sup>st</sup>, but Regions will continue to make payments under the current lease, until the termination agreement is in place. Any payments received will be deducted from the \$42,000. Discussion took place regarding the future of the building and whether it should be sold, leased or occupied by other county offices.

**Livingston Manor** – Ingles reported that there were no responses received in response the Request for Proposals for the redevelopment of Livingston Manor. Hartley reported that she had reached out to Diegan and Associates to get a proposal for the initial environmental analysis, as well as development of bid specs and project management. Hartley stated that the proposal will be available for the committee’s review in July.

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

**Executive Session** – *Motion 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 7:18 p.m..

Regular Session resumed at 7:33 p.m.

**Action Resulting from Executive Session** – n/a

*Motion by Ritter, second by Arbogast to adjourn.* **MOTION CARRIED WITH ALL EYES.**  
Meeting adjourned at 7:35 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

## **Manager's Report**

**June 2016**

**New Business** – The manager is currently working to install auto air vents on several close loop cooling/heating systems at the Historic Courthouse and the Law and Justice Center. The auto air vents will prevent air from entering the systems during routine maintenance. The cost of the project is estimated at \$250.00-\$300.00.

**New Business** – The manager is working to install to condensation pumps externally on AHU-0 and AHU-1 at the Law and Justice Center (see pics). The installation of the condensation pumps will allow the recycling of water condensation produced by the air units. This recycled water then will be pumped into the adjacent condenser water basins, thus reducing water consumption when the chiller plant is operating. The Law and Justice Center chiller plant consumes an average of 1000-2000 gallons of water per operating day. The installed condensation pumps should be able to provide hundreds to thousands of gallons of recycled water during favorable summer weather conditions. The estimated cost for the project is estimated at \$400.00.

**New Business** – The manager working with several contractors to address balancing issues with the Law and Justice Center condenser water basins located in the basement mechanical room. The basins are made up of two 3000 gallon (estimated) stainless steel tanks joined with a common pump header. The manager has observed that regardless of which condenser pump is used while the chiller plant is operating the pumps tend to draw water from basin tank #1. This unbalanced draw causes basin tank #2 to sometimes overflow during tower and chiller cycling, thus causing considerable water loss. The manager feels the tanks need to be connected to balance entering and exiting water. It's likely that a header pipe could be installed just below the tank overflows which should provide the necessary balancing needed. The manager will provide solutions/project costs for the July Property meeting.

**New Business** – The manager is working with Johnson Controls technicians to address several control issues with the chiller plant at Law and Justice Center. We are again having modulation issues with the chilled water bypass valve which is causing the chiller plant not to engage fully when coming out of unoccupied modes. The manager believes the cause of this ongoing problem has been found and changes will be implemented in the next several weeks. The manager will also be working with Johnson Control technicians in early to mid-July to finalize chiller and cooling tower sequences. Overall the chiller plant appears to be working more efficiently with the recent cooling tower repairs and noise issues have not been reported with the new changes to the cooling tower sequence.

**New Business** – The manager has approved the replacement of piping and thermostat/pressure controls on a water heater system at the Safety Complex (see pic). The system is located in the jail sallyport and has had numerous leak and control issues over the last year. During the project the thermostat mix valve, pressure regulator, and piping will be replaced/updated. The cost of the project is estimated at under \$3000.00. Repairs will likely be completed this month.

**New Business** – The manager met with Gary Gauger of Midwest Energy last week to review possible changes to our natural gas program at the Safety Complex. As reviewed with the committee last month our natural gas savings were not met as expected under our current agreement. Mr. Gauger advised us to maintain our current gas purchasing plan for the summer months and we will review the market monthly for needed changes. The manager also discussed future forecasting for electric rates. Overall the manager is happy with the services that Midwest Energy is providing for the facilities of Livingston County.

**New Business** – The manager worked with Butler Chemical of Schaumburg, IL on 6/6/2016 testing and evaluating water quality of the facility’s heating/cooling loops and cooling towers. The following were the findings: Historic Courthouse cooling loop is high on inhibitor – we will bleed off about 15 gallons from the system and add make-up water to lower levels, the Safety Complex heating/cooling loops continue to be low on inhibitor – 4 gallons of WD-20 inhibitor will be added to each system to increase levels, the Law and Justice Center cooling tower system was high on inhibitor and the Biocide rates were increased to prevent summer algae growth. All other systems were within acceptable ranges. The manager feels the new water treatment program with Butler Chemical is going well.

**New Business** – It was reported to the manager of humid conditions being felt on the second floor of the Law and Justice Center during the spring and fall. It was noted that these conditions have been ongoing over the years. After review of the concern the manager feels the occupancy schedules may be the cause of the problem. The occupied/unoccupied schedules have been readjusted to start cooling systems earlier, thus eliminating humid conditions caused by warm unoccupied temperatures clashing with morning cooling. It’s the view point of the manager that we may need to create summer and winter occupancy schedules to address concerns like this humidity concern and also be observant of energy efficiency. The manager will monitor these above changes and make further adjustments as needed.

**March Report** - *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.* **Project Update-** Carpet has been mostly completed on the second floor of the Health Department. Carpet installation began again on June 6<sup>th</sup> after about a 3 week delay. The carpet project should be completed this month.

**New Business** – The department experienced problems with the fire panel at the Historic Courthouse once again last month. After review of the problem with technicians from K-Com Technologies it was determined that the back-up batteries were faulty. The batteries passed inspection in March 2016 and were due to be replaced in 2017 (5 year cycle). Batteries were ordered and installed to correct the problem. Batteries on the fire panel at the Law and Justice Center (same system setup) will be changed in the spring of 2017 during our annual inspection. The manager recommends that the batteries be replaced on both systems again in 2021 as part of a scheduled four year replacement cycle.

**New Business** – The department met with Ray Benoit of LaForce last month regarding the ongoing ADA door adjustment issues at the Law and Justice Center. During the visit door hinges were replaced on a randomly selected door that was unable to pass push/pull requirements. After replacing the hinges the door was still **unable** to meet ADA requirements, thus leading to the door closer as the root of the problem. Mr. Benoit stated he was going to communicate his findings with the closer manufacture and report back with the department on how we need to proceed forward. The manager will be following up with Mr. Benoit in the coming week.

**New Business** – Bids were received on May 19<sup>th</sup> for the Health and Education tunnel abatement project. The project will involve abatement of all piping in the affected areas and soil removal in the tunnels. The accepted bid was for \$26,600.00 plus management fees from Deigan & Associates. The project is expected to start June 27<sup>th</sup>.