

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF AUGUST 1<sup>st</sup>, 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, Arbogast, Ritter, Weller

Absent: Weber, Bunting, Flott

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), Brad Gillette (Assistant Facilities Services Manager), Jail Superintendent Bill Cox, Coroner Danny Watson, Jon Sear (Network & Computer Systems Administrator), John Clemmer (Finance Resource Specialist), Pontiac Fire Chief, Scott Runyon

Ingles requested that the agenda be amended to add item e. consideration of Farm Ground Lease Renewal to the agenda. *Motion by Weller, second by Flott to approve the agenda as amended.*

**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the July 11, 2016 meeting. *Motion by Arbogast, second by Weller to approve the minutes of the July 11, 2016 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

**Other Business** – Pontiac Fire Chief Scott Runyon was present to discuss the possibility of using the former Livingston Manor for training operations once vacated. Runyon stated that the training would be extended to other agencies as well. Discussion took place regarding the timing of the training sessions, liability and ensuring that the damage does not result in additional costs to the County. The Committee will continue discussions and work to address those items.

**Introduction of new Assistant Facilities Services Manager** – Chad Carnahan introduced Brad Gillette to the Committee. Gillette gave a brief review of his background and indicated that he was happy to be on board.

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

**FY 2017 Budget & Capital Requests** – The Committee reviewed the capital requests recommended by Carnahan for FY 2017. Capital requests and the Committee's recommendations are as follows.

H&E - Boiler Upgrades	\$8,000.00 (high)
Historic Courthouse – Emergency Generator	\$65,000.00 (something to look into)
Historic Courthouse – Elevator Pit Cleaning	\$6,128.00 (high)
Historic Courthouse – Roof Repair	\$16,000.00 (high)
Historic Courthouse – Masonry Repair	\$18,400.00 (high)
Law & Justice Center – Condenser Tank	\$2,725.00 (high)

Law & Justice Center – Removal of Dolphin System	\$2,550.00 (high)
Law & Justice Center – Humidifiers	\$25,929.00 (low)
Law & Justice Center – Office to Mech. Tunnel	\$3,100.00 (high)
Law & Justice Center – Emergency Power Upgrades	\$27,000.00 (high- maybe not all)
Law & Justice Center – Courtroom Ceiling Insulation	\$40,000.00 (low)
Law & Justice Center – Dumpster Enclosure	\$4,588.00 (low)
Public Safety Complex – Building Automation	\$59,900.00 (high)
Public Safety Complex – Dishwasher Replacement	\$19,000.00 (high)

**RFP – Regions Bank Building** – The Committee reviewed draft RFP's for both the lease and the sale of the Regions Bank Building. The RFP's will be released simultaneously, and the Committee will review the responses to determine the proposal in the best interest of Livingston County. Hartley reported that the drafts had just been completed and would still need to be reviewed by the States Attorney prior to release. Discussion took place. *Motion by Flott, second by Weller to authorize the release of the RFP's pending States Attorney review and approval.*

**MOTION CARRIED WITH ALL AYES.**

**Farm Ground Lease Renewal** – Hartley stated that the current lease on the farm ground will expire at the end of October. Hartley stated that on occasion the Committee has offered the current tenant the option to renew the lease at the current price if it is believed to be within market conditions. Hartley stated that based on information received from the University of Illinois Extension and Farmdoc, it is believed that the current rate of \$301.51, is still a fair price. Hartley stated that according to the reports, if anything the cash rents appear to be trending down. Hartley further reported that the current tenant has been on time with his payments as outlined in the contract. Consensus of the Committee was to offer the renewal at the current rate.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Weller, second by Flott 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 5 ILCS 120/2 (c)(8) Security Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 8:12 p.m..  
Regular Session resumed at 8:35 p.m.

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

*Motion by Flott, second by Weller to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 8:36 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

**Manager's Report**  
**August 2016**

**New Business** – The department is currently working to make repairs to the dedicated outside air unit at the Law and Justice Center. The unit failed on the July 15<sup>th</sup> during morning start-up and it has been determined that cause was due to a bad motor winding. The motor is currently being repaired by Professional Motor Repair in Bloomington and it's scheduled to be completed on 8/2/2016. The estimated cost for repair is \$2,500.00-\$3000.00.

**New Business** - The department is currently coordinating repairs for another failed Promotion valve actuator. The failed valve actuator is located on cooling tower #2 and **at this time** is not affecting the operation of the cooling tower. Xcell Mechanical has been contacted to handle parts and labor regarding this repair. The estimated cost for this repair is \$3500.00.

**July Report** - The manager is currently reviewing quotes to perform a chiller tune-up and inspection of the two RTAA090 Trane chillers at the Safety Complex. It was communicated to the manager that the chiller units at the Safety Complex are currently having staging issues and besides general maintenance/repairs the units had not been serviced by a qualified service company since their installation. It's the view point of the manager that a "chiller tune-up/inspection" is necessary to identify any unknown problems and return the units to their original operating specifications. The estimated cost to review the two chiller units is \$1840.00 – 3,015.00.

**Update** – The manager has contracted Hunzeker Service Agency of Peoria to perform the chiller tune-up on the two 90 ton chiller at the Safety Complex. The work is expected to start Wednesday the 3<sup>rd</sup>. The project is estimated at \$3,015.00 with additional costs if problems are found.

**New Business** – The manager is working with Daikin/McQuay to schedule repair work on a 250 ton chiller unit at the Law and Justice. The project will involve adding a load balance kit to eliminate on-going compressor staging issues. The project is expected to take 2-3 days to complete with a project cost of \$13,126.00. The tentative project starting date is Monday, August 8th.

**New Business** – The department is working with LaForce of Willowbrook, IL to make repairs to an exterior security door on the east side of the Law and Justice Center. An electric door latch on door# 4 failed on July 12<sup>th</sup> causing an unauthorized person to enter the building through the security door. Ray Benoit of LaForce made a site visit to determine the necessary repair parts needed and what parts should be maintained for inventory. The estimated cost for repair and parts for inventory is \$1400.00.

**New Business** – The manager worked with Mechanical Inc. of Peoria on Saturday, July 30<sup>th</sup> to make control changes to the Building Automation System serving the L&J and Historic Courthouse. The department has been experiencing ongoing control problems with the chilled water bypass valve that supplies chilled water (for building cooling purposes) to both the Law and Justice Center and the Historic Courthouse. During the service visit changes were made to the sequences of the chilled water pumps and the chilled water bypass valve. The sequence changes are still being monitored by the manager but additional adjustments will likely be necessary to finalize the repair.

**New Business** – The department had several systems damaged during a weather event on Sunday, July 24<sup>th</sup>. Listed below were the systems affected:

- County Clerk Vault - Fire Suppression System – Alarm Panel Controller – Estimated Repair Cost - \$1000-\$1500.00
- Law and Justice Center - Emergency Generator – Generator Controller - Estimated Repair Cost - \$1000-\$1500.00
- Region's Bank - Damaged Cottonwood Tree - Estimated Repair Cost -\$5000-\$6000.00
- Safety Complex – Emergency Generator – Damaged Motor Starter – Estimated Repair Cost – \$1000-\$1500.00