

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF OCTOBER 3, 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, Flott, Ritter (arrived at 6:17 p.m.), Weller

Absent: Weber, Bunting

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), Jail Superintendent Bill Cox, Coroner Danny Watson, John Clemmer (Finance Resource Specialist),

Ingles called for any additions or corrections to the revised agenda. *Motion by Arbogast, second by Flott to approve the revised agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the September 7, 2016 meeting. *Motion by Flott, second by Weller to approve the minutes of the September 7, 2016 meeting 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.

**Review of Results of Regions Bank Building RFP** – Discussion took place regarding the results of the RFP released for the Regions Bank Building. There was only one response received from State Bank of Graymont for \$100 per month for the drive up ATM access. Consensus of the Committee was that the amount offered wasn't worth giving up access and restrictions on future use of the building. Discussion took place regarding the status of the building and accessibility issues. *Motion by Flott, second by Ritter to reject the offer and hold off on doing anything else with the building.* **MOTION CARRIED WITH ALL AYES.**

**20<sup>th</sup> Century Literary Club – Request to Use Board Room** – Hartley reported that she had received a request from the 20<sup>th</sup> Century Literary Club to use the county board room for a luncheon. Discussion took place with the Committee being strongly opposed to that type of use within the board room itself. Committee members were open to the club utilizing the Committee Room. *Motion by Weller, second by Flott to deny the request and offer the use of the Committee room.* **MOTION CARRIED WITH ALL AYES.**

**Authorization to Release RFP – Law & Justice Center** – Ingles stated that the bid documents are currently being finalized for correctional items within the Law & Justice Center. Discussion took place regarding the content of the RFP. *Motion by Ritter, second by Arbogast to authorize the release of the RFP once documents are finalized.* **MOTION CARRIED WITH ALL AYES.**

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

**Executive Session** – *Motion by Arbogast, second by Flott to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) Personnel Matters.* **MOTION CARRIED WITH ALL EYES.**

Executive Session began at 6:38 p.m.

Regular Session resumed at 6:59 p.m.

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

*Motion by Flott, second by Weller to adjourn.* **MOTION CARRIED WITH ALL EYES.**  
Meeting adjourned at 7:00 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

**Manager's Report**  
**October 2016**

**August Report** – 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.

**September Report** – Repairs to the DOAU#1 (dedicated outside air unit) that serves the Law and Justice Center has been completed. The cause of the problem has not been determined, but some wiring and connects to the motor have been improved.

**Project Update** – The motor repaired by Professional Motor Repair failed after a two week run time. The after inspection the motor was found to have a bad rotor, causing us finally replacing the motor. Repair costs were credited towards the purchase of a new motor. Replacement costs are estimated at \$3000.00.

**August Report** - 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.

**September Report** – Repairs are pending suitable weather for the cooling tower to be shutdown to complete the repairs.

**Project Update** – The failed actuator for cooling tower #2 has been replaced. Repaired were completed in-house to reduce project costs. Repair costs are estimated at \$2500.00-\$3000.00.

**August Report** – 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.

**September Report** – Repairs to door# 4 are still pending.

**Project Update** – Repairs have been completed and additional parts have been stock for future repairs.

**September Report** – 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.

**Project Update** – Mechanical Inc. of Peoria will be working with the department on Oct. 4<sup>th</sup> to make additional changes to the BAS controlling heating and cooling systems for the Law and Justice Center and the Historic Courthouse. The focus of the service visit will be to:

- Modulate condenser water pumps to maintain consistent water flow to the cooling towers regardless of the cooling towers being operated.
- Design and implement a reset schedule to disengage parallel cooling tower operation during low demand conditions.
- Address communication issues with VAV 221 in the Attorney Conference Room at the Law and Justice Center.
- Review and implement boiler staging sequences for the Historic Courthouse.
- Address issues so alarms notifications be received via email.

**New Business** – The two lighting damaged cottonwood trees at the former Region's Bank were removed this month by A.L. Trost Tree Service. The cost for removal was \$5500.00. The manager also authorized the removal of a dead ash tree that was located near the removed cottonwood trees. The cost to remove the dead ash tree was \$500.00.

**New Business** – The department worked with Xcell Mechanical of Mackinaw to address issues with the walk-in freezer at the Safety Complex. On Saturday September 24<sup>th</sup> the department was noticed that the walk-in freezer had failed. After review by technicians from Xcell Mechanical it was determined that several components (solenoid valve, condenser fan, and pressure switch diaphragm) had failed which resulting in a loss of refrigerant. The unit has been repaired but further repairs may be needed or replacement of the unit. The manager is working on replacement costs and back-up options in case of future down time of the freezer.

**New Business** – The department is reviewing the sequence of operations for two duct heater systems that were installed at the Historic Courthouse sometime in 2013. The units were found by the manager installed but not programed to function properly. The outside air duct heater heaters were installed to prevent low limit switches on the AHU 3A, 3B, 3C, and 3D from tripping. It's the view point of the manager that adjustments to the BAS this spring have solved these nuisance trips. The manager is currently working on a strategy to implement the installed duct heaters to serve the courthouse facility in a useful and efficient matter.

**New Business** – The department is currently working to paint the exterior of the Highway Department administration building. The project completion is pending weather conditions.

**New Business** – The department is working to complete repair/replacement of flag pole lights at the H&E building main entrance and the Historic Courthouse WWII monument. Lights and wiring are being updated to provide efficiency and longevity to the new light systems.

**New Business** – The department has completed its annual sprinkler inspections for the Law and Justice Center, Historic Courthouse, and Safety Complex. During the inspections the casing relief valves at the HC and L&J were found to be faulty along with an auxiliary drain test header at the Historic Courthouse. It was also noted by technicians from Automatic Fire Sprinkler of Bloomington that both the Law and Justice Center and the Historic Courthouse are both due for their 5 year inspections. Repairs and 5 year inspections are expected to be completed by the Oct. 7<sup>th</sup> at an estimated cost of \$2722.00 to complete both facilities.