

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JANUARY 11, 2017

Committee Vice-Chair Stan Weber called the meeting to order at 5:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Weber, Allen, Goembel, Weller

Absent: Ingles, Holt, Mays

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Finance Director John Clemmer, Facilities Services Director Chad Carnahan, Human Resources Director Linda Daniels, Network & Computer Systems Administrator Jon Sear, Jail Superintendent Bill Cox, County Board member Steve Lovell

Weber called for any additions or corrections to the agenda. *Motion by Weller, second by Goembel to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the December 15, 2016 meeting. *Motion by Goembel, second by Weller to approve the minutes of the December 15, 2016 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

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

**Nursing Home Decommissioning** – Carnahan reported that approximately 96% of the excess property has been moved to the common space and organized. Carnahan reported that they have had a couple of community service workers available through the probation department. Hartley reported that the RFP's for demolition and abatement were released. Hartley stated that the pre-bid walk through was held on January 10 and was well attended. Hartley noted that there was still a significant amount of work that needed to be done prior to the demolition of the property. Hartley stated that Carnahan has been successful utilizing community service workers, however, there may be a need to hire temporary employees to assist with the clean-up and preparation. The Committee concurred.

**Declaration of Excess Property & Authorization to Dispose through Auction** – Hartley recommended approval of a resolution to declare excess property and authorize its disposal through auction. Hartley reported that she and Carnahan had met with Bradley Auction to review some of the items to be included in the sale. Carnahan stated that some items were being transferred to other departments and some items would be recycled prior to the sale (such as older tube TV's with no value). Hartley stated that at this time they are looking to schedule the sale on February 11<sup>th</sup>. *Motion by Goembel, second by Allen to recommend the board approve a resolution declaring excess property and proceeding with the sale of the property through Bradley Auction.* **MOTION CARRIED WITH ALL AYES.**

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

**Executive Session** – *Motion by Weller, second by Goembel 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 5:52 p.m..

Regular Session resumed at 6:47 p.m..

*Motion by Weller, second by Goembel to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 6:48 p.m..

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Alina M. Hartley  
Executive Director  
Livingston County Board Office

**Manager's Report**  
**January 2017**

- A cloths washing machine was installed in the mechanical room 004 of the Historic Courthouse mid-December 2016 to launder washable items used by the facility's housekeeping staff. Plumbing was performed by BDI plumbing at cost of \$2,498.09 and the machine was purchase from Wright's Furniture at cost of \$350.00. This project was completed by remaining funds from the department's 2016 budget.
- The manager is currently coordinating with the Conrad Company of Bloomington to install linear diffusers in the Bookkeeping office, Finance Director Office, and the HR Director Office of the Historic Courthouse. Similar installations were performed by the Conrad Company in the early spring of 2016 in the committee room and the Zoning Directors Office. Both previous projects were successful in "washing" cold drafts caused by the large windows in the work spaces. The project cost is estimated at \$5000.00 and will be funded by remaining capital funds allocated in 2016.
- The Conrad Company of Bloomington on Dec 15<sup>th</sup> completed joining the condenser water tanks that support the chiller plant for the Law and Justice Center and the Historic Courthouse. The project will allow the water tanks to maintain an equal water level when in-use. It was determined by the manager during the project that the design of the return lines into the tanks and a partially plug intake screen were likely the cause of past overflow issues with the tank system. The project cost was \$1,500.00 and was part of a 2017 capital project.
- Commercial Mechanical Inc. of Peoria completed the removal of the Dolphin Water Care System and installed 2 – ½" taps on the chiller plant's chilled water return line on Dec. 14<sup>th</sup>. It was viewed by the manager and by recent costly repairs that the Dolphin Water Care System was not the best treatment system for the chiller plant that serves the Law and Justice Center and the Historic Courthouse. The plant is now being chemically treated to prevent scale and bacteria within the system. The additional pipe taps were installed to relocate an improperly installed chilled water return temperature sensor and the installation of an air vent to remove air from the close water system. Johnson Controls was also contracted on Dec. 14<sup>th</sup> to properly disable the control side of the Dolphin System since it was enable and monitored by BAS. The project cost was \$3,350.00 and was part of a 2017 capital project.
- The Conrad Company of Bloomington completed the installation of the County Clerk vault heating system on Nov. 14<sup>th</sup>. A forced air furnace equipped with a 15kw electric heating coil was installed in the basement of the vault. Duct work was installed so the unit would provide heat to both levels of the space. The previous system involved taking warm area from the upper level and exhausting it into the basement level by use of a variable speed ducted exhaust fan. The previous heating system was inadequate when outside air temperatures were below 25-30 degrees and moisture issues were also an issue in basement area of the vault. The new system draws cool moist air from the basement then circulates it to the upper level and when the upper level goes below the heating set-point then heat is applied by the furnace's heating coil. The new system has been very effective in maintaining proper humidity levels and maintaining the heating set-point for the spaces.

- The manager is working with the Cintas Health and Safety Division to replace AED's at the Safety Complex, Former Regions Bank Building, and the Health Department. The current AED's at these facilities are due for program upgrades and batteries. It was the view point of the manager that the unit's ages, upgrade costs, and expected downtime for servicing made replacing the units the best option for the county. The manager was able to receive considerable cost savings by purchasing the units in quantity. The replacement costs per facility are as follows: **Safety Complex** – \$4,785.00 for replacement of three units, **Health & Education Building** - \$4,785.00 for replacement of three units, **Former Regions Bank Facility** - \$1,595.00 for replacement of one unit. This project was completed by remaining funds from the department's 2016 budget.
- The department worked with the Pipco Company and Vanguard Fire Company on Nov. 14<sup>th</sup> to bring fire suppression systems at the Safety Complex up to current codes. The scope of the work included replacement of 7 CGA actuators, reprogramming one basement pull station, and the installation of maintenance bypass switch. The project cost was \$6,430.00. The project was budgeted for 2017 but remaining funds from the 2016 budget allowed completion of the project sooner.
- The manager is working with several contractors and suppliers to have a new commercial dishwasher installed in the Jail kitchen at the Safety Complex. The project will include removal/replacement of the current Hobart high temperature dishwasher with a low temperature CMA dishwasher, installation of a secondary water softener dedicated to the new dishwasher, and the installation of a stainless steel back splash behind the dishwasher wash tables and the adjacent three basin wash sink. The project cost is estimated to be under \$15,000. This project is being completed as a 2017 capital.
- The department is currently working with the Metropolitan Industries of Romeoville, Illinois to make repairs to the Domestic Water pump pressure system that serves the Safety Complex. The system experienced problems on December 23<sup>rd</sup> causing water pressure issues throughout the facility. Temporary repairs were made on the afternoon of the 23<sup>rd</sup> by a technician from the Metropolitan Industries. It appears that scale build-up within the pumping system may have be the cause of the system failure. Permanent repairs will be made to the current system and quotes are being obtained for a redundant system. Repair costs are estimated at \$7,836.00.

### **Nursing Home Decommissioning – Update**

- All LP tanks have been removed from the property.
- Water service for the facility was shut-off on Dec 19<sup>th</sup> due to freezing temperatures in some areas of the building.
- The manager was forced to drain the sprinkler system on Dec. 22<sup>nd</sup> due to freezing temperatures in some areas of the building.
- The kitchen Ansul System was decommissioned by Liberty Fire Equipment on Dec.12<sup>th</sup>.
- Door alarm systems were decommissioned by Bennett Electronics on Dec 19<sup>th</sup>. Bennett's also removed sprinkler system and Ansul alarm points from the fire panel.
- About 95% of the furniture and misc. items have been removed from three nursing wings.
- About 30-45 yards of trash has been removed from the facility. The manager expects a total of 60-90 yards will be removed prior to abatement and demolish operations.

- Close to 90 healthcare beds have been removed from the facility and will be recycled locally.
- Hazardous products such as paints, cleaning products, lubricates, light bulbs, ballasts, etc. that were left behind have been isolated to a 200sq.ft. room for proper disposal by a licensed hazardous waste contractor.
- Many TV's, computer monitors, and other misc. electronic equipment left have been recycled locally by ATR. All remaining computer equipment will be reviewed by the IT Department and then recycled locally by ATR.
- The manager is working with FS to have any remaining fuel oil pumped from the fuel holding tanks located in the facility's boiler plant. Two additional skid mounted tanks are also being reviewed to determine ownership.
- The manager has asked for assistance from the Health Department to review documents left at facility. Once reviewed all remaining documents will be relocated or properly recycled.