

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF APRIL 3, 2017

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, Weber (arrived at 6:25 p.m.), Allen, Goembel, Holt, Mays, Weller

Absent:

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Finance Director John Clemmer, Facilities Services Director Chad Carnahan, Network & Computer Systems Administrator Jon Sear, Jail Administrator Bill Cox, County Board Member Marty Fannin

Ingles requested that item d. be moved to the beginning of the agenda. Ingle then called for any additions or corrections to the agenda, with none being requested. *Motion by Weller, second by Goembel to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the March 6, 2017 meeting. *Motion by Holt, second by Mays to approve the minutes of the March 6, 2017 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Regions Bank Lease Proposal – The Committee reviewed a proposal submitted by the Alano Club for the lease of the Regions Bank building. The proposal was for the lease of the former Assessor’s office, containing approximately 2,965 square feet, for \$2,500 a year. Also included would be a \$500 per contribution towards utilities, building maintenance and beautification. Discussion took place regarding potential terms of the lease. Consensus of the Committee was work with the Alano Club on potential terms of a lease that could be presented for approval at next month’s meeting.

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

Nursing Home Update – Ingles reported that the Pontiac Fire Department conducted their controlled burn training over the weekend, with other departments within the County being invited to attend. Ingles reported that the asbestos abatement has been completed and the demolition has begun.

Custodial Operations – Ingles reported that there have some staffing challenges recently partially due to the early retirement incentive. Ingles reported that services have been contracted out at this time. Ingles stated that the possibility of making the arrangement permanent is worth discussion. Ingles stated that they will review with counsel.

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

Executive Session – n/a

Motion by Mays, second by Allen to adjourn. **MOTION CARRIED WITH ALL EYES.**
Meeting adjourned at 7:02 p.m..

Alina M. Hartley
Executive Director
Livingston County Board Office

MANAGER'S REPORT
APRIL 2017

- The department recently addressed drafting issues in Courtroom #1 of the Law and Justice Center. The manager met with Judge Bauknecht on March 24th concerning issues with cold drafts affecting jurors in the Juror's box. It was determined that the linear diffusers (see pics) on the south side of the courtroom were not properly adjusted or operational, thus blowing cold supply air on individuals or no air at all. The problem was corrected by repairing & re-adjusting the linear diffusers to force the supply air over the Juror's box towards the center of the courtroom. Courtroom temperatures were also a concern and will be addressed by activating the warm/cool adjust feature on the courtroom thermostat. This feature will allow the court staff to adjust space temperatures from the courtroom.
- The department is working to address a supply fan motor problems at the Law and Justice Center on AHU#2 which serves the 2nd floor of the facility. The supply fan motor on AHU#2 has failed several times on an "Earth Fault" alarm which indicates a grounding issue within the VFD, a problem within the motor, or wiring to the motor. A megger test was performed after the most recent failure on the evening March 31st and the test indicated that the problem was within the motor. Due to the inability of having AHU#2 non-operational for any extended period of time a replacement motor was purchased so the existing motor can repaired (if repairable). At this time the supply fan motor is operational and appears to be only failing when operating at low Hertz. The repair costs are estimated at \$5000.00 for the purchase of a new 40HP motor & installation. If the existing motor can be repaired it will be used as a back-up. Estimated repair costs for the existing motor (if repairable) is \$2000.00
- On March 16th@6:00am the fire alarm system was activated at the Health and Education Building. Fire alarms were activated due to the failure of a steam condensation pump system which allowed steam vapor to trigger a smoke detector in the east stairwell of Public Health. The pump system was repaired, but excessive condensation caused by leaking steam traps is causing above normal use of this system. Several steam traps were replaced in the area of the condensate pump system, but flow rates are still higher than normal. The manager is currently reviewing pricing for replacement steam traps. Steam trap replacement is estimated at \$5000.00 material/labor.
- The manager is continuing to review options for improvements to the Safety Complex's domestic water booster pump and water softener system. At this time replacement costs for the pump system are estimated at \$16,000-\$19,000 not including costs for plumbing work to connect the system to a proposed "cold" water softener system. Rock Valley Culligan of Love Park estimates the cost to add an additional softener to treat cold water at about \$16,000. Culligan is also recommending about \$12,000 in upgrades to the current hot water softening system.
- 2nd shift custodial operations at the Law and Justice Center have transitioned well prior to the retirement of custodian Linda Zasadil on March 31st. Daily housekeeping needs are now being completed by one fulltime 2nd shift custodian and one part-time 1st shift custodian. The manager has developed a new custodian schedule that will allow all departments within the facility to be serviced twice a week. Some equipment upgrades are also being made to make housekeeping tasks much more efficient for the worker.
- Due to the resignation of a recently hired custodian custodial operations at the Historic Courthouse are being temporarily outsourced to the DSI Corporation who is currently maintaining the Health and Education Building. Custodial operations are also being moved to 2nd shift with the recent retirement of custodian Connie Larkin on March 31st.
- The Facilities Department will be experiencing some staffing shortages in the coming weeks due to the requested early departure of maintenance worker Mike Stadel on April 14th. The manager hopes to have the vacant Assistant Manager's position filled by mid-April and the open Maintenance Labor position of Mr. Stadel's filled by the end of April.