

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF JULY 10, 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, Allen, Goembel, Holt, Mays, Weller

Absent:

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Facilities Services Director Chad Carnahan, VAC Superintendent Tom Bailey, Finance Director John Clemmer, County Board Member Marty Fannin

Ingles requested that the revised agenda be amended to add an executive session for personnel matters. *Motion by Goembel, second by Mays to approve the revised agenda as amended.*

**MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the June 5, 2017 meeting. *Motion by Holt, second by Allen to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

**Monthly Department Report** – Carnahan reviewed his monthly department report with the Committee a copy of which is attached to these minutes. There was no one present from the Sheriff's Department to provide information as to the Law & Justice Center and Public Safety Complex.

**Regions Bank Purchase Proposal / Lease Proposal** – Ingles stated that based on the analysis completed by Hartley it would appear clear that the best path is the lease proposal submitted by Mosiac. *Motion by Weller, second by Holt to direct Hartley to proceed with having a lease agreement drafted.* **MOTION CARRIED WITH ALL AYES.**

**FY 2018 Budget** – Carnahan reviewed his FY 2018 budget requests with the Committee. Carnahan stated that most budgets went up a fair amount, but he was comfortable with the amount budgeted. The Committee will continue to review and will discuss at next months meeting.

**FY 2018 Capital Requests** – Carnahan reviewed the FY 2018 capital requests with the Committee.

Enclosed Utility Trailer	\$5,000.00
Storage Container	\$6,000.00
H&E Building Abatement	\$30,000.00
H&E Building Insulation Replacement	\$30,000.00
H&E New Construction / Renovation Study	\$500,000.00
H&E Building Improvements	\$40,000.00

Grounds Improvements	\$8,000.00
Historic Courthouse – Flooring Replacement	\$5,000.00
Historic Courthouse – Dry Agent Fire Suppression System	\$18,000.00

Discussion took place regarding the status of the H&E Building. Consensus of the Committee was that renovation of the building would not be cost effective and therefore new construction should be the focus. Ingles stated that he felt that it was time to start the process. Ingles recommended that two or more firms be contacted to make a presentation to the Committee.

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

**Executive Session** – *Motion by Mays, second by Weller to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) Personnel Matters and (11) Pending Litigation.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 7:32 p.m.

Regular Session resumed at 7:55 p.m.

*Motion by Mays, second by Weller to adjourn.* **MOTION CARRIED WITH ALL EYES.**  
Meeting adjourned at 7:56 p.m..

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Alina M. Hartley  
Executive Director  
Livingston County Board Office

## Manager's Report July 2017

### Ongoing Work In-Progress

- The department is working to develop a Pre-qualified Vender List as outlined in the recently implemented Livingston County Purchasing Policy.
- The department is continuing to review options to fill 1-fulltime and a 1-part-time custodian position within Maintenance Unit #2.
- The department is working to complete planning and the installation of an intercom system to the Historic Courthouse's wheelchair lift. The intercom system will allow visitors to contact employees within the facility should they need additional assistance. Lighting improvements will also be made in and around the wheelchair lift unit.
- 2017 capital roof and masonry improvements at the Historic Courthouse.
- Additional abatement work is needed at the Health and Education Building to address problem areas. The department is working with contractors to develop an action plan and project costs.
- **Repairs are scheduled** - The department recently worked with Jarvis Boiler and Welding Company of Canton, IL to inspect the remaining three mudlegs of the Health & Education Buildings Kewanee steam boiler. One of the four mudlegs was repaired during the 2017 heating season that caused excessive water loss until it was repaired and the remaining three mudlegs are showing similar deterioration. Repairs were estimated at \$4150.00.
- Project planning Additional abatement work is needed at the Health and Education Building to address problem areas. The department is working with contractors to develop an action plan and project costs.

### Completed Activities

- **Completed** - The department is working to develop budgets and capital requests for 2018 fiscal year.
- The manager met with Orry of SmartWatt an energy systems optimization company to review possible ways to improve energy efficiency for county facilities using a budget neutral system. Mr. Cummings will likely attend the August Property Committee meeting to speak with the committee about his company's services.

### Other Significant Issues

- The manager is consulting with an environmental contractor about reported concerns in the basement area of IHR.
- The department is working to address issues with the Historic Courthouse's domestic water pump system. The system is experiencing cycling issues which have recently resulted in a higher than normal water bill for the month. The department is working the Syncroflo of Norcross, Georgia to resolve on-going problems with the system.

### Future Considerations

- Planning for 2018 service vehicle replacement/purchase. Vehicle(s) type, fleet management ideas, etc.