

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF OCTOBER 2, 2017

Committee Chair Mike Ingles called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Allen, Holt, Mays

Absent: Weber, Goembel, Weller

Also Present: Chairman Bob Young, County Board Member Marty Fannin, Executive Director Alina Hartley, Facilities Services Director Chad Carnahan, Finance Director John Clemmer, Sup. Bill Cox, Director of Maintenance Don Verdun

Ingles requested that the agenda be amended to remove executive session. *Motion by Allen, second by Holt to approve the agenda as amended. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the September 5, 2017 meeting. Ingles noted minor changes that had been corrected. *Motion by Mays, second by Allen to approve the minutes as amended. MOTION CARRIED WITH ALL AYES.*

Update FY 2018 Budget and Capital Requests – Ingles reported that at the last Finance Committee meeting a motion was passed to reconsider the purchase of the $\frac{3}{4}$ ton pickup truck and instead purchase a half ton. Ingles further reported that a motion was passed at Finance to further reduce the maintenance budget for unit two, to \$257,742, with the difference to be placed into contingency. Ingles stated that in the past, excess funds from the utilities had been used as a contingency. Ingles stated that since those line items were transferred to a separate budget that was no longer a possibility. It was noted that those funds were still accessible, as long as it was approved. Ingles indicated that his issue was that it was not added to the base for future years. Carnahan reviewed potential adjustments to the budget and services that would be cut, a copy of which will be forwarded to committee members. A lengthy discussion took place about those items, with the consensus being that no such changes needed to be made; additional funds from contingency and/or energy savings can be requested if needed. Consensus of the Committee was to meet the target of \$257,742 given by the Finance Committee. Ingles expressed his frustration and requested the Chairman select a new property committee chairman.

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

Cox noted that the Trane service contract had come in at approximately \$6,000, which included four visits per year. Verdun stated that there were repairs needed, estimated at approximately \$14,000 that just come up. Verdun noted there would be some savings if they county had the service contract due to reduced rates. Repairs will be done when the season is over.

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

Motion by Mays, second by Holt to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:13 p.m..

Alina M. Hartley
Executive Director
Livingston County Board Office

Manager's Report
October 2017

Ongoing Work In-Progress

- The department is working to complete planning/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. **Equipment has been purchased, tested, and will be permanently installed by mid-October. The estimated project cost is \$2000-\$2500.00.**
- 2017 capital roof and masonry improvements at the Historic Courthouse. **Update – Roof repairs to the Historic Courthouse have been contracted to Union Roofing of Chenoa, IL and masonry repairs have contracted to Abraham Masonry of Pontiac. Roof repairs should begin this month taking about two weeks to complete and masonry repairs will be completed as weather permits.**
- 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 (Tunnel(s) re-inspection 8/7/2017). **Estimated project cost is \$38,000-\$45,000. The project has been submitted as a 2018 Capital request.**
- 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. **Update - Repairs have been scheduled and are expected to be completed by the end of October.**
- While performing maintenance activities at the 110 West Water street facility it was determined that one of seven forced air heating/cooling units was damaged requiring repair or replacement. The department is currently obtaining quotes for both repair and replacement options. Estimated costs at this time to replace the 20+ year old unit are \$3,500.00 for repair and \$6,100 to replace. **Update – The manager has contracted Xcell Mechanical of Mackinaw, IL to replace two older 80% 75,000 BTU furnaces and refrigeration systems with two new high efficiency units. The units are being replaced due to corrosion damage to the outside condenser unit(s) that has caused one of the two units non-operational. The project cost is estimated at \$12,451.00 and should be completed by 10/6/17. The manager is also looking at possible natural gas or electric rebates that may be applied to the project cost.**
- The department will be replacing emergency lights in the Historic Courthouse to compact LED units instead of replacing batteries in the existing units. After review of battery replacement costs the manager feels it's more economical and efficient to replace the units. Battery replacement on the existing units is recommended on five year cycles. The new units to be installed will offer a ten year life expectancy, brighter illumination when in-use, longer operating times(90 minute minimum), and lower maintenance costs. About 30-40 units will be replaced and/or installed as part of the \$600.00 project.
- The manager contacted the Controlled Power Company of Troy, Michigan to provide a quote to complete the five year preventative maintenance work for the Historic Courthouse's lighting inverter. The five year preventative maintenance includes the replacement of the unit's 10 deep cell batteries and calibration/testing of the operating systems. The estimated project cost is \$6,242.00 and the manager will likely have the work completed prior to December 1st.

Completed Activities

- A large Hackberry tree located on the southeast side of the Historic Courthouse property was removed by Trost Tree Service of Pontiac, IL on 9/20/17 due to significant rot damage to the tree's base and limb structures. The tree's location posed issues to public safety and possible property damage, thus causing its immediate removal. The project cost was \$1800.00 to remove the tree and grind out the stump. The manager has also contracted Trost Tree service to begin pruning of trees on the Courthouse property. Pruning work will be performed during non-business hours to prevent disruption to daily operations. This will also provide a clear assessment of other possible safety concerns and additional tree removal costs.

Other Significant Issues

- The manager will be obtaining quotes to remove several linear feet of ACM from the boiler room of the 110 W. Water street facility. The material was documented in an ACM study conducted in 2016 and more recently was observed during a HVAC project taking place in the boiler room. The abatement quotes will be used for future budget planning or immediate removal should it become necessary.
- Additional roof work will be needed to the Historic Courthouse as part of an additional 2108 Capital Request. Several areas of the roof structure that use slate tiles as their roofing material are in need of repair because of loose or missing

tiles. This work is addition to an approved 2017 Capital Project for repairs and preventative maintenance to other areas of the roofing systems. The estimated project cost is \$20,000.

Future Consideration

- Health and Education Building at 310 East Torrance long term maintenance and operational options.