

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF DECEMBER 4, 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, Allen, Holt, Mays, Weller

Absent: Weber, Goembel

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, Network & Computer Systems Administrator Jon Sear

Ingles called for any additions or changes to the agenda, with none being requested. *Motion by Holt, second by Mays to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the November 6, 2017 meeting. Cox stated that he took issue with the minutes, in regards to the Property Maintenance Process. Cox stated that the minutes indicate that he agreed with the principle of the document, when throughout the meeting he expressed that he did not agree with the document. Cox stated that what he did agree to was continuing to do things as they had been. *Motion by Weller, second by Holt to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Monthly Department Reports – Chad Carnahan reviewed his monthly department report with the Committee, a copy of which is attached to these minutes. Carnahan also noted that he had been discussing the masonry repairs with Abraham, and there was some concern on using a filler on the stone due to the possibility that it could change the color and would require ongoing maintenance. Carnahan stated that they did a trial of grinding down the face of the stone, and it appears to have worked. Carnahan stated that they will finish with a sealant. Carnahan encouraged Committee members to review the work on the east side of the Historic Courthouse.

Don Verdun reviewed his monthly department report with the Committee, a copy of which is attached to these minutes.

Approval of Bills – The Committee reviewed the bills presented. Ingles noted that BDI completed back flow tests at the jail for a total of \$1,750, or \$218 each. Ingles stated that the same back flow tests were done by a different contractor for a total of \$138, or \$36 each. Ingles stated going forward he would encourage quotes on these types of things. *Motion by Mays, second by Allen to approve the bills as presented. MOTION CARRIED WITH ALL AYES.*

Motion by Mays, second by Allen to adjourn. MOTION CARRIED WITH ALL AYES.
Meeting adjourned at 6:33 p.m..

Alina M. Hartley
Executive Director

Manager's Report
December 2017

Ongoing Work In-Progress

- **October Report** – 2017 capital roof and masonry improvements at the Historic Courthouse. 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. **November Report** - Roof repairs are still scheduled for 2017 and will likely begin the second week of November. Abraham Masonry has elected to delay masonry repairs until spring when freezing temperatures are not a concern for proper curing of filler products and sealants. **December Update – Union Roofing was contacted on 12/1/17 and roof repairs are still scheduled for completion by the end of 2017.**
- **October Report** - 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. **November Update** – Project pending approval of 2018 capitals and necessary quote. **December Update – Union Roofing was contacted on 12/1/17 and roof repairs are still scheduled for completion by the end of 2017.**
- **October Report** - 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. **November Report** – This project is pending end of the year funds. **December Update – Batteries and additional supplies needed to complete the Inverter PM are expected on-site on Dec. 4th and repairs completed by Dec. 7th or 8th.**
- **August Report** - 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. **October Report** - 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. **November Update** – Project pending approval of 2018 capitals and bid requests. **December Update – The manager is preparing information regarding this abatement project so it can be post for bids.**
- **December Report** – The manager is currently obtaining quotes for a 10-12' enclosed utility trailer to be used by all county departments as needed. The cost for the utility trailer will not exceed \$2500.00 per the approved 2018 capital request.
- **December Report** – the department is currently working with DMC Landscaping of Odell and Trost Tree Service of Pontiac to remove and replant several trees on the courthouse property. Six trees total will be removed including two large Ash trees on the southwest side of the facility. Thirteen trees will be replanted as part of a 2018 approved capital project. A large variety of tree species will be planted which include Redbuds, Blackgum, Bald Cycpress, Ginko, Beech, Paperbark Maple, Magnolia, and Spruces. A combination of Tiger grass, spruce trees, and burn bushes will be used on the east side of the facility to screen the present dumpster containers, thus providing a maintenance friendly solution vs. a wood/steel structure. The tree removal and replanting will be completed within two weeks of the expected start date of 12/2/17. Some planting, mulching, edging may need to be completed in the early spring as winter weather now appears to be approaching area.
- **December Report** – The manager will be working periodically this month with the SmartWatt team reviewing facilities to develop an energy savings assessment. County facilities will be visited on Dec 13th@8:30am to start the assessment study.
- **December Report** – Two moderate size monuments have been relocated to the Poor Farm Cemetery by Pontiac Monument. The monuments were removed from the former Livingston Manor property prior to

the demolition of the facility. Removal and relocation of the monuments is estimated at \$1,000.00. Pictures will be provided to the committee.

Completed Activities

- **November Report** - The department is addressing issues with pigeons nesting in two of the four main entrances of the Historic Courthouse. A bird spike system is being installed to all four main entrance porch ceilings to distract and prevent future nesting. About 200 linear feet of Bird X stainless steel spike system is being installed with estimated project cost of \$500.00. Pictures of the project will be presented to the committee. **Project Update - Completed**
- **November Report** – The department will be making additional repairs to the Health and Education Building’s Kewanee steam boiler. Although the boiler recently passed its state inspection the safety relief valve is not sealing properly since the recent boiler start-up. Xcell Mechanical will be assisting the department with replacing the 2 ½” safety relief valve on November 6th. The repair is estimated at \$1200.00. **Project Update – Completed.**

Other Significant Issues

- **November Report** - The department has located significant deterioration to a small area of 2” domestic water line that will need to be replaced within the Health and Educating Building boiler room. Repairs are estimated at \$1400.00 - \$1600.00. Pictures of the project will be presented to the committee. **Project delayed because of insufficient funds in 2017 budget.**

Future Consideration

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

Law & Justice Center / Public Safety Complex

November 2017 repair notes

1. Receiving bay door repaired
2. ERS units greased and filters changed. Took extra time for training on unit basics and common problems. Training included known problems with freeze stats and where they are located and how to reset if needed; how to find faults on the computer terminal on ERS 1; where the supply and return air contactors are and how to reset if needed.
3. Replaced bulbs under hood in kitchen with L.E.D. bulbs.
4. Serviced all air handlers. Greased all motors, pumps, and compressors.
5. 4 Kitchen faucets rebuilt.
6. Contacted Eichenauer Services to repair the tilt skillet. When they arrived they advised that because the problem appeared to be with the terminal block, not the actual skillet, they would not work on it and advised us to contact an electrician. We found a replacement terminal block at Mid Ill. Electric and made the repairs ourselves.
7. 3 major plumbing leaks repaired by staff. (copper pipe leaking) Repaired with parts on hand.
8. Several floor tile replaced in basement by elevator and by training room.
9. Christmas tree was put up by staff after several days of tracing faulty circuits. This will be the last year for this tree as repairs have become to costly.
9. Holding cell lock at Law & Justice Center failed and was repaired by staff.
10. Painting of Abe was hung in Law & Justice Center.
11. Numerous plumbing issues were repaired, (sinks, toilets, faucets) at L&J Center.
12. Camera #72 (ptz in kitchen) had dome cover broken and was replaced by staff.
13. Installed an Apollo 12 weight machine in indoor recreation for use by detainees. Installation process took the entire staff including Superintendent Cox, and several detainees a full day. The machine was secured to the floor and is designed for use in correctional facilities.
14. Staff has started replacing bad tubes and bulbs with L.E.D.s. All future replacement will be LEDs.