

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF SEPTEMBER 7, 2016

Committee Chair Mike Ingles called the meeting to order at 4:01 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Weber, Arbogast, Bunting, Flott, Weller (arrived at 4:15 p.m.)

Absent: Ritter

Also Present: Chairman Marty Fannin, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), Brad Gillette (Assistant Facilities Services Manager), Jail Superintendent Bill Cox, Coroner Danny Watson, Jon Sear (Network & Computer Systems Administrator), John Clemmer (Finance Resource Specialist), Human Resources Specialist Linda Daniels

Ingles called for any additions or corrections to the agenda. *Motion by Flott, second by Arbogast to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the August 1, 2016 meeting. *Motion by Arbogast, second by Flott to approve the minutes of the August 1, 2016 meeting as presented. MOTION CARRIED WITH ALL AYES.*

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

FY 2017 Budget & Capital Requests – Ingles distributed an updated summary of the capital requests. The Finance Committee had recommended that each committee review their submitted requests and prioritize them based on what must be done and what should be done. Updated requests will be submitted as follows.

H&E - Boiler Upgrades	\$8,000.00 (deferred)
Historic Courthouse – Emergency Generator	\$65,000.00 (lower to \$5,000 to store)
Historic Courthouse – Elevator Pit Cleaning	\$6,128.00 (include)
Historic Courthouse – Roof Repair	\$16,000.00 (include)
Historic Courthouse – Masonry Repair	\$18,400.00 (reduced to \$4600 partial)
Law & Justice Center – Condenser Tank	\$2,725.00 (combine w/ dolphin &
Law & Justice Center – Removal of Dolphin System	\$2,550.00 increase to \$10,000)
Law & Justice Center – Humidifiers	\$25,929.00 (deferred)
Law & Justice Center – Office to Mech. Tunnel	\$3,100.00 (include)
Law & Justice Center – Emergency Power Upgrades	\$27,000.00 (reduce to \$10,000)
Law & Justice Center – Courtroom Ceiling Insulation	\$40,000.00 (reduced to \$5,000)
Law & Justice Center – Dumpster Enclosure	\$4,588.00 (deferred)
Law & Justice Center – East Entrance Doors/Sec.	\$50,000.00 (include for now)
Public Safety Complex – Building Automation	\$59,900.00 (deferred)

Public Safety Complex – Dishwasher Replacement \$19,000.00 (reduced to \$15,000)
Further consensus of the Committee was that all items being submitted will require Committee approval prior to moving forward.

RFP – Regions Bank Building – Hartley reported that there was only one proposal received for the Regions Bank Building. Hartley stated that the proposal was for the lease of the ATM area for \$100 per month. The Committee will take the proposal under advisement and will discuss at next month’s meeting.

Renewal of Farm Ground – Hartley presented the two year farm lease for formal approval. *Motion by Arbogast, second by Bunting to recommend approval of a two year farm lease with Don Siegel. MOTION CARRIED WITH ALL EYES.*

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

Executive Session – Due to time constraints the Committee was unable to meet in executive session. Ingles stated that he may call a special meeting to allow for the executive session.

Motion by Weber, second by Weller to adjourn. MOTION CARRIED WITH ALL EYES.
Meeting adjourned at 5:01 p.m..

Alina M. Hartley
Administrative Resource Specialist

Manager's Report
September 2016

New Business – The department is currently working to make repairs to the dedicated outside air unit at the Law and Justice Center. The unit failed on the July 15th during morning start-up and it has been determined that cause was due to a bad motor winding. The motor is currently being repaired by Professional Motor Repair in Bloomington and it's scheduled to be completed on 8/2/2016. The estimated cost for repair is \$2,500.00-\$3000.00.

Project Update – Repairs to the DOAU#1 (dedicated outside air unit) that serves the Law and Justice Center has been completed. The cause of the problem has not been determined, but some wiring and connects to the motor have been improved.

New Business - The department is currently coordinating repairs for another failed Promotion valve actuator. The failed valve actuator is located on cooling tower #2 and **at this time** is not affecting the operation of the cooling tower. Xcell Mechanical has been contacted to handle parts and labor regarding this repair. The estimated cost for this repair is \$3500.00.

Project Update – Repairs are pending suitable weather for the cooling tower to be shutdown to complete the repairs.

July Report - The manager is currently reviewing quotes to perform a chiller tune-up and inspection of the two RTAA090 Trane chillers at the Safety Complex. It was communicated to the manager that the chiller units at the Safety Complex are currently having staging issues and besides general maintenance/repairs the units had not been serviced by a qualified service company since their installation. It's the view point of the manager that a "chiller tune-up/inspection" is necessary to identify any unknown problems and return the units to their original operating specifications. The estimated cost to review the two chiller units is \$1840.00 – 3,015.00.

August Report – The manager has contracted Hunzeker Service Agency of Peoria to perform the chiller tune-up on the two 90 ton chiller at the Safety Complex. The work is expected to start Wednesday the 3rd. The project is estimated at \$3,015.00 with additional costs if problems are found.

Project Update – Tune-up work has been completed to the two chiller units at the Safety Complex. The preventative maintenance work by Hunzeker did not disclose any major issues with the two chiller units serving the facility. But lack of cleaning of the condenser coils was noted during the time of the scheduled service appointment (see attached pics). Monthly maintenance/trending logs by the department will assure the chiller units are being properly maintained. The project cost was \$3,015.00.

New Business – The manager is working with Daikin/McQuay to schedule repair work on a 250 ton chiller unit at the Law and Justice. The project will involve adding a load balance kit to eliminate on-going compressor staging issues. The project is expected to take 2-3 days to complete with a project cost of \$13,126.00. The tentative project starting date is Monday, August 8th.

Project Update – Repairs have been completed to the McQuay 250 ton chiller unit at the Law and Justice Center. After the load balancing kit was installed and the unit was tested the technician determined that the condenser tubes on the unit were fouled (dirty) (see attached pics). The foiled tubes were causing continuing compressor faults and the unit to operate inefficiently when in operation. It was recommend by Daikin to chemically clean the condenser tubes and also brush the tubes to remove scale build-up. The manager reviewed the additional work needed with Property Committee Chairman Mike Ingles and preceded with the additional repairs. The additional costs for repairs were \$9,772.00 with an final estimated project cost of \$22,898.00.

New Business – The department is working with LaForce of Willowbrook, IL to make repairs to an exterior security door on the east side of the Law and Justice Center. An electric door latch on door# 4 failed on July 12th causing an unauthorized person to enter the building through the security door. Ray Benoit of LaForce made a site visit to determine the necessary repair parts needed and what parts should be maintained for inventory. The estimated cost for repair and parts for inventory is \$1400.00.

Project Update – Repairs to door# 4 are still pending. Part delays by the manufacture and scheduling conflicts by LaForce have delayed repairs. The manager was informed repairs are scheduled for September 7th.

New Business – The manager worked with Mechanical Inc. of Peoria on Saturday, July 30th to make control changes to the Building Automation System serving the L&J and Historic Courthouse. The department has been experiencing ongoing control problems with the chilled water bypass valve that supplies chilled water (for building cooling purposes) to both the Law and Justice Center and the Historic Courthouse. During the service visit changes were made to the sequences of the chilled water pumps and the chilled water bypass valve. The sequence changes are still being monitored by the manager but additional adjustments will likely be necessary to finalize the repair.

Project Update – Additional repairs to the BAS sequence are scheduled for September 12th. Changes made on July 30th appear to be operating as expected, but additional tuning is required.

New Business – The department had several systems damaged during a weather event on Sunday, July 24th. Listed below were the systems affected:

- County Clerk Vault - Fire Suppression System – Alarm Panel Controller – Estimated Repair Cost - \$1000-\$1500.00 – **Repaired**
- Law and Justice Center - Emergency Generator – Generator Controller - Estimated Repair Cost - \$1000-\$1500.00 – **Repaired**
- Region’s Bank - Damaged Cottonwood Tree - Estimated Removal Cost -\$5500.00 – **Project Pending**
- Safety Complex – Emergency Generator – Damaged Motor Starter – Estimated Repair Cost – \$1000-\$1500.00 – **Motor starter determined not to be related weather event.**

Project Update – Additional damages have been found related to the weather event on Sunday, July 24.

- **Historic Courthouse – Emergency Power Inverter – Estimated Repair Cost – Pending – Repairs scheduled for 9/6/16.**
- **Region Bank – Parking lot lights – Led & High pressure style fixtures – Estimated Repair Cost - \$3000.00**

New Business – The department is moving forward with installation of the emergency generator at the H&E building that was approved by the committee in January. A 22KW natural gas generator will be purchased & installed by Durham Electric and the natural gas work will be completed by BDI Plumbing. Breaker panels at the facility still need to be traced and labeled by staff in order to properly add circuits to the generator’s transfer switch. The generator installation project will not exceed \$10,000 and should be completed by the first of October.

New Business – The Historic Courthouse has been recently rekeyed due to a misplaced key. The project was completed by Bill’s Key and Lock of Normal at an estimated cost of \$1350.00. Facility Management is has implemented and is reviewing other key management systems to prevent future key related issues.