

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF AUGUST 7, 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, Goembel, Holt, Mays, Weller

Absent: Weber

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Facilities Services Director Chad Carnahan, Finance Director John Clemmer, Sup. Bill Cox, County Board Members Marty Fannin and Kathy Arbogast

Ingles called for any additions or corrections to the agenda with none 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 July 10, 2017 meeting. *Motion by Weller, 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.

Cox reported that the PSC had issues with the walk-in cooler and the floor coming loose. Cox stated that the adhesive was repairs and the mold was removed. Cox reported that there was also an issue with the north sally port door, which resulted in a \$1,255 repair. Cox stated that rhw motor and a spring were replaced. Cox also reported that the back flow valves on the domestic water pumps needed repaired at \$2,980.

Cox reported that a light module went out in the Law & Justice Center, resulting in a \$1,175 repair. Cox stated that there are 13 of these modules throughout the building, so a backup was purchased.

**Regions Bank – Building Preparation** – Carnahan stated that the department has been working on preparing the building and there are many items of concern. Carnahan reported that the department has been replacing thermostats throughout the building. Carnahan stated that many of the old thermostats were installed in the wrong locations. Carnahan stated that one of air conditioning units is in need of repair (estimated at \$3,500) or replacement (estimated at \$6,100). Consensus of the Committee was to replace using utility savings. Carnahan reported that they have replaced the soffit lighting at the Regions building as well.

Chad stated that he had met with the union in regards to outsourcing two of the custodian positions with DSI. Carnahan stated that these positions have been outsourced for a while, but

he can get a better rate if he signs a 1-2-3 year agreement. Carnahan noted that he would not be laying off any workers so the contract allows for this to happen. Ingles noted that the cost is slightly higher to outsource, but the benefit is that the employees are replaced right away, and a supervisor is provided to manage those employees. Discussion took place. There was no objection to the outsourcing expressed, so Carnahan will proceed with signing the contract.

Carnahan requested a waiver of the Purchasing Policy in regards to obtaining three quotes for masonry repairs. Carnahan stated that he obtained the estimate from Abraham, not to exceed \$18,400, but he wasn't sure if obtaining additional quotes would be apples to apples. Holt noted that he knew a masonry contractor out of Fairbury that he would recommend. Discussion took place. Consensus of the Committee was to waive the third quote requirement if Carnahan was not able to find a third company to provide an estimate.

**Regions Bank Purchase Proposal / Lease Proposal** – The Committee reviewed the draft lease agreement with Mosiac. Hartley stated that Mosiac is currently reviewing the document. Hartley reviewed some of the initial changes and requests. *Motion by Goembel, second by Holt to recommend approval of the lease with Mosiac pending final attorney review and approval.*  
**MOTION CARRIED WITH ALL AYES.**

**FY 2018 Budget** – Cox reviewed the FY 2018 budget requests for the Law & Justice Center and Public Safety Complex with the Committee. Carnahan reviewed the budget requests for all other County buildings.

**FY 2018 Capital Requests** – Cox reviewed his FY 2018 capital requests which include the repair of the kitchen flooring, the installation of chuck holes and the addition of a water softener. The Committee will continue discussion of these items at their next meeting.

**Approval of Bills** – The Committee reviewed the bills presented. *Motion by Holt, second by Mays 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 8:24 p.m..

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Alina M. Hartley  
Executive Director  
Livingston County Board Office

## Manager's Report August 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 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 - **Tentative completion date fall of 2017 (Pending funds)**
- 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. **(Tunnel(s) re-inspection 8/7/2017).**
- 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. - **Repairs have been postponed pending the availability of funds -**
- The department is working to develop budgets and capital requests for 2018 fiscal year. - **Completed**

### Completed Activities

- **July Report - The manager is consulting with an environmental contractor about reported concerns in the basement area of IHR.** Air samples were taken on June 29<sup>th</sup> and no mycotoxin molds were found but a type one allergen mold was found but at extremely low counts. Portable and fixed HVAC air units (if present) in the sampled area were inspected & sanitized by the department. An indoor environmental quality sampling and analysis report was completed by the contractor and reviewed by the manager. At this time no further action should be required but concerns and site conditions will be monitored by the department.
- The department worked with FTI of Elgin, IL on July 13 to re-calibration the pressure set-points on the Historic Courthouse domestic water pump system. Significant changes were made to the original set-point settings setup in 2012. The completed repairs have/will reduce pump(s) runtimes, address on-going low pressure suction issues, and reduce water/electricity usage.

### Other Significant Issues

- 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. Emergency exit signage/lighting has been installed or updated at the facility to meet emergency egress requirements at an estimated cost of \$500-\$700.00. Exterior soffit lights are also being upgraded with Led Retro fit units to reduce energy costs, maintenance, and improve lighting quality for the facility. Lighting improvement costs are estimated at \$500-\$600.00.
- With committee approval the facilities manager would like to move forward with outsourcing the department's current available fulltime custodian position and custodian part-time position. The manager is working with representatives of Diversified Services of Industry (DSI) to provide 1, 2, and 3 year agreement option.

### Future Considerations

- Planning for 2018 service vehicle replacement/purchase. Vehicle(s) type, fleet management ideas, etc.
- Health and Education Building at 310 East Torrance long term maintenance and operational options.

