

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF SEPTEMBER 5, 2017

Committee Chair Mike Ingles called the meeting to order at 6:04 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, Finance Director John Clemmer, Sup. Bill Cox

Ingles called for any additions or deletions to the agenda with none requested. *Motion by Allen, second by Weller to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the August 7, 2017 meeting. *Motion by Weber, second by Mays to approve the minutes as presented.* **MOTION CARRIED WITH ALL AYES.**

FY 2018 Budget and Capital Requests – Ingles stated that the capital items with priorities were forwarded after the last committee meeting. Ingles requested the Committee reconsider the status of the utility trailers, which he thought would be a good investment to use for storage and for the transportation of election equipment. *Motion by Weller, second by Weber to request finance reconsider the utility trailers.* **MOTION CARRIED WITH ALL AYES.**

Carnahan noted the addition of a capital request for additional roof work at the historic courthouse.

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

Carnahan reported that he received two bids for the masonry work at the historic courthouse. Carnahan reported that Abraham submitted a bid of not to exceed \$18,400, while Solid Rock submitted a proposal of not to exceed \$26,378. Carnahan requested approved to move forward without a third bid, awarding the contract to Abraham. *Motion by Holt, second by Mays to authorize Carnahan to award the contract to Abraham.* **MOTION CARRIED WITH ALL AYES.**

Cox stated that he didn't have a report prepared for the Law & Justice Center and Public Safety Complex, but noted that they are looking at a service contract for the Public Safety Complex for the Trane cooling towers estimated at \$7,000.

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 Weller to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 6:44 p.m..

Alina M. Hartley
Executive Director
Livingston County Board Office

Manager's Report September 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. **Equipment has been purchased, tested, and will be permanently installed by mid-September. The estimated project cost is \$2000-\$2500.00.**
- 2017 capital roof and masonry improvements at the Historic Courthouse. **Pending receiving quotes.**
- 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. **Repairs have been postponed pending the availability of funds.**

Completed Activities

- The department worked with Automatic Fire Sprinkler of Bloomington, IL to make repairs to a leaking packing seal and a defective relief valve on the fire pump at the Historic Courthouse. Both items were causing excessive water usage which was detected by the department and American Water Company. Repairs costs are estimated at \$1000-\$1500.00. The annual sprinkler/fire pump testing was also completed on 9-31-2017 by Automatic Fire Sprinkler.
- Miscellaneous maintenance and mechanical work continues at the Water street property to prepare for future tenants to the upper level of the facility. **Completed - 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 have been 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. **Completed - A three year agreement has been signed with Diversified Services of Industry (DSI) and will be in affect December 1st. The agreement was reviewed by the States Attorney for legal clarity and was approved.**

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. **Repairs are pending the review of quotes by the manager.**
- 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.