

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF NOVEMBER 6, 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

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, Orry Cummings (Smartwatt)

Ingles requested that the agenda be amended to add item f. Discussion on H&E Building. Ingles then called for any additional changes, 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 October 2, 2017 meeting. *Motion by Holt, second by Mays to approve the minutes as presented. MOTION CARRIED WITH ALL AYES.*

Orry Cummings of Smartwatt – Presentation on Energy Efficiency Programs – Orry Cummings of Smartwatt was present to discuss energy performance contracting with the Committee. Cummings reported that Smartwatt generally works with Counties with older buildings and tight budgets to look at possible energy savings possibilities. Cummings stated that the type of work that they do is guaranteed performance savings based, so there are no out of pocket costs, and the project pays for itself. Cummings reported that the first step is to complete a no cost feasibility assessment. Discussion took place. Consensus of the Committee move forward and authorize Carnahan to get the utility bills necessary for Smartwatt's review.

Regions Bank Building Request for ATM Space – Hartley reported that one of the local banks is interested in leasing the Regions drive up for additional ATM space. Hartley stated that this bank would not need access to the building. Discussion took place. Hartley was directed to contact Mosiac to see if they had any issues with the County leasing this space.

Livingston County Historical Society – Request to Use Board Room – The Committee reviewed a request to use the Board room submitted by the Livingston County Historical Society for December 7th. Ingles stated that the issue is that there are meetings already scheduled for that particular date. Discussion took place. Consensus of the Committee was to offer alternative dates of December 11, 12, or 13.

Monthly Department Report – Don Verdun reviewed his monthly department report with the Committee, a copy of which is attached to these minutes. Verdun reported that he received a second opinion on the Trane unit which amounted to \$1,200 which is for just the dryer. Verdun

stated that Trane is recommending that both the valve and the dryer be replaced. Verdun stated that the unit has been shut down for the winter. Verdun questioned how the Committee would like to proceed, as he did not have enough funds within his budget. The Committee will discuss this matter at their recessed meeting.

Chad Carnahan reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Property Maintenance Process – Ingles reported that Chairman Young had asked him to meet with Verdun and Cox, with the desire being for the two units to be able to work together as equals. Ingles stated that after the meeting, he drew up the maintenance process and subsequently forwarded to all committee members for review. Ingles stated that there must be some misunderstanding, as he was uncertain why Cox would be opposed. Cox indicated that he didn't feel the need to have another policy. Cox stated that it was their intent to keep attending meetings and doing what they have been doing. Ingles questioned if that meant they were willing to do what was outlined in the process without agreeing to the process. *Cox responded that he was in agreement with the principles outlined within the document.*

Discussion on H&E Building – Ingles reported that he, Young and Fannin met with two firms to discuss the H&E Building. Ingles stated that both firms were asked to provide a proposal to complete an analysis of the H&E building to identify the most cost effective option for the County regarding whether to renovate the existing building, renovate a different building or to build a new building. Ingles stated that Wight provided an estimate, in the amount of \$26,500, plus \$2,000 allowance for reimbursable expenses. Farnsworth provided a proposal, in the amount of \$17,500, plus a \$250 allowance for reimbursable expenses. Ingles stated that they are looking to move forward and will be recommending the Committee and the full Board approve moving forward with Farnsworth. Discussion took place. The Committee will discuss the matter further at a recessed meeting.

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 EYES.**

Motion by Mays, second by Allen to recess. **MOTION CARRIED WITH ALL EYES.**

Meeting recessed at 7:14 p.m.. Meeting recessed until Thursday, November 16th at 5:30 p.m..

Alina M. Hartley
Executive Director

Manager's Report
November 2017

Ongoing Work In-Progress

- **August Report** - 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. **October Report** - Equipment has been purchased, tested, and will be permanently installed by mid-October. The estimated project cost is \$2000-\$2500.00. **November Update - The manager will review the operation of new intercom equipment with the County Clerk/Treasure Departments and also wheelchair lift operating procedures the week of Nov. 6th prior to final installation.**
- **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 Update - 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.**
- **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 Update - This project is pending end of the year funds.**
- **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. **November Update - Project pending approval of 2018 capitals and bid requests.**
- **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 quotes.**
- **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.

Completed Activities

- **November Report** - The manager has completed the annual update of SDS's (Safety Data Sheets) books for custodial supplies. Maintenance chemicals are currently being reviewed and SDS's updated as needed.
- **August Report** - 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. **October Report** - Repairs have been scheduled and are expected to be completed by the end of October. **November Update - Repairs were completed on Oct. 19th with a project cost of \$4,150.00. Pictures of the project will be presented to the committee.**
- **August Report** - 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. **October Report** - 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. **November Update - This project has been completed and rebate incentives are being applied for from Nicor's Energy Smart program. Pictures of the project will be presented to the committee.**
- **October Report** - 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. **November Update – Replacement project is completed, but additional emergency lights are still being added to areas that lack any emergency lighting (examples: 1st floor County Clerk vault, various basement storage areas, etc.)***

Other Significant Issues

- **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.
- **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.
- **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.

Future Consideration

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

September repair notes:

- 1 Replaced worn or broken exhausts fan belts on roof.
2. Cleaned filters in kitchen hood exhaust.
3. Completed 10 hours training with new maintenance worker with hands on in plumbing at public safety complex.
4. Completed 10 hours training in plumbing with Steve at Law and Justice building
5. Replaced ballasts and bulbs in kitchen.
6. Replaced another fan in chiller #2. Diagnosed and repaired by staff.
- 7 Washed out both chillers.
- 8 Prepared Jail for federal inspection
9. Mixing valve for hot water in male pod was scheduled with local plumber and replaced
- 10 Had Xcell mechanical replace bearings in return fan and fan motor for air handler #5
11. Automatic Fire Sprinkler tested sprinklers in both buildings. They found a faulty valve at L & J building and replaced it. No problems found at Public Safety Complex.
12. Replaced batteries in exit signs at L & J.
13. Repaired refrigerator ice machine in jury deliberation room
14. Handicap door still having problems. All parts have been replaced but still not functioning correctly all the time. Will be working with I.T. department to hopefully resolve the issues.
15. Reach in freezer repaired by staff.
16. Numerous toilet battery changes at L&J Center.
17. Repaired all the on going leak problems in C and D pods. Replaced 1 shower module and 4 sink modules that were bad. Also found 6 hoses leaking and replaced.
18. Boiler/ hot water heater inspection completed at Public Safety Complex with no issues found.
19. Shredder bins changed out at both buildings. (Seem to have far more than needed at sheriff's office)
20. Condensing unit on walk in freezer failed and was replaced as soon as possible. In total, freezer down for 3 days. Supr. Inman after some scrambling, was able to get help from D.O.C. and frozen food was transferred to their facility. Most of the food was saved.
21. New court room furniture was delivered and placed in designated court room areas.
22. Received letter from Com Ed that our meters were to be changed. However, all our meters have already been changed over to the new smart meters.
24. Bennett's arrived Friday, 09/29/17 at the Public Safety Complex, and with staff assistance, tested all smoke alarms.