

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF SEPTEMBER 4, 2018

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, Ambrose, Holt, Mays

Absent: Weber, Weller

Also Present: Chairman Bob Young, County Board Member John Slagel, Executive Director Alina Hartley, Director of Maintenance Don Verdun, IHR Director – Joe Vaughn, Orry Cummings (Smart Watt)

Ingles called for any additional changes to the revised agenda, with none being requested.

*Motion by Mays, second by Ambrose to approve the revised agenda. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the August 6, 2018 meeting. *Motion by Mays, second by Ambrose to approve the minutes of the August 6, 2018 meeting as presented. MOTION CARRIED WITH ALL YAES.*

**Authorization to Release RFP for Guaranteed Energy Savings Contract** – Orry Cummings of Smart Watt was present to review the results of the ComEd energy savings report, as well as discuss the process for a Guaranteed Energy Savings Contract. The ComEd Investigation Report indicated an initial project cost of \$20,270, with the payback incentive estimated at 1.2 years. Cummings stated that this project focuses just on the Law & Justice Center and an adjustment in the control systems. Cummings stated that the next step would be to issue an RFP for a guaranteed energy savings contract. Cummings stated that the company selected would serve as the county's representative by facilitating the bid process and guaranteeing the energy savings to come from the project. *Motion by Mays, second by Holt to authorize the release of the request for proposals. MOTION CARRIED WITH ALL AYES.*

**County Farm Ground Lease** – Hartley reported that the current lease will expire on October 31<sup>st</sup>. Hartley stated that she began to draft the new lease, but had some questions for the Committee. Hartley stated that the final payment had been received from the current tenant along with a request to renew the lease. With the consensus of the Committee being to continue with the release of the RFP, Hartley questioned how the H&E farm ground should be handled with the construction of the new building being a possibility. Consensus of the Committee was that the RFP and lease should be released in a manner that discloses the possibility of the lost acreage at the H&E building. Further consensus was that the process will be closed bid with the lease being awarded to the highest responsible bidder.

**Monthly Department Report** – Don Verdun presented his monthly department report, a copy of which is attached to these minutes.

**Amendment of Mosiac Lease** – Hartley reported that as discussed last month, there was a change in the project scope for Mosiac and the Water St. property based on the cost of the project. Hartley stated that since the scope is included in the Lease Agreement, an amendment will be necessary. Hartley stated that due to the increase cost of the improvements, Mosiac has requested that a five year renewal option be added to the Lease Agreement. Consensus of the Committee was to not offer the five year renewal option, but to relay a willingness to discuss the possibilities including purchase at the end of the current lease. *Motion by Mays, second by Allen to amend the lease without the five year renewal option.* **MOTION CARRIED WITH ALL AYES.**

**Approval of Bills** – The Committee reviewed the monthly bills. *Motion by Ambrose, second by Mays to approve the bills as presented.* **MOTION CARRIED WITH ALL AYES.**

**Other Business to Come Before the Committee** – Masching was present to discuss an issue with the county clerk vault with the Committee. A portion of the ceiling had come down and Masching was concerned with the integrity of the rest of the ceiling. Verdun will look into the matter.

Watson stated there was an issue with the vault in the basement of the Water St. building. Watson stated that it is a combination vault that they do not have the combination for. Watson stated that when Carnahan worked for the County the vault lock was disabled, so it could not be locked, it was unclear this happened.

*Motion by Mays, second by Ambrose to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:19 p.m..

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Alina M. Hartley  
Executive Director

# Livingston County Facility Services Maintenance Report for August 2018

## Public Safety Complex

Sprinkler System and Pump Cabinets, Flow Switches were tested by Automatic Fire Sprinkler Co. this was annual inspection.

Sally Port slider door quit operating; we disassembled and found a broken micro switch. I had a replacement switch on the shelf and we were able to replace it and get the door operating.

Booking door latch would not operate, disassembled latch and staff found a broken spring inside we had the part and staff was able to repair it. A newer maintenance staff member was present and assisted with the repair, picking up some training on our jail locks.

Walk in cooler in the kitchen would not maintain temperature we had a tech come in and check it out; it was low Freon and needed a new thermostat. This corrected the problem.

Tip skillet in the kitchen was not operating staff checked some wiring and other components and got it working.

One of the commercial Dryers in the laundry would not maintain temperatures, we had to call in a tech to check it out and found a temp probe was bad.

## Law and Justice Center

We are in the process of updating our Johnson Controls HVAC management program. This was included in our service contract for the year. With the help of our IT man Jon Sear suggested we load it on a Virtual Server and we would never lose this program. And we would be able to make changes

to the program without disrupting operation of the program. It was in our contract for Johnson Controls to have 3 days here to get this work done.

Staff helped setup for a 4<sup>th</sup> court room.

We moved 2 pallets of water softener salt back to the Boiler room.

In the hallway, the door going to States Attorney's Offices someone swung that door open and pushed the door handle stop threw the wall. The wall is wall papered we are trying to come up with a repair were it wouldn't be noticeable.

Ray replaced fan belt on chiller tower #1

Sprinkler fire pumps were tested, and flow switches.

## Historic Court House

Ray installed an outdoor speaker for the Handicapped lift by the west entrance.

Ray assisted with the repair of the same lift earlier in the month.

Also we had a small section of ceiling in the records vault fall.

We brought in a ladder and Ray climbed up and checked it out.

He said that although there didn't seem to be any more loose enough to come down the whole plaster ceiling seems to be deteriorating.

We had the Sprinkler System Fire pumps and alarms Tested this was an annual test.

## Health and Education

Ray trimmed trees behind the building.

Staff assisted with the testing of the Smoke and Fire Alarms with Seico Co.

Found a leak in a condensate pan and repaired the leak. This happened on a week end. The ceiling got wet and some tiles

came down. We are in the process of repairing that. Small section of carpet will have to be shampooed when the ceiling gets fixed.

## IHR

Ray repaired 4 lights inside of the building.

Replaced 3 exterior lights, these lights had not been working.

We replaced them with 3 new Led exterior lights. There was one exterior light we were able to rewire it to work.

Also we had to replace the air conditioning unit for the south end of the IHR hallway.

A Bees nest was found behind the passenger side outside mirror of the bus, Ray removed it.

Also loose boards were tightened down on their back deck.

There are other numerous jobs done, moving boxes to the basement for different departments and delivering copy paper, to all departments.

## Highway Department

Ray trimmed bushes around the building.

Ray repaired more lights around the building.

I had 4 representatives from Com Ed setup a visit; they wanted to tour the Safety Complex and the Law & Justice Center. This was for energy savings Ideas. While they were here I asked them to take a look at the Highway facility, lighting is a factor there.

They are going to send me a report in about 2 weeks with suggestions for replacement fixtures and bulbs and who to buy from to get the rebates.

Don Verdun

9-4-2018

