

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF APRIL 1st, 2013

Committee Chair Mark Runyon called the meeting to order at 6:14 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Steichen, Weber, Weller

Absent: Bullard

Also Present: Marty Fannin, Alina Hartley, Kathy Arbogast, Earl Rients

Runyon requested the agenda be amended to item f. Committee Goals & Announcements to the agenda. Runyon then called for any additional corrections to agenda with none being requested. *Motion by Weber, second by Weller to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the March 4th, 2013 meeting. *Motion by Weller, second by Borngasser to approve the minutes of the March 4th, 2013 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Presentation by Glen Ludwig – County Farm Ground – Glen Ludwig provided a brief presentation on why he felt the Committee should consider selling the county ground and investing the funds in economic development.

Maintenance Department Reports

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

Terry Taylor reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Taylor further reported that the new lift and light bars had been purchased and installed with proceeds from the safety grant. Taylor further reported that there was a gas leak at the H&E building. Taylor stated that the issue was identified and fixed immediately.

Daryl Bragg reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Bragg reviewed two proposals for the negative pressure issue. Bragg reported that the low bid was from Dewald construction with a cost of \$23,860. Discussion took place. It was noted that the plywood should be verified to be fire rated. *Motion by Gerwin, second by Weber to recommend the board approve the proposal from Dewald Construction.* **MOTION CARRIED WITH ALL AYES.**

Regions Bank – Notice to Exercise 5 year Renewal Option – Bragg reported that bids were received for the electricity contract with Integrys being the low bidder. Bragg reported that the contract had been signed and will go into effect on April 26th.

Policy on Tours of Historic Courthouse Clock Tower – Gerwin stated that she had enjoyed her tour of the courthouse clock tower. Gerwin stated that there is a benefit approaching and she was wondering if the county would be interested in donating a tour of the historic courthouse clock tower for two people. Gerwin stated that Bragg had volunteered to conduct the tour. Discussion took place. *Motion by Gerwin, second by Weber to allow these types of tours on a case by case basis should the State’s Attorney approve, Hartley confirms there is appropriate insurance coverage and a waiver of liability is signed.* **MOTION CARRIED WITH ALL AYES.**

Committee Goals - The Committee discussed possible goals for 2013. Identified goals include formulating a plan and begin implementation of the H&E building resolution, resolving any outstanding issues involving the Historic Courthouse and Law & Justice Center and reduce budget expenditures and identify cost savings.

Other Business – Runyon stated that he had discussed with the chairman the possibility of dissolving the Building / Renovation Committee. There were no objections from the Committee.

Approval of Bills – The Committee reviewed the bills presented. *Motion by Steichen, second by Weber to approve the bills.* **MOTION CARRIED ON VOICE VOTE.**

Executive Session – *Motion by Weber, second by Borngasser to go into Executive Session pursuant to 5 ILCS 120/2 (c)(21) – Semi-Annual Review of Executive Session minutes.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye, none Nay.

Executive Session began at 7:36 p.m.

Regular Session resumed at 8:12 p.m.

Action Resulting from Executive Session – *Motion by Weber, second by Steichen to open the executive session minutes of September 27, 2012, October 1, 2012 October 16, 2012 and November 5, 2012 and dispose of all verbatim records dated eighteen months and older and previously approved for content.* **MOTION CARRIED ON VOICE VOTE.**

Motion by Steichen, second by Borngasser to adjourn. **MOTION CARRIED WITH ALL AYES.** Meeting adjourned at 8:15 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Public Safety Complex

March Maintenance Report

Resealed the stainless Steel pass-through in visiting rooms 1&2
Prisoner's pick the seal out and try to pass notes back and forth.
Jeff replaced a camera in the Officers Vestibule.

Several lights and ballasts were replaced.

We got an OK from 911 to accept the bid from Lyons Bros. to
replace the Roof Air Conditioning for the basement equipment
room. This equipment has been ordered.

Repaired monitor bracket in 911.

Repaired desk and installed coat hooks in 911 office.

Scrubbed basement hallways and burnished.

We replaced the batteries in the automatic scrubber.

We repaired the power cord on the new buffer.

Also we had to repair the stainless steel bowl for the mixer.

They somehow broke a bracket off of the side that starts and
stop the mixer. We had to have it welded back on.

Installed new Lockout/Tag out cabinet

And a new Gas storage cabinet, these two items were approved
for purchase with safety grant money.

We replaced ceiling tile in the Chiefs office.

We serviced the VAV boxes.

We went through the Air Handlers and greased bearings and
checked filters and belts.

Jeff helped Daryl with a camera problem in the new Law and
Justice Center.

We had snow removal 24th and 25th.

We had shower drains plugged usually nothing serious.

The rest is on Facility Dude.

4/1/2013

Don Verdun Maintenance Supervisor

Livingston County Public Safety Complex

Livingston County Building Maintenance Monthly Report for March, 2013

Status Count Graph

Closed Work Orders-80 Items (highlights)

- *14 Preventative Maintenance/66 General Work Orders
- *snow removal and salting of sidewalks-all county buildings
- *4 small gas leaks at the H&E building-repaired
- *Ingersol Rand (door hardware manufacturer), LaForce (supplier of door hardware), & RWS (installer of door hardware)-worked on entry doors at the Historic Court House (see Daryll's report for details)

Deferred-0 Items

Duplicate Requests-0 Items

Work in Progress-0 Items

New Requests-1 Item

- *move storage cabinets from Highway Dept. to Historic Court House

On-Hold Items-0 Items

Pending-0 Items

Location (Cost) Analysis Graph

- *totals include costs of labor and materials
- *buildings' maintenance costs have been below \$1246.00
- *cost analysis
 - ✓ cost increases---
 - County Highway Dept.: \$78.00
 - County Treasurer: \$26.00
 - Historic Court House: \$171.00
 - Law and Justice Center: \$210.00
 - ✓ cost decreases---
 - County Clerk: \$18.00
 - Regions Bank building: \$434.00
 - Health and Education building: \$75.00
 - ✓ cost difference
 - (February to March) \$42.00 decrease

Respectfully Submitted by Terry L. Taylor, Building Maintenance Supervisor
April 1, 2013

Livingston County

Facility Management Services

Public Property Committee April Report 2013
Law and Justice Center

HVAC:

MAINTENANCE MANAGEMENT: FACILITY DUDE

We continue to implement P.M. schedules for the PSC jail, Historic Courthouse and other buildings and we are starting to use the system to manage and track new projects.

PREVENTATIVE MAINTENANCE:

1. We have been working on scheduled maintenance for the month of February and March working on P.M.s for the chillers and chilled water pumping system preparing for this year's cooling season cleaning the tower basins and waste water sumps.
2. I will be scheduling McQuay to come out and perform chiller tuning and inspections at the end of this month.
3. We are performing preventative maintenance for March at the Historic Courthouse going through all of the new systems and equipment and identifying any warranty issues.

WARRANTY ISSUES

1. HC boiler:
 - a. Leaks in the condensate piping (Unresolved)
 - b. Interface software to JCI (Resolved)
 - c. Glycol Pressure sensor (Unresolved)
 - d. Boiler setpoints not installed correctly (Resolved)
 - e. Glycol percentage incorrect hot water (Resolved)
2. HC Aluminum doors:
 - a. RWS and Ingersol Rand came out and worked on the Historic Courthouse doors. Terry and I worked with them and found seven out of eight doors with the hardware not installed correctly. We have monitored the doors daily and have not had a Forced Entry since the repairs and will re-enable the alarm system after committee week if all goes well. Terry will be attending a training class on the door hardware in November.
3. HC Air Handlers:

- a. Hot water piping leaking AHU#1 (Resolved)
- b. Low Limits Tripping (Unresolved in process)
- c. Heppa Filter not installed AHU #1(Unresolved)
- 4. HC Fire Pump:
 - a. Control Panel upgrade (Resolved)
- 5. HC Lighting
 - a. Contactor bad for October pink tower lights (Resolved)
 - b. Timer for night tower lights incorrect (Resolved)
 - c. Lighting ballast bad in bookkeeping (Resolved)
- 6. HC Elevator:
 - a. Sump pump failed (Resolved)
 - b. Emergency access panel (Unresolved)
- 7. HC Cameras:
 - a. Two video cameras have failed (Unresolved)
 - b. Software upgrade for new cameras (Unresolved)
 - c. Video display at LJC when Duress alarm activated (Unresolved)

Court House and LJC Construction

1. Close out documentation and as-built drawings for the HC project have not been received as yet.
2. We have started on the electric reheat project with running conduit and wire.
3. I have pricing on the negative pressure problem from Dewald and McCoy construction. I have reviewed the pricing and recommend Dewald for this work. McCoy's price for the attic work is \$54,418.00 and Dewald's price is \$23,860.00
4. We have opened the RFP's for the Electric Utility Contract and will be signing a contract in the next day or two with Integrys Energy out of Chicago ILL.
5. We have several cameras that need replacement at the LJC and Courthouse. Bennett has supplied new cameras but the Vicon video system will need the software upgraded before the new cameras can be installed. Bennett is waiting for the new software to be sent out and will upgrade the system under warranty when they receive it.
6. We will be starting the work on the tower fans this Wednesday and will install the ductwork to tower #2, test the sound in the courtrooms and proceed to phase two (enclosing the tower opening) if the noise level has not been effected. Dodson will be performing this work and should be complete with phase one by mid next week.

ATTACHMENTS
Contract for Electric Utilities
RFP for Negative Pressure Historic Courthouse
Utility Report for March

Utility Report for Feb. / March 2013
February 28th - March 28th Electric

Law & Justice Center	\$3,060.95
Public Safety Complex	\$6,336.63
Historic Courthouse	\$1,179.43
Regions Bank	\$1,828.97
Health & Education Building	\$1,526.75
Total Electric for Feb. 2013 – March 2013	\$13,932.73

February 28th - March 28th Gas

Law and Justice Center	\$3,191.28	
Public Safety Complex	\$4,247.18	
Historic Courthouse	Billing in Question (\$5,358.96)	
Regions Bank	\$491.72	
Health & Education Building	\$4,458.57	
Total gas for Feb. 2013 – March 2013		\$12,388.75
Grand Total Livingston County Facility Utilities		\$26,321.48

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