

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JULY 9th, 2012

Committee Chair Bill Flott called the meeting to order at 6:00 p.m. in the meeting room on the 2nd floor of the Pontiac Public Library.

Present: Flott, Weber, Deany, Ruff, Weller, Woodburn

Absent: Franey,

Also Present: Bill Fairfield, Mark Runyon, Daryl Bragg, Don Verdun, Alina Hartley,

Flott called for any additions or changes to the agenda with none being requested. *Motion by Woodburn, second by Deany to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the June 4th, 2012 meeting. *Motion by Ruff, second by Deany to approve the minutes of the June 4th, 2012 meeting.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report –

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

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

Bragg reported that a new water softener was purchased for the courthouse. Bragg stated that the unit that was previously rented was not big enough and Hicks Gas does not rent the commercial units.

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

Tuley reviewed his proposed FY 2013 budget with the Committee. Tuley then reviewed the proposed FY 2013 capital requests. Tuley's request for capital including an equipment building for \$150,000.

Bragg then reviewed his FY 2013 capital requests with the Committee which included the replacement of the boiler at the H&E building (\$179,000), the replacement of air condition units at the H&E building (\$16,280), the installation of a new 16" VAV box to provide primary air supply to the server room at the Law & Justice Center (\$4,800) and the replacement of two air conditioning units at the Regions building (\$6,425). Discussion took place. Consensus of the Committee was to continue discussion at next months meeting.

Request to use County Board Room for Traveling Smithsonian Exhibit – The Committee reviewed a request from the City of Pontiac to use the County Board Room for a traveling Smithsonian exhibit the city is scheduled to house. The City requested use of the room from February 20, 2013 thru April 8, 2013. It was noted that the exhibit will only take the west side of the room, so the board will still be able to have meetings in this room. *Motion by Weller, second by Weber to recommend the board approve authorizing the City of Pontiac to use the newly renovated county board room to house the traveling Smithsonian exhibit.* **MOTION CARRIED WITH ALL AYES.**

Lease Extension – Pontiac Public Library – Hartley stated that the current lease will expire at the end of July. The proposed lease extension will be for a period of six months with the option of extending on a month to month basis if needed. *Motion by Deany, second by Woodburn to recommend approval of a lease extension for the rental of the Pontiac Public Library office space.* **MOTION CARRIED WITH ALL AYES.**

Amendment to Participation Agreement – CIRBN/ ISU – Hartley stated that the University of Illinois Extension Office is requesting an amendment to their agreement with CIRBN to reduce the number of employees. Hartley stated that the county will need to approve since they own the land. *Motion by Weller, second by Woodburn to recommend approval of the amendment to the Participation Agreement with CIRBN.* **MOTION CARRIED WITH ALL AYES.**

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

Executive Session

Action Resulting from Executive Session – The Committee chose not to go into executive session, but instead reviewed the closed session minutes of the June 6, 2011 meeting. *Motion by Weller, second by Woodburn to approve for content the executive session minutes of June 6, 2011.* **MOTION CARRIED WITH ALL AYES.**

Motion by Ruff, second by Deany to open the executive session minutes of June 6, 2011. **MOTION CARRIED WITH ALL AYES.**

Motion by Weber, second by Ruff to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:37 p.m..

Alina M. Hartley
Administrative Resource Specialist

Maintenance Report

July 9, 2012

1. The hot, dry weather has stunted the grass and reduced the mowing to an occasional pass over to knock down the buckhorn and other undesirable vegetation. Watering at the Law & Justice Center has consumed considerable time and effort to keep the new sod from drying out and becoming damaged. We are holding off on completing the bush trimming until cooler weather to reduce stress on the bushes and crew.
2. We had a service call to Regions for leaking faucets in the bank restrooms in the basement. We determined that the faucets were shot and the sinks had some severe cracks, as well. We chose to replace both the sinks and faucets in each restroom as we had previously accomplished in the restrooms on the county office side of the lower level.
3. Daryll has been working on a preventative maintenance schedule for mechanicals and equipment at the Law & Justice Center. He has spent time in directing and instructing Mike on these maintenance items. Mike has been working on these items, and the schedule, to implement this important program. Terry has also been working the preventive maintenance on the electric door latches and locks, as well as other items.
4. We gathered tables and set them up with chairs in the jury assembly room on a couple of occasions, a PROUD event and board meeting, and then reassembled the jury room after cleaning.
5. We continue to purchase drinking water weekly until the issue is resolved. The housekeeping staff distributes the jugs of water to the offices and other areas on a daily basis as needed.
6. It was requested that we pick up eleven doors removed from the courthouse and store them at Good Samaritan. All eleven doors were on the second floor and would not fit in the elevator, so each had to be man-handled down the stairs and out of the courthouse and loaded on the truck. At the home we separated the doors that may come back from the others so that picking them up would be better organized.
7. The deck in the rear of Institute for Human Resources had to be repaired. The screws that secured the deck boards were rusting off, allowing the deck boards to come loose. We removed the carpet and re-secured the deck with new deck screws. For the time being we are not replacing the carpet.
8. We painted a room for IHR and removed cork board from two rooms and painted the walls after repairs, for the Health Department.
9. Mike assisted Daryll with a project at the Highway Department, installing a couple outlets in the shop for door openers.
10. We accomplished many other service calls and requests for the month, many of which can be seen on Facility Dude.

Livingston County

Facility Management Services

Public Property Committee June Report 2012

Law and Justice Center

HVAC:

MAINTENANCE MANAGEMENT: FACILITY DUDE

I have added scheduled maintenance for the Law and Justice Center for the Air Handlers, pumps and elevator sumps and I have entered p.m. schedules for almost all of the other mechanical equipment for the LJC in Facility Dude. I will be working with Don Verdun to help him implement P.M. schedules at the Jail in July. As of last week we have received 1,074 work orders.

PREVENTATIVE MAINTENANCE:

1. We have been working on scheduled maintenance for the month of June. This work will be on the Air handlers and pumps.
2. We continue to work on vav p.m.'s this month. There are 103 vav terminal units in the building and the schedule will have 5 boxes per week and will take 20 weeks to complete all testing of these systems.

BUILDING OPERATIONAL CONCERNS:

We have had a lot of service calls at the H&E/IHR on cooling problems. We are finding condensers leaking Freon, shorted wiring and failed capacitors. This is typical with older equipment.

I am compiling a list of spare parts. We will need fuses, power supplies, filters and other items that we need to have in stock to prevent extensive down time.

Both cooling towers have had the isolation butterfly valves break. Dodson and Johnson Controls have replaced one of them and will be replacing the other one as soon as it is received. I have asked Dodson and JCI to

investigate the cause and solution of these failures so we do not have any problems after the warranty has expired.

I have placed the water softener system back in service. I also had the rep. come out and service both softener tanks, he found a bad valve on one of them and will be replacing it when the parts arrive.

I worked with Don Verdun at the Jail on an Air Handler motor that had failed. The new motor was \$866.00. These systems run 24/7 365 days a year.

Livingston County

Facility Management Services

Public Property Committee June Report 2012

Court House and LJC construction

1. The new chiller piping is complete and the insulators are in progress of completing their work. The controls contractor will be starting their installations next week.

UTILITY REPORT FOR JUNE 2012

Attached is our utility profile for June at the Law and Justice Center. I will have complete reports of all buildings at August's committee meeting.

DISCUSSION ITEMS

2013 ESTIMATED BUDGET FACILITY SERVICES

2013 CAPITOL IMPROVEMENTS

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Livingston County Public Safety Complex

June Report

The auxiliary air conditioner for 911, the Misitbishi split unit on the roof has not been working properly. I have had two air conditioning businesses work on this unit and it will run for a while and then quit working again. I called Mitsubishi`s office and got the number of an authorized dealer & repair Service. Hermes Service from Bloomington came and we did some test and isolated the problem. They have ordered the parts. To repair the unit it will run around \$2000.00 less than \$2500.00. A new unit would run around \$5000.00 to \$6000.00. That does not include getting the old one off the roof and getting the new one on the roof.

AHU #5 this unit controls the heating and cooling for the 911 area. The supply fan motor would not stay running, we had Mid-Ilanos Electric test the motor and during this, it completely quit. I was here by myself that week; Daryl ran to Bloomington and picked up a new motor.

While he was gone I pulled the old motor. The next morning Mike Stale and Daryl help me lift the motor back in place. While this unit was down I replaced the filters and belt and greased the fan bearings.

During this time the circulating motor and pump had a coupler go out and caused a little confusion why the tempter was fluctuating in the building. With that repaired everything is back to normal.

Altdorfers finished the service on the generators. They replaced hoses and batteries & tested the fluids through labs. I received a report back that everything was good and no action needed.

The UBS unit for the equipment room for Master Control is showing warning signals, that the batteries need replacing. This unit takes four batteries. Mid-Illinois Electric will be replacing the batteries.

Don Verdun

Livingston County Safety Complex

7/2/2012