

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF NOVEMBER 5<sup>th</sup>, 2012

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

Present: Flott, Weber, Deany , Ruff, Woodburn

Absent: Franey, Weller

Also Present: Don Tuley, Don Verdun, Daryll Bragg, Alina Hartley, June Slagel, Linda Daniels  
Tom Blakeman

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

The Committee reviewed the minutes of the October 1<sup>st</sup> & October 16<sup>th</sup>, 2012 meetings. It was noted that the October 16<sup>th</sup> meeting minutes should read, "Consensus of the Committee was that they should pick an engineering firm to present a plan". *Motion by Weber, second by Woodubrn to approve the minutes of the October 1<sup>st</sup> meeting as presented and the October 16<sup>th</sup> minutes as amended. MOTION CARRIED WITH ALL AYES.*

**Bid Opening – County Farm Ground** – There were two bids received to lease the county farm ground with the highest bidder being Mike Winterland with a bid of \$376 per acre. The Committee will take the bids under advisement and meet prior to the board meeting to review.

#### **Maintenance Department Reports**

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

Don Tuley reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Flott questioned whether all of the plantings had been replaced by F&W Lawncare. Tuley stated that most were, but he thought there was still one dead bush in the parking lot and one tree on the sallyport entrance. Tuley will review the plantings and follow up on this issue.

Daryl Bragg reviewed his monthly department report with the Committee a copy of which is attached to these minutes. *Motion by Weber, second by Ruff to purchase the tube cleaning machine. MOTION CARRIED WITH ALL AYES.*

**Transition Letter** – Flott stated that he felt that since the Committee will likely be changed significantly in December a letter of transition would be helpful for the next Committee. The Committee reviewed items for the transition letter including the H&E Building Space Needs Study prepared by PSA Dewberry, Johnson Controls proposal, meeting with department heads,

alternate acquisitions of property, and 2013 capital budget allocations. For the historic courthouse items for consideration include the new infrastructure, historic documents and pictures. For the Regions Building 2013 capital budget allocation for new AC units, possibility of leasing space or using for county offices. For the Law & Justice Center remaining ADA compliance issues and requests for improvements to the building. The last item would be the maintenance staff and hierarchy.

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

**Executive Session** – *Motion to go into Executive Session pursuant to 5 ILCS 120/2(c) (1) – Personnel Matters and 5ILCS 120/2 (c)(21) – Semi-Annual Review of Executive Session Minutes.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye, none Nay. Absent: Franey, Weller

Executive Session began at 6:48 p.m.

Regular Session resumed at 7:46 p.m.

**Action Resulting from Executive Session** – *Motion by Weber, second by Ruff to leave closed the minutes of September 27, 2012, October 1, 2012 and October 16, 2012.* **MOTION CARRIED WITH ALL AYES.**

*Motion by Ruff, second by Weber to approve the proposal for the maintenance department as outlined by Linda Daniels and recommend the Personnel and Finance Committee approve the same.* **MOTION CARRIED WITH ALL AYES.**

**Other Business** - It was noted that an announcement was made by Pontiac Tourism regarding the Smithsonian Traveling Exhibit that the exhibit would be open to the public seven days a week. The understanding of the Committee was that the display would only be open during regular courthouse business hours. Additional displays are also being proposed which may be of concern.

*Motion by Deany, second by Ruff to recess.* **MOTION CARRIED WITH ALL AYES.** Meeting recessed at 8:00 p.m.. Recessed meeting to be held at 5:30 p.m. on Thursday, November 15<sup>th</sup>.

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Alina M. Hartley  
Administrative Resource Specialist

## Maintenance Report

October 1, 2012

1. With the heavy rain at the beginning of the month, the grass went through a major growth spurt and the crew spent considerable time mowing, along with other yard care.
2. A large limb broke and fell near the construction trailer in the courthouse yard. It did slight damage to the trailer and destroyed the aluminum steps at the east door of the trailer. The crew spent a couple hours cutting, loading and hauling the debris to the city brush pile.
3. When we lowered flags to half-mast for 9/11 Terry noticed the rope on the pole on the courthouse tower needed replacement. He replaced the rope and put up a new flag while up there. He also reset the time on the clock that had lost time due to the power being turned off for construction projects. The clock had to be reset again recently after a power outage in Pontiac. The lights have been set up to make the tower pink in October for breast cancer awareness as we did last year.
4. We handled a number of calls to every building this month for lighting issues. We replaced a lot of bulbs and some ballasts to get fixtures back in service.
5. We spent many days at the Law & Justice Center dealing with a variety of projects. Damaged ceiling tiles were replaced. The crew began filling in some deep scratches in several doors and we hope to get them painted soon to complete that project. We also had to do scratch repair in a holding cell and paint the repaired areas. Mike has spent many days working on preventative maintenance projects, servicing VAV valves, pumps, etc. Terry has been working on preventative maintenance on holding room door locks and elevators. He also spent some time installing door sweeps and seals in an effort to reduce sound issues in the deliberation rooms and courtroom areas. Terry has also been working on backing boards for coat hooks to be installed at ADA standard heights in various locations. The blind in deliberation room #223 was coming down on one end and the crew was able to make repairs. The overhead doors in the sally port were not operating properly. We had the door company out to make adjustments and they noticed that some brackets were pulling out of the wall and made repairs. All refrigerator filters have been changed as needed.
6. At Regions we trimmed some vines that had grown out of the flower box onto the sidewalk and had caused a tripping point. We are also replacing a urinal and stool in the men's restroom in the basement. The plumbing had begun to deteriorate and the old yellow fixtures needed upgrading. We had previously replaced the yellow sink which was cracking with a white fixture. The fixtures are now, or will be, all white. BDI plumbing is assisting in that project.
7. One of the projects at the Health and Education building that we are working on is preparing the boiler for the heating season. Terry filled the unit and tested it, and it appears ready. He also replaced a thermostat that was leaking air. We came out on a Sunday evening and readied the generator for use on the vaccine refrigerator during a

power outage at the request of Malinda Hillman. During a storm the fire escape door was blown open on the second floor of the Health Department. When we were notified, we checked it over and did some adjusting on the latching mechanism to assure it would latch better and be much more secure. One of the water heaters failed in the building and we had that replaced. We also repaired a door in an office in the new section at IHR that had been kicked in by a client.

8. The inspection report for the courthouse elevator from Otis arrived last week with a passing grade. I filled out the appropriate form and submitted it to the Illinois Fire Marshal's office elevator division. We should get our certificate of operation before long.
9. We had to replace a lift assist spring on our trailer loading ramp and it is again much easier to lift and lower the ramp.
10. We set up the jury selection room for the County board and then re-set it for jury selection. We also prepared the Law & Justice Center conference room for the communication seminar and the Health and Education conference room for the afternoon session. Our crew attended the two-hour seminar at the Law & Justice Center.
11. Other projects and service calls can be viewed on the Facility Dude website.

# Livingston County Public Safety Complex

## September Report

10/1/2012

911 had their Manville Tower building broke into, the door was kicked in and door frame broken. We were asked if we would replace the door and door frame. We ordered a door and installed it.

We had to Auger out a couple of sewers this month, no serious problems.

There was an incident in detention cell F-2. A prisoner broke a welded stainless steel shelf from the wall and used it to bust the window in the door.

We have a problem with one of the PTZ cameras in C pod, a replacement was ordered, but came wrong. A new one was ordered this camera is under warranty.

Outside LED wall lights we had six fixtures with bad ballast and bulbs

We compared repairing these lights with replacing them with LED fixtures. To repair it would cost \$197.00 Ballast \$119.00. Striker bulb \$35.00, Fixture bulb \$51.00. A new fixture cost \$202.00. Old fixtures run on 420 watts, the new ones run on 120 watts, these fixtures should pay for themselves in the first year. They have a five year warranty but should last longer.

# Livingston County

## Facility Management Services

Public Property Committee October Report 2012

Law and Justice Center

HVAC:

MAINTENANCE MANAGEMENT: FACILITY DUDE

Scheduled maintenance for the Law and Justice Center is complete in Facility Dude. I had tried to work with Don Verdun to help him implement P.M. schedules at the Jail in September but our schedules and workloads prevented us from getting together, we will try to get this done in October. As of last week we have received 3,746 work orders and completed 176 preventative maintenance tasks. The system is a work in progress and seems to be a success for all departments.

PREVENTATIVE MAINTENANCE:

1. We have been working on scheduled maintenance for the month of September. This work will continue on the vav digital controls.
2. Preventative maintenance for the MAU unit serving the Sally Port will be completed October.
3. We will be working on the AHU's this month making sure we are ready for the winter season.
4. We will be conducting annual fire pump and fire alarm tests on October 8<sup>th</sup> Columbus Day. This will be an all-day event including a drill test to confirm that the dialer sends alarms to Livcom. I will schedule this with the Fire Department and Sheriff's Police.
5. I am training Mike Stadel on the LJC mechanical equipment to familiarize him with the systems operations. I will also be getting him engaged at the HC to start learning these systems also.
6. We will be very busy through December with startup and setting up facility Dude and our building operations for the Historic Courthouse.

7. When the weather has cooled off enough that we do not require mechanical cooling we will be draining the sump basins and towers to perform annual cleaning of the basin tanks and filter media on the towers.

#### BUILDING OPERATIONAL CONCERNS:

Both cooling towers have had the fan output limited to 75% per request by PSA-Dewberry to help reduce the noise levels in the courtrooms. I am still receiving complaints from the Judicial Department whenever the north tower is running over 60% speed. I am investigating an option to install a sound attenuator on the north tower to help reduce the noise.

DOAU-1 had a problem with pre-filters coming out of the filter racks and getting sucked into the fan. I have installed a screen over the entrance to the fan chamber to prevent future occurrences.

We had two false alarms this month on the fire alarm system. Fortunately the alarms were at night and did not require evacuation of the building. Both Don and I received the notice from Livcom. The false alarm was on a return duct sensor on the DOAU. I have cleaned this sensor both times and believe the detector was getting dirty from the drywall sanding in the jury deliberation areas. I have disabled the detector until the construction is complete in these areas.

The Fire Department had some problems accessing some areas in the building and has requested an additional lock box be installed on the east side of the building near the south entrance, with additional keys for the fire alarm panel and the doors. They have also asked that we train with them on the building layout.

I have agreed to provide a copy of the floor plans at the fire alarm panel in the basement and a copy at the security desk showing location of detectors and the building layout. We may want to conduct a couple of dry runs to ensure they know the building and can get to all areas.

We experienced a power outage due to a blown transformer in town. The backup system came online and performed as designed. After the power was restored I came in and reset the duress alarm system and HVAC components. All systems restarted with no problems.

The Department of Labor contacted Don concerning evacuation plans for our county buildings. Don asked for my help and I prepared a plan for all county buildings except the Jail and sent to the Sheriffs Police for approval. The Sheriffs Police will develop a plan for the PSC.

We have sent a copy to the Department of Labor, all department heads and the county administrative assistant. I have included one copy with this month's report for review.

### Court House and LJC Construction

1. I have been working with PSA-Dewberry's mechanical engineer on flow problems on the chilled water system at the LJC. The new chiller fails on evaporator flow when it tries to run. PSA is looking into ensuring the system has been properly balanced or if there is a problem with the chiller.
2. I continue to have chiller failures on high condenser pressure from running the tower water at 83 deg. I have to lower the set point to around 77 to get the system back online. I am concerned that running the high temps. Is having a detrimental effect on the compressors. I have requested McQuay to come out and review the chillers performance and provide recommendations to resolve this problem.
3. The controls for the historic Courthouse should be completed this month. I will be spending more of my time there commissioning the HVAC controls and equipment.

### UTILITY REPORT FOR August 2012

Attached is our utility profile for September for the Law and Justice Center.

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