

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF MAY 6<sup>th</sup>, 2013

Committee Chair Mark Runyon called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

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

Absent:

Also Present: Alina Hartley, Daryll Bragg, Don Verdun, Terry Taylor

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

The Committee reviewed the minutes of the April 1, 2013 meeting. *Motion by Weller, second by Steichen to approve the minutes of the April 1, 2013 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

#### **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.

Daryl Bragg reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Bragg noted that they have not received the as built and warranty information from Frederick Quinn. Hartley will contact Eallonardo regarding the status.

**Other Business** – Runyon reminded the Committee that there will be a tour of the Public Safety Complex at 3 p.m. prior to the board meeting on May 16<sup>th</sup>. Runyon stated that he anticipated doing a tour of the Law & Justice Center on June 13<sup>th</sup> at 4:00 p.m.. Runyon noted that they will also tour the Regions Building that same day if time allows.

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

*Motion by Steichen, second by Bullard to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 7:13 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

Livingston County Public Safety Complex  
April Maintenance Report

Lyons Bro`'s installed the new roof top Fujitsu air conditioner unit for 911 equipment room in the basement. It is working great. Per the agreement with 911, we paid half of the unit cost (\$2552.50) and 911 paid the other half.

The camera in outdoor rec yard broke off of its wall mount. Jeff took it down and made a new mount out of stronger material and reinstalled the camera.

Visitation booth #2 receivers were not working; Jeff tested them and found a broken wire in the public side of the visitation booth. Jeff repaired it.

Visitation booth #1 (per request from the Jail Superintendent)

We had Bennett`s Electronic Service install a computer connection from the visitor side to the prisoner side, so an attorney can connect a computer to a Monitor on the prisoner side, so the prisoner can view the Monitor. Cost \$1960.00.

Replaced two Mastertrol solenoid valves in a couple of the men`s units, I had a couple of these new from the original construction of the building. These are specialty parts that can come from Acorn Company only. I am order repair parts to repair the units I replaced. These parts come from a supply company in Bloomington.

Replaced two new faucet assembly`s in the kitchen sinks. Augured out the kitchen sewer lines, and was not able to get the sinks to drain any faster. I may have to replace a P trap sometimes the buildup soaps build up over time and it gets like concrete and you just can`t break it loose.

Augured out the sewer lines in the female side of the Jail three days in a row finale got the lines opened.

We had a skylight leaking in the male A- Pod; I was able to find the leak right away and repair it before it did much damage to the ceiling drywall.

Several Ballast and bulbs replaced this month.

Everything else is on Facility Dude.

5/6/2013

Don Verdun, Maintenance Supervisor  
Livingston County Public Safety Complex

**Livingston County Building Maintenance  
Monthly Report for April, 2013**

**Status Count Graph**

**Closed Work Orders-158 Items** (highlights)

- \*30 Preventive Maintenance/128 General Work Orders
- \*Both trucks have been lettered
- \*Built shelving for the Treasurer
- \*Started Mowing
- \*Travelers Insurance sent a Risk Control Consultant to tour the Historic Court House. She was very pleased with all the upgrades.

**Deferred-0 Items**

**Duplicate Requests-0 Items**

**Work in Progress-3 Items**

- \*A/C cleaning

**New Requests-4 Item**

- \*Camera issues, Broken swinging gate(Travers Courtroom).

**On-Hold Items-0 Items**

**Pending-4 Items**

- \*Preventive Maint.

**Location (Cost) Analysis Graph**

- \*totals include costs of labor and materials
- \*buildings' maintenance costs have been below \$1409.00
- \*cost analysis
  - ✓ cost increases---
  - County Highway Dept.: \$65.00
  - County Treasurer: \$52.00
  - Historic Court House: \$535.00
  - Regions: \$208.00
  - H&E: \$986.00
  - ✓ cost decreases---

-L&JC: \$221:00

✓ cost difference  
-(March-April) \$1626.00

Respectfully Submitted by Terry L. Taylor, Building Maintenance  
Supervisor  
May 3, 2013

# Livingston County

## Facility Management Services

Public Property Committee May 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 using the system to manage and track new projects.

PREVENTATIVE MAINTENANCE:

1. We have been working on scheduled maintenance for the month of April May working on P.M.s for the chillers and chilled water pumping system
2. McQuay came out and performed spring chiller tuning and inspections at the Law and Justice Center. Both Chillers are in good operating condition for this season.
3. We are performing preventative maintenance for April at the Historic Courthouse working on the chilled water pumping systems and identifying any warranty issues.
4. We have completed spring startup at the H&E building and Regions Bank working on cooling systems at both facilities cleaning condensers and checking refrigerant charges. These building are ready for the cooling season.

WARRANTY ISSUES

1. HC Aluminum doors:
  - a. We have monitored the doors daily and we are having Forced Entry on the south door about two to three times a week since the repairs. The only difference between the south door and the other three is the proximity sensor above the south door. We will be disconnecting it this week to see if it is the cause.
2. HC Elevator:
  - a. Sump pump failed (Resolved)
  - b. Emergency access panel (Unresolved)
3. 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 issues

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 and installing the reheat coils and ductwork changes.
3. The work on the negative pressure problem is complete and the changes have made a positive impact on the system operation. We can now maintain positive pressure in the building during occupied hours, but still falls negative at times during the night in the unoccupied mode and when the weather gets cold. We will be sealing the attic area and caulking the outside of all of the windows this summer to continue improving on this problem.
4. 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 will be installing the new software under warranty when they receive it this month.
5. The work on the tower fan noise project is complete and I feel that this has made a significant improvement on the noise penetrating the roof. It may not be necessary to enclose the south tower and we will monitor the noise as the temperature outside increases.
6. The fire sprinkler system failed last week with a fitting coming apart in the basement area. We shut down the system and drained the piping, cleaned up the water and I contacted Pipco to come out and repair the failed fittings. The system has been recharged and I have been monitoring the pressures to make sure that the system is safe and operating as intended. The work by Pipco was under warranty. Fortunately it failed in the basement and not upstairs. There was minimal damage and no loss of property.  
Damages: floor tile, light fixture shorted out, wet boxes from elections in hallway.
7. We have purchased two new condensers to replace the old units at the Regions Bank. I initially had this in the budget to be done by a contractor for \$6,500.00 but can save approximately \$2,700.00 doing this work in house. We will be installing them this week.

ATTACHMENTS

Project Report Negative Pressure Historic Courthouse  
Utility Report for March

Utility Report for March/April 2013

March 28<sup>th</sup> - April 28<sup>th</sup> Electric

Law & Justice Center	\$2,968.38
Public Safety Complex	\$5,822.52
Historic Courthouse	\$1,415.03
Regions Bank	\$865.29
Health & Education Building	\$1,276.57
Total Electric for Feb. 2013 – March 2013	\$12,347.79

March 28<sup>th</sup> - April 28<sup>th</sup> Gas

Law and Justice Center	\$1,696.38	
Public Safety Complex	\$3,863.29	
Historic Courthouse	1,369.70	
Regions Bank	\$540.00	
Health & Education Building	\$1,338.82	
Total gas for March 2013 – April 2013		\$8,808.19
Grand Total Livingston County Facility Utilities		\$21,155.98

Daryll D. Bragg  
HVAC Coordinator  
Facility Management Services Livingston County  
[dbragg@livingstoncountyil.gov](mailto:dbragg@livingstoncountyil.gov)  
Office: 1-815-842-9359 Cell: 1-309-533-5683