Call to Order
1) Roll call
2) Approval of the February 2016 meeting minutes.
3) Public Comment

Old Business/Projects
1) Courthouse & Public Safety Center Security Improvement Project
   a. Dewberry 30% Design meeting
2) Courthouse Mural Project
3) Public Safety Center Garage Bathroom and Wall Project

New Business/Projects
1) Chairman’s Report
   a. Resolution to Approve Facilities and Property Management Policy.
2) Approve One year Extension of Refuse and Recycling with Groot Industries per current contract terms of $903.87 per month.
3) Approve a contract to be negotiated and to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the County Analog Phone Circuits in the amount of $4,153.41 per month.
4) Water Softener Issues at the Public Safety Center
5) Network Module Addition to County Office Building Emergency System
6) Pavement Core Samples on Ridge St. South of Main St to 200 feet East.
7) Public Safety Center H.V.A.C & Controls Replacement Plan
8) Public Safety Center Parking Lot Lighting Issue
9) Kendall County Phone System Master Planning
10) Civil Process Build out Planning Meeting
11) Courthouse Return Fan Drive Replacement
12) Kendall Area Transit Operations Office Construction

Staffing/Training/Safety
1) Reportable labor hours

Other Items
1) CMMS Charts
   a. Reported vs. Completed.
   b. Work orders reported by building current month.
   c. Work orders by work type current month.

Executive Session

Adjournment
CALL TO ORDER

1) Roll Call
2) Approval of the February 2016 meeting minutes.
3) Public Comment

OLD BUSINESS/PROJECTS

1) Courthouse & Public Safety Center Security Improvement Project
   a. Dewberry 30% Design meeting
      - “Stakeholders” met with Dewberry on February 18, 2016.
      - Dewberry staff, Director Smiley, Technology Director Koeppel, Network Administrator Kollins & D.C. Gillespie met first and went through the equipment rooms to determine the way new wiring could be routed.
      - Director Koeppel & N. A. Kollins also reviewed the county existing fiber optic cabling to determine if any fiber could be made available for the project. This was done in an effort to reduce the project cost if possible.
      - The group also went over possible locations for fixed indoor cameras and the overall layout of the exterior cameras using fixed cameras instead of the current design of Power, Tilt and Zoom cameras.
      - Director Smiley provided his copy of his and D.C. Gillespie’s review of the proposed specifications for the project. Dewberry is reviewing the questions and suggestions and will be incorporating them into the next 60% review of the design.
      - The group met with Sheriff Baird and Command staff as well as County Board members Prochaska & Davidson to go over the overall plan and to discuss what was discovered during the morning visit.
      - The Sheriff’s office said there is a possibility of the current jail phone system provider installing a system for visitation and Bond Call. The Sheriff’s office will do more research on this and bring back their findings at the 60% design review meeting which is tentatively scheduled for March 2017.
      - Technology Director Koeppel also provided his desires for the type of operating system, servers and equipment racks and fiber optic connections to be incorporated into the specifications.

2) Courthouse Mural Project
   - KCFM staff explored the way the wall is constructed.
   - We found it is just drywall on studs with acoustic panels adhered to the drywall with construction adhesive.
   - We will need to build a platform to stand on for part of the project. Then we can use the scissors lift to do the rest of the work.
   - Director Smiley will work with Court Security to coordinate the work to have the least impact on court operations.

3) Public Safety Center Garage Bathroom and Wall Project
   - All of the metal suds were installed for the bathroom and perimeter walls.
   - The water heater was reinstalled above the bathroom and the rough plumbing was installed and tested.
   - Electrical was roughed in and pre-wired in all walls. This included a spot for a large screen display on both large walls of the workout room walls.
   - Drywall was installed on the plumbing wall so the sink & toilet could be hooked up.
   - KCFM plans to continue installing the rest of the drywall and plywood on the workout room perimeter walls.
   - Director Smiley hopes to have substantial completion on the project by the next FM Committee meeting.
NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. Resolution to Approve Facilities and Property Management Policy.
      - The State’s Attorney’s Office has drafted a document to address questions of department heads and elected officials requests for information in various departments including county and other elected officials departments.

2) Approve One year Extension of Refuse and Recycling with Groot Industries per current contract terms of $903.87 per month.
   - The current contract was for an initial three year term 2012 -2015. The contract also included two options years with pre-determined pricing.
   - Last year Complete Sanitation was purchased by Groot Industries, Inc. The Country Board approved to have Groot take over the contract as specified by the State’s Attorney’s office.
   - The County Board also approved extending the first one year option which expires in 2016.
   - Groot has expressed a desire to extend the contract for the remaining one year option which expires in 2017 if accepted.
   - Director Smiley says we have experienced good service and would like to have the County Board approve the final one year extension at $903.87 per month.

3) Approve a contract to be negotiated and to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the County Analog Phone Circuits in the amount of $4,153.41 per month.
   - Director Smiley conducted a public bid for these services. The RFP was advertised locally and was put on the County website.
   - Three (3) bids were received and the low bid came from our current provider Call One.
   - Director Smiley would like to have the County Board accept the low bid from Call One in the projected amount of $4,153.41 per month and allow a new contract to be negotiated and sent to the next County Board meeting to be considered for approval.

4) Water Softener Issues at the Public Safety Center
   - The unit heads are made out of plastic. We experienced a failure of internal parts of the unit. KCFM staff looked into the issue and we ended up needing to call a company out that specializes in water softeners to repair the heads.
   - Director Smiley contracted with the company to repair both water softeners. We expect this work to be completed in the next couple of weeks.

5) Network Module Addition to County Office Building Emergency System
   - Director Smiley has been working to get the final items completed on the emergency system for this facility.
   - Working with Technology Director Koeppel and County Administrator Wilkins Director Smiley had the vendor propose a way to alarm staff without setting off an audible alarm. The vendor suggested a network module which can dial telephones both in the office and cell phones as well as send emails and interface to the Alertus system that we use for weather emergencies.
   - The unit ended up only costing $100.00 to install and raised the current systems monitoring fee by $15 per quarter.
   - Jim is in the process of getting the unit installed.
   - Once that is complete Jim will work with Administration to adapt written procedures to reflect how the system is setup.
   - Then we would plan to go over the written plan with department heads, Elected Official and County Board members.
NEW BUSINESS/PROJECTS

6) Pavement Core Samples on Ridge St. South of Main St to 200 feet East.
   • Director Smiley is starting to plan for the upcoming paving season.
   • One of the worst roadways targeted for this year is Ridge St. between the County Office Building and Historic Courthouse.
   • Since we do not know what is under the road Fran Klaas recommended to Jim that we do core samples so the specifications can accurately reflect what needs to be done to redo the roadway.
   • Fran suggested Jim use McCleary Engineering for this work.
   • Jim has received a proposal to do the work for $1,600.00. This would be paid for from project funds.

7) Public Safety Center H.V.A.C & Controls Replacement Plan
   • Director Smiley is also starting to work on a plan for replacing existing equipment and controls at the Public Safety Center.
   • Jim and KCFM tech’s met with Trane to go over the present situation and to get guidance on developing specifications for the eventual replacement of the systems and controls.
   • Trane said there is also a possibility of some project funding form energy efficiency improvement programs.
   • So, Jim will be continuing to review and develop the plan for the eventual replacement of these systems.
   • This should also help more accurately develop a long term budget for upcoming years.

8) Public Safety Center Parking Lot Lighting Issue
   • Further issues have developed on the underground wiring to these lights. This has caused all of the parking lot lighting around the PSC to not work.
   • Last week Director Smiley was called in after hours for a power failure at this site.
   • Jim found the remaining working wiring apparently shorted out and caused the ground fault unit on the main facility switchgear to trip open.
   • The ground fault was rest and the power was restored.
   • KCFM staff spent several days this past week troubleshooting the wiring to get as many lights back on as possible and to try and determine what areas might need directional boring to repair bad wiring.
   • KCFM technicians were able to get a few lights back on as well as the building wall pack units.
   • KCFM technicians believe they have determined an area that needs to have the wire replaced.
   • Jim is planning to call an electrician to get their opinion and to get prices to get this repaired as soon as possible.

9) Kendall County Phone System Master Planning
   • Director Smiley & Director Koeppel met with our current vendor to develop a long range plan for our telephone systems.
   • We found out at this meeting that the next system upgrade will require telephone sets to also to need to be replaced.
   • So, we will be reviewing the best route to go and decide if we want to stay with the current manufacturer or go to a different manufacturer for the long range plan.
   • From this we will be able to forecast a realistic budget for keeping our telephone network in working order.

10) Civil Process Build Out Planning Meeting
    • The Sheriff’s office asked to have a meeting with Judge McCann & Director Smiley to review a possible permanent or semi-permanent location for Civil Process as the temporary space in the Circuit Clerk’s office is too small, although the space worked out well to get the unit into the Courthouse where they were needed.
    • Originally the thought was to possibly develop a budget to build out some of the “future” Probation space.
NEW BUSINESS/PROJECTS CONTINUED

10) Civil Process Build Out Planning Meeting
- However after looking at options it was decided we could use what is currently the lawyers lounge (Old CR#4 by the old main entrance and current lunchroom) and turn it into an area that Civil Process could use for the foreseeable future.
- By building a couple of small walls in this space it is possible to get this project accomplished this year.
- Sheriff Baird asked Jim if he could get the project done on or around May 1, 2016. Sheriff Baird also said he could contribute money to get signage done or for whatever is needed for the project.
- Jim said he would discuss it with Chairman Davidson and the committee and see if this project could be advanced in front of other projects.

11) Courthouse Return Fan Drive Replacement
- This drive failed last week. The return fan is less critical than the main supply fan but is needed to help bring conditioned air back to the system from the conditioned space.
- Director Smiley is in the process of getting pricing for a replacement.
- KCFM staff would install the unit and the equipment vendor would initialize and setup the drive to operate the return fan.

12) Kendall Area Transit Operations Office Construction
- The remaining office to build has been dry walled and painted as of last Friday.
- KCFM staff still needs to install the door and the base.
- Wiring needs to be trimmed out in the office and ran in the cubicle space to complete the project.
- Jim hopes to have this work completed by the next FM Committee meeting in April.

February 2016

Staffing/Training/Safety:

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<th>DESCRIPTION</th>
<th>Jan-16</th>
<th>Dec-15</th>
<th>Nov-15</th>
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<td>Possible Work Hours (6 employees @ 8 hrs)</td>
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Reported vs Completed 2007 - Current

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EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be held on Monday, April 4, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.