CALL TO ORDER
Chairman Koukol called the Facilities Management Committee meeting; located in the County Office Building at 111 W. Fox Street, Room 209 to order at 3:31p.m.

1) Roll Call - Chairman Koukol asked for a roll call attendance. Present were Chairman Koukol, Members Wehrli, Prochaska and Vice-Chair Gilmour. Enough members were present to form a quorum of the committee. County Board member Cesich, County Administrator Wilkins, Facilities Management Director Smiley and Technology Director Lake n were also present. Committee member Cullick was excused to be late and arrived at 4:10p.m. County Clerk & Recorder Debbie Gillette attended the discussion on the video recording of county meetings. Sheriff Randall also arrived around 4:30p.m.

2) Approval of the November meeting minutes - Chairman Koukol asked for a motion to approve the November committee minutes. Member Wehrli motio ned to approve the minutes. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved.

3) Public Comment - No members of the public were present at the meeting.

NEW BUSINESS/PROJECTS

1) Kluber Master Contract Review Approval
   - In order to keep progress going on the proposed projects for the County Office Building, Jeff Wilkins and Jim Smiley have met with Kluber a couple of times in the past month to go over Master Contract terms.
   - All parties met again on January 3, 2013 to go over proposed Architectural & Engineering costs of future projects based on overall cost of the projects.
   - Jeff Wilkins will provide an overview of discussions to date.
   - Our goal is to get committee approval to go forward with sending a proposed contract to the State’s Attorney’s Office for review.

   Report from meeting
   Jeff Wilkins presented a summary sheet explaining how Kluber came to the amounts they used to show the Architectural & Engineering fees they are using for typical remodeling and new construction projects. Basically they use fees established by the Illinois Capital Development Board (ICDB) handbook for State building construction projects. Kluber’s sheets also showed how the proposed fees and their past fees on Kendall County projects were lower than ICDB and local school district projects they have worked on. Jeff also explained the Master Contract Kluber is proposing is a standard AIA type. Member Wehrli asked if the Kluber sheet was per hour as specified or a percentage. Mr. Wilkins said that it was a percentage and he would get that changed. Chairman Koukol asked if there was a motion to approve this contract to be forwarded to the States Attorney’s office (SAO) for review. Vice Chair Gilmour made the motion to send the contract to the SAO. Member Wehrli 2nd the motion. Chairman Koukol asked for a voice vote. Chairman Koukol, Vice Chair Gilmour & Members Wehrli & Prochaska voted yes. Motion passed by a unanimous yes vote by all members present.

2) Generator Repairs Needed
   - The PSC could only be run at 75% due to the unit was starting to exceed recommended temperatures for the cooling system and oil temperature.
   - The Highway department had trouble maintaining engine speed during the testing and service vendor is recommending the governor control board and magnetic pickup for the board to be replaced.
   - Jim has received quotes from three companies for the repairs and is planning to proceed with the repairs.

   Report from meeting
   Member Wehrli said that he has a retired Patton employee that repairs his company’s equipment. Jim said he will call him to see if he can provide a price for the work that needs to be done. Chairman Koukol asked Jim to go over the costs with him before going ahead with the work.

3) Phone & Voicemail Systems Review
   - Jeff Wilkins, Jim Smiley and Stan Laken met with Sound Incorporated on November 14th to review the platforms we are currently on and to start planning what we will need to do to migrate to an IP based system in the future.
   - They plan to meet again during the upcoming year to determine our options and to establish a budget to get this project accomplished in the next couple of years.

   Project complete.
NEW BUSINESS/PROJECTS CONTINUED

4) C.O.P.S. Move
   - The Sheriff’s Office requested us to move the C.O.P.S. deputies from the 1st floor to the 2nd floor (former computer room) to put the deputies closer to their Investigation unit. We removed the former data ladder from the ceiling and punched down connections for the computers and phones. Temporary power was connected for the two (2) cubicles since they hope to remove the adjacent temporary wall sometime in the future. Project complete.

5) Public Safety Center Floor Projects
   - Jim went over the areas the Sheriff’s office would like to get done in the cells for the staircases and showers and in the indoor recreation room with D.C. Gillespie.
   - Jim met with Chief Koster and D.C. Jahp to go over the floor types we could possibly use in the roll call room.
   - Jim is planning to setup meetings with potential vendors to get pricing and samples of the floor coatings to be done.
   - Once this is done Jim will summarize the costs and get Sheriff’s office approval prior to scheduling the work to be done.

6) Courthouse Fire Department Tour
   - D.C. Leinen asked Jim if he could be part of a tour of the courthouse with him and the fire department. The tour was conducted on December 14th. The main thing the fire department wanted to understand was where the existing points were and where the main connections were for sprinklers and panels. Jim provided a drawing that he assembled per D.C. Leinen’s direction to give the fire department a map of each floor showing major department areas without giving away the internal security setup of the facility. Jim also provided an aerial map of the parking lot that he downloaded from the Kendall County GIS website. Jim also showed the fire department supervisor how to look up any property in Kendall County to get aerial views of the properties.
   - Project complete.

7) Phone Line Disaster Recovery Needs
   - Recently the Government Center Campus experienced a major phone outage.
   - At first we were told it was a cable cut from road construction. Then eventually we found out it was an issue at the Central office. During this outage we lost the connection between the Government Center campus and the Fox St. campus. Our backup lines allowed voicemail calls from the Fox St. campus to get to the voicemail system. But some people were confused as to what to do since it did not get them directly to the departments or the person’s mailbox they were trying to call. During the outage the main number for the Sheriff’s office was also out of service.
   - Jim tried to get the Sheriff’s office number rerouted to a working number at the Government center campus, but the rerouting was just getting completed when service was reestablished on the main T1 circuits that had gone down a few hours earlier. Jim has been told this type of problem is not likely to ever happen again. However, Jim is checking into adding a service called CLAR to the main numbers we have that would allow the numbers to be rerouted to a predetermined path in the event on outage.

8) Video Camera System Review County Office Building
   - Ryan Shain (Technology) setup a meeting for this Thursday with our audio and video system vendor, to see if we can integrate the current audio system feed into a video recording system for meetings in the County Board room.
   - Jim Smiley will also be meeting with them to go over this and to see what would be required to be able to setup monitors for video presentations.
   - This would make it possible to show presentations to the County Board and audience without having to move or use a projection unit.
   - The goal is to have a solid direction on what to do and possibly get budgetary costs together before the next FM Committee meeting.
NEW BUSINESS/PROJECTS CONTINUED

Report from meeting

Members discussed the intent of the recording of meetings would be for monthly two (2) County Board meetings and the monthly (1) COW meeting. Once the system is in place it could also be used for any other meetings Kendall County wants to use it for as well. Member Wehrli asked if we would still have to do minutes for meetings. County Board member Cesich said that she believed that we would still need to do minutes of the meetings. Chairman Koukol then said he wanted to go around the room to get members opinions and questions. Member Wehrli said he feels we need to identify needs versus wants and agrees that we should start with recording County Board & COW meetings. Member Prochaska wondered how the public would be able to view the video. Stan Laken said the goal would be to record the meetings via a laptop as audio recordings are currently done. Stan said the Technology department would put it on the County website in a standard Windows media file. County Board member Cesich asked if we know what the costs will be. Mr. Laken said not at this time as we have just started to figure out how we might setup this ability to audio & video record the meetings. Member Cullick said she knows the school board meetings system has to be setup, turned on and the school districts Technology Director attends meetings to do all of this as well as operate the cameras and troubleshoot problems encountered during the meeting and also does the post meeting work to get it distributed. Member Cullick also said that board members will need to get used to the differences members will display being in front of a camera, as they have needed to do at the school board. Member Cullick said she does not know the costs to operate the system, but knows the school district is trying to determine those costs now. She believes the Technology Director is getting comp. time for attending the meetings. Debbie Gillette said she has sent the local records commission an email to see if videos could be destroyed after a certain time or if they would need to be kept forever as written minutes currently are required. Chairman Koukol said that we need to have complete knowledge of what the costs will be to setup and operate the system, what ongoing maintenance costs would be, what annual software costs would be, how many hours of maintenance would be required, as well as a complete understanding of how the system will operate and how the videos will be accessed and what amount of storage will be required on the county Technology servers to store these recordings. Basically a fully transparent cost of everything included with this project. Chairman Koukol said that he wanted this to be on next month’s committee agenda and that he wants County Board member Cesich, County Clerk & Recorder Gillette and Technology Director Laken to be invited to the meeting.

9) KCFM Vehicle Repair

- One of the maintenance technicians vans recently had an oil change and we were told the radiator needed to be replaced. Jim had a second opinion done and it was determined the problem was actually a leaking intake manifold gasket. Next we had a brake line blow out on one of the pickup trucks we use for deliveries and maintenance at the County Office Building. So, it is early in the year but we have already experienced nearly $2,000.00 in repairs to vehicles. Although our vehicles do not get a lot of mileage on them, they do have many starts and stops. Several vehicles are ten or more years old.
- **Project complete.**

OLD BUSINESS/PROJECTS

1) Water Softener Issues at the Public Safety Center

- The new system was installed by Rick Spiegelhalter in December. The unit is working properly again and the readings are better than expected. **Project complete.**

2) KenCom Phone Line Changes Request

- Jim provided Dave Farris information on lines and charges specifically used for KenCom operations.
- Dave was asked to provide this information to the KenCom Board for discussion.
- Jim is waiting for an answer from Dave on the discussion of the KenCom board.

Report from meeting

Sheriff Randall explained that KenCom does many things for the Sheriff’s office including keeping track of warrants and other paperwork related to the Sheriff’s operations. Sheriff Randall went on to explain that these lines would be needed even if KenCom was not in our facility. General consensus of the committee was to have Kendall County to continue to pay for these lines as we have been doing for many years. Jim Smiley will notify Dave Farris of this decision.

3) Courthouse Stairs Replacement Contract Approval & Insurance Settlement Procedure

- We received the check from the insurance company. A Kendall County check in the same amount was issued to Gilbane to pay Waukegan Steel. Gilbane has contacted Waukegan to give them final paperwork waivers of lien and warranty certificate, then they will pay Waukegan Steel the check to pay for this work. Gilbane will provide Jim copies of the paperwork as well.
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
Member Cullick made a motion to close the meeting at 4:40 p.m. Member Prochaska 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 4:40 p.m.

Submitted by,
Jim Smiley
Facilities Management Director