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 3:32p.m.

1) **Roll Call**- Chairman Koukol asked for a roll call attendance. Present were Chairman Koukol, Members Wehrli, Prochaska, Cullick 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 Laken and Technology technician Ryan Shain were also present. County Clerk & Recorder Debbie Gillette attended the discussion on the video recording of county meetings.

2) **Approval of the January meeting minutes** - Chairman Koukol asked for a motion to approve the January committee minutes. Vice-Chair Gilmour motioned 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.

**OLD BUSINESS/PROJECTS**

1) **Video Recording and Visual Presentations - County Office Building**

   a. **Video Recording**

   - Stan, Ryan, Darryl and Jim met with Sound to see what they could offer to install for an IP video recording device that utilized our audio system for voice recording. Ryan and Jim also did some research on their own. Stan put together a spreadsheet with options found so far.

   - Jeff Wilkins also met with Angela from PBZ to see what they need for presentations. Angela said it would be good to look at the following:

     - Elevate a wireless projector, Keep the current large white board, upgrade microphone at the podium, install a microphone on the staff/media/guest table, install an “Elmo” camera to display hardcopy documents brought by presenters, upgrade the podium to allow the presenters to have their laptop at the podium to control the projection of their presentation.

   - So, at this point we feel additional research needs to be done before we recommend a solution.

**Report from meeting**

Stan Laken explained the spreadsheet he put together. Basically both the Technology and Facilities Management Departments feel the estimate of around $6,000.00 in materials is accurate whether we do the work or we hire someone. If contracted out the total cost could be as much as much as $15,000.00 for the entire project.

Chairman Koukol asked Debbie Gillette what she had found out about destruction policies for content placed on the County web site. Debbie said that she can apply to remove or destroy the content 30 days after the last airing. She went on to say the County Board would have to set a policy for how long they wanted the content to be available for public viewing or listening. Chairman Koukol then asked each committee member and Board member Cesich their thoughts. Ms. Cesich said that the idea is accountability and although everyone would not view the content, people might want to see or listen to things to see if they pertain to them personally. Amy asked Jim if we have looked at other Counties like DuPage or Will. Jim said Technology had taken the lead in the design of the system. Ryan Shain said that he had not looked at what other counties were doing. Member Cesich said she did a quick online look during the meeting and it looked like Will County uses something called Clip Bucket. Member Prochaska said that he did not think we should spend a lot of money to do this. Mr. Prochaska said that we could possibly start with a video camera that a County Board member could turn on and off at the meetings or do just use a webcam. Vice-Chair Gilmour said she agreed that we should not spend a lot to do this. Ms. Gilmour asked Stan if we could track the number of hits if the content was online. Stan said that should be possible to do. Chairman Koukol said that he feels we can save money by installing whatever we decide on ourselves. Mr. Koukol also said whatever is decided at the FM committee the final decision will go to COW and the entire County board after probably going to the HR/Admin. and the Finance committees. Member Wehrli also felt this was worth pursuing but agreed we should not spend more than we have to in order to get it done. Member Cullick suggested that we look at what the Oswego School Board does utilizing Web stream. Ms. Cullick said it is not the best video online and is not always in sync with the audio. County Administrator Wilkins then cautioned the committee members on being able to protect the information we put out from meetings. Jeff said he believes we should keep the audio or combined audio video on the Kendal County web site. This would keep people from cutting, pasting or using pieces of information out of context. Vice-Chair Gilmour said she thinks if we go forward with this, tracking the number of hits would be a good way to base a decision on for going with full audio and video of meetings. Chairman Koukol called for a motion to start with putting audio of the meetings on the County web site. Member Wehrli made the motion to put forward to the entire County Board to allow audio recordings of County Board meetings to be put on the county website with one business day of the meetings conclusion. Member Prochaska 2nd the motion.
OLD BUSINESS/PROJECTS CONTINUED

Video Recording
Report from meeting continued
All members voted aye except Vice-Chair Gilmour. Judy thought we should have a policy for removing the audio before we put it online. Jeff Wilkins said he would try to put a policy together for the HR/Admin. meeting so that hopefully it could be approved and go to the full County Board with the Audio motion on the County Board meeting agenda slated for February 19, 2013.

b. Visual Presentations
- Jim put together a few options for improving the way presentations are done.
- The possibilities include changing to large LED monitors and moving the projector to be overhead mounted and project on a screen.
- See attached drawings.

Report from meeting
Chairman Koukol asked committee members to review the information provided and for Jim to put this item back on the agenda for the March 2013 FM Committee meeting.

2) Kluber Master Contract Review Approval
- Jeff Wilkins sent the State’s Attorney’s office recommended changes to Kluber to review.
- Then Jeff met with Mike Kluber to finalize the changes agreed on.
- Jeff will explain to the committee.
- We would like to get committee approval to forward to the full county board for approval.

Report from meeting
Jeff Wilkins explained there were a few changes the State’s Attorney’s suggested changing. Mike Kluber also wanted a couple of items changed. Jeff and Mike agreed to changes both sides wanted. Chairman Koukol asked if there was a motion to move this item forward to the County Board. Vice-Chair Gilmour made the motion. Member Wehrli 2nd the motion. All members voted aye via a voice vote. Motion approved.

3) Public Safety Center Floor Projects
- Jim met with three potential vendors and received prices for the floor projects and for the shower repairs needed in the jail. Jim checked with Jeff Wilkins on the items approved by the Finance Committee for 2013. Only the funding for the shower repairs was approved according to Jeff.
- So, in order to do all of the projects we will need to make a request for the funding of the other projects.

Report from meeting
Jim explained the spreadsheet he provided. The sheet showed the FM Committee last year suggested the items not approved to be considered by the Finance Committee this year and/or the PBC. Jim also said that he had met with Judge McCann and he had said that he thought the Courthouse could wait until next year to build out the remaining shell space in the original Judge’s corridor and also delay the start of planning the build out of additional courtrooms on the 2nd floor. Jeff Wehrli said that he would be willing to ask the PBC Committee to fund the other flooring projects not funded for 2013.

4) Courthouse Stairs Replacement Contract Approval & Insurance Settlement Procedure
- Jim received the final waiver of lien for the project on January 31, 2013.
- Project complete.

NEW BUSINESS/PROJECTS
1) Kluber Draft Task Orders Approval
- Jim worked with Kluber staff to develop task orders for the H.V.A.C., Generator and Roofing projects. Kluber’s task orders tentative budgets show the projects to potentially total between $438,403.00 & $549,033.00 depending on the design.

Report from meeting
Jim explained the task orders he had worked on with Kluber. Jim asked the Committee wait on voting on them until we consider moving the H.V.A.C. project to Trane via a TCPN contract. Committee members agreed.
NEW BUSINESS/PROJECTS CONTINUED

a) TCPN for COB HVAC & Generator Projects
   - Jim has also met with Trane again to discuss purchasing H.V.A.C. equipment directly through Trane utilizing TCPN prices that have been pre-bid on a national basis.
   - Trane representatives will explain how this program works and how they would still need to work with Kluber on our project.

Report from meeting
Joe Trnka and Dan Burrows from Trane explained that their company has a division that specializes in designing, bidding & managing projects using TCPN. TCPN is a buying group formed by a school district in Texas that allows schools and local government agencies to become members of and take advantage of pricing that has been nationally bid. Jim explained that Trane believes they can not only provide what we were planning to get by using Kluber, but look at the entire system of the County Office building and make it much more energy efficient for no more than we would spend with Kluber. Consensus of the committee was to have Jim provide information to the State’s Attorney’s office to approve utilizing TCPN for projects.

2) Regional Office of Education Remodeling at the Historic Courthouse
   - The ROE currently does GED testing in their space currently. The State is changing the vendor for the testing services. The new vendor will require the ROE do additional testing besides the GED testing. This may require the ROE to make the testing space more ADA compliant and may require the space to have a door between their main office and the testing space. Chris Mehocho called Jim to if it is possible to add outlets to the rear area of their space and install a door if needed. It looks like KCFM staff could add outlets to the space. We would need to contract someone to add a door between the main office and the testing area. Chris said the ROE does have a budget they could help pay for the changes needed.

Report from meeting
Committee members directed Jim to find out what funding the ROE has for these projects and when the projects need to be completed.

3) Courthouse Sign Needed for Disabilities
   - Judge McCann asked Jim to get prices for a sign to be added to the main entrance of the courthouse. Jim is getting prices for signs ranging from vinyl letters to an architectural style sign like the rest of the signs at the Courthouse.

4) Courthouse Art Hanging Project
   - Judge McCann has decided to allow art to be hung in the hallways between the State’s Attorney’s office and courtroom #115. The tracks and wire will be purchased by the Courthouse Library fund. KCFM staff will hang the tracks and wire.

5) Courthouse Display Cabinets
   - Judge McCann has authorized a couple of additional display cabinets to be built to display items in the courthouse hallways. The cabinets are due to be installed in the next couple of weeks. KCFM staff will assist the builder of the cabinets in installing them in the hallway.

NEW BUSINESS/PROJECTS CONTINUED

6) Old KenCom Space Cleanout
   - Jim had Bruce Orstead and Bill Hardman remove the old workstations in the space. They boxed up the wires and remaining equipment and put them in Dave Farris’s old office. Bruce vacuumed the space and found the carpet will probably need to be replaced depending on what the Sheriff’s office decides to do with the space. Dave will remove the equipment soon. Project complete.

EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
Member Cullick made a motion to close the meeting at 5:25 p.m. Member Prochaska 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 5:25p.m.

Submitted by,
Jim Smiley
Facilities Management Director