CALL TO ORDER
Chairman Koukol called the Facilities Management Committee meeting to be in session; 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 Prochaska, Wehrli and Vice-Chair Gilmour. Member Cullick’s absence was excused. Enough members were present to form a quorum of the committee. County Administrator Wilkins arrived at 3:45p.m. Facilities Management Director Smiley was also present.

2) Approval of the March meeting minutes - Chairman Koukol asked for a motion to approve the March 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) Audio/Video Recording Project County Office Building
   • The HR/Administration committee has been discussing policy for adding audio recordings to the Kendall County website.

Report from meeting
Vice-Chair Gilmour said the HR/Administration committee is finalizing the website transparency project. Audio recordings of board meetings will be part of that project. The committee will also address the 10 point report done on our website by an outside agency. Once the project is complete at the committee level, the suggestions will be forwarded to COW for all County Board members to review.

2) Trane Contract approval review using TCPN pricing for the COB HVAC & Generator Projects
   • Eric Weis said he thought we had a reasonable cause for using Trane as a sole source for the materials since the rest of the project was planned to be publicly bid. However, he wanted to review the contract with other assistant State’s Attorney’s before finalizing his decision.
   • Jim is still waiting for the final SAO decision.

3) Courthouse Sign Needed for Disabilities
   • The sign was completed except for the mounting hardware to fit into the glass.
   • This project will be completed before the next FM Committee meeting.

OLD BUSINESS/PROJECTS CONTINUED
4) Courthouse Art Hanging Project
   • The tracks were installed the week of March 18th.
   • The wires were cut down so they would dangle below the top of the trim on the wall about 4 ½ feet above the floor.
   • Jim went over the installation with Judge McCann and notified the people that the tracks and wire are ready for the artwork when Tim gives them a go ahead.
   • The art was hung up this afternoon.
   • Project complete.

NEW BUSINESS/PROJECTS
1) Card Access Issues at the Courthouse
   • D.C. Leinen asked Jim if he could help diagnose why a couple of panels were offline and card readers at the Public Defender’s office were not working.
   • Jim found the power supply for the door strikes at the PD’s office. The screws had loosened up and the wires were not making good contact.
   • Jim reconnected the wires and the tested the doors.
   • The PD’s doors are working properly now.
   • Jim is still working on the panel communication issues.
NEW BUSINESS/PROJECTS CONTINUED

2) Flag Pole at the Historic Courthouse
   - Jim was talking to Eric Weis about it and he said the BKFD would probably help access the top of the pole to replace the broken parts.
   - Eric talked to the fire station Chief and he said they would be glad to help.
   - So, Jim setup a visit by the Fire Department and went up on the ladder truck with the fireman to remove the old equipment and to measure for replacement parts.
   - Once the parts are in Jim will arrange to go back up to install the new parts.

3) Circuit Clerk File Room Shelving Addition
   - Becky asked Jim if he could help her determine what could be added to her existing rolling storage system to allow for additional storage area for foreclosure and other files.
   - Jim called Henricksen, the original company he worked with to setup the filing systems in the Circuit Clerk’s office.
   - They came out and determined four additional units could be added in two different areas in the main file room.
   - Jim discussed the findings with Becky and she decided to add three sets of shelving and to have one section of stationary moved from another area to be used for the foreclosure files.
   - The new rolling shelves have been ordered and will be installed by the vendor.

4) Review purchasing of replacement items for new equipment installed during remodeling or other projects
   - Recently KCFM was contacted by Court Administration because the projection unit in jury assembly started giving a warning that the bulb was almost out of hours.
   - Jim told Nikki he thought Court Administration should pay for the bulb since it is used only for the Jury room.
   - Nikki talked to Judge McCann and he said that he felt it was a building system and KCFM should replace it and get a spare bulb in case the new one went bad and they needed it right away for a jury or training session.
   - Jim had Suzette research replacements and found we could get the bulbs for under $200.00, instead of the over $400.00 it would cost from the OEM.
   - Suzette ordered two bulbs.
   - Jim wanted the committee to be aware that these situations routinely happen.
   - Project complete.

5) Health & Human Services Sound System Addition
   - Stan Laken approached Jim about a system he had researched for the Health department for the WIC classroom.
   - Stan asked Jim if he could look into the installation aspects and see if KCFM could run the wiring and install the equipment along with his staff.

EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
Chairman Koukol asked for a motion to adjourn the meeting. Member Jeff Wehrli made a motion to close the meeting at 3:55 p.m. Member Prochaska 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 3:55p.m.

Submitted by,
Jim Smiley
Facilities Management Director