CALL TO ORDER
Chairman Koukol called the Facilities Management Committee meeting to be in session; located in the Historic Courthouse Main Conference Room to order at 3:30 p.m.

1) Roll Call - Chairman Koukol asked for a roll call attendance. Present were Chairman Koukol, Members Prochaska, Wehrli, Cullick and Vice-Chair Gilmour. Enough members were present to form a quorum of the committee. Facilities Management Director Smiley and HHS Executive Director Amaal Tokars were also present.

2) Approval of the April meeting minutes - Chairman Koukol asked for a motion to approve the April 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) Trane Contract approval for the COB HVAC & Generator Projects
   - The project will be jointly advertised as a Kendall County/Trane project. Trane will be a single source for the equipment, engineering and miscellaneous items as well as the project manager for the project. All other work will be done by subcontractors.
   - Trane’s GMP price is $607,860.00 for the H.V.A.C. and generator installation projects.
   - Jim Smiley is looking for approval to move forward with this project utilizing Trane as the vendor for the H.V.A.C. project.

Report from meeting
Trane representatives answered questions from Member Wehrli about the engineering ability of Trane for the HVAC part of the projects. Trane said they would do initial engineering and have an independent engineer review their design and stamp the drawings. Member Cullick expressed concerns over the direct sourcing of equipment with Trane also. Chairman Koukol and Jim Smiley explained the process that was done by the SAO that ultimately ended up resulting in their approval for the equipment to be directly sourced to Trane. Vice-Chair Gilmour pointed out that due to recent direction from the SAO we could not vote to approve the contract since the dollar amount was not listed on the posting. Members discussed this and it was decided to setup a Special FM meeting fifteen minutes before the COW meeting to have the FM Committee vote on the contract. Chairman Koukol made a motion to forward this item to the special meeting and to the next COW meeting for the entire board to discuss. Member Wehrli 2nd the motion. All members voted aye via a voice vote. Motion approved. Note: Subsequently Leslie said a special meeting was not needed and this could go on the COW agenda without the FM Committee sending it to the COW meeting.

2) Kluber Approval to Develop Specifications to Replace Roof at COB
   - Kluber created a task order for the roof replacement project. The task order is based on the AE Master agreement that was approved by the Kendall County Board earlier this year. The task order shows a projected cost of $138,000.00 plus Kluber’s fee of $12,765.00.
   - So, the combined request for approval for both projects is $758,625.
   - Jim Smiley is recommending to ask for a not exceed approval for all three projects of $800,000.00 and is looking for approval to move forward with this project utilizing Kluber to develop the specifications and bid documents per the task order.

Report from meeting
Jim was directed to setup a meeting between Kendall County, Kluber and Trane to hopefully work out issues between Trane and Kluber so all three projects could be voted on at the same time.

3) Card Access Issues at the Courthouse
   - Problems have persisted to crop up with the system. The latest problem revolved around the main door to Master Control. The door reader stopped working. Jim diagnosed the problem as being the main board being bad. Jim recommended Court Security call in someone that could replace the board. Court Security called in a former employee of the company that installed the system and he verified the card is bad. He has made arrangements for us to ship the card to his former company for a replacement.

4) Flag Pole at the Historic Courthouse
   - Jim received the replacement parts for the flag pole top.
   - Jim has made arrangements with BKFD to install the replacement parts this Wednesday, May 8, 2013.
NEW BUSINESS/PROJECTS

1) Water Issues at Courthouse (CH) and Public Safety Center (PSC)
   - The Courthouse experienced two major water flooding issues in the past month.
   - The first was in the Probation Department.
   - A roof drain internal pipe popped loose from the roof scupper and allowed the roof to drain directly into the department overnight.
   - KCFM relocated Probation reception to the Jury Assembly room for a couple of days until the pipe could be repaired and the area cleaned up.
   - The second was in the main electrical room of the original building.
   - The ground water level came up so quickly that water came back into the room through the inter-campus conduits used for network fiber optic lines.
   - KCFM found these pipes were not sealed in the vault to prevent water from coming back into the facility.
   - Water came into the new KenCom department at the PSC through existing AT&T main feeder pipes and through conduits at the rear of the boiler room.
   - Jim, Dan Koukol and KCFM staff worked to relieve the water from entering KenCom by opening a section of the conduit in the pump room outside of KenCom. This is a temporary at best solution.
   - A temporary funnel system was put in place to allow water in both areas to be caught and routed to drains.

Report from meeting
Chairman Koukol explained that we have been looking at the grounds on both campuses. As part of that review we have identified issues behind the courthouse that need to be addressed with changing the way water is handled between the courthouse rear wall and the sidewalk not far from the wall. Jim also said that we had plugged holes in the inner-campus fiber optic vault behind the courthouse, and that we had temporarily cut an opening into the AT&T conduit feeding the Public Safety Center to divert water from getting into the new KenCom area. Jim went onto explain that it would be a major project to put in an alternate AT&T feed to the PSC. Chairman Koukol also mentioned a letter that Sheriff Randall had written to Chairman Koukol, County Board Chairman Shaw and KCFM Director Smiley explaining the seriousness of these water issues in both facilities.

2) Historic Courthouse (HCH) Cupola LED Lighting
   - Jim purchased a LED equivalent fixture for the East fixture on the cupola. The LED is supposed to be good for 100,000 hours or the equivalent of over twenty two years based on being on for twelve hours per day. The LED fixtures will use about 1/4 of the electricity of the other fixtures. Project complete.

3) PSC Jail LED Lights
   - Jim also purchased bulbs to try in the jail pods where it is difficult to get to the fixtures to replace the existing bulbs and/or ballasts. These bulbs are also rated to last 100,000 hours and will use ¼ of the electricity. If these work out well in the test jail pod Jim would like to install them in all of the jail pods.

4) PSC Jail Dishwasher Lease Approval
   - The existing dishwasher is as old as the facility and we spend a few thousand dollars per year to keep it operating. So, Jim budgeted to replace the existing Jail dishwasher with a similar updated unit. KCFM staff received bids to replace the dishwasher with a new purchased unit and also received prices to replace the dishwasher with a leased unit. The purchase cost with installation will be over $20,000.00. The lease cost is around $200.00 per month and is a two year lease.
   - Jail cook Treber Thatcher felt the unit would be better than what he currently has and the high hood unit will allow him to stand cooking pans upright.
   - Jim is looking for approval to go forward with the lease option.

Report from meeting
Members thought it made sense to go with a lease versus a purchase. Since the lease includes parts and service it will save money and allow KCFM staff to work on other repairs or projects. Chairman Koukol asked if there was a motion to move forward with allowing Jim to send the lease to the SAO for review and to send it to the Finance Committee for approval to lease versus purchase. Member Wehrli made the motion. Chairman Koukol 2nd the motion. All members voted aye via voice vote. Motion approved.

5) PSC Duct Cleaning Needed
   - The jail population is down so Jail management decided to consolidate the prisoners to be able to perform extensive cleaning and repair work in the West jail pods. D.C. Gillespie asked Jim if he could clean the air ducts servicing these jail cells. Jim said that he had Bruce try to clean them before but due to the small holes in the grill and the way prisoners stuffed paper and toothpaste into the grills we would need to see if a duct cleaning company could clean them.
5) PSC Duct Cleaning Needed Continued

- Jim called Stanley Steemer out survey the jail cells. Stanley Steemer felt they could clean the ducts but were not sure how much time it would take. So, they provided a quote to do one eight cell pod. Once Stanley Steemer does one pod they will see how they did on the time they estimated and then would provide a quote for the remaining cells. Stanley Steemer’s quote is $1,680.00 to do the eight cells. 7 Pods needs this done.
- Since this was not budgeted Jim is asking the committee for direction on this project.

Report from meeting
Committee members said it is something that should be done now as the jail population is down and it would be much easier to move prisoners around now. Jim suggested going ahead and cleaning the one POD area so we could determine how long it would take to do the work. KCFM would pay for this initial cleaning. Jim also said that he had placed this on the 5 year Capital plan recently requested by the Finance Committee. Committee members agreed with Jim and consensus was to go ahead and clean the one POD area.

6) Landscaping Repairs Needed – All Facilities

- Dan Koukol toured the facilities with our grounds vendor (4 Seasons) and Jim Smiley. From the tour of the facilities most curbs were found to be in need of dirt to be added to the backside and seeding to be done. This was from settling over the years and from salting in the winter. We also found some broken curbs and a couple of areas where the sidewalks have settled and were starting to get to the point where trip hazards might occur. The stone pavers around the Historic Courthouse were also found to have substantially settled, especially on the North side of the facility. Jim Smiley also did a subsequent tour of the facilities to double check the areas with 4 Seasons and to also offer options on getting water to run away from the Courthouse foundation where we experienced issues from the heavy rains.
- Bids were provided to fix all of these issues and are shown on the spreadsheet.

Report from meeting
Chairman Koukol explained that in his opinion these items needed to be done to prevent accidents and to reduce future repairs that would be needed to repair curbs and streets. Jim said that he felt he could reallocate some of the funding from the approved KCFM Capital funds in this year’s budget to pay for these projects without exceeding the approved amount. Chairman Koukol asked if there was a motion. Member Cullick made a motion to have this item move to the Finance Committee for approval to go ahead with these projects and to fund them with KCFM Capital dollars as shown. Vice-Chair Gilmour 2nd the motion. All members voted aye via a voice vote. Motion approved.

7) Health & Human Services (HHS) Card Access and Camera Additions

- Amaal Tokars had the Sheriff’s office provide a survey of the HHS facility after the suicide happened in the adjacent Courthouse parking lot. Commander Smith recommended glass to be added to the interior counters to give a visible barrier to potential intruders. Commander Smith also recommended additional card readers and cameras to be added to the facility. Amaal is planning to try and add the cameras and card readers during this fiscal year from Health Department budgets.
- Amaal has asked Jim to add the glass to the KCFM 5 year Capital budget the Finance Committee asked all departments and elected officials to turn in.

Report from meeting
HHS Executive Director Tokars explained the need to make these security improvements at the HHS facility. Amaal also said that she felt these items should be in the KCFM 5 year forecast as Kendall County owns the facility and the Health Department pays an annual fee for the use of the facility. Chairman Koukol asked Dr. Tokars if the committee approved keeping the items in the KCFM forecast, if she would answer questions if asked why the projects were needed. Amaal said she would be happy to do this if requested. Consensus of the committee was to put these requests items on the KCFM 5 year forecast.

8) Parking and Sidewalk Repairs

- Jim contracted with Winninger Excavating to replace a sidewalk section leading to the work release entrance at the jail and for broken curbs near the area Sheriff’s office command staff parks. Winninger also repaired a storm sewer that had caved in the grass by the Animal Control parking lot.
- The areas were repaired and the only issue encountered was when the curb was cut out adjacent to the Sheriff’s parking spot. His car was covered in dust and had some rock chips. Winninger is having the car repaired at no cost to Kendall County.
- Project complete.
NEW BUSINESS/PROJECTS CONTINUED

9) 5 Year Capital Budget
- The attached spreadsheet shows all of the items Jim put in the plan for KCFM and for all of the elected officials that asked for help in getting prices for projects in their departments.
- Project complete.

10) COB South Entrance Handicap Signage
- Jill Ferko brought up issues she has seen with people coming to the South entrance of the County Office Building with walkers and not realizing the handicapped entrance was at the North entrance.
- Jill is suggesting additional signage is installed at the South entrance near the parking areas to direct people with disabilities to the North entrance.
- Jim contacted the sign company he uses and they are making a temporary sign that we can use and move around if needed to determine exactly where we want the permanent sign to be placed.
- Once we determine what we want for a sign and where we want it to be located Jim will get prices to bring back to the FM Committee.

Report from meeting
Jim said that he was getting a temporary sign to install at the South end of the facility to determine where the sign should be located. Once the best location is found, Jim will get a price for a permanent sign.

11) Schindler Elevator Maintenance Contract Approval
- Jim is looking for approval for the Preventative Maintenance contract for the newer elevators at the Courthouse that are no longer under warranty.

Report from meeting
Jim explained the new Courthouse elevators are out of warranty now. Jim received prices from Schindler and our current service provider for the elevators in the other facilities. Schindler’s pricing was better, plus they have the software needed to service these elevators and are the factory authorized service provider. Since this item had a dollar amount to it the committee thought this should also go to the special FM Committee meeting that was planned to be before the next COW meeting. Jim was directed to find out how it should be worded from the SAO. Note: subsequently Leslie said a special meeting was not needed and this could go on the COW agenda without the FM Committee sending it to the COW meeting.

EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
Chairman Koukol asked for a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 5:55 p.m. Member Wehrli 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 5:55p.m.

Submitted by,
Jim Smiley
Facilities Management Director