CALL TO ORDER
Chairman Koukol called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board 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 David Berault (SAO) were also present.

2) Approval of the May meeting minutes - Chairman Koukol asked for a motion to approve the May committee minutes. Member Wehrli motioned to approve the minutes Vice-Chair Gilmour 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) States Attorney Question & Answer on Trane Contract Review
   - Dan Koukol asked David Berault to come to this meeting to explain the process the SAO went through in approving Trane to be a sole source for equipment for the COB H.V.A.C. project.

   Report from meeting
   David Berault cautioned the members on the types of questions they would be asking in this public meeting since the State’s Attorney’s office advises board members as part of their normal duties. The main question asked was how we could determine Trane to be okay as a sole source for the equipment on the H.V.A.C. project. David read the state statute pertaining to the County Board having the ability to proclaim a project to be okay to do as a sole sourced project. A 15 minute recess was started at 3:55 p.m. The meeting was restarted at 4:10 p.m. Chairman Koukol took an informal poll of the committee members to see if they would support taking this to the entire board. A majority of the committee members said no.

   Item completed.

2) FGM Contract Approval to Develop Specifications to Replace Roof at COB in the amount of $10,000.00.
   - The contract FGM provided was based on the same contract that was approved for the KenCom project with FGM a couple of years ago. FGM estimates the roof cost $121,000.00 plus a 10% contingency if we desire to have one. FGM’s fee is shown as $10,000.00 for their work on this project. The SAO has reviewed and their proposed changes have been sent to FGM.

   Report from meeting
   Jim was directed to ask FGM to revise their contract to include the H.V.A.C. and Generator projects. Then bring that back to the committee to review.

   Item complete.

3) Generator Repairs Needed
   4) The repair initial was done on Saturday, June 1, 2013. We had issues with the generator output breaker not being able to be reset when restarting the unit. So, we found a breaker that would work and had it installed to maintain the ability to provide backup generator service at this site.

5) Health & Human Services Sound System Addition
   - The system was purchased by the Health department.
   - KCFM staff is currently installing speakers and wiring to connect them to the system.

6) PSC Jail Dishwasher Lease Approval in the amount of $234.95 per month, $2,819.40 per year for two (2) years.
   - Jim is working on the lease with the States Attorney’s Office and Ecolab. Jim plans to have the lease agreement completed on the agenda to be approved at the next County Board meeting.

OLD BUSINESS/PROJECTS
7) Health & Human Services (HHS) Card Access and Camera Additions
   - Amaal Tokars approved the card access additions to the facility. Jim Smiley arranged to have the new door strikes added on May 30, 2013. KCFM staff installed the new door handles during the week of May 27, 2013.
   - Jim is working to make a recommendation for the cameras to be added.

8) Planned Tornado Alert Test
   - Stan Laken and Jim Smiley conducted an announced test of the emergency alert system on Friday, May 10, 2013, at 3:30 p.m. The test was verified to be seen on computer screens and to be heard on overhead paging speakers and telephone sets in all facilities.

   Project Complete.
OLD BUSINESS/PROJECTS CONTINUED

9) Schindler Elevator Contract Maintenance Approval in the amount $500.00 per month, $6,000.00 per year
   - This is on the County Board agenda to be voted on at the June 4, 2013 meeting.

10) COB South Entrance Handicap Signage
   - The temporary sign was installed several weeks ago.

Report from meeting
The committee directed Jim to leave the temporary sign in place as it is easy to move around if needed. Project Complete.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Report from Chairman Koukol.

Report form meeting
Dan reported the brick walkways at the Historic Courthouse have been started. Chairman Koukol also polled the committee members to see if they had listened to the audio of county board meetings. Committee members said they were aware the audio was on the county website but had not listened to it.

2) Landscaping Repairs Projects
   - The Finance Committee approved KCFM use the money earmarked for purchasing a dishwasher for the Public Safety Center. The committee also approved reallocating the already approved KCFM Capital budget to be redistributed to fund these safety and flood related repairs. This reallocation results in a net $0.00 change in what was already approved. The Kendall County Board also approved these changes at their last meeting. Jim signed the contracts and the vendor is putting a schedule together to complete the projects. They started working at the Historic Courthouse today.

3) PSC Duct Cleaning
   - Jim signed the contract to complete the one eight unit jail pod as proposed.
   - KCFM hopes this area is completed by the next FM Committee meeting in July.

Report from meeting
Chairman Koukol told Jim to let him know when the work was to begin. Dan wants to see how they plan to perform the work and offer ideas on how to do it if needed.

4) A/C Compressor Failure in the EOC
   - The compressor failed over the winter. Jim had the compressor replaced on May 29, 2013.
   - Total cost for the repair was $2,658.00. Project complete.

5) Fire Department Review of the HHS Lobby
   - Amaal Tokars expressed concerns to Jim about whether the HHS lobby meets Fire Department codes in the event the exit doors were blocked, since they have a secured lobby. Inspector Torrence said that he does not see any issues with the lobby setup. Jim notified Dr. Tokars on the successful results of the BKFD tour. Project complete.

6) ROE Testing Center Cost Review and ROE proposed share of costs
   - Chris Mehochko came back to Jim a couple of weeks ago to confirm that he is planning to setup the testing area. This will require additional electric and construction to be done to be able to setup the testing area and accommodate handicapped access to the testing area. The ROE also wants to add a door to keep people in the testing area from being able to walk into their main office unescorted. Jim anticipates the remodeling cost to be $6,000.00. This includes KCFM staff to be doing the electrical work. Chris said that he budgeted to spend $2,500.00 on remodeling and is asking Kendall County to fund the remaining costs.

Report from meeting
Jim presented a drawing and emails form Chris Mehochko explaining why this needs to be done. Member Wehrli said that we need to give the ROE useable office space. But was not sure it was our duty to make changes to it for a project being imitated by the ROE. Jim said he agreed with Chris’s assessment that improving the space benefits Kendall County also by making the area more accessible. Chairman Koukol feels this should go to the Finance Committee for direction and funding and asked for a motion. Member Cullick made a motion to send this to the next Finance committee meeting. Member Wehrli seconded the motion. All members voted aye via a voice vote. Motion approved.
NEW BUSINESS/PROJECTS CONTINUED

7) Annex facility repairs needed
   - Recently Jim had to replace the wooden overhead door due to it rotting out. Since it currently
     looks like we are going to keep the building in place for the foreseeable future additional repairs
     need to be done. The building needs to be caulked, painted and stained. A man door needs to be
     replaced. Rotted wood by the roof line needs to be replaced. Jim received a quote for all of the
     work to be done after KCFM pressure washes the building. The quoted cost is $5,400.00. Jim is
     looking for direction on these unbudgeted repairs.

Report from meeting
Jim said the building is slated to be torn down if or when we decide expansion of the COB is needed. However,
currently it looks like that could be ten years out. Jim also said structurally the building is built very well as it used
 to house an equipment repair company. Committee members agreed the building needs to stay and need to be
 repaired for the foreseeable future. Jim said he had not budgeted for this much work to be done but currently his
 budget looks okay. Consensus of the committee was to go forward with the repairs and painting. Jim said he would
 notify the Finance committee if the budget looks to go over at a future date. Committee members discussed what
 color to paint the facility. Consensus was to paint it a different color but to keep it a lighter shade so it would not
 fade. Chairman Koukol said he would get together with Jim to decide a color.

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 5:04 p.m. Member Wehrli 2nd the motion. All members voted aye. Meeting adjourned by Chairman
Koukol at 5:04p.m.

Submitted by,
Jim Smiley
Facilities Management Director