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 – Suzette Sandford called roll call for attendance. Present were Chairman Koukol, Members Prochaska, Wehrli, Cullick and Vice-Chair Gilmour. All members were present to form a quorum of the committee. Facilities Management Director Smiley was also present.

2) Approval of the July meeting minutes - Chairman Koukol asked for a motion to approve the July committee minutes. Member Prochaska 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) Public Safety Center Floor Projects
   • Jim has attempted to get additional vendors to provide pricing for the projects.
   • Only one other company came out to look at the projects.
   • They have provided pricing for the floors in the Administration area & Jail Indoor Recreation area. They are recommending putting tile in the shower areas instead of redoing them with epoxy flooring.
   • Jim is concerned with putting tile in the areas because of the grout lines and the possibility of tiles being loosened by inmates and used as weapons or other devices.

   Report from meeting
   Members discussed the areas being considered to be done for the 1st time or redone again. Member Wehrli asked Jim if he had checked with Sheriff Randall or jail command staff about putting tile in the showers instead of epoxy coating. Jim said he did not discuss it with either of them. Member Wehrli suggested that Jim do this and report back at the next meeting. Committee members agreed and directed Jim to talk to Sheriff Randal and/or the jail command staff about using tile in the showers.

2) PSC Duct Cleaning
   • The ducts in the test cell were cleaned on July 10, 2013 by Stanley Steemer.
   • They had two technicians and a supervisor do the work.
   • The work took about two hours to complete; more than originally thought. However, Stanley Steemer did not charge anything in addition to the original bid.
   • They provided an excellent report with pictures showing how bad the ducts were before the cleaning and how good they looked after the cleaning.
   • Jim paid for this test area out of KCFM funding and put money in the 5 year capital plan for the remaining jail pods.
   • Project complete.

3) Courtroom #111 A/C Issues
   • Judge McCann moved court out of this courtroom twice this summer due to it being too hot to conduct court.
   • Current KCFM technicians told Jim when this courtroom was expanded around ten years ago the ductwork was rearranged and has never really worked great since that time.
   • However when Jim, a vendor, and KCFM technician analyzed the issue they found the heating coils in the ductwork were plugged with dust and belt debris.
   • The ceiling had to be cut open in one area to cut one of the coils out for pressure washing. Both coils were cleaned and reinstalled.
   • The courtroom is now able to maintain cooler temperatures even on the hottest days.
   • Project complete.
NEW BUSINESS/PROJECTS

1) Chairman’s Report/ Landscaping Projects
   - Chairman Koukol’s report on ongoing events in the Facilities Management department.

   **Report from meeting**
   Chairman Koukol reported all of the contracted projects were completed with the exception of the curb backfilling and reseeding that will be done in the fall. Dan also mentioned the County Office Building projects progress including meeting with Jim Smiley and Don Ware from Kluber at Thermo Systems. The report concluded with Chairman Koukol explaining the time and effort put into the 2014 budget including a proposed new Project Manager position.

NEW BUSINESS/PROJECTS CONTINUED

2) County Office Building Projects Update
   - Jim had kick-off meeting with Kluber staff on July 24, 2013. They discussed the projects and Jim got Kluber’s staff into the electrical room and roof to perform an initial inspection of the areas.
   - Jim and Chairman Koukol were invited to meet Don Ware (Kluber Mechanical Engineer) at Thermo Systems in Elmhurst to get an overview of a system that Kluber may recommend to go with if they find the roof cannot support an Intellipack rooftop unit.
   - This system is an all electric Air Conditioning/Heat Pump system. The system is also capable of heat recovery depending on the needs of the space.
   - Jim provided hard and electronic copies of the original blue prints to Kluber staff to use in their engineering review and calculations.
   - Jim also met with Jeff Bruns (Kluber Structural Engineer) to do a verification of the types of steel in the roof structure. Don is going to be doing preliminary space load calculations.
   - Don said Kluber is trying to get the engineering work done so they can go over their recommendations with Jim as soon as possible.
   - Kluber’s goal is to get specifications and drawings together for September bidding if all goes well.

3) Regional Office of Education Training Room Construction
   - Jim went over the project with his staff and demo started on Tuesday, July 23, 2013.
   - The contractor is planning to start reconstruction of the area mid-August.
   - The goal is to have the area complete in September or no later than October 1, 2013.

4) Courthouse Locker Room Construction
   - The project started on Friday, August 2, 2013.
   - The walls should be framed out early this week.
   - Jim has signed the contract for the Plumbing work and it should start this week as well.
   - Jim received two bids for the electrical work and hopes to sign a contract this week and get them started by next week.
   - The carpet has been ordered and should be in when we are ready for it to be installed.
   - Jim hopes to have the project complete before the next FM Committee meeting in September.

5) Animal Control Entry and Office Counter Changes
   - Jim and KCFM staff worked with Anna on a design for the new counter.
   - Phil Morel took Anna to a couple of stores to figure out what materials to use for the countertop and sides of the counter.
   - Jim hired the same contractor building the walls for the Courthouse Locker room to construct the actual counter.
   - Work is scheduled to be done this Wednesday while Animal Control is closed. If any work remains to be done it will be completed on Thursday morning, hopefully before Animal Control opens for the day.
   - Animal Control is paying for the project with their own department’s Capital improvement fund.

6) Historic Courthouse Dead Trees
   - Three trees are completely dead on the North side of the property.
   - Jim will be getting prices to have the trees removed.
   - The trees should be cut down before the Fall, depending on the pricing to remove them is not too high.
   - If the pricing comes in very high Jim will bring it back to the next FM Committee meeting in September to discuss with the committee.
NEW BUSINESS/PROJECTS CONTINUED

7) KenCom Stairway Condensation Issue
   - FGM designed the staircase with an outside air intake vent and exhaust fan for when the staircase got warm. This summer has been very humid in comparison to last year when the staircase first started to be used. Unfortunately this year’s weather brought out a design flaw. The humid air being drawn into the space condensed out on the rubber on the cooler stairs. This is causing the potential of people slipping while walking up and down the stairs.
   - Jim brought out FGM and a representative from their engineering partner on the project. They agreed there was an issue with moisture on the stairs. They started talking about adding a dehumidifier or split H.V.A.C. system to the staircase. Jim said the dehumidifier would not work since it would add to the heat in the staircase. FGM said they would review further and try to come up with a fix.
   - Jim had planned to setup a portable A/C system KCFM has for emergencies until FGM came up with a solution. D.C. Gillespie suggested to Jim to remove the vent and install a window air conditioner instead.
   - Jim agreed this would be better since it would not sit on the floor and the roof mounted exhaust fan could pull the cool dehumidified air up the staircase.
   - Jim had his staff remove the damper, hook up an outlet for the a/c unit and install a portable a/c unit in the space from the damper.
   - This solved the issue without Kendall County having to purchase and have installed an expensive split a/c system.
   - Project complete.

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 4:15 p.m. Member Wehrli 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 4:15 p.m.

Submitted by,
Jim Smiley
Facilities Management Director