CALL TO ORDER
Chairman Davidson called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board Conference Room to order at 3:31 p.m.

1) Roll Call – Suzette Sanford called roll call for attendance. Present were Chairman Davidson, Vice-Chair Koukol, Member Prochaska & Member Gilmour. Member Wehrli arrived at 3:34 p.m. Enough committee members were present to form a quorum of the committee. D.C. Gillespie of KCSO & Facilities Management Director Smiley was also present.

2) Approval of the September meeting minutes - Member Prochaska made a motion to approve the September meeting minutes. Vice Chair Koukol 2nd the motion. All members present voted aye via voice vote. Motion approved.

3) Public Comment - No members of the public were present at the meeting.

OLD BUSINESS/PROJECTS

1) K.A.T. Space Needs for Expansion
   • New wall has been taped. Wiring has been installed between the new data rack and the areas the workstations will occupy. Lighting has been separated from the main office. H.V.A.C. duct has been installed. Hope to conclude the new Operations area in the next few weeks. Then we will move staff and start on the Administration area.

2) State’s Attorney Cubicle Project
   • Eric said he is still reviewing his budget to see if this can be done this year or if it will need to wait until next year to be completed. Project is on hold for now.

3) Annual Parking Lot & Drive Maintenance
   • Repairs were made to the loop drive behind the PSC leading to the receiving dock, KCFM/Coroner & Animal Control. Select repairs were also made to the main parking lot at the Sheriff’s main parking lot, drive to the rear of Health & Human Services & the Courthouse and the drive between the County Office Building & Historic Courthouse.
   • Project complete.

4) Circuit Clerk Auto Attendant and Telephone Sets New Setup
   • A new automated attendant was setup for the main Circuit Clerk number. Choices were included for each department. All phones were relabeled. Project paid for by the Circuit Clerk.
   • Project complete.

5) Courthouse Lightning Protection
   a. Recommendation to have PBC fund this project
   • Director Smiley received a quote from Continental Electric to install lightning protection on the original courthouse facility. Total estimated cost $22,425.00.

Report from meeting
Director Smiley explained that he received a 2nd price from Tom Hamilton Lightning Rod Systems in the amount of $20,850.00. Members discussed the need to get the entire Courthouse covered for lightning protection. Member Wehrli requested Jim do the due diligence on references for both companies and to make a recommendation of which firm to use for the installation. Vice Chair Koukol mad a motion to send the recommendation to the PBC committee to see if they can fund the project. Member Wehrli 2nd the motion. All members voted aye via a voice vote. Motion approved.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. Public Safety Center (PSC) & Courthouse (CH) Security Systems Upgrade Contract Negotiation Meeting

Report from meeting
D.C. Gillespie and Director Smiley said the main contract is about finished and expected it to be done before the end of the week. One item needing to be defined is who is to be the named person from Kendall County in the contract that will give approvals for changes. The State’s Attorney’s office is also reviewing the general conditions document. Once that is done it will be sent to Dewberry for confirmation on suggested changes being ok. ASA Berault told D.C. Gillespie and Director Smiley that the task order is basically a description of the work to be done and does not really have any legal items to be reviewed. ASA Berault also said that he agreed that we need to make sure all items Chairman Davidson asked for are included in the task order. Members discussed who should be named in the contract for the county.
Chairman’s Report

Report from meeting

Vice Chair Koukol made a motion to send to the County Board for approval to have Chairman Davidson and Member Prochaska to be the named County individuals in the contract. Member Wehrli 2nd the motion. All members voted aye via voice vote. Motion approved.

2) 2016 Copier Maintenance Agreement on County Board Agenda for Approval
   • The contract for our 2016 copier program was reviewed by the State’s Attorney’s office.
   • FM Chairman Davidson directed Jim to ask County Board Chairman to put the approval of the agreement on the next County Board meeting October 6, 2015.

NEW BUSINESS/PROJECTSCONTINUED

3) Elevator Maintenance Contract on County Board Agenda for Approval
   • The contract for the elevator maintenance contract was reviewed by the State’s Attorney’s office.
   • FM Chairman Davidson directed Jim to ask County Board Chairman to put the approval of the agreement on the next County Board meeting October 6, 2015.

4) PSC Elevator Repair Contract on County Board Agenda for Approval
   • The contract for the PSC elevator repair contract was reviewed by the State’s Attorney’s office.
   • FM Chairman Davidson directed Jim to ask County Board Chairman to put the approval of the agreement on the next County Board meeting October 6, 2015.

5) Discuss addition of Temp. Employee for County Office Building
   Report from meeting
   It was decided to bypass this item for an executive session at the end of the meeting.

6) Semi-Annual Public Safety Center Kitchen Hood Inspection
   • The service was performed and no issues were found.
   • Project complete.

7) PSC Jail Laundry Product Change
   • Commander Jennings asked Director Smiley if other products could be used in the jail laundry. There have been issues with the way the clothes and other linens have been getting cleaned. Jim checked with the current vendor and with the County’s current janitorial supply vendor to see if other products were available. It was determined that we currently use liquid product and most jails use solid product now days. This does a better job, is more easily metered and saves water. Water which is heated up in order to wash clothes. Commander Jennings decided to stay with the current vendor but to switch out to the solid products. The installation of the new equipment and use of the new solid products are planned to be done in the next couple of weeks.
   • Project complete.

8) Courthouse Parking Lot Drainage Project
   • The Southeast area of the parking lot had water backing up into it. This occurred even with light rain storms. Jim reviewed it with our landscaper. They decided the contour needed to be changed because grass had built up along with sediment that was preventing the water from draining away into the berm next to John Street. The area was re-contoured, large rock was added to middle of the berm for the first twenty feet or so and the area was seeded and blanketed. Jim has observed the area during the next several storms and has found it to be draining properly now.
   • Project complete.

9) Systems Freeze Protection/Water Particulate/Chemical Concentration Analysis
   • All systems were checked. Some systems were found to need additional products to be added. The products have been added.
   • Project complete.
NEW BUSINESS/PROJECTS CONTINUED

10) EOC Phone System Issues
- A training class was held in the Emergency Operations Center (EOC) at the Sheriff’s office. The EOC has its own phone system and trunking but dials through the Sheriff’s office PBX for outbound calls. A 911 call was placed during the training and it was found that a strange number was given as caller ID and it did not specify the area of the building the call was coming from. Plus two lines were found to have dialing issues and noise on the lines. D.C. Gillespie asked Director Smiley to have the vendor out to see what was wrong. Due to the uniqueness of the setup on this system 911 could be actually dialed a couple of different ways. Either by picking up the phone and dialing or by pressing a trunk key and dialing. When dialing an extension at the Sheriff’s office which all start with 11 a 911 call could happen because of dialing 9 first for a trunk then 11xx for an extension. So, programming was changed to allow outside being dialed, using an 8 instead of a 9. Routing through the Sheriff’s office PBX was also changed so it now shows the Sheriff’s office address and lists the call as coming from the PSC basement. Calls were tested and found to be working properly now.
- Project complete.

11) KCFM Organizational Chart Approval
- FM Committee Chair tasked Director Smiley with creating a couple of possible organization chart for discussion and/or approval at this meeting. Organizational charts attached for review.

Report from meeting
Member Gilmour mentioned the HR/Admin committee has also been working on organization charts. Vice Chair Koukol agreed it is a work in progress at the HR/Admin. committee and they had gotten a good example of how to do a chart from the Sheriff’s office. Member Gilmour said the main point of the chart is to determine who supervises & evaluates employees and how the reporting structure is setup. Judy showed an organization chart that she had from the HR/Admin. committee showing the County Administrator having KCFM, Technology, PBZ and Mapping as direct reports. Chairman Davidson said in his opinion the Administrator has other outside county business that he is responsible for as part of his job and that KCFM should report to the FM Committee Chair and the County Board. Bob said that department heads serve at the pleasure of the County Board and that is why the charts shown at this meeting reflect that structure. Member Wehrli said a decision needs to be made for one or the other. In his opinion either they all go under Administration or none of them do. Member Gilmour said the main thing they have been working on so far is the number of employees in each area and what the reporting structures currently are. Vice Chair Koukol said the charts Chairman Davidson had made up were good to have for that reason and that he will share them with the HR/Admin. committee as well.

EXECUTIVE SESSION
Member Prochaska made a motion to go into executive session at 4:22 p.m. for Statute 5 ILCS 120/2(c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint against an employee of the public body or against legal counsel for the public body to determine its validity. Member Gilmour.second the motion. Chairman Davidson asked for a roll call vote on the motion. All members voted aye. Motion approved.

RECONVENE
Vice Chair Koukol made a motion to reconvene the Facilities Committee Meeting at 4:37p.m. Member Prochaska second the motion. Chairman Davidson asked for a voice vote on the motion. All members voted aye via voice vote. Motion approved.

ADJOURNMENT
- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Gilmour made a motion to close the meeting at 4:38 p.m. Vice Chair Koukol second the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:38 p.m.

Submitted by,
Jim Smiley
Facilities Management Director