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 3:32 p.m.

1) **Roll Call** – Chairman Koukol called roll call for attendance. Present were Chairman Koukol, Vice-Chair Gilmour, Member Wehrli & Member Prochaska. Member Cullick had an excused absence. Enough members were present to form a quorum of the committee. Facilities Management Director Smiley was also present.

2) **Approval of the August meeting minutes** – Vice-Chair Gilmour made a motion to approve the August meeting minutes. Member Wehrli 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) **County Office Building (COB) Roof and Systems Update**
   - All punch list items have been completed. CMI needs to turn over as built drawings, spare parts, certification that all equipment has been registered with the manufacturers for warranty purposes and five year compressor warranties & O&M manuals.

2) **Circuit Clerk Office Remodeling**
   - Project is complete with the exception of office signs that have been ordered.

3) **Public Safety Center (PSC) Jail Holding Area A/C Replacement**
   - The unit was replaced in August. The total cost of the replacement was $13,683.00.

4) **UPS Systems Battery Replacements**
   - Batteries were replaced in all UPS units at all facilities on August 7 and August 26. Budgeted amount was $30,000.00 and the total cost ended up being $30,682.91. **Project complete.**

NEW BUSINESS/PROJECTS

1) **Chairman’s Report**
   - Report on last month’s activities.

   **Report from meeting**
   Chairman Koukol made all members aware of the work our new Fox St. technician is doing to restore the wooden chairs in the Historic Courtroom at the Historic Courthouse. Due to the damage on the chairs we are recommending the room be locked when no activity is planned for the courtroom.

2) **Public Safety Center & Courthouse Security Systems review with R&N**
   - Jim met with R&N personnel and D.C. Gillespie for two days going over all of the systems and issues at each facility. A wrap up meeting was held with Sheriff’s PSC & CH command staff.
   - R&N plans to get a written document together detailing their findings. This document will be presented to the Sheriff’s command staff, which will then be shared with everyone.
   - **Project complete.**

3) **Housing Authority Comcast Line**
   - Jim was contacted by the Housing Authority about adding a data circuit to the Health facility for their computer system, since they are not on our network. Chairman Koukol asked Jim to check with the State’s Attorney’s office to see how to handle this since the Health department leases the facility from the county. Leslie said that we can allow this and we can either run the cabling or supervise the installation. So, Jim set it up with the Housing Authorities data manager who contracted with Comcast. KCFM staff assisted Comcast to get the wiring down into the office.
   - **Project complete.**
NEW BUSINESS/PROJECTS CONTINUED

4) Court Admin. Wireless Phone
- Nicole Swiss asked Jim if he could come up with a phone that she could while traveling through the courthouse. Jim found a phone that could utilize the wireless data network. However the Technology Director said he would not support this on the data network. So, Jim found another phone that uses repeaters, much like a cell phone call is passed from cell to cell while traveling.
- Jim had the phone setup and Nicole is testing it now.

5) Historic Courthouse Window Replacements
- Jim called several companies and got one to come out and price the window replacements. Due to the complexity of the design the windows are custom made and have long lead times to get built.
- So, the windows are very expensive to replace. Jim also asked Member Wehrli if there was a specific standard the windows needed to meet. Jeff asked Jim to prepare a memo of what was planned to be done so that he could present it at the Historic Preservation Commission (HPC) meeting. Although the facility was not redone years ago to national preservation standards HPC prepared a memo to Jim with the type of windows they would like to see. The memo also gave a list of several other companies that do this type of work. HPC also offered their help in securing grants to cover additional replacements of the windows. Jim plans to go forward with the replacement of two of the windows on the South side of the facility with money budgeted for this year. Then Jim will plan to work with HPC and others to secure grant money for additional replacements.

Report from meeting
Director Smiley explained that windows for a facility like this are very hard to source replacements for or to get restored. Jim said he could only find one company in the area to look at the job and that he had prices to replace a couple of the windows. Due to the end of the budget year approaching Jim said he would need to go forward with this company or possibly ask the Finance Committee if the funding could be carried into 2015. Members felt Jim should contact the companies that were recommended by the Historic Preservation Commission. Chairman Koukol said he would work closely with Jim on this project.

6) Probation Dept. Lobbies Window Request
- Due to the difference in air pressure between the lobbies and the reception areas, the receptionist have been experiencing air blowing in through the openings for the lobbies. Jim contacted a glass company and they suggested a sliding window be installed on the openings so the receptionists could still transfer paperwork back and forth.
- Probation accepted the plan and the windows have been ordered.

7) Coroner Card Access System Request
- Ken Toftoy asked Jim if he could get prices to add card access to two to four of his office doors. He has some funding available in his budget to possibly cover this project. Jim received prices from two of the three vendors he contacted for the work. Prices were submitted to Ken to review.
- Jim will be going over the quotes soon with Ken to determine if he wants to proceed with the project.

8) PSC Jail Duct Cleaning
- Jim arranged duct cleaning of the “A” pod area in the jail. The work is scheduled for October 15 & 16 if needed.

9) PSC Kitchen Ansul System Inspection
- The annual inspection was completed on September 23rd. The system was found to be operating properly. Project complete.

10) CH Elevator PM and Annual Pressure Testing
- The state mandated annual pressure testing and PM for the CH addition was completed on September 25th and 26th. All new elevators were found to be operating correctly. Project complete.

11) PSC, CH & HHS Annual Roof Maintenance
- Jim went over the roofs with a vendor and KCFM staff to determine areas that needed to be repaired to maintain the integrity of the roof systems.
- Repair work will be done in the next month and should be complete by the next FM Committee meeting in November.
NEW BUSINESS/PROJECTS CONTINUED

12) Government Center Campus Facilities Masonry Maintenance
- Several areas of the KCFM facility, PSC and Courthouse need to be tuck pointed and or re-caulked. Jim met with a potential vendor and KCFM staff to review the areas needing work to be done. Jim is waiting for the quote to be received, to be reviewed and potentially to be completed before the upcoming winter season.

13) Cleaner Living Services Contract Extension Request
- Our current vendor agreed to postpone scheduled increases again in order to allow Jim to keep the KCFM at the lowest amount possible. Cleaner Living is asking if the county would consider extending their contract as has been done in the past; for one more year in return for this concession on pricing increases due in the contract this upcoming year.

Report from meeting
Member Wehrli was concerned about having the contract bid out again, unless the contract allowed for another extension. Jim said he would check the verbiage of the contract and advise the committee on whether it had extension language in it for another extension.

14) COB Security System Improvements
- Jim met with a vendor to go over the lobbies in GIS/Mapping and County Clerk’s departments, to price gates like were added in other departments earlier this year. After meeting with the vendor Technology Director Laken sent Jim an email saying they would like to leave their department as is. Stan said the staff would like to see about adding an electronic lock on the main door instead.
- Jim has also met with a couple of potential vendors to add remotely lockable door handles to each department and to improve or replace the video server system and to add additions to the panic alarm system. Jim will be reviewing the quotes when they arrive and will go over the plans with each department before going forward with the completion of this project.

15) COB ADA Improvements
- Jim has received pricing from two vendors to add electric operators to the North hallway doors on each floor and for the two bathrooms on the 2nd floor. KCFM staff will need to run 110volt power wiring to the operators and low voltage wiring to the associated door strikes. Jim is reviewing the quotes and plans to get the work started before the next FM Committee meeting in November.

16) Kendall Area Transit Wireless Headset Request
- Paul LaLonde asked Jim if he could get pricing for three wireless headsets for his staff. Paul agreed to purchase the units and to have KCFM staff install them. The units were installed on October 3rd. Project complete.

EXECUTIVE SESSION
Executive session was not required.

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. Vice-Chair Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Koukol at 4:15 p.m.

Submitted by,
Jim Smiley
Facilities Management Director