Facilities Committee Minutes
November 2, 2015

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 3:30 p.m.

1) Roll Call – Suzette Sanford called roll call for attendance. Present were Chairman Davidson, Vice-Chair Koukol, Member Prochaska, Member Wehrli & Member Gilmour. All 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 October meeting minutes - Member Gilmour made a motion to approve the October meeting 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) Courthouse Lightning Protection 
   a. Recommendation to have PBC fund this project
      • This did not make it on the agenda but PBC Chairman Wehrli asked if the PBC was willing to fund the project and the consensus was yes. Director Smiley was asked to get a contract for the project and to bring it back to the next PBC committee meeting. A request for a contract was sent to the intended vendor (Hamilton Lightning Protection) along with a sample COI that we require. Hamilton said his quote would need to be increased by $5,000.00 in order to be able to meet our insurance requirements. So, Jim contacted the other vendor, Continental Electric and found the insurance was not a problem for them. A meeting was setup to do a walkthrough with a design engineer Continental uses for Lightning Protection systems design. An updated quote of $23,790.00 was received. This quote was $1,365.00 more than the budgeted quote they provided before viewing the site with an engineer.

   Report from meeting
   Member Wehrli said that he would need to convene a special meeting of the PBC since they were not sure when the next meeting will be held to close out the PBC. Jeff does not think there will be a problem with getting the PBC members to approve it. Chairman Davidson suggested that we take it to the full County Board to approve going forward with the project. Then have them recommend it to go to PBC. Chairman Davidson asked if there was a motion to move this forward. Vice-Chair Koukol made a motion to move this to the County Board to approve with PBC reimbursing the County for the work. Member Wehrli 2nd the motion. All members votes aye via a voice vote. Motion approved.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Chairman Davidson did not have anything to report for this meeting.

2) K.A.T. Operations move
   • The Operations department was moved the week of October 26, 2015. All staff is operating in the new space like they have been there forever.
   • Project Completed.

   Report from meeting
   Director Smiley said the overall project is 2/3’s complete. The remaining area to be remodelled is the old Operations area. An office for the director needs to be constructed and wiring troughs added to the walls. Chairman Davidson said the K.A.T. Director is working out of the DeKalb office and maybe we should wait to build this office until K.A.T. determines what they are going to do for a Director in DeKalb. Consensus was to wait since we are constructing it since KCFM staff has other things to do to get ready for winter and there is no apparent rush to get a new Director assigned to Yorkville or DeKalb.

3) Temp. Employee Job Posting
   • The job was advertised in the Record Newspapers the week of October 19, 2015.
   • Director Smiley plans to setup interviews this week.
4) **Discuss Approval at the County Board the 2016 Generator System PM contract with Lionheart Critical Power Systems in the amount of $9,170.00.**
   - The vendor maintained current pricing on the contract. They have done an excellent job for us for several years. The pricing was checked with another vendor and still found to be less than what we can get from other vendors.

5) **Discuss Approval at the County Board the 2016 U.P.S. Systems PM contract with Lionheart Power Systems in the amount of $2,779.00.**
   - The vendor maintained current pricing on the contract. They have done an excellent job for us for several years. The pricing was checked with another vendor and still found to be less than what we can get from other vendors.

6) **Approve purchase of Kubota Tractor, brush, cab & heater in the amount of $19,700.00,**
   - We have been experiencing winter snows that require us to spend hours going over the same areas over and over. Last winter one technician worked for over nine hours with the snow blowers we now have and could not keep up and ended up injured. The proposed Kubota tractor would handle narrower walks around the Public Safety Center, Facilities Mgmt. and the Animal Control site. Purchasing this machine would make snow removal more efficient, keep the sidewalks and pavement cleaner and potentially decrease the chance of injuries to employees or people visiting the facilities. It will also allow us to get more work done, faster with the same number of employees while also reducing the risk of injury we currently have with walk behind equipment. Jim proposed to use some funds that were left from the Capital budget this year earmarked for parking lot repairs. This could also be suggested to take out of the general fund or any other fund the committee suggests.

   **Report from meeting**

   Members generally discussed the need for purchasing a machine. Chairman Davidson asked each member their opinions. Member Gilmour said she understands the need but would like us to budget it for another year since we are having a big budget hole to fill for next year. Member Prochaska said he agreed with Judy. Vice-Chair Koukol said he understands the need and also knows that our staff is not young anymore. Member Wehrli said he would rather see us get the machine this year than next. He agrees with all of the reasons Jim explained for summer & winter use and the need to keep the Public Safety Center open 24/7. Member Wehrli made a motion to purchase a Kubota BX2370-1, cab, heater and blower in the amount of $19,700.00 from the Facilities Capital account for 2015 to the County Board for approval. Vice-Chair Koukol 2nd the motion. Chairman Davidson asked for a roll call vote. Chairman Davidson, Vice-Chair Koukol and Member Wehrli voted yes. Members Gilmour & Prochaska voted no. Motion passes by a 3-2 vote.

7) **Approve 2016 Fire Alarm system testing for all facilities except Courthouse with Total Fire & Safety in the amount of $6,929.00.**
   - The vendor maintained current pricing on the contract.
   - They have done an excellent job for us for several years.
   - The pricing was checked with another vendor and still found to be less than what we can get from other vendors.

   **Report from meeting**

   Director Smiley explained this is a vendor that we have used for several years. Total Fire & Safety has agreed to maintain the pricing from 2015 for the upcoming year. Jim has gotten bids to compare and Total Fire & Safety is still much lower than other vendors. Chairman Davidson asked if there was a motion to move this forward for approval at the County Board. Member Wehrli made a motion to send the contract to the County Board for approval. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved.

8) **Approve Public Safety Center NEC 2000 replacement Contract with Sound Inc. in the amount of $20,414.05.**
   - The Public Safety Center (PSC) phone system is the heart of the network for both the Government Center campus and for the Fox St. campus. The system was manufacturer discontinued in 2013. Director Smiley put a budget together to replace the current telephone network with updated equipment in the five year Capital budget forecast a few years ago. During budget discussions this year it became apparent that we may need to push out the replacement a couple years further. So, Jim started checking on a replacement CPU for the PSC to have on hand since it is the critical system on the network. Jim found none to be available. So, looking at options it was determined that an existing system we added to the Health facility a few years ago could be redeployed to become the replacement system for the PSC.
8) Approve Public Safety Center NEC 2000 replacement Contract with Sound Inc. in the amount of $20,414.05 Continued

- This was on the agenda for the last Finance meeting but was deferred to be discussed at this meeting due to a lack of time at that Finance meeting.

Report from Meeting

Jim explained this is a proactive recommendation and nothing is wrong today. Member Wehrli asked if moving this equipment to the Public Safety Center (PSC) would harm the Health facilities operations. Technology Director Koeppel said that the county network is not setup for VOIP and the soonest he would be ready to consider moving to VOIP would be 2017. Moving the system would only take a little of his and Darryl Kollins time on the network side and would allow it to operate the Voicemail system and broadcast faxing that it does today from the PSC. Member Wehrli said since this affects the entire Government Center campus PBC could possibly pay for the move. Jeff said he was not planning to have a PBC meeting until they were ready to close out the books on the PBC, but with this and the Lightning Protection quote for the Courthouse there is enough for him to call for a special meeting. Member Wehrli said he will call a special PBC meeting to be held on November 12, 2015 at 3:30 p.m. at the County Office Building for this item and the Lightning Protection quote.

9) Travelers Insurance Audits at the Courthouse & Public Safety Center

- Director Smiley went around these sites with our insurance carrier’s representative. The report issued from the visit noted a proactive maintenance approach being in place. The following was suggested:
  a) Develop a hot work permit for any future welding or other hot done in the facilities.
  b) To store the vehicle flairs for the Sheriff’s squads in a non-combustible room or outside enclosure instead of in the garage as they are now stored.
  c) To consider performing thermo-graphic imaging of electrical systems to look for hot spots that potentially could cause fires.

- Project complete.

10) Annual Courthouse Fire Alarm System Testing

- Testing was performed October 6th. Some areas in the original courthouse were found to have devices not sounding or lighting. These devices were noted and will be checked into for defective action or possible bad power supplies. All areas of the courthouse were found to be able to hear and see horns strobes operating even though we found some inoperable devices.

- Project complete.

11) Sliding Glass Windows at Courthouse for Civil Process

- After Civil Process moved into the area provided by the Circuit Clerk, staff asked to have something done with the transaction pass-through openings to keep the difference in air pressure between their space and the lobby in front of them from causing air to blow in on them. Jim provided a price to install sliding units in the area as was done by the State’s Attorney and Probation. The Sheriff’s office agreed to pay for the sliding units to be installed in these openings. Units were ordered and should be installed before the next FM Committee meeting in December.

12) Public Safety Center Elevator Repair Project

- The contract was signed by the vendor and the deposit was placed on October 19, 2015. The replacement cylinder will take 3-6 weeks to manufacture before it can be installed.

ADJOURNMENT

- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Wehrli made a motion to close the meeting at 4:27 p.m. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:27 p.m.

Submitted by,
Jim Smiley
Facilities Management Director