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 3:31 p.m.

1) Roll Call – Chairman Koukol called roll call for attendance. Present were Chairman Koukol, Vice-Chair Gilmour, Member Prochaska, Member Cullick & Member Wehrli. All members were present to form a quorum of the committee. County Administrator Wilkins and Facilities Management Director Smiley were also present.

2) Approval of the October meeting minutes - Chairman Koukol asked for a motion to approve the October committee minutes. Vice-Chair Gilmour 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) Landscaping Repairs Projects
   • All projects have been completed.

2) Courthouse Locker Room Construction
   • Court Security started using the Locker room on October 28, 2013.
   • Project complete.

3) Public Safety Center Records Remodeling
   • Furniture was installed October 8, 2013. Staff moved into the space on October 22, 2013. Jim has pricing for the furniture in phase two, which was requested to be included in the 2014 budget.
   • Phase One Project Completed.

4) Courthouse Fire System Testing
   • Mapping of the Western half of the system is scheduled for November 12-14 to try and determine which loops are overloaded with devices from the addition a few years ago.

Report from meeting
Member Wehrli asked if the fire department was involved in the testing. Jim said no this was the vendor testing with KCFM staff. Jeff asked if the fire department ever tours the facility. Jim said he had them through a few years ago but they do not seem to come through once a year as he has experienced in other communities where he has worked.

5) Animal Control HVAC replacement
   • Jim received a price of not to exceed $1,000.00 for Engineering services from Kluber. Jeff Wilkins authorized Jim to go ahead with this work to be paid for with Animal Control funding. Once this is complete Jim can bid out the project.

Report from meeting
Chairman Koukol said he thought we had decided to wait on this project since air conditioning was the main issue with the systems. Vice-Chair Gilmour agreed with Chairman Koukol. Member Cullick asked Director Smiley if there were issues with the heating system as she did not want to wait if there are. Mr. Smiley said the main issue was with the system ducting going into the attic and the attic being over 100 degrees on hot & humid days. This raises the temperature of the cooled air before it is discharged into the space. The attic needs venting and possibly more insulation in the ductwork as well as verification the system size is correct for the current operations of the facility. Chairman Koukol said that he was concerned there would not be time for this project currently but promised that Jim would start on the project the first week of January. Chairman Koukol asked for consensus of the committee to delay the project and to put it back on the January agenda. All members agreed with this plan.
6) Technology Request for a Generator at the Historic Courthouse
   • Stan Laken requested a generator circuit or generator be added to this facility to keep the data system running in the event of a sustained power outage. Jim was directed to investigate this further and bring it back to the FM Committee. Stan Laken is here to further explain the need and to answer questions the committee has on this desired project. Jim received an estimate of less than $5,000.00 to have Kluber provide Engineering services for this project. This project was not included as part of the COB projects. No funding has been allocated to date for the project or for the engineering.

   Report from meeting
   Since Chris Mehochko was attending the meeting Chairman Koukol asked him if the ROE felt their operations needed a backup generator at the facility. Chris said it would be beneficial to keep their operations running in the event of an extended power outage, especially with the testing center coming online soon. Chairman Koukol asked Chris if the ROE would be able to consider contributing to the cost of adding a generator. Chris said the ROE would be able to consider it. Dan also asked Member Wehrli if he thought the Forest Preserve would consider helping with the cost to add a generator. Jeff said yes he thought it would be worthwhile to ask the Forest Preserve to help with the costs. Jim said he was not sure code would allow the generator at the COB to be used to connect a line to protect equipment at the Historic Courthouse. Jim was also concerned the cost to trench and directional bore between the properties would make it too expensive to connect it to the generator that is being installed at the COB. Member Wehrli said it is not expensive to directionally bore a 2-3 inch line. The committee directed Jim to talk with Kluber to see if the COB generator could be used to also power equipment at the Historic Courthouse.

7) Public Safety Center Floor Projects Update
   • Jim received approval from County Board Chairman Shaw and FM Committee Chairman Koukol to place the Kendall County project contract on the agenda for the next County Board meeting.
   • Jeff Wehrli also approved placing the floor projects contracts being paid for by the Public Building Commission, to be on their next meeting agenda.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Chairman Koukol’s report on ongoing events in the Facilities Management department.

   Report from meeting
   Chairman Koukol declined to report on items due to guests presenting at the meeting and to keep the meeting on time.

2) Chris Mehochko Presentation ROE Classrooms
   • Chris asked to be on the agenda to thank the committee for supporting the completed project and to invite everyone to an open house on November 14, 2013.

   Report from meeting
   Mr. Mehochko said that Pierson VUE had taken over testing for the State of Illinois. In order to approve the ROE facility to be a testing center Chris had to submit over 100 pictures of the facility including the grounds and all the way to sitting at a testing position. So, far eight of the nine positions were approved and the ninth will be approved as soon as they add an additional camera in the testing room. Chris thanked the committee for supporting the project and also Jim Smiley’s staff and contracted vendor for doing an excellent and timely build out of the project. Mr. Mehochko said they are planning an open house on November 14th and invited all involved to attend if they had time. Chairman Koukol asked if they would do auction and other license testing. Chris said they would be doing all the testing that Pierson VUE performs.

3) County Office Building Roof and Systems Upgrades Kickoff Meeting
   • The meeting was held on October 31, 2013 at the COB. Kluber engineer Don Ware and Architect Clayton Haldeman attended along with representatives from Commercial Mechanical, Chairman Koukol and FM Director Smiley. The signed contract and associated required paperwork were given to Jim to have County Board Chairman Shaw sign as authorized by the County Board in a previous meeting. Items discussed were parking, planned start date, pay request review and submittal dates each month. The next meeting is scheduled for November 12, 2013 at 8a.m. Commercial Mechanical plans to bring the site Project Manager to this meeting and will have a tentative schedule for the project. They do not plan to have a pay request for November.
NEW BUSINESS/PROJECTS CONTINUED

4) State’s Attorney Shelving and Lighting
   - The shelving was installed in early October. Once the shelving was installed Eric asked Jim to provide pricing for adding a couple of additional lights to the area. Jim said we had decommissioned fixtures that could be re-hung and used with little or no cost other than our labor.
   - FM staff completed hanging two additional fixtures in the area. **Project complete.**

5) Judge Pilmer Office Changes
   - Judge Pilmer did not like the desk arrangement he had in his office. He asked to have the furniture removed and an open leg conference table be brought in from another judge’s office. KCFM staff removed the furniture and rerouted the telephone and data wiring in the office to accommodate the new setup. **Project complete.**

6) Parking Lot Projects
   - Jim contacted several companies to try and still get some crack filling and re-stripping done before the weather changes to winter conditions. Jim hopes to have the contractor selected next week so the work can be done ASAP. Funding for this work is in the 2013 FM Capital budget.

7) Police Memorial Project at the Courthouse
   - The Sheriff’s office asked Jim to review two areas near the main entrance at the Courthouse for underground obstacles that would need to be moved in order to install the memorial. Jim reviewed drawings and performed a site survey and found the one area to be better than the other due to the main sanitary structure being in the way. Jim is in the process of putting together a drawing for the Sheriff’s office to show the desired area for the memorial to be located.

8) Annual Generator Systems Testing
   - Testing was completed during the week of October 28, 2013. All systems passed the load testing.
   - **Project complete.**

9) UPS Systems Semi-Annual Testing
   - Testing is scheduled for November 6, 2013.

10) Request for outlets in the Stepper Machine Room at the Health Department
    - The Health department set up a new stepper exercise machine in an empty office on the 2nd floor of the facility. After setting it up they realized the electric cord would not reach an existing outlet in the room. They also wanted to hang a small TV and DVD player on the wall and have electric installed for it. Jim looked at the situation and is allowing a surge suppressor device with a built in circuit breaker to be used for the machine. KCFM staff will connect an outlet up high on the wall from the lighting in the room.

11) Heat Panel Request in the Technology Department
    - We have experienced areas in the Health facility to be too cold due to windows and outside walls to be in close proximity.
    - KCFM staff has hooked up infrared panels in these areas to make the occupant feel warmer without actually warming up the air space.
    - This is cheaper alternative to adding hot water piping and installing a new VAV box in the areas.
    - Although Technology is not on an outside wall Stan has authorized to pay for a panel and controls to be mounted near one of the workstations in the main technician cubicle area.
    - KCFM staff will be purchasing the equipment and installing it in the area soon.

EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
Chairman Koukol asked for a motion to adjourn the meeting. Member Wehrli made a motion to close the meeting at 4:29 p.m. Member Prochaska 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 4:29 p.m.

Submitted by,
Jim Smiley
Facilities Management Director