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 3:32 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, Technology Director Koeppel & Facilities Management Director Smiley were also present.

2) Approval of the November meeting minutes – Minutes will be approved at the next meeting as they were not brought to this meeting by mistake.

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

OLD BUSINESS/PROJECTS

1) Courthouse Lightning Protection
   - The PBC approved in concept paying for this project.
   - Jim is waiting for Continental Electric to okay the State’s Attorney’s office suggested changes to the contract.

2) Public Safety Center Elevator Repair
   - The replacement cylinder was to be shipped December 4, 2015. Instead it is being shipped in the next couple of days. Advanced Elevator is anticipating starting work next week.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Chairman Davidson said that we will be bringing projects forward in the future for the committee to prioritize for the upcoming year.

2) Public Safety Center (PSC) NEC 2000 replacement Project
   - The vendor is saying there will need to be downtimes. The first would be to move the equipment from the Health facility over to the Public Safety Center. This is estimated to take two (2) hours and the voicemail system for the county would be down during that time. The second outage would be to move all of the circuits form the existing equipment to the relocated system. That is estimated to take several hours to complete.
   - We have decided to wait to move the equipment until sometime in January, due to the holidays and people being off during those times. Technology Director Koeppel said Darryl and Scott are about done with the data side changes that need to be made. They are planning to go ahead and move the voice mail system in advance of the telephone systems changes.

   Report from meeting
   Technology Director Koeppel said that they will plan to move the voicemail system at night in advance of the PBX components being moved in January. Most likely sometime next week.

3) Courthouse (CH) & Public Safety Center Security Improvement Project
   - A kick-off meeting was held Tuesday, Dec. 1, 2015 with Judge McCann, County Board members Davidson & Prochaska, Sheriff Baird, Command Staff, County Administrator Wilkins and Director Smiley.
   - Dewberry went over planned dates for the project. They are as follows:
     a) Initial Site Survey – 12/8-12/9, 2015
     b) Stakeholder Interviews, additional site investigation – 1/7-1/8/2015
     c) 30% review package & meeting with stakeholders – 2/9/2015
     d) 60% review package & meeting with stakeholders – 3/8/2015
     e) 60% review package & meeting with stakeholders – 3/8/2015
     f) 90% review package & meeting with stakeholders – 3/29/2015
     g) Out for Bid – 4/15/15
     h) Pre-Bid Meeting – 4/27/15
     i) Bids due – 5/13/15
3) Courthouse (CH) & Public Safety Center Security Improvement Project Continued

Report from meeting

Member Gilmour asked who would be interviewed. D.C. Gillespie said that Courthouse & Public Safety Center security staff who operate the systems as well as Judge McCann, Sheriff Baird, Command staff, Technology Services & Facilities Management. As well as the Elected Officials and Department Heads of each Courthouse department. Vice-Chair Koukol said he would like to see either D.C. Gillespie or the Sheriff’s office lead the project. Chairman Davidson said that we need to make sure that everyone needs to sign off on what is discussed at each meeting to document the major points of what is desired by each interviewee. Vice-Chair Koukol said that the needs discussed need to be prioritized as well, breaking down what is needed and what would be nice to have. Chairman Davidson also said future needs should be looked into as much as we can predict what those needs will be.

4) Courthouse Mural Project

- Judge McCann has been talking with a muralist about creating a mural to be installed in the lobby of the Courthouse, possibly sometime during the upcoming Spring or Summer. This will require KCFM to remove some lights and remove some sound panels and fill in uneven area to create a level surface for the mural. Nothing has been started as of this time that Jim is aware of. The meetings that he has been involved with to date have been to determine the feasibility of the project being done.

Report from meeting

Director Smiley explained the mural would be done on material and then be installed on the wall like wallpaper. Chairman Davidson said that he would like to see what is planned to be on the mural. Committee member consensus was the same. Member Prochaska said that Judge McCann discussed the content at the Judicial Legislative meeting. Basically it included major items from each community in Kendall County. Items like the Plano Reaper and Historic Courthouse. Matt said funding was planned to be done by the Historical Society. Jim said he was invited to sit in with Judge McCann and the artist and was shown a pencil drawing of the Historic Courthouse on one side and the new Courthouse on the other side with the Yorkville Bridge between them. Judge McCann will be informed of the desire of the committee to see it as well before it becomes reality.

5) State’s Attorney Recording Room at Health & Human Services

- KCFM staff installed data lines for the new system between the control room and the interview room. Technology Services worked with the vendor to connect and get the system running.

- Project complete.

6) C.O.P.S. Data line Additions

- KCFM was asked to run three additional data lines for a printer and other equipment to connect to the network. KCFM technicians found there were unused lines above the ceiling next to this room. The lines were extended into the room needing the lines.

- Project complete.

7) PSC Parking Lot Lots Wiring Issue

- Last year KCFM staff installed LED light bulbs in the existing parking lot poles due to issues with bad underground wiring. Additional underground wiring was shorting out to ground recently. Director Smiley troubleshooted the issue and determined one phase (yellow) had nothing connected to it and another phase (brown) was shorting to ground. Jim disconnected the two phases having issues. A KCFM technician reconnected three poles still not working to the remaining operating phase (orange). All lights are working again with the exception of two light heads that apparently have bad bulbs.

- Project complete.

Report from meeting

Chairman Davidson directed Jim to get a budgetary price to replace the wiring so we would be ready if we need to replace it.

8) Copy Machine Deployment

- Copy machines were delivered November 30th. KCFM staff worked with Konica to get the machines to the appropriate places and to get the old machines removed. This included two machines that Jim negotiated to get at no lease charges on for Xerox machines that were no longer supported but needed by the Forest Preserve and Grundy office of the Health department. Technology services worked with Konica to get the machines on the network.

- Project complete.
9) **Circuit Clerk Future Office Costs Estimate**
   - Robyn asked Jim to provide an estimate to build one office in the “future” area. Jim used pricing from an office we built in the Circuit Clerks office a couple of years ago as a model. Pricing was modified to reflect the needs of the new office and to take inflation into consideration. Price provided was $18,753.73 if all the work is contracted.
   - *Project complete.*

**Report from meeting**
Vice-Chair Koukol said that all departments and elected officials need to come up with their own funding for projects desired.

10) **K.A.T. Appreciation Letter**
   - Paul LaLonde sent a very nice letter to the County Board to express his appreciation for all of the work that has been done to create additional space for their operations in the Historic Courthouse. See attached copy.
   - *Item complete.*

11) **C.O.B. 11 Month Walk Through Punch List Review**
   - Clayton from Kluber contacted Director Smiley to see if all of the items on the list had been completed.
   - Jim checked and reported there is still some water standing in some low spots on the roof and the evergreens were never replaced and some of the evergreens appeared to be dying.

12) **2015 Snow Season Review**
   - Our total snow season costs were as follows:
     a) Labor total for KCFM staff - $5,273.42, not billable we just track their time.
     b) Materials - $3,985.92, mainly salt.
     c) Contracted plowing - $44,000.00, seasonal billing. Amount of snow does not affect the price.

**ADJOURNMENT**
- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:24 p.m. Member Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:24 p.m.

Submitted by,
Jim Smiley
Facilities Management Director