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 3:34 p.m.

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

2) Approval of the October meeting minutes – Member Koukol 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) County Office Building (COB) Roof and Systems Update
   • All punch list items were completed.
   • Kluber verified the following:
     a) All records drawings and O&M manuals were received for the closeout.
     b) Warranties were registered for all equipment needing to be done with manufacturers.
     c) All final waivers were received with the final pay request.
   • Final payment amount matched Jim Smiley’s accounting of the project and was also confirmed as being the correct amount due by Kluber.
   • Total project costs $826,356.50 and is detailed on Jim Smiley’s attached spreadsheet.
   • Project came in under by $11,863.50, including the DCEO grant money.
   Note: Jim was not able to verify receiving the DCEO grant money as of this date.
   Jim is working with Latreese and the Administration office to get the $6,000.00 grant check.
     • Project Complete.

2) Coroner Card Access System Request
   • The system was installed between November 13 & 14, 2014.
   • The system was activated the week of December 1, 2014 per Coroner Toftoy’s request.
     • Project complete.

3) COB Security System Improvements
   • The C.C.T.V. system server and storage was upgraded and expanded.
   • New software was installed and the existing cameras were programmed into the new system.
   • Monitors for the C.C.T.V. system were installed in each departments “lock down” room. This will allow anyone in the room to be able to see what is going on in the hallways and parking lots while locked down. Images from each camera will scroll through when the monitor is turned on.
   • Panic alarms were added in each department.
   • A keypad was installed in the lobby by the West entrance door on the North stair/elevator tower. This will show what area is in alarm if the situation arises. An audible alarm will also ring in all departments and on each floor main hallway, when activated.
   • The Panic alarm is monitored 24/7/365 and activation is automatically sent to the monitoring company who then calls the Sheriff’s office and/or other emergency responders.
   • Electronic door handles have been ordered for each department’s main entrance door and for one door on each of the North & South stair towers.
   • This will allow us to use “fobs” for entry to the facility instead of issuing keys to each employee.
OLD BUSINESS/PROJECTS

4) COB ADA Improvements

- Electric door operators were installed on each level of the North stair/elevator tower and on each of the bathrooms on the 2nd floor.
- Signage was installed on each door warning of the electric operation of the doors.
- The broken hinge side of the second floor North stairwell door has a continuous hinge installed on it to make it operate properly as well.
- Project complete.

NEW BUSINESS/PROJECTS

1) Chairman’s Report

- Report on last month’s activities.

Report from meeting

Chairman Davidson turned over this item to former Chairman Koukol since this was the first meeting of the new committee. Member Koukol reminded everyone of all the projects we completed in the past year and his passion for being involved in the projects. Dan also mentioned being involved in the interviews to replace the retired employee from last November. Chairman Davidson asked who approves projects. Jim Smiley said normally if a project was included in a department’s or in the Facilities department budgets and approved by the Finance Committee and the County Board as part of approving that year’s budget, the projects are normally initiated by Jim or by the department asking Jim to do the project. Chairman Davidson said he thought there should be additional checks and balances on projects approval in the year budgeted. Bob said taxpayers don’t want more taxes. Member Wehrli reminded everyone that PBC does have some funds that will be available for projects as PBC winds down and the bonds are paid off. Chairman Davidson suggested we possibly look into working on something with departments that would allow some kind of fund sharing if a department does not use all of the approved yearly funding. Member Gilmour asked Chairman Davidson if he was on the Finance Committee. Bob said yes and Judy suggested Bob bring up the idea at a Finance meeting. Member Koukol also reminded everyone that is why he pushed to have department budget for projects and for Facilities to build them during his Chairmanship. That way the departments are able to answer the questions as to why the projects are needed.

2) Probation Dept. changes

- Just prior to Christmas Tina Varney decided to request her storage closet in her newer section to be reconfigured to be used as an office equipment closet.
- Tina was also requesting several of her personnel and their furniture to be removed from current offices and moved to different offices. New furniture was purchased for two offices, which was also requested to be put together in two other offices.
- Phone moves and two phone additions were also requested to be added as part of this work.
- The desired date of completion was by yearend.
- Jim furnished a cost $2,300.00 - $2,500.00 for the wiring needed for phone and data jacks which KCFM personnel would install at no labor cost and for hardware, programming and setup of the two new phones.
- Jim also told Michele and Tina that KCFM could go ahead and get the work done that did not require new wiring and furniture before year end. But would need approval of Probation to cover the costs of the wiring and new phone sets, as this project was not asked to be budgeted by KCFM for 2015.
- Tina initially challenged paying for the wiring because they had never had to do this before. Jim explained the closet was never figured to be used for equipment, only for shelving. So, no computer or power wiring was installed in the original construction.
- Jim was able to reevaluate the costs and reduce them by several hundred dollars. Tina asked if KCFM could split the wiring costs with Probation. Jim agreed to do this as well as provide the labor for the wiring, the furniture installation and project coordination.

3) Judicial Administration phone request

- Nikki requested an existing phone to be moved and reconnected to a vacant office. This phone is intended to be used by a retiring Court Reporter that is coming back to work as a contracted employee.
- Nikki also requested new phone to be added to the vacated office to be used by the retiring Court Reporter’s replacement.
- Jim arranged for the work to be done prior to Christmas week.
- Project complete.
4) Historic Courthouse House Gutter Work
- Jim arranged for the BKFD to bring over a ladder truck to allow KCFM personnel to go up on to see why water was leaking out of the area behind the gutter. KCFM staff found the downspout was plugged with debris and the joint was rusted out once the blockage was removed. KCFM had replacement elbows made. The new elbows were painted and then BKFD came back out again to allow KCFM staff to install the new joints.
- Project complete.

NEW BUSINESS/PROJECTS CONTINUED

5) PSC Comcast Line for Oswego Police
- Stan Laken informed Jim Smiley and Jeff Wilkins of the request by the Oswego Police department to install a new Comcast fiber optic line at the Public Safety Center.
- The line is to be used to replace the existing T1 line Oswego uses for communication with KenCom as part of the area wide dispatching of calls to Oswego.
- Jim reviewed the agreement and made suggestions as to what he thought should be added to the agreement. Jim also suggested the contract be reviewed by the State’s Attorney’s office (SAO).
- Stan subsequently sent Jim’s suggestions and all of the original contract paperwork to the SAO for review.

Report from meeting
Chairman Davidson suggested that we possibly oversize the pipe to accommodate future needs. County Administrator Wilkins explained that Oswego is paying to have the pipe installed. Bob said it does not cost more to directionally bore a larger pipe, just the difference in cost of the pipe. Mr. Davidson suggested that we check into the cost and that Kendall County possibly pay the difference in cost to make the pipe bigger. Jeff Wilkins said he would find out and bring it back to the committee.

6) K.A.T. Space Needs for Expansion
- The Technology department requested additional network lines are added to the K.A.T. office to replace existing wireless connectivity and for expansion of equipment for K.A.T. staff.
- The meeting was held and Jim suggested that we look at not only what was needed today but also what was need for the future. This building is hard to run cabling in and in Jim’s opinion would be better to master plan for the area instead of having to do the work over and over each time something is needed.
- Jim is reviewing the layout to see how the area might be reconfigured to accommodate what K.A.T. needs today possibly a couple more years into the future.

7) Circuit Clerk T1 Lines
- Becky asked Jim to review the needs for a new T1 Circuit for her office to use for the Jano backup.
- Since the Circuit Court split form Kane County the backup of data has been changed to Jano in Mississippi instead of going to DeKalb as they originally thought would happen.

Report from meeting
County Administrator Wilkins said that this may already be taken care via a Virtual Private Network (VPN) line. Jeff said he would confirm and bring it back to the committee.

Note: Chairman Davidson asked member Koukol to be the Vice-Chair of the Facilities Committee this term. Member Koukol said he was honored to be asked and would accept the Vice-Chair position in the committee.

EXECUTIVE SESSION
Executive session was not required.

ADJOURNMENT
- Chairman Davidson asked for a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:15 p.m. Member Koukol 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:15 p.m.

Submitted by,
Jim Smiley
Facilities Management Director