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 3:30 p.m.

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

2) Approval of the March meeting minutes – Member Prochaska made a motion to approve the March committee minutes. Member Cullick 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) Technology Request for a Generator at the Historic Courthouse
   • Jim contacted another vendor to go over the project to give recommendations and pricing.
   • We should have pricing from this vendor by the FM Committee meeting in May.

Report from meeting
   Member Wehrli suggested Jim call Jason at the Forest Preserve. They just had a local Yorkville company install a backup generator at the Ellis House.

2) County Office Building (COB) Roof and Systems Update
   • Excavation for the generator pad was to start last week. However when they started to layout the pad according to Kluber’s design they found the South West edge of the pad would have been 21 inches lower than the grade.
   • Kluber was contacted and the design was revised. Work on the pad is to begin again this week.
   • Roofing work was also to start last week, but was put off until this week due to the forecast of rain for most of last week.
   • Cutover to the new H.V.A.C. system is planned to start on April 14, 2014.
   • Relocation of the generator is currently scheduled for the week of April 21st.
   • Generator Startup and Commissioning is scheduled for the week of April 28th.
   • Landscaping is scheduled to be completed after the generator work is completed.

3) PSC Records Remodeling Phase II Update
   • The remodeling work was completed and the staff moved back into the area a few weeks ago.
   • The Sheriff’s office has asked to also have the main reception counter Formica replaced and to redo the counter by the main public window.
   • So, Jim is working to get costs to perform this work.

4) Historic Courthouse Damaged Sign Update
   • The sign is scheduled to be installed this week.

5) New Offices in the Treasurer’s Department
   • Office construction is nearly complete.
   • The areas were painted last week.
   • Carpeting is ordered and should be in this week.
   • KCFM staff has completed the electrical and low voltage wiring.
   • Furniture is in and will be scheduled for installation as soon as the carpeting is installed.

6) County Office Building (COB) Security Improvements
   • Jim has received pricing to add additional millwork to each department to secure them.
   • A door was added to the Administration department lobby.
   • Jim has pricing to upgrade the video server.

7) Voicemail Server Replacement
   • Technology wants to get all servers off of Windows XP. So Jim received a quote to update the software on this server.
   • Jim is working with Technology to figure what is need for a new server and to secure funding to do this project.
OLD BUSINESS/PROJECTS CONTINUED

7) Voicemail Server Replacement Continued

Report from meeting
Member Wehrli said that he knew Windows XP is a serious security threat with hackers and suggested this be sent to the Finance Committee to consider being done this year. Member Prochaska said that he knew support for XP was ending at midnight tonight. Jim said that it was included in the 5 year plan last year, but was not included to be funded this year. Vice-Chair Gilmour asked if we could send this to Finance since a price was not listed on the agenda. Chairman Koukol and other committee members said that it could be sent to Finance since we were not actually approving this item at this meeting. Judy asked if we actually had a cost to include to the Finance committee. Jim said that we had a price from our current service provider and costs from the Technology department for their part of the project. Chairman Koukol asked for a motion. Member Wehrli made a motion to send this to the Finance Committee for approval to be done this year. Member Cullick 2nd the motion. All members voted aye via a voice vote. Motion approved.

8) Request for additional microphone and connection for video recording at the COB

- Stan Laken provided Jim with information on the type of equipment that his department plans to purchase.
- Facilities will install the equipment and wiring when it arrives and Jim is given approval to install it in the Board room.

Report from meeting
Vice-Chair Gilmour asked if we purchased the camera yet. Jim said he was not sure if Technology had purchased the equipment since this is a Technology project and Facilities is only installing what they are purchasing. General discussion centered on whether approval had been given to Technology to purchase the equipment. Members agreed that approval was given at another meeting of the county. Chairman Koukol asked if everyone realized this was not going to be a live stream. Member Cullick suggested maybe a tripod is used to test a live stream of the feed. Dan said personally he would like to see it as live stream and shared Lynn’s email about what the school district had done to setup a live stream for their meetings. Members ended up agreeing that the written policy was still to be tweaked to include how stored video of the meetings will be handled before the system can be installed and used.

NEW BUSINESS/PROJECTS

1) Chairman’s Report

- Chairman Koukol let the committee know we are starting to work on landscaping projects for 2014. These projects will include working on the shrubberies at the County Office Building and repairs from the winter. Dan also reminded everyone to remember the demand that has been put on Jim and facilities overall with day to day activities and all of the projects that are going on. These include the project at the Treasure’s & Circuit Clerks office, the Animal Control H.V.A.C. improvements, PSC Records department and many others.

2) Animal Control HVAC Improvements

- The project was approved by the County Board at their last meeting.
- Jim will be forwarding the contract to Artlip and Sons for reviewing and signing so we can get the project started.

Report from meeting
Jim said the State’s Attorney’s Office approved contract would be sent to Artlip this week. Jim guessed the project would start before the next FM Committee meeting in May.

3) Illinois Counties Risk Management Training Website

- Jim met with our representative to sign up on the website and to go over the types of training available through the website.
- Jim plans to use this for training on Lock Out Tag Out and many other maintenance related items.

4) Jail Floor Refinishing Project

- The main hallways were stripped and recoated with polyurethane like product instead of wax.
- This should last for years without the need to do additional maintenance to the floors.
NEW BUSINESS/PROJECTS

5) Circuit Clerk Office Remodeling
   • Jim had planned to start this project in July. Becky had been okay with this plan up until a couple of weeks ago.
   • Due to some issues she has in the department she has asked Jim if he could start the project earlier or setup the room so someone could be moved into it ASAP.
   • Jim looked at what could be done and determined KCFM staff could redistribute some low voltage wiring from an adjacent office and install an outlet in order to setup the office for someone.
   • Becky then decided that she is okay with waiting to move the employee until the construction is complete. But she would still like it to be done sooner than July if possible.
   • Jim will need to get some engineering work done for the HVAC supply in order to get this project completed.

NEW BUSINESS/PROJECTS CONTINUED

6) Courthouse Entry System Repair
   • D.C. Leinen asked Jim if he could determine why the counter stopped working on the magnetometer for the public.
   • Jim determined there were batteries inside the counter that needed to be replaced.
   • The batteries were replaced and the unit is working properly now.

EXECUTIVE SESSION
   • Chairman Koukol asked for a motion to adjourn the meeting. Member Cullick made a motion to close the meeting at 4:16 p.m. Vice-Chair Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Koukol at 4:16 p.m.

Submitted by,
Jim Smiley
Facilities Management Director