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 arrived at 3:46 p.m. Enough members were present to form a quorum of the committee. Facilities Management Director Smiley was also present.

2) Approval of the May meeting minutes – Member Prochaska made a motion to approve the May committee minutes. Vice-Chair Gilmour 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 met with Lee Legler and he provided a price to install a generator and to connect the loads in the facility.
   - The total cost of the estimate is $24,794.38.
   - Jim is looking for further direction from the committee on this project.

Report from meeting
Chairman Koukol said that he wanted to talk to the tenants of the facility and see if they could help with the costs of the proposed project. Member Wehrli asked if the H.V.A.C. equipment would be on the generator. Jim said they had looked at the feeds for the equipment on the East & West additions and was not figuring those into the load. Mr. Smiley was not sure if the attic equipment was included in the calculations. Jim said he would double check with Mr. Legler and get the information back to committee members before the next Forest Preserve meeting. Committee members agreed it would be a good idea to see if others can help pay for the system before we take it further to the Finance committee or budget for it for next year.

2) County Office Building (COB) Roof and Systems Update
   - The CMI change orders were signed for the following FMC approved change orders:
     a) Additional VAV box for the Treasurer’s office.
     b) Additional VAV box for the Administration conference room.
   - Materials have been ordered and Jim is waiting for an installation schedule.
   - The generator was installed, load bank tested and tested by transferring the load.
   - The final roof inspection was done. Several items were noted to be corrected.
   - Jim is waiting for an installation schedule and the final report.

3) PSC Records Remodeling Phase II Update
   - The counters are scheduled for installation later this month.
   - This will complete the project.

4) County Office Building (COB) Security Improvements
   - Counter improvements are scheduled for later this month in the following departments:
     a) Administration
     b) Treasurer
     c) Clerk & Recorder offices
     d) Assessments
   - Jim will be reviewing the other areas in the upcoming months and also reviewing other improvements like the video server and areas to be used as secure lockdown spaces in each department.

Report from meeting
Vice-Chair Gilmour asked if we had a written plan. Jim said we had plans for weather and fire emergencies that included a written plan and way to page over the phones in the facility. Judy said she felt we should have something even if we are still developing the program. Ms. Gilmour asked who had the paging codes. Jim said that he had given them to Jeff Wilkins when they were installed. Member Wehrli said the Health facility had a shooter drill and could possibly be used to develop the plan further. Chairman Koukol said that he wants to talk to Jeff Wilkins when he gets back from vacation and will update everyone at the next Facilities Committee meeting.
5) **Animal Control HVAC Improvements**
   - The original damper specified by the architect would not work in the space designed for it to be installed in. A new damper was ordered and took a couple of weeks to be produced.
   - The damper was installed last Friday and the electrical connections to the exhaust fan and interface between the damper and the exhaust fan were also completed.
   - All of the ceiling tiles were replaced by KCFM staff.
   - The main ductwork was wrapped with insulation by KCFM staff.
   - **Project complete.**

6) **VM Server Upgrade**
   - The project kickoff meeting is scheduled for June 12th.
   - The meeting will be with the vendor, Jim and Technology staff.

7) **Circuit Clerk Office Remodeling**
   - Jim has started working on the layout to move the forms from the space to be remodeled to the main file room.
   - Jim is also starting to work on the ventilation needs of the new rooms and has gotten a quote for the wall construction and new door frames and door needed to complete the project.
   - Jim hopes to start construction later this month or in early July.

### NEW BUSINESS/PROJECTS

1) **Chairman’s Report**
   - County Office Building Landscaping Improvements

**Report from meeting**
Chairman Koukol said that we were looking to redo the areas around the South end of the facility. Dan explained that we also had the landscaper meet with Treasurer Ferko to get her ideas on improving the generator area outside of her office. Vice-Chair Gilmour said that Technology Director Stan Laken had emailed her about wanting to take over responsibility for the copy/fax machines in the county. Mr. Koukol said that he was going to bring this up also and said that Jim, Dan and Stan had exchanged many emails on the subject and that we will setup a meeting with Stan & Jeff Wilkins, when Jeff returns from vacation.

2) **Approve Trane Credit for VAV Valves – Estimated difference - $1,312.00**
   a. One year extension on warranty – Value $1,800.00.
   b. Provide one (1) 16 MB IPad with wifi access for access to the Trane ES system – Value $499.00.
   c. Provide one touch screen display in penthouse for local panel access. Value $1,200.00.

**Report from meeting**
Jim explained that Kluber had agreed this was an appropriate credit for the mistake in the valves that were installed. Member Cullick questioned whether the valves would cause us more costs in the future or loss in efficiency. Jim said that once the valves are set they are not normally touched again. The valves are set to the minimum flow required and do not affect efficiency.

3) **Allow US Again to place a Clothes and Shoes Recycle Can for the County and Health & Human Services to promote to the community for donations**
   - Amaal approached Jim about allowing a can to be put on the Health Department property.
   - Jim is suggesting a more centrally located spot for this can to be placed.
   - See attached map.

**Report from meeting**
Chairman Koukol said that if we do this he would rather have it located in the Health Department parking lot. Members were concerned about the possibility of unsightliness from bags on the ground etc… Member Prochaska said this was a for profit company. Vice-Chair Gilmour said she had heard the States Attorney’s office (SAO) had expressed concerned in the past about allowing outside for profit organizations to place items on County property. This would possibly set a precedence, which would allow anyone who wanted to do something like this to be able to do it as well. Jim was directed to do further research with the Health department and to talk to the SAO to get their opinion on allowing this to be done.

4) **Project Manager Position**
   - Further discussion of next steps.

**Report from meeting**
Chairman Koukol polled the committee members as some are also on the Finance committee. Member Cullick and Vice-Chair Gilmour both said that revenues are down overall form budget projections. Member Cullick said the Finance committee agreed help was needed but the budget could not support it this year. Lynn also said it is likely the Finance committee is going to recommend no new hires next year also.
5) **FM 1 Replacement**
- Initial Interviews are scheduled tomorrow with four potential candidates.
- The first interviews are being conducted by Chairman Koukol and Jim Smiley.
- Second interviews are planned to be conducted by Chairman Koukol, Member Wehrli and Jim with two candidates.
- Final interviews are planned to be done with Jeff Wilkins and Jim Smiley.

6) **Camera Repairs at the Courthouse**
- Jim was asked if he could help determine the issues with six cameras that are not functioning on the East drive of the Courthouse.
- Jim worked with the original Security system vendor via phone, D.C. Leinen and Gillespie on the issues.
- Jim determined the issue appears to be with the Fiber Optic cabling between the cameras and the poles.
- Jim provided contact information on a vendor he has used in the past for fiber optic cabling.
- Court Security is contracting with this company to further diagnose the issues and offer costs for repair or replacement.

7) **Painting at Health & Human Services**
- An office in the Nursing department needed to be repainted because the last person occupying the office hung pictures and other items on the walls with Velcro. When the Velcro was removed from the walls the paint and part of the drywall pulled off.
- Jim was also asked to touch up areas that were drilled into or cut open last year in order to install the additional card readers Amaal contracted to have installed.

8) **Courthouse Door Replacements**
- One outside door has deteriorated and is rusting out internally. One other internal jury bathroom door has warped to the point that it will not lock without removing the latch and putting your shoulder into the door.
- Jim found out the bathroom door has a lifetime warranty and he is getting a price to replace the other door.

9) **New Signs at the Public Safety Center**
- Jim had new signs installed for the promotions of D.C. Jahp to Commander and for his D.C. replacement in Patrol.
- Signs were also installed to complete the changes in the Records department from their remodeling.
- **Project Complete.**

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**EXECUTIVE SESSION**
Executive session was not required.

**ADJOURNMENT**

Chairman Koukol asked for a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:26 p.m. Vice-Chair Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Koukol at 4:26 p.m.

Submitted by,
Jim Smiley
Facilities Management Director