Facilities Committee Minutes  
July 7, 2014

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 Cullick arrived at 3:33 p.m. Member Wehrli was a Chairman approved absence. Enough members were present to form a quorum of the committee. Facilities Management Director Smiley was also present.

2) Approval of the June meeting minutes – Vice-Chair Gilmour made a motion to approve the June 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) Technology Request for a Generator at the Historic Courthouse
   - Heating and Air Conditioning systems were not in the panels included in the proposed generator hookup.

Report from meeting
Jim said the current plan does not include the H.V.A.C. systems. The current plan includes the computer data equipment in the tower and the personal computer equipment in the Regional Office of Education, K.A.T. and the Forest Preserve office. Vice-Chair Gilmour asked about other groups in the facility helping with the cost to add a generator. Chairman Koukol said that he planned to talk to the various groups in the near future. Dan said we will continue looking at the needs and the costs as well as look at available equipment that is available at reduced costs through the State. Jim reminded the committee that this was not included in the budget for this year or in the five year plan given last year. Judy agreed this was a good point as everyone is currently working on budgets for the 2015 fiscal year.

2) County Office Building (COB) Roof and Systems Update
   - Substantial work on the punch list has been completed.
   - Kluber recently performed a substantial completion punch list that should be coming out soon.
   - The new VAV boxes have been installed in the Treasurer’s office and Administration conference room.
   - The balancer was back to finish the air and water systems balancing work.
   - Boiler system, Trane controls and rooftop unit training is scheduled for Tuesday & Wednesday this week.
   - Humidifier installation started.

3) PSC Records Remodeling Phase II Update
   - The new counter was installed along with the new Lexan glass.
   - However, the Sheriff’s office felt the Lexan was too flimsy. The Lexan was removed and the original glass was reinstalled.
   - Project complete.

4) County Office Building (COB) Security Improvements
   - The counter improvements have been completed in Administration, Assessor and Recorders offices.
   - The new higher door was also installed in the Treasurer’s office.
   - Jim will be working with the other departments in the building to improve their departments as well.
   - Jim will also work with the Jeff Wilkins and all departments on a written plan for the facility.
   - Project complete for now.

5) VM Server Upgrade
   - The upgrade was completed on June 23, 2014 at 5 p.m.
   - No major problems were encountered after the cutover was completed.
   - Project complete.
OLD BUSINESS/PROJECTS CONTINUED

6) Circuit Clerk Office Remodeling  
   • Jim received pricing for the wall construction.  
   • Jim has been working to get the H.V.A.C. needs designed.  
   • Construction should start in the next couple of weeks.

7) Trane Credit Update  
   • Trane accepted the suggestion to add one additional year to the warranty in addition to the display and iPad in the previous offer letter.  
   • Chairman Koukol gave Jim the ok to go ahead since they were meeting the conditions suggested by the FM Committee at the last meeting.  
   • Project complete.

8) FM 1 Replacement  
   • After interviewing the top two candidates and offer was made to Michael Kurtz.  
   • He accepted the offer and is starting August 4, 2014.  
   • Project complete.

9) Courthouse Door Replacements  
   • The new door was ordered for the West Judicial corridor door that has internally rusted out.  
   • Security Builders is still working to get the warranty replacement for Courtroom #112 Jury bathroom.

NEW BUSINESS/PROJECTS

1) Chairman’s Report  
   • Report on last month’s activities.

2) COB Systems Training  
   • Training has been completed on everything except for the boiler system and Trane controls and roof top unit as mentioned earlier.  
   • Training done to date includes:  
     a) Electrical System  
     b) Generator  
     c) Piping and Valves

3) County Office Building Landscaping Improvements  
   • Jim had been working with the landscaper to modify the quotes to enable us to get all of the work completed that we feel needs to be done to the South entrance and around the generator.  
   • Work should be starting in the next couple of weeks.

4) UPS Systems Battery Replacements  
   • Jim solicited quotes from several vendors to replace the batteries in the large UPS systems at the PSC, HHS, CH and Office building.  
   • Three quotes were received.  
   • The low bidder with the best batteries was our existing PSC UPS vendor Lionheart.  
   • The order was placed last week.  
   • There is a backorder until later this month on the type of batteries used in the systems at the PSC and the MGE system at the CH.

5) Coroner’s Washer & Dryer  
   • KCFM technicians opened the wall between the garage and the morgue to expose the plumbing work.  
   • Piping for drains and water supplies were roughed in to a washer supply box.  
   • The wall dry walled again. Then tapped and painted.  
   • A hole was cut into the East wall for the dryer vent to exhaust through.  
   • Since a natural gas pipe was directly above the area the unit was to be located in, Jim recommended a gas dryer to be purchased instead of the electric dryer the Coroner had picked out.  
   • The Coroner accepted this change; the unit was purchased and installed.  
   • Project complete.
NEW BUSINESS/PROJECTS CONTINUED

6) Coroner’s Office Garage Epoxy Floor Coating
   - Ken Toftoy asked Jim if he could get pricing to coat the garage floor similar to what the morgue had in place already.
   - Jim suggested a darker color be used due to the van pulling in and out of the garage.
   - Ken & Jacquie picked out a grey/black fleck and the floor was installed two weeks ago.
   - Project complete.

7) Tile Repair on Circuit Clerk’s Counter
   - A couple of sections of the tile fell off the wall.
   - It appeared the mortar did not adhere to the backer board as the mortar was stuck to the tile and the wall was clean.
   - Jim had a vendor put a quote together to install new attic stock tile to the counter.
   - The quote includes fixing the issue with the adhesion problem.

8) CH A/C & Garbage Enclosure Gate Repair
   - The gates for the Chiller units and garbage cans have fallen in on each other making it difficult to open the doors and access the spaces.
   - The reason for the doors falling in was because the posts were anchored in the ground without attachments to the masonry walls.
   - Vendor is planning to fabricate supports to anchor into the masonry and the posts.

Report from meeting
Jim reported the repair has been completed since the agenda was set. So, this project is complete.

9) PSC Jail Holding Area A/C Replacement
   - The outside condensing unit failed.
   - The unit is too old to replace so Jim got quotes to replace the outdoor unit.
   - Due to the fact that most manufacturers are going away from Freon 22 the indoor coil also needs to be replaced.
   - The unit was ordered and had a four week lead time, so a temporary system was rented and hooked up to provide A/C to the holding cells until the new equipment arrives.

10) Fire Systems, Extinguishers and Sprinkler Systems Testing
    - Annual testing was completed mid-June.
    - The air compressor for the HHS computer room was found to be failed.
    - The system is holding air but the compressor is being replaced since this is for the pre-action system for the computer room.
    - Jim was notified that we will have many fire extinguishers that will need to hydro tested next year.
    - So, Jim is getting a price to put in next year’s 2015 budget.

11) 2015 Budget Requests - Jail
    - Commander Jennings is asking Jim to request an improvement to the jail pods for next year’s capital budget.
    - Sections need to be added to the existing railings to keep inmates from falling off the upper walkways to the floors or metal tables below.
    - Two incidents have occurred in the past year.
    - Total cost $61,580.00 for fourteen jail pods.

Report from meeting
Jim explained that Commander Jennings felt this should be a facility request since the fence is attached to the facility. Members discussed this request and felt it should be requested by the Sheriff’s office since it is for the safety of the prisoners. Members also felt it might be appropriate for this to be discussed at the Public Safety Meeting. Chairman Koukol said Facilities will manage and/or help with installation if approved by the Finance Committee and County Board. Jim was directed to relay this decision to Commander Jennings.

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 4:13 p.m. Member Cullick 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Koukol at 4:13 p.m.

Submitted by,
Jim Smiley
Facilities Management Director