Facilities Committee Minutes
August 31, 2015
Replacing September 2015 Meeting

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 3:30 p.m.

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

2) Approval of the August meeting minutes – Member Wehrli made a motion to approve the August 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.

4) Meeting Agenda Approval – Chairman Davidson asked for a motion to approve the meeting agenda. Member Gilmour made a motion to approve the agenda for the Facilities Committee meeting for September 2015, being held on August 31, 2015. Member Prochaska 2nd the motion. All members votes aye via a voice vote. Motion approved.

OLD BUSINESS/PROJECTS

1) COB Security System Improvements
   • No change.

2) K.A.T. Space Needs for Expansion
   • The power operator for the handicapped access door opener was removed from the wall being demolished on the North side department. Old wall was demolished. Power was run into the former FP storage room. Outlets were added to power various pieces of equipment to become the new break room for the K.A.T. Break room is now in operation. We hope to have the Operations area completed this month.

3) Mandated Elevator Pit Ladder Replacements
   • The ladders were installed Friday August 21, 2015.
   • Project complete.

4) State’s Attorney Cubicle Project
   • Pricing has been provided to Eric Weis. Awaiting Eric’s review of pricing.

5) Sheriff’s Office Records Dept. move to Courthouse project
   • KCFM connected phone, data and power wiring in place to support the staff & equipment moves. Staff was moved on Thursday, August 6, 2015.
   • Project complete.

6) Public Safety Center Elevator Shaft Failure
   • The Public Building Commission agreed to fund the repair. Jim asked the vendor to provide a contract instead of the quote provided to date. The State’s Attorney’s office reviewed the contract and suggested a couple of changes. The vendor is reviewing the suggested changes currently. Jim hopes to have the contract done soon so repairs can begin.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   a. Public Safety Center (PSC) & Courthouse (CH) Security Systems Upgrade Contract Negotiation Meeting

Report from meeting
D.C. Gillespie said that he thought we should negotiate more on the up to $9,000.00 reimbursable request on the contract. Chairman Davidson said that he thought we should have a flat fee for everything on the project. Bob also said that we don’t want to miss anything in the scope of the project as we would pay for more than the $9,000.00 requested if extras were added after the fact. Member Prochaska said he was at the negotiation meeting and was stuck on Dewberry asking to redo the survey of what’s in place now and thinks it does not need to be done. So, Matt thinks additional money to be negotiated out of the contract. Talk centered on the scope and where savings might be had. Dewberry suggested that we might not have to replace all of the wiring. Vice-Chair Koukol said we should just consider replacing all of the wiring to reduce finger pointing and to aid troubleshooting issues in the future. D.C. Gillespie agreed for the same reasons and because he believes the hub will be in a new location.
NEW BUSINESS/PROJECTS CONTINUED

a) Public Safety Center (PSC) & Courthouse (CH) Security Systems Upgrade  Contract Negotiation Meeting - Continued

Chairman Davidson agreed and also said we needed to keep using the old wire to keep systems running while the new systems are being installed. Bob also suggested the old wire stay in place as a cost savings item. D.C. Gillespie said he thinks at least some of the old wiring needs to be removed. Director Smiley said devices could be added to the coax to be able to reuse and turn the coax into twisted pair that is required for the new IP cameras. But Jim cautioned if this was done, additional devices would need to be added to the coax, which could be future failure points. Vice-Chair Koukol said he agrees that all wiring should be taken out and replaced including the coax. County Administrator Wilkins suggested the fee being paid to Dewberry be fixed at $221,000.00 as a flat fee for all services on the project, with no reimbursements. D.C Gillespie said he was comfortable with that number as he had put a preliminary budget together for the project 2-3 years ago and came up with a similar number. Member Wehrli said he thought we could get support for that amount from the County Board. Consensus by all committee members was to go ahead and offer $221,000.00 as the fixed fee with no reimbursements. D.C. Gillespie and Director Smiley were directed by the committee to offer this proposed $221,000.00 fixed fee to Dewberry at the next negotiation meeting.

2) PSC UPS systems Annual Preventative Maintenance
   - Preventative maintenance of both systems was done on August 5, 2015. Both systems were found to be operating properly.
   - *Project complete.*

3) Annual Parking Lot & Drive Maintenance
   - Director Smiley reviewed the parking lots and driveways. The worst area was found to be on the drive leading to the rear of the Public Safety Center, Animal Control & Facilities Mgmt./Coroner.
   - Jim received prices to patch the middle section of the drive. Repairs are to be completed soon.

Report from meeting
Director Smiley said he was getting additional prices for the projected work this year. Jim plans to go over them with Chairman Davidson, then get the work going before the weather turns bad.

4) Circuit Clerk Auto Attendant and Telephone Sets New Setup
   - Jim met with Caryn Kollins and the vendor to go over the changes needed. The Circuit Clerk wants to add an automatic answering position to route calls in her department. The calls will be routed to four distinct groups representing the major functions each group performs in the department. There will also be a way for people to dial by name or got to a listing of county departments. It was determined there would only be minor savings to have Jim or KCFM staff reprogram the telephone sets. So, the vendor is being hired to make those changes as well.
   - Jim is coordinating the integration between the Circuit Clerk’s office and the vendor.

5) 2016 KCFM Budget
   - The budget was completed on time and turned in as requested. Jim presented the budget last Friday. The budget ended up being around 1% over the current budget. The main reason for this was because Jim was recently notified that transmission charges ComEd has been trying to get set was recently approved for electric that has already been consumed. So, the charges are being started now and will run through the end of our current provider’s contract next June.
   - The charges are approximately $1,000.00 per month or about $13,000.00 for the duration.
   - *Item complete.*

Report from meeting
Vice-Chair Koukol asked if it is still the policy that departments budget for their own projects and Facilities will build and/or manage the projects. All committee members said yes. Jim explained that sometimes funds are approved and then the funds go to the Facilities capital budget to do the projects as well.

6) 2016 Copier Deployment Schedule
   - As part of the budget each year Jim goes through the machines that are coming out of service or leases that are expiring. The current schedule allows us to replace these pieces of equipment and keep the charges to a little less than we are currently paying. Basically renew the fleet without spending more to do it.

Report from meeting
Consensus was to go ahead with the changes as shown since it is not increasing the budget and is renewing the fleet of machines as needed.
NEW BUSINESS/PROJECTS CONTINUED

7) Courthouse Lightning Protection

- Facilities Chairman Davidson asked Director Smiley to see if lightning protection was connected on the original courthouse. Jim found that lightning protection was never installed on the roof and no wiring is present in the attics of either penthouse. Jim was asked to see if he could get a budgetary price for the budget. The budgetary price Jim received was $90,000.00.
- This was explained to the Finance Committee during the budget presentation.
- Chairman Davidson said he was going to see the Public Building Commission would consider funding this as well.

Report from meeting
Director Smiley explained this was something that normally needs to have an engineer design. So, we should consider hiring an A/E or go to a company that designs systems to provide a design that could be priced. Member Wehrli said that PBC could consider paying for the work if done, but cautioned that they are trying to close out the PBC this year and it is planned to be done sooner than our normal county yearend. So, Jeff suggested if the pricing cannot be determined in time the remaining funds will revert to be used for projects at these facilities anyway. Committee direction to Jim was to get a couple of prices from Lightning Protection design firms and to bring the cost back to the committee.

EXECUTIVE SESSION
Executive session was not required.

ADJOURNMENT
- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Wehrli made a motion to close the meeting at 4:29 p.m. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:29 p.m.

Submitted by,
Jim Smiley
Facilities Management Director