Facilities Committee Minutes  
September 4, 2013

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 3:33 p.m.

1) Roll Call – Chairman Koukol called roll call for attendance. Present were Chairman Koukol, Member Wehrli and Vice-Chair Gilmour. Member Cullick arrived at 3:50 p.m., Member Prochaska absence was excused. Enough members were present to form a quorum of the committee. Facilities Management Director Smiley was also present.

2) Approval of the August meeting minutes - Chairman Koukol asked for a motion to approve the August committee minutes. Member Wehrli motioned to approve the 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) Public Safety Center Floor Projects – Award contract from KCFM Line #0102-100-9101 in the amount of $25,000.00 (KFCM Capital).
   • Jim has updated the prices from the two vendors that say they can do all of the work.
   • See attached spreadsheet.
   • Jim is looking for approval in the amount of $25,000.00 from the KCFM Capital line and for the balance to be sent to the Kendall County Public Building Commission for approval.

   Report from meeting
   Members discussed the bids. Member Wehrli said if the lowest responsible bidder is qualified they should get the work. Jim explained that each area was bid as a separate project in case we could not fund all areas under consideration. So, both bidders had high and low bids depending on the area. Jim also explained that he has used Cleaner Living for many floor and cleaning projects over the years, but this would be the first time they would be doing this type of flooring work. So, there would be no references that could be called. Member Wehrli also asked if Mirages discount for doing all projects would stay in the quote if they did not get all of the work. So committee members directed Jim to contact the companies again and to bring back the results to the next FM Committee meeting.

2) Regional Office of Education Training Room Construction
   • All of the new doors have been installed.
   • Electrical installation has been completed by KCFM staff. This work was bid at a cost of $2-4,000.00 and we have only spent a few hundred dollars.
   • Walls were taped last week and painted yesterday.
   • The area should be completed by mid-September.

3) Courthouse Locker Room Construction
   • Wall and ceiling construction has been completed.
   • Sprinklers were lowered and two additional sprinklers were added due to the changing room being added.
   • Initial primer coat and painting has been completed. Balance to be completed in the next week or so.
   • Windows have been frosted.
   • Carpeting is scheduled to be installed the week of September 2, 2013.
   • The countertop is due to be delivered on or about September 18, 2013.
   • Project should be completed by the end of September.

4) Historic Courthouse Dead Trees – Award contract in the amount of $6,500.00.
   • Jim received a bid of $6,500.00 to remove three trees on the North side of the facility.
   • The work includes tree removal, grinding out stumps and placing additional soil and grass seeding.

   Report from meeting
   Jim said he could go ahead with this project and if the contracted services category of his department’s budget would go over he could let the Finance Committee know. Members discussed the need and the safety concern and then directed Jim to go ahead and remove the tress.
OLD BUSINESS/PROJECTS CONTINUED

5) Courthouse Rear Parking Area Sink Hole
   - Jim thought we had found the reason for the sink hole.
   - However, during the most recent heavy rain the hole started to reappear.
   - So, we are going to be doing a more extensive excavation of the area to determine if it is from the storm drain, possibly under part of the parking lot.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Chairman Koukol’s report on ongoing events in the Facilities Management department.

Report from meeting
Chairman Koukol deferred for the sake of time on giving a report as items he had in mind were already discussed.

2) Approval for County Office Building projects to be bid as a single contract using AIA Document A101 – 2007 form provided by Kluber
   - Jim met with Don Ware (Kluber) and Don agreed to prepare an advertisement for the upcoming project and a contract suggested to be used by Kluber for a single contractor taking the lead for all three projects.
   - Jim tried to get the contract review started early in order to get the project going sooner.
   - However, the States Attorney’s office said the Facilities Committee had to approve this before they could start their review.
   - Jim is looking for approval to use this contract suggested by Kluber.

Report from meeting
Jim explained the differences of having a single lead contractor with subs versus three separate contracts. Member Wehrli asked if it would be easier to use one contract with subs. Jim said yes otherwise he would be in the middle of coordination between all of the contractors. Chairman Koukol asked if there was motion. Member Cullick made a motion to prepare an ad and specifications for all three contracts to be done using the AIA101-2007 form provided by Kluber. Member Wehrli 2nd the motion. Chairman Koukol asked for a roll call vote. All members voted yes. Motion approved.

3) Public Safety Center Records Remodeling
   - Jim met with Commander Wollwert, Lisa Bowen and Renee from Henricksen to go over the layout one more time and to get an update on the prices for the phase 1 of the project.
   - Jim received updated drawings and pricing and Cmdr. Wollwert approved placing the order. Currently there is a five week lead time on the furniture.
   - KCFM staff removed the old ceiling tiles and track lighting.
   - Carpet and base sample colors were also approved by Commander Wollwert. Jim will be placing this order this week also.
   - KCFM staff will be running data and phone cables for the project. They will also be rearranging electrical and perform the furniture whip connections to the existing floor electrical devices.

4) Hart home tour for Records Storage
   - John Purcell scheduled a tour of the old Hart Home on August 15, 2013 with the Treasurer, Assessor and Clerk/Recorder.
   - All parties agreed that the space could work for at least a short period of time to relieve the burden on the Annex facility.
   - The group agreed that the upstairs area would be the primary area to be used.
   - Jill Ferko said that some of her old records need to be locked off individually from the other areas.
   - Jim said that KCFM could add a lock and/or a hasp if required to one of the bedrooms for this purpose.
   - Both the Treasurer and Clerk/Recorder said they would need to purchase some shelving to be used in this facility if approved.
   - The visit ended with John Purcell saying that they will be reviewing this request as well as the Clerk/recorders request for a new facility as part of the 2014 budget review.

Project complete.

5) Annex building repairs
   - The walls and some of the windows have been painted.
   - Railings were fixed and one of the front doors was replaced.
   - KCFM staff will work on re-glazing the putty on some of the windows before the painting is completed.
NEW BUSINESS/PROJECTS CONTINUED

6) Animal Control HVAC replacement
   - Jim contacted Wold Architects and Engineers and Kluber to get an idea of the costs associated with putting together some drawings and specifications for this Animal Control 2013 Capital budget item.
   - Jim hopes to have the project bidding done in September and the system to be replaced by the end of October.

7) Courthouse Fire System Testing
   - System testing was completed on August 16, 2013.
   - The Northwest area of the original building was found to have several horns or strobes not working.
   - It is thought that there is a bad auxiliary power supply in this area.
   - Jim is scheduling an additional service call to fix this issue.
   - Project complete.

8) Courthouse Paging Speaker Request
   - Court Security has the ability to page from their “one touch” computer screen everywhere but the Probation department.
   - For this area they would need to page over the telephone system.
   - Court Security is asking if we can interface a button to trip an emergency message via the MessageNet system or via the Alertus desktop system.
   - Ryan from Technology Services is checking what can be done with the Alertus system.
   - Jim is checking what can be done via the MessageNet system.
   - Court Security is also asking if additional speakers can be added to the Probation department.

9) Electronic Cigarette Discussion at the Courthouse
   - Judge McCann asked Court Security what we thought about the idea for allowing people with electronic cigarettes to be able to smoke them indoors at the courthouse.
   - No one liked the idea and Judge McCann decided for now that smoking of electronic cigarettes indoors at the courthouse would not be allowed.
   - Project complete.

10) Approval to dispose of Dodge truck, vehicle #7
    - Recently the brake lines blew out on vehicle #7 that KCFM had acquired from the PBZ department a few years ago when they bought a new truck.
    - In addition to the brake issue the transmission is slipping, the exhaust system needs to be replaced and the truck is starting to severely rust out.
    - Jim does not think the truck is worth repairing and wants to dispose of it.
    - County policy calls for the County Board to approve of vehicle disposals.

Report from meeting
Chairman Koukol said he personally looked at the vehicle and agreed with Jim Smiley that the truck was beyond repair and needed to be scrapped. Chairman Koukol asked if there was motion. Member Wehrli made a motion to dispose of vehicle #7 and to send it to the full County Board to approve per county policy. Member Cullick 2nd the motion. All members voted aye via voice vote. Motion approved.

EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
Chairman Koukol asked for a motion to adjourn the meeting. Vice-Chair Gilmour made a motion to close the meeting at 4:28 p.m. Member Cullick 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 4:28 p.m.

Submitted by,
Jim Smiley
Facilities Management Director