

Facilities Committee Minutes **February 1, 2016**

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 3:34 p.m.

- 1) **Roll Call** – Suzette Sanford called roll call for attendance. Present were Chairman Davidson, Vice-Chair Koukol, Member Prochaska, Member Wehrli & Member Gilmour. All committee members were present to form a quorum of the committee. Facilities Management Director Smiley & Technology Director Koepfel were also present.
- 2) **Approval of the November & December meeting minutes** - Member Gilmour made a motion to approve the November & December 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) **Public Safety Center Elevator Repair Project**
 - **Project complete December 23, 2015.**
- 2) **Public Safety Center (PSC) NEC 2000 replacement Project**
 - **Project complete January 18, 2016.**
- 3) **Courthouse (CH) & Public Safety Center Security Improvement Project**
 - The first meeting with “Stakeholders” was held on January 7, 2016.
 - Stakeholders included Sheriff’s office Command staff, Court house Security staff, Presiding Judge McCann, Board member Prochaska, Director Smiley, Director Koepfel and Network Administrator Kollins.
 - Main items covered for both sites were:
 - a) What works well with the current systems?
 - b) What is wrong with the current systems?
 - c) What additional systems improvements are needed?
 - d) How the systems should be managed individually and in a takeover by either site scenario.
 - e) What components might be able to be reused from the old systems?
 - f) What Dewberry’s plan was for the types of systems they will plan to specify for the project.
 - g) A drawing was provided for current installed equipment to review before the next meeting.
 - h) Dewberry is asking for us to go over the drawings and make sure we agree with what they found to be installed currently.
 - i) They are also asking for us to mark up the drawings to reflect and known issues, deficiencies and/or work around that have been on any of the systems.
 - j) The next meeting is scheduled for February 9, 2016.
 - k) Dewberry said they would have their initial 30% design done for that meeting with an initial cost estimate for the project.

Report from Meeting

Chairman Davidson said that he thinks this committee should possibly have Dewberry in to explain the project and the costs before it goes to the whole County Board at COW or a regular County Board meeting. Vice-Chair Koukol asked what kinds of things would be reused. Director Smiley said the following were mentioned: Jail door locks, relay cabinets with new relays, card readers and possibly some of the intercoms. Member Wehrli asked if we were planning to assign prioritization to what gets designed in case we need to look at the costs of the project. Jim said that had not been discussed as of his date, but we he will make sure it is discussed at the next meeting. Member Wehrli said he also thinks it is important that some of the FM committee members understand the “nuts & bolts” of the project to be able to explain it to the full board. Member Prochaska suggested if we have Dewberry in at any meeting, to have it done under executive session.

OLD BUSINESS/PROJECTS CONTINUED

4) Courthouse Mural Project

- The artist asked for complete dimensions of the wall for the proposed mural.
- KCFM measured the wall and took a picture of the area.
- Director Smiley provided copy of the picture with dimensions to Presiding Judge McCann.

Report from Meeting

Chairman Davidson suggested we have the Art League pay to reconfigure the wall instead of FM staff doing the work. Member Wehrli said he would prefer FM staff do the work as it is not that much to do and it will require coordination with the Courthouse Security staff to insure people can access the facility while the work is going on. After much discussion the committee members came to a consensus to have KCFM staff work with Court Security to get the work done by out staff.

NEW BUSINESS/PROJECTS

1) Chairman's Report

- a. Projects Policy
- b. Projects Budget for 2016
 - i. See attached budget detail sheet

Report from meeting

Chairman Davidson would like to create a process for approving projects. Director Smiley is always being asked to do projects and is running into issues in some areas where projects were listed in the 5 year plan that was put together in 2013, but were not technically ever funded. Bob feels even if a project has been listed for 7 or more years, the project needs to be looked at and approved in relation to other projects that may need to be done or are already scheduled. Vice-Chair Koukol feels the department Heads or Elected officials should get funding approved by the Finance Committee and/or County Board, then we should schedule if we have time for it to be done. Director Smiley said he would put together a list of projects that he feels need to be done for the next FM Committee meeting to discuss in March.

2) Olson Property

- Director Smiley was asked to go through a tour of the property by County Administrator Wilkins in late December. Jim toured the building with Mr. Olson and KCFM staff to view the layout and condition of the property. Jim also took note of the door lock types in order to possibly replace the lock sets once Mr. Olson is completely out of the property. Mr. Olson is closing out his business. The company taking over Mr. Olson's business is still removing some property of the former business and is retaining one set of keys per County Administrator Wilkins. Utility accounts for the property have been switched over to Kendall County. Existing keys have been turned over to Facilities as of January 26, 2016.

Report from meeting

Committee members discussed the need to keep this building heated and whether all of the utilities should be shut off. Director Smiley said he thought we should keep the electric on in order to keep some lighting on the exterior of the building at night. Jim thinks this would deter damage being done to the building. Committee members agreed that we shut down everything except for the electric and notify Mr. Olson that he needs to be done removing his belongings by the end of the week.

3) Approve Lightning Protection Contract with Continental Electric in the amount of \$23,790.00 to be forwarded to the County Board & PBC.

- The contract was reviewed by the State's Attorney's office (SAO), then sent to Continental Electric to review proposed SAO changes. Continental approved the changes and signed the contract. The project was approved to be paid for by the Public Building Commission (PBC). However the money for the project has been put in a County line item for 2016 as discussed above. The SAO still recommended that both the PBC and County sign the contract since the PBC has not been closed out as of this date.

Report from meeting

Director Smiley explained this project was originally to be funded by the PBC. This year the funds were budgeted in a line to be done on the County budget. Member Wehrli said the PBC had already approved to go forward with this project and they would pay for it. The expectation was to pay for the project with County funds, then get reimbursed by the PBC to that line number when the PBC is dissolved later this year. Chairman Davidson asked if there was a motion to move this to the County Board for approval. Vice-Chair Koukol motioned to send the contract with Continental Electric in the amount of \$23,790.00 to the next County Board meeting for approval. Member Prochaska 2nd the motion. All members voted aye via a voice a voice vote. Motion approved.

NEW BUSINESS/PROJECTS CONTINUED

4) Generator Load Testing

- Testing was completed the week of December 15, 2016. The load testing was completed successfully with no issues noted for the actual load testing. Several items were noted as being recommended for the generators. Some of the noted repairs can be performed by KCFM staff. Director Smiley will be getting these “recommended” repairs assigned soon.

Report from meeting

Chairman Davidson directed Jim to get a price to replace the generator at the Highway department.

5) Administration Budget Office

- Latreese moved into the new office on January 19, 2016.
- **Project complete.**

6) PSC Garage Bathroom and Wall Project

- Construction started the week of January 25, 2016. Director Smiley hopes to have substantial completion of the space by the next FM Committee meeting in March.

7) County Office Building (COB) Computer Room A/C Replacement

- The existing split system was put in place over ten years ago. The outdoor part of the system was replaced around six years ago and the compressor failed again for the third time on this unit. The existing system was not really rated for winter use and had additional controls installed on it to make it work in the winter. Director Smiley received two quotes to replace the entire system with a unit that is designed to run in winter conditions. The unit was replaced during the week of January 18, 2016. Total cost of the repair is \$6,488.00. This is being paid for from the equipment maintenance line item of the KCFM 2016 budget.
- **Project complete.**

8) COB North East Electronic Door Issues

- We have been experiencing issues with key fobs not being recognized at this door. Director Smiley was able to get this covered under warranty even though the one year warranty had recently expired in December.
- **Project complete.**

9) PSC Phone System Replacement

- Duplication from old business.

10) WSPY County Board Room Video Testing Request

- County Administrator Wilkins asked Director Smiley to contact Doug Nelson at WSPY to test a piece of audio visual recording equipment off the sound system at the County Office Building County Board room. Jim met with Doug & Reporter Jim from WSPY on January 12, 2016 to test.
- The WSPY equipment was not compatible with the audio jack in the room. Doug Nelson said he would get together with his engineer and schedule to come back at another time to test again.
- **Project complete for now.**

11) Health & Human Services Lobby Security Improvements Request

- Dr. Tokars requested a meeting with Director Smiley to go over previously “recommended” lobby security improvements of adding galls to the main counter to increase the height.
- This work was put into the original five year capital improvement program in 2013. But was not funded to be done as of this date.
- Jim explained that he has been given different budgets for projects this year but not for this specific project.
- Jim further explained to get this project funded this year most likely the following would need to happen:
 - a) Have FM Committee approval to forward to the Finance Committee for approval to be paid for from the \$50,000.000 project budget in 2016.
 - b) Possibly also be approved to be done by the KC Board and/or PBC.

ADJOURNMENT

- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:47 p.m. Member Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:47 p.m.

Submitted by,
Jim Smiley
Facilities Management Director