

Facilities Committee Minutes
February 29, 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 3:31 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. County Administrator Wilkins, Facilities Management Director Smiley & Technology Director Koepfel was also present.
- 2) **Approval of the February meeting minutes** - Member Gilmour made a motion to approve the February meeting minutes. Member Wehrli 2nd the motion. All members voted aye via voice vote. Motion approved.
- 3) **Public Comment** - No members of the public had comments for the committee.

OLD BUSINESS/PROJECTS

1) **Courthouse & Public Safety Center Security Improvement Project**

a. **Dewberry 30% Design meeting**

- “Stakeholders” met with Dewberry on February 18, 2016. Dewberry staff, Director Smiley, Technology Director Koepfel, Network Administrator Kollins & D.C. Gillespie met first and went through the equipment rooms to determine the way new wiring could be routed. Director Koepfel & N. A. Kollins also reviewed the county existing fiber optic cabling to determine if any fiber could be made available for the project. This was done in an effort to reduce the project cost if possible. The group also went over possible locations for fixed indoor cameras and the overall layout of the exterior cameras using fixed cameras instead of the current design of Power, Tilt and Zoom cameras. Director Smiley provided his copy of his and D.C. Gillespie’s review of the proposed specifications for the project. Dewberry is reviewing the questions and suggestions from Jim and Joe’s review and will be incorporating them into the next 60% review of the design. The group met with Sheriff Baird and Command staff as well as County Board members Prochaska & Davidson to go over the overall plan and to discuss what was discovered during the morning visit. The Sheriff’s office said there is a possibility of the current jail phone system provider installing a system for visitation and Bond Call. The Sheriff’s office will do more research on this and bring back their findings at the 60% design review meeting which is tentatively scheduled for March 2017. Technology Director Koepfel also provided his desires for the type of operating system, servers and equipment racks and fiber optic connections to be incorporated into the specifications.

Report from Meeting

Member Wehrli asked if more fixed cameras will require more fixed monitors. D.C. Gillespie said yes and no. All cameras would be recording. Certain cameras would be up normally and if motion is detected then that camera would pop up on the spot monitor. Vice-Chair Koukol mentioned discussion of wiring that could possibly be used and what would need to be run new. Director Koepfel mentioned the Fiber Optic Wide Area Network is what he mentioned as possibly being able to use, depending on how many fiber pairs Dewberry ended up designing as being needed. D.C. Gillespie also told members a Sheriff’s office wide email went out recently to see what the actual users of the current systems like, do not like and what they feel need to be added to the new systems.

2) **Courthouse Mural Project**

- KCFM staff explored the way the wall is constructed. We found it is just drywall on studs with acoustic panels adhered to the drywall with construction adhesive. We will need to build a platform to stand on for part of the project. Then we can use the scissor lift to do the rest of the work. Director Smiley will work with Court Security to coordinate the work to have the least impact on court operations.

Report from Meeting

Member Gilmour asked if we had a date for the artist to come out. Jim said he did not know of a date but wanted to get started on the project since it is not something that can be done quickly and is in a high traffic area of the Courthouse. Member Prochaska said the artist had a rough design but it was not approved and he does not know when he will be ready either.

3) **Public Safety Center Garage Bathroom and Wall Project**

- All of the metal studs were installed for the bathroom and perimeter walls. The water heater was reinstalled above the bathroom and the rough plumbing was installed and tested. Electrical was roughed in and pre-wired in all walls. This included a spot for a large screen display on both large walls of the workout room walls. Drywall was installed on the plumbing wall so the sink & toilet could be hooked up. KCFM plans to continue installing the rest of the drywall and plywood on the workout room perimeter walls. Director Smiley hopes to have substantial completion on the project by the next FM Committee meeting.

NEW BUSINESS/PROJECTS

1) Chairman's Report

a. Resolution to Approve Facilities and Property Management Policy.

- The State's Attorney's Office has drafted a document to address questions of department heads and elected officials requests for information in various departments including county and other elected officials departments.

Report from Meeting

Chairman Davidson mentioned that our time is about up on the temporary worker and we need to make a decision if Jim needs to see if the County Board will authorize to keep the temporary worker employed. Bob asked what the status of the employee was that is on workmen's compensation. Jim said he recently went to a doctor appointment but we did not know his status. Consensus was to have the extension of the temporary worker be sent to the next COW meeting to discuss with the County Board. County Administrator Wilkins said the main issue with extending the temporary workers employment is that the position would qualify to be offered medical benefits, but that should not be an issue since the current temp. is already covered on medical through another county employee. Members discussed whether a motion should be made to send this item to the County Board and they settled on having discussion of extending the position to be on the agenda of the next COW meeting.

Chairman Davidson said he felt Facilities needs to have a policy for releasing any items that are handled in the department such as video's, card access and voicemails. Director Smiley explained the major sections of the proposed policy put together by the State's Attorney's office. Bob said we are not voting on this but he wanted all members to read it and get familiar with the policy to discuss at another meeting where we could vote on it. Bob also mentioned that the policy should have retention time limits mentioned. Vice-Chair Koukol commended Chairman Davidson for getting this together so quickly, but said he was concerned about having multiple similar policies for items like this. Dan said the HR/Admin. Committee has been working on an email policy that is very similar to this proposed policy for six months for emails. Dan also said Director Koeppl has dug up the laws and he knows we cannot decide the amount of retention time for items to be released by any department.

2) Approve One year Extension of Refuse and Recycling with Groot Industries per current contract terms of \$903.87 per month.

- The current contract was for an initial three year term 2012 -2015. The contract also included two options years with pre-determined pricing. Last year Complete Sanitation was purchased by Groot Industries, Inc. The County Board approved to have Groot take over the contract as specified by the State's Attorney's office. The County Board also approved extending the first one year option which expires in 2016. Groot has expressed a desire to extend the contract for the remaining one year option which expires in 2017 if accepted. Director Smiley says we have experienced good service and would like to have the County Board approve the final one year extension at \$903.87 per month.

Report from Meeting

Chairman Davidson said we need to consider approving the remaining one year extension with Groot Industries. Director Smiley went over the County Board actions last year to allow Groot to take over the contract and then extend the contract for the first year. Vice-Chair Koukol suggested we ask Groot to extend one year by foregoing the 2% increase in the contract. Jim said his concern was to get this on the County Board meeting March 15, 2016. Director Smiley was directed to see if Groot would forgo the 2% increase if we extend the contract. Vice-Chair Koukol made a motion to have the County Board approve the remaining one year extension in the contract at a cost to not exceed \$903.87 per month. Member Wehrli 2nd the motion. All members voted aye via a voice vote. Motion approved.

3) Approve a contract to be negotiated and to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the County Analog Phone Circuits in the amount of \$4,153.41 per month.

- Director Smiley conducted a public bid for these services. The RFP was advertised locally and was put on the County website. Three (3) bids were received and the low bid came from our current provider Call One. Director Smiley would like to have the County Board accept the low bid from Call One in the projected amount of \$4,153.41 per month and allow a new contract to be negotiated and sent to the next County Board meeting to be considered for approval.

Report from Meeting

Member Wehrli made a motion to send to the County Board to approve a one year contract with Call One for analog phone circuits in the amount of \$4,153.41 per month. Member Gilmour 2nd the motion. All members voted aye via a voice vote. Motion approved.

NEW BUSINESS/PROJECTS CONTINUED

4) Water Softener Issues at the Public Safety Center

- The unit heads are made out of plastic. We experienced a failure of internal parts of the unit. KCFM staff looked into the issue and we ended up needing to call a company out that specializes in water softeners to repair the heads. Director Smiley contracted with the company to repair both water softeners. We expect this work to be completed in the next couple of weeks.

5) Network Module Addition to County Office Building Emergency System

- Director Smiley has been working to get the final items completed on the emergency system for this facility. Working with Technology Director Koeppel and County Administrator Wilkins Director Smiley had the vendor propose a way to alarm staff without setting off an audible alarm. The vendor suggested a network module which can dial telephones both in the office and cell phones as well as send emails and interface to the Alertus system that we use for weather emergencies. The unit ended up only costing \$100.00 to install and raised the current systems monitoring fee by \$15 per quarter. Jim is in the process of getting the unit installed. Once that is complete Jim will work with Administration to adapt written procedures to reflect how the system is setup. Then we would plan to go over the written plan with department heads, Elected Official and County Board members.

6) Pavement Core Samples on Ridge St. South of Main St to 200 feet East.

- Director Smiley is starting to plan for the upcoming paving season. One of the worst roadways targeted for this year is Ridge St. between the County Office Building and Historic Courthouse. Since we do not know what is under the road Fran Klaas recommended to Jim that we do core samples so the specifications can accurately reflect what needs to be done to redo the roadway. Fran suggested Jim use McCleary Engineering for this work. Jim has received a proposal to do the work for \$1,600.00. This would be paid for from project funds.

7) Public Safety Center H.V.A.C & Controls Replacement Plan

- Director Smiley is also starting to work on a plan for replacing existing equipment and controls at the Public Safety Center. Jim and KCFM tech's met with Trane to go over the present situation and to get guidance on developing specifications for the eventual replacement of the systems and controls. Trane said there is also a possibility of some project funding from energy efficiency improvement programs. So, Jim will be continuing to review and develop the plan for the eventual replacement of these systems. This should also help more accurately develop a long term budget for upcoming years.

8) Public Safety Center Parking Lot Lighting Issue

- Further issues have developed on the underground wiring to these lights. This has caused all of the parking lot lighting around the PSC to not work. Last week Director Smiley was called in after hours for a power failure at this site. Jim found the remaining working wiring apparently shorted out and caused the ground fault unit on the main facility switchgear to trip open. The ground fault was reset and the power was restored. KCFM staff spent several days this past week troubleshooting the wiring to get as many lights back on as possible and to try and determine what areas might need directional boring to repair bad wiring. KCFM technicians were able to get a few lights back on as well as the building wall pack units. KCFM technicians believe they have determined an area that needs to have the wire replaced. Jim is planning to call an electrician to get their opinion and to get prices to get this repaired as soon as possible.

9) Kendall County Phone System Master Planning

- Director Smiley & Director Koeppel met with our current vendor to develop a long range plan for our telephone systems. We found out at this meeting that the next system upgrade will require telephone sets to also need to be replaced. So, we will be reviewing the best route to go and decide if we want to stay with the current manufacturer or go to a different manufacturer for the long range plan. From this we will be able to forecast a realistic budget for keeping our telephone network in working order.

NEW BUSINESS/PROJECTS CONTINUED

10) Civil Process Build Out Planning Meeting

- The Sheriff's office asked to have a meeting with Judge McCann & Director Smiley to review a possible permanent or semi-permanent location for Civil Process as the temporary space in the Circuit Clerk's office is too small, although the space worked out well to get the unit into the Courthouse where they were needed. Originally the thought was to possibly develop a budget to build out some of the "future" Probation space. However after looking at options it was decided we could use what is currently the lawyers lounge (Old CR#4 by the old main entrance and current lunchroom) and turn it into an area that Civil Process could use for the foreseeable future. By building a couple of small walls in this space it is possible to get this project accomplished this year. Sheriff Baird asked Jim if he could get the project done on or around May 1, 2016. Sheriff Baird also said he could contribute money to get signage done or for whatever is needed for the project. Jim said he would discuss it with Chairman Davidson and the committee and see if this project could be advanced in front of other projects.

Report from Meeting

Member Wehrli asked what projects this project would go in front of. Director Smiley said they are trying to finish the garage build out for the Sheriff and the K.A.T. office at the Historic Courthouse, plus the mural project at the Courthouse. Cost wise the project could be done for a few hundred dollars if we can find a door and door frame in our stock. Member Gilmour said the artist is not ready and the concept of the mural has not been approved, so it should not be a problem putting this in front of the mural project. Jim agreed but wanted to make sure the committee was comfortable doing it first since we talked about a project policy at the last FM Committee meeting. Vice-Chair Koukol asked if Dwight would have the \$1,000.00 or so for signage. Jim said Dwight seemed confident that he could help pay for the project.

11) Courthouse Return Fan Drive Replacement

- This drive failed last week. The return fan is less critical than the main supply fan but is needed to help bring conditioned air back to the system from the conditioned space. Director Smiley is in the process of getting pricing for a replacement. KCFM staff would install the unit and the equipment vendor would initialize and setup the drive to operate the return fan.

12) Kendall Area Transit Operations Office Construction

- The remaining office to build has been dry walled and painted as of last Friday. KCFM staff still needs to install the door and the base. Wiring needs to be trimmed out in the office and ran in the cubicle space to complete the project. Jim hopes to have this work completed by the next FM Committee meeting in April.

Questions from the Press

There were no questions from the Press for the committee.

ADJOURNMENT

- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Gilmour made a motion to close the meeting at 4:28 p.m. Vice-Chair Koukol 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:28 p.m.

Submitted by,
Jim Smiley
Facilities Management Director