

## **Facilities Committee Minutes**

**April 4, 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 3:30 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 Koeppel was also present. Sheriff's Office Deputy Commander Gillespie arrived at 4:15p.m. Note: Member Gilmour had to leave the meeting at 4:20p.m.
- 2) **Approval of the March meeting minutes** - Member Gilmour made a motion to approve the March meeting minutes. Member Wehrli 2<sup>nd</sup> 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 60% Design meeting**

- “Stakeholders” met with Dewberry on March 21, 2016. D.C. Gillespie is still waiting for the proposal from Securus on the Video Bond call and Visitation systems. So, Dewberry is going to keep information in the project specifications for the Visitor Visitation/Video bond call system to be done by the integrator selected for the entire project. Dewberry suggested that Kendall County goes ahead and gets the fiber certified to still be good since we are considering allowing some of our dark fiber to be used for this project. Technology Services requested that networkable panic alarms be investigated for use. This would allow additional devices to be added after the fact without needing the integrator to program and install the devices.
- For purposes of answering questions during the project the following was suggested to put into the specifications:
  - i. D.C. Gillespie to be listed for Security Issues, Jim Smiley to be listed for Facilities Issues & Scott Koeppel to be listed for Technology Issues
- Dewberry:
  - a) Is planning to send their bid estimate to a third party prior to the 90% level to see if they concur with their estimated costs on the project. Estimates the project will be ready to go out to bid mid-May. Plans to have Wonder wear check all of the integrators programming to make sure they have not customized it or taken shortcuts that may cause problems in the future. Projects the 90% design meeting to be held in late April, when Dewberry would come back and give the County Board a full update on the project..
- Additional comments on suggested improvements to the systems from the jail and courthouse staff that operate the current system were given to Dewberry to consider for the new systems.
- Two optional items are going to bid in the project:
  - 1) Replace the existing older jail door locks at the Courthouse to be changed to motorized locks.
  - 2) Connect the existing inter-campus conduits stubbed out from the Courthouse and the Public Safety Center (PSC). This would eliminate a possible single point of failure point next to the PSC main entrance.

#### **Report from meeting**

D.C. Gillespie explained that there has been some confusion on the need to replace wiring and what wiring might be reused. Joe said that the current systems use copper wiring inside the facilities and it is failing in several areas as well as systems are failing that are not replaceable anymore. Joe also said that it was planned from the beginning to go away from the fiber cabling to the poles at the Courthouse in the parking lot and go to building mounted cameras instead as is the way cameras are mounted at the Public Safety Center. None of the current systems at the Public Safety Center use fiber optic cabling for cameras. Technology Director Koeppel explained that the fiber suggested to be used is some of the fiber inside the facility between wiring closets and some that is the main backbone between the Courthouse and the Public Safety Center. Scott said depending on what Dewberry determines to be needed, that we currently only use two strands for our computer network and some of this existing fiber could be used to save costs on the project. Member Wehrli asked if the system would be motion based. Joe said yes and we would be able to establish invisible fences and other things that have become commonplace in modern systems. Member Prochaska asked if the design will take in consideration landscaping will change. Joe said yes, but we will need to manage tree growth to keep them from blocking camera views in the future.

## **OLD BUSINESS/PROJECTS CONTINUED**

### **2) Courthouse Mural Project**

#### **Report from meeting**

Committee members asked Director Smiley to wait on preparing the wall in the Courthouse lobby until the mural composition is approved.

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

- KCFM staff completed installation of all the drywall and plywood. All exposed drywall has been taped and sanded. The Jail will utilize inmate labor to do the painting on this project. Director Smiley provided paint from attic stock at the Courthouse.

### **4) Network Module Addition to County Office Building (COB) Emergency System**

- The module was added on March 15<sup>th</sup>. Jim plans to test the device and to get a list of numbers to add to the device before the next FM Committee meeting in May. Scott Koepfel will also be involved to setup an interface to the existing network emergency system that pops up messages on the desktop computers in the County.

### **5) Pavement Core Samples on Ridge St. South of Main St to 200 feet East.**

- Cores were taken on March 22, 2016. The report was issued on March 31, 2016. Director Smiley is setting up a meeting with Fran Klaas to go over the report and to work on setting up specifications for the repaving work needed.

### **6) Courthouse (CH) Return Fan Drive Replacement**

- The drive was replaced on March 24, 2016. **Project complete.**

### **7) Kendall Area Transit Operations Office Construction**

- The new office construction was completed March 11<sup>th</sup>. The office is now occupied by the new K.A.T. Director. We still have the electrical/data wiring to do along the West wall for future cubicles and then the project will be complete. Director Smiley hopes to have this work completed before the next FM Committee meeting in May.

### **8) Call One Phone Circuit Contract**

- Director Smiley sent an electronic copy of the County signed contract to the vendor to alert the vendor that the contract was approved. The original signed contract was sent to the vendor for original signatures to be returned to Jim for our files and to be recorded with the County Recorder.
- **Project complete.**

## **NEW BUSINESS/PROJECTS**

### **1) Chairman's Report**

#### **a. Energy Efficiency & County Facilities Presentation – Leopardo Companies, Inc.**

- i. See attached Packet

#### **Report from meeting**

Mike Bain from Leopardo explained the company background and their partnership with Perfection Group for these types of programs and projects. The program encompasses them doing a review of utility billing, current systems designs and age, drawing & specification review of each facilities construction and recommendations for where we can save energy with a guaranteed savings to help offset the projects implementation costs. There is no fee for the review. The State of Illinois allows this to be done according to State statute 50 ILCS 515. Leopardo said they typically see a 20% - 50% reduction in expenses by implementing the suggested changes. Once they make their recommendations Kendall County would presumably put out an RFP and have companies bid by telling us how they would implement changes in the suggested areas of the review. Kendall County would need an Architect or Engineer to review the selected bid by utilizing a County employee in these disciplines or by hiring an Architect or Engineer to review the bid and suggested changes. This is totally different than what is usually done by having all bidders bid on the same specification and drawings that have been developed by an Architect/Engineering firm. Member Wehrli asked if the State provides funding and Leopardo said no. Jeff Wilkins asked if Leopardo provides financing and they said no but they will help us with explaining it to banks or bonding agencies we typically use or by an appropriation from existing funds. Leopardo said they typically need a couple of weeks to gather information, then six weeks more to do their total review. Member Prochaska asked how the savings work. Leopardo said the typical project consists of signing a contract, do the construction, complete project, then twelve months later get utility bills again to confirm savings. The results are provided to the County Board in this case and to the State of Illinois. If the savings projections are not met then the company doing the project(s) would have to write a check for the difference. Chairman Davidson asked if we should forward this to the Finance Committee to review. Members discussed what should be done next and it was decided to forward send it to COW for further review by the entire board. Chairman Davidson asked if there was a motion. Member Wehrli made a motion to have Leopardo present this program at the next COW meeting. Member Prochaska 2<sup>nd</sup> the motion. All members voted aye via voice vote. Motion approved.

## **NEW BUSINESS/PROJECTS CONTINUED**

### **2) Health & Human Services Counter Improvements**

- Dr. Tokars is requesting the addition of security screening at the front counter of the Health facility. This was put into the five year plan that was developed in 2013. The cost was estimated to be \$5,000.00.

### **Report from meeting**

Dr. Tokars explained the need to do this project based on a security review performed several years ago by the Sheriff's office. This would create a barrier between the front and rear of the facility. It would help prevent people from being able to jump over the lower sections of the counter. Chairman Davidson said funding was not set aside specifically for this project. Vice-Chair Koukol said he thought it needed to be done, but it needs funding. Member Wehrli said he thinks it needs to be done because it is for more than the Health Department. It is also for Technology, The VAC and every other group that has offices in the facility. Plus if something happens due to this not being done the costs would be much greater than the project cost. Chairman Davidson said we also have similar situations in other facilities. Member Wehrli made a motion to go ahead and do this project with part of the project funds available in the budget this year. Chairman Davidson asked for a voice vote. Vice-Chair Koukol and member Wehrli voted yes. Chairman Davidson & Member Prochaska voted no. Tie vote. Motion was not approved.

### **3) Civil Process Build out**

- Director Smiley found a door, door frame and window frame in attic stock to use for the new walls in this area. Wall studding, rough electric, drywall, taping and painting are completed on the new walls. KCFM staff will be moving the workstations from the old Records area of the PSC to this new space in the Courthouse in the next week or so. KCFM staff also needs to run phone & data wiring and complete the electrical installation before the staff moves into the space. A new sign has been ordered to identify the space as Civil Process with the Sheriff's office logo as part of the sign. Estimated delivery time 3-4 weeks. Jim expects pricing for the counter top and glass for the window and door this week. Jim committed to be completed so the staff can move into the space no later than May 1, 2016.

### **4) GIS Marking of Internal Network**

- Recently we had need to mark our internal utility services at both the US 34 campus and at the 111 W. Fox St campus. Director Smiley worked with Director Koepfel and GIS mapping to have them use their GPS equipment to locate the internal utilities on maps. We plan to expand this mapping during the summer season to include main utility locations for each facility as well as items in the ground that we want to keep track of.
- **Project complete.**

### **5) Police Memorial Project**

- Director Smiley turned in the permit application to the City of Yorkville last week. The building inspector Pete Ratos said that it would only take a few days for him to review the application. Pete also said he had preliminary talks with the City Administrator about waiving the permit costs for this project. Work is planned to start in the next month if all goes well with arranging the donated services and labor.

### **6) PSC Semi-Annual Kitchen Hood Inspection**

- The inspection was completed on March 22, 2016. No issues were found.
- **Project complete.**

### **7) Groot Industries Extension Letter**

- Director Smiley put together a confirmation letter of the County Board approving a one year extension to the current contract with the pricing specified in the contract. Jim is waiting for a return confirmation letter from Groot accepting the extension.

### **Questions from the Press**

There was no Press present for the meeting.

### **ADJOURNMENT**

- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 5:14 p.m. Vice-Chair Koukol 2<sup>nd</sup> the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 5:14 p.m.

Submitted by,  
Jim Smiley  
Facilities Management Director