

**Facilities Committee Minutes**  
**May 2, 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 3:33 p.m.

- 1) **Roll Call** – Jim Smiley called roll call for attendance. Present were Chairman Davidson, Member Prochaska, Member Wehrli & Member Gilmour. Vice-Chair Koukol had an excused absence. Enough committee members were present to form a quorum of the committee. County Administrator Wilkins, Facilities Management Director Smiley & Technology Director Koeppel was also present.
- 2) **Approval of the April meeting minutes** - Member Gilmour made a motion to approve the April meeting minutes. Member Prochaska 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 (PSC) Security Improvement Project**
  - a. **Design review & page turn meeting**

**Report from meeting**

Director Koeppel said his department needs to replace a data rack in the State's Attorney's office in order to accommodate the amount of equipment that will be in that data closet from the upcoming project. The new rack will be purchased on the project. Scott said he and Network Administrator Kollins will install the new rack to save time, money and downtime for the State's Attorney's office. Chairman Davidson asked if most of the wiring is fiber optic. Scott said no just the connectivity between the closets and some equipment is on fiber.

- 2) **PSC Garage Bathroom and Wall Project**
  - **Project complete.**
- 3) **Kendall Area Transit Operations Office Construction**
  - The remaining electrical power, voice & data wiring has been completed in the Operations side of the group.
  - **Project complete.**
- 4) **Call One Phone Circuit Contract**
  - Director Smiley received the countersigned contracts back last week.
  - **Project complete.**
- 5) **Civil Process Build out**
  - Staff moved into the new space last Friday. The window counter was installed today.
  - **Project complete.**
- 6) **Police Memorial Project**
  - Director Smiley received the permit a couple of weeks ago at no charge to Kendall County. The marble for the top of the memorial was ordered a couple of weeks ago also, as this is a long lead item. Jim was asked to verify with the building inspector that it was okay to use filled concrete block on top of the footing, instead of a solidly poured wall for the granite. Pete Ratos (Yorkville Building Inspector) said it was okay to build it this way as long as the rebar from the footing is carried into the voids in the concrete block to tie the two together. Jim notified Member Wehrli and Oswego Police Chief Bergner via email the change in design was okay to go forward with. No changes to the drawings are needed for the city.

**Report from meeting**

Director Smiley said the tentative construction start date is May 21, 2016. Member Wehrli said the two ends caps also need engraving and is about a three week lead time. Jim said he planned to have KCFM technicians find the fiber optic pipes and electric in advance of the dig on the 21<sup>st</sup>.

## **NEW BUSINESS/PROJECTS**

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

#### **a. 2016 Project list**

##### **Report from meeting**

Director Smiley presented the list of projects he feels need to be done in priority order. Jim explained that \$50,000.00 is in the budget to fund projects. Based on this list we would be able to fund the top three projects this year as follows:

- a) NEC Phone system redundant processor. \$6,500.00.
- b) Historic Courthouse South Windows (3) three total. \$32,500.00.
- c) Historic Courthouse Brick Repair. \$5,000.00 estimated.

Jim rated these projects in this order based on operating concerns and life safety needs. Member Prochaska feels we do need to get the windows replaced at the Historic Courthouse (HCH) for sure. Matt suggested that Leopardo may know of someone who could do this work and possibly find some funding for the project. Jim said he would check with Leopardo. Member Wehrli said he agreed with the top three projects but suggested the lobby improvements for the Health & Human Services (HHS) facility be moved up the list to a higher priority. This is based on a recent event where there was concern over someone who was agitated in the lobby. Jeff feels this projects current placeholder of project number (10), should be moved up to project number (7) seven. Member Wehrli also suggested that funds remaining from the Public Building Commission might be used to fund the floor repairs needed in the jail showers. Chairman Davidson said he agrees we should look at the PBC money being used for the Jail shower floors. Member Wehrli was asked how much money was left in the PBC accounts to be turned over to the county. Jeff said he thought it was around \$180,000.00 for the PSC and around \$400,000.00 for the Courthouse. Bob also said he thinks we should look at adding panic buttons at the HHS facility as a first step to improve the lobby security. Member Prochaska said he thinks he agrees with the top three projects. Member Gilmour said she agrees the HCH windows need to be done. Chairman Davidson asked if the consensus was to do the top three projects and to send the recommendation to the Finance Committee and COW. Chairman Davidson asked if there was motion. Member Prochaska motioned to send this list of projects to Finance and then to COW. Member Wehrli seconded the motion. All members voted aye via voice vote. Motion approved.

#### **2) Leopardo Energy Efficiency & County Facilities Project**

- Director Smiley turned over electric and natural gas use for all facilities to Damian last week. Jim will be putting the rest of the drawings and information Leopardo requested on his FTP site for them to be able to download.

#### **3) Courthouse Lightning Protection System Installation (West Portion of Bldg.)**

- Continental Electric completed the installation over the past two weeks. Director Smiley is waiting for the entire project bill to be sent to him for payment.
- **Project complete.**

#### **4) Landscaping repairs at the Fox St. Campus and Related Facilities**

- Director Smiley went over several items that have come to light as the growing season has begun. The soil is washing out next to the sidewalk on the North end of the facility. Grass is always dead along the sidewalk on the South end of the facility. The area between the County Office Building (COB) and the Annex II (Hart Home) needs cleaning up. Tree trimming in the COB parking lot needed to improve lighting the lot. Some of the pavers around the Historic Courthouse need to be re-leveled.
- The following is needed at the Olsen house:
  - a) A couple of trees that need to be cut down.
  - b) The shrubs are overgrown all around the house.
  - c) The front planter is in shambles and needs to be removed.
- Jim is getting prices to fix these items and plans to get started on them before the next FM Committee meeting in June.

#### **5) Generator PM II – All Facilities**

- PM's included changing oil & filters, running the units to verify they were producing the proper amount of power and verifying the transfer switches were transferring back & forth properly.
- **Project complete.**

#### **6) Phone system "Master Planning Meeting"**

- Director's Smiley & Koepfel attended a presentation at our current telephone system vendor to see how our current system might be used to transition to VOIP. Alternative systems were also presented as well as network switches that might be utilized to upgrade the current network switches that are in place that are not capable of supporting VOIP.

## **NEW BUSINESS/PROJECTS CONTINUED**

### **6) Phone System Master Planning Meeting” Continued**

- Jim & Scott were generally impressed with the presentations. Scott is also checking into possibly using the network switches presented as the new backbone for the Security upgrades at the Public Safety Center and Courthouse.

### **7) Planning Building & Zoning Lobby Changes**

- Since Sue Smith retired PBZ wants to reconfigure the reception counter in their department to allow for a door to be added, keeping people from walking directly past reception and into John's or Brian's offices. John & Brian would also like to make the reception area smaller so they can review drawings by the counter without infringing on the receptionist. Director Smiley checked spare modular panels we have in storage and believes we can do what is being requested. But a longer counter would need to be cut down to accommodate the smaller work area for the receptionist. At this point County Administrator Wilkins directed Jim to just re-orient the desk before the new part-time receptionist starts later this month.

## **EXECUTIVE SESSION**

Member Prochaska made a motion to go into executive session at 4:54 p.m. for Statute 5 ILCS 120/2(c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Member Wehrli 2<sup>nd</sup> the motion. Chairman Davidson asked for a roll call vote on the motion. All members voted yes. Motion approved.

## **RECONVENE**

Member Prochaska made a motion to reconvene the Facilities Committee Meeting at 5:05p.m. Member Gilmour 2<sup>nd</sup> the motion. Chairman Davidson asked for a voice vote on the motion. All members voted aye via voice vote. Motion approved.

## **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 5:07 p.m. Member Gilmour 2<sup>nd</sup> the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 5:07 p.m.

Submitted by,  
Jim Smiley  
Facilities Management Director