CALL TO ORDER

Vice-Chair Koukol called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board Conference Room to order at 3:30 p.m.

1) Roll Call – Vice-Chair Koukol called roll call for attendance. Present were Vice-Chair Koukol, Member Gilmour, Member Wehrli & Member Prochaska. Chairman Davidson was absent from the meeting. Enough committee members were present to form a quorum of the committee. Facilities Management Director Smiley was also present.

2) Approval of the January meeting minutes – Member Gilmour made a motion to approve the January 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) COB Security System Improvements
   • Electronic door handles installation is scheduled to start Wednesday, February 4, 2015.
   • Jim & vendor will be interviewing each department to figure out access needed for each department and for the outside door.

2) PSC Comcast Line for Oswego Police
   • Line was approved to be installed.
   • Waiting for information from Technology Services as to when the line is scheduled to be installed.

3) K.A.T. Space Needs for Expansion
   • Jim has put together a floor plan for the area with examples of possible layouts.
   • These will be discussed with Jeff Wilkins and Stan Laken on Wednesday, February 4, 2015.

4) Probation Department Changes
   • Project was completed and all staff has been moved along with their computers and telephones.
   • Project complete.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • There was no report this month due to Chairman Davidson being absent from the meeting this month.

2) County Electric and Natural Gas Supplier Market Review
   • Jim Smiley met with Chris Childress and Shawn Ajazi last week to discuss the lower energy prices we are currently experiencing and to see if the lower gasoline prices might have a lowering effect on the cost of electricity and natural gas.
   • Mr. Childress is attending the meeting to present the current market conditions to the committee.

Report from meeting
Mr. Childress from Progressive Energy presented the fact that our current electric contract runs out in June of 2016 and our natural gas contract runs out in August of 2016. In order to more accurately budget for 2016 which will be due this summer, Kendall County needs to be looking at getting new or extended contracts through 2019 for each of these utilities. Another reason for this is because currently natural gas contracts are down due to the lower price of petroleum. Progressive went ahead and got a sample price for each utility to get a gauge on the current market conditions based on Kendall County’s current usage. The sample pricing came out showing that natural gas pricing has gone down and we could save around $20,000.00 through 2018, if we signed a new contract now. It also showed that electric capacity charges are forecast to go up dramatically between 2018 & 2019. The increase could be as much as $163,000.00 for Kendall County. Mr. Childress suggested that we conduct an RFP for pricing to confirm what the actual costs would be. Jim Smiley said that he recently had conversations with the State’s Attorney’s office (SAO) and confirmed it is okay for a 3rd party to conduct an RFP for Kendall County. But the RFP must clearly state the request for a bid is on behalf of the County of Kendall. The consensus of the committee was to have Progressive go ahead and conduct the RFP per the SAO requirements and to bring the results back to the next FM Committee meeting.
3) **Telephone Carrier Services RFP**
- Our current carrier services contracts expire in April and May of this year.
- The State’s Attorney’s office (SAO) has advised Jim Smiley that we need to publicly bid these services in order to meet the statute requirements.
- Jim put together the RFP and has the SAO reviewing it currently.
- The planned date to get the RFP on the street in as follows:
  a) Publish in the Record Newspapers in the February 5, 2015 publication date.
  b) Bids due February 20, 2015.
  c) Review bids and create a summary sheet for the March 2, 2015 FM Committee meeting.
  d) Present recommendation to the County Board for approval at the March 3, 2015 meeting.
  e) Either extend the current service after County Board approval or have new services installed and cutover by April 9, 2015 when the first contract expires.

**Report from meeting**
Mr. Smiley presented the fact that usually it takes some time to negotiate a contract with a supplier and usually takes 30-45 days to establish new services. Jim said that if the existing supplier is selected from the RFP process it would not be a problem to keep our current services operating at current pricing until a new contract is negotiated. However, Jim also said if a new supplier is selected we may not be able to get a contract negotiated and new services installed before the expiration of the current contracts. If a new vendors contract and services are not in place before the current contracts expiration date then our rates would go up to tariff rates. Tariff rates could be three to four times what the current per month rates are. Committee members discussed the situation and when to have a meeting so a recommendation could be made to the full board. Since bids are due on February 20, 2015, it was decided to have the next committee meeting on February 25, 2015 at 4p.m. in the Jury Assembly room after the Judicial Legislative meeting.

4) **ComEd – National Safety Council – Community Safety Program Grants**
- Program is intended for a variety of items including Improving Safety Systems.
- Jim was planning to apply for the grant to see if we could use the funding for an emergency generator for the Historic Courthouse with FM Committee approval.
- Application deadline is March 6, 2015.

5) **Illinois State Museums Capital Grant – Historic Courthouse Window Replacements**
- Dave Guritz suggested that we try to apply for this grant to help fund window improvements for the Historic Courthouse during the next funding cycle.
- Dave also made a recommendation for a company in the Chicago area that does restoration work and may be able to provide another pricing estimate for this project.

**Report from meeting**
Members agreed it is good to see what money is available via grants especially of they are not matching grants. Member Prochaska said he looked up this particular grant while we were talking about it. Matt said the State of Illinois does not currently show this particular grant being fund past the current funding period.

6) **SEDAC Retro Commissioning Program**
- This program is similar to a review we did for the County Office Building and Historic Courthouse a couple of years ago.
- This program requires the facilities to be more than 150,000 square feet.
- Jim sent in the initial application of interest in the program a couple of months ago.
- Unfortunately program funding for this cycle has been fully committed.
- The next cycle starts again in June of this year.
- So, we are in queue to be included in the next funding cycle.
- There is no initial cost for the program.
- A second more detailed application needs to be filled out for the next cycle.
- However, they do require us to fund at least $10,000 of the possible recommendations they make.
- Normal timeline is 1.5 years from start to completion.
- SEDAC would assign a resource to evaluate our current systems and controls and then make recommendations for energy efficiency improvements that could be done and have a guaranteed payback.
- See attached brochure for more details.
NEW BUSINESS/PROJECTS CONTINUED

7) Public Safety Center (PSC) Raised Floor Repairs
   • The laminate is delaminating on the floor tiles in the main Jail master control and in the West pod master control.
   • KCFM has attempted to remove and re-glue the laminate on the tiles.
   • Unfortunately this has not held up and we resorted to taping the laminate down.
   • Jim contacted a company to make recommendations.
   • This company viewed the areas last week and Jim is waiting for their recommendations and pricing for various options to either cover the tiles with another material or to replace them altogether.

Report from meeting
Mr. Smiley said that he was not sure what the costs would be but suggested this might be a project that the Public Building Commission considers funding in the future once we have pricing. Member Wehrli who is the Chairman of the PBC said yes that is possible to be considered for funding by the PBC. Jim will bring the pricing to the next FM Committee meeting for further discussion.

8) Health & Human Services Window Coverings
   • Every year we get complaints of ice buildup and cold drafts in the HHS windows.
   • KCFM Technicians put together some basic window frames and plastic covering and adhered the frames to the windows in the Environmental area as an experiment.
   • If these provide relief to the issue Jim plans to have KCFM technicians build additional units to cover windows in other areas of the facility.
   • Jim will review this again in the summer also and possibly have better “storm like” windows built by KCFM staff or others to cover the windows with a more permanent solution.
   • Project complete.

EXECUTIVE SESSION
Executive session was not required.

ADJOURNMENT
• Vice-Chair Koukol asked for a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:42 p.m. Member Gilmour 2d the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Vice-Chair Koukol at 4:42 p.m.

Submitted by,
Jim Smiley
Facilities Management Director