CALL TO ORDER
Chairman Koukol called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board Conference Room to order at 3:32 p.m.

1) Roll Call – Chairman Koukol called roll call for attendance. Present were Chairman Koukol, Vice-Chair Gilmour, Member Prochaska, Member Cullick & Member Wehrli. All members were present to form a quorum of the committee. Facilities Management Director Smiley and Technology Director Stan Laken were also present.

2) Approval of the January meeting minutes – Vice-Chair Gilmour made a motion to approve the January committee minutes. Member Wehrli 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) Technology Request for a Generator at the Historic Courthouse
   - Jim met with Dale Smith from Hahs Electric to see what he thought it would take to install a generator at the facility. Dale provided a quote ranging from $32,000.00 to $37,000.00 depending on the amperage we went with plus additional cost for distribution within the facility that was not included in the quote.

   Report from meeting
   Chairman Koukol asked Stan Laken if he had anything to add to the discussion of the project. Stan told the committee members a power outage had occurred on January 6th. The power came back on at the County Office Building (COB) but remained off at the Historic Courthouse (HCH) longer. Stan’s point was to remind everyone this is the reason he is asking for a backup generator at the HCH. Chairman Koukol asked for comments from committee members. Member Wehrli said that he had talked to Dale and he said that he was impressed with Jim’s knowledge on power systems. Jeff says he knows it is more than just sizing and recommends getting a couple of other companies to look at the needs. Member Prochaska asked if we knew what a discounted price for the generator from the State purchasing program would cost. Chairman Koukol said we need to determine what size we need before a price can be determined. All other members agreed we should have other companies look at the needs as Member Wehrli had suggested. Chairman Koukol reminded everyone that we needed to talk with the Regional Office of Education and other agencies in the facility to see if they could also contribute to the cost of installing a system in the facility.

2) Public Safety Center (PSC) Floor Projects Update
   - All of the materials have been received. Last week the employee stairway and hallway, Road Patrol, Report Writing and Interview rooms were completed. The jail indoor recreation yard will be scheduled to be completed soon.

3) County Office Building (COB) Roof and Systems Update
   - Return air duct was cut through the mechanical room roof for future connection to the new H.V.A.C. unit. Boiler piping was completed in the mechanical penthouse. The piping was being pressure tested over the weekend with compressed air. All new V.A.V. boxes were installed throughout the facility. The fan powered boxes in the County Board room were too big to be installed. So, a request has been made to Kluber to reengineer this area. Piping to the new V.A.V. boxes is starting this week. The new unit is scheduled to be shipped soon. Jim is hoping to schedule installation to the roof of the new unit during one of the upcoming February holidays.
   - The first progress payment has been made to CMI.
   - Total cost of the project to date is $196,250.00. Total project budget including A/E fees approved $832,200.00.
   - Possible change orders in the works for the following:
     a) Additional VAV box for Treasurer’s office projected to be under $3,000.00.
     b) Change direction of Generator projected to be $2,698.00.

   Report from meeting
   Jim explained that unless something else comes up he believes we will only need to spend around $15,000.00 of the approximately $30,000.00 difference in contract versus what the County Board approved for the project. Jim asked the committee how change order approvals should be handled. Chairman Koukol asked for opinions from the committee members. Member Wehrli said he believes between our review and Kluber’s we are doing the best to only approve what needs to be done at the lowest cost possible. All other members agreed. Jim was directed to approve changes needed after Kluber’s review. Jim will keep the committee up to date on changes approved.
OLD BUSINESS/PROJECTS CONTINUED

4) PSC Records Remodeling Phase II
   - The furniture was ordered last week. There is an approximate 6 week timeframe for delivery. Jim will be scheduling demolition of the closet this month.

5) Courthouse Paging Speakers Request
   - This item was discussed at last week’s Judicial/Legislative meeting. The committee asked for more information on what areas can hear paging and which do not. They want to make sure that all areas that need paging are included. They do not want to have to keep revisiting this issue in the future other than during expansion of the facility.

Report from meeting
Member Cullick said she had talked to Judge McCann and he had said it is desirable to have speakers in the Judicial corridor, but it is not mission critical.

6) Animal Control Heating & Air Conditioning
   - Don Ware called last Friday and said that he is ready to go over his engineering and recommendations with Jim. Jim will be talking to Don this week and hopes to have recommendations for the Animal Control committee for their next meeting.

Report from meeting
Chairman Koukol said he had toured the facility with Jim last Tuesday when it was 17 below zero. He found the facility to be maintaining a decent temperature considering the severe temperature we were experiencing. Dan also commended the Animal Control committee on how much better the facility is operating.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   - Chairman Koukol’s report on ongoing events in the Facilities Management department.

2) Historic Courthouse Damaged Sign
   - Between Christmas and New Years someone taking an exam in the Regional Office of Education (R.O.E.) was found to be cheating. They were removed from the facility and not allowed to take the rest of the test. Upon leaving the person broke the large sign showing names and addresses for the Tenants of the facility adjacent to the main staircase. Police were called by the R.O.E. and the person had a police report made out on the incident. Jim is in the process of getting a cost for a replacement sign. When it was originally installed in 2009 the sign cost almost $500.00. Jim turned over information from the original installation to the State’s Attorney’s office. Eric Weis said we could go ahead and replace the sign. Then once restitution is made the payment would come back to Kendall County.

3) DCEO Grant for COB Projects
   - Kendall County received a letter giving notice to proceed. We will not get any money until the project is complete and we have submitted all the required paperwork by May 15, 2014 in order to be considered for payment.

4) Frozen Sprinkler Valve at Courthouse
   - An inspectors test valve cracked in the Public Defender’s office during the below zero weather a couple of weeks ago. The only damage was wet carpet and drywall that had to be cutout to access the piping to replace the valve. KCFM staff insulated the chase while it was open and installed a grille on the drywall opening that was cut out for access.
     - Project complete.

5) Anti-Harassment Training
   - Jim Smiley and all of his staff attended the training put on by the State’s Attorney’s office. Signed training certificates from attending were sent to Glenn Campos in the Administration office.

Report from meeting
Chairman Koukol asked committee members what new was learned from the training. Member Wehrli said he learned that if someone is dating a supervisor that a form needs to be signed showing they are dating or if they break up.
NEW BUSINESS/PROJECTS CONTINUED

6) Approve two year extension for Call One Telephone Circuits in the amount of $1,945.88 per month.
   - We have used Call One for the past 5 years. Our experience has been great with reduced savings every year and only a couple of service issues over the years. The represents an additional $2,052.00 per year or $4,104.00 over two years in additional savings from what we are currently paying.

Report from meeting
Chairman Koukol asked for a motion. Member Wehrli made a motion to send this item to the County Board for approval. Chairman Koukol 2nd the motion. All members voted aye via a voice vote. Motion approved.

7) Winter Costs Update
   - We have used over 140 hours of overtime in the past two months removing snow and salting from all of the storms. We have purchased additional skids of salt. The plowing company is a set per season price. So, it is not costing Kendall County any additional money to have the lots plowed and salted. Additional time has been spent by Jim Smiley managing staff, vendors and monitoring progress daily, nights and weekends to insure facilities are ready for operation.

EXECUTIVE SESSION
   - Not Needed.

ADJOURNMENT
   - Chairman Koukol asked for a motion to adjourn the meeting. Member Cullick made a motion to close the meeting at 4:23 p.m. Member Prochaska 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 4:23 p.m.

Submitted by,
Jim Smiley
Facilities Management Director