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 3:34 p.m.

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

2) Approval of the April meeting minutes – Vice-Chair Gilmour made a motion to approve the April committee 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) Technology Request for a Generator at the Historic Courthouse
   - Jim is meeting with Lee Legler this week to go over the needs at the facility.

2) County Office Building (COB) Roof and Systems Update
   - The main rooftop unit and boiler system were started up and cut over in the past couple of weeks. It was determined the wrong type of valves were installed on the water coils. Kluber agreed that systems are designed all of the time with this type of valve, but a credit of some type should be given if the valves are not replaced with the correct valves. Trane is planning to draft a letter to offer some form of a credit in additional materials being provided as well as the possibility of extending the warranty and/or maintenance program from Trane at no cost. Kluber is going to review and offer their opinion on Trane’s offer. So, for the time being the remaining balancing of the system has been put on hold by CMI. The rubber roof was completed last week, except for the metal edge. The generator pad was poured a couple of weeks ago and moved into position last week. The fence poles were installed last late last week.
      - CMI provided two possible change orders:
        a) Additional VAV box for the Treasurer’s office as well as changes to the ceiling in one room to accommodate the VAV box Kluber designed to fit in the area, but was determined could not fit without lowering the ceiling. Total cost $8,510.00.
        b) Additional VAV box for the Administration conference room. Total cost $7,182.00.
      - Project cost analysis is provided for review with this report.

Report from meeting

The change orders were discussed and the merits of doing the additions now versus later were discussed. Jim explained that his cost analysis includes these proposed changes and that he feels there should not be many if any other unforeseen costs on the project. Even with these costs included in the project the overall project is still projected to be under budget. The consensus of the committee was that it would be cheaper to go ahead and get these changes completed on this project now, than to do them at a later date. Jim was directed to go ahead with these two change orders.

3) PSC Records Remodeling Phase II Update
   - The counter repair work for the original area of the Records department has been ordered. The work is expected to be completed this month. All other work on the project has been completed.

4) New Offices in the Treasurer’s Department
   - All work on the offices has been completed. The Chief Deputy and Payroll office are now occupied. Project complete with the exception of the additional zone for the payroll office and front counter swing door.

5) County Office Building (COB) Security Improvements
   - The new door in Administration was completed and installed last week.
   - Additional counter doors and counters are being reviewed with each department.
   - Jim plans to get these ordered soon and hopes to have the work completed by early June.
   - Technology has been given the requirements for storage in order to upgrade the video camera system for the facility.

6) Animal Control HVAC Improvements
   - Work started today.
   - Artlip plans to have the majority of the work completed in the next week to ten days.
NEW BUSINESS/PROJECTS

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

Report from meeting
Dan mentioned that members may hear that another department wants to take over responsibility for copiers and faxes. Dan has told them this is not going to happen unless all responsibilities for consumables, paper and other things Facilities Management does to run the program are also to be done by the other department. Chairman Koukol also talked about the retirement and replacement of the Facilities technician at the COB. Dan also talked about the need to add a full time Project Manager position to be added. Mr. Koukol asked for an opinion from each member and all agreed help was needed and further discussion was warranted with the Finance committee. Dan said he was planning to ask for approval from the CB Chairman for the full time position to be on the next County Board meeting.

2) Voicemail Server Upgrade
   • Jim signed the contract a couple of weeks ago. Sound Inc. contacted Jim late last week to start planning the upgrade. Jim will be setting up a meeting with Sound and Technology soon to plan the upgrade and cutover of the system.

3) Circuit Clerk Office Remodeling
   • Jim has met with Becky a couple of times to plan the size and layout of the offices. Jim has also helped determine how the furniture can be redeployed and what new furniture Becky needs to purchase. Jim needs to get a firm to review the ventilation of the new offices. Jim plans to start the project sometime in June to early July.

4) Extend Snow Plowing Contract with Winninger Excavating for 3 years in the amount of $44,000.00 per year annually
   • Winninger has offered to extend the contract at the same cost as we have done in the past with other vendors.
   • Jim is looking for direction from the committee.

Report from meeting
Chairman Koukol said he had talked to quite a few people and has been impressed with Winninger’s service on this account and others. Dan said he was especially impressed with seeing the owner of the company being actively involved with snow removal and salting operations himself. Chairman Koukol polled the committee members on their feelings to extend the contract. Member Wehrli said he felt the company had made money on the contract in the first two years and overall was even or behind over the three year period. So he felt extending the contract at the same rate was good for Kendall County. All other committee members agreed since we had done this with other vendors in the past. Jim was directed to go ahead with the extension.

5) Extend Landscaping Maintenance Contract with 4 Seasons Landscaping for 3 years for the base contract amount of $34,001.00 annually for year 1& 2, with a 3% increase for year 3
   • 4 Seasons has offered to extend their contract at the same cost for the next two years with the possibility of a 3% increase in year three.
   • Jim is looking for direction from the committee.

Report from meeting
Consensus was the current company was doing a good job maintaining our properties. Members felt it was to okay to go forward with a three year extension at the same rate for all three additional years. Jim was directed to extend the contract for three years at the current rate for all three years.

EXECUTIVE SESSION
Executive session was not required.

ADJOURNMENT

• Chairman Koukol asked for a motion to adjourn the meeting. Member Cullick made a motion to close the meeting at 4:25 p.m. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Koukol at 4:25 p.m.

Submitted by,
Jim Smiley
Facilities Management Director