

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
THURSDAY, September 5, 2019**

Committee Chair Matt Kellogg called the meeting to order at 3:00 p.m.

Roll Call: Members Present: Amy Cesich, Judy Gilmour, Matt Kellogg, Audra Hendrix, Tony Giles
4:07 pm Tony Giles left the meeting.

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppe.

Approve the August 5, 2019 Facilities Committee Meeting Minutes – There were no changes to the August 5, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Hendrix made a motion to approve the agenda. Member Cesich second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley sent an email requesting status from IDHS along with leaving a phone message and is still waiting to hear back. Mr. Smiley is hoping to have answers by the next Facilities Committee Meeting.
2. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the project is substantially complete. Trane is working on the software this week. Director Smiley stated the project should be completed by the next Facilities Committee meeting.
3. *Courthouse Roof Replacement Project* – Director Smiley stated the signed contract approved at the last County Board Meeting has been forwarded to the vendor. Mr. Smiley also requested the COI and bonding information as required in the contract. Jim stated a timeline will be submitted once all of the above has been received. Director Smiley stated per the contract the work is to be completed no later than October 31st.
4. *Animal Control Projects Update* – Director Smiley stated that he presented the latest drawings and Invitation to Bid (ITB) to the Animal Control Committee in August. Director Smiley also sent the ITB to the State's Attorney's Office for review and received it back. Mr. Smiley's proposed timeline is to have the advertisement posted by next Thursday with a mandatory walk through on September 16th. Jim stated project questions will be available until September 20th with bids due on September 24th, bids are planned to be presented to the Animal Control Committee on September 25th and if approved than forwarded to the County Board on October 5th for approval.
5. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated there has been no change in the status. The preliminary delivery is still expected sometime in October.
6. *Sally Port Elevator Controls Project* – Director Smiley stated the required down payment and the 20% material checks were sent to Advanced Elevator. Advanced Elevator will be ordering materials and is currently working on submittals for the new button styles. Mr. Smiley said the vendor stated the project is planned to be completed by the end of November.

7. *2019 Parking Lots Projects* – Director Smiley informed the Committee work is tentatively scheduled for the week of September 9th. D Construction will be calling next Monday to let us know if we are on the schedule for next week. Mr. Smiley stated the contract calls for the work to be done by October 15th.
8. *KenCom IGA for County Phone Lines Supporting KenCom Operations* – Director Smiley stated the State’s Attorney (SAO) has many questions due to Sheriff’s lines being involved. A full list of the numbers and description of each was submitted. Mr. Smiley assumes this process will take time considering it needs to go between the SAO, KenCom’s Committee and finally the County Board. So Jim advised KenCom Director Bergeron to find out if there will be issues getting these lines added after the cutover.
9. *Review Forest Preserve Lease Document* – Director Smiley forwarded the answered questions from the last meeting to the SAO. Chair Kellogg will discuss with County Administrator (CA) Koeppel and Assistant CA Caldwell along with follow up with the SAO.
10. *Health Department Carpet Replacement* – Director Smiley stated the carpet was installed last week in the main hallways, however the conference room ran short and the vendor estimated it will take two (2) weeks for the reorder to come in. Director Smiley had the vendor install half of the new carpet and re-lay part of the old carpet back in the other half of the room so the room to allow the room to be used in the interim.
11. *Courthouse Atrium UV Protection Project* – Director Smiley informed the Committee that the artist suggested putting the UV protection on the windows and not on the mural. Director Smiley stated the quote to apply the coating on the windows came in at \$6,000.00. Director Smiley stated when the film is applied a lift will be rented so, KCFM staff will also replamp existing lightbulbs to be LED energy efficient bulbs.
12. *Tree & Stump Removals at the Rt. 34 Campus* - Director Smiley stated 2 trees were removed at the Public Safety Center. Tree stumps from these trees as well as stumps from previously cut down trees at the Health and Human Services facility were also removed. **Project Complete.**

New Business/Projects

1. *Chair’s Report*
 - a. *Solar Project Update* – Chair Kellogg stated Director Smiley talked to Chris Childress from Progressive Energy for an update. Mr. Childress stated they are still working with the mayor of Yorkville to figure out the fence issue. Mr. Chilress is confident on an April 1, 2020 project completion.
 - b. *County Office Building Projects* – Review Architect & Engineering Meetings – Director Smiley submitted the scope of the project to multiple Architect/Engineers. Chair Kellogg suggested we use Healy Bender Architects for this project since they completed the security review of this site last year. Consensus of the Committee is to negotiate a contract with Healy Bender for this project.
 - c. *County Office Building Parking Along Main St.* – Chair Kellogg stated CA Koeppel spoke to the City of Yorkville about this repair since it is city property. Chair Kellogg said he thought we might be able to help the city with the paving this year from funds on this years parking lot program. However, Yorkville’s City Administrator Bart Olsen stated they can’t get it done this year and will put it on their agenda for next year. County Administrator Koeppel suggested another possibility could be to ask the City turn the property over to the County so we could maintain and repair the parking area ourselves. Committee members liked that idea but decided to wait until next year to see if the City puts this area in their 2020 program. **Project Complete.**
2. *KenCom Phone System Rack Power Needs* – Director Smiley stated Kencom put in a new rack for the new phone system that will require additional electrical outlets be installed. KenCom said they will pay for the materials. KCFM staff will need to run power. This will be a 2 - 3 day project.

3. *Public Safety Center*

- a. *Fire System Device Replacements* – Director Smiley stated defective power supply and smoke detectors were found during a recent fire inspection. Mr. Smiley had a vendor come out and replace them. **Project Complete.**
- b. *Jail Duct Cleaning* - Director Smiley received a request from Commander Richardson requesting service be set up to clean the air ducts in the jail. Director Smiley is in process of coordinating the service to be done between the company and the jail schedules. This project was budgeted to be done in 2019 by the Sheriff’s office.
4. *Historic Jail Records Search* – Director Smiley informed the Committee that State’s Attorney Eric Weiss was contacted by the City of Yorkville to look at some old records that were found in the old jail. Mr. Weiss asked that Director Smiley assist Assistant State’s Attorney Leslie Johnston in the old jail. No court records found. **Project Complete.**
5. *New Accounting System Training* – Director Smiley informed the Committee this was an informational meeting to show how the system will work and to get input on what else was needed to be added or removed before going live. Director Smiley stated more formal training will be done later. **Project Complete.**
6. *Review Facilities Budgets for 2020* – Director Smiley submitted to the Committee a copy of the budget next year. Director Smiley informed the Committee that he is below the 2% allowed increase. Mr. Smiley stated that electrical budget does not reflect the solar field savings, this portion could be much less costly when the field begins generating savings. Member Hendrix wants to make sure the savings generated by Facilities are going back to Facilities to fund future projects. Chair Kellogg stated this will be looked into through the Finance Committee.
7. *H & E Committee – Green Initiative Questions* – Director Smiley informed the Committee that he was requested to come to the Health and Environment Committee meeting to discuss the green initiatives that Facilities is doing around the campus. **Project Complete.**
8. *Review Space Needs in Old Civil Process at the Courthouse* – Director Smiley met with Judge Pilmer and Mutual Ground staff to discuss the old Civil Process space. The needed space is for a new project which they will need a few private offices and a meeting space. Mr. Smiley suggested that can move the mailroom and use that space which already has an office. Mutual Ground will further discuss the needs with the State’s Attorney’s Office. **Project Complete.**

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month

Questions from the Media – None

Executive Session – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:20 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant