

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
THURSDAY January 4, 2018

Committee Chair Bob Davidson called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Bob Davidson, Matt Kellogg, Tony Giles, Judy Gilmour
Members Absent: Audra Hendrix

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koppel, Andrez Beltran, Economic Development Coordinator.

Approve any changes to the County Board Approved December 4, 2017 Facilities Committee Meeting Minutes – there were no changes to the December 4, 2017 minutes; Member Gilmour made a motion to approve the minutes, second by Member Giles. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee that two (2) half day meetings have been set up with the department heads for next Wednesday and Friday.
2. *Establish a policy for Requests to Film on County Properties* – Mr. Beltran, Economic Development Coordinator made the requested changes to separate the Educational and Non-Profit Entities to the policy and presented it to the Committee. Mr. Beltran also stated that definitions were added to clarify what is considered Educational and Non-Profit Entities. The Committee directed Mr. Beltran to adjust the Certificate of Insurance amounts and requirements, clarify verbiage on various parts of the document, along with the requested modifications. This will be brought back before the Committee at the next meeting.
3. *Enernoc – Program on using Backup Generators in Critical demand Situations* – Mr. Smiley stated that the contract was forwarded to the SAO for review. Jim received back the verbiage changes and further discussed them with Chris Childress from Progressive Energy and Jim Watt from the SAO. Mr. Childress informed the Committee that NRG Curtailment Solutions agreed to the verbiage changes. Jim resent the final copy to SAO for final approval. Jim stated as of now he hasn't received the response but anticipates it to be finalized from the SAO shortly.
 - a. *Approve contract with NRG Curtailment Solutions to serve as the Kendall County Demand Response provider to go forward to the County Board for approval* – Motion by Member Kellogg to send the contract with NRG Curtailment Solutions to serve as the Kendall County Demand Response provider to the County Board for approval. Second by Member Gilmour. **All members present voting aye. Motion Carried.**
4. *Public Safety Center TTY/TTD Phone for Booking* – Jim stated that the phone that Facilities had will not work; booking needs a phone that the person can type into. Mr. Smiley stated that the cost of the phone and installation is approximately \$750.00. The Committee stated that the funds need to come from the Public Safety Center if the project is to move forward.
5. *PSC H.V.A.C. & Controls Improvements RFB Bids* –
 - a. *State's Attorney review of U.S. Communities Statue* – Director Smiley stated that he reviewed his files on this issue from 2016 and found that ASA David Berault recommended a different state statue but also stated that as long as the state statue for the U.S. Communities complied, Kendall

County would be able use it. Mr. Smiley stated that the current review has been assigned to ASA Watt and that Jim forwarded all the documents from the original review from 2016 as well. Jim believes the review will be complete to bring before the Committee at the February meeting.

6. *LED lighting for Courthouse* – Director Smiley informed the Committee that all the bulbs have been received from all suppliers. Jim stated that the process has begun to install the bulbs. **Project Complete.**
7. *County Office Building Window Replacement Project* – Mr. Smiley stated the windows are ordered and planned to be installed in the spring as weather permits.

New Business/Projects

1. *Chairman's Report* – Chairman Davidson stated in a meeting with Jim and Dr. Tokars at the Heath Department she inquired about future projects and sidewalk repairs. Chairman Davidson is also requesting that Jim look into motion detection light switches in the County Office Building. Mr. Davidson also stated that the money from demand response and if the solar panel project move forward; he would like to see some of the money be set aside for buildings maintenance and grounds and not used in the general fund.
2. *County Office Building Memorial Garden* – Jim stated that he was asked to add this project from 2015 on the agenda. The Committee reviewed the plan and directed Mr. Smiley to display the plaque along with the existing plaque on the grounds instead of installing the proposed design.
3. *Courthouse Generator Circuit Breaker Issue* – Director Smiley stated during a weekly generator test by KCFM staff; the main 1000 amp circuit breaker would trip when they attempted to transfer the load. An adjustment was made on the settings, the system was tested and it appears to be working. **Project Complete.**
4. *Approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm.* – Chris Childress from Progressive Energy informed the board the results of the utilities RFB. Motion by Member Gilmour to approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm. to COW second by Member Kellogg. **All members present voting aye. Motion Carried.**
5. *Phone Circuit RFB* – Jim informed the Committee that the Invitation to Bid for the phone line and circuits will publish next Thursday with bids due on Friday January 19, 2018. Mr. Smiley is anticipating to have results by next meeting and add to the County Board meeting on February 6, 2018

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

Questions from the Media – None

Executive Session – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:11 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant