

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY February 5, 2018**

Committee Chair Bob Davidson called the meeting to order at 4:02 p.m.

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

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 the January 4, 2018 Facilities Committee Meeting Minutes – there were no changes to the January 4, 2018 minutes; Member Kellogg made a motion to approve the minutes, second by Member Hendrix. **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*
 - a. *Department Meetings* – Director Smiley informed the Committee that Healy Bender conducted interviews with all the department heads on January 10th and 12th. Jim said that Healy Bender will be back the week of February 12th to meet with Chairman Davidson, County Administrator Koeppel and Director Smiley to discuss preliminary findings. Mr. Smiley also stated that after this meeting Healy Bender and their Security consultant will meet with elected officials and department heads to discuss security concerns.
 - b. *Establish a policy for Requests to Film on County Properties* – Andrez Beltran, Economic Development Coordinator stated that changes have been made as requested by the Committee. Motion by Member Kellogg to send the Policy for Requests to Film on County Properties to the State’s Attorney’s Office for review. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
2. *PSC H.V.A.C. & Controls Improvements RFP Bids*
 - a. *State’s Attorney review of U.S. Communities Statute* – Director Smiley stated that Assistant State’s Attorney Webb review of the U.S. Communities Statute included looking into another Illinois state for Joint Purchasing. ASA Webb informed Jim that the U.S. Communities website shows several Illinois State Agencies utilizing the services of this program. Mr. Webb also stated that according to the statute as long as the lead agency utilized competitive bidding and followed their own laws, purchasing under section 3 of the joint purchasing act could be allowed. ASA Webb also stated to Jim that there is not much guidance on using programs like this and it is ultimately, up to the Committee and the County Board to decide whether to participate in the program.
 - b. *Review Trane’s quote based on U.S. Communities Statute* – Mr. Smiley informed the Committee that the quote received from Trane was to replace the three existing units with a Chilled Water

System. Mr. Smiley stated that upon review of the quote he found some items included in the original request for purchase were not included on the Trane quote. Trane has submitted an updated quote to Director Smiley. The initial Trane quote is for \$612,146.00. The optional items total is for \$130,062.00. Director Smiley believes that some of these items can be removed from the option list to bring the total cost down. Kendall County has \$600,000.00 in the 2018 capital budget. Motion by Member Hendrix to present the Trane's quote to the next Committee of the Whole meeting followed by the finance meeting. Second by Member Kellogg. **All members present voting aye. Motion Carried.**

3. *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.* – Director Smiley stated this was discussed at the last Committee of the Whole meeting and is placed on the County Board agenda for the Tuesday, February 6, 2018 meeting.
4. *Phone Circuit Invitation to Bid*
 - a. *Review bid results* – Mr. Smiley stated that Call One, our current carrier was the lowest bidder.

New Business/Projects

1. *Chairman's Report* – Chairman Davidson has no report at this time.
2. *Review Dr. Tokars request for lobby improvements at the Health & Human Services facility* – Dr. Tokars addressed the Committee requesting a front desk security glass build out for the front counters at the Health and Human Service facility. Motion by Member Kellogg to bring to finance to approve financing for the Health Department front counter improvement not to exceed \$20,000.00. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
3. *Approve sending 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage to the County Board for approval* – Mr. Smiley stated this item is on the County Board agenda for the February 6, 2018 meeting.
4. *Solar RFQ*
 - a. *Discuss qualification submittals* – Chris Childress of Progress Energy informed the Committee that this project was in the news and on the County website plus 80 Solar companies were sent the RFQ, 14 attendees present for the site visit. 9 responses were received and the top 2 submittals were GRNE and Forefront Solar. According to the Progressive Energy review done on behalf of Kendall County.
 - b. *Select area for Solar Field* – Motion by Member Kellogg to select option 1b, the South Parcel for Behind the Meter Solar Field and use the retention pond as a Community Solar Field. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
 - c. *Recommend vendor for Solar Field* – Motion by Member Kellogg to approve GRNE as the vendor for the Behind the Meter Solar Field. Second by Member Hendrix. **All members present voting aye. Motion Carried.** The Committee has approved the Vendor and the Location of the Solar fields and is requesting that Chris Childress present the information to the next Committee of the Whole and Finance Meetings on February 15, 2018.
 - d. *Authorize State's Attorney's Office review of Solar Field vendor's contract* – Motion by Member Hendrix to send the GRNE contract to the State's Attorney's Office for review. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
5. *Public Safety Center & Crime Stopper phone line conversion* – Director Smiley stated that the final phase of a multi year plan to decommission the old phone system at the Public Safety Center phone lines from analog to digital was completed on January 17, 2017 with no issues. **Project complete.**

6. *Approve State's Attorney's Office review of Landscaping Invitation to Bid* – Mr. Smiley was directed by the Committee to change the terms of the Landscaping Invitation to Bid to a 3 year contract with a 1 year extension option. Motion to approve a 3 year contract with 1 year extension option and forward the Invitation to Bid to the State's Attorney's Office for review by member Kellogg. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
7. *Bailiff Office Construction* – Director Smiley informed the Committee that construction started mid-January to create a new Bailiff's Office in the Courthouse. Drywall installation is completed and the taping is expected to be done over the next couple of weeks. Mr. Smiley stated that the project is expected to be completed by late February or early March.
8. *Phone addition in Probation* – Jim stated that an additional phone and phone line was requested by Probation. Jim set up the programming with our vendor and the phone was installed on February 1st. **Project Completed.**

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 Hendrix made a motion to adjourn the meeting, second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:47 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant