

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

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

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

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

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

Approve the February 5, 2018 Facilities Committee Meeting Minutes – there were no changes to the February 5, 2018 minutes; Member Hendrix made a motion to approve the minutes, second by Member Kellogg. **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. *Summary meeting on department meetings* – Director Smiley informed the Committee that County Administrator Scott Koppel, FM Committee Chairman Bob Davidson and Director Smiley met with Healy Bender on March 1, 2018. Healy Bender findings to date:
 - Departments lack of storage, however Healy Bender believes the facility is adequate for the foreseeable future.
 - Informational signage at the entrance would be effective.
 - Space needs to be locked down more effectively: Possible new key card access system, space needs to be locked down more effectively.
 - Add landscape barriers along the west side of the facility.
 - Add a central entrance for the facility.
 - Need for dedicated employee parking and more parking space overall.
2. *Establish a policy for Requests to Film on County Properties* – Mr. Smiley submitted the filming policy to the State's Attorney's Office for review.
3. *PSC H.V.A.C. & Controls Improvements RFP Bids*
 - a. *State's Attorney office (SAO) review of Trane's quote based on U.S. Communities Pricing* – Jim stated that the contract was sent to the State's Attorney's Office for review.
 - b. *Approve to be on the County Board March 21, 2018 agenda for approval* – Director Smiley requested the Committee move the contract forward to the County Board for a vote. No objections by the Facilities Committee to move to the next board meeting agenda.
4. *Review Dr. Tokars request for lobby improvements at the Health & Human Services Facility* – Jim informed the Committee that the need was presented to the Finance Committee meeting on February 15, 2018. Since not all Committee member were present at this meeting, this item has been deferred to the next finance meeting.
5. *Bailiff's Office Construction* – Jims stated that the project is moving along; all the sheetrock has been installed and taped, it just needs a final sanding. Painting is expected to begin next week and flooring to be installed shortly after that. Jim stated that the projected is expected to be completed by the next FM Committee meeting.

New Business/Projects

1. *Chairman's Report*
 - a. *Solar Project Update* – Chairman Davidson informed the Committee that the survey of the property has been completed. Mr. Childress requested that the south parcel area be 7.4 acres rather than 7.14 acres. The Solar System installation has not been discussed with the City of

Yorkville. The size of the solar field requirements for a permit have yet to be determined. Chairman Davidson stated that in looking at the request there is still plenty of room by the Public Safety Center for an addition in the future, so the extra 30 feet should not be an issue. Chairman Davidson informed the Committee that this will be voted on at the Tuesday March 6, 2018 County Board Meeting. County Administrator Scott Koppel informed the Committee that after a meeting with the State's Attorney's Office some issues with contract language needs to be addressed by the Board at the Tuesday meeting as well. The State's Attorney's Office directed Mr. Koppel to discuss the issues with the Committee Members and report the responses back to the State's Attorney's Office. The remaining issues are the minimum size of the field, abandonment language, how the Audit will be conducted, payment and indemnification.

- b. *Health Department – Review Dentist Office Request* - Mr. Smiley informed the Committee that he met with Dr. Tokars about adding in a dental office into the building. The Committee instructed Mr. Smiley to estimate the cost by the June or July Facilities Meeting. This will be used for the 2019 budget requirements.
2. *Landscaping Invitation to Bid* – Director Smiley informed the Committee that the State's Attorney's Office completed their review. Jim informed the Committee that the advertisement will run on Tuesday, March 6, 2018 in the Beacon News. A mandatory walk through of the properties is scheduled for Friday, March 9, 2018. Bids are due by Friday, March 16, 2018 at 9:00 am. Mr. Smiley will present the bids at the next Facilities Committee Meeting April 2, 2018. Jim also stated that the contract begins in April and would like to have an approval vote on the County Board agenda the following night, Tuesday April 3, 2018. The Facilities Committee had no objections to adding contract approval on the County Board meeting on March 21, 2018.
3. *Annual Backflow Prevention Device Testing* – Jim stated to the Committee that the annual Backflow testing was completed on February 7, 2018 with no issues found. Results of the testing is reported to the State of Illinois and the City of Yorkville. **Project Complete.**
4. *Public Safety Center Semi-Annual Kitchen Hood Inspection* – Mr. Smiley informed the Committee that the hood in the PSC kitchen is a commercial hood and needs to be inspected semi-annual. The testing was completed on February 23, 2018 with no issues found. **Project Complete.**
5. *Approve SAO review of Historic Courthouse Window Invitation to Bid* – Motion by Member Hendrix to send the contracts to the State's Attorney's Office for review. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
6. *Approve State's Attorney's office review of Centrex & PRI Circuit Contracts with Call One* – Motion by Member Gilmour to send the contracts to the State's Attorney's Office for review. Second by Member Hendrix. **All members present voting aye. Motion Carried.**

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 Kellogg made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 5:11 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant