

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY May 14, 2018**

Committee Chair Bob Davidson called the meeting to order at 4:30 p.m.

Roll Call: Members Present: Bob Davidson, Matt Kellogg, Audra Hendrix, Judy Gilmour
Members Absent: Tony Giles
Member Gilmour left at 5:28 pm

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

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

Approve the April 2, 2018 Facilities Committee Meeting Minutes – there were no changes to the April 2, 2018 minutes; Member Gilmour made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.**

Motion by Member Hendrix to approve the agenda second by Member Kellogg. **With all present members voting aye, the agenda was approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee Healy Bender and their security consultant has finished all interviews on April 19, 2018 and are in the process of compiling the final report. The Committee requested the results be presented at the next Facilities Committee meeting.
2. *Bailiff's Office Construction* – Mr. Smiley stated that the project is almost complete. The window sills should be in this week. Mr. Smiley did call the carpet company to schedule installation however Jim has not received the required background screens. Jim anticipates the project to be completed within the next couple weeks.

New Business/Projects

1. *Chairman's Report*
 - a. *Solar Project Update* – Chairman Davidson informed the Committee the City is still reviewing the Special Use Permint Application. County Board Chairman Gryder has also talked with the Mayor about the project.
 - b. *Rt. 34 Campus Detention Area* – Chairman Davidson stated to the Committee that the County should look into removing water from the Detention Pond Area next to the Health and Human Service building. The committee members discussed this; Member Gilmour is Chair of the Health and Enviornment Committee and will bring this up at their next meeting. Member Gilmour will report back to Facilites at the June meeting on this issue.
 - c. *Filming Request from Historic Courthouse Widow Walk* – Mr. Smiley stated that Doug Nelson requested to film on the Widows Peak of the Historic Courthouse. The Committee stated to have Jim contact Mr. Nelson to investigate the possibility of using a drone. If a drone will be used a COI will still need to be submitted. Member Hendrix mentioned the drone would need FAA approval. The Committee also stated that language for drone use will need to be added to the proposed filming policy.

- d. *Housing Authority Lease Extension Request* – Mr. Smiley stated that a letter was received by the Housing Authority to approve the lease extension. The Committee will discuss the lease approval at the next Facilities meeting on June 4, 2018 along with the possibility adding additional space.
 - e. *Housing Authority Request for Additional Space* – Lisa Howe, Compliance Manager from DuPage Housing Authority spoke to the Committee requesting additional space. Ms. Howe explained to the Committee that the Housing Authority currently services 370 clients and detailed the current set-up of the space. Ms. Howe mentioned there is an empty office next to their current office that would work for their needs. The Committee directed Mr. Smiley to review available office space in the Health and Human Services Building and report back at the next Facilities Committee meeting.
2. *Generator Preventative Maintenance* – Mr. Smiley stated that there was no issues on most of the generators but there were several recommendations to replace batteries, which KCFM staff will do this work. Highway seems to have the biggest issues, current estimate to repair the unit is over \$4,000.00. Mr. Smiley will talk to Fran at Highway and report back at the next Facilities meeting.
 3. *Annual Elevator Pressure Testing* – Director Smiley informed the Committee that the State requires pressure tests on all our elevators. This test was completed May 3, 2018 with no issues found. **Project Complete.**
 4. *Door Strike Installation at Health & Human Services* – Director Smiley stated the Health Department is planning to add an additional card access door to the garden area. Jim was able to provide a vendor to install the strike at around \$100.00 less than what the Health Department received from the card access vendor. Mr. Smiley informed the Committee the strike is being installed Tuesday, May 15, 2018 and the Health Department will schedule the card access reader installation thereafter. **Project Complete.**
 5. *Additional Power needs for Courtroom Benches* – Jim met with Judge Pilmer and Gina Hauge from Technology about adding additional outlets at the benches for additional computer equipment to comply with upcoming statutes. Mr. Smiley stated the installation deadline is projected to be November. Jim is looking into the current circuits and loads to see if additional outlets can be added via plug strips or if additional circuits need to be added. Chairman Davidson said the Courthouse should pay for this to be done.
 6. *Historic Courthouse Window Replacement Invitation to Bid Results* – Director Smiley informed the Committee that two bids were received to replace windows at the Historic Courthouse:
 - a. *Patrick McCann, Inc.* - \$75,700.00
 - b. *Tiles in Style* - \$99,786.00

Jim stated the bid was to replace 3 more windows; one is operational and two are stationary. Jim also stated the budget was \$40,000.00 based on just recently replacing windows at the Historic Courthouse last year. Mr. Smiley informed the Committee that 1 stationary and 1 operational window can be done for \$47,000.00 but this option still has a shortfall of \$7,000.00, in which Jim is looking into other budget line item to see where the additional funds could be found. The Committee directed Mr. Smiley to receive a breakdown of individual window prices for the Committee to discuss at the next Facilities meeting.
 7. *Grant Possibilities* – Director Smiley is looking into grant programs to help with equipment replacement costs. Jim stated that ComEd is currently offering matching dollars for money Kendall County spent. All projects must be completed by December 2018 before matching money would be approved. Mr. Smiley also informed the Committee that NiCor will be out this week to do facilities assessments. Once the assessments are complete NiCor will submit a report to Mr. Smiley.
 8. *Demand Response* – Mr. Smiley stated the Public Safety Center generator upgrade was completed to meet the EPA Tier II regulations. Director Smiley attended a conference call on May 8, 2018 with Progressive Energy and NRGCS where it was determined that more information was needed on the major systems, which Jim supplied after the call. Jim stated the next steps are to install the monitoring meters to show what current loads are and what it will be under a response call. Then a test will be setup to confirm actual load reductions. Testing will need to be coordinated with the Sheriff's office and Judicial to make sure it doesn't effect them any more than needed.

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

Mr. Smiley stated that he was directed to come up with an idea for the existing memorial plaque and new plaque honoring Jessie Hafenrichter at Fox Street. Jim found a company locally that will make a large concrete rock for the two plaques to be attached and plans for the rock to be installed by the base of the flag pole. The preferred color choice for the stone is Sandstone. Jim stated the cost is under \$200.00. The Committee informed Mr. Smiley to proceed with this purchase.

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 5:36 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant