

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY June 4, 2018**

Committee Vice Chair Tony Giles called the meeting to order at 4:05 p.m.

**Roll Call:** Members Present: Bob Davidson, Matt Kellogg, Judy Gilmour, Tony Giles, Audra Hendrix  
Member Davidson entered the meeting at: 4:10 pm  
Member Hendrix entered the meeting at: 4:21 pm

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

Others Present: Facilities Management Director Jim Smiley.

**Approve the May 14, 2018 Facilities Committee Meeting Minutes** – there were no changes to the May 14, 2018 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.**

Motion by Member Gilmour to amend the agenda to move Healy Bender, 111 W. Fox St. Part I Analysis to when Chairman Davidson arrives. Second by Member Kellogg. **With all present members voting aye, the agenda was approved.**

Motion by Member Gilmour 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* – Jake Bean from Healy Bender presented their draft of the Master Planning and Security Study of the 111 W. Fox St Facility. The Committee directed Healy Bender to include additional items for review in the next draft of the plan. The next draft will be provided to the Facilities Committee Members for review and discussion before moving this to the full board.
2. *Bailiff's Office Construction* – Mr. Smiley informed the Committee the project was completed last week. Jim stated that Technology needs to be notified to move the Bailiff's from their current office into the new space. **Project Complete.**
3. *Filming Request from Historic Courthouse Widow Walk* – Jim left a message with Doug Nelson to discuss the possibility of using a drone for filming.
4. *Housing Authority Lease Extension Request* – The Committee has deferred this until next meeting with the possibility of the Housing Authority getting additional space.
5. *Housing Authority Request for Additional Space* – Director Smiley presented the current floor plan of the Health and Human Services (HHS) facility and pictures of space currently occupied by Housing Authority and other spaces that could fit the Housing Authority needs. The Committee directed Mr. Smiley to talk with HHS about space possibilities for the Housing Authority and bring the findings back at the next Facilities meeting.
6. *Rt. 34 Campus Detention Area* – Mr. Smiley talked to Aaron Rybski at the Health Department about the treatment of storm water inlets that his department currently does each year. Mr. Rybski said these treatments are for the standing water in the storm inlets only. To treat the pond area also the cost would be \$225.00 per application, as they could do the surveillance advisory services, weather monitoring, assessment and treatment, etc., which would cost an additional \$750.00 if done by a vendor. Aaron stated that treatments are only good for 30 days, so there would need to be multiple applications each

year. Member Gilmour brought this up at Health and Environment Committee meeting to see if there were concerns with standing water in the retention pond. Judy stated that there are no concerns expressed at this meeting. Chairman Davidson stated to discuss this further at the next Facilities meeting and requested that Mr. Rybski come to the meeting for further discussion.

### **New Business/Projects**

1. *Chairman's Report*
  - a. *Solar Project Update* – Chairman Davidson informed the Committee that the City of Yorkville is still reviewing the project. GRNE's attorney is talking with the city to determine what needs to happen to move this towards a vote on the special use permit.
2. *Historic Courthouse Window Replacement Pricing Options* – Mr. Smiley received a price for the one (1) operable window of \$26,210. Jim stated that the set-up and preparation is still the same no matter how many windows are replaced. Motion by Member Hendrix to approve the purchase and installation of the One (1) Operable Window for the Historic Courthouse in the amount of \$26,120.00. Second by Member Giles. **All members present voting ayes – 3 nays - 1. Motion Carried.**
3. *Generator Upgrade Status* – Mr. Smiley stated meters are still not installed but the testing may be conducted without meters. Actual use on billings may be used to verify load reduction during the testing.
4. *Vending Machine Operation Proposal* – Director Smiley informed the Committee that due to time constraints he would defer this until the next meeting.
5. *Health & Human Services Sidewalk Leveling* – Mr. Smiley stated the sidewalks adjacent to and in front of the main entrance of the Health and Human Services facility are not level. Committee members approved Mr. Smiley to have the sidewalks leveled.
6. *Public Safety Center Fire Sprinkler Main Repair* – Director Smiley informed the Committee that he noticed water seepage around the fire sprinkler main. Jim stated that while inspecting the issue, the valve controlling the main broke off when attempting to be turned off to confirm that the leak was from the main, which made the repair necessary to be done immediately. The repair was completed today.
7. *Highway Generator Replacement* – Director Smiley met with a potential vendor to replace the generator. Jim stated that he should have a price for that next week.

### **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** – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:41 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant