

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY July 2, 2018**

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

**Roll Call:** Members Present: Bob Davidson, Judy Gilmour, Tony Giles, Audra Hendrix  
Members Absent: Matt Kellogg  
Bob Davidson entered meeting at 4:06pm

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel, Technologies Director Matt Kinsey.

**Approve the June 4, 2018 Facilities Committee Meeting Minutes** – there were no changes to the June 4, 2018 minutes; Member Gilmour made a motion to approve the minutes, second by Member Hendrix. **With enough present members voting aye, the minutes were approved.**

Motion by Member Gilmour to approve the agenda second by Member Hendrix. **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 Follow Up* – Mr. Smiley stated that Healy Bender submitted an updated cost projection to increase the size of the proposed entry from a one story to a three story. The Committee directed Mr. Smiley and Mr. Koeppel to go through the recommendations from Healy Bender, meet with department heads and develop a list of priorities and a time table of completion.
2. *Filming Request from Historic Courthouse Widow Walk* – Jim talked with Mr. Nelson about using a drone as recommended by the Committee. Mr. Nelson stated that he will be talking with an officer that he has used for drone work and would check to see if he could furnish a COI.
3. *Housing Authority Lease Extension Request* – Director Smiley informed the Committee that the lease expires on August 1, 2018. Motion by Member Gilmour to approve the 2<sup>nd</sup> one year extension on the 2016 lease second by Member Hendrix. *Roll Call:* Member Hendrix – yes, Member Giles – yes, Member Gilmour – yes, Chairman Davidson – yes. All members present voting aye, Motion Carried.
4. *Housing Authority Request for Additional Space* – Jim set up a meeting with Dr. Tokars on July 12<sup>th</sup> to discuss available space possibilities for the Housing Authorities request for more space.
5. *Rt. 34 Campus Detention Area* – Director Smiley informed the Committee that Dr. Tokars notified Jim that Aaron Rybski was unable to attend the Facilities Meeting. Mr. Smiley stated that previously Mr. Rybski informed Jim that the cost of application on the detention pond would be \$225.00 per application. Monitoring costs are extra. Jim also stated that the application is only good for 30 days. The Committee directed Jim to look into two products called “Mosquito Bits or Mosquito Dunks” to treat the pond with ourselves.
6. *Public Safety Center Fire Sprinkler Main Repair* – Mr. Smiley informed the Committee that the cost of the repair came to \$11,958.00. Jim also stated this cost didn’t include the cost of repairs to the sidewalk

or part of the parking lot that needed to be dug up from the repair. The Committee stated to bring this to Finance to see what funds to use for payment. Jim stated the sidewalk and parking lot costs are expected to be part of the 2018 Capital improvement funds already approved.

7. *Highway Generator Replacement* – Director Smiley stated to the Committee that the cost for the generator and transfer switch came to \$12,432.00. Mr. Klaas, Highway Engineer stated that Highway will be paying for this replacement and Fran has signed the contract to purchase and install the system. Jim is still waiting for the installation schedule.
8. *Health & Human Services Sidewalk Leveling* – Mr. Smiley informed the Committee this repair is scheduled for Friday July 6<sup>th</sup>.

## **New Business/Projects**

1. *Chairman's Report*
  - a. *Solar Project Update* – Chairman Davidson was informed by attorney Dan Krammer that he talked with the City of Yorkville's attorney and the Special Use permit request is supposed to be on the City's meeting agenda this month.
  - b. *Public Safety Center A/C Replacement Discussion & Direction* – Motion by Member Hendrix to send the idea of design, bid, build as a solution to the HVAC system at the Public Safety Center to the next COW meeting. Second by Member Gilmour. All members present voting aye, Motion Carried.
2. *County Clerk – New Office Request* – Debbie Gillette County Clerk is requesting an office to be built within her department. Ms. Gillette stated the cost of the construction will come from the County Clerk's budget. Motion by Member Hendrix to approve the construction by KCFM staff of an office; two walls a door and a window, in the County Clerk's department. Second by Member Giles. All members present voting aye, Motion Carried.
3. *Historic Courthouse Window Project* – Jim informed the Committee the down payment has been processed. Measurements of the window is scheduled for July 3, 2018.
4. *Vending Machine Operation Proposal* – Director Smiley met with Super G vending company. This company operates through the State of Illinois as a sanctioned cooperative. Super G is proposing installing new machines that accept paper currency upto \$20.00, accepts credit cards and pay by phone. Super G is also offering to provide healthier choices as well as energy drinks. Jim stated that we do not have a contract with the current company we use. Committee members asked what costs the County would incur. Director Smiley said no costs, phone lines or wiring would need to be done for these machines. Motion by Member Hendrix to change vending machine companies. Second by Member Gilmour. *Roll Call:* Member Hendrix – yes, Member Giles – yes, Member Gilmour – yes, Chairman Davidson – no. With enough members voting aye, Motion Carried.
5. *Courthouse Tile Repairs* – Jim stated the main hallway had some broken tiles and grout joints that needed repair. Mr. Smiley had the repairs made when the Bailiff's Office was being completed. Project Complete.
6. *ComEd Public Efficiencies Workshop* – Director Smiley attended a seminar in Rockford to find out more about how ComEd is handling grants since they took it over from DECO. Mr. Smiley believes continuing to replace existing lighting to LED lighting and to start adding zone sensors to turn lights off where there is no activity for 15 minutes or so is the best thing to do for now. Jim also met with a ComEd trade ally who came out to see what we currently have in place is setup. This potential vendor offered some LED sample fixtures and bulbs to try and offered to help with ComEd reimbursement from the program if we decided to purchase these types of bulb and fixtures for our facilities. Project Complete.
7. *Fire Prevention Systems Testing* – Jim informed the Committee the Fire Extinguishers, Sprinklers and Fire Alarm Systems were tested at all facilities except the Public Safety Center. The PSC will be tested

in late July due to a current project which required the system to be turned off. Jim reported all systems tested normal with the exception of some horns and strobes partially operating at the Courthouse. Director Smiley will replace these defective devices soon. Project Complete.

8. *2018 Parking Lot Repairs* - Jim met with a couple of companies to go over the needed repairs. Jim received one price and is waiting on some others. Mr. Smiley hope to get the work completed sometime in July.

#### **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 Gilmour. **With all members present voting aye, the meeting adjourned at 5:34 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant