

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY AUGUST 6, 2018**

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

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

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

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

Approve the July 2, 2018 Facilities Committee Meeting Minutes – there were no changes to the July 2, 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 Kellogg to approve the agenda second by Member Gilmour. **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* – Director Smiley met with Healy Bender to review a five (5) year plan that Mr. Smiley and Chairman Davidson put together based on Healy Bender's recommendations. Healy Bender updated the drawings and submitted a suggested budget for each of the five (5) years. Committee members discussed what was included in the relocation of the County Board room. Member Kellogg suggested to also look at how the plan matches up to existing bond payment schedules. Member Hendrix suggested moving records from the Annex and Annex II to the courthouse in year one. Members agreed that items like this can be done at any time once we get approval from the Sheriff and Presiding Judge to use the courthouse. Director Smiley will discuss these items with Healy Bender to get the plan updated. Then this complete study can be brought to a future COW meeting for the entire board to review. Director Smiley was directed to release the check for payment.
2. *Housing Authority Request for Additional Space* – Mr. Smiley stated that he met with Dr. Tokars in regards to available space for the Housing Authority. Dr. Tokars stated there is no finished available space in the Heath facility. Amaal went on to say she had met with County Board Member and Housing Authority Representative Matt Prochaska. They agreed if no finished space is available than this should go back to the Facilities Committee to establish a price to build out space in the unfinished 2nd floor area. The Committee will revisit this discussion in the next few months.
3. *Highway Generator Replacement* – Director Smiley informed the Committee that the new generator was installed and working properly. Fran requested Jim to get a price for remote lights to show the status of the generator. At this time, the Highway generator is working properly. **Project Complete.**
4. *Historic Courthouse Window Project* – Jim stated the vendor received the manufacturer drawings and will verify dimensions and then forward them to Jim's office for approval. Once approved the windows will go into production. Installation is estimated to be in November.
5. *2018 Parking Lot Repairs* – Jim stated parking lot repairs have begun this week for both campuses. Jim informed the Committee that the internet data line for the ROE was not 18" below the sidewalk that is

commonly done. Therefore, the line was cut. However, Mr. Smiley received a text during the meeting stating the like had been repaired already.

New Business/Projects

1. *Chairman's Report*

- a. Solar Project Update – Chairman Davidson stated that the City of Yorkville cancelled the July and August planning meeting where this would normally be reviewed. Chairman Davidson requested and was granted a Consensus to ask the State's Attorney's Office to investigate the law allowing the County to move forward on the solar project without the City of Yorkville's permission. County Administrator Koepfel will review this with the State's Attorney's Office.
 - b. Public Safety Center A/C Replacement Discussion & Direction – The Committee directed Scott Koepfel, County Administrator to speak to the State's Attorney's Office to see if this can go back out to bid stating the price and specs given by US Communities as a baseline.
 - c. County Rest Area – Chairman Davidson informed the Committee that the corner of Route 47 and Galena Road needs to be maintained. Member Kellogg informed the Committee that Highway will continue to maintain the front section for mowing of that area at this time. Mr. Smiley also informed the Committee that Dan Nagel, owner of the property adjacent to our property offered to clean Kendall County's portion of the creek up when he cleans his. The consensus of the Committee to allow Mr. Nagel at no cost to clean the county's portion of the creek as long as the equipment is on the west side of the creek. The Committee directed Mr. Smiley to obtain a Certificate of Insurance from Mr. Nagel.
2. *Progressive Energy Update* – Chris Childress from Progressive Energy informed the Committee the prices are at a lower cost than the current contract. Chris is requesting authorization to issue an RFP for electric on behalf of Kendall County. Motion by Member Kellogg to Approve Progressive Energy Group on behalf of Kendall County to publish an RFP to bid for Electric for the years June 2019 – June 2023. Second by Member Gilmour. **All members present voting aye, Motion Carried.** Motion by Member Kellogg for Director Smiley to forward low bidder's contract to the State's Attorney's Office for Review. Second by Member Gilmour. **All members present voting aye, Motion Carried.** Motion by Member Gilmour to add winning bid to the County Board September 4, 2018 meeting. **All members present voting aye, Motion Carried.**
3. *Mutual Ground Lease Extension Request* – Director Smiley informed the Committee Mutual Ground submitted a letter requesting the first 1-year extension to the 2017 lease be approved. Member Gilmour made a motion to approve the first 1-year lease extension included in the County Board approved 2017 lease. Second by Member Kellogg. **All members present voting aye, Motion Carried.**
4. *County Clerk – New Office Construction* – Director Smiley stated the wall studs, electrical rough in and the office interior drywall has been completed. County Clerk Gillette requested the interior of the office be completed first. Director Smiley stated the entire project should be complete by the next Facilities Committee meeting in September.
5. *Fire Prevention Systems Testing* – Mr. Smiley stated the Public Safety Center testing was completed with no issues found. Jim also stated all facilities elevator smoke detectors testing was also completed with no issues found. **Project Complete.**
6. *Capital Projects Starting* – Director Smiley informed the committee that an approximate 4,000 sq. ft. section of roof at the Public Safety Center was included in the 2018 budget to be replaced. The Request for Bids will be due before the next Facilities Committee meeting. Mr. Smiley would like to get the contract sent to the State's Attorney for review as soon as the contract is received. Motion by Member Kellogg to bring the the contract to the State's Attorney as soon as it is received. Second by Member Gilmour. **All members present voting aye, Motion Carried.** Director Smiley stated the UPS replacement batteries have been ordered. Jim is anticipating them to be delivered next week.

7. *Vending Machine Changes at County Office Building and Courthouse* – Director Smiley informed the Committee that since the new vending company is a state funded program and they set the machine from a state program, an MOU is required by the Illinois Dept. of Human Services (IDHS). Mr. Smiley also received a contract from Super G on their services to operate and supply the new vending machines. Jim would like Committee approval to send both Super G's contract and the MOU with IDHS to the State's Attorney's office for review. The Committee approved the MOU and Super G contracts to be sent to the state's attorney's office for review.

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
 - Committee members discussed when to have the next meeting due to the Labor Day Holiday.
 - Committee members decided to schedule the next meeting on September 6 2018 at 4:00 pm.

Questions from the Media – None

Executive Session – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:46 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant