

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
THURSDAY SEPTEMBER 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 August 6, 2018 Facilities Committee Meeting Minutes – there were no changes to the August 6, 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 Gilmour to add discussion of the 2019 budget under the Capitol Budget discussion to 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 Follow Up* – Director Smiley stated that he discussed with Jacob Bean at Healy Bender the Committee's request to move the records from the Annex and Annex II to the Courthouse in year 1 of the proposed plan. Mr. Bean also suggested that the records be placed in cabinets, just in case the sprinkler system were to go off. Healy Bender also suggested to electronically scan whatever documents that could be scanned, however Jacob stated that this could be a costly process. Jim also stated that the window security film for the windows can be added to the east side windows. Mr. Smiley stated that adding the window security film to the windows on the west side windows are slated to be installed in year 1 of the proposed plan, if approved to be in the Capital Budget.
2. *Historic Courthouse Window Project* – Mr. Smiley informed the Committee that he signed off on the revised drawings on August 31, 2018. Jim said the vendor still anticipates a November installation date.
3. *2018 Parking Lot Repairs* – Jim stated that all parking lot and sidewalk repairs or replacements were completed by mid-August. Jim also informed the Committee that striping at both the Fox St. and Rt. 34 campuses was completed on August 31, 2018. **Project Complete.**
4. *County Clerk – New Office Construction* – Mr. Smiley informed the Committee that the painting on the outside of the office is complete. The employee in this office has moved backed into the completed space a few weeks ago when the interior of the office was complete. Jim also stated the window pane and door installation is all that is left to be completed. Jim anticipates installation this week.
5. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the State's Attorney's office is in review of the proposed MOU. Jim also stated that the proposed contract with Super G Vending has been reviewed with the State's Attorney and the changes are being provided to the vending company for their review.

New Business/Projects

1. *Chairman's Report*

- a. Solar Project Update – Chairman Davidson informed the Committee that the Solar Project is moving forward with the City of Yorkville. The City of Yorkville requires a tree study be provided as part of the Special Use Permit. That study is being paid for by GRNE.
 - b. Public Safety Center A/C Replacement – Chairman Davidson stated that the money should be budgeted for next year. Director Smiley dropped the amount to be between \$850-\$900,000.00. The Committee will continue discussion on this next month.
 - c. Capital Budget Discussion – The Committee's direction for Mr. Smiley is to submit the Healy Bender Proposed Security Plan in two parts. 1) Landscape barriers, interior electronic door locks on the main hallways and outside doors, window security film and moving records. 2) Flip Flopping locations for the County Board room and Record's department.
Demand Response Proceeds - The Committee recommended the funds generated from the Demand Response Program of approximately \$30,000 per year to be allocated to a capital improvement fund line item. Motion by Member Kellogg to bring to the Finance Committee, a recommendation to allocate funds from the Demand Response Program be used for Facilities projects and deposited into a new line item number in the Building Capital Improvement Fund. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
Operating Budgets - Director Smiley has submitted an operating budget that is 97.6% of 2018's budget. Which is below the request 98% of 2018's budget. Director Smiley also submitted a utility budget of 98.2%. Due to utilities being a commodity and traded, the cost controls are limited. Director Smiley feels confident that the we continue to make that have will bring the budget even lower for 2019. Director Smiley also stated at the Courthouse new Illinois Legislation mandates that a lactation room be available in any building with a Circuit Clerk's office. Jim stated that he will be meeting with Judge McCann this week about this. The Committee directed Mr. Smiley to give Dr. Tokars the cost estimates for the dental clinic so Dr. Tokars can submit them for her budget. Jim also stated that a control upgrade in the sally port elevator at the Courthouse will need to be included in the proposed 2019 Capital Budget for Facilities.
2. *2019 Electric Supply* – Jim said the State's Attorney is working on the contract with Constellation and hopes it will be ready for the County Board meeting on September 18th for approval. Motion by Member Hendrix to bring the Constellation Contract to the September 18, 2018 Board meeting for approval. Second by Member Kellogg. **All members present voting aye, Motion Carried.**
 3. *Public Safety Center Roof Replacement* – Mr. Smiley informed the board the winning bid is RB Crowther Company, which came in at \$ 65,750.00. Director Smiley stated that RB Crowther has been vetted and is capable to do this project. Jim received back the contract from the State's Attorney's Office. Motion by Member Kellogg to forward the recommendation to approve RB Crowther Company and not to exceed \$72,950.00 at the September 18, 2018 County Board meeting for approval. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
 4. *U.P.S. Systems Battery Replacements* – Mr. Smiley informed the Committee the batteries in the UPS systems were all completed between last week and this week. **Project Complete.**
 5. *City of Yorkville Detention Basin Letter* – Director Smiley informed the Committee that we received a letter from the City of Yorkville concerning the inspection of the Detention basin next to the Health and Human Service Building. Jim stated that we have 90 days or no later than November 9, 2018 to correct the items that were listed. These items include clearing sediments and all vegetation causing blockage around flared end sections, stabilize the shoreline from erosion, removal of all invasive species/weeds, discharge at flared end sections causing undercutting and erosion, and movement flow appeared to not be occurring. Jim met with our landscaping vendor and they removed the "farmer's gate" which did

drop the water by a few inches, but not enough. Jim had meetings with Matt Asselmeier in Planning, Building and Zoning, County Administrator Koepfel and Facilities Chair Davidson to discuss the situation. The consensus of the Committee is to meet with the City of Yorkville's engineer to discuss the situation further.

6. *Demand Response EPA Compliance Testing* – Mr. Smiley informed the Committee the generator was tested and passed to comply with EPA regulations was completed on August 2, 2018. Jim stated the final report is still forthcoming. **Project Complete.**

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 5:39 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant