

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY April 3, 2017

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

Roll Call: Bob Davidson – yes, Tony Giles – here, Judy Gilmour here, – Audra Hendrix – here, Matt Kellogg – here. **With all members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, County Administrator Jeff Wilkins

Approval of January 6, 2017 Meeting Minutes – Member Hendrix made a motion to approve the March 6, 2017 meeting minutes, second by Member Kellogg. All members voted aye via voice vote. **Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated the window frames are complete and waiting for the glass to come in. Jim said that they still anticipate an April 17, 2017 installation date.
2. *SEDAC Energy Assistance Review – Public Safety Center* – Jim informed the Committee that all previous requested information has been submitted to SEDAC. KCFM has set up Trend reports as requested and will be submitted to SEDAC when they meet on Thursday this week. Mr. Smiley stated SEDAC plans to be completed by the end of May.
3. *KenCom Glass Window Replacement* – Jim stated that the glass replacement was completed the week of March 13, 2017. Mr. Smiley reminded the committee that KenCom paid for the project. **Project Complete.**
4. *Veteran’s Assistance Commission Space Changes Request* – Director Smiley stated that the project is in progress, the doorframe was installed and the wall patchwork and painting is continuing. Jim stated that we are waiting for the door hardware. The project will be complete within the week. Mr. Smiley stated that the Veteran’s Assistance Commission paid for the project.
5. *Circuit Clerk Counter and Room Pass Through Project* – Mr. Smiley stated that the wall has been opened up to install the frame; a door will not be installed it is just a framed opening. KCFM is in the process of patchwork and painting, this wall also had tile and trim on it that will need to be re-installed. Jim also ordered the piece of millwork needed for patrons to stand or handicap to sit at to do the electronic filing. Mr. Smiley said the Circuit Clerk will be paying for the project and it should be completed within the month.
6. *Coroner’s Autopsy Table Replacement* – Director Smiley informed the Committee the new table delivery is still anticipated for early May. Plumbing will need to be modified for the new table.
7. *County Office Building Elevator Inspection* – Mr. Smiley stated that during an inspection an auto-dialer phone needed to be installed to bring to code. Jim continued to state that KCFM staff ran a phone line from the PBX system to the elevator however the telephone line was not putting out the 40 voltage needed for it to work properly. The manufacture told Director Smiley that a booster can be installed to make it work at a cost of approximately \$100.00 and a half hour of labor. Mr. Smiley stated that the project is expected to be complete next week

8. *H.V.A.C. Replacement RFP* – Jim is continuing to work on the RFP and has a meeting with County Administrator Jeff Wilkins on Friday to review progress and discuss any revisions needed. Mr. Smiley anticipated to have this completed in the next month or so.
9. *Janitorial Contract RFP Bid Review* – Director Smiley reported to the committee that he reviewed the results of the RFP with the State’s Attorney’s Office as directed by the committee at the last meeting. The State’s Attorney’s office stated that there was enough explanation provided to be able to make a decision without re-bidding the contract. Director Smiley included a spreadsheet of the breakdown of the four (4) bids received for the Janitorial RFP for the cleaning only. Director Smiley stated that the two (2) lowest bids were from Perfect and Cleaner Living. Jim continued to explain that there is about a \$3,500 yearly difference between them. Mr. Smiley recommends staying with Cleaner Living. Member Kellogg made a motion to forward the Cleaner Living Contract to the County Board for approval second by Member Hendrix. All members voted aye via voice vote.
Motion approved.
10. *Masonry Repairs* – Mr. Smiley received pricing and last week just received the insurance certificates from the contractor. Work will be starting soon. Jim informed the Committee that the amount came in lower than what was approved on the 2017 Capital budget.

New Business/Projects

1. *Chairman’s Report* ;
 - a. *Health & Human Services Security Improvements – Dr. Tokars* – Chairman Davidson stated that Dr. Tokars will be talking to the committee about the need for security glass to be installed within the Health and Human Service Building. Dr. Tokars informed the Committee that in 2011 the sheriff’s office came to their building to do an assessment of their building. The sheriff recommended that five (5) counters that lead to locked areas have security glass installed. Dr. Tokars continued to inform the Committee that her board is open to financing half of the project. Director Smiley received one (1) cost estimate around \$54,000.00 for this work. Members had a general discussion on how to proceed including getting other bids or publically bidding the work. Jim informed the board that if the costs are above \$ 30,000.00 they will have to put the project out for public bid. Vice Chairman Giles suggest to bring it to public bid at this time Member Kellogg agreed. Chairman Davidson stated to move forward with the public bid and bring the results back to next month’s meeting.
 - b. *Facilities Study* – Chairman Davidson stated that he talked to Debbie Gillette, Kendall County Clerk and Jill Ferko, Kendall County Treasurer and Sheriff Baird about having security at the County Office Building the week before and the week of tax deadlines in which Debbie and Jill agreed. Chairman Davidson said he would double check with Sheriff Baird on what the cost would be and make sure it covered both tax payment due dates. Consensus of the Committee is to move to finance to hire part-time officers as security at the County Office Building during the week before and the week of tax season.
2. *Courthouse Penthouse H.V.A.C. Repairs* – Director Smiley stated that leaks were discovered in the old part of the Courthouse A/C System condensate pans. Jim explained that baffles were made to direct the water towards the drains along with the purchase of some small pumps to have in place if the drains fail to allow the water out of the pans. **Project Complete.**
3. *Public Safety Center UPS PM*– Mr. Smiley reported that the semi-annual PM was done with no problems found. **Project Complete.**
4. *Meeting Time Change* – The Committee agreed to bring a recommendation to COW to change the meeting time from 3:30 pm to 4:00 pm

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

Questions from the Media - None

Executive Session – Member Hendrix made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Kellogg.

Roll Call Vote: Chairman Davidson - yes, Member Kellogg - yes, Member Hendrix – yes, Vice Chairman Giles – yes, Member Gilmour - yes. **With all members in attendance voting aye, the committee entered into Executive Session at 5:00 p.m.**

Others Present: Jeff Wilkins, County Administrator, Jim Smiley, Director of Facilities, Christina Wald.

Member Gilmour made a motion to return to Open Session, second by Member Hendrix. **With all members present voting aye, the committee returned to Open Session at 5:02 p.m.** The committee decided to keep the Executive session minutes sealed at this time.

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting, second by Vice Chairman Giles. **With all members present voting aye, the meeting adjourned at 5:11 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant