

**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**MEETING MINUTES**  
**MONDAY August 7, 2017**

Committee Chair Bob Davidson called the meeting to order at 4:03 p.m.

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

Others Present: Facilities Management Director Jim Smiley, Interim County Administrator/Technology Director Scott Koppel.

**Approve any changes to the County Board Approved July 3, 2017 Facilities Committee Meeting Minutes**  
– there were no changes to the July 3, 2017 minutes; Member Hendrix made a motion to approve the minutes, second by Member Kellogg. **With all present members voting aye, the minutes were approved.**

**Public Comment** – None

Director Smiley informed the Committee that Michelle Meyers from Mutual Ground would be addressing the Committee relating to their Lease request and suggested discussing that agenda item when she arrives. Chairman Davidson asked if the committee members were ok changing the agenda to accommodate Ms. Meyers scheduled arrival. Consensus of the committee was to move this item.

**Old Business/Projects**

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated that the KCFM staff cut down the blinds to fit the new windows. They were re-stained and re-installed. Jim reminded the Committee that there are six (6) to eight (8) more windows to replace in the courtroom and has included the replacement in the five (5) year plan. Mr. Smiley stated that they will continue window replacement in stages as approved. **Project Complete**
2. *Generator System Repairs* – Jim informed the Committee that the recommended generator repairs were completed. **Project Complete**
3. *New Mutual Ground lease at the Courthouse* – Michelle Meyer from Mutual Ground informed the Committee the importance of staying within the space at the Courthouse. Ms. Meyer stated that the number of orders of protection they have been able to obtain have doubled since being in the Courthouse. Motion by Member Hendrix to bring the Lease to the County Board for approval. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
4. *Memo of Understanding between Kendall County & Mutual Ground* – Chairman Davidson stated that he would like the address of the leased space added to the Memo of Understanding. Motion by Member Hendrix to bring to the Memo of Understanding with the revision to the County Board for approval. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
5. *Public Safety Center (PSC) U.P.S. System A/C Unit Replacement* – Jim stated that the KCFM staff completed the electrical hook ups for the system along with installing a flexible wall system to help keep the area cool around the U.P.S. system. Mr. Smiley stated that the vendor came out to start up the system. **Project Complete**

## New Business/Projects

1. *Chairman's Report* ;
  - a. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley stated that Healy Bender did not require a contract for this project. They are ok with us sending a letter of approval referencing the approved part of the proposal to start work. The Committee directed Jim to work with the State's Attorney's office to draft and send the letter to Healy Bender.
  - b. *Projects Policy Change* – Jim and Matt Kellogg presented to the Committee a proposed flowchart and written policy for project submittal. Chairman Davidson stated to the Committee to review the plan and finalize it next month then bring it to the Board.
  - c. *Establish a policy for Requests to Film on County Properties* – Mr. Smiley brought to the Committee the findings that other Illinois municipalities have as a filming policy. Interim County Administrator/Technology Director Scott Koppel stated that Andrez is also working on this for the ordinance which would adopt the policy. Mr. Koppel stated that once a written policy is ready it will be brought before the Committee review.
  - d. *2017 Budget to date Review* – Director Smiley informed the Committee that there will be a \$27,000 increase in electric for next year due to increased ComEd distribution costs. Jim also informed the Committee that tracking of the improvements that have been made on the buildings have saved the county approximately \$90,000 - \$100,000 per year in electric costs since 2011. Mr. Smiley also stated that water usage appears to have increased. This can be due to the number of prisoners at Public Safety and in Animal Control due to public/employee use. Jim also informed the Committee that Contractual Services and Equipment Maintenance may be as much as \$30,000 over budget. This is due to costly failures this year that needed repair. Director Smiley is working to balance this overage by cutting back on areas with less impact i.e.; one less cutting a month for landscaping, cutting money for the flooring care along with special projects.
2. *PSC H.V.A.C. & Controls Improvements RFP* – Mr. Smiley stated that the RFP has been written and is ready to be sent to the States Attorney for legal review. Consensus of the Committee is to move the RFP to Legal for review. Member Kellogg motioned to release to the RFP to the Public once the legal review is complete. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
3. *PSC Wall Sealing* – Jim stated that KenCom stairwell has experienced leaks on and off over the years. Mr. Smiley hired a vendor to water seal the walls and believes this has been resolved. Jim stated that this will continue to be monitored. **Project Complete**
4. *PSC Jail Remote Flush Units* – Director Smiley stated that Sheriff Baird asked Jim to look into adding flush valves that can be remotely activated. Jim and the KCFM staff found that Sloan makes these components specifically designed for jail use. KCFM staff installed the unit and connected it to three (3) cells that Jail command staff wanted to be connected first. Jim put together a procedure memo for Jail command staff to train everyone on how to operate the system. **Project Complete**
5. *PSC Roof Leak Repairs* – Jim informed the committee of roof leaks at the Public Safety Center during the recent heavy rains. Mr. Smiley called in the roofers and they patched some holes that were found. **Project Complete**
6. *Workforce Development Lease at HHS* – Director Smiley informed the Committee that it was discovered the lease expired in January 2017. Instead of asking for a new lease, Workforce Development sent a letter requesting the one (1) year option as stated in their lease but for the letter to be considered retroactively. Workforce Development also requested in the same letter that the second one year option also be approved. The Committee directed Mr. Smiley to accept the request and work with the State's Attorney's office to draft the acceptance letter.

7. *CASA lease at HHS* – Mr. Smiley stated that CASA also has a lease that was expired in January 2017 however CASA was asking for a new multi-year lease. The consensus of the Committee is to stay with one year lease with two (2) one year extension. Jim will notify the State’s Attorney’s Office to draft a new lease.
8. *2017 Paving RFP* – Jim completed the RFP and sent it to the State’s Attorney’s Office for review. They will be advertised this week and due August 18<sup>th</sup>. Mr. Smiley should have results at the September meeting for review.
9. *Snow & Ice Removal RFP* – Director Smiley also completed the RFP and sent it to the State’s Attorney’s Office for review. They will be advertised this week and due August 18<sup>th</sup>. Jim should have results at the September meeting for review.
10. *Vendor Registry* – Jim stated that training with Gina from Technology and the Vendor Registry site was completed on July 11<sup>th</sup>. Mr. Smiley plans on adding the Snow & Ice along with the Paving RFP on the site as soon as they are approved by the State’s Attorney’s Office.

### **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** – None

**Adjournment** – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:15 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant