

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY October 2, 2017

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

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

With enough 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 August 28, 2017 Facilities Committee Meeting

Minutes – there were no changes to the August 28, 2017 minutes; Member Gilmour made a motion to approve the minutes, second by Member Kellogg. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *PSC H.V.A.C. & Controls Improvements RFB* – Director Smiley received back the comments from the States Attorney’s office. Jim will make the recommended changes and re-send back to the State’s Attorney’s Office for final approval. Jim said that once the RFB is received back it will be published for bid.
2. *CASA lease at HHS* – Jim informed the committee that he received back the counter-signed copies and it has been sent to County Clerk Debbie Gillette for recording. **Project Complete.**
3. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee the State’s Attorney’s Office completed the legal review, and a few items need to be addressed. The first item is who is to be named in the contract to represent the County. Motion by Matt Kellogg to name Director Smiley and Chairman Davidson as the County Representative for the contract, second by Judy Gilmour. **Motion Carried.** The Committee directed Jim to strike the need for accounting services compensation for reimbursement expenses and compensation for any “Instrument of Services” the A/E creates. Kendall County requires a hard and electronic copy of the instruments of services for the exclusive use of Kendall County the from the contract. The Committee also directed Jim to strike payments for documentation and stated that Jim Smiley will be designated to receive notifications. Jim will inform the State’s Attorney’s Office of the Committee’s responses.
4. *Projects Policy Change* – Mr. Smiley submitted to the policy change chart to the Committee. Jim explained the process for project submittal, which is divided into three (3) categories: a Capital Project Plan, an Emergency Project Plan and Mid-Year Capital Project Request. Motion by Matt Kellogg to approve the policy and present the FM Committee approved policies to COW by Member Kellogg second by Member Gilmour. **Motion Carried.**
5. *Establish a policy for Requests to Film on County Properties* – Director Smiley met with Interim County Administrator/Technology Director Scott Koeppel and Andrez Beltran to discuss the potential filming policy. The Committee decided the Administration Office will be designated to handle the application process. The Committee will review policy and discuss it at the next Facilities Meeting on November 6, 2017.
6. *Public Safety Center (PSC) Main Hallway Crack Repairs* – Jim informed the Committee that repair project for the floors in the Public Safety Center was completed. **Project Complete.**

New Business/Projects

1. *Chairman's Report* ;
 - a. *Courthouse LED Lighting Project* – Chairman Davidson spoke to the Committee about moving the balance of the funding allocated for the parking lot projects to upgrading as many lights in the courthouse as possible to Led lighting. Jim informed the Committee there is around \$11,000.00 left in the parking lot funding. The savings will pay for itself in approximately 2 ½ years. Motion by Member Kellogg to bring to the Finance committee to get the approval to move the funds to invest in LED upgrade second by Member Gilmour. **Motion Carried.**
2. *Electric & Gas RFP Legal Review* – Director Smiley stated that he received the review back from the State's Attorney's office and is still in process of reviewing the comments. The main concern from the State's Attorney's Office is encumbering future boards. Jim informed the Committee that it is difficult to make changes to utility contracts. The Committee believes since this is a cost savings issue for the County, that it is okay to extend the contract past the current County Board's term.
3. *Enernoc – Program on using Backup Generators in Critical demand Situations* – Jim explained to the Committee that this program may pay the County \$35,000.00 or more to shut down our energy load on high demand days and use our back-up generators. Jim stated that our generators will need to be certified and pass EPA standards. Mr. Smiley believes that one of the Public Safety Center generators may not qualify, and to bring it to standards it will cost approximately \$50,000.00. Jim is meeting with Enernoc tomorrow to inspect our generators.
4. *2018 KCFM Budget Presentation* – Director Smiley stated that he presented the KCFM budget last Friday. Jim informed the Committee the main question that was asked was the high cost of telephone service. Jim told the finance committee that he is working to bring down costs of the telephone service by switching POTS and Centrex lines to Direct Inward Dial lines. This will help reduce our costs. The phone lines are up for bid in the spring of 2018.
5. *U.S. Flag Display for upcoming Olympics* – Mr. Smiley informed the Committee that Sheriff Baird was asked to fly a flag at the Public Safety Center for a day. This flag will be flown at various Public Safety Organizations and will be displayed at the next Olympic Games. **Project Complete.**
6. *Public Safety Center TTY/TTD Phone for Booking* – Jim stated that Deputy Shadle contacted Jim, who is the ADA Coordinator for the County about a TTY phone that the Sheriff's office used to have. Jim will meet with Deputy Shadle to see if TTD phone that KCFM has in stock will work.

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 Kellogg made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:20 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant