

**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**MEETING MINUTES**  
**MONDAY November 6, 2017**

Committee Chair Bob Davidson called the meeting to order at 4:10 p.m.

Motion by Member Kellogg to appoint Member Prochaska to the Committee for the Monday November 6, 2017 meeting, second by Chairman Davidson. With all present members voting aye, the motion is carried.

**Roll Call:** Members Present: Bob Davidson, Matt Kellogg, Matthew Prochaska  
Members Absent: Judy Gilmour, 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, Andrez.Beltran, Economic Development Coordinator.

**Approve any changes to the County Board Approved October 2, 2017 Facilities Committee Meeting**

**Minutes** – there were no changes to the October 2, 2017 minutes; Member Prochaska 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. *Healy Bender, 111 W. Fox St. Part I Analysis* - Director Smiley stated that the State's Attorney's Office recommended stronger language under the warranty section of the proposed contract. Healy Bender did not agree since they are providing a study only. Concerns from the State's Attorney's Office are noted however, the contract is being forwarded to the County Board meeting on Tuesday, November 7, 2017 for approval for the Chairman to sign.
2. *Establish a policy for Requests to Film on County Properties* – Mr. Smiley informed the Committee that Andrez Beltran has continued work on the filming policy and has developed a fee schedule as requested by the Committee from the last meeting. Mr. Beltran presented the fee schedule to the Committee as well as explaining the application process. Andrez also informed the Committee that Administrative Services will be handling the processing of applications. The Committee requested Mr. Beltran to examine the insurance requirement for more detailed information as well as adding provisions for educational projects.
3. *Electric & Gas RFP Legal Review* – Jim informed the Committee that review process with the State's Attorney's Office is complete. Motion by Member Kellogg to put out the bid and notify the board. Second by Member Prochaska. **All members present voting aye. Motion Carried.**
4. *Enernoc –Program on using Backup Generators in Critical demand Situations* – Mr. Smiley stated that the program starts in June 2018. Jim is working with Progress Energy and Jim stated that there are other companies that provide similar services. Jim will continue to investigate and will present the information back to the Committee by the January meeting.
5. *Public Safety Center TTY/TTD Phone for Booking* – Mr. Smiley talked with the deputy that requested the ADA phone for booking. Jim stated that the deputy will come to Facilities to look at the TTD phone to determine if it will work. Jim will report the results in the next meeting.
6. *PSC H.V.A.C. & Controls Improvements RFB Bids* – Director Smiley received one bid from Amber Mechanical. Jim stated that the amount is approximately \$800,000.00, previous projections for the project was estimated at \$600,000.00. The Committee directed Mr. Smiley to talk to the non-bidders and bring the results back to the Committee next month.

## **New Business/Projects**

1. *Chairman's Report* – Chairman Davidson had nothing to report at this meeting.
2. *Public Safety Center Parking Lot Paving* – Jim stated the parking lot was paved, re-stripped and is back in service today, Monday November 6, 2017. **Project Complete.**
3. *Coroner's Office Card Access Expansion* – Mr. Smiley stated the Coroner requested that he obtain pricing to add card readers and modify existing card readers at their office. Jim submitted pricing to the Coroner. **Project Complete.**
4. *LED Lighting for Courthouse* – Director Smiley informed the Committee that pricing from 3 companies were received. Ace Hardware in Yorkville, Boyd Electric and Sedona Global Group, LLC. Jim highlighted the lowest price of each bulb from all companies. Ace Hardware and Boyd Electric have the same price on the 4' long LED T-8 bulbs, which is the lowest for that bulb. Motion by Member Kellogg to purchase from Boyd Electric and Sedona Global Group, LLC. Second by Member Prochaska. **All members present voting aye. Motion Carried.**
5. *County Office Building Window Replacement Project* – Jim received prices from a couple of companies and signed the quote with the company that was closed to the budgeted amount. Jim stated that part of the funding will come from this year's regular funds and the balance from the budgeted amount.
6. *SAS Site Visit* – Director Smiley stated that the SAS visit went well. Jim stated that they discussed timelines and cutover dates. They are planning to shut down the system for the cutover soon in which it could take up to 3 weeks. The Courthouse will be done first and Public Safety Center second. The full project is scheduled to be completed by May 2018.
7. *Notification of new Project Policies for Capital Projects* – Director Smiley stated that Scott Koeppel, Technology Director/Interim County Administrator informed him to notify department heads and elected officials of the approved procedure on submitting projects to Facilities Management. Jim stated that he will be doing this by the next meeting.
8. *CASA Event* – Mr. Smiley informed the Committee that KCFM staff provided much of the logistics for the event held on October 21, 2017. The staff arranged for tables to be brought from the Courthouse and Health Department, chairs from the Annex and large garbage containers from the Forest Preserve along with bringing them back after the event was over. **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

## **Questions from the Media** – None

## **Executive Session** – None

**Adjournment** – Chairman Davidson asked if there was a motion to adjourn. Member Prochaska made a motion to adjourn the meeting, second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:09 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant