

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, September 6, 2016**

Committee Chair Bob Davidson called the meeting to order at 3:30p.m.

Roll Call: Jeff Wehrli - here, Dan Koukol - here, Judy Gilmour – here, Matthew Prochaska – here, Bob Davidson - yes. **With all members present, a quorum was formed to conduct business.**

Others Present: Technology Director Scott Koeppel, Facilities Management Director Jim Smiley

Approval of August 1, 2016 Meeting Minutes – Member Prochaska made a motion to approve the August 1, 2016 meeting minutes, second by Member Gilmour. **Motion carried.**

Public Comment - None

Old Business/Projects

1. *Courthouse & Public Safety Center (PSC) Security Improvement Project* – Mr. Smiley said that Sheriff’s Office Staff, the Technology Director and the Facilities Management Director had a meeting with the two lowest bidders recently. One company brought in their primary sub-contractors. Reference checks were conducted by Mr. Smiley for Mechanical, Mr. Koeppel for Technology and the Sheriff and Deputy Commander Gillespie for the Jails. The Sheriff will bring the item to the COW meeting for discussion by the Board.
2. *Law Enforcement Memorial Project* – Director Smiley reported that the caps on the end were installed, and the stone mason then took measurements. A date for the unveiling has not been scheduled, but Oswego Police Chief Jeff Burgner will notify Mr. Smiley of the date when the work has been completed, and a date has been selected.
3. *Leopardo Energy Efficiency & County Facilities Project* – Director Smiley reported that he has been in contact with the vendor. Leopardo wanted to offer IT and phone solutions as part of the evaluation, and Mr. Smiley provided additional information. Mr. Smiley is scheduled to meet with Leopardo on Wednesday, September 7, 2016. There was consensus to have the results brought to the Facilities Management Committee next month.

New Business/Projects

1. *Chairman’s Report* – No report

2. *Animal Control Trailer Installation* – Jeff Wilkins informed Mr. Smiley that PBZ now has the permit from the City of Yorkville, and that the remodeling of the inside of the trailer can now begin. Mr. Smiley reported that Facilities will do the power, the staircases at both entrances, the phones, and the data wiring. Facilities will contract to do a temporary fence so the trailer can be installed, and then the permanent fencing will be reinstalled.
3. *Interview & Hiring of Office Assistant Position* – Mr. Smiley reported they received approximately 200 application submissions, interviewed eight, and then the final three were interviewed by Mr. Wilkins and Mr. Smiley. They are awaiting the background screens for the selected applicant. The applicant needs to give two weeks notice to her current employer before beginning, and Mr. Smiley hopes to have the position filled by the end of September.
4. *Video Visitation Visit to Lake County, Indiana* - Director Smiley, Judge McCann, Sheriff Baird, Deputy Commander Gillespie, and Technology Director Koepfel made a trip to Lake County, Indiana to view their video bond call system. Director Smiley said they were shown how the Tell-A-Mate system operates for court personnel and inmates, the video visitation option, the tablet option for inmates to rent, how the inmates are registered, and how the videos are archived.
5. *Bid Results for Public Safety Center Parking Lot RFP* – Director Smiley reviewed the areas that would be resurfaced, and provided an overview of the five bids they received for the Public Safety Center parking lot the main drive, the visitor’s area and the exit drive. Mr. Smiley met with County Engineer Fran Klaas, and Mr. Klaas stated the bids looked good, that they have a striper that could be used if needed. Mr. Davidson requested a price for the stripping to be included in the bid prior to the next Board meeting. Mr. Smiley said the low bid from D Construction came in at \$24,765, which is under the budgeted amount of \$70,000. Member Wehrli made a motion to forward the item to the County Board the approval of the bid from D Construction for the PSC Parking Lot in the amount of \$24,765, plus the stripping cost, second by Member Prochaska. **With all Members present voting aye, the motion carried.**
6. *Bid Results for Ridge Street Reconstruction RFP* – Director Smiley reviewed the bids for the road between the County Office Building and the Historic Courthouse with the committee, and said he would also get a price for the stripping. Mr. Smiley said that the low bid from D Construction came in at \$42,475, which is under the budgeted amount of \$45,000. Motion made by Member Wehrli, second by Member Koukol to forward the approval of the bid result from D Construction in the amount of \$42,475, plus stripping cost. **With five members present voting aye, the motion carried.**

7. *Bid Results for Historic Courthouse (HCH) Window Replacement RFP* – Mr. Smiley said this is the bid for the three windows on the south side of the Historic Courthouse. Motion made by Member Davidson to forward the bid by Patrick McCain Inc. for \$39,500, to the Finance Committee, and then to the County Board for approval, second by Member Prochaska.

Mr. Smiley said that the bid is \$7,000 over budget, but that for 2016 \$50,000 overall was already approved, and the total for the three top projects was \$44,000 of the \$50,000, so the \$7,000 would be covered within budget depending on the cost of the Historic Courthouse Brick repair. Member Wehrli said that he talked with David Guritz, Forest Preserve Director, who said because the Historic Courthouse has a museum in it, the Nature Center, there is grant money available (50/50) for the upkeep and renovation of museums, and that Laura Story is currently working on the grant. Although the County wouldn't be able to utilize the grant money with this project, it could be used on future window replacement projects. **With all members present voting aye, the motion carried.**

8. *Meeting with VACKC and Technology Services regarding Copier Replacement* – Technology Director Koepfel met with the Veteran's Assistance Commission personnel regarding the purchase or lease of a new copier through Konica Minolta. VAC will pay for their own lease of a new copier, and getting it on the contract for the County for better pricing.
9. *Historic Courthouse Kitchen Floor Replacement* – Mr. Smiley reported that the kitchen floor of the HCH kitchen has now been replaced.
10. *Vehicle Changes* – Mr. Smiley updated the committee on two vehicles that he returned to the Sheriff's Office for their next vehicle auction, and the vehicle given to them by Technology Services to use.

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 – Not needed

Adjournment – Member Wehrli made a motion to adjourn the meeting, second by Member Koukol. **With all present voting aye, the meeting adjourned at 4:15p.m.**

Respectfully submitted,

Valarie McClain
Administrative Services/County Board