

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, MAY 4, 2020**

Committee Chair Matt Kellogg called the meeting to order at 4:00 p.m.

**Roll Call:** Members Present: Amy Cesich, Matt Kellogg, Judy Gilmour, Audra Hendrix  
Members Absent: Tony Giles

**With enough members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel

**Approve the March 2, 2020 Facilities Committee Meeting Minutes** – There were no changes to the March 2, 2020 minutes; Member Cesich made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Animal Control Project* – Director Smiley informed the Committee of current costs of the renovation project total \$210,054.42. The extra cost is mainly due to adding a new fiber optic network circuit to this facility. Director Smiley stated in the past when lightning storms occurred the lightning protection devices would blow out, causing the network to go offline. Mr. Smiley, Chair Kellogg and County Administrator Koeppel discussed this issue and Director Smiley was directed to add the fiber optic circuit to replace the existing copper trunk data circuit to the building. Total cost for the fiber optic circuit installation is \$13,538.00. Mr. Smiley also stated the air exchangers for the kennels have shipped from Canada, installation will occur when they are received. Jim also informed the Committee the old paint removal process has begun. The electricians are wiring the exhaust fans, trimming out the outlets, data jacks and boxes for a future card access system. Mr. Smiley hopes to have the ceiling tiles and new lights fixtures installed next week after the City of Yorkville inspection.
2. *Carpet Replacement Projects at the Courthouse* – Director Smiley is waiting for background screens to be completed before the installation can begin. As soon as the screens are approved, KCFM techs will begin to empty CR 113 with old carpet removal and installation tentatively scheduled to begin May 8<sup>th</sup>.
3. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley stated the system has been running for a few weeks. There are a few punch list items that need to be completed.

**New Business/Projects**

1. *Chair's Report*
  - a. *Solar Project Update* – Director Smiley informed the Committee the trees have been removed from the site. The shrubbery that is left will be part of the new landscaping around the solar field. Mr. Smiley will meet next week with the fence contractor to discuss their plan. It is anticipated that the solar panel equipment will be arriving in June. Electrical equipment will be ordered in the next few weeks. GRNE is in the final engineering stage. GRNE requested drawings of underground utilities. Director Smiley informed the Committee electrical upgrades will be needed as follows: the transformer at the Courthouse will need to be replaced and the interconnections at the Public Safety Center will need to be upgraded.

- b. *County Board Room and Security Improvements Meeting* – Director Smiley will be receiving 50% drawings by Tuesday, May 5, 2020. Dewberry, Mr. Smiley, CA Koeppel an Chair Kellogg will be meeting next week to review the 50% drawings. Jim anticipates a timeline of; 100% review of drawings and specification later this month and out to bid by the end of June. Director Smiley estimates construction to start late July to early August.
2. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley informed the Committee this project began sooner than expected. The new controls have been installed and the system has been operating the last few weeks. Jim requested some heating valves be replaced which have been ordered. Mr. Smiley stated there are a few punch list items that need to be completed.
3. *A/C Issue at Courthouse MDF room* – Director Smiley informed the Committee the unit located in the computer data and phone system room has failed. The cost to fix the existing unit versus replacing it with a new unit is nearly the same. Director Smiley decided to replace with a new unit since it's already 11 years old. This will be paid for under the equipment repair line item on the Facilities Maintenance budget. The cost is \$15,000.00.
4. *A/C Issue at Public Safety Center Jail AHU#6 – South Jail* – Director Smiley stated this unit was installed in 2006 and the coil was replaced 4 years ago at a cost of \$11,000.00. Mr. Smiley stated another failure has occurred to the coil and was recommended it be replaced. Jim would like to try to repair the coil instead of replacement. Work is scheduled for tomorrow barring weather issues.
5. *COVID 19 Purchases* – Director Smiley estimated spending between \$20,000.00 to \$30,000.00 on items due to COVID – 19. Items purchased are disinfect wipes and gallons of mixable disinfect spray, Automatic Hand Sanitizer dispensers with stand to be placed in the vestibules of the buildings however as of right now the replacement cartridges for these dispensers are hard to find and are on back order. Judge Pilmer requested acrylic shielding on the desks in the courtrooms 111 -114 and these were purchased and completed. These shields will not work at Fox Street as that site has stand up counters. So, Mr. Smiley had a glass vendor quote tempered glass for the counters for the Treasurer, Voting, Recorder, PBZ, Clerk, Assessor and Administration offices along with the Health department side and main counters on both levels, Circuit Clerk's main counter transaction points, Circuit Clerk anti-room and sliding glass for the lower open parts of the public defender's reception desk. The quote received was \$15,600.00 including installation and will take 5-10 business days to receive.
6. *Historic Courthouse 2020 Window Replacements* – Director Smiley stated down payment has been made, the drawings have been developed and the windows have been ordered. Mr. Smiley is waiting for a production schedule and final installation timeline.
7. *2020 Paving Projects* – Chair Kellogg stated the budget for the project was \$107,500.00 and the bid came in significantly lower than budgeted. Also Director Smiley found out the City of Yorkville will pave the Westside parking spaces along Main Street this year as that is their property. Chair Kellogg stated the \$39,219.00 left from the paving project could be used toward the COVID supplies purchases. However, Director Smiley is also getting pricing to replace several sidewalks at The Health Department, Public Safety Center and the Courthouse. To be determined if we do these repairs once Jim has pricing form the vendor.

### **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 month

**Questions from the Media** – Katie Finlon, Kendall County Record, requested clarification on which fund the unbudgeted capital expense of the Plexiglas and glass shields will be paid. Chair Kellogg responded the paving projects came in under budget as well as other projects approved to be paid for from the Public Safety sales tax capital fund. The COVID-19 items are for the health and safety of the public and employees these items will be added to this line item.

**Executive Session** – None

**Adjournment** – Chair Kellogg asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:45 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant