

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
WEDNESDAY, JUNE 10, 2020**

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

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

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

Others Present: Facilities Management Director Jim Smiley

Approve the May 4, 2020 Facilities Committee Meeting Minutes – There were no changes to the May 4, 2020 minutes; Member Hendrix 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 submitted an updated project cost breakdown to the Committee. At the request of Member Cesich, Mr. Smiley obtained a quote of \$5,500.00 for landscaping at the entrance where the current handicap ramp is located, removing North side bushes and replacing bushes with new material and leveling out the outdoor cage area. The consensus of the Committee is to wait on landscape since the project is over budget due to the addition of the fiber optic cable and the ceiling insulation replacement. Chair Kellogg will confirm with Latreese the fund balance for the additional landscape cost. Jim also informed the Committee there are a few items left to finish by KCFM staff and the final inspection by the City of Yorkville for occupancy should be in the next few days.
2. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet replacement has been completed. **Project Complete.**
3. *Courthouse BCU Replacement* – Director Smiley is still waiting for the graphics and drawings to be completed. The new system has been up and running the last few weeks. **Project Complete.**
4. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley is still waiting for the graphics and drawings to be completed. The new system has been up and running the last few weeks. **Project Complete.**
5. *A/C Issue at Courthouse MDF room* – Director Smiley reported the new system was installed June 1st and has been operating since June 8th. **Project Complete.**
6. *A/C Issue at Public Safety Center Jail AHU#6; South Jail* – Director Smiley informed the Committee repairs were completed. The system has been recharged and is operating properly. **Project Complete.**
7. *COVID 19 Purchases* – Director Smiley updated the Committee on current Facilities COVID-19 expenses and purchases to date totaling \$42,837.21. During this discussion on costs Member Hendrix asked if we had talked with Trane or had looked into other things that might be done concerning cleaner indoor air quality. Audra explained that she had heard California was looking into having 100% outside air brought into facilities and asked if we could do so in our facilities. Ms. Hendrix also asked about looking into UV being induced into the air stream. Director Smiley said that although we could open outside air dampers to 100% it is not practical to do this. Mr. Smiley went on to say that he was not aware of UV being approved as a method to rid the air stream of COVID 19. Jim did say years ago he purchased Ozone generating bulbs for an unknown source of odors at the Historic Courthouse.

Those bulbs eliminated the odors and was rated to be effective against MERSA and other diseases but he was not sure if they were approved for diseases like COVID 19. Additional reasons Mr. Smiley does not recommend going to 100% outside air are as follows:

- Buildings get to be intolerable once the air streams get above 62 degrees in the summer.
- This would cause our A/C systems to run at 100% and lessen the efficiency of the systems.
- Increase wear and tear on the equipment by running full open capacity for longer periods of time.
- Reduced life of equipment due to running constantly at full load.

Director Smiley also said that the systems automatically use outside when air temps are below 58 degrees, the systems are set for a minimum of 15% outside air to meet current recommendations for indoor air quality.

Jim was directed to check with Trane to see if they have recommendations and to report it at the next FM Committee meeting in July.

8. *Historic Courthouse 2020 Window Replacements* – Director Smiley informed the Committee installation projection is currently set for mid-August.
9. *2020 Paving Projects* – The City of Yorkville paved the County Office Building’s West side parking spots. We are waiting for striping and curb stops to be completed. Director Smiley contacted D Construction to get a projected start date for the Health and Human Services (HHS) paving project. Mr. Smiley was informed it would be at least 2 more weeks before starting the project. Jim was also directed to obtain pricing to fix various sidewalks around the campus since the HHS paving project came in \$37,000.00 - \$39,000.00 under budget. Quotes Director Smiley received were \$29,450.00 if we do all the work quoted. Mr. Smiley is in process of obtaining a quote from a second company and requested if the bid doesn’t exceed this current bid to move forward with the project. Consensus of the Committee is to move forward.

New Business/Projects

1. *Chair’s Report*
 - a. *Solar Project Update* – Fencing projected to be completed in the next 2 weeks. Director Smiley stated a transformer changeover at the Courthouse will be needed. The cutover to the new transformer will be scheduled for a Saturday.
 - b. *County Board Room and Security Improvements Meeting* – Chair Kellogg stated the project is set for presentation and discussion at tomorrow’s COW meeting. Chair Kellogg also informed the Committee a grant for the remodel maybe available.
2. *Phone System Replacement* – Director Smiley stated the computer network is finally being updated to support VOIP. Mr. Smiley, Technology Director Kinsey and County Administrator Koeppl have been meeting with companies about the system replacement. Director Smiley stated our analog circuits may not be supported when our contract is up next year is another reason changing systems is a priority. However in meeting with Metronet they have stated they offer analog service as part of their product lines. Director Smiley informed the Committee this would have to go out for public bid and it would be ideal for installation to start around December 1, 2020 to work with the expiration of current analog contracts due in February 2021.
3. *Traffic Court Setup at Yorkville High School* – Judge Pilmer reported to the Committee the traffic court set up at Yorkville High School has been working well. Judge Pilmer thanks all departments involved; the Sheriff’s dept. with security, Facilities for the set-ups, Highway for the signage and GIS for mapping. Director Smiley stated the Facilities Director at Yorkville was very accommodating. Judge Pilmer anticipates traffic court will continue at the high school through July.
4. *Social Distancing measures to Re-Open Facilities* – Director Smiley stated that glass shields were added at the Courthouse, Health and Human Services and the County Office Building. Courtroom seating has been marked off per social distance requirements along with the courtroom benches. Floor signage has been applied and Disinfectant stands have been installed in buildings lobbies.

5. *Comcast Fiber Circuit Install at PSC* – Director Smiley reported the KCFM portion of the install was completed yesterday. **Project Complete.**
6. *2020 Van Purchase Discussion* – Director Smiley informed the Committee this purchase is for a smaller van and to purchase the van through the state purchasing site will be an eight (8) to nine (9) month delivery time. Jim stated a local dealer, Gjovick Ford, will match the state bid price of \$26,795.00 which includes the shelving and racking that is needed for the interior of the van. Consensus of the Committee is to forward to the County Board for approval.

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 – None

Executive Session – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:52 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant