

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, AUGUST 3, 2020**

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

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

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

Others Present: Facilities Management Director Jim Smiley

Approve the July 6, 2020 Facilities Committee Meeting Minutes – There were no changes to the July 6, 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 Gilmour made a motion to approve the agenda with the addition to add the letter received by Housing Authority to the Chair’s Report. Member Cesich second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse 2020 Window Replacements* – Director Smiley spoke with the vendor and was informed the installation would be in September, but was unable to give a firm date at this time. Mr. Smiley expressed concerns about interference with Board Meetings if the Boardroom renovation is approved. Jim will work with the vendor on a firm installation date and report back at the next Facilities Meeting.
2. *2020 Paving Projects* – Director Smiley signed the proposals to begin the repair/replacement work. Mr. Smiley anticipates work to begin later this month.
3. *Space Needs Review for Mail in Voting* – Chair Kellogg spoke with Debbie Gillette, County Clerk on the space needs for mail in voting. Mr. Koepfel, County Administrator suggested GIS continue working from home and Ms. Gillette would use the GIS room and Administration conference room. Ms. Gillette agreed the space will work but the all the locks will need to be changed.
4. *Annual Demand Response Testing* – Director Smiley stated all testing, which determines the year’s payment was completed in July. Mr. Smiley also stated this year’s payment will be around \$29,000.00.
5. *KCFM Truck Disposal* – Per Committee direction Director Smiley checked to see how the Sheriff’s Office disposes of vehicles. Chair Kellogg stated Highway disposes their vehicles via sealed bid. Consensus of the Committee is to offer the vehicles to other departments, then follow the Highway Dept. process. This includes placing an advertisement in the paper for sealed bid, display the vehicles on the corner by Highway. Bring bids back for the Facilities Committee to forward to the County Board for disposal or sale.
6. *Phone systems Replacement* – Director Smiley hopes to have the ITB ready for State’s Attorney’s review this month and ready to release in September. Consensus of the Committee it to send the ITB to the State’s Attorney for review once it is prepared.

New Business/Projects

1. *Chair's Report*

- a. Letter from Housing Authority – Housing Authority is requesting an additional room in the Health and Human Service Building. Chair Kellogg asked Executive Director RaeAnn VanGrundy if space would be available. Mr. Kellogg will report on progress at the next Facilities Meeting.
 - b. *Solar Project Update* – Director Smiley informed the Committee fencing around the project has been completed. Ground supports for panels are being installed. Jim also stated the racking should be done by August 6th. The project is scheduled to be operational by October and completed by November according to GRNE.
 - c. COVID 19 Cure Funding Projects Discussion – Chair Kellogg, Director Smiley and Judge Pilmer discussed needs for social distancing at the Courthouse. Jury boxes will need to be expanded in two courtrooms. The jury deliberation rooms will also need to be made larger. Each room has a different scope of work due to the different layouts of the rooms. All work needs to be completed by December 31, 2020. Director Smiley stated they have a tentative schedule for the work to be complete with minimal court disruption. Mr. Smiley also received an approximate cost of \$30,000 per courtroom or \$180,000 to outfit 6 courtrooms for remote court sessions if we cannot hook up directly to the State System. Jim also received a quote for \$60,000.00 from Trane to evaluate the our HVAC systems and add Ultra Violet lighting along with minor programing changes for the Public Safety Center, Courthouse and Health and Human Services. Facilities Consensus of the Committee not to go forward with the Trane evaluation at this time since there are only recommendations on how to combat disease like COVID 19.
 - d. County Board Room Remodeling Project Next Steps – Director Smiley informed the Committee of the timeline for project if approved tomorrow. Mr. Smiley believes the substantial completion date will be around March 26, 2021 or 6 months total with a full project completion 30 days afterwards.
2. *Annual Fire Systems and Extinguisher Testing* – Director Smiley informed the committee the annual fire systems and extinguisher testing has been completed. **Project Complete**
 3. *Semi-Annual Public Safety Center Kitchen Hood Inspection* – Director Smiley informed the committee the semi-annual PSC kitchen hood Annual inspection has been completed. **Project Complete**
 4. *Annual Elevator Fire Systems Testing* – Director Smiley informed the committee the annual elevator fire systems testing has been completed. **Project Complete.**
 5. *County Office Building Board Room Window Replacements* – Director Smiley requested quotes for the boardroom window replacement from a few local vendors. Mr. Smiley hopes to have those quotes by the next Facilities Meeting.
 6. *High School Court Setup Removal* – Director Smiley informed the Committee court sessions held at Yorkville High School are now completed. KCFM staff has removed all county property from the High School. **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 month

Questions from the Media – None

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 Gilmour. **With all members present voting aye, the meeting adjourned at 4:57 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant