

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
WEDNESDAY, SEPTEMBER 2, 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,
Member Hendrix arrived at 4:07 pm
Members Absent: Tony Giles

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

Others Present: Facilities Management Director Jim Smiley

Approve the August 3, 2020 Facilities Committee Meeting Minutes – There were no changes to the August 3, 2020 minutes; Member Gilmour made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Gilmour made a motion to amend the agenda to move item number two (2) under new business to be moved after Public Comment. Member Cesich second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse 2020 Window Replacements* – Director Smiley informed the Committee the installation started today. Mr. Smiley hopes the windows will be completed by September 10th before the first meeting at the Historic Courthouse.
2. *2020 Paving Projects* – Director Smiley stated D Construction confirmed the project will begin on September 9th and will bring the barrels to mark off the area on Tuesday afternoon. Mr. Smiley expects the paving to be complete by September 11th. Jim will contact the company that will restripe the parking lot to coordinate this portion of the project. Sidewalk replacement is scheduled to start on September 10th.
3. *Mail in Voting* – All the unneeded GIS furniture and equipment was moved out of the GIS Mapping Department. Director Smiley stated locks have been changed and keyed to a unique key. All keys have been given to Debbie Gillette, County Clerk and Recorder. Member Hendrix inquired about 24 hour video surveillance in the room where the ballots will be stored. Director Smiley informed Member Hendrix this room does not have cameras installed however there are cameras in the hallways. Member Hendrix prefers the hallway lights stay on for adequate video recording of the area. Member Hendrix also suggests 24 hour live surveillance of the ballot storage room. Chair Kellogg will speak with Ms. Gillette to see if this is needed.
4. *KCFM Truck Disposal* – Due to many Covid 19 related and other projects, Director Smiley hopes to have the bids on the vehicles by the next Facilities Committee meeting.
5. *Phone systems Replacement* – Director Smiley stated the Invitation to Bid (ITB) is written and will send to the State's Attorney this week for review. Jim stated Mr. Kinsey, Technology Director and Mr. Koepfel, County Administrator both reviewed the documents.

New Business/Projects

1. *Chair's Report*

- a. *Solar Project Update* – Chris Childress from Progressive Energy informed the Committee the effect of the solar field on the budget over the three (3) year period. Mr. Childress mentioned he would like to install a sign informing the public of the dollar and environmental savings the county is producing with the solar field. Mr. Childress is also working with GRNE Energy to have a link on the County's website that will show the current energy savings the solar field is producing. Mr. Childress also answered questions from the Members of the Committee about the Municipal Electric Aggregation program for county residents.
 - b. *COVID 19 Cure Funding Projects Discussion* – Scott Koeppel, County Administrator explained to the Committee Kendall County has been awarded slightly over one million dollars for Cures money, which is money for COVID related projects that were not planned or budgeted for. Mr. Koeppel explained how the disbursement of the money is handled and how a project qualifies. All projects need to be submitted to the State of Illinois for approval. All projects need to be completed on/before December 31, 2020. A number of projects have been discussed. Mr. Koeppel stated the South Jail project is a strong candidate to be approved under the Cures funding. Mr. Koeppel did stress that all projects need to be paid from the general funds and may or may not be reimbursed. Scott plans to inquire about projects being funded with the agency reviewing reimbursements, prior to going ahead with the projects.
 - c. *Facilities/Technology Project Manager Position* – Chair Kellogg feels there is a need for a Project Manager or Deputy FM Director considering the number of projects we have annually. This position would also alleviate a coverage deficit in the department when Director Smiley is away or sick. Mr. Koeppel, County Administrator discussed this option with Director Smiley and Technology Director Kinsey. Scott feels this position could also help manage Technology projects. The position will report to Director Smiley and be a management/salaried employee. The job description is being finalized to be brought before the HR/Admin Committee. Director Smiley budgeted a salary amount in the 2021 budget for this position.
 - d. *Housing Authority Request for Additional Space* – Chair Kellogg informed the Committee Mr. Prochaska spoke with Director Smiley and Chair Kellogg about building out the unused space at the Health and Human Services building. Chair Kellogg informed Mr. Prochaska they will need approval from the Health Department. Mr. Koeppel suggested they look at the Federal programs for funding options. Chair Kellogg will follow up with Mr. Prochaska on the project.
2. *Health Department Card Access Replacement* – RaeAnn VanGundy, Kendall County Health Department Executive Director and Matt Kinsey, Technology Director conveyed to the Committee the Health Department's Key Card access system is improperly working which can pose a security risk and requests replacement. Mr. Kinsey explained the system is currently on a 2003 server which is failing. Matt stated the desire is to add this to the new system being installed as part of the County Office Building project. The approximate replacement cost could be \$20,000 to \$26,000.00 according to the architect which in comparison to the cost for an independent system being near \$50,000.00 next year. Ms. VanGundy stated the Health Department may have a grant in 2021, that would be available that would be to pay for half the cost of the system replacement. Motion by Member Hendrix to move forward to obtain pricing from Lite Construction to install the new Key Card access system at the Health and Human Service Building. Second by Member Cesich. Member Hendrix amended the Motion to approve the change order if the pricing from Lite Construction is \$20,000.00 or less. Second by Member Gilmour. Roll Call: Member Gilmour: yes, Member Hendrix: yes, Member Kellogg: yes, Member Cesich: yes. **All members present voting aye, Motion Carried.**
3. *County Board Room Remodeling* – Director Smiley stated the mailroom has been relocated. Mr. Smiley is scheduled to meet on September 8th with Lite Construction to discuss the construction schedule. Jim stated the sound system is scheduled to be moved to the Historic Courthouse tomorrow September 3, 2020. Mr. Smiley stated the balance of the boardroom furniture will be moved tomorrow. Director

Smiley has all the information submitted to the City of Yorkville for the permit and hopes to have the permit tomorrow.

4. *County Board Move to Historic Courthouse* – Director Smiley stated platforms were added to the lower floor of the room. This allows for additional room to accommodate for social distancing. Mr. Smiley also stated the temporary space is almost complete; electrical will be ran tomorrow.
5. *County Office Building Board Room Window Replacements* – Director Smiley had money in the budget to replace windows at the County Office Building. The total price to replace eight (8) windows came in a little under the \$15,000.00 budgeted in 2020 and will take 6 – 8 weeks to receive them, which will be a November installation date.
6. *Snowplowing Contract Invitation to Bid* – Director Smiley scheduled the bid due to the Facilities Management office on September 10, 2020. The contract will be for an initial term of three years (3) with two (2) one (1) year options. Consensus of the Committee to send to the County Board agenda for the September 15, 2020 meeting for approval if the winning bid comes in around the same price it has been during the previous contract period.
7. *2021 KCFM Budget Update* – Director Smiley informed the Committee the budget for Facilities has been submitted. Mr. Smiley stated extra money has been added to continue the Covid cleaning and supply expenses. Director Smiley also stated the new position’s salary has been added. Director Smiley stated the budget overall with these increases will be 13 – 15% higher than 2020. Director Smiley also stated the request for replacement of the air conditioning systems for the South Jail has been submitted on the 2021 budget. The Facilities budget presentation is scheduled for Friday, September 18, 2020 at 10:30 am.

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 Hendrix made a motion to adjourn the meeting, second by Member Cesich. Roll Call: Member Gilmour: yes, Member Hendrix: yes, Member Kellogg: yes, Member Cesich: yes. **With all members present voting aye, the meeting adjourned at 5:30 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant