

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, OCTOBER 26, 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, Audra Hendrix
Members Absent: Tony Giles

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

Others Present: Facilities Management Director Jim Smiley, Technology Director Matt Kinsey and County Administrator Scott Koeppele.

Approve the September 2, 2020 Facilities Committee Meeting Minutes – There were no changes to the September 2, 2020 minutes; Member Hendrix 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 Hendrix made a motion to approve the agenda. Member Gilmour 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 window installation is complete. The shutter and pane painting work still needs to be completed which will occur once the temporary board room is moved back to the County Office Building. **Project Complete.**
2. *2020 Paving Projects* – Director Smiley stated the paving and stripping was completed on September 12, 2020 and the sidewalk replacements were completed on the week of September 21, 2020. **Projects Complete.**
3. *Health Department Card Access Replacement* – Director Smiley informed the Committee the change order was approved. Mr. Smiley received a schedule with a start date of this week. Lite Construction is projecting a completion date of December 28, 2020.
4. *County Board Room Remodeling Project* – Director Smiley updated the Committee on the progress of the project. The basic space is done and the initial painting is done. The ceiling grid is completed, new lighting has been wired. Floor data wiring and electric has been installed. Mr. Smiley also stated the card access wiring has been installed and the new furniture is ordered. Lite Construction is projecting a completion date of December 31, 2020.
5. *County Office Building Board Room Window Replacements* – Director Smiley received an update from the vendor; the windows have a ship date of November 2, 2020 with a possible installation date in the next two weeks, depending on weather conditions.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Director Smiley updated the Committee on the project status. All inside solar field connections are complete. A new transformer pad for the solar field has been poured for the second transformer at the courthouse. ComEd still has work on their end to be done. The ComEd transformer change out is scheduled for Saturday October 31, 2020. Director Smiley stated the solar field is projected to be online the first week of December.
 - b. *Assistant Facilities Management Director/Project Manager Position* – The position has been through the Admin/HR committee. The description has been sent to State's Attorney's Office for review.
2. *Phone System Invitation to Bid Results Discussion* – Matt Kinsey, Technology Director informed the Committee of the Bid results. The top three lowest bids meeting ITB requirements are as follows: 1. MetroNet 2. Infinity Technologies, Inc. 3. Comcast. This system will replace and antiquated system with new updated technology. Analog lines will stay in place and MetroNet will cover them, all the other bid submissions did outsource the analog lines. County Administrator Koepfel recommends going with a 5 year contract for the biggest savings. Motion by Member Hendrix to send the MetroNet contract to the state's attorney's office for review. Second by Member Gilmour. **All members present voting aye, Motion Carried.**
3. *Public Safety Center Water Line Repair* – Director Smiley informed the Committee one of the main lines in the jail starting leaking. Mr. Smiley contracted to have the pipe section replaced. **Project Complete.**
4. *Public Safety Center UPS System Preventative Maintenance* – Director Smiley stated the second annual preventative maintenance service was completed with no issues. Jim stated next year the batteries will need to be replaced, this cost has been accounted for in the 2021 budget. **Project Complete.**
5. *Insurance Company Property Inspections* – IMPG has completed all facilities inspections with minor issues. These issues were noted and will be addressed by KCFM staff. **Project Complete.**
6. *COVID 19 Projects* – Director Smiley updated the committee on the current status of the COVID 19 projects. Courtroom 113 and 115 added platforms to expand the jury boxes has been completed. Carpet repairs were needed for these expansions and courtroom 113 was completed with attic stock. Replacement furniture has been ordered. Director Smiley received approval to build a jury assembly room in the shell space behind the Circuit Clerk's office for social distance and COVID 19 requirements. Lighting, ceiling fans and basic finishes will be installed in this area. The Public Safety Center will be modifying seven (7) jail doors to add pass through slots for the cells quarantine time used for new inmates. Director Smiley is working with a local welding company to make these modifications once the materials are received. Both these projects are on track to be completed by the end of the year.
7. *Cure Funding Entry for Reimbursement* – Director Kinsey explained the process for reimbursement of monies spent on COVID 19 spending. Facilities submitted \$67,000.00 to date which is in review stage with the Illinois Department of Commerce CURE program reporting.
8. *Coroner Sink Installation* – Director Smiley informed the Committee the Coroner requested a new sink and faucet be installed in the Morgue to replace a little used fixture. The supplies were paid by the Coroner's office and KFCM provided the labor for installation. **Project Complete.**
9. *Approve 2nd 1 year extension of the existing lease for the CASA Kendall County office #228 at the Health & Human Services facility* – Motion by Member Hendrix to approve the 2nd 1 year extension of the existing lease for the CASA Kendall County office #228 at the Health and Human Services facility. Second by Member Gilmour. **All members present voting aye, Motion Carried.**

10. Approve 2nd 1 year extension of the existing lease for the Kane County Workforce Development Program office # 221, 223 & 225 at the Health & Human Service facility – Motion by Member Hendrix to approve the 2nd 1 year extension of the existing lease for the Workforce Development Program office #221, 223 & 225 at the Health and Human Service facility. Second by Member Cesich. **All members present voting aye, Motion Carried.**

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 4:46 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant