

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, JANUARY 7, 2019**

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

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel arrived at 5:15 pm.

**Approve the November 5, 2018 Facilities Committee Meeting Minutes** – There were no changes to the November 5, 2018 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles. **With enough present members voting aye, the minutes were approved.**

**Public Comment** – Dr. Amal Tokars, Kendall County Health Department Director requested a timeline for the construction of the dental office. Dr. Tokars informed the Committee the cost of the upgrades will be paid from Health Department’s budget. Chair Kellogg informed Dr. Tokars that she needs to request this project to be approved by the County Board. Chair Kellogg will also discuss with County Board Chairman Scott Gryder to get direction on how to proceed.

Bill Boumann, Kendall County resident and retired Facilities Director of Oswego School District. Mr. Bowmen currently works for Kluber Architects and Engineers and offered their service to the County on the HVAC project and future projects.

**Old Business/Projects**

1. *Historic Courthouse Window Project* – Director Smiley informed the Committee of the various delays due to raw materials to the manufacture. The contractor informed Mr. Smiley that they still don’t have an exact date for installation but hope to have it scheduled this month.
2. *Vending Machine Changes at County Office Building & Courthouse* – The State’s Attorney’s Office (SAO) requested our insurance carrier get clarification on Super G Vending’s request to lower the insurance requirements. Director Smiley provided the insurance carriers answer to the SAO. Jim is waiting on approval from the SAO.
3. *Public Safety Center Roof Replacement* – Director Smiley reminded the Committee that roof replacement is complete but the final warranty walk through with the manufacturer still needs to be completed, due to winter conditions.
4. *Courthouse – Additional Wiring for Benches in All Courtrooms* – Mr. Smiley stated the courtrooms 114, 115 and 116 have been completed. Courtroom 113 is partially completed. Jim stated the balance of courtroom 113, and all of 112 and 111 should be completed this month.

**New Business/Projects**

1. *Chair’s Report*
  - a. *Public Safety Center – H.V.A.C. Replacement Project Discussion* – Chair Kellogg reminded the Committee that the bid Kendall County put out last year was not accepted and the bid to go through US Communities was also not accepted. If the Committee decides to go with a design, bid, build process the approximate timeline could be upto a year. If the Committee decides to go with US Communities, Trane estimates the project to be completed in 27 weeks. Since Trane worked on the project last year approximately 8 weeks on the timeline has already been completed, so Trane estimates 19 weeks to complete the project with the same scope. Mr. Baumann was asked by Member Hendrix his opinion on the timeline of the design, build process. Mr. Baumann believes the timeline for a design, bid, build project is less than stated and believes they can provide the County savings on the project. The Committee plans to bring the discussion to COW.
  - b. *County Office Building – Healy Bender Recommendations Discussion* – Chair Kellogg informed the Committee that moving the board room to the first floor has multiple uses that will benefit the public, departments and board members. Chair Kellogg will be walking through the space with

Debbie and Jim to finish the details of the new floor plans along with requesting Committee members to make any revisions on their copy provided at this meeting.

- c. *KCFM Project Approval Process Review* – Chair Kellogg asked the Committee to review the information to discuss at the next facilities meeting. Member Hendrix suggested a process be established for those projects being funded by other means than the capital budget.
  - d. *Tour of Facilities Discussion* – Chair Kellogg will ask County Board Chairman Gryder to bring before COW to discuss setting up a tour of all the Kendall County facilities so Members discussing facilities projects are aware of the conditions and spaces available for use.
  - e. *KCFM Five Year Capital Plan* – Chair Kellogg asked the Committee to review the information to answer questions at the next facilities meeting.
2. *Analog Circuit Invitation to Bid (ITB)* – Director Smiley informed the Committee that four (4) bids came in however one (1) local company had to disqualify themselves due to incorrect bidding process. Jim stated the three (3) remaining bids finds Call One as the lowest bidder. Call One is our existing company and they kept the estimated cost the same as the last contract. Motion by Member Hendrix to approve sending to the full County Board the 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$6,006.53 per month base price plus usage. Second by Member Cesich. **All members present voting aye, Motion Carried.** Motion by Member Hendrix to approve sending to the full County Board the 1-year Customer Service Agreement contract with Call One for the County Analog Phone circuits in the amount of \$9.00 per month base price plus usage. Second by Member Cesich. **All members present voting aye, Motion Carried.**
  3. *Generator Systems Maintenance Contract* – Director Smiley stated this contract is to handle the preventative maintenance and load bank testing on the generators. Jim said after getting many prices Steiner Power Systems came in the lowest. Mr. Smiley stated the contract was already approved by the State’s Attorney’s Office. Motion by Member Hendrix to approve sending to the full County Board the 1-year PM 1 and PM 2 Generator Service contracts with Steiner Power Systems in the amount of \$9,075.53. Second by Member Cesich. **All members present voting aye, Motion Carried.**
  4. *2019 Projects Discussion* – Chair Kellogg asked the Committee to review the information to answer questions at the next facilities meeting.
  5. *Historic Courthouse Rentals* – Motion by Member Hendrix Approve the Kendall County Forest Preserve to book & schedule events at the Historic Courthouse with definite dates until May 31, 2019. Second by Member Giles. **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** – Chairman Kellogg asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:23 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant