

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, FEBRUARY 4, 2019**

Roll Call: Members Present: Matt Kellogg, Tony Giles, Amy Cesich, Judy Gilmour
Audra Hendrix entered the meeting at 4:03 pm
Audra Hendrix left the meeting at 5:11pm

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

Others Present: Facilities Management Director Jim Smiley.

Approve the January 7, 2019 Facilities Committee Meeting Minutes – There were no changes to the January 7, 2019 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 Cesich 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 Window Project* – Director Smiley informed the Committee the window arrived on site and was found to be an inch and a half too long. Jim stated since this is an operable window that it needs to be sent back to the manufacturer to be refitted with the proper dimensions. Mr. Smiley anticipates it to be installed by the next meeting.
2. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley received back the State’s Attorney’s Office (SAO) proposed agreement with a number of questions and discrepancies that need to be addressed. The SAO believes it would be better to have an agreement instead of an MOU with IDHS. The vending company asked if we would accept lower insurance limits than we usually ask for. The County’s insurance carrier believes the amounts are adequate if the Committee agrees to allow the lesser amount. The Facilities Committee agrees to accept the lesser amount insurance. However Committee members asked Mr. Smiley to see how food illness from vendor’s products would be covered. Jim will contact the vendor for answers on the SAO’s questions.
3. *Public Safety Center Roof Replacement* – Mr. Smiley stated the warranty walk through with the manufacture was complete. The roofing company needs to complete a few items for the manufacture to provide the full warranty. Jim said the work will be completed in the spring or when the weather is consistently above 50 degrees.
4. *Courthouse – Additional Wiring for Benches in All Courtrooms* - Director Smiley stated courtrooms 113 through 116 are completed, courtrooms # 111 and # 112 are partially complete due to schedule constraints. Jim is hoping to complete courtrooms # 111 and # 112 in the next two weeks.

New Business/Projects

Chair’s Report

- a. *Public Safety Center – H.V.A.C. Replacement Project Discussion* – Chair Kellogg stated Tuesday is the vote to ask for approval on the Trane through US Communities HVAC project.

- b. *County Office Building – Healy Bender Recommendations Discussion* – Chair Kellogg will meet with the County Clerk to discuss space requirements for items that need to stay in the department. Member Kellogg also suggests we look into what records can be digitized to save space. Committee members discussed if the boardroom is moved to the first floor, their maybe a need to upgrade the 1st floor bathrooms to be ADA complaint. Jim will investigate if bathrooms need to be brought to ADA compliant with this project. Chair Kellogg suggested the FM Committee chooses an engineer/architect to design the menchanical systems and audio visual needs for this proposal move then send the recommendation to COW for full County Board approval.
 - c. *Tour of Facilities Discussion* – The Committee would like to set the tour for spring time and suggested the tour to consist of 4 stops. The goal for the tour to not to be an all-day event. The Committee would like to place it on the COW agenda for discussion.
 - d. *KCFM Five Year Capital Plan* – The Committee had no questions. **Item Closed.**
 - e. *Solar Field Update* – The City of Yorkville approved the special use permit. GRNE sent letters for the County to sign. Jim was asked to sign the letters since County Board Chair Gryder and County Administrator Koepfel were not available to sign them. One letter was agreeing to grant GRNE access to the solar field site and the second letter is verifying we agree to buy the power generated from the solar field from GRNE. Jim stated the final application was being entered today. According to Chris Childress of Progressive Energy the County should know if we will receive funding by the end of February.
2. *2019 Projects Discussion* – The Committee had no questions. **Item Closed.**
 3. *Animal Control Projects* – Member Cesich stated that Animal Control is looking at upgrading the HVAC system at the Animal Control building and possibly bring the administration office back in the main building, instead of using the trailer. Jim stated that he brought Dewberry A/E through the building for a site tour in order to get a quote for the A/E services. Dewberry provided a quote of over \$ 13,000.00 for A/E services for these projects. Animal Control Chair Cesich asked if Director Smiley can check to see if these projects could be done through US Communities contract with Trane. Jim will bring possible floor plans to bring the Administration functions back into the main facility and will also check with Trane to see if this project can also go through Trane using US Communities. Jim will bring recommendations of the building’s re-organization on the viewing areas and office moves along with the possibility of Trane through US Communities doing the HVAC.
 4. *Health Department Carpet Replacement* – Director Smiley stated this is a 2019 funded project. Jim met with a vendor and got a quote which is in the budget range approved. Mr. Smiley stated that they came up with two (2) samples that could work. The vendor also offered a solution for carpet that won’t produce traffic patterns and water will bead up on top of the carpet and not soak in. This would add \$500 - \$600 to the project.
 5. *Courthouse Video Bond Call HDMI Jacks Installation* – Mr. Smiley informed the Committee that he received a request to add connections so the new 60” TV in courtroom #114, KCFM staff had set up previously for video bond call. Jim was able to find a switch, which worked and was hooked up and tested good to allow video bond call and computer hook ups to project onto the 60” television. **Project complete.**
 6. *UPS Systems Capacitor Replacements* – Director Smiley stated the materials were purchased last year. Jim stated all capacitors in all the units were installed at the Public Safety Center and the Courthouse. However during the capacitor install on the older Liebert UPS, the rotary main switch was determined to need to be replaced. This will be replaced as a separate project. **Project complete.**

7. *SEDAC grant onsite verification* – Jim informed the Committee that SEDAC required a 3rd party independent audit to verify the project is complete. Mr. Smiley stated the auditors came out and verification is complete. **Project complete.**
8. *Backflow Prevention Inspections* – Director Smiley stated testing was complete in January. Mr. Smiley was informed that a few devices will need to be either rebuilt or replaced. Jim is awaiting pricing for these repairs and replacement. **Project complete**
9. *KCFM Truck Replacement* – Director Smiley budgeted for a new vehicle this year. Jim looked into the State bid pricing as well as inquiring at a few local dealers. Jim will bring the information back to the next FM Committee meeting. Jim also stated the current vehicle disposal policy for the county is a lengthy process, as the dealer inquired about a trade possibility. Jim will discuss the disposal process with Scott Koepfel, County Administrator to see if we can allow a trade in to be part of the purchasing the new truck. Mr. Smiley also suggested that he check with the Sheriff's office to see if the old truck could be auctioned off with the old squads that are replaced each year.
10. *MSDS Electronic Program* – Director Smiley is recommending a computer program to maintain the County's material safety data sheets for each department and possibly the Forest Preserve District. Mr. Smiley stated once the data is entered in the program, the system will automatically update the yearly changes. Jim suggested the program will be available on an icon on the desktop of every computer for access of all departments. These data sheets are an OSHA requirement. Jim will discuss this need with the different departments and find out if they can help pay for the setup and yearly fee's associated with the software. .

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 Gilmour made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:12 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant