

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, March 18, 2019

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

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

Others Present: Facilities Management Director Jim Smiley.

Approve the February 4, 2019 Facilities Committee Meeting Minutes – There were no changes to the February 4, 2019 minutes; Member Hendrix 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 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 Window Project* – Mr. Smiley stated the window has been installed without the balance tubes. Jim was informed by the vendor the balance tubes should arrive and be installed within a few weeks. Mr. Smiley stated once this is complete we can paint the interior trim and install the blinds.
2. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the State's Attorney's Office called the IDHR (Illinois Dept. of Human Services) person and stated that we never should have received a contract from the vendor, contracts are sent from the IDHS. The SAO will be working with the IDHR but if any legal changes are necessary they will need to go to the State of Illinois legal department.
3. *Public Safety Center Roof Replacement* – Mr. Smiley informed the Committee the vendor was able to complete the punch list since we had some good weather. Jim also stated the final payment was made last week after KCFM received all the original copies of the closeout paperwork. **Project Complete.**
4. *Courthouse – Additional Wiring for Benches in All Courtrooms* – Jim informed the Committee the wiring of the last few benches was completed. KCFM finished trimming them out and they are ready for equipment. **Project Complete.**
5. *Health Department Carpet Replacement* – Director Smiley presented the carpet samples to the Committee and informed them of the choice the Health Department made. After the Committee reviewed the samples the Consensus of the Committee was to chose the water/stain resistant brand for the \$500.00 upgrade from the Kinetex Flooring Group; color advance #1707.
6. *MSDS Electronic Program* – Jim composed the email to be sent to the various departments within the County to discuss the benefits this program. Jim informed the Committee that he will be sending the email within the week and will follow up with each department for feedback.
7. *Animal Control Projects* – Director Smiley received a quote from Trane through the US Communities program. The amount came in at \$118,000.00 but Jim is still working the design issues and is hoping to narrow down the pricing. The Committee asked Jim to contact Healy Bender for a cost for them to create a design and to put together plans and specifications to bid the project from.

New Business/Projects

1. *Chair's Report*

- a. *County Office Building – Discussion of Architect & engineering Proposals to Forward to Committee of Whole for County Board Review* – Chair Kellogg informed the Committee he and Jim have been in talks with Debbie on the proposed layout of the office space. Chair Kellogg stated they are also looking at another option and at this time it is not ready to move this project forward to COW. Director Smiley stated the cost differences between the Healy Bender and Dewberry A/E firms is around \$6,000.00. Prices are based on a current review of what floor plans Jim has completed thus far, A/E firms may offer other solutions if needed, and look deeper at the HVAC and electrical systems to come up with preliminary costs and possible board presentations. Jim stated to the Committee if we go with an A/E firm to develop plans and specifications to bid from, there will be another cost to develop the plans for public bid.
 - b. *Solar Field Update* – Director Smiley informed the Committee that Chris Childress stated the State of Illinois is still processing applications for community systems first instead of after the meter projects like ours as originally specified. GRNE is confident that the project will be funded, so they are in process of applying for permits. FM Chair Kellogg said the City of Yorkville changed the landscaping plan and asked to add a vinyl fence on all four (4) sides in order for the special use permit to be approved. GRNE agreed to these changes but approached Chris Childress to see if Kendall County would help with the additional costs for this to be done. Members discussed this and said the County Board was told this project would not cost citizens anything. So we should say no. Chair Kellogg said he would discuss this with Chris.
 - c. *KCFM Technician Position Posting Due to Retirement* – Director Smiley informed the Committee the department has a Maintenance Technician retiring and would like to post the ad in the paper to fill the vacancy. The Committee approved Director Smiley to post the position.
2. *Health & Human Services Dental Office Lease & Structural Changes Discussion* – Chair Kellogg informed the Committee that a letter from the Health Department has been submitted asking to make the structural changes to the building for the Dental Clinic. Chair Kellogg is concerned with insurance for the Dentist and liability on the County. The County Board is set to vote on approval of the structural change at Tuesday's, March 19th's meeting. Members discussed tabling the vote but agreed Member Hendrix would make an amended motion for support of the dental office but not approving the project at this time. Member Gilmour suggested having an architect design the space and bid out the construction. Director Smiley stated this is a major project and it may impact health department's day to day routines while being constructed. Jim to email equipment requirements to members. Member Hendrix requested the dental installation expert to come to the next Facilities Committee Meeting to answer questions committee members have.
 3. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley stated the project started today. Jim informed the Committee that ComEd has two grants available for the project. The first is for the chiller upgrade in the amount of \$ 14,586.00 which we applied for already. The 2nd ComEd grant is if we modernize the controls on MZU #3 while the Chiller system is being updated. The cost of the MZU controls are \$20,768.00. The grant amount is \$13,750.00. This still leaves the project under budget while updating more of the system. Motion by Member Hendrix to approve purchasing the MZU controls upgrade in the amount of \$20,768.00 and apply for the ComEd grant in the amount of \$13,750.00. Second by Member Gilmour. **All members present voting aye, Motion Carried. Roll Call Vote: Member Gilmour – Yes, Member Hendrix – Yes, Chair Kellogg – Yes, Member Cesich – Yes.**
 4. *Courthouse Roof Replacement Project* – Mr. Smiley met with Wold architectural firm who did the drawings and specs for the Public Safety Center roof project last year. The cost for Wold to do the same type of work for the Courthouse Roof Replacement project has an approved budget amount of \$ 90,000.00 Wold's fee for plans and spec's is \$5,800.00. Wold is recommending a \$3,650 contingency fee and miscellaneous fee of \$2,500.00. Wold feels the budget is adequate for this job. The consensus of the Committee is to move forward with Wold A/E to do the plans and specs for the Courthouse Roof Replacement public bid.

5. *Backflow Prevention Rebuilding* – Director Smiley informed the Committee as a result of the backflow testing done last month we had four (4) devices that need repair or replacement if they can't be fixed. The repairs are scheduled for Tuesday March 19th.
6. *KCFM Truck Replacement* – Jim reached out to Landmark Ford who won the State of Illinois bid. The option sheet was filled out and submitted and the vehicle price came to \$35,912.00. Jim took the same option sheet and submitted it to Gjovik Ford locally and they came in lower at \$35,825.00. Member Hendrix to approve the \$35,825.00 bid from Gjovik Ford with the stated options second by Member Cesich. **All members present voting aye, Motion Carried. Roll Call Vote: Member Gilmour – Yes, Member Hendrix – Yes, Chair Kellogg – Yes, Member Cesich – Yes.**
7. *Courthouse Liebert UPS System Switch replacement* – Mr. Smiley stated the power needs to be off to make the needed repairs. It is scheduled for the afternoon of April 19th since we have a half day holiday.
8. *Rt. 34 Campus Detention Pond Mowing* – Jim stated this item is a holdover from the last Facilities Committee. The agreement with the City of Yorkville's engineering firm EEI was to cut the vegetation and weeds down once the detention pond froze. The price to put chemical on the roots to kill them was \$4,800.00. Committee members directed Mr. Smiley to leave the area as it is and not to do the root applications. Jim reminded the Committee that if the courthouse water flow would be re-directed back to the East as originally designed to stop the water from collecting into the detention pond, the detention would be mostly dry and maintenance would be easier. EEI had agreed to look into this idea and let us know if they agreed. Jim will have the follow-up conversation with EEI about the re-direction.
9. *Circuit Clerk Election Ramp @ Oswego Fire Station #2* – Mr. Smiley stated Debbie Gillette asked him to look at getting a ramp at the Oswego Fire Station #2. It has a 6 inch drop and with ada requirements it requires a 6 foot ramp. Debbie provided a ramp that they though might work and Mr. Smiley confirmed it will work and ordered it. Jim stated it came in today and will be installed this week.
10. *Courthouse Lactation Room* – Jim reminded the Committee this is a state mandate and needs to be completed by June 1st. KCFM staff removed the fixtures in the room and capped off plumbing drains and supply lines. Jim stated that one (1) outlet needs to be added. Jim met with a local sign company to make the signs that needs to be installed. Jim anticipates receiving a quote shortly for the signs.

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 Cesich. **With all members present voting aye, the meeting adjourned at 6:02 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant