

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, APRIL 1, 2019**

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

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

Others Present: Facilities Management Director Jim Smiley.

**Approve the March 18, 2019 Facilities Committee Meeting Minutes** – There were no changes to the March 18, 2019 minutes; Member Cesich 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 Cesich made a motion to approve the agenda. Member Giles second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Historic Courthouse Window Project* – Director Smiley informed the Committee the balance tubes should be in from the manufacture by the end of the week and should be installed next week. Once the vendor is complete with installation we can make adjustments to the old blinds to fit in the new window.
2. *Vending Machine Changes at County Office Building & Courthouse* – Mr. Smiley stated the ASA assigned to the project hasn't been able to work on it due to another project. Jim is hoping to have the agreement before the next FM Committee meeting.
3. *MSDS Electronic Program* – Director Smiley sent out emails to the departments for interest. Highway and the Health facility responded stating they have no need for this program at this time. Jim spoke with Dave Guritz from Forest Preserve and Mr. Guritz stated they many have interest. Jim hasn't heard from the Public Safety Center yet. Jim will report on responses at the next meeting.
4. *Animal Control Projects* – Director Smiley stated that he met with Healy Bender architects. Jim stated their recommendation is a fully ducted, distributed HVAC system typical of a roof top unit with gas forced heating. The infloor water heating system would stay in place. The wall A/C units will be removed and the exhaust fans will be updated. Healy Benders estimate of costs \$42,000 - \$55,000 plus design fee of \$8,000.00 for the kennel areas. Jim explained the drawings he drew up of the possible interior changes to the existing building. Member Cesich stated the Sheriff's office may have an interest in the trailer that Animal Control is currently using for office space.
5. *KCFM Job Posting* – Director Smiley stated the job was posted on Indeed.com and received 25 – 30 responses thus far. Jim stated the ad was also place in the Record Newspaper on Thursday March 28, 2019. Applications are being accepted until April 12, 2019.
6. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley updated the Committee on the progress of the project. Mr. Smiley stated the electrician has the initial conduit done and moved circuits from one panel to the other. The pipe fitter has all the pipe run from the outside wall to the air handling room. Jim stated they will start running pipe across the roof next week. Director Smiley is also hoping to keep the current air conditioning system running as long as possible. Mr. Smiley also stated the coils should be delivered by the 2<sup>nd</sup> week of April and the chiller should be here by the end of the April or 1<sup>st</sup> week in May.

7. *Courthouse Roof Replacement Project* – Per FM Committee approval, Director Smiley signed the quote for Wold to develop plans and specifications for the project. Jim is hopeful these will be done this month to begin the bid process.
8. *Backflow Prevention Rebuilding* – Director Smiley stated there were four (4) valves in three (3) buildings needing repair. Two (2) have been repaired. The Historic Courthouse valve is not repairable and will need to be replaced. The device at HHS was not able to be repaired since the water will need to be shut off for two (2) hours. The Health Department will be scheduled to be done before normal daily hours.
9. *KCFM Truck Replacement* – Director Smiley stated the truck was ordered. Jim stated the truck is on a priority 2 and should be delivered in 12 – 14 weeks.
10. *Courthouse Lactation Room* – Director Smiley informed the Committee KCFM staff has the walls complete and is ready for paint. Jim stated a wood cap will also be installed to match the trim in the courthouse. Mr. Smiley received a quote for the signs and will discuss them with Judge Pilmer. Jim also contacted the furniture company that he has worked with in the past and they submitted what they believe will work. Jim submitted to the furniture company the items to quote and is just waiting for that information. Baby changing tables were ordered and will be installed, even though they were not specified by the statute to be installed.

### **New Business/Projects**

1. *Chair's Report*
  - a. *Solar Field Update* – Chair Kellogg stated that he participated in a conference call with Chris Childress from Progressive Energy and Director Smiley. Mr. Childress informed Chair Kellogg the chain link fence agreed to between GRNE and Kendall County is against the ordinance for the City of Yorkville. Chair Kellogg stated the County will have three (3) options:
    - 1) Tell GRNE the County won't pay any of it and GRNE may or may not do the project.
    - 2) Have Kendall County pay the difference between the chain link fence and the opaque fence.
    - 3) Recalculate how Kendall County pays for electricity purchased from the solar field.
 The Committee discussed the options and decided the third option will not be considered. This will be formally addressed when the state funding for the project has been approved by the State of Illinois.
  - b. Chair Kellogg informed the Committee that Mr. Smiley has been trying to contact the installation expert as directed by the Committee to appear to answer questions. The installation expert has not returned Mr. Smiley's calls and stated if he were to appear he requires a consult fee. Dr. Tokars was notified of this situation and stated Steve Curatti will make some phone calls to find another installer to speak to the Committee.
  - c. Chair Kellogg handed the Committee a copy of the redline tentative lease agreement for the Forest Preserve's lease at the Historic Courthouse. Chair Kellogg asked the Committee to review the proposed lease and the Committee will discuss acceptance or changes needed before it goes to the full County Board for approval.
2. *Chair Lift Repair Courtroom #112* – Director Smiley informed the Committee that a chairlift located in courtroom # 112 has failed inspection. Jim contacted the original company that installed the lifts and could they not gain access because walls have been built around the chair. The technician did give KCFM's tech an idea of what to look for when we cut the wall open to gain the access to the controls. Jim believes this will be fixed in the next two weeks.
3. *Generator Preventative Maintenance* – The PM's were performed on all generators and no issues were found. **Project Complete.**
4. *Approval to have State's Attorney's Office review Invitation to bid for Windows at the Historic Courthouse* – The consensus of the Committee is to send to the bid to the State's Attorney's Office for review.

5. *Approval to have State's Attorney's Office review Invitation to bid for Elevator Controls Upgrade at the Courthouse* – The consensus of the Committee is to send to the bid to the State's Attorney's Office for review.

### **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** – Member Gilmour made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Cesich.

Roll Call Vote: Members Present: Matt Kellogg, Judy Gilmour, Amy Cesich, Tony Giles **With all members in attendance voting aye, the committee entered into Executive Session at 4:37 p.m.**

Others Present: Jim Smiley, Director of Facilities, Christina Wald.

Member Gilmour made a motion to return to Open Session, second by Member Giles. **With all members present voting aye, the committee returned to Open Session at 4:42 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: October 1, 2018. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

**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 4:45 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant