

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, MAY 6, 2019**

Committee Chair Matt Kellogg called the meeting to order at 4:37 p.m.

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

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

Others Present: Facilities Management Director Jim Smiley.

Approve the April 1, 2019 Facilities Committee Meeting Minutes – There were no changes to the April 1, 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 Gilmour made a motion to approve the agenda. Member Cesich 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 installation is now complete. KCFM staff will finish the trim and painting within the next week.
2. *Vending Machine Changes at County Office Building & Courthouse* – Mr. Smiley stated he received the State's Attorney's proposed changes and sent them to the Illinois Department of Human Services for the State of Illinois's Attorney's to review.
3. *MSDS Electronic Program* – Director Smiley talked to the Jail Commander regarding funding for the program. Mr. Smiley stated if multiple departments were to utilize the program the cost startup would be kept down to around \$1,000.00 for each department. Mr. Smiley was planning to request the County to pay for the entire annual fees. The Committee decided to discuss this again in 2 months.
4. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the main demo of unit #1 and #2 has begun and the main water pipes have been installed. Trane informed Jim they are confident the chiller will be delivered next week. Jim stated the crane will be on site next week to remove the old system and install the new chiller. Director Smiley believes the project should be substantially completed by the end of the month.
5. *Courthouse Roof Replacement Project* – Director Smiley was due to meet with the architects last Wednesday, for the roof core samples to be taken however this work was delayed due to all the rain. Jim is hoping the drawings and specs will be ready by the June meeting.
6. *KCFM Truck Replacement* – Director Smiley informed there is no change since last month.
7. *Courthouse Lactation Room* – Mr. Smiley stated the construction of the lactation room is complete. Jim also stated the informational signs and furniture are ordered. Jim stated the project will be completed by the June 1st deadline.
8. *Chair Lift Repair Courtroom #112* – Jim stated KCFM tech is working with the court for availability to do the repair. Jim believes this to be complete by next meeting.

New Business/Projects

1. *Chair's Report*

- a. *Solar Field Update* – Chair Kellogg informed the Committee that he and Jim had spoken with Chris Childress from Progressive Energy. Mr. Childress stated GRNE is still waiting for state approval and is hopeful to hear by the end of the month. Chris also stated GRNE is in progress of getting permits with the City of Yorkville. Chair Kellogg is hoping to have the fence and landscaping costs by the next meeting.
 - b. *County Office Building Projects* – Chair Kellogg stated 5/3 Bank in Yorkville is closing and Jim Smiley, Facilities Director, Jill Ferko, County Treasurer and Scott Koeppel, County Administrator toured the property. Jim stated the furniture and the camera security system would be nice to have included in the purchase. Member Cesich went on the record to state she is not supportive the purchase of the bank at this time. Member Cesich asked if Mr. Smiley could look into the costs of building out the 2nd floor of the courthouse as was talked about a few years ago. Chair Kellogg stated a cost of finishing the upstairs of the courthouse as a possible site will be looked into.
2. *NOAA Presentation on Severe Weather Watching* – Director Smiley attended a weather seminar held by the sheriff's office at the Health Department a few weeks ago. This will benefit Mr. Smiley when preparing emergency plans for county facilities. **Project Complete.**
 3. *Healy Bender Contract Review for Animal Control Projects* – Director Smiley stated County Administrator Koeppel asked Jim to review at the Healy Bender contract for tomorrow night's meeting. Jim answered the SAO's questions and forwarded the two areas of concern to Healy Bender. Director Smiley stated the first concern of the insurance requirement has been resolved, Healy Bender's insurance carrier is fine with our County standards for insurance. Jim informed the Committee the other concern is the reimbursable are less than \$1,000.00 and were not included in that amount on the agenda for approval tomorrow night. Mr. Smiley stated it is not possible to change the amount on the agenda since it is within 24 hours of the meeting. Jim believes the \$1,000.00 difference could be billed separate so the item can remain on the agenda. Jim received verbal responses from Healy Bender but is awaiting the written response. This is on the County Board agenda for approval tomorrow night.
 4. *Phone Network Replacement Planning* – Director Smiley stated this item has been in budget since 2013, but has not been funded to date as well as Technology Services needed to update to their system before Voice Over Internet Protocol (VOIP) could be considered. Mr. Smiley reminded the committee that the phone system manufacturer no longer supports the older systems we currently have in place. Director Smiley stated he and Technology Services Director Kinsey have been reviewing "Cloud Based" systems and plan to put out a bid to get a cost estimate of what the upgrade will cost for budgeting in the 2020 budget.
 5. *FM Technician Hire – John Lacey* – Director Smiley stated the background screen was approved Friday. Mr. Smiley stated John came in today to get his ID Badge done. John's start date is May 20, 2019.
 6. *Courthouse Liebert UPS System Switch replacement* – Director Smiley stated the Friday holiday afternoon the capacitors and switch were replaced. **Project complete.**
 7. *Review Historic Courthouse Window Replacement bid from Patrick McCann Inc. in the amount of \$75,700.00 to forward to the County Board for Approval* – Chair Kellogg stated this is on the agenda for tomorrow night's vote to approve. Although there was only one bid, Mr. McCann's company has been low bidder on previous projects. Their bid for this project is in line with the costs from those previous projects.
 8. *State's Attorney's Office review Invitation to bid for Elevator Controls Upgrade at the Courthouse* – Director Smiley stated this should be sent to the State's Attorney's Office for review this month.

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

Respectfully submitted,

Christina Wald
Administrative Assistant