

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, JUNE 3, 2019**

Committee Vice Chair Tony Giles called the meeting to order at 4:01 p.m.

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

Audra Hendrix entered the meeting at 4:05 pm

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

Others Present: Facilities Management Director Jim Smiley.

**Approve the May 6, 2019 Facilities Committee Meeting Minutes** – There were no changes to the May 6, 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 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 interior finishes on the window are complete. Jim also stated the shutters needed to be adjusted to fit the new window; which is in process of being completed and re-installed. The project should be closed out soon.
2. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the IDHS representative requested the insurance requirement be lowered from \$5,000,000.00 to \$2,000,000.00. The Consensus of the Committee is to approve lowering the insurance requirements to \$2,000,000.00.
3. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the first two air handlers are operating on the new chiller as of May 20<sup>th</sup>, the piping and coil installation for MZU #3 was completed the week of May 27<sup>th</sup> and the cold water supply was turned on to this unit on May 29, 2019. Mr. Smiley stated he was informed it was a little warm on the west end of the Jail but they are still working on the system. Trane stated they are having a problem with circuit #1 and are trying to diagnose and troubleshoot with a factory specialist. Jim informed the Committee the remaining work is converting controls from pneumatic to electronic. These controls will be cut over one pod at a time to minimize down time. Director Smiley stated substantial completion by the end of June and close out in July.
4. *Courthouse Roof Replacement Project* – Director Smiley stated on May 14, 2019 the core samples were completed. The architect is working on drawings and specifications for the project. Director Smiley hopes to have the project out to bid this month with the results being available for the July Facilities Committee meeting.
5. *KCFM Truck Replacement* – Director Smiley informed the Committee an email was received from Gjovick stating the truck is expected to be available in early July.
6. *Courthouse Lactation Room* – Director Smiley stated the wall signs were installed on May 20<sup>th</sup>. The electronic signs at the circuit clerk's officer were activated the week of May 27<sup>th</sup>. The furniture was also installed the same week. **Project Complete.**

7. *Chair Lift Repair Courtroom #112* – Director Smiley started troubleshooting but is working with limited time in the courtroom due to court activity. Director Smiley hopes to have the project complete by the July Facilities Committee meeting.

## **New Business/Projects**

### 1. *Chair's Report*

- a. *Health & Human Services Dental Office Bid Review* – Director Smiley was directed to get a bid from a general contractor to build out this project. Due to the new equipment installers specifications the scope of project changed, so the bid came in much higher at \$49,038.00. Committee members asked Dr. Tokars if the Health Dept. budgeted for this project. Dr. Tokars, Health and Human Service Director stated the original estimate amount of approx. \$16,000.00 is in the Health Department budget. Director Smiley confirmed since this came in over our \$30,000.00 bid threshold this will need to be put out for public bid if we decide to have a general contractor build out the project. The Committee asked Director Smiley if he would put out an Invitation to Bid to confirm the general contractor's price is accurate. Mr. Smiley said he has the Animal Control project starting up along with putting out Invitation's to Bid for elevator controls and parking lot resurfacing. The Censuses of the Committee is to have Director Smiley to draft the ITB by the July meeting if possible.
- b. *Solar Field Update* – Arnie Schramel from Progressive Energy addressed the Committee on behalf of Chris Childress on updates of the Solar Field. Mr. Schramel stated Kendall County was awarded the solar field project, official notification came a few weeks ago. Director Smiley stated a conference call with GRNE, Chris Childress from Progressive Energy, Scott Koepfel, County Administrator and Director Smiley is scheduled for June 4, 2019 to discuss the scope of the work. Arnie stated the following:
  - GRNE has received the permit from the City of Yorkville and is working with ComEd to receive data connection information.
  - The equipment has been ordered.
  - Since the opaque fence required by the City of Yorkville to approve the special use permit cost came in more than expected, GRNE is are working on some possible options to bring this cost down.
  - The State of Illinois Department of Revenue just released notification on how to tax solar projects on exempt property.

Director Smiley stated all of these items will be discussed in the conference call on June 4<sup>th</sup>.

- c. *County Office Building Projects* –Director Smiley spoke with Chair Kellogg before the meeting and Mr. Kellogg informed Director Smiley that another bank property was proposed to be used for the Treasurer's office and the City of Yorkville would like Kendall County to consider this option as well. Committee members would like Director Smiley to discuss with Chair Kellogg why properties for purchase are being considered for the County Treasurer's office before moving forward. Director Smiley stated in his opinion the minimum we should do this year would be to install a card access system on the outside doors and interior hallways at the County Office Building.
2. *Animal Control Projects Update* – Director Smiley spoke with Healy Bender was informed they will be on site next week to do a more in-depth field look at the property. Director Smiley will update the project at the next Facilities Committee meeting in July.

3. *Historic Courthouse Window Replacement* – Director Smiley stated the vendor was on site on May 20, 2019 verifying measurements. Mr. Smiley informed the Committee the invoice for the down payment is currently being processed and the vendor will bring the Performance Bond and the Certificate of Insurance the next week.
4. *Elevator Controls Invitation to Bid* – Director Smiley received the Invitation to Bid back from the State’s Attorney’s Office. Mr. Smiley anticipates presenting the winning bid at the next Facilities Committee meeting in July.
5. *Demand Response Program Update* – Director Smiley reminded the Committee the initial estimate we were to receive for participating in the program was \$27,326.00 plus they paid for a \$50,000.00 upgrade to the Public Safety Center generator in order to comply with EPA requirements. Jim informed the Committee we actually received \$31,919.88 which was more than expected. The Committee requested Director Smiley to verify with Chair Kellogg what fund the money was going into.
6. *PSC Floor Maintenance* – Director Smiley informed the Committee the second floor of the Public Safety Center hallway and elevator floors were stripped and re-waxed.
7. *Annual Elevator Pressure Testing* – Director Smiley stated the annual state required pressure testing on all elevators at all facilities and was completed and passed on May 15<sup>th</sup> and 16, 2019. **Project Complete.**
8. *Approve to Request the State’s Attorney’s Office to draft a new Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility* – Director Smiley informed the Committee a lease request letter was received by Housing Authority requesting a new lease with two one year options like they currently have. The current lease expires July 31, 2019 and requires a 60 day notice for renewal. Committee members directed Mr. Smiley to send the request to the State’s Attorney’s office to develop the new lease for the next FM Committee meeting in July.

#### **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** – Vice Chair Giles asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 5:08 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant