

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

Committee Chair Matt Kellogg called the meeting to order at 8:00 a.m.

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

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koepfel.

Approve the June 3, 2019 Facilities Committee Meeting Minutes – There were no changes to the June 3, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

Motion by Member Cesich to move discussion of the County Office Buildings Project under the Chair's Report to the beginning of the agenda second by Member Gilmour. **With all present members voting aye, the agenda was approved.**

Approval of Agenda with the Modification – All Aye. Motion approved.

Public Comment – None

Old Business/Projects

1. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley informed the Committee that he notified IDHS that the Committee accepted the reduced amount of the insurance coverage to \$2,000,000.00. Jim was informed by IDHS that the contract is still with their legal review.
2. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley stated all the systems that were getting hooked up to the new system are now operating. The air and water balancing are complete. Director Smiley stated that rough in for the low voltage wiring for the Variable Air Volume (VAV) boxes has been completed. Trane is reviewing bids from two local companies to install the new controls on the VAV boxes. Once the contractor is selected Jim expects to get a schedule of installation for the VAV boxes. Director Smiley stated the software update was completed the week of June 17th. Jim anticipates the project being substantially complete by the end of July to early August.
3. *Courthouse Roof Replacement Project* – Director Smiley stated the plans and spec's were completed on June 28th and the ad for the Project was placed in the local papers and will run the July 4th editions. The Project plans and spec's were also listed on our website. Jim stated a mandatory walk through is scheduled for July 9th and bids are due July 19th. Director Smiley will have the results at the next Facilities Committee meeting. However, Mr. Smiley asked if the bids come in under budget, if the Committee would be in favor of placing it on the County Board agenda for approval at the August 6th meeting. Consensus was to ask to have it on the County Board agenda if this is the case.
4. *KCFM Truck Replacement* – Director Smiley stated the truck should be delivered within the next two weeks. Mr. Smiley has requested invoice so an ABC check can be completed to have on hand when the vehicle is ready for pick up.
5. *Animal Control Projects Update* – Director Smiley received the preliminary drawings on the 25th and presented them to the Animal Control Committee meeting on the 26th. Mr. Smiley has a meeting with Healy Bender tomorrow to go over the project, get answers to his questions and get a projected date for the project to be ready to bid. Director Smiley will have better direction by the end of the meeting tomorrow.

6. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated shop drawings were provided last Friday. The vendor will be visiting on site to verify the drawing are correct. Any changes that need to be made will be sent to the manufacturer and we will then receive final drawings to sign off on. Jim stated once this is complete they will start production.

New Business/Projects

1. *Chair's Report*

- a. *Solar Project Update* – A conference call between County Administrator Scott Koepfel, Director Smiley, Chris Childress from Progressive Energy and Eric Peterman from GRNE was conducted. Items discussed were:
 - High cost estimate for fencing approved by the City of Yorkville as part of the special use permit. Possible alternatives was also discussed.
 - State of Illinois determination on taxing solar fields on taxing bodies properties
 - Expected timeline for project to be completed.
- b. *County Office Building Projects* – Jill Ferko, County Treasurer spoke with the Facilities Committee about space and security issues needed for the Treasurer's office especially during tax time. Chair Kellogg informed the Committee that the possibility of a bank purchase for the Treasurer's department would solve issues for space and the drive up window could help with tax time payments. Ms. Ferko stated the following:
 - Open to all suggestions but will weigh the decision based on the best interest of the County and what makes financial sense.
 - Having a deputy presence in the building during property tax payment time has been very helpful
 - The office is not set up for counter viewing as only three of the seven employees in the department can view the counter.

Member Cesich has stated that she is not in favor of a bank purchase. Member Hendrix agrees with Member Cesich and stated that her preference is to move to the 2nd floor of the Courthouse before purchasing another building since the security is already in place. Member Hendrix also stated that Director Smiley's idea of installing a new card access system that can isolate floors after hours would be helpful at the County Office Building. Member Gilmour also agreed with Members Cesich and Hendrix and added that items from the Healy Bender study can be done to the existing County Office Building that can make a huge difference and would cost much less than purchasing another building.

- c. *Other Projects* – Health Department Dental Office: Director Smiley gave a price of \$50,000.00 for the dental office project with the revised scope. The Health Department budgeted for the \$15,000.00 amount Director Smiley gave them on the original scope's given specifications. Following the projects charts the County Board adopted in 2017, the project needs to go to the Finance Committee next.
 - d. *Forest Preserve Lease of Space at the Historic Courthouse* – Motion by Member Hendrix to extend the Kendall County Forest Preserve to continue to manage leasing the space until February 1, 2020. Second by Member Cesich. **All members present voting aye, Motion Carried.**
 - e. *Updated Capital Plan Request* – Chair Kellogg explained the updated sheets Latress Caldwell, Director Smiley and Chair Kellogg have developed for annual budgets going forward.
2. *Review Elevator Controls Replacement Proposals* – Director Smiley informed the Committee a mandatory walk through was conducted on June 18th and two (2) companies attended. Mr. Smiley stated only one (1) bid was received by the company we currently use to maintain our elevators. The project budget amount was \$60,000.00 and the bid amount was \$48,280.00. Mr. Smiley stated that code is now to add an additional smoke detector in the machine room. Director Smiley estimates this amount to be around \$2,000.00 will be done by our fire system vendor. Motion by Member Hendrix to send the Elevator Controls Replacement to the County Board for Approval. Second by Member Gilmour. **All members present voting aye, Motion Carried.**

3. *Review Parking Lot Projects Bids* – Chair Kellogg stated bids due today at 10 a.m., if the parking lot bids come in under budget will the Committee allow it to move to the County Board meeting on July 16, 2019. Motion by Member Cesich to send the willing bid to the County Board for Approval. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
4. *New Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility* – Director Smiley stated that the State’s Attorney informed him that an updated MOU will be needed before a new lease can be issued. Dr. Tokars stated that this will be reviewed at their board meeting on July 17, 2019. Motion by Member Hendrix to send the new lease to the County Board for Approval. Second by Member Cesich. **All members present voting aye, Motion Carried.**
5. *Courthouse Generator Circuit Breaker Replacement* – Director Smiley stated there was intermittent problem with the generator circuit breaker tripping. During a service call by our generator vendor the problem was determined to be a breaker issue. Director Smiley replaced the breaker and received a quote to test and rebuild the old one to keep for back up since this is one of the generators for the demand response program. **Project Complete.**
6. *Annual fire Alarm, Sprinkler and Extinguisher Testing* – Director Smiley stated the annual fire alarm system was tested except for the Public Safety Center which will be tested on July 8th and 9th. All systems tested with no issues found. Director Smiley stated that several fire extinguishers need to be hydro testing performed. **Project Complete.**
7. *Approve Mutual Ground Request to approve the 2nd Extension in their lease* – The Committee approved the 2nd 1 year extension option. Director Smiley will send Mutual Ground a letter confirming this decision.
8. *Health Department Safety Inspection* – Director Smiley informed the Committee that Dr. Tokars called our insurance carrier for independent site safety inspections that is done annually for their grants. The inspector stated good housekeeping was found throughout the inspected areas. The inspector noted some areas of clutter for the Health Department to take care of and some of the signage was confusing and needs to be removed. The inspector also noted that chemical labeling and carpet gaps need to be addressed. Director Smiley stated the carpet is on order to be replaced and labeling the chemicals have been addressed.

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 – Chair 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 9:21 a.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant