

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
WEDNESDAY, NOVEMBER 6, 2019**

Committee Chair Matt Kellogg called the meeting to order at 4:15 p.m.

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

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

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

Approve the October 9, 2019 Facilities Committee Meeting Minutes – There were no changes to the October 9, 2019 minutes; Member Cesich made a motion to approve the minutes, second by Member Giles. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Giles made a motion to approve the agenda. Member Cesich second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Vending Machine Changes at County Office building & Courthouse* – Director Smiley notified Director Pulliam at IDHS that we will not pursue the contract due to the lack of accepting the proposed changes. Director Smiley has not received a response for Director Pulliam. **Project Complete.**
2. *Courthouse Roof Replacement Project* – Director Smiley stated the roof is done completely and the metal flashings were reinstalled. Mr. Smiley confirmed the lightning protection installed Friday, November 1, 2019. Jim stated all that remains is the manufacturer roof inspection.
3. *Animal Control Projects Update* – Director Smiley contacted vendors used on previous projects for pricing on demolition, cutting and installation of new window and door openings and new lighting. Mr. Smiley reviewed the bid amounts he received by going direct to vendors along with pricing from the public bid for the H.V.A.C. systems totaling \$180,000.00 to \$190,000.00 with the Committee. Director Smiley estimated the cost of a new HVAC system to be \$75,000.00 for the kennel area and he estimated \$15,000.00 for the office area which would bring the bid estimation down to the \$150,000.00 - \$160,000.00 range. Director Smiley stated the HVAC portion of the project will need go out to public bid due to the cost estimates exceeding the public bid threshold. The balance of the project will be treated as individual projects and falls under the bid threshold. The project can start as soon as January according to Animal Control Committee Chair Cesich. County Administrator Koepfel stated the projected capital budget for 2020 is \$100,000.00 and since Animal Control Committee will not meet again until after the 2020 budget is approved. CA Koepfel will need to increase the Animal Control capital expense line to \$190,000.00 as a worst case scenario to ensure this project will be completed. Consensus was to direct Director Smiley to proceed with getting prices for the remaining items needed. Then plan to start construction after January 1, 2020.

4. *Historic Courthouse Window Replacement - 2019* – Director Smiley informed the Committee the windows were installed. There was an issue with one of the windows where bricks had to be removed for installation. Director Smiley stated the bricks will need to be re-installed. Once brick work is replaced, the windows can be trimmed out and Brad will paint the windows interior trim.
5. *Sally Port Elevator Controls Project* – Director Smiley stated the new parts were supposed to arrive to the vendor last week. Director Smiley is waiting for background screens to be submitted from the vendor and is projecting the project to start next week. Director Smiley estimates the project to be completed by the end of the month.
6. *Courthouse Atrium UV Protection Project* – Director Smiley informed the Committee the window UV installation was completed. Mr. Smiley also stated while the lift was in the lobby KCFM staff relamped the hanging chandeliers with 72 bulbs to LED lighting. **Project Complete.**
7. *Public Safety Center – Jail Duct Cleaning* – Director Smiley stated HVAC ducts were cleaned in cell blocks C, D and E. **Project Complete**
8. *KCFM Truck Disposals* – Director Smiley has not had time to discuss the truck disposals being part of the next sheriff's office vehicle auction, but plans to try and arrange this by the end of the year.

New Business/Projects

1. *Chair's Report*

- a. *Solar Project Update* – County Administrator Koeppel informed the Committee they are working with GRNE Energy to apply for a new special use permit. Kendall County is asking for the fencing material to go from composite to wood and to go back to the original landscaping plan facing west towards the Rush Copley side of Beecher Road. If the County gets the new special use permit approved by the City of Yorkville, the difference in costs are significantly less. Once this is approved, the County will have to decide how these cost differences will be paid. Kendall County could agree to re-structure the Purchase Power Agreement (PPA) or to pay the difference. The project is anticipated to be online early next year. CA Koeppel also stated they are still working on the tax exemption for materials that are currently being reviewed in Springfield.
- b. *Dewberry Proposal for County Office Building Projects* – Director Smiley was directed to get a quote from Dewberry for design services to modernize the county board room and electronic systems along with adding card access to the outside doors and each main hallway. Chair Kellogg explained this was done due to cost estimates to flip flop the county board room with the recorder's office along with electronic systems replacement and addition of card access coming in much higher than anticipated. Plus Dewberry has in house capability to design and engineer the entire project. Dewberry submitted an A/E proposal of \$46,100.00 and the electric panel alternate is \$1,500.00 for the scope of the work discussed. Director Smiley informed the Committee this is a fixed price quote and not based on a percentage of the cost of construction. Motion by Member Cesich to move forward with Dewberry and send the proposal for State's Attorney's review and once complete forward to the County Board. Second by Member Giles. **All members present voting aye, Motion Carried.**
- c. Approve 1 year extension of the existing lease for the Kane County Workforce Development Program office #221, 223 & 225 at the Health & Human Services facility. The Committee approved the 1st 1 year extension option. Director Smiley will send Kane County Workforce Development a letter confirming this decision.

- d. Approve 1 year extension of the existing lease for the CASA Kendall County office #228 at the Health & Human Services facility. The Committee approved the 1st 1 year extension option. Director Smiley will send CASA a letter confirming this decision.
 - e. Approve Mutual Ground lease for review by Mutual Ground for New Space at the Courthouse. The Committee approved to have the State's Attorney's Office (SAO) send new lease to Mutual Ground for their review. Consensus of the Committee was to also have the SAO send the completed lease to the County Board for approval.
 - f. Mutual Ground Memorandum of Understanding Review for new lease. Motion by Member Giles to forward Mutual Ground Memorandum of Understanding to the County Board for approval once the lease is received back by Mutual Ground. Second by Member Cesich. **All members present voting aye, Motion Carried.**
 - g. Forest Preserve Lease – Chair Kellogg informed the Committee he spoke with the State's Attorney about the Forest Preserve Lease and determined the actual office space used by the Forest Preserve is 789 sq. ft. This would bring the lease cost to approximately \$24,000.00 per year. Committee consensus was to have CA Koeppel discuss with Forest Preserve Director Dave Guritz using some of their Forest Preserve space for storage of County documents to help defer lease costs. Assistant Christina Wald was directed to call for storage unit costs. CA Koeppel and Director Smiley will work to create a Memorandum of Understanding (MOU) to go along with the lease. This will be brought back next month for approval of the MOU to go to the State's Attorney's Office for review.
2. *Public Safety Center:*
- a. *Phone Paging Issues* – Director Smiley informed the Committee a paging issue over telephone sets was detected. Mr. Smiley stated the problem was a defective analog port. Another available port was programmed to replace the defective port. Director Smiley did remind Committee Members a new phone system will be needed in the future and has been proposed in the capital budget dating back to 2013. **Project Complete.**
 - b. *New Phone Installation* – Director Smiley stated a request for a new phone extension to be set up in the medical area in the jail was completed. The Sheriff's office paid for the work to be done. **Project Complete.**
 - c. *Attendance Line Setup* - Director Smiley informed the Committee a request to have an attendance line created for the Sheriff's Office was received. Mr. Smiley explained this extension would distribute the calls received to automatically be emailed to various individuals as designated by the sheriff's office. Director Smiley programmed the phone system and Technology services setup the distribution email address so messages would automatically forward. **Project Complete.**
3. *Public Safety Center Boiler Cleaning* – Director Smiley stated the boilers in the jail addition of the Public Safety Center were not working properly and needed to be cleaned. The boilers were dismantled, soot brushed out and new gaskets were installed and the burners were recalibrated. The boilers were started back up and are working properly now. **Project Complete.**
4. *Carpet Replacement Projects at the Courthouse* – Director Smiley received pricing for a remaining project this year. Mr. Smiley hopes to have this ordered this week.
5. *Historic Courthouse Fire Alarm System Troubleshooting* – Director Smiley informed the Committee he received random trouble alarms. It was discovered the outputs losing power so a replacement panel will need to be installed. Mr. Smiley is in process of obtaining pricing. Panel is still working for fire alarm conditions.

6. KenCom Network Clock Cable Run – Director Smiley was asked by KenCom Director Lynette Bergeron to install a new cable for the new “Viper” phone system to ensure the clock is always running on current time. This needs to be completed in the next few weeks. Committee consensus was ok with this work being done.
7. KCFM Staff Leave – Director Smiley informed the Committee an employee will be going on FMLA for 3 months. Mr. Smiley stated winter snowfall is a concern. However, the contract with the snowplow vendor has costs outlined to have the vendor shovel walks at a cost of .04 cents per square foot. Jim estimates this will cost less than \$500.00 per snow event to have the vendor complete. Director Smiley plans to have the Fox street KCFM tech help at the route 34 campus for the initial morning cleanups while the vendor does the walks at the Fox street campus. Mr. Smiley stated KCFM tech will return to the County Office Building to maintain the walks throughout the day as needed. Consensus of the Committee was to go ahead and utilize the vendor as planned even though additional costs were not budgeted in the 2020 budget for this work.

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 Giles made a motion to adjourn the meeting, second by Member Cesich. **With all members present voting aye, the meeting adjourned at 5:00 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant