

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, DECEMBER 2, 2019**

Committee Chair Matt Kellogg called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Amy Cesich, Matt Kellogg, Tony Giles, 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 November 6, 2019 Facilities Committee Meeting Minutes – There were no changes to the November 6, 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.**

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

Public Comment – None

Old Business/Projects

1. *Courthouse Roof Replacement Project* – Director Smiley stated the roof was inspected by the manufacturer representative on November 26, 2019. A report will be generated from the inspector. Mr. Smiley stated as soon as the report is issued the roofer will come out and address the items on the report. Director Smiley also met with the architect the next day. The architect created their own punch list to be done in addition to the items listed in the roof manufacturer's report. The roofing vendor plans to complete the punch list work before the end of the month.
2. *Animal Control Projects Update* – Chair Kellogg stated the Facilities Committee and the Animal Control Committee have agreed to have Director Smiley get bids on the items the Animal Committee would still like to complete. Director Smiley will get bids on this work and manage the projects as he does for other County projects. The HVAC projects will be bid as a public bid. Consensus of the committee is to have Director Smiley use the recent ITB reviewed by the SAO with the new scope for the HVAC public bid.
3. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated masonry that needed to be removed was reinstalled the week of November 18th. Mr. Smiley has calls into window vendor to schedule the interior and exterior trim work that still needs to be completed. Jim stated the 2020 budget includes the purchase of additional windows to be replaced. Since this ITB was reviewed by the State's Attorney's office earlier this year, the Consensus of the committee is to have Director Smiley use the previous ITB with the new scope and send it out to public bid for the new project.
4. *Sally Port Elevator Controls Project* – Director Smiley informed the committee there was a delay due to additional custom materials needed. Mr. Smiley stated the project is projected to start on Dec. 3, 2019 now. The vendor still plans to have the project completed by the end of the year.
5. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet ordered will be installed when it comes in. Mr. Smiley stated these are for courtrooms 112 and 113.

6. *KenCom Network Clock Cable Run* – Director Smiley informed the committee a work order has been entered and staff has been informed on the details of the installation.

New Business/Projects

1. *Chair's Report*

- a. *Solar Project Update* – Chair Kellogg informed the committee that in conversations with the City of Yorkville, we believe the fence change will be possible, we are asking to change to a wood fence instead of the more costly previously approved vinyl fence. We are also asking to use some of the existing foliage to meet the landscaping requirement instead of new materials required on the previously approved special use plan. Mr. Kellogg said this new special use application can be cancelled if this review becomes to arduous or takes too long to complete. If this is the case we would have to go forward with the original special use permit and figure out how the additional costs will be handled.
 - b. *Dewberry Proposal for County Office Building Projects* – Director Smiley received the Dewberry proposal today. Chair Kellogg will talk with Scott about bringing the proposal to the next COW meeting for discussion if it is ready. The current plan is to upgrade the County Board room electronic systems & furniture as well as add card access to the exterior doors and interior hallways at the North & South ends of the hallways.
 - c. *Forest Preserve Lease* – Chair Kellogg informed the committee he has been in contact with Director Guritz about leasing space in the basement of the Pickerel Estate for document storage which would offset lease costs at the Historic Courthouse. Director Guritz will supply Chair Kellogg with the square footage of the basement.
2. *Courthouse Safety Meeting* – Director Smiley informed the committee these meetings have focused on ALICE training. Mr. Smiley was asked to have room numbers installed on the outside windows of the building as well as the interior offices. Jim stated the exterior of the building has been completed. The interior offices will be done with a label maker his department has and will be installed by KCFM staff. **Item Complete.**
 3. *Teamsters Contract Meetings* – Director Smiley stated talks are ongoing and another negotiation meeting is scheduled for tomorrow, Tuesday, December 3, 2019.
 4. *Baby Changing Station Installations* – Director Smiley stated a State of Illinois statute has changed and now requires public buildings to make available changing stations in the men and women's restrooms. Items were purchased and received. KCFM staff will install them this month. Signs to identify which bathrooms have these changing stations are also required by statute and they are in the process of being designed and ordered. Temporary signs will be installed until the custom permanent signs are completed.
 5. *Sign project for new Illinois Statute for Single Use Bathrooms* – Director Smiley informed the committee another Illinois statute has changed. All single stall bathrooms need to be labeled with gender neutral signs. These signs are also in process of being ordered and temporary signs will be installed until the custom permanent signs are completed.
 6. *Public Safety Center Workstation Replacements* – Director Smiley stated Montgomery police department donated three workstations to the Sheriff's office. These workstations were dismantled by KCFM staff and will be reinstalled in the PSC.
 7. *Public Safety Center Door Release Buttons* – Director Smiley stated the one door release button is complete and there are four left to install.

8. 2020 Carrier Services Invitation to Bid – Director Smiley informed the committee this is a yearly Invitation to Bid (ITB) that was reviewed earlier this year by the State’s Attorney’s Office. Consensus of the committee is to use this ITB with the new scope and to send the ITB out for public bid.
9. Animal Control H.V.A.C. Systems Invitation to Bid – Issue discussed under old business agenda # 2.
10. Courthouse BCU Replacement Utilizing the U.S. Communities Contract – Director Smiley received a quote from Trane to utilize US Communities for the panel replacements. The consensus of the committee is to have Director Smiley send the contract with Trane utilizing the US Communities cooperative quote to the State’s Attorney’s Office as we had done for the Public Safety Project earlier this year.

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 4:36 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant