

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, JULY 6, 2020**

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

**Roll Call:** Members Present: Judy Gilmour, Audra Hendrix, Matt Kellogg, Amy Cesich  
Tony Giles arrived at 4:26pm

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

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

**Approve the June 10, 2020 Facilities Committee Meeting Minutes** – There were no changes to the June 10, 2020 minutes; Member Hendrix 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 Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Courthouse BCU Replacement* – Director Smiley informed the Committee the graphics are completed, as built drawings are still needed. **Project Complete.**
2. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley informed the Committee the graphics are completed, as built drawings are still needed. **Project Complete.**
3. *Historic Courthouse 2020 Window Replacements* – Director Smiley stated the installation is still on track for an August installation.
4. *2020 Paving Projects* – Director Smiley received a second price from another company, however in walking the Public Safety Center Jim saw more work was needed. Mr. Smiley has contacted the first company to have them re-price to include the new area.
5. *2020 Van Purchase* – Director Smiley stated the new van was delivered Thursday. Jim also informed the Committee the graphics have been ordered and when the company installs them they will remove graphics on the vehicles that will be disposed.

**New Business/Projects**

1. *Chair's Report*
  - a. *Solar Project Update* – Director Smiley informed the Committee the fence was completed last week. Jim met with ComEd to discuss the connection points for the buildings and the courthouse transformer replacement. A new pad will need to be installed. A follow-up meeting has been scheduled for this Friday. Mr. Smiley also discussed the suggested path for the main feeder. The project is still on track to be operational this fall.
  - b. *County Board Room and Security Improvements Meeting* – Director Smiley stated the project was advertised June 26<sup>th</sup>, a mandatory walk-through is scheduled July 10<sup>th</sup>. Jim stated bids are due at the Facilities Management office on July 27<sup>th</sup> at 3:00 pm and the bid opening is 2:00 pm on July 28<sup>th</sup> at the County Office Building. Mr. Smiley informed the Committee that he attended a Trane webinar that focused on building indoor air quality and how to improve it. Jim stated

the easiest and most effective for any of our County Facilities would be to install UV lighting and Merv 13 or denser air filters. Jim asked Dewberry what the design cost would be to update our mechanical system to add this feature. Dewberry estimates the work at \$9,650.00. County Administrator Koeppel explained this mechanical upgrade could fall under the CURE funding which is available to Kendall County for costs related to COVID-19. Motion by Member Hendrix to forward change order #1 price change for additional design of mechanical system for Kendall County Boardroom in the amount of \$9,650.00 to the full County Board at the July 21, 2020 meeting. Motion second by Member Cesich. **All members present voting aye, Motion Carried.** Chair Kellogg informed the Committee Judicial has COVID 19 related projects that may also fall under the CURE funding guidelines.

- c. Special Facilities/COW meeting – Chair Kellogg informed the Committee a special facilities COW meeting is scheduled for July 30<sup>th</sup> at 4 pm to discuss the Boardroom bids and direction of the project.
2. *Phone System Replacement* – Director Smiley stated discussions with potential companies are continuing. The goal is to have the replacement completed on or before February 2021.
3. *Space Needs Review for Mail-in Voting* – County Administrator Koeppel informed the committee the fall election will have mail in voting options. Space will be needed for this process. CA Koeppel has been in discussion with County Clerk Gillette to address these needs. Director Smiley and CA Koeppel have been looking into options either what space is currently available on the campus.
4. *Animal Control Trailer Removal* – Director Smiley stated the trailer has been moved out of the Animal Control parking lot on June 29<sup>th</sup>. The trailer is currently at the South West corner of the Courthouse lot. The Sheriff plans to move the trailer to the gun range as soon as permit issues and other various details are worked out. **Project Complete.**
5. *Annual Demand Response Testing* – Director Smiley stated testing was completed on June 24<sup>th</sup>. Jim is waiting to hear from Progressive Energy on the 2020 – 2021 NRG program payment amounts Kendall County will receive this year. Jim hopes to have the information by the next Facilities Committee meeting.
6. *Courtroom Conference Call Review* – Mr. Smiley had a potential vendor contact him about judicial online court sessions. Jim, Judge Pilmer and Gina Hauge from Technology met with the vendor to discuss this possible need. Director Smiley is expecting the quote soon and believes this may fall under the CURE funding guidelines also.
7. *Trane Indoor Air Seminar* – Director Smiley attended a webinar from Trane to gauge what options are available for the building’s air systems. Director Smiley informed the Committee on the various options and as discussed earlier, Dewberry was asked costs to engineer these options to the HVAC system at the County Office Building. Jim has also set up a meeting with Trane to discuss options for other County Facilities.
8. *KCFM Truck Disposal* – Director Smiley stated he has 3 vehicles that need to be disposed. The Committee directed Mr. Smiley to discuss with the Sheriff’s office the possibility of disposing vehicles along with other vehicle disposals. From the Sheriff’s office. The consensus was to follow county procedure to dispose of the vehicles if they cannot be disposed of through the Sheriff’s office.

#### **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** – Member Cesich made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Giles.

Roll Call Vote: Members Present: Judy Gilmour, Audra Hendrix, Tony Giles, Matt Kellogg, and Amy Cesich  
**With all members in attendance voting aye, the committee entered into Executive Session at 4:48 p.m.**

Others Present: Jim Smiley, Director of Facilities, Christina Wald.

Member Hendrix made a motion to return to Open Session, second by Member Gilmour. **With all members present voting aye, the committee returned to Open Session at 4:50 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: October 9, 2019. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

**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 4:52 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant