

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, JANUARY 4, 2021**

Committee Chair Brian DeBolt called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Judy Gilmour, Matt Kellogg, Chair Brian DeBolt, Dan Koukol and Scott Gryder via teams.

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel. Lynette Bergeron, KenCom Director and Larry Nelson, WSPY via teams.

Approve the October 26, 2020 Facilities Committee Meeting Minutes – There were no changes to the October 26, 2020 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.** **Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes**

Approval of Agenda – Director Smiley added Item #9 Update on Public Safety Center Elevator Repair under new business. Member Koukol made a motion to approve the agenda. Member Kellogg second the motion. **All Aye. Motion approved.** **Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes**

Public Comment – None

Old Business/Projects

1. *Health Department Card Access Replacement* – Director Smiley informed the Committee the new system became operational just before Christmas. In doing the move to the new system it was discovered 5 card readers were a different manufacturer that are not compatible with the new system. A Change Order was approved by Director Smiley, Director Kinsey and County Administrator Koeppel in the amount of \$2,300.00. Director Smiley believes the items are in stock and will be installed once received.
2. *County Board Room Remodeling Project* – Director Smiley stated all the card readers and door strikes are installed. As of this meeting a date to activate the card reader system has not been established. Director Smiley believes the system will be active next week, but will have a more definitive date after he meets with Lite Construction and Dewberry next week. Key cards and Lanyards have been ordered. Since doors will be locked that were not previously locked, employees will need to carry key cards at all times to enter these areas. Training on the new electronic systems is still to be determined. Director Smiley projects the Boardroom to be in use by February. Member Koukol inquired about the space between board members. Director Smiley responded that portable clear acrylic dividers custom made for the DAIS are installed.
3. *COVID 19 Projects* – Director Smiley updated the Committee that Courtrooms #113 and #115 jury box reconfigurations, **Project is Complete**. Director Smiley projects the Jury Assembly #2 Buildout to be completed mid January once the doors are shipped and installed. Mr. Smiley stated the Public Safety Center door pass through slots project has been delayed until later this month by the material supplier.

4. *Cure Funding Entry for Reimbursement* – County Administrator Koeppel informed the Committee Kendall County has submitted reimbursement for \$1,000,042.00 in Cures Act funding, which is a reimbursement program for COVID-19 expenses. Kendall County thus far has received approximately \$900,000.00 and still has reimbursement requests pending.
5. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley stated over 70 responses were received. Director’s Smiley and Kinsey will sort through the candidates and hope to begin initial interviews next week through Microsoft Teams. Director Smiley stated second round interviews will be in person.
6. *2020 Vehicle Disposals Final Results* - Director Smiley included a summary sheet of the vehicles that were up for disposal. Mr. Smiley informed the Committee that one of the bidders declined two (2) of the vehicles after winning the bid. Director Smiley spoke with acting Chair Kellogg whom stated to contact the next highest bidders. Those next highest bidders approved taking the vehicles at the amount bid. This lowered the amount overall by \$268.00 for a total of \$3,051.00.

New Business/Projects

1. *Chair’s Report*
 - a. *Solar Project Update* – Director Smiley informed the Committee the solar field has been up and running at full capacity on December 21, 2020. Mr. Smiley explained limited production started on December 10th. Jim also informed the Committee according to GRNE’s data on our field we have generated 1.59k in savings.
2. *Phone System Analog Line Switch to Metronet* – Director Smiley stated during this process the goal is to eliminate as many analog lines as possible due to increasing costs and support for these lines. Mr. Smiley informed the Committee our current analog contract expires on February 4th and the goal is to have these analog lines cutover to Metronet by late January. Director Smiley, Lynette Bergeron, KenCom Director and Larry Nelson, KenCom Board Chair are sorting through the lines listed as KenCom lines, Kendall County pays for to determine which lines will be needed and remain analog lines. Mr. Nelson stated from his research all of these lines listed as KenCom lines may not actually be KenCom lines. Mr. Smiley stated Metronet charges approximately \$10.00 per month to add a device to maintain the lines as analog circuits.
3. *Courthouse Chiller replacement utilizing US Communities Contract # USC15-JLP023 Cooperative Quote Number 30-10006-20-002* – Director Smiley would like to complete this replacement in the spring to avoid any issues that the warmer weather would bring. Mr. Smiley stated this was budgeted and approved to be completed this year. Jim budgeted \$1,145,000.00 for this project and the items listed below. The four projects came in at \$978,765.00 combined. Director Smiley the ComEd rebate on all four projects will be \$28,045.00, which can be used to reduce the project costs further. This is \$166,244.00 less than budgeted. Director Smiley also suggests a contingency on all four (4) projects of \$100,000.00. Motion by Member Koukol to forward agenda items three (3) through six (6) to the County Board for approval with a contingency approval by the Facilities Chair and Facilities Director up to \$20,000.00 and a total contingency of up to \$100,000.00 pending approval by the Facilities Committee. Second by Member Kellogg. **All members present voting aye, Motion Carried.** ***Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes***
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller utilizing US Communities Contract #USC15-JLP023 Cooperative Quote Number: 30-10006-20-003* – Discussed in agenda item # three (3).

5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls for AHU#1 & AHU#2, mechanical room PCM & Boiler room utilizing US Communities Contract # USC15-JPL023 Cooperative Quote Number: 30-10006-20-004 – Discussed in agenda item # three (3).*
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section utilizing US Communities Contract # USC15-JLP023 Cooperative Quote Number: 30-10006-20-004 - Discussed in agenda item # three (3).*
7. *Van Disposal – Director Smiley informed the Committee a new van will be delivered this week. Consensus of the Committee is to dispose of old vehicle by public bid.*
8. *Landscaping Maintenance Invitation to Bid Approval to Advertise – Director Smiley informed the Committee our landscaping maintenance contract is up for renewal. Mr. Smiley proposes a three (3) year contract with optional two (2) one (1) year renewal as we recently did for the snow plowing contract. Committee approves advertising landscaping maintenance contract for bid.*
9. *Public Safety Center Elevator Repair - Update – Director Smiley stated the parts will be shipped to our installer by the end of the month. Once received installation will be completed within 2 weeks.*

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 DeBolt asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting, second by Member Gryder. Roll Call: **Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes.** **With all members present voting aye, the meeting adjourned at 5:08 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant