

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, APRIL 5, 2021**

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

Roll Call: Members Present: Judy Gilmour, Scott Gryder, Matt Kellogg, Dan Koukol.

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

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

Approve the March 1, 2021 Facilities Committee Meeting Minutes – There were no changes to the March 1, 2021 minutes; Member Gilmour made a motion to approve the minutes, second by Member Koukol. **With enough present members voting aye, the minutes were approved.** **Judy Gilmour: Yes, Scott Gryder: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Approval of Agenda – Member Gryder made a motion to approve the agenda. Member Koukol second the motion. **All Aye. Motion approved. Roll Call: Judy Gilmour: Yes, Scott Gryder: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Public Comment – None

Old Business/Projects

1. *County board Room Remodeling Project* – Director Smiley informed the Committee the project is primarily completed. Trim along the DAIS is missing, Jim is working to coordinate its completion. Mr. Smiley stated the card access system now has the chips installed in the readers and the electronic licenses have been purchased. This will give the card access system the ability to function by phone app instead of cards. Jim stated training on the card access system still needs to be completed once the mobile licenses are installed. County Administrator Koeppel stated the microphone and sound issues have been resolved. The computers are installed at the podium and the executive conference room.
2. *COVID 19 Projects:*
 - a. Public Safety Center Door pass through slots - Director Smiley stated a test install is planned for next week to verify if the process can be done in place without having to remove the doors. Mr. Smiley wants verification that if work completed in place will not be disruptive with noise, dust particles or welding smoke issues.
 - b. COVID Clinics - Director Smiley informed the Committee KCFM staff have taken multiple trips between the Prairie Point and High School sites for the delivery of supply needs for the COVID clinics. Jim stated there have been some communication/last minute coordination issues, but for the most part it has been fairly smooth process.
 - c. Court Administration reception window - Mr. Smiley also updated the Committee Judge Pilmer requested facilities have the glass in Court Administration replaced from a sliding window to solid window with a transaction cut out. **This Project is Complete.**
3. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley updated the Committee on the status of the new hire. Mr. Smiley stated the candidate has accepted the position and the background screening process is ongoing.

4. *Courthouse Chiller replacement* – Director Smiley stated ComEd confirmed setting aside the rebate funding. Mr. Smiley stated a decision will need to be made on how the credit will be dispersed. Chair DeBolt stated for Director Smiley to speak with County Administrator Koeppel when he receives notification from ComEd for the payment being processed. Mr. Smiley also stated shipment of equipment has been delayed by 1 week, which may require a temporary system to be used due to the weather warming up. Director Smiley is working on the details and will speak with Chair DeBolt as soon as all the information is received.
5. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated the delivery for these components will be closer to May. The installation will be evaluated at the time of delivery to see if it will need to be installed in fall due to weather.
6. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley informed the Committee the work will begin tomorrow on the wiring. Jim is coordinating with court schedules for access to courtrooms.
7. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Director Smiley stated work will begin next week.
8. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the Committee a suction truck was needed to remove debris. Installation progress is continuing, with the probability of being completed by the end of the week. Final inspections will be done once the installation has been completed.
9. *Public Safety Center Projects* – Director Smiley informed the Committee the Valuable Sealing tracking machine is up and running. **Project Complete.** Director Smiley informed the Committee the Workout Machine has been installed and is working. **Project Complete.**
10. *Metronet HPBX Desk Set Phone Installations* – Director Smiley stated Metronet anticipates the background work to be completed by April 16th. Mr. Smiley is unsure Metronet can meet the May 1st deadline. Mr. Smiley spoke with County Administrator about options available if the deadline cannot be met.

New Business/Projects

1. Chair's Report

- a. *2021 County Office Building Capital projects discussion* – Director Smiley stated there was no direction in the last meeting about extending the card access system throughout the building. Mr. Smiley stated an architect will not be needed for this process and the cost estimate to add the system to all the suites is approximately \$50,000.00. County Administrator Koeppel stated a meeting is set with the architects that have been used on the last few projects to inquire the costs to update the Capital Improvement Plan last updated in 2006. Mr. Koeppel stated the cost would then be brought before the board. Chair DeBolt spoke with Director Smiley about remodeling the current Facilities Building for needed office space. Director Smiley received preliminary costs of \$44,650.00. No direction was given to proceed at this time.
2. *Historic Courthouse Window Project Bid Review* – Director Smiley received one bid from the advertised ITB. The budgeted amount was \$85,000.00 and bid amount received came in at \$91,000.00. Motion by Member Koukol to send to the April 20th County Board for approval to replace three (3) windows by Patrick McCann, Inc. in the amount of \$91,000.00. Second by Member Gilmour. **All members present voting aye, Motion Carried.** **Roll Call: Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.**

3. *Knock Box Installs for Animal Control & Annex Facilities* – Director Smiley informed the Committee Knock Boxes were needed for the Annex and Animal Control facilities. These were ordered and will be installed once received.
4. *State Fire Inspections for Elevators at the Courthouse & Public Safety Center* – Director Smiley stated yearly inspections were conducted and all elevators and chair lifts passed. **Project Complete.**
5. *Solar Connection Redo at the Courthouse & Public Safety Center* – Director Smiley stated the solar connection needed to be adjusted. This was done on Saturday, April 3rd for less disruptions. Mr. Smiley stated a temporary connection needed to be established for Bond call. **Project Complete.**
6. *Public Safety Center Annual UPS Preventative Maint. 1* – Director Smiley informed the Committee the annual preventative maintenance on the units were completed last week. Mr. Smiley stated everything is working properly. **Project Completed.**

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

Executive Session – None

Public Comment – Member Koukol inquired why the Regional Plan Commission meetings are at the Historic Courthouse and if the meeting can be moved to the County Boardroom. County Administrator Koeppel stated beginning May 4th the meetings will be moved backed to the County Boardroom.

Questions from the Media – None

Adjournment – Chair DeBolt made a motion to adjourn the meeting, second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:40 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant