

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, FEBRUARY 1, 2021**

Committee Member Gryder called the meeting to order at 4:00 p.m.

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

Chair DeBolt arrived at 4:21pm.

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

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

Approve the January 4, 2021 Facilities Committee Meeting Minutes – There were no changes to the January 4, 2021 minutes; Member Koukol made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.** **Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes Judy Gilmour: Yes**

Approval of Agenda – There were no changes to the January 4, 2021 minutes; Member Kellogg made a motion to approve the agenda, second by Member Koukol. **All Aye. Motion approved.** **Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes Brian DeBolt: Yes, Judy Gilmour: Yes, Scott Gryder: Yes**

Public Comment – None

Old Business/Projects

1. *Health Department Card Access Replacement* – Director Smiley informed the Committee the **Project is Complete.**
2. *County Board Room Remodeling Project* – Director Smiley stated the work remaining is for the electronic system change order to access Teams and other electronic presentations. Training on the new systems are scheduled for next week. Mr. Smiley also stated the new entrance doors and the podium are expected approximately the February 15th. We are still projecting to move back into the new boardroom for the County Board Meeting scheduled on February 16, 2021. Member Kellogg requested a cost of a second Kendall County Logo sign and podium for mobile usage.
3. *COVID 19 Projects* – The only remaining project is the Jail Door Slots. Director Smiley informed the Committee the remaining locks are scheduled to ship February 5, 2021 all other materials have been received. Jim stated he is in contact with the local welding company that will be doing the onsite work and they will start as soon as all locks are received. Mr. Smiley stated the completion could take approximately a week. Member Gryder informed the Committee the he and Member Kellogg walked through the Health Department Covid vaccine clinic and reported to the Committee the set up and flow of the clinic. Member Kellogg stated Health Department Director Rae Ann VanGundy was very appreciative of the Facilities Department for all the help they have received to gather everything from chairs to picking up donations for the clinic.
4. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley informed the Committee an offer has been made and the background screening has been submitted. A tentative start date is set for February 16, 2021.

5. *Phone System Analog Line Switch to Metronet* – Director Smiley stated the process began last week and will continue tomorrow through the end of the week to get all the analog lines cutover. Mr. Smiley stated once this is complete they can begin the process to change all the desktop phones. This process is slated to be completed by May.
6. *Courthouse Chiller replacement* – Director Smiley stated the lead time for the equipment is 11 weeks currently. In the meantime the new pumps and drives will be installed and preparation of the site for a quick installation when the new equipment is received in April.
7. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley informed the Committee the lead time for this is 13 weeks. In the meantime they will work to install components and equipment they can to make the changeover at the end of April as quick and smooth as possible.
8. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley stated lead time for this equipment is approximately 6 weeks. Schedules for this replacement and the replacement in item 9 below will need to be scheduled to meet courtroom availability.
9. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Same as item 8 above.
10. *Van Disposal* – Director Smiley stated two bids were received. I55 Auto bid \$700.00 and Yousef Dabbagh bid \$368.00. Motion by Member Koukol to forward van disposal to I55 Auto in the amount of \$700.00 to the County Board for approval. Second by Member Kellogg. **All members present voting aye, Motion Carried.** ***Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Judy Gilmour: Yes.***
11. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the committee the components are expected to ship on February 19, 2021 and installation to begin the following week.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Director Smiley stated the solar farm produced 66,293 kW of electricity in December and 11,9396.20 kW in January. The first bill received was in the amount of \$5,292.15.
2. *Landscaping Maintenance Invitation to Bid Update* – Director Smiley informed the Committee the contract three year term expired however the option for the one year additional option will continue for this season. Director Smiley will continue to develop the ITB for next season. **Project Complete.**
3. *Approval to advertise an ITB for Window Replacement at the Historic Courthouse* – Director Smiley informed the Committee \$85,000.00 was approved in the 2021 Capital Budget for the Historic Courthouse window replacement. Director Smiley stated this will allow for three windows to be replaced. Motion by Member Gilmour to advertise the Historic Courthouse window replacement ITB. Second by Member Kellogg. **All members present voting aye, Motion Carried.** ***Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Judy Gilmour: Yes, Brian DeBolt: Yes,***
4. *Coroner Office Body Cooler System Upgrade Capital Budget Request* – Director Smiley informed the Committee the current Coroner's body cooler is frequently in need of Freon. Mr. Smiley stated the entire cooling system will need to be replaced due to the age of the current system. The cost is approximately a \$5,000.00 upgrade. The Committee directed Mr. Smiley to submit a budget request for replacement in next year's capital budget.

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 – Chair DeBolt 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 Koukol.

Members Present: Matt Kellogg, Dan Koukol, Scott Gryder, Brian DeBolt, and Judy Gilmour via teams. **Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes, Judy Gilmour: Yes**
With all members in attendance voting aye, the committee entered into Executive Session at 4:33 p.m.

Others Present: Jim Smiley, Director of Facilities, Scott Koeppel, Kendall County Administrator and Christina Wald.

Member Koukol made a motion to return to Open Session, second by Member DeBolt. **Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes, Judy Gilmour: Yes.** **With all members present voting aye, the committee returned to Open Session at 4:38 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: July 6, 2020. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

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

Respectfully submitted,

Christina Wald
Administrative Assistant