

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, MARCH 1, 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 Koepfel.

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

**Approval of Agenda** – Member Kellogg made a motion to move agenda item 1a under New Business Chair's Report to under public comment. Member Gilmour second the motion. **All Aye. Motion approved. Roll Call: Judy Gilmour: Yes, Scott Gryder: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

**Public Comment** – None

**Old Business/Projects**

1. *County board Room Remodeling Project* – Director Smiley stated the move to the new County Boardroom was on February 16, 2021. There are a few remaining items to be completed. Director Smiley is working on is the card access system to automatically lock/unlock night meetings with ease.
2. *COVID 19 Projects* – Director Smiley informed the Committee all materials have been received. Mr. Smiley is working with the Jail Commander to coordinate the installation. Director Smiley also informed the Committee the current COVID expenses the Facilities Department has spent to date this year is \$67,000.00. County Administrator Koepfel stated COVID funding for 2021 expenses may be accessible and will update status as soon as information is available.
3. *Assistant Facilities Management Director/Project Manager Position Update* – The Committee was informed the position will be reposted.
4. *Phone System Analog Line Switch to Metronet* – Director Smiley informed the Committee four (4) transcription lines in the sheriff's department are analog lines and will need to be ported over. Once these lines have been ported over to MetroNet, all known analog lines have been completed.
5. *Courthouse Chiller replacement* – Director Smiley stated the ComEd rebate has been applied for but not approved as of yet. ComEd is offering a 30% bonus for projects like this one, which would put the rebate total up to \$43,071.52 on this project. Director Smiley stated the Committee will need to decide if the rebate will be sent directly to Trane and applied to the project cost or if Kendall County will receive the payment and pay Trane the full contracted amount.
6. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated the ComEd rebate for this project was approved for \$2,483.00.00.

7. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley is waiting for a schedule from Trane for the installation of this equipment.
8. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Director Smiley stated two (2) shipments of equipment have been received. Trane will submit the schedule for installation of the equipment. Once the schedule is received, Mr. Smiley will work with court security on installation.
9. *Van Disposal* – Director Smiley stated the Board approved the van disposal to I55 Auto on February 12, 2021. The title was signed and I55 Auto was informed it was ready for pick up.
10. *Public Safety Center Elevator Shaft Replacement* – Director Smiley stated the miscellaneous parts for the piston assembly was unexpectedly delayed. Jim is waiting for Advanced Elevator to inform him of a new expected ship date.

## **New Business/Projects**

### *1. Chair's Report*

- a. *Coroner Office and KCFM space needs discussion* – Coroner Jacquie Purcell presented to the Committee the Coroner's office need for more space. Coroner Purcell is requesting to move to a new building or expand into the full building at 804 W John St, which will require the Facilities Department to relocate. Currently the Coroner's office is working within 1,000 sq. ft. space. The Committee stated many departments have project requests for space needs as well and will need to prioritize the requests and funding. Chair DeBolt plans to discuss this space need further this year.
  - b. *2021 County Office Building Capital projects discussion* – Director Smiley reminded the Committee that we are a ¼ of the way through this fiscal year. If we are planning to use an architect for further remodeling of the County Office Building we need to start soon as it takes months to have the architect develop plans and specifications, bid and buildout the projects. Mr. Smiley suggested the first area to consider is the County Clerk's needs especially the Voter's department. The Committee also discussed storage needs and reviewed floor plans of the facility. No further direction was given.
2. *Circuit Clerk Cubicle Project* – Director Smiley stated Mr. Prochaska acquired cubicles with taller walls. Mr. Smiley is analyzing the layout with the new cubicles and the space size along with time requirement needed to dismantle the old cubicle system and install the new cubicles.
  3. *Voters Cubicle Setup* – Mr. Smiley informed the Committee a new cubicle was set up in Voter's registration. The cubicle was an extra cubicle located in administration which was dismantled and reinstalled in this area. **PROJECT COMPLETE.**
  4. *Public Safety Center Projects* – Director Smiley stated the Public Safety Center purchased a machine to seal personal property of jail inmates. The machine installation needed a 208v power circuit to be installed to run to the machine. KCFM staff is installing the circuit. The Public Safety Center also purchased a multi position exercise machine the will require moving the machine to its destination, assembling and securing it to the floor.
  5. *Metronet HPBX Desk Set Phone Installations* – Director Smiley informed the Committee the next phase of the phone installation is to change all desktop phones. Mr. Smiley requested a conference call to discuss this process of the project. Director Kinsey requested one phone set be installed in each building to verify the phone operate correctly on the network before switching all the phones at once. Mr. Smiley began site surveys last week with the smaller sites and will continue this week with the bigger sites.

**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. Chair DeBolt made a motion to adjourn the meeting, second by Member Gryder. Roll Call: **Judy Gilmour: Yes, Scott Gryder: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.** **With all members present voting aye, the meeting adjourned at 5:24 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant