

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, MAY 3, 2021**

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

**Roll Call:** Members Present: Brian DeBolt, Judy Gilmour, Matt Kellogg, Dan Koukol.  
Scott Gryder arrived at 4:08 pm.

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

Others Present: Facilities Management Director Jim Smiley, Assistant Director/PM Dan Polvere, County Administrator Scott Koepfel.

**Approve the April 5, 2021 Facilities Committee Meeting Minutes** – There were no changes to the April 5, 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.** **Judy Gilmour: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

**Approval of Agenda** – Member Gilmour made a motion to approve the agenda. Member Koukol second the motion. **All Aye. Motion approved. Roll Call: Judy Gilmour: Yes, Matt Kellogg: 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 base detail still needs to be completed. Jim is working with Lite Construction on completion. Mr. Smiley is working with Dewberry to set up the cell phone operation part of the door lock system. Once completed training on the door lock system will be scheduled.
2. *COVID 19 Projects:*
  - a. *Public Safety Center Door pass through slots* – Director Smiley stated to the Committee one door in holding will be done as a trial for the process of cutting the doors pass through slots in place to avoid removing the doors. Mr. Smiley informed the Committee of the process to cut these openings in place. Jim stated 7 doors in total need to be altered.
  - b. *Plexiglas barriers for some Circuit Clerk Cubicles* – Director Smiley informed the Committee the barriers were received and KCFM staff began installation. Jim stated the mounts to hold the barriers in place were not strong enough. Mr. Smiley believes an aluminum channel on the ends of the glass should secure the barriers efficiently.
3. *Courthouse Chiller replacement* – Director Smiley updated the Committee on the status of material delivery delays. Jim is concerned about the rising temperatures and need for air conditioning along with the installation schedule. Mr. Smiley also informed the Committee the costs for a temporary system or the installation can be completed in the fall when the need for air conditioning is minimal. If installation were to happen in the fall, the ComEd grant would not be affected as long as the project is completed by November. Once the delayed material is received the Committee will decide at that time which option to move ahead with.

4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated this equipment is due to arrive at the end of May. Jim stated downtime for installation would be 7 -10 days if the piping can be done in advance. Mr. Smiley will talk with the Sheriff for the best time for installation once he has confirmation the equipment has been received.
5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley stated the wiring was completed a few weeks ago. Jim believes the project will be completed by the end of May.
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Director Smiley informed the Committee the duct work pieces have been removed and replaced. Jim also stated the project is substantially completed, but a punch list will need to be completed on this project.
7. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the Committee the elevator shaft replacement has been completed the week on April 12, 2021. The inspection passed on April 19, 2021. **Project Complete.**
8. *Metronet HPBX Desk Set Phone Installations* – Director Smiley stated all phones have been placed at all sites. Mr. Smiley informed the Committee they are starting with smaller sites first. Facilities/Coroner, Highway and Animal Control will begin the switch over on May 11<sup>th</sup>. Jim hopes to be completed by the end of May early June.

## **New Business/Projects**

### *1. Chair's Report*

- a. *2021 County Office Building Capital projects discussion* – Chair DeBolt reminded the Committee approximately \$400,000.00 is left in what was budgeted in the 2021 budget for improvements to the County Office building. Chair DeBolt mention that we have talked for many years about what to do with outlying properties at the Fox street campus. Discussion continued about the possibility of relocating stored records to the Courthouse temporarily or permanently if it is decided to remodel or remove these facilities. Members agreed we should evaluate these buildings, then start discussion with department heads and elected officials at the Fox street campus, as to their offices needs for space and storage. Chair DeBolt stated they will be in discussions with Departments and Director Smiley to determine space needs.
  - b. *Future Capital projects – Facilities & Coroner* – Chair DeBolt stated the Coroner needs their own building and Facilities needs their own building so equipment and vehicles could be centrally located. County Administrator Koepfel suggested either updating the countywide master plan, which was last updated in 2006 or decide if the Facilities Committee and/or County Board to do a yearly building by building or campus by campus review of the facility's needs. Chair DeBolt stated to have the records moved and/or scanned along with obtaining bids to have the outside buildings removed might be a pertinent move for this year to consider.
1. *Courthouse Roof Replacement Using Garland Program* – Assistant Director/PM Dan Polvere informed the Committee the benefit of using Garland for a nuclear scan of our Courthouse roof. Mr. Polvere explained the benefits and savings using this process to avoid costly extras. Chair DeBolt stated his experience using Garland with the Yorkville School District. Garland is part of the Illinois procurement program, which is the same program the county utilizes with the Trane contracts done to date. Director Smiley stated \$85,000.00 has been approved in the 2021 budget for this project. Motion by Member Kellogg to send to a future County Board meeting once the agreement has been completed for approval to use the Garland Company for the Courthouse Roof Replacement. Second by Member Koukol. **All members present voting aye, Motion Carried.** *Roll Call:* **Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.**

2. *Historic Courthouse Window Project* – Director Smiley informed the Committee the vendor still needs to submit the required bond for the project. Mr. Smiley stated the vendor did take the initial measurements for the window manufacturer.
3. *Approve Kendall County Housing Authority Lease Extension of 2019 Lease Agreement* – Motion to approve: Member Kellogg, Second by Member Koukol. **All members present voting aye, Motion Carried. Roll Call: Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.**
  - a. *Kendall County Housing Authority – Request for Additional Space* – No additional space available at this time.
4. *Courthouse Safety Meeting – Zoom Call* – Director Smiley stated there was discussion on various training exercises that will be upcoming with court security. Mr. Smiley also stated there was low turnout on the call so another meeting will be scheduled. **Project Complete.**
5. *Courthouse Jury Assembly Entrance Project* – Director Smiley informed the Committee of a project Judge Pilmer requested for the entrance of the jury assembly space be re-worked. Mr. Smiley stated KCFM staff completed most of the project, except the carpet repair which was done by a vendor. **Project Complete.**
6. *Public Safety Center Capital Budget Estimate Requests* – Director Smiley received a request to provide some estimates for the Public Safety Center. Mr. Smiley contacted Dewberry, whom is looking at the projects at no cost to provide the budgetary numbers. Director Smiley will forward the information once received.

#### **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** – None

**Questions from the Media** – None

**Adjournment** – Chair DeBolt asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting. Second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:12 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant