

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
THURSDAY, JUNE 10, 2021**

Committee Chair DeBolt called the meeting to order at 3:04 p.m.

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

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

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

Approve the May 3, 2021 Facilities Committee Meeting Minutes – There were no changes to the May 3, 2021 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Kellogg made a motion to approve the agenda. Member Gilmour second the motion. **With all present members voting aye, the agenda was approved.**

Public Comment – None

Old Business/Projects

1. *County Board Room Remodeling Project* – Assistant Director Polvere informed the Committee training has been set up for Friday, June 11th for the card access system. Mr. Polvere also stated the trim pieces for the boardroom still need to be completed.
2. *COVID 19 Projects:*
 - a. *Public Safety Center Door pass through slots* – Assistant Director Polvere stated the welder took two days to complete their portion of the project. The doors will still need to be primed and painted by KCFM staff. County Administrator Koepfel stated the project will be paid with the American Rescue Plan Act money.
3. *Courthouse Chiller replacement* –
 - a. *Pump Setup Change Order Discussion* – Assistant Director Polvere informed the Committee the existing pumps are stacked on top of each other. It is ideal to unstack these pumps for efficiency of service and function. Chair DeBolt stated Director Smiley is working with the contractor on the cost of the change order and to proceed forward.
 - b. *Valve Installation Change order Discussion* – Assistant Director Polvere informed the Committee the shut off valves needed to be installed on the system the entire system would not need to be shut down in case it would need to be drained. Mr. Polvere stated this installation has been completed. **Project Complete.**
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Assistant Director Polvere stated the pumps have arrived and awaiting fabrication pending the change order approval.

5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Assistant Director Polvere stated this has been completed. **Project Complete.**
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Assistant Director Polvere stated this has been completed. **Project Complete.**
7. *Metronet HPBX Desk Set Phone Installations* – Assistant Director Polvere informed the Committee Director Smiley is currently working on the port for the Public Safety Center, which is why Director Smiley was unable to attend the meeting. Mr. Polvere stated the only buildings left to port is HHS and the Courthouse.
8. *Historic Courthouse Window Project* – Assistant Director Polvere stated the tentative installation date is September 7, 2021.

New Business/Projects

1. Chair's Report

- a. *107 W. Madison St.* – Chair DeBolt explained the current conditions of the building location at 107 W. Madison. Chair DeBolt is a proponent of saving buildings if possible, however the deterioration of this building renders it impossible to save and recommends it be demolished. Assistant Director Polvere stated three (3) bids were received. The lowest bid to demolish was received from Lite Construction in the amount of \$20,750.00. Mr. Polvere also stated the cost to fill the site is \$2,800.00. Asbestos Project Management quoted \$6,900.00 to remove the Asbestos from the property. Chair DeBolt received a request from the owners of the property next door of 107 W Madison for the old light pole currently located on the property be moved to their property. The Committee decided to keep the light pole and move it over to the Historic Courthouse property. Chair DeBolt stated certified letters need to be sent to the surrounding neighbors informing them of the demolition. Motion to approve demolition of 107 W. Madison by Member Kellogg, Second by Member Koukol. **All members present voting aye, Motion Carried.** *Roll Call: Dan Koukol: Yes, Matt Kellogg, Yes, Judy Gilmour: Yes, Brian DeBolt: Yes.*
 - b. *Approval to maintain 105 W. Fox St & Remodel for other use* – Chair DeBolt informed the Committee this building is a solid building, however it does need a roof. Motion to obtain bids for the roof replacement at 105 W. Fox Street by Member Koukol, Second by Member Gilmour. **All members present voting aye, Motion Carried.** *Roll Call: Dan Koukol: Yes, Matt Kellogg, Yes, Judy Gilmour: Yes, Brian DeBolt: Yes.*
 - c. *K.A.T. Study Discussion* – County Administrator Koeppel informed the Committee of a proposal with the City of Yorkville whom has hired Kluber, Inc. to access the needs for a Public Works building and possibly share the space with KAT. Mr. Koppel stated the similarities in needs of the public works and bus depot space needs. If the report comes back that sharing is not beneficial the study could be used to develop a KAT depot in the future with possible state funding. This is on the agenda for Tuesday's County Board meeting.
2. *Extra Cleaning related to COVID 19* – Assistant Director Polvere requested direction on the continuation of the extra COVID cleaning that has only been budgeted for six (6) months of this budget year. County Administrator Koeppel stated the cleaning at the county office building and historic courthouse can be discontinued due to entering phase 5. The Committee directed Mr. Smiley to speak with the Sheriff, Presiding Judge and Health Department Executive Director about discontinuing their extra cleanings.

3. *Programmable Sloan Valve Trial* – Assistant Director Polvere informed the Committee a programmable Sloan valve is being installed in the jail as a test. The valve was provided to Kendall County free of charge for the trial. This valve will control the water flow to help prevent flooding of cells by inmates.
4. *T-Mobile Cell Phone Trial* – Assistant Director Polvere stated to the Committee Director Smiley has been given a cell phone by T-Mobile to try for a few weeks to compare their service against the existing AT & T plan. If facilities were to switch to T-Mobile the department would be upgraded with new phones for free but new otter box cases would need to be purchased for \$50.00 each.
5. *2020 Winter Storm Damage Repairs* – Assistant Director Polvere stated the landscaper and snow plow vendors are working to repair approximately 20 curbs and lawn damage. The landscaper will be fixing the grass damage and the snow plow vendor will be fixing the curb damage.
6. *Fire Systems Annual Testing* – Assistant Director Polvere informed the Committee the fire systems are currently going through the yearly testing process this week. Mr. Polvere stated next week the extinguishers and suppression system will be tested.
7. *Courthouse Roof Scan for 2021 Roof Replacement Capital Project* – Assistant Director Polvere informed the Committee a company came to assess the roof with an infrared scanner. The results of the scan indicate the insulation is dry. Garland is currently working on the documents for the bidding process. Mr. Polvere hopes to have the pre-bid meeting by the end of June with bid results for the July meeting to present to the Committee.
8. *Public Safety Center Records Project* – Assistant Director Polvere stated cubicles were moved, shelves were installed and additional lighting was also installed. **Project Complete.**
9. *Health & Human Services Fire Panel Replacement* - Assistant Director Polvere informed the Committee a fire panel at the Health and Human Service building had a trouble alarm. Upon further inspection the panel will need to be replaced. Director Smiley is waiting on the quote for the replacement.

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 Koukol made a motion to adjourn the meeting. Second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 3:52 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant