

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, AUGUST 2, 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 4:23 p.m.

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

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

**Approve the June 10, 2021 Facilities Committee Meeting Minutes** – There were no changes to the June 10, 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 Koukol made a motion to approve the agenda. Member Kellogg 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* – Director Smiley stated the training on the card access system had been completed on July 9<sup>th</sup>. Mr. Smiley also stated the programming was set up for cell phone use instead of cards. Director Smiley will set up additional phones access as time allows. **Project Complete.**
2. *COVID 19 Projects:*
  - a. *Public Safety Center Door pass through slots* – Director Smiley informed the Committee the re-painting of the doors still needs to be completed by KCFM staff. Mr. Smiley believes this should be completed before the next Committee meeting in September. **Project Complete.** County Administrator Koepfel stated this project would be a candidate for reimbursement under the American Rescue Plan Act.
3. *Courthouse Chiller replacement* – Director Smiley requested a tentative schedule from Trane. Mr. Smiley stated all parts have been received. Director Smiley received notice from ComEd the rebates will be honored through the end of November.
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Same as the above agenda item number three (3).
5. *Metronet HPBX Desk Set Phone Installations* – Director Smiley informed the Committee all ports have been completed. Mr. Smiley stated there are some minor items left before the project is completed. Jim is working with Metronet's engineer to get the paging interface up and running. Director Smiley stated on August 9<sup>th</sup> the process of shutting down the old system will begin with the County Office Building system and the voicemail server. However, the systems will stay in place for now in case information is needed from them.

6. *Historic courthouse Window Project* – Director Smiley stated the vendor is still on track with the September delivery. The vendor informed Jim the factory no longer paints the windows however the vendor will paint them prior to arrival.
7. *Extra Cleaning related to COVID 19* – Director Smiley informed the Committee he spoke with all the departments that required extra COVID cleaning as directed. The only department that requested the cleaning continue is the Health Department due to the clinics being brought back to the building.
8. *2020 Winter Storm Damage Repairs* – Director Smiley stated the delay is due to material shortage. Jim has been informed from the vendor the repairs will begin this week.
9. *Fire Systems Annual Testing* – Director Smiley informed the Committee testing of all the systems at all buildings have been completed with no issues. **Project Complete.**
10. *Health & Human Services Fire Panel Replacement* – Director Smiley stated the panel was replaced the week of July 19<sup>th</sup>. **Project Complete.**

## **New Business/Projects**

### *1. Chair's Report*

- a. *K.A.T. Study Kluber Presentation Meeting* – County Administrator Koepfel updated the Committee on the status of the State of Illinois application for funding process. Kluber offered to begin the process at no charge at this time for this first meeting.
  - b. Discussion on moving records out of the Annex and Heart home into the basement of the courthouse. Shelving will need to be purchased to store and organize the records. Another suggestion was to scan the records however the Committee was not comfortable with the records leaving the County. Motion to approve the purchase of shelving and ladder for the records currently stored in these facilities to be stored in the basement of the Courthouse amount not to exceed the amount of \$20,000.00 by Member Koukol, Second by Member Gryder. **All members present voting aye, Motion Carried.**
  - c. Chair DeBolt stated with the county records moved to the courthouse the County Clerk will move the voting equipment from outside storage to the 1<sup>st</sup> floor of the Annex building. Annex roof repairs and outside clean up and repainting will be needed as well since we plan to keep this facility.
  - d. Discussion on the house located at 108 W. Ridge Street. Motion to obtain proposals for demolition of 108 W. Ridge Street by Member Kellogg, Second by Member Gryder. Opposed by Member Koukol. **With the majority members present voting aye, Motion Carried.**
  - e. Expansion of County Facilities are requiring voting to expand floor space at the County Office Building. Member Kellogg stated the American Rescue Plan Act would help with this expansion but all the information on how the program will work has not been received as of yet. Chair DeBolt stated Facilities will need a larger building to operate in as well.
2. *2022 Capital & COVID Related Budget Pricing* – Director Smiley informed the Committee that he and Assistant Director Polvere have been obtaining pricing for departments to submit for capital project requests for the 2022 budget year.
  3. *NRG Demand Response Testing* – Director Smiley informed the Committee that the required testing was completed. Mr. Smiley stated he has not received the amount we will receive this upcoming year however the past the amount has averaged approx. \$30 - \$35,000.00 per year.

4. *Courthouse Roof Repair versus Replacement in 2021* – Assistant Director Polvere informed the Committee due to COVID the bids received were higher with a reduced scope. The recommendation is to make minor repairs and rebid the replacement in 2022 when material pricing hopes to be reduced.  
**Project Complete.**
5. *Parking Lot Maintenance 2021* – Assistant Director Polvere informed the Committee the vendor has submitted all the proposals for sealcoating and patching at the courthouse and re-stripping at the Public Safety Center.

**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 Kellogg made a motion to adjourn the meeting. Second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:24 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant