

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

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

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

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 Koeppel.

Approve the October 4, 2021 Facilities Committee Meeting Minutes – Member Gilmour made a motion to amend and approve the October 4, 2021 meeting minutes, second by Member Koukol. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Kellogg made a motion to move agenda item seven (7) Update Progressive Energy Update to under New Business Chair Report. Member Koukol second the motion. **With all present members voting aye, the agenda was approved.**

Public Comment – None

Old Business/Projects

1. *Courthouse Chiller Replacement* – Director Smiley informed the committee the project was finished on October 11, 2021 as scheduled. The project budget was \$470,000.00 the final cost of the project was \$382,000.00, which is \$88,000.00 under budget.
2. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley informed the committee the project was started on October 11, 2021 and finished on October 27, 2021. The project budget was \$475,000.00 the final cost of the project was \$383,600.00, \$93,000.00 under budget. Mr. Smiley also reminded the committee there were two (2) other HVAC that were completed in the spring at the courthouse; upgrading the vav boxes and upgrading the controls and software that also were under budget when completed. The total of the four (4) projects came in \$186,571.00 under budget.
3. *Metronet HPBX Punch List* – Director Smiley stated the final component to be completed is the paging interface at the courthouse which will be completed on Wednesday. Mr. Smiley also informed the committee of a handful of miscellaneous phones that were added that will also be installed on Wednesday. Service disconnects have been ordered for Fox Street campus circuits with the previous vendor.
4. *Historic Courthouse Window Project* – Director Smiley informed the committee the project was completed on Friday October 22, 2021. **Project Complete.**
5. *Voter Office changes & Preparation for 2 Elections in 2022* – Chair DeBolt informed the committee of minor remodel changes to the voter's/recorders offices to help with the flow of the 2022 elections. Chair DeBolt stated money has been put in the 2022 budget for these changes which are planned to be completed by KCFM staff.

6. *County Office Building Remodel Cost Update* – Director Smiley informed the committee \$500,000.00 was budgeted for 2021 building improvements. After 2021 expenses, to complete the County Board room remodeling and demolition of the two homes at the Fox street campus \$163,000.00 is projected to be unused this year.

New Business/Projects

1. *Chair's Report:*
 - a. *Fox St. Campus Update* – Director Smiley presented to the committee two (2) versions of the county seal for the exterior of the building. The committee requested Director Smiley to look to other companies for comparative quotes.
 - b. *Annex Repairs* – Assistant Director Polvere informed the committee the Annex roof repairs will be completed for approximately \$3,000.00. The committee approved repairs not to exceed \$6,000.00.
 - c. *2022 Truck Replacement Early Purchase Discussion* – Director Smiley requested permission to start the process to purchase the new vehicle that was requested for the 2022 budget year. Director Smiley will update the budgeted amount and will submit the cost change.
 - d. *John St. and adjoining areas inlet/drain repairs discussion* – Director Smiley stated the expected improvement cost will be \$10,000.00 and is expected to be completed the week of November 8, 2021. Notification and maps will be sent out to county employees prior to work starting.
2. *Discussion on next Landscaping Contract due Spring 2022* – Director Smiley stated a new contract will be needed for Spring of 2022. Mr. Smiley informed the committee the last contract he completed has been through State's Attorney review in 2020 for the snow removal contract. Jim stated the standard contract being used is a three (3) year contract with two (2) one (1) year extension options. The committee directed Mr. Smiley to use the same formatted contract and to go ahead with the bidding process.
3. *Discussion on Janitorial Contract due Spring 2022* – The committee directed Mr. Smiley to use the same formatted contract and to go ahead with the bidding process.
4. *Approve creating a new lease for CASA at the Health & Human Services facility* – The committee directed Mr. Smiley to insert the new date and submit the lease for County Board approval.
5. *Approve creating a new lease for Workforce Development at the Health & Human Services facility* – Director Smiley informed the committee Workforce Development would like to decrease their space needs for the new lease. County Administrator Koepfel is concerned on the decreased space needs and would like to speak with Workforce Development about the situation before any action on the new lease is taken.
6. *Approve first additional one-year lease for Mutual Ground at the Courthouse* – The committee approved the one-year lease extension.

7. *Update Progressive Energy Update* – Mr. Arnie Schramel from Progressive Energy updated the committee that Kendall County has saved \$68,000.00 thus far in 2021 with the solar field. Mr. Schramel went on to explain the future savings from the solar field. Director Smiley informed the committee he is working with GRNE on the balance of landscaping from construction and to meet the City of Yorkville’s requirement for the special use permit for the solar field.

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 – Member Gilmour 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 and 5 ILCS 120/2 (c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Second by Member Kellogg. **Roll Call: Dan Koukol: Here, Matt Kellogg: Yes, Judy Gilmour: Yes, Brian DeBolt: Yes. With all members in attendance voting aye, the committee entered into Executive Session at 4:58 p.m.**

The committee reconvened into Open Session at 5:12 pm.

The Committee decided to release the February 1, 2021 executive session minutes to the County Board for approval to release. The Committee decided to keep the executive session minutes of October 5, 2012 sealed at this time.

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 Gilmour. **With all members present voting aye, the meeting adjourned at 5:13 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant