

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, DECEMBER 6, 2021**

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

**Roll Call:** Members Present: Dan Koukol, Matt Kellogg, Scott Gryder, 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 November 1, 2021 Facilities Committee Meeting Minutes** – Member Gryder made a motion to amend and approve the November 1, 2021 meeting minutes, second by Member Kellogg.

**With all present members voting aye, the minutes were approved.**

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

**Public Comment** – None

**Old Business/Projects**

1. *Metronet HPBX Punch List* – Director Smiley informed the Committee the overhead speaker interfaces have been completed. Mr. Smiley also stated the extra phones for the Health Department and States Attorney’s office have been received and installed. **Project Completed.**
2. *Voter Office Changes & preparation for 2 Elections in 2022* – Director Smiley stated the funding has been approved in the 2022 Capital budget and the preliminary work for the project has begun.
3. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere informed the Committee one (1) bid has been received and is awaiting two (2) other bids.
4. *Annex Repairs* – Assistant Director Polvere explained the repairs that were completed on the Annex building. Mr. Polevere reiterated the approved repair cost was not to exceed \$6,000.00 and the invoice was approximately \$3,000.00. **Project Complete.**
5. *John St. and adjoining areas inlet/drain repairs discussion* – Assistant Director Polvere informed the committee of the repairs that were completed at the various sites. **Project Complete.**
6. *CASA Lease Update* – Director Smiley informed the committee the approval for the lease has been placed on the County Board Agenda for approval on Tuesday, December 7<sup>th</sup>.
7. *Review of 2021 Completed Projects* – Director Smiley reviewed the completed projects, total costs and savings to the budget achieved by the Facilities Department in 2021.
8. *Additional drainage mitigation work at 107 W. Madison* – Director Smiley explained to the committee by removing the structure located at 107 W. Madison, extra landscape work was needed to redirect the water drainage from the residence located below. **Project Complete.**

## **New Business/Projects**

### *1. Chair's Report:*

- a. *KCFM facility review & cost estimates* – Discussion on the Coroner and Facilities departments building needs and possible funding sources. The committee consensus is to have an impact study completed. Director Smiley to bring the A/E RFQ to the next committee meeting for approval. County Administrator Koeppel believes the costs for the study will fit the criteria to use ARPA funds.
  - b. *Needs review of County Clerk's offices* – County Administrator Koeppel informed the committee money has been approved in the 2022 budget to make the renovation changes to the clerk's offices in the current building to help with the 2022 elections. Discussion on the future expansion needs for the clerk's office and the other department organization at the County Office building beyond 2022 will also be reviewed.
  - c. *Anticipated 2022 projects* – Discussion on the numerous approved 2022 capital project list.
  - d. *Coroner Office Space Needs Discussion* – Chief Deputy Coroner Levi Gotte presented the committee the SCIMEDICO Feasibility and Specification Report. The report highlighted the current status of the needs and space expansion the Coroner's office. As stated in the above letter "a" the committee directed an A/E RFQ for an impact study to be completed on the Facilities/Coroner's building and the needs of the department.
2. *New Lease for Workforce Development at the Health & Human Services facility* – The committee approved the lease amount with the three (3) office spaces to move forward to the full county board for approval.
  3. *Annual Generator PM & Load bank testing* – Director Smiley stated the testing of the generators have begun. As of today the Public Safety Center is the only site left to test and Jim doesn't anticipate any issues.

## **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 Gryder made a motion to adjourn the meeting. Second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:03 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant