

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, FEBRUARY 7, 2022**

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.
Member Scott Gryder arrived at 4:15 pm.

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 January 3, 2022 Facilities Committee Meeting Minutes – Member Kellogg made a motion to approve the January 3, 2022 meeting 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 Seal on 111 W. Fox St. Facades* – Assistant Director Polvere updated the committee of the costs received from the three (3) companies. Members discussed size and placement of the signs on the building facades. Mr. Polvere will bring the visual rendering from the lowest priced company to the next Facilities meeting.
2. *Public Safety Center MZU-5 VAV Conversion* – Director Smiley informed the committee the paperwork has been completed and received. Mr. Smiley stated the “kick off” meeting with Trane has yet to be scheduled.
3. *Reconfiguration of the former GIS/Mapping office for use by Recorder office* – Assistant Director Polvere informed the committee the move upstairs will begin tomorrow. Once the move is complete the construction can begin in the Voter’s area. Director Smiley reported project costs to the committee. Mr. Smiley stated the card access system will increase the costs due to package price for the system. County Administrator Koepfel confirmed the cost overage due to the card access system will be brought to the Thursday, February 10, 2022 Finance meeting for approval or confirmation that the County Clerk will pay for this work.
4. *KCFM Truck/Kubota Tractor Purchase* – Assistant Director Polvere updated the committee on the issues related to purchasing a new vehicle. Discussion on the purchase and needs of the Kubota tractor in lieu of the purchase of a new vehicle this budget year. Chair DeBolt suggested looking at a different brand tractor for cost comparison.

New Business/Projects

1. Chair's Report

- a. *AE RFQ Responses Update* – Director Smiley informed the committee that ten (10) companies responses have been received. This number will be reduced to four (4) for phone interviews which will then be reduced to three (3) for board presentations.
 - b. *2022 Projects Started* – Director Smiley updated the committee on the 2022 projects that have been started.
2. *Discussion of \$4 Million Grant from IDOT for KAT Multi-Use Facility* – County Administrator Koepfel explained to the committee IDOT awarded a grant of \$4 million dollars plus AE money for a KAT transit building. This would be a county owned building possibly located on the corner of Galena and Route 47. This project was previously discussed to be partnered with the City of Yorkville. Mr. Koepfel asked the committee if they wanted to move forward as a stand-alone project or continue partnership with the City of Yorkville. Consensus of the committee is to proceed as a stand-alone project. Mr. Koepfel stated this project will be under the rules of IDOT procedures for finding an AE Firm, bidding and construction. The committee inquired about possible purchase and renovation of an existing building in the county. Mr. Koepfel will look into this option to see if it is a possibility.
 3. *Historic Courthouse Window Replacement ITB* – Assistant Director Polvere informed the committee the Invitation to Bid for replacement of four (4) windows at the Historic Courthouse was published as a public bid. Mr. Polvere stated the bids are due to be received by February 17, 2022 at 10 am.
 4. *Janitorial ITB* – Assistant Director Polvere informed the committee the Invitation to Bid for the Janitorial cleaning was published as a public bid. Mr. Polvere stated a mandatory walk-through of all the buildings is scheduled for Wednesday, February 9, 2022 at 2:00 pm. The bids are to be received by February 17, 2022 at 10:00 am.
 5. *Landscaping ITB* – Assistant Director Polvere informed the committee the Invitation to Bid for the Landscaping services was published as a public bid. Director Smiley informed the committee the bids will be broken out per buildings including the solar field. Mr. Polvere stated the bids are to be received by February 17, 2022 at 10:00 am.
 6. *Jury Deliberation Furniture* – Director Smiley informed the committee the furniture was ordered January 13, 2022 with an estimated delivery date of early March.
 7. *Jury Deliberation Carpeting Change* – Director Smiley stated one (1) set of carpet is in and the other set is due on Friday. Mr. Smiley will have this scheduled to be installed, on a non-jury week.
 8. *CDC Trailer Setup by Courthouse* – Director Smiley informed the committee the CDC wants to set up trailers on the Route 34 campus for three (3) months; June until August 2022 for scheduled health testing of Kendall County residents. Director Smiley stated the requirements for the trailers to operate would be power, data and sewer hook-ups. All costs incurred will be paid by the CDC. Mr. Smiley has an onsite meeting scheduled for February 9, 2022 at 9:00 am.
 9. *Public Safety Center Attorney/Client Room Project* – Director Smiley informed the committee the original quote for this space came in approximately \$400,000.00. This amount was included in this year's capital budget. Another firm was brought in to look and estimate the space and this quotes came in around \$600,000.00, not including security items which can add

approximately \$100,000.00 more. This project is on hold until Kendall County reviews AE firms for the needs assessment projects at both campuses.

10. *Courthouse drain pan replacements* – Director Smiley reported to the committee these drain pans are part of the original construction in the mid 1990’s. The pans have been leaking for some time and KCFM staff has performed temporary repairs on them the past couple of years. Mr. Smiley stated the replacement project “kick off” meeting is tomorrow morning at 8:00 am to talk about the logistics and take the necessary measurements.
11. *Courthouse Master Control Outer Office Flooring Replacement* – Director Smiley informed the committee the meeting/breakroom carpet needs replacement. This will be replaced with vinyl plank. Mr. Smiley stated the flooring was ordered February 4th and will be installed as soon as it is received.
12. *Circuit Clerk Counter Changes* – Director Smiley stated this project has been approved in this year’s budget. This will entail cutting apart the main counter and adding a “kiosk” for clerks to help the public filing and obtaining electronic documents for court proceedings.
13. *Morgue Body Cooler A/C Replacement* – Director Smiley stated this was originally scheduled for replacement on Wednesday, February 3, 2022, however the coroner requested it be on hold if the prospect of a new building is in the near future. Director Smiley stated the following Friday the cooler had gone done and needed repairs. The next day it was discovered the replacement was needed so the upgrade and replacement of the old system started today.
Project Complete.
14. *UPS Battery Replacements* – Director Smiley budgets every four (4) years for batteries to be replaced. Mr. Smiley received three (3) prices and will review the quotes and submit for purchase.
15. *Courthouse Phone Adds & Furniture setup for New Positions* – Director Smiley stated these phones are installed even though the positions have not been hired as of yet. **Project Complete.**

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 Gryder. **With all members present voting aye, the meeting adjourned at 5:19 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant