

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

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
Chair DeBolt left the meeting at 4:28 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 February 7, 2022 Facilities Committee Meeting Minutes – Member Gilmour made a motion to approve the February 7, 2022 meeting minutes, second by Member Gryder. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Koukol made a motion to move New Business to heard before Old Business on the agenda. Member Gryder second the motion. **With all present members voting aye, the motion was approved.** Member Koukol made a motion to approve the amended agenda. Member Gryder second the motion. **With all present members voting aye, the amended agenda was approved.**

Public Comment – None

Old Business/Projects

1. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere submitted to the committee the proofs and sizes of the seal on the facades. Mr. Polvere explained the material make-up of the signs and the sign sizes. Motion to approve the two signs size at 54” from Aurora Signs by Member Gryder. Second by Member Kellogg. **All members present voting aye, Motion Approved.**
2. *Public Safety Center MZU-5 VAV Conversion* – Director Smiley updated progress of the project to the committee. Director Smiley estimates the install to happen sometime in May.
3. *KCFM Truck/Kubota Tractor Purchase* – Assistant Director Polvere updated the committee on the status of availability to purchase either the truck or Kubota. The committee directed Assistant Polvere to issue an Invitation to Bid (ITB) for the purchase of a new truck.
4. *Jury Deliberation Furniture* – Director Smiley informed the committee the tables are set to deliver tomorrow; March 8, 2022. Mr. Smiley stated the carpet install was completed for CR 113 and the chairs are set for delivery next month. The carpeting replacement for CR 112 is due in next week and will be scheduled for install once received.
5. *Jury Deliberation Carpeting Change* – Addressed in the above agenda item.
6. *CDC Trailer Setup by Courthouse* – Director Smiley updated the committee on the status of the agreement approval with the CDC contractor. Director Smiley believes if no changes are necessary, the agreement will be ready for the committee to forward to the full board for approval.

7. *Courthouse drain pan replacements* – Director Smiley updated the committee on the project status.
8. *Courthouse Master Control Outer Office Flooring Replacement* – Director Smiley stated the flooring was replaced on February 28, 2022. **Project Complete.**
9. *Circuit Clerk Counter Changes* – Director Smiley explained the approved project to reconfigure the Circuit Clerk’s counter changes. Mr. Smiley also stated the project start date was pushed back to March 14, 2022 due to unexpected wiring changes needed to be done.
10. *UPS Battery Replacements* – Director Smiley informed the committee five (5) quotes have been received. Mr. Smiley is in process of reviewing the quotes, and will have CA Koepfel approve the quotes above Jim’s approval amount of \$10,000.00.
11. *Voter’s Office Reconfiguration Project* – Director Smiley stated the project is substantially completed, however there are some punch list items that still need to be completed. Mr. Smiley also stated the recorder’s office portion of the project also has some punch list items left to be completed.

New Business/Projects

1. *Chair’s Report*

- a. *Grant from IDOT for KAT Multi-Use Facility – Next Steps* – County Administrator Koepfel updated the committee on the status of the project. Mr. Koepfel stated there is an item on the HR/Admin meeting on the acceptance of the grant funds, which will go to the board on the March 15th meeting. Scott also stated there will be extra steps to follow on this project due to IDOT funding the project.
 - b. *Public Safety Center Attorney/Client Room Project* – Director Smiley informed the committee the costs of the project estimates came in higher than previously stated. The committee stated this project should be part of the AE needs assessment project.
2. *Review Bids for the Historic Courthouse Window Replacement Project* – Director Smiley informed the committee one (1) bid was received on time and one (1) bid was received past the deadline, which will not be considered. Mr. Smiley stated pricing for four (4) windows came in at \$126,000.00. The project budget is \$96,475.00. There are still three (3) ground level windows that need to be replaced in order to be done with all planned replacements. To do all the windows and be done completely with the restoration the total cost will be approximately \$133,000.00. Chair DeBolt suggested to bring the full amount to the finance committee to ask for additional funding to finish the window restoration this year. Consensus of the committee is to bring to the next finance committee meeting.
 3. *Review Bids for Janitorial Services* – Director Smiley stated four (4) bids were received. The incumbent vendor Cleaner Living Services was the lowest bidder. Motion to forward to the County Board for approval by Member Koukol. Second by Member Kellogg. **All members present voting aye, Motion Carried.**
 4. *Review Bids for Landscaping Services* – Director Smiley informed the committee four (4) bids were received. The low bidder was Cox Landscaping. Director Smiley confirmed all references. Motion to forward to the County Board for approval by Member Kellogg. Second by Member Gryder. **All members present voting aye, Motion Carried.**

5. *Review Bids for Courthouse Roof Replacement with Garland/DBS Inc. Utilizing Omnia Proposal #25-IL220196* – Director Smiley reminded the committee this bid is a national bid, as we approved with the Trane projects. There were two (2) bids received. The low bidder DCG Roofing Solutions came in under budget, however Director Smiley would like the contract approved for the full budgeted amount incase unforeseen circumstances arise. Motion to forward to the County Board for approval to not exceed \$98,750.00 by Member Gryder. Second by Member Koukol. **All members present voting aye, Motion Carried.**
6. *Approve 2nd one-year option to renew the existing 2-year lease dated July 16, 2019 between Kendall County, IL and the Kendall Housing Authority at the Health & Human Services facility office #130* – Motion to approve: Member Kellogg, Second by Member Gryder. **All members present voting aye, Motion Carried.**
7. *Probation Office Dressing Rooms Project* – Director Smiley informed the committee the project is moving forward.
8. *Animal Control Kennel Sound Baffles* – Assistant Polvere informed the committee the Animal Control committee approved costs for this project up to \$6,000.00. Assistant Polvere has samples coming to see which color and product will work best.
9. *Remodel for Inspector General's Office at the Public Safety Center* – Director Smiley updated the committee the progress of the project. Mr. Smiley stated the project is substantially 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 – Member Koukol 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 4:47 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant