

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, JANUARY 3, 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.

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 December 6, 2021 Facilities Committee Meeting Minutes – Member Koukol made a motion to amend and approve the December 6, 2021 meeting minutes, second by Member Gilmour.

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

Approval of Agenda – Member Gilmour 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. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere informed the Committee received two (2) bids. Mr. Polvere is expecting one (1) more price from another company. Mr. Polvere will present the three (3) prices to the committee at the February meeting.

New Business/Projects

1. *Chair's Report: Nothing to report.*
2. *Public Safety Center MZU-5 VAV Conversion Utilizing US Communities Cooperative Contract # USC 15-JLP-023, Cooperative Quote #30-100006-21-001* – Director Smiley presented to the committee the need for the equipment replacement. Mr. Smiley also explained the contract is through Omnia, the national bid registry, which allows other public bodies to utilize. Mr. Smiley reminded the committee this is how the last two contracts were executed. Trane informed Jim that orders received past June 2022 will not be fulfilled until 2023. Motion to forward the contract to the full county board for approval by Member Kellogg, Second by Member Gryder. **All members present voting aye, Motion Carried.** **Roll Call: Dan Koukol - Yes, Matt Kellogg - Yes, Scott Gryder – Yes, Judy Gilmour - Yes, Brian DeBolt - Yes.**
3. *GIS Setup in Historic Courthouse* – Assistant Director Polvere informed the committee the first step in renovating of the voting office was to move GIS to the Historic Courthouse. Member Koukol requested informational signage informing the public of the move and the available days and hours. County Administrator Koeppel stated he will have Megan in GIS make the sign, post on the marquee and on the county's website. Member Gryder stated the county should also send the information out in a press release. **Project Complete.**

4. *Reconfiguration of former GIS for Recorder Office Functions* – Director Smiley informed the committee of the meeting between Director Smiley and County Clerk Gillette to review floor plan designs and space needs for the voter’s office remodel.
5. *Phantom 911 Calls on Metronet* – Director Smiley stated he is listed as the contact when any 911 call is made from any of the facilities. Mr. Smiley stated he has been getting phantom 911 calls and explained to the committee how he investigated how and why it was happening. A request has been made to Metronet to stop notifications for lines solely used in the KenCom 911 center.
6. *Start of 2022 Capital Projects* – Director Smiley informed the committee that he and Mr. Polvere met with the Sherriff’s Office command staff to discuss upcoming projects at the jail and courthouse. It was confirmed that KCFM is to help implement and get the projects completed along with the sheriff’s office staff.
7. *Annual Backflow Device Testing* – Director Smiley explained to the committee the need for these inspections. Mr. Smiley reported one repair was found to be needed.
8. *Technology Dept. Carpet Install* – Assistant Director Polvere informed the committee technology requested carpet to be installed. Mr. Polvere stated they were able to complete this quickly as the supplier had enough carpet leftover from another job, which Director Kinsey approved being used. **Project Complete.**
9. *AE RFQ Preparation* - County Administrator Koeppel informed the committee a copy was just received by Director Smiley. Once Mr. Koeppel reviews it, he will meet with Mr. Smiley to discuss it. Director Smiley stated more information brought to the next Facilities Meeting for approval.

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
- Chair DeBolt requested an update on the new pick-up truck purchase. Assistant Director Polvere informed the committee the hurdles of purchasing the truck in the current situation. The committee discussed options for obtaining a new vehicle. A suggestion was to purchase a new pick-up truck next year and purchase a new Kubota for the fox street campus. Assistant Director Polvere is to check on price and availability of a Kubota tractor for the next Facilities Committee meeting in February.
- Member Koukol requested an update on the coroner’s cooler. Director Smiley stated this project is in process.

- Member Gryder informed the committee that mulch has been dispersed onto the south parking area and requested to have the mulch brushed back up.

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 4:44 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant