

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, NOVEMBER 5, 2018**

Committee Member Kellogg called the meeting to order at 4:05 p.m.

Roll Call: Members Present: Bob Davidson, Judy Gilmour, Matt Kellogg, Audra Hendrix, Tony Giles
Bob Davidson entered the meeting at 4:17 pm
Tony Giles entered the meeting at 4:25 pm

Member Hendrix nominated Matt Kellogg as acting Chairman, second by Member Gilmore.

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koepfel.

Approve the October 1, 2018 Facilities Committee Meeting Minutes – There were no changes to the October 1, 2018 minutes; Member Hendrix made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse Window Project* – Jim was informed that delivery is projected before or after Thanksgiving and installation is most likely to be early December. The vendor stated that the manufacturer is waiting for a few pieces of glass and once received they will begin final assembly.
2. *County Clerk – New Office Construction* – Jim informed the Committee the door was received late last week and installed. **Project Completed.**
3. *Vending Machine Changes at County Office Building & Courthouse* – The State's Attorney's Office stated the MOU looks good but a discrepancy on machine count on the MOU and contracts are different. Mr. Smiley will get this clarified and should be ready by the next Facilities Committee meeting.
4. *Public Safety Center Roof Replacement* – Installation began the week of October 22nd. Punch list walk through completed on Friday, October 26th. Director Smiley stated punch list items were addressed and completed on Monday, October 29th. A final walk through with the roof membrane manufacture will be scheduled to verify it was installed properly, in order for warranty paperwork to be completed.
5. *Workforce Development New Lease Request* – The State's Attorney's Office (SAO) sent the proposed new lease over that expires December 31st. The SAO requested Director Smiley speak with our new insurance broker and verify the insurance was accurate and adequate. Jim spoke to Thomas Collins of Alliant Mesirov and confirmed they are accurate and adequate, however Mr. Collins suggested to Jim for the County require a property COI from the lease in addition to what we normally require. Motion by Member Hendrix to send to the County Board for approval. Second by Member Gilmour. **All members present voting aye, Motion Carried.**
6. *CASA New Lease Request* – Same as above.
7. *County Office Building Compressor Replacement* – Director Smiley informed the Committee the compressors were replaced and the system was recharged. **Project Complete.**
8. *City of Yorkville Engineering Company Meeting* – Chairmand Davidson, County Administrator Koepfel, Director Smiley and PBZ Senior Planner Asselmeir met with EEI representatives on October 5th concerning EEI's detention basin review letter. Mr. Smiley followed up with a letter and email informing EEI what

Kendall County has completed and plans to do to address the remaining EEI concerns. Item also discussed with EEI included the overall design of water flow from exiting the basement of the courthouse to the detention basin. Kendall County suggested the pumps draining the courthouse ground water should drain to the East as originally designed with the original Courthouse design. Kendall County feels this would to alleviate the water flowing into the pond and artificially raising the basin's water table. Jim said EEI responded to his 2nd follow-up email and is satisfied with the work that was done thus far and the planned future maintenance of the detention basin. **Project Complete.**

New Business/Projects

1. *Discussion and Approval of the use and rental of the Kendall County Historic Courthouse* – County Administrator Koepfel informed the Committee the State's Attorney's Office recommends all tenants located in the Historic Courthouse have leases drafted and signed for their offices. The SAO also recommended Kendall County sign a separate agreement for the Forest Preserve to continue booking out space on behalf of the county. Motion by Member Hendrix for the upcoming booked events to be completed without any interruption. Second by Member Giles. Discussion continued with Member Gilmour stating the SAO requested once the leases and new rental process is complete, to have the upcoming rental parties sign the new agreements. After Committee members discussed the impact on these existing approved events, Member Hendrix made a motion to allow already approved rentals be completed without as booked. Second by Member Giles. Chairmand Davidson opened motion for discussion. Dave Guritz, Director of Kendall County Forest Preserves, spoke to the Committee about the current rental agreements. Mr. Guritz stated currently Certificates of Insurance (COI) need to be submitted for organization bookings, but are not required for private bookings. Mr. Guritz also stated that in a conversation with the State's Attorney's Office some form of recommended language for private bookings be included in the new agreements. Member Hendrix amended her motion to be: To Allow the Forest Preserve to continue the booking process as they are as the standard operating procedure provided that new bookings will be notified there may be additional requirements they may have to meet after the new board approved process is in place. Second by Member Giles. Chairman Davidson opened for discussion. Member Gilmour stated the State's Attorney's Office would model the leases on other leases they have already developed. Member Kellogg suggested the Forest Preserve's rent be waived for the work of the rentals they perform. Member Hendrix called the Question. Question failed for lack of a Second. Discussion continues by Member Kellogg who is concerned the way the motion as worded could put an undue burden on future bookings. Member Hendrix withdrew her motion. Member Giles withdrew his second. Motion by Member Kellogg to approve the set events with definite dates as presented and approve the monthly meeting dates as presented until February 1, 2019. Second by Member Hendrix. Roll call – Judy Gilmour – yes, Tony Giles – yes, Audra Hendrix – yes, Matt Kellogg – yes, Bob Davidson – yes. Approved by all members. **All members present voting aye, Motion Carried.**
 - a. Motion by Member Kellogg to authorize Kendall County Forest Preserve to continue booking as they are doing until February 1, 2019. Second by Member Giles. Opposed by Member Hendrix. **Motion Carried.**
 - b. County Administrator Koepfel informed the Committee that the current key distribution policy for the bookings is the week of an event. When the event is over the building is locked and the key is placed in the key return box. There are no Kendall County employees on staff after hours during events. Mr. Koepfel stated the State's Attorney's Office wants clarification if this policy will continue. Mr. Guritz stated that if it will be required that staff be present during these events, the fee structure will need to be re-evaluated. Director Smiley stated a Key Card system with an expiration time would be beneficial for this process. The Committee made no changes to this policy at this time but encourages the future Facilities Committee to reevaluate the process.
 - c. County Administrator Koepfel asked on behalf of the State's Attorney's Office; Does the Committee want the Forest Preserve to continue the bookings of the building? The Committee stated yes. Mr. Koepfel also clarified with the Committee if the rentals should be part of the lease or separate IGA? The Committee stated an IGA.
2. *Authorize the Kendall County State's Attorney's Office to prepare lease agreements between Kendall County and the current tenants at the Kendall County Historical courthouse (i.e. Kendall County Forest Preserve District, the Kendall County Regional Office of Education, and Kendall Area Transit)* – Motion by Member Kellogg to authorize the Kendall County State's Attorney's Office to prepare lease agreements between Kendall County and the current tenants at the Kendall County Historical courthouse (i.e. Kendall County

Forest Preserve District, the Kendall County Regional Office of Education, and Kendall Area Transit).
Second by Member Hendrix. **All members present voting aye, Motion Carried.**

3. *Authorize the Kendall County State's Attorney's Office to prepare intergovernmental agreement between Kendall County and the Kendall county Forest Preserve District for sharing of administrative and technology services.* – Motion by Member Gilmour to authorize the Kendall County State's Attorney's Office to prepare intergovernmental agreement between Kendall County and the Kendall County Forest Preserve District for sharing of Administrative and Technology Services. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
4. *Chairman's Report*
 - a. *Solar Project Update* – Scott Koepfel, County Administrator informed the Committee that a meeting was held with Progressive Energy, GRNE, Member Prochaska and the Blackberry Woods HOA (BBHOA). Mr. Koepfel stated that most of the concerns were addressed and alleviated. Since only BBHOA Board Members attended this meeting another meeting has been scheduled on November 12th at 6pm at the Historic Courthouse. Door placecards and mailings are being delivered to all residences in the Blackberry Woods subdivision in advance of this meeting. Mr. Smiley stated that the City has a public hearing on November 14th.
5. *Courthouse – Additional Wiring for Benches in All Courtrooms* – Mr. Smiley informed the Committee wiring for the Judge's benches in anticipation to automate the judicial process will begin this week, and the week of the 12th and 19th. Jim is working with Judge McCann on scheduling work to be done on all six (6) courtrooms. Member Hendrix suggested Director Smiley talk with Judge McCann to see if the system the Judges are testing for remote testimony needs wiring that could be incorporated into this project.
6. *Analog Circuit Request for Bids (RFB)* – Director Smiley requested Committee approval to send the RFB to the State's Attorney's Office for review. Motion by Member Gilmour to send to the County Board for approval. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
7. *Generator Systems Maintenance Contract* – Director Smiley requested Committee approval to send the contracts to the State's Attorney's Office for Review. Motion by Member Gilmour to send to the County Board for approval. Second by Member Hendrix. Opposed by Member Kellogg. **With enough members present voting aye, Motion Carried.**

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

Questions from the Media – None

Executive Session – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:26 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant