

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, JANUARY 6, 2020**

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

**Roll Call:** Members Present: Amy Cesich, Matt Kellogg, Tony Giles, Judy Gilmour, Audra Hendrix

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

Others Present: Facilities Management Director Jim Smiley

**Approve the December 2, 2019 Facilities Committee Meeting Minutes** – There were no changes to the December 2, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles. **With enough present members voting aye, the minutes were approved.**

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

**Public Comment** – None

**Old Business/Projects**

1. *Courthouse Roof Replacement Project* – Director Smiley informed the Committee all the necessary manufacture inspections for the warranty and the suggested repairs were completed over the holiday. Mr. Smiley stated he was waiting on final paperwork. **Project Complete.**
2. *Animal Control Projects Update* – Director Smiley began work on the ITB. Jim hopes to send this out for bid this month.
3. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated the vendor came out to finish the exterior and interior trim. Jim stated KCFM staff will resize the blinds and paint the interior trim. **Project Complete.**
4. *Sally Port Elevator Controls Project* – Director Smiley informed the Committee this project was started later than anticipated. The vendor informed Jim as work began new state code requires the replacement of the main electrical disconnect switch and a separate disconnect switch needs to be added for the car lighting. Mr. Smiley discussed this additional work and cost with Chair Kellogg. It was agreed to move forward with the change. Jim stated the parts should be in this week and work to be completed shortly after. This work should be completed before the next Facilities Committee Meeting.
5. *Carpet Replacement Projects at the Courthouse* – Director Smiley dropped the samples of carpet off with Judge Pilmer to decide on color/pattern. Director Smiley will meet with Judge Pilmer in the next few weeks to discuss the selection. Director Smiley will order the carpet shortly after this meeting.
6. *KenCom Network Clock Cable Run* – Director Smiley informed the Committee KCFM staff completed the cable run and antenna connection as requested. **Project Complete.**

7. *Sign project for new Illinois Statute for Single Use Bathrooms* – Director Smiley stated the signs have been ordered however due to the long lead time KCFM staff created temporary signs and hung those until the permanent ones are received.
8. *Animal Control H.V.A.C. Systems Invitation to Bid* – This item was addressed in Agenda item number 2.
9. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley informed the Committee he forwarded the contract on to the State’s Attorney’s Office. Mr. Smiley stated there were only a few items that needed addressing. Jim forwarded these items to Trane and hopes to have this completed before the next Facilities Committee meeting.

### **New Business/Projects**

1. *Chair’s Report*
  - a. *Solar Project Update* – Director Smiley attended a meeting regarding the sales tax rebate for the enterprise zone. Jim forwarded the notes from the meeting to County Administrator Koeppl who also contacted the lobbyist for the county. Mr. Smiley stated the solar project is still on schedule for spring 2020 according to GRNE.
  - b. *Forest Preserve Lease* – Director Smiley received square footage of the storage space at the Pickerel House from Dave Guritz, Forest Preserve Director, which is approximately the same amount of space the Forest Preserve (FP) currently occupies at the Historic Courthouse (HCH). The State’s Attorney’s Office is incorporating this into the FP lease at HCH. Mr. Smiley stated currently the Memorandum of Understanding is being developed by the SAO. The Committee directed Mr. Smiley to inform the SAO to also draft an Intergovernmental Agreement for the Forest Preserve to lease out space at the Historic Courthouse.
2. *Public Safety Center Workstation Replacements* – Director Smiley informed the Committee workstations that were donated from Montgomery’s Police Station were all moved and re-installed at the Public Safety Center. **Project Complete.**
3. *Public Safety Center Door Release Buttons* – Director Smiley stated two (2) door releases are completed. Jim hopes to have the remaining three (3) completed this month.
4. *2020 Carrier Services Invitation to Bid* – Director Smiley stated the Invitation to Bid was sent out December 22, 2019 and will be due January 17, 2020. Jim was informed that participation may be low because most carriers want to eliminate analog lines. Mr. Smiley requested to have this placed on the Board Agenda for the February 4, 2020 meeting if the rate is the same. Consensus from the Committee is if the rate is the same to place on the February 4, 2020 County Board agenda.
5. *Approve KenCom Lease Extension Request* – Director Smiley informed the Committee, KenCom has submitted a letter of intent to request the first term of five (5) additional year lease extension as directed in the lease. The Committee directed Mr. Smiley to send an approval letter to KenCom.
6. *Trane HVAC System Software Training* – Director Smiley informed the Committee training was completed on December 13, 2019. **Project Complete.**
7. *Mutual Ground Lease for New Space at the Courthouse* – Director Smiley reminded the Committee this item and the Mutual Ground Memorandum of Understanding is on the County Board Agenda for vote approval tomorrow night.

### **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 Kellogg asked Director Smiley to explain what is happening with the county board room remodeling project. Mr. Smiley informed the Committee the Dewberry Contract countersigned copy was received over the holiday break. Jim spoke with the project manager Mr. Craig Clary whom stated they are just entering the project into their system and as soon as they complete this step they will set up the initial meetings with Director Smiley and county entities.

### **Questions from the Media** – None

### **Executive Session** – None

**Adjournment** – Chair Kellogg asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Cesich. **With all members present voting aye, the meeting adjourned at 4:37 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant