

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, FEBRUARY 3, 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, County Administrator Scott Koepfel

**Approve the January 6, 2020 Facilities Committee Meeting Minutes** – There were no changes to the January 6, 2020 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 Cesich made a motion to amend the agenda to move item number 1d under new business to be moved after the Public Comment. Member Hendrix second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Animal Control Project* – Director Smiley informed the Committee the walk through for the Animal Control ITB (Invitation to Bid) is tomorrow, 10:00 am on Tuesday February 4, 2020.
2. *Sally Port Elevator Controls Project* – Director Smiley reported the final inspection was on the January 29, 2020. Mr. Smiley stated this is only temporary occupancy since additional lighting and a sump pump capable of handling 3,000 gallons per hour will need to be installed.
3. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet for courtroom 112 and 113 has been ordered. Mr. Smiley will schedule installation around the court schedule.
4. *Sign project for new Illinois Statute for Single Use Bathroom* – Director Smiley stated the new signs were received damaged in shipping. As soon as the replacements come in, they will be installed.
5. *Public Safety Center Door Release Buttons* – Director Smiley informed the Committee four (4) of the five (5) buttons have been installed and are operating. The last button will be installed by the next Facilities Committee meeting.
6. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley reported the order was placed with Trane. The field survey is scheduled for Thursday. Mr. Smiley stated and he should have an installation date by the next Facilities Committee meeting.

**New Business/Projects**

1. *Chair's Report*

- a. *Solar Project Update* – Chair Kellogg stated the issue will be before the Yorkville City Council on February 11, 2020 for final approval. Director Smiley anticipates a plan schedule for the project by the next Facilities Committee Meeting.
  - b. *Forest Preserve Lease* – Discussion on changes/recommendations and questions from the State’s Attorney’s Office. County Administrator Koepfel recommends an auto renewal of the lease with a 60 or 90 day notice of cancellation by either party. Chair Kellogg stated the county will assume responsibility without renters/flood insurance. The MOU (Memorandum of Understanding) will need to be brought before the County Board for approval. The State’s Attorney’s Office is also recommending an IGA (Intergovernmental Agreement) will need to be created for the Forest Preserve to handle the leasing of space at the Historic Courthouse. This will be done once the lease, MOU and license for storage are completed for the Forest Preserve and Pickerill house.
  - c. *County Board Room and Security Improvements Meeting* – Director Smiley reported to the Committee Dewberry estimates and additional \$11,000.00 in A/E costs to the project to add full CADD drawings of the facility, limited card access system on outside doors at the Historic Courthouse and electronic signage for meeting postings at both the County Office Building and Historic Courthouse. Consensus of the Committee is for Dewberry to submit a new contract for this amount with the same terms to bring to the County Board for approval.
  - d. *Darnell Cemetery Meeting – Shannon McNelis, Little Rock Township* – Shannon McNelis from Little Rock Township Road District and Cemetery presented to the Committee information about the Darnell Cemetery; reported on its current condition along with information on registration of the cemetery with the State of Illinois. Discussion by the Committee on maintenance needed of the Darnell Cemetery owned by Kendall County. Consensus of the Committee is to have the State’s Attorney’s Office create an IGA (Intergovernmental Agreement) for Little Rock Township to maintain the property once Little Rock Township Trustees approve to perform the maintenance. Initial cleanup of the Cemetery will be done between the Forest Preserve and Highway and Little Rock Township donating time and equipment. Chair Kellogg suggested to check with Roger Matile on the history of the cemetery.
2. *Mutual Ground New Space at the Courthouse* – Director Smiley reported to the Committee Mutual Ground will pay for a new sign they have requested for the new space. Mr. Smiley will sign the quote once received from Mutual Ground. Director Smiley stated before the move takes place the Courthouse mailroom equipment will need to be moved. This will require department badges to be reprogrammed from the current space to the new mailroom location by Jury Assembly. Director Smiley is working on details of this move with Court Security.
  3. *Steiner Annual Generator Preventative Maintenance Contract Discussion* – Director Smiley received the 2020 quote from the current provider for maintenance on the generators. Present provider came in \$500.00 more. The contract terms are the same from last year’s contract that was reviewed by the State’s Attorney. Consensus of the Committee is to forward the contract to the February 18, 2020 County Board meeting for approval.
  4. *Health Department Dental Office* – Director Smiley submitted to the Committee the Kluber, Inc. proposal, to provide A/E services for this project. Kluber’s fee for A/E services is quoted at \$23,585.00. The estimate of the Dental office build out is estimated to be in excess of \$185,000. The reason for this is because Kluber, Inc. has designed dental offices for other counties and additional rooms need to be part of the design to meet inspection standards. The Committee directed Mr. Smiley to forward to information to Heath Department Director Dr. Tokars along with an offer to meet and discuss the estimate with Kluber, the Health Department Finance Chair, Member Kellogg and Director Smiley.
  5. *RPZ Valve Repair/Replacement* – Director Smiley informed the Committee the annual testing is complete, two (2) valves needed to be repaired and one (1) valve was replaced. Project Complete.

6. *Historic Courthouse Fire Alarm Panel Replacement* – Director Smiley stated the defective fire panel board was replaced. 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

**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 5:01 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant