

**Facilities  
Management  
Committee Meeting**

**1/4/18**

**4:00 PM**

**\*\*\*111 W. Fox Street**

**\*\*\***

**\*\*\* Room 209 & 210**

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**- - - -Agenda Topics - - - -**

Call to Order

- 1) Roll call
- 2) Approval of the December 2017 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis
- 2) Establish a Policy for Requests to Film on County Properties
- 3) Enernoc – Program on using Backup Generators in Critical demand Situations
  - a. Approve contract with NRG Curtailment Solutions to serve as serve as the Kendall County Demand Response provider to go forward to the County Board for approval.
- 4) Public Safety Center TTY/TTD Phone for Booking
- 5) PSC H.V.A.C. & Controls Improvements RFP Bids
  - a. State’s Attorney review of U.S. Communities Statute
- 6) LED lighting for Courthouse
- 7) County Office Building Window Replacement Project

New Business/Projects

- 1) Chairman’s Report
- 2) County Office Building Memorial Garden
- 3) Courthouse Generator Circuit Breaker Issue
- 4) Approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm.
- 5) Phone Circuit RFB

Staffing/Training/Safety

- 1) Reportable labor hours

Other Items

- 1) CMMS Charts
  - a. Reported vs. Completed.
  - b. Work orders reported by building current month.
  - c. Work orders by work type current month.

Executive Session

Questions from the Press

Adjournment

**Facilities Committee Agenda**  
**January 4, 2018**

**CALL TO ORDER**

- 1) Roll Call
- 2) Approval of the December 2017 meeting minutes.
- 3) Public Comment

**OLD BUSINESS/PROJECTS**

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
  - Director Smiley is trying to setup meetings with the departments on Wed., Jan. 10<sup>th</sup> & Fri., Jan. 12<sup>th</sup> with the various departments at the County Office Building.
  - The meetings will be held in the 2<sup>nd</sup> floor conf. room across from the County Board Room. Healy Bender plans to have two ½ day sessions of about one hour each, with each department.
- 2) **Establish a Policy for Requests to Film on County Properties**
  - Chairman Davidson requested that Educational and Non-Profit Entities be handled separately in the policy. Mr. Beltran was directed to change this and bring it back to this meeting.
  - Mr. Davidson also asked the Committee members to review the document and make suggestions to Mr. Beltran during this month and bring the updated policy back at this meeting.
- 3) **Enernoc – Program on using Backup Generators in Critical demand Situations**
  - Approve contract with NRG Curtailment Solutions to serve as the Kendall County Demand Response provider to forward to the County Board for approval.
- 4) **Public Safety Center TTY/TTD Phone for Booking**
  - Director Smiley met with Deputy Shadle and found that they need a TTY type phone that allows the user to be able to type in their questions and answers.
  - Mr. Smiley did a quick search for pricing on a phone of this type and found the phone will cost around \$500.00 plus installation costs of \$250.00.
  - Jim is looking for further direction on this item.
- 5) **PSC H.V.A.C. & Controls Improvements RFP Bids**
  - a. **State's Attorney review of U.S. Communities**
    - Director Smiley reviewed his notes on U.S. Communities and found that he had already asked the State's Attorney's office (SAO) to review using this program in 2016.
    - Therefore, Mr. Smiley sent Trane his interpretation of the key items that needed to be addressed in order to be able to utilize this buying program.
    - Trane sent this information to U.S. Communities and they replied that recent regulations signed by Gov. Rauner supersedes what was in place in 2016. However, they felt they comply based on the new regulations.
    - Director Smiley then sent all of this information including David Berault's original review back to the SAO just before Mr. Smiley went on vacation between Christmas and New Year's.
    - The review has been assigned to ASA Watt.
- 6) **LED lighting for the Courthouse**
  - The bulbs have been received from both suppliers.
  - Facilities techs have started to install all types of bulbs received. This will be an ongoing project as time allows.
  - **Project complete.**
- 7) **County Office Building Window Replacement Project**
  - The windows are planned to be installed as weather permits in the early spring.

## **NEW BUSINESS/PROJECTS**

### **1) Chairman's Report**

- Report of ongoing projects, budgets etc...

### **2) County Office Building Memorial Garden**

- Back in 2015, a suggestion was made to install a memorial garden near the flagpole at the County Office Building.
- A single plaque honoring Laverne Hanson who has held many positions in the County and had served for decades in these various positions.
- An additional plaque was purchased in 2015 for deceased former County Board member Jessie Hafenrichter.
- At the time, Director Smiley had gotten commitments from several vendors to install the memorial garden at a cost of between \$4,100.00 and \$4,600.00 depending on if we went with stamped concrete or brick pavers.
- The project did not go forward at that time. However, Director Smiley was asked to put the project back on the FM Committee agenda for discussion of installing the project by Spring of this year.
- Director Smiley is looking for direction on this project.

### **3) Courthouse Generator Circuit Breaker Issue**

- KCFM staff tests each generator system weekly.
- During the first two tests of the Courthouse generator in December, we experienced the main 1000 amp circuit breaker tripping when the load attempted to transfer.
- The first time this happened a service call was made to our service provider. The tech disconnected the shunt trip on the breaker and the load transferred ok. The shunt trip was reconnected and tested ok again.
- The second week it failed again so another service call was made. The service tech went through all the connected loads and looked at the circuit breaker again.
- This tech determined the arc setting on the breaker was at the minimum setting. The arc setting was adjusted up to around the 75% mark due to the number of transformers and loads connected to the larger transfer switch.
- The system was tested after the adjustment as being good.
- Court Security requested us not to test the system during the holiday weeks.
- So, we will test the system again this week.
- **Project complete.**

### **4) Approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm.**

- Chris Childress is here today to explain the process.
- Director Smiley is looking for the committee to approve this to go forward to the County Board for approval.

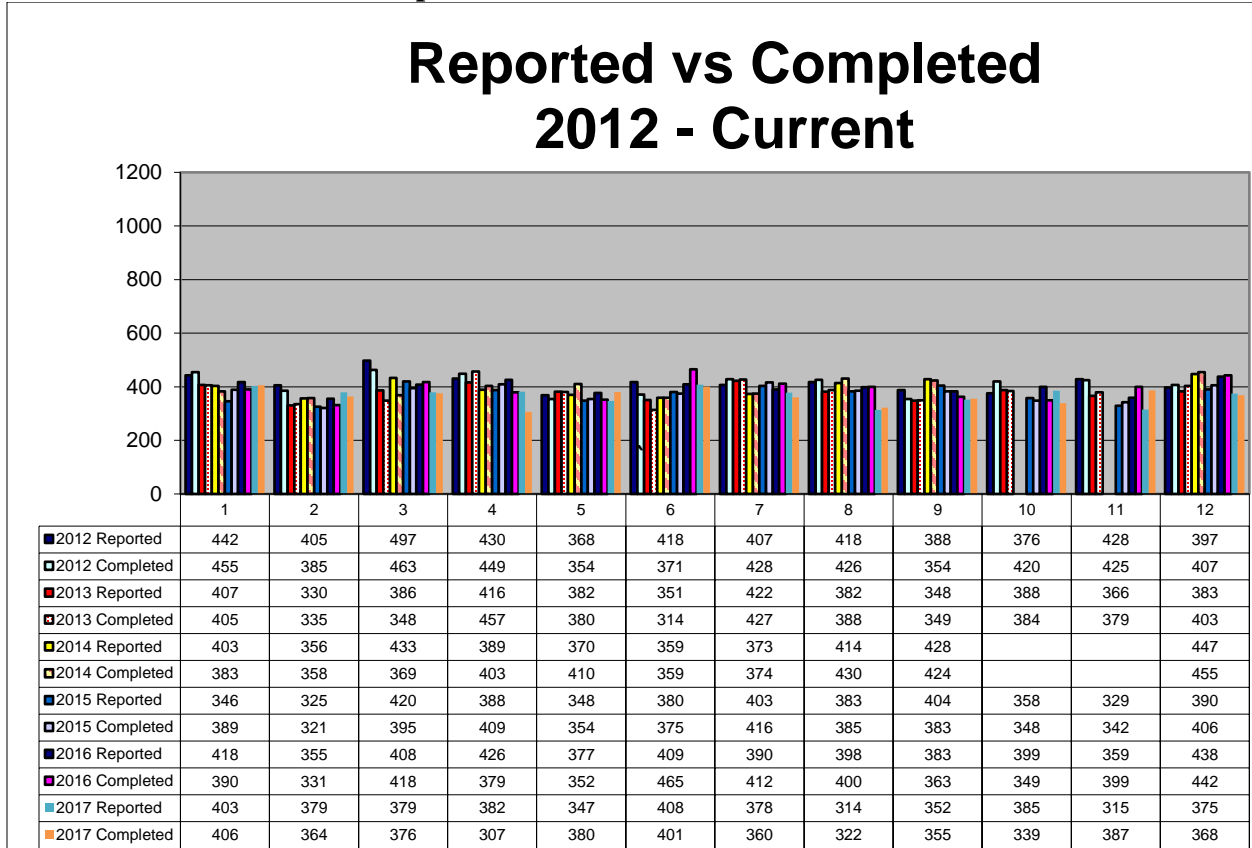
### **5) Phone Circuit RFB**

- Kendall County's annual review of phone line circuits is upon us again.
- Director wrote up an Invitation to Bid (ITB) for the various phone lines and circuits used in the county.
- The ITB was sent to the State's Attorney's office (SAO) for legal review and sent back to Director Smiley on December 26, 2017.
- The planned dates for publication and approval are as follows:
  - Publish in Record Newspapers Thursday, January 11, 2018.
  - Bids due Friday, January 19, 2018.
- Once the new contract is received, Director Smiley is looking for approval to have the proposed contract to be sent to the SAO for review and to be added to the County Board agenda for the meeting on February 6, 2018.

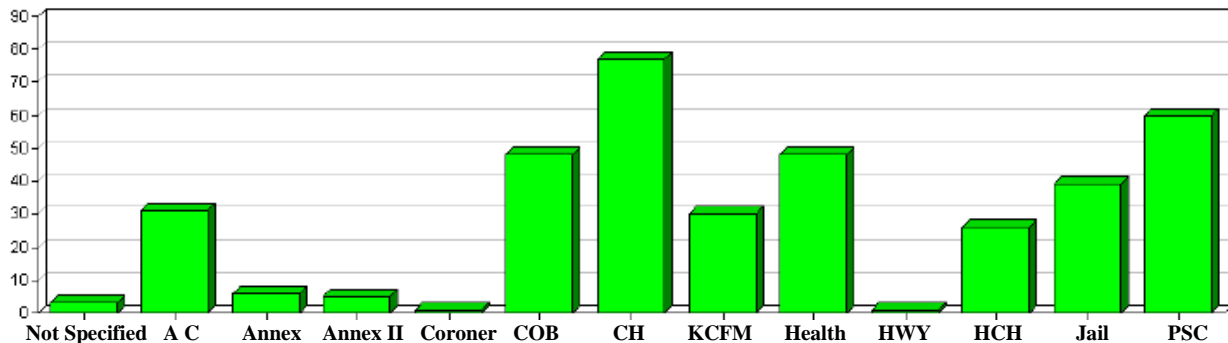
**December 2017**  
**Staffing/Training/Safety:**

DESCRIPTION	Dec-17	Nov-17	Oct-17
Possible Work Hours (5 employees @ 8 hrs)	960.00	912.00	1,008.00
<b>Paid/Unpaid Leave</b>	<b>120.00</b>	<b>88.00</b>	<b>180.00</b>
<b>Holiday</b>	<b>48.00</b>	<b>144.00</b>	<b>48.00</b>
<b>Bereavement</b>			
<b>* WC/TTD</b>			
<i>Regular Productive Hours</i>	<i>792.00</i>	<i>680.00</i>	<i>780.00</i>
Overtime Worked	51.75	35.25	32.50
<b>Total Productive Hours</b>	<b>843.75</b>	<b>715.25</b>	<b>812.50</b>

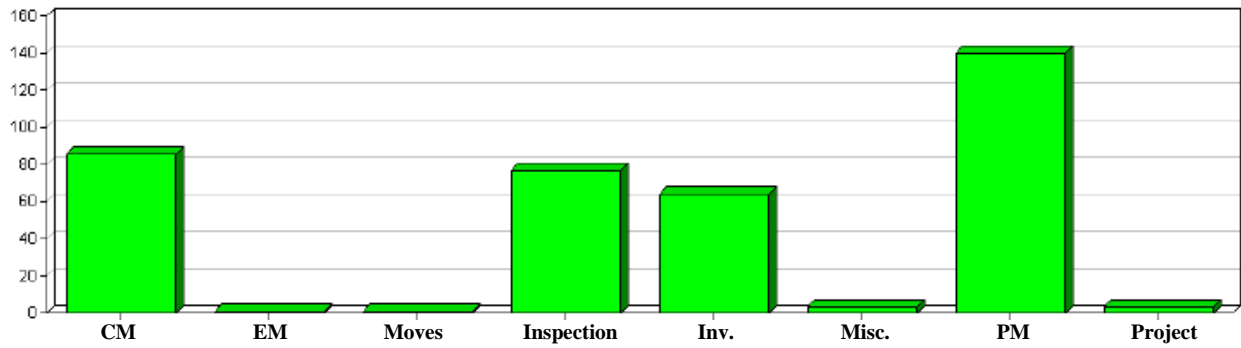
**Completed Work Orders December 2017**



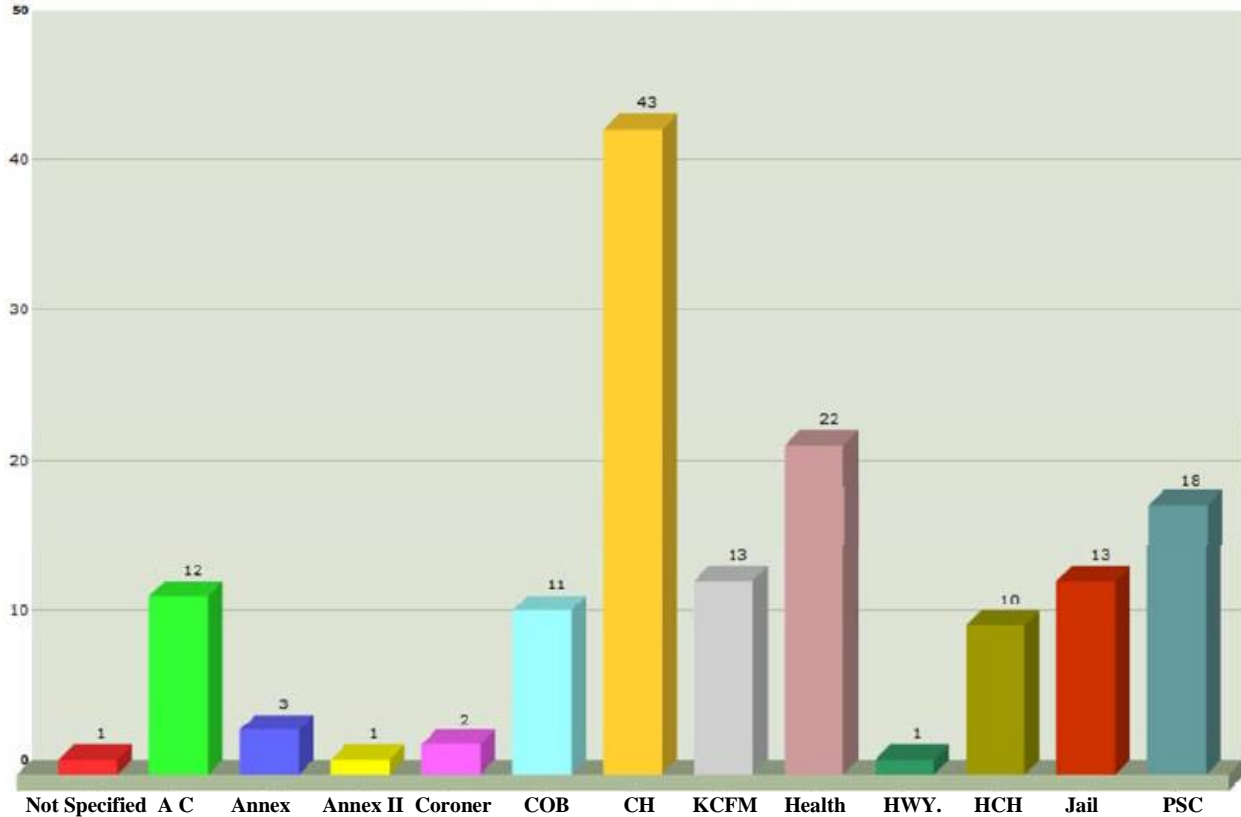
**Reported Work Orders by Location December 2017**



**Reported Work Orders by Task December 2017**



**Work Orders Remaining Open December 2017**



**EXECUTIVE SESSION**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on February 5, 2018. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY December 4, 2017**

Committee Chair Bob Davidson called the meeting to order at 4:00 p.m.

**Roll Call:** Members Present: Bob Davidson, Audra Hendrix, Tony Giles, Judy Gilmour  
Members Absent: Matt Kellogg  
Tony Giles left at 4:33 pm.

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

Others Present: Facilities Management Director Jim Smiley, Interim County Administrator/Technology Director Scott Koppel, Andrez Beltran, Economic Development Coordinator.

**Approve the November 6, 2017 Facilities Committee Meeting Minutes** – Approve the November 6, 2017 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles. **With all present members voting aye, the minutes were approved.**

Motion by Member Hendrix to move agenda item number 2 to between agenda item 5 and 6 second by Member Giles. **With all present members voting aye, the agenda changes were approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee that he met Healy Bender for a preliminary survey last week. This included a walk-through of each department; notating structural changes that have been done to the building along with infrastructure locations. Jim stated that Healy Bender will review this data and once that is complete they will begin department meetings to discuss how each department operates and if/how departments interact with each other along with specific concerns in each department. Mr. Smiley believes these meetings will be done by Christmas with results hopefully by the January Facilities Committee meeting.
2. *Establish a policy for Requests to Film on County Properties* – Jim stated that Mr. Beltran, Economic Development Coordinator made changes to the policy. Judy Gilmour took interest in the policy and made changes of her own, which was then sent to Mr. Beltran. Chairman Davidson requested that Educational and Non-Profit Entities be handled separately in the policy. Mr. Davidson also asked the Committee members to review the document and make suggestions to Mr. Beltran during this month and bring the updated policy back at next meeting.
3. *Enernoc – Program on using Backup Generators in Critical demand Situations* – Mr. Smiley introduced Chris Childress from Progressive Energy to present information on the Demand Response Program and the benefits the program could provide to the County.
  - a. *Presentation by Progressive Energy* – The Committee recommended Progressive Energy to present this information along with information on installing Solar Fields to provide power for County Properties to the next COW meeting.
4. *Public Safety Center TTY/TTD Phone for Booking* – Jim stated that Deputy in charge of the ADA for the Sheriff's office hasn't had time to meet. Jim is hopeful that this will be done by next meeting.
5. *PSC H.V.A.C. & Controls Improvements RFB Bids* – Director Smiley stated that he has called the vendors that did not bid on the project as directed by the committee from the November meeting. Jim included a memo of the responses received. Mr. Smiley stated the one base bid received was for \$800,000 which was \$200,000.00 higher than the \$600,000 amount the County projected for the project. Jim checked with the State's Attorney's Office in anticipation of the Committee rejecting the received bid. The State's Attorney's Office stated that the language in the RFB covers the non-acceptance of the bid, but the Committee could also present a motion to reject the bid.
  - a. *HVAC bid results & approval or rejection thereof* – **A motion by Member Hendrix to reject the bid received due to the amount being \$200,000 higher than the County's estimate second by Member Gilmour. Voice Roll Call Vote: Audra Hendrix - yes, Judy Gilmour - yes, Bob Davidson - yes. Motion Carried.**
  - b. *Presentation by Trane on U.S. Communities Purchasing* – Director Smiley introduced Dan Brandolino of Trane to present to the Committee the option of purchasing the equipment on U.S. Communities as a possible way to lower costs. The Committee directed Mr. Smiley to bring this option to the State's Attorney to review. Dan Brandolino of Trane is to bring a proposal at next Facilities Management meeting in January.
  - c. *Committee approval to rebid project* – **A Motion by Member Hendrix for Trane to do a Cost Analysis Estimate and for the State's Attorney's Office to review the statute presented by Trane. Second by Member Gilmour. Roll Call; Audra Hendrix - yes, Judy Gilmour - yes, Bob Davidson - yes. Motion Carried**
6. *Public Safety Center Parking Lot Paving* – Jim informed the Committee that the project is complete and there were no extra costs. **Project Complete.**
7. *LED lighting for Courthouse* – Director Smiley informed the Committee that the bulbs were ordered as specified from the two (2) vendors. Sedona had a delay but stated they should be in this week. Boyd also had a delay and offered a different brand bulb, however Jim stated that the project

doesn't have a hard deadline and we will wait for the brand name bulbs. Jim informed the Committee that since it was the end of the year both company's checks have been issued – the 50% deposit checks were mailed and the 50% balance are being kept until complete.

8. *County Office Building Window Replacement Project* – Mr. Smiley stated that the situation is the same for this project. The Company's checks have been issued – the 50% deposit checks were mailed and the 50% balance are being kept until complete.
9. *Notification of new Project Policies for Capital Projects* – Director Smiley informed all departments heads and elected officials via email on the new policy of new project submission for Facilities Management. **Project Complete.**

#### **New Business/Projects**

1. *Chairman's Report* – Chairman Davidson stated that the presentations brought forth earlier in the meeting coincides with his report.
2. *Boiler Inspections at the Courthouse and Health & Human Services* – Jim informed the Committee the State Fire Marshall inspected HHS and the Courthouse last week. A faulty pressure relief valve was discovered at the Courthouse. Jim stated this was resolved and he will be notifying the State Fire Marshall that it is ready for a re-inspection.
3. *Courthouse Sally Port Elevator Issue* – Director Smiley stated that during the switch over for the security project the elevators had to be placed in manual operation so Court Security could control the doors. The company working on the elevator recommended to replace electronics on this elevator due to an outdated system. Mr. Smiley will be putting in this replacement in the 2019 budget. Jim did state that as of yet no failures have ever been reported on this elevator.

#### **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

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

#### **Executive Session** – None

Due to the next scheduled Facilities Meeting falling on the New Year Holiday, the Committee moved the meeting to Thursday, January 4, 2018 at 4:00 pm. KCFM will notify County Administration.

**Adjournment** – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:39 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant