

**Facilities
Management
Committee Meeting**

3/5/18

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the February 2018 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis
 - a. Summary meeting on department meetings
- 2) Establish a Policy for Requests to Film on County Properties
- 3) PSC H.V.A.C. & Controls Improvements RFP Bids
 - a. State's Attorney's office (SAO) Review of Trane's quote based on U.S. Communities Pricing
 - b. Approve to be on the County Board March 20, 2018 agenda for approval
- 4) Review Dr. Tokars request for lobby improvements at the Health & Human Services facility.
- 5) Bailiff Office Construction

New Business/Projects

- 1) Chairman's Report
 - a. Solar Project Update
 - b. Health Department – Review Dentist Office Request
- 2) Landscaping Invitation to Bid
- 3) Annual Backflow Prevention Device Testing
- 4) Public Safety Center Semi-Annual Kitchen Hood Inspection
- 5) Approve SAO review of Historic Courthouse Window Invitation to Bid
- 6) Approve State's Attorney's office review of Centrex & PRI Circuit Contracts with Call One.
 - a. Approve for vote at the March 20, 2018 County Board meeting:
 - i. Approve 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage.
 - ii. Approve three (3) year contract with Call One for the Point to Point T1 Circuit in the amount of \$500.00 per month.
 - iii. Approve three (3) year contract with Call One for the PRI T1 Circuits in the amount of \$2,124.80 per month.

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
March 5, 2018

CALL TO ORDER

- 1) Roll Call
- 2) Approval of the February 2018 meeting minutes.
- 3) Public Comment

OLD BUSINESS/PROJECTS

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - Administrator Koepfel, FM Committee Chair Davidson & Director Smiley met with Healy Bender representatives on March 1, 2018.
 - Healy Bender presented their findings confirming concerns on the following:
 - Most departments have enough space, but may need more storage space. Overall, they felt the facility is adequate for the foreseeable future.
 - Most people coming to the facility do not know which department to go to just by the titles on the signage.
 - The cleaning service opens doors to the departments for ease of access during cleaning. Making it possible for people to enter the departments during open meeting sessions.
 - A need to add landscape barriers along the West side of the facility.
 - Healy Bender recommendations include:
 - A need for a central entrance to the facility.
 - Need to lock the floors not in use during open meetings on the 2nd floor.
 - Need for dedicated employee parking and more parking space overall.
 - Next steps is to bring in the Healy Bender security consultant to meet with the elected officials and department heads. Then finalize their report including steps and pricing to remedy the items needing to be improved in the facility.
- 2) **Establish a Policy for Requests to Film on County Properties**
 - The finalized Filming Policy was sent to the State's Attorney's office for review.
- 3) **PSC H.V.A.C. & Controls Improvements RFP Bids**
 - a. The Trane contract was sent to the State's Attorney's office for review.
 - b. Director Smiley would like to have committee approval to forward to the County Board for a vote at the March 20, 2018 meeting.
- 4) **Review Dr. Tokars request for lobby improvements at the Health & Human Services facility.**
 - The need was presented to the Finance Committee at the February 15, 2018 meeting.
 - Since all committee members were not present at this meeting action on this item was postponed to the next Finance meeting.
- 5) **Bailiff Office Construction**
 - The drywall taping & sanding has been completed.
 - Painting is expected to be completed in the next week.
 - Carpeting installation was arranged and will be done when the painting and ceiling installation has been completed.
 - Director Smiley hopes to have this project completed by the next FM Committee meeting.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. Solar Project Update
 - b. Health Department – Review Dentist Office Request

2) Landscaping Invitation to Bid

- The States Attorney’s office (SAO) completed their review.
- The only remaining item the SAO suggested changing was the length of the contract. They do not recommend contract term is longer than the term of a current board.
- Director Smiley said the Facilities Committee specified the term of a three-year base contract with a possible one-year extension to be in this ITB.
- The bid is scheduled to be advertised this Tuesday, March 6, 2018 in the Beacon News.
- A mandatory walk through of the properties in scheduled for Friday, March 9, 2018.
- Bids are due in by 9a.m. on Friday, March 16, 2018.

3) Annual Backflow Prevention Device Testing

- Testing was done on February 7, 2018.
- No issues were encountered.
- **Project complete.**

4) Public Safety Center Semi-Annual Kitchen Hood Inspection

- Inspection was done on February 23, 2018.
- No issues were encountered.
- **Project complete.**

5) Approve SAO review of Historic Courthouse Window Invitation to Bid

- Director Smiley is asking for approval to send the ITB for the project to be sent to the State’s Attorney’s office for review when completed.

6) Approve State’s Attorney’s office review of Centrex & PRI Circuit Contracts with Call One.

a. Approve for vote at the March 20, 2018 County Board meeting:

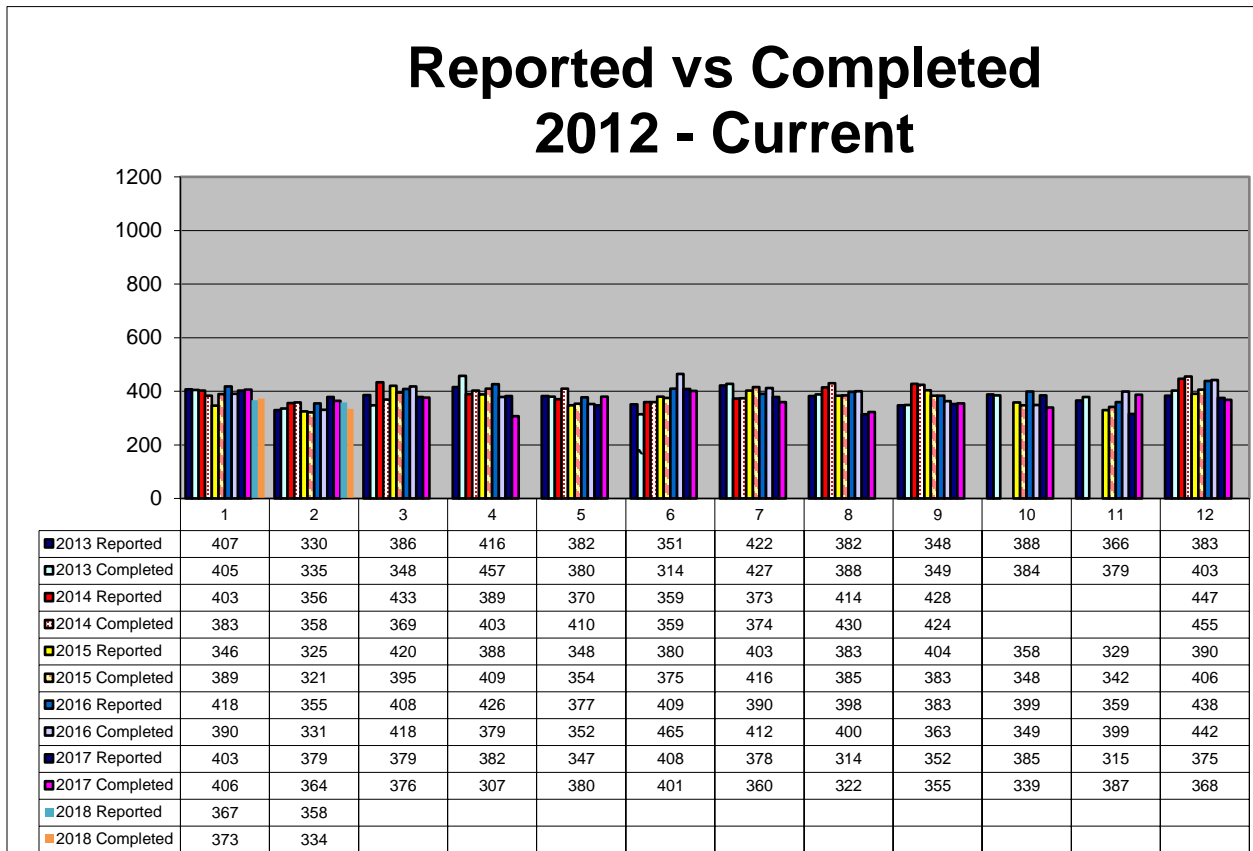
- i. Approve 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage.
- ii. Approve three (3) year contract with Call One for the Point to Point T1 Circuit in the amount of \$500.00 per month.
- iii. Approve three (3) year contract with Call One for the PRI T1 Circuits in the amount of \$2,124.80 per month.

February 2018

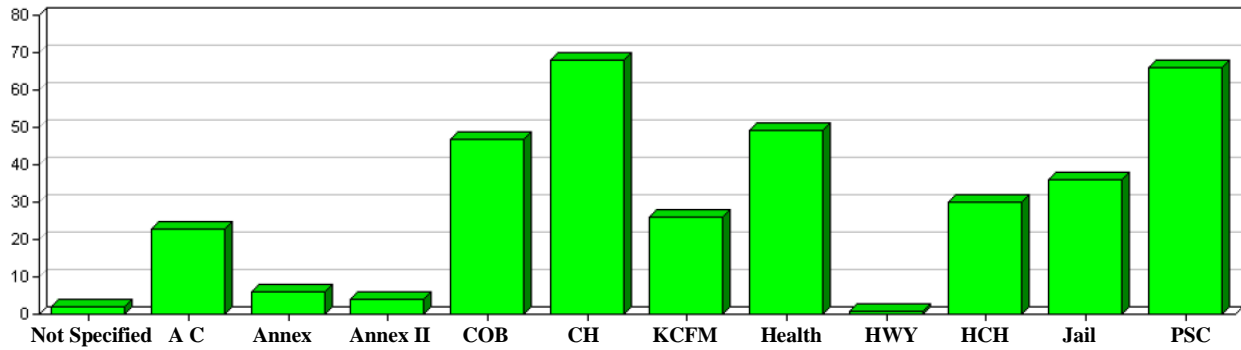
Staffing/Training/Safety:

DESCRIPTION	Feb-18	Jan-18	Dec-17
Possible Work Hours (5 employees @ 8 hrs)	864.00	1,008.00	960.00
Paid/Unpaid Leave	24.00	96.00	120.00
Holiday	96.00	96.00	48.00
Bereavement			
* WC/TTD			
<i>Regular Productive Hours</i>	<i>744.00</i>	<i>816.00</i>	<i>792.00</i>
Overtime Worked	94.50	70.25	51.75
Total Productive Hours	838.50	886.25	843.75

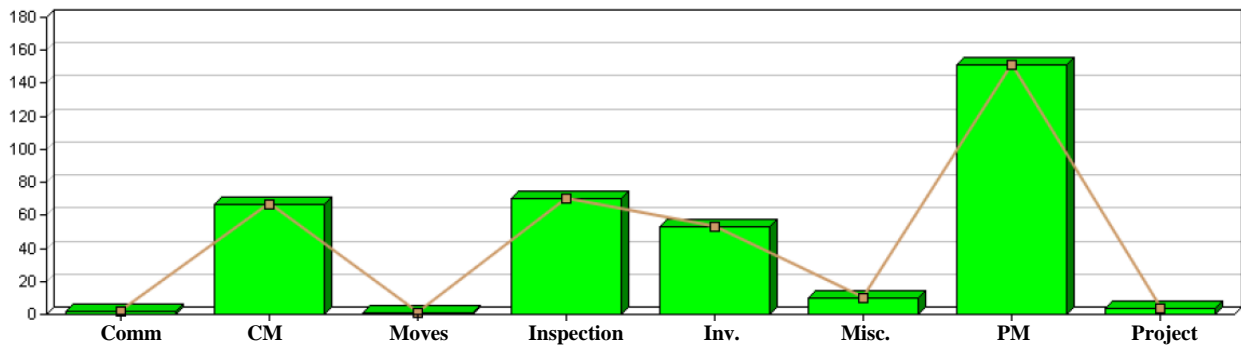
Reported/Completed Work Orders February 2018



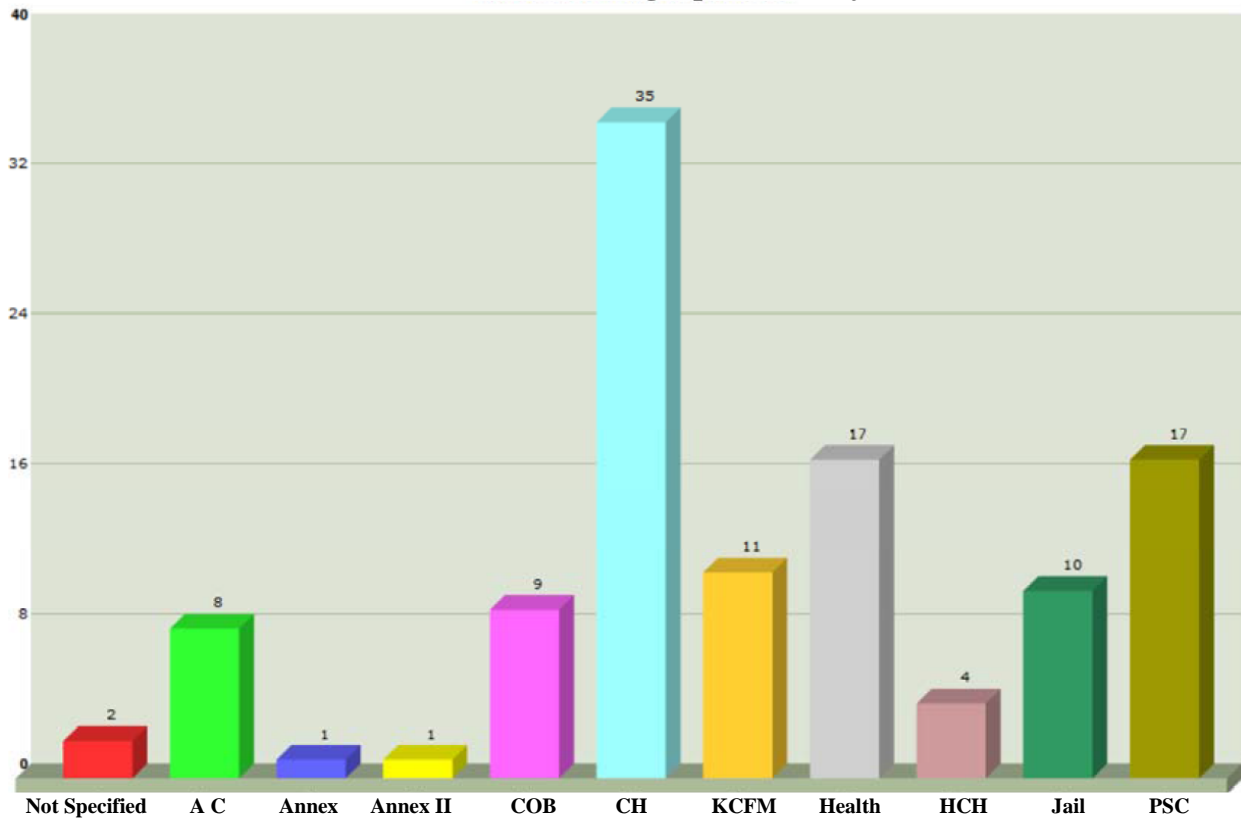
Reported Work Orders by Location February 2018



Reported Work Orders by Task February 2018



Work Orders Remaining Open February 2018



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on April 2, 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 February 5, 2018

Committee Chair Bob Davidson called the meeting to order at 4:02 p.m.

Roll Call: Members Present: Bob Davidson, Matt Kellogg, Audra Hendrix,
Members Absent: Tony Giles, Judy Gilmour

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

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

Approve the January 4, 2018 Facilities Committee Meeting Minutes – there were no changes to the January 4, 2018 minutes; Member Kellogg made a motion to approve the minutes, second by Member Hendrix. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis*
 - a. *Department Meetings* – Director Smiley informed the Committee that Healy Bender conducted interviews with all the department heads on January 10th and 12th. Jim said that Healy Bender will be back the week of February 12th to meet with Chairman Davidson, County Administrator Koepfel and Director Smiley to discuss preliminary findings. Mr. Smiley also stated that after this meeting Healy Bender and their Security consultant will meet with elected officials and department heads to discuss security concerns.
 - b. *Establish a policy for Requests to Film on County Properties* – Andrez Beltran, Economic Development Coordinator stated that changes have been made as requested by the Committee. Motion by Member Kellogg to send the Policy for Requests to Film on County Properties to the State’s Attorney’s Office for review. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
2. *PSC H.V.A.C. & Controls Improvements RFP Bids*
 - a. *State’s Attorney review of U.S. Communities Statute* – Director Smiley stated that Assistant State’s Attorney Webb review of the U.S. Communities Statute included looking into another Illinois state for Joint Purchasing. ASA Webb informed Jim that the U.S. Communities website shows several Illinois State Agencies utilizing the services of this program. Mr. Webb also stated that according to the statute as long as the lead agency utilized competitive bidding and followed their own laws, purchasing under section 3 of the joint purchasing act could be allowed. ASA Webb also stated to Jim that there is not much guidance on using programs like this and it is ultimately, up to the Committee and the County Board to decide whether to participate in the program.
 - b. *Review Trane’s quote based on U.S. Communities Statute* – Mr. Smiley informed the Committee that the quote received from Trane was to replace the three existing units with a Chilled Water System. Mr. Smiley stated that upon review of the quote he found some items included in the original request for purchase were not included on the Trane quote. Trane has submitted an updated quote to Director Smiley. The initial Trane quote is for \$612,146.00. The optional items total is for \$130,062.00. Director Smiley believes that some of these items can be removed from the option list to bring the total cost down. Kendall County has \$600,000.00 in the 2018 capital budget. Motion by Member Hendrix to present the Trane’s quote to the next Committee of the Whole meeting followed by the finance meeting. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
3. *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.* – Director Smiley stated this was discussed at the last Committee of the Whole meeting and is placed on the County Board agenda for the Tuesday, February 6, 2018 meeting.
4. *Phone Circuit Invitation to Bid*
 - a. *Review bid results* – Mr. Smiley stated that Call One, our current carrier was the lowest bidder.

New Business/Projects

1. *Chairman’s Report* – Chairman Davidson has no report at this time.
2. *Review Dr. Tokars request for lobby improvements at the Health & Human Services facility* – Dr. Tokars addressed the Committee requesting a front desk security glass build out for the front counters at the Health and Human Service facility. Motion by Member Kellogg to bring to finance to approve financing for the Health Department front counter improvement not to exceed \$20,000.00. Second by Member Hendrix. **All members present voting aye. Motion Carried.**

3. *Approve sending 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage to the County Board for approval* – Mr. Smiley stated this item is on the County Board agenda for the February 6, 2018 meeting.
4. *Solar RFQ*
 - a. *Discuss qualification submittals* – Chris Childress of Progress Energy informed the Committee that this project was in the news and on the County website plus 80 Solar companies were sent the RFQ, 14 attendees present for the site visit. 9 responses were received and the top 2 submittals were GRNE and Forefront Solar. According to the Progressive Energy review done on behalf of Kendall County.
 - b. *Select area for Solar Field* – Motion by Member Kellogg to select option 1b, the South Parcel for Behind the Meter Solar Field and use the retention pond as a Community Solar Field. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
 - c. *Recommend vendor for Solar Field* – Motion by Member Kellogg to approve GRNE as the vendor for the Behind the Meter Solar Field. Second by Member Hendrix. **All members present voting aye. Motion Carried.** The Committee has approved the Vendor and the Location of the Solar fields and is requesting that Chris Childress present the information to the next Committee of the Whole and Finance Meetings on February 15, 2018.
 - d. *Authorize State's Attorney's Office review of Solar Field vendor's contract* – Motion by Member Hendrix to send the GRNE contract to the State's Attorney's Office for review. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
5. *Public Safety Center & Crime Stopper phone line conversion* – Director Smiley stated that the final phase of a multi year plan to decommission the old phone system at the Public Safety Center phone lines from analog to digital was completed on January 17, 2017 with no issues. **Project complete.**
6. *Approve State's Attorney's Office review of Landscaping Invitation to Bid* – Mr. Smiley was directed by the Committee to change the terms of the Landscaping Invitation to Bid to a 3 year contract with a 1 year extension option. Motion to approve a 3 year contract with 1 year extension option and forward the Invitation to Bid to the State's Attorney's Office for review by member Kellogg. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
7. *Bailiff Office Construction* – Director Smiley informed the Committee that construction started mid-January to create a new Bailiff's Office in the Courthouse. Drywall installation is completed and the taping is expected to be done over the next couple of weeks. Mr. Smiley stated that the project is expected to be completed by late February or early March.
8. *Phone addition in Probation* – Jim stated that an additional phone and phone line was requested by Probation. Jim set up the programming with our vendor and the phone was installed on February 1st. **Project Completed.**

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

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:47 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant