

**Facilities Management  
Committee Meeting  
4/2/18**

**4:00 PM**

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

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

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

Call to Order

- 1) Roll call
- 2) Approval of the March 2018 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) PSC H.V.A.C. & Controls Improvements
- 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. Maintenance Tech Level 1 Medical Leave
- 2) Approve Four Seasons Landscaping for Landscaping maintenance for a Three (3) year contract with a One (1) year optional extension for \$39,470.00 for year one & two & \$41,355.00 for year three & four.
- 3) Approve for vote at the April 17, 2018 County Board meeting:
  - a. Approve 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage.
  - b. Approve three (3) year contract with Call One for the Point to Point T1 Circuit in the amount of \$500.00 per month.
  - c. Approve three (3) year contract with Call One for the PRI T1 Circuits in the amount of \$2,124.80 per month.
- 4) OSHA Safety Training at Waubensee Community College
- 5) Court Call Phone Addition to Courtroom #113
- 6) Public Safety Center U.P.S. system Preventative Maintenance I
- 7) Review Executive session meeting minutes for the following meetings:
  - a. Oct. 15, 2015 b. May 2, 2016 c. June 6, 2016 d. April 3, 2017

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

**Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06, 5ILCS 120-2**

Questions from the Press

Adjournment

**Facilities Committee Agenda**  
**April 2, 2018**

**CALL TO ORDER**

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

**OLD BUSINESS/PROJECTS**

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
  - Healy Bender contacted Director Smiley today with possible meeting dates for next week with department heads & elected officials to meet with their security consultant.
  - After these meetings take place, Healy Bender will start putting together the final report, which will include details from all of the concerns, proposed solutions timelines and budgets.
- 2) **Establish a Policy for Requests to Film on County Properties**
  - The States Attorney's office is calling for several additional documents including:
    - Application for Non-Profit Purpose Filming Permit
    - Affirmation of Non-Profit Purpose
    - Application for Educational Purpose Filming Permit
    - Affirmation of Educational Purpose
    - Film Permit – SAO is asking if we plan to have different permits for the different purposes listed in the policy.
- 3) **PSC H.V.A.C. & Controls Improvements**
  - FM Chairman Davidson asked Director Smiley to contact other Counties or Municipalities that have utilized the U.S. Communities Purchasing program to buy Trane equipment and controls.
  - Mr. Smiley contacted all of the entities Trane gave him contact information on. Jim received positive feedback from everyone on the program including the National Association of Counties (NACo). Mr. Harbaugh is here from DuPage County to explain how DuPage County uses the US Communities program.
  - Administrator Koepfel and Director Smiley also meet with Mike Kluber and staff to discuss the project and to try to determine what kinds of costs could be expected if we hired their firm to design, engineer and project manage new systems installation.
  - After reviewing the contract Mike determined the contract expired in 2016 but had renewal language built in. He also updated his costs and said the project would fall under category 1 in the remodeling classification under physical plant.
  - Kendall County would need to approve the renewal of the contract.
  - For the range of costs we have been discussing the fee would be 10.36% of the total project cost.
- 4) **Review Dr. Tokars request for lobby improvements at the Health & Human Services facility.**
  - The need was presented again the Finance Committee at the March 15, 2018 meeting.
  - Since the project was not included in the 2017 capital budget, the committee referred the project back to this committee to discuss further.
- 5) **Bailiff Office Construction**
  - The drywall has been prime coated.
  - The ceiling grid has been installed.
  - Carpeting installation has been requested and will be scheduled as soon as the background screens are completed.
  - This project should be completed in the next couple of weeks.

**NEW BUSINESS/PROJECTS**

- 1) **Chairman's Report**
  - a. Solar Project Update
  - b. Maintenance Tech Level 1 Medical Leave

- 2) **Approve Four Seasons Landscaping for Landscaping maintenance for a Three (3) year contract with a One (1) year optional extension for \$39,470.00 for year one & two & \$41,355.00 for year three & four.**
  - Director Smiley put together the summary of costs associated with the annual maintenance of the planting beds, trees and fertilization & weed control as well as the cost for grass cutting.
  - Overall 4 Seasons Landscaping was determined to be the low cost provider considering all aspects of the contract needs.
- 3) **Approve for vote at the April 17, 2018 County Board meeting:**
  - a. Approve 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage.
  - b. Approve three (3) year contract with Call One for the Point to Point T1 Circuit in the amount of \$500.00 per month.
  - c. Approve three (3) year contract with Call One for the PRI T1 Circuits in the amount of \$2,124.80 per month.
- 4) **OSHA Safety Training at Waubensee Community College**
  - Director Smiley attended this one day class at the suggestion of Administrator Koepfel.
  - Topics included employee engagement, workplace safety, workplace violence and hazard assessments & control.
- 5) **Court Call Phone Addition to Courtroom #113**
  - Judge McCann requested this new phone to be installed in his Courtroom.
  - A new phone and line was arranged through court call for this to be added.
  - KCFM staff extended the line from the Public Safety Center across campus to the Courthouse and connected it to the bench in Courtroom #113.
  - The line was tested with Court call.
  - **Project complete.**
- 6) **Public Safety Center U.P.S. system Preventative Maintenance I**
  - The PM was completed and no issues were found.
  - **Project complete.**
- 7) **Review Executive session meeting minutes for the following meetings:**
  - a. Oct. 15, 2015 b. May 2, 2016 c. June 6, 2016 d. April 3, 2017

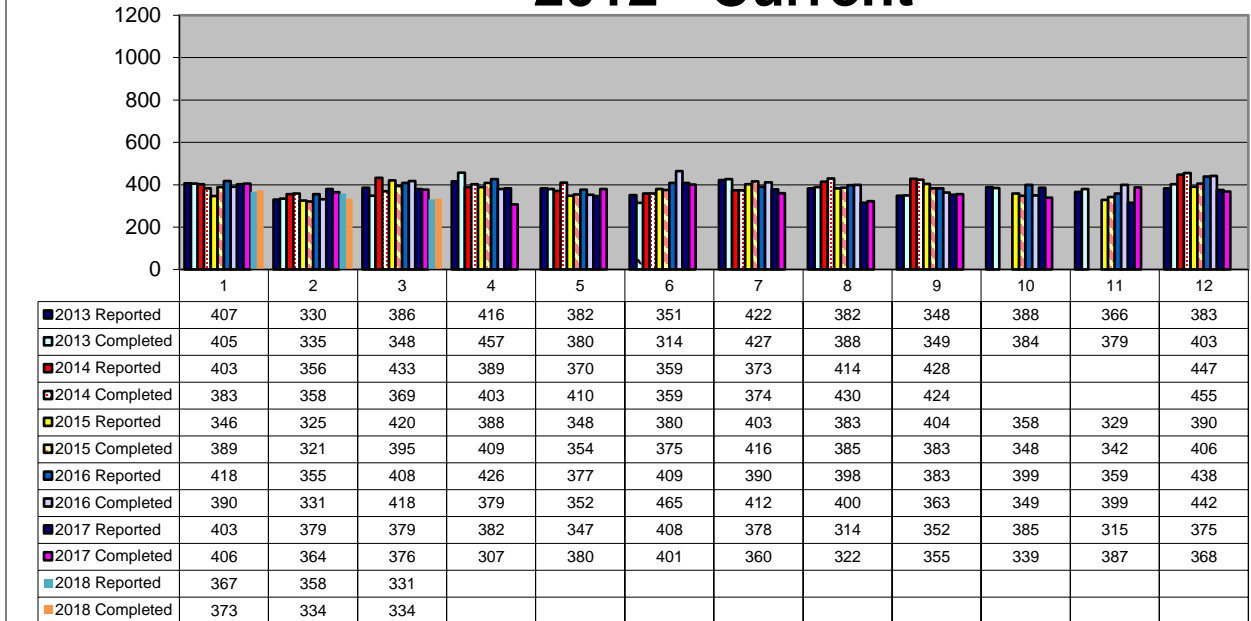
**March 2018**

**Staffing/Training/Safety:**

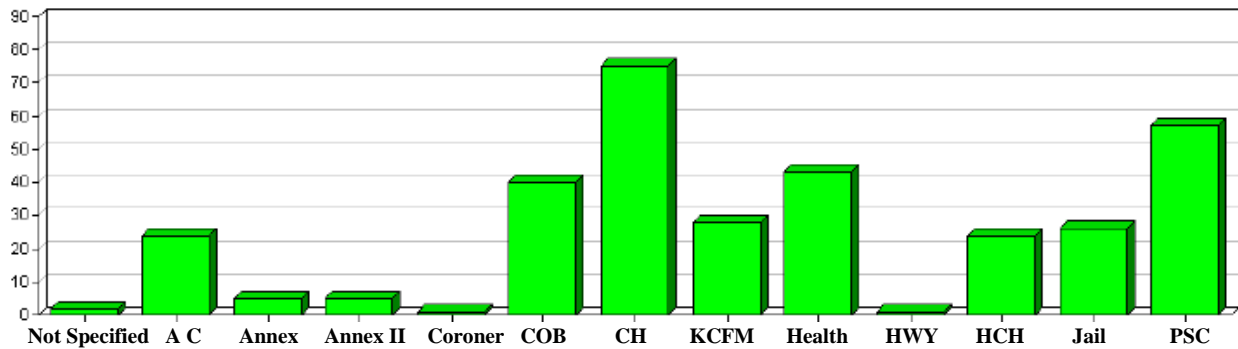
<b>DESCRIPTION</b>	<b>Mar-18</b>	<b>Feb-18</b>	<b>Jan-18</b>
Possible Work Hours (5 employees @ 8 hrs)	1,032.00	864.00	1,008.00
<b>Paid/Unpaid Leave</b>	<b>52.00</b>	<b>24.00</b>	<b>96.00</b>
<b>Holiday</b>	<b>24.00</b>	<b>96.00</b>	<b>96.00</b>
<b>Bereavement</b>			
<b>* WC/TTD</b>			
<i>Regular Productive Hours</i>	<i>956.00</i>	<i>744.00</i>	<i>816.00</i>
Overtime Worked	8.50	94.50	70.25
<b>Total Productive Hours</b>	<b>964.50</b>	<b>838.50</b>	<b>886.25</b>

**Reported/Completed Work Orders March 2018**

# Reported vs Completed 2012 - Current



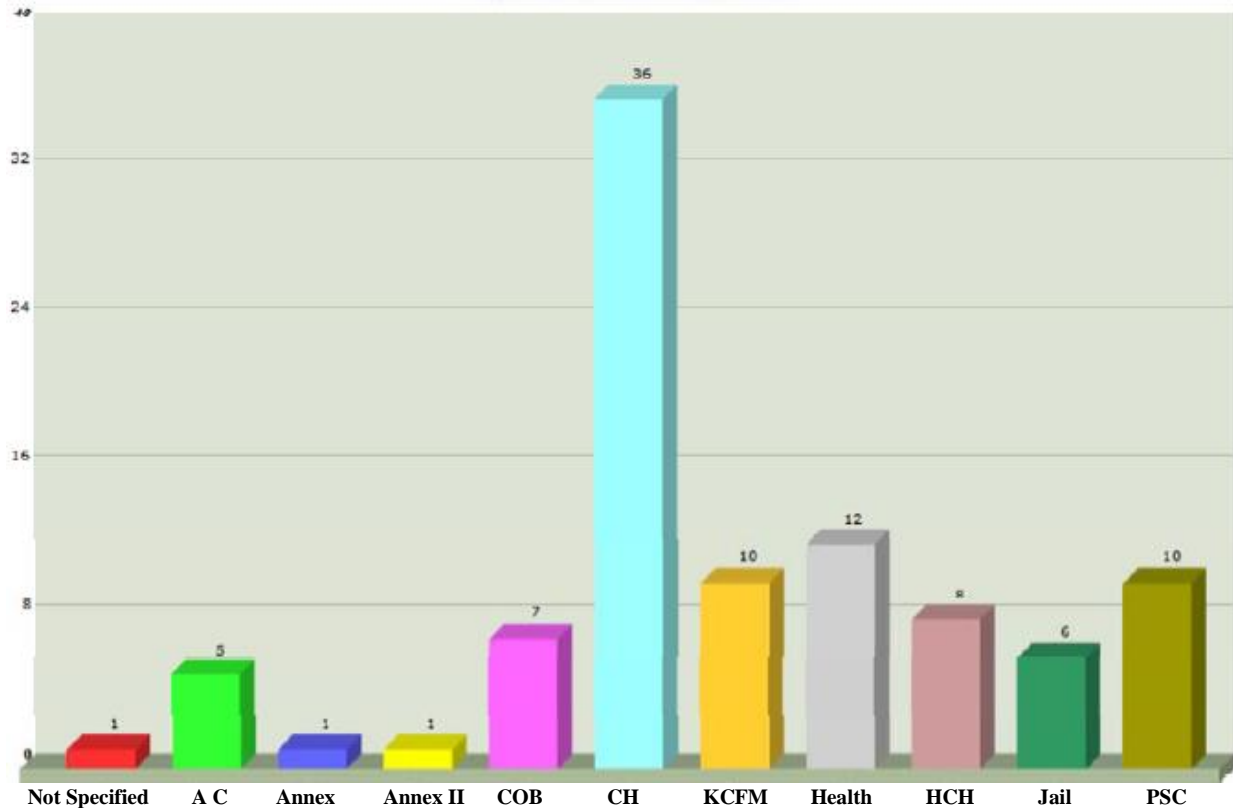
## Reported Work Orders by Location March 2018



## Reported Work Orders by Task March 2018



## Work Orders Remaining Open March 2018



#### **EXECUTIVE SESSION**

#### **QUESTIONS FROM THE PRESS**

#### **ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on May 7, 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 March 5, 2018**

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

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

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

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

**Approve the February 5, 2018 Facilities Committee Meeting Minutes** – there were no changes to the February 5, 2018 minutes; Member Hendrix made a motion to approve the minutes, second by Member Kellogg. **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. *Summary meeting on department meetings* – Director Smiley informed the Committee that County Administrator Scott Koppel, FM Committee Chairman Bob Davidson and Director Smiley met with Healy Bender on March 1, 2018. Healy Bender findings to date:
    - Departments lack of storage, however Healy Bender believes the facility is adequate for the foreseeable future.
    - Informational signage at the entrance would be effective.

- Space needs to be locked down more effectively: Possible new key card access system, space needs to be locked down more effectively.
  - Add landscape barriers along the west side of the facility.
  - Add a central entrance for the facility.
  - Need for dedicated employee parking and more parking space overall.
2. *Establish a policy for Requests to Film on County Properties* – Mr. Smiley submitted the filming policy to the State’s Attorney’s Office for review.
  3. *PSC H.V.A.C. & Controls Improvements RFP Bids*
    - a. *State’s Attorney office (SAO) review of Trane’s quote based on U.S. Communities Pricing* – Jim stated that the contract was sent to the State’s Attorney’s Office for review.
    - b. *Approve to be on the County Board March 21, 2018 agenda for approval* – Director Smiley requested the Committee move the contract forward to the County Board for a vote. No objections by the Facilities Committee to move to the next board meeting agenda.
  4. *Review Dr. Tokars request for lobby improvements at the Health & Human Services Facility* – Jim informed the Committee that the need was presented to the Finance Committee meeting on February 15, 2018. Since not all Committee member were present at this meeting, this item has been deferred to the next finance meeting.
  5. *Bailiff’s Office Construction* – Jims stated that the project is moving along; all the sheetrock has been installed and taped, it just needs a final sanding. Painting is expected to begin next week and flooring to be installed shortly after that. Jim stated that the projected is expected to be completed by the next FM Committee meeting.

### **New Business/Projects**

1. *Chairman’s Report*
  - a. *Solar Project Update* – Chairman Davidson informed the Committee that the survey of the property has been completed. Mr. Childress requested that the south parcel area be 7.4 acres rather than 7.14 acres. The Solar System installation has not been discussed with the City of Yorkville. The size of the solar field requirements for a permit have yet to be determined. Chairman Davidson stated that in looking at the request there is still plenty of room by the Public Safety Center for an addition in the future, so the extra 30 feet should not be an issue. Chairman Davidson informed the Committee that this will be voted on at the Tuesday March 6, 2018 County Board Meeting. County Administrator Scott Koppel informed the Committee that after a meeting with the State’s Attorney’s Office some issues with contract language needs to be addressed by the Board at the Tuesday meeting as well. The State’s Attorney’s Office directed Mr. Koppel to discuss the issues with the Committee Members and report the responses back to the State’s Attorney’s Office. The remaining issues are the minimum size of the field, abandonment language, how the Audit will be conducted, payment and indemnification.
  - b. *Health Department – Review Dentist Office Request* - Mr. Smiley informed the Committee that he met with Dr. Tokars about adding in a dental office into the building. The Committee instructed Mr. Smiley to estimate the cost by the June or July Facilities Meeting. This will be used for the 2019 budget requirements.
2. *Landscaping Invitation to Bid* – Director Smiley informed the Committee that the State’s Attorney’s Office completed their review. Jim informed the Committee that the advertisement will run on Tuesday, March 6, 2018 in the Beacon News. A mandatory walk through of the properties is scheduled for Friday, March 9, 2018. Bids are due by Friday, March 16, 2018 at 9:00 am. Mr. Smiley will present the bids at the next Facilities Committee Meeting April 2, 2018. Jim also stated that the contract begins in April and would like to have an approval vote on the County Board agenda the following night, Tuesday April 3, 2018. The Facilities Committee had no objections to adding contract approval on the County Board meeting on March 21, 2018.
3. *Annual Backflow Prevention Device Testing* – Jim stated to the Committee that the annual Backflow testing was completed on February 7, 2018 with no issues found. Results of the testing is reported to the State of Illinois and the City of Yorkville. **Project Complete.**
4. *Public Safety Center Semi-Annual Kitchen Hood Inspection* – Mr. Smiley informed the Committee that the hood in the PSC kitchen is a commercial hood and needs to be inspected semi-annual. The testing was completed on February 23, 2018 with no issues found. **Project Complete.**

5. *Approve SAO review of Historic Courthouse Window Invitation to Bid* – Motion by Member Hendrix to send the contracts to the State’s Attorney’s Office for review. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
6. *Approve State’s Attorney’s office review of Centrex & PRI Circuit Contracts with Call One* – Motion by Member Gilmour to send the contracts to the State’s Attorney’s Office for review. Second by Member Hendrix. **All 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

**Questions from the Media** – None

**Executive Session** – None

**Adjournment** – Chairman Davidson asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 5:11 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant