

**Facilities Management  
Committee Meeting  
5/14/18**

**4:30 PM**

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

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

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

Call to Order

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

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis
- 2) Bailiff Office Construction

New Business/Projects

- 1) Chairman's Report
  - a. Solar Project Update
  - b. Rt. 34 Campus Detention Area
  - c. Filming Request from Historic Courthouse Widow Walk
  - d. Housing Authority Lease Extension Request
  - e. Housing Authority Request for Additional Space
- 2) Generator Preventative Maintenance
- 3) Annual Elevator Pressure Testing
- 4) Door strike installation at Health & Human Services
- 5) Additional Power needs for Courtroom Benches
- 6) Historic Courthouse Window Replacement Invitation to Bid Results
  - a. Patrick McCann, Inc.
  - b. Tiles in Style
- 7) Grant Possibilities
  - a. ComEd
  - b. Nicor
- 8) Demand Response
  - a. Generator Upgrade Status
  - b. Next Steps

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

Other Business

Citizens to be Heard

Questions from the Press

Adjournment

**Facilities Committee Agenda**  
**May 14, 2018**

**CALL TO ORDER**

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

**OLD BUSINESS/PROJECTS**

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
  - Healy Bender and their Security consultant met with department heads & elected officials to meet with their security consultant on April 19, 2018.
  - Healy Bender is putting together the final report, which will include details from all of the concerns, proposed solutions timelines and budgets.
- 2) **Bailiff Office Construction**
  - The windowsills were ordered a few weeks ago and are due in at any time now.
  - Director Smiley arranged with the carpeting company to install the carpet. However, we are waiting for their background screens to come in before the actual work is scheduled.
  - The project should be done in the next couple of weeks.

**NEW BUSINESS/PROJECTS**

- 1) **Chairman's Report**
  - a. Solar Project Update
  - b. Rt. 34 Detention Area
  - c. Filming Request from Historic Courthouse Widow Walk
  - d. Housing Authority Lease Extension Request
  - e. Housing Authority Request for Additional Space
- 2) **Generator Preventative Maintenance**
  - The planned maintenance work was done on May 1, 2018.
  - Oil & Filters were changed.
  - Automatic Transfer Switches were also inspected and tested.
  - No issues were found with the generators.
  - There were several recommendations noted.
  - KCFM staff will do some of these items like battery replacements.
  - Some items KCFM will need to contract. The generator with the most issues is the Highway department. Recommendations for the Highway generator include:
    - Radiator replacement
    - Tune up
    - Replace Automatic Transfer Switch ATS controller.
- 3) **Annual Elevator Pressure Testing**
  - Testing was completed May 3, 2018.
  - No issues were found in any of the elevators.
  - **Project complete.**
- 4) **Door strike installation at Health & Human Services**
  - Dr. Tokars planned to install an additional card access door to the garden area.
  - Director Smiley was asked to provide an alternate price for the electric strike that needed to be installed for the card reader to operate.
  - Mr. Smiley provided a price that was around \$100.00 less than the price provided by the card access vendor.
  - The strike is being installed on Tuesday, May 15, 2018.
  - The Health department is scheduling the card access reader installation after the strike is installed.
  - **Project complete.**

**5) Additional Power needs for Courtroom Benches**

- Director Smiley met Judge Pilmer & Gina Hauge from Technology services to go over the needs.
- A computer for the judges and additional monitors are going to be needed to comply with upcoming statutes. The preliminary schedule is to have this done for November 2018.
- Mr. Smiley is going to check the loads on the current circuits to see if additional outlets can be added or if additional circuits need to be added. Jim is hoping we can add plug strips under the benches for additional outlets for this equipment.

**6) Historic Courthouse Window Replacement Invitation to Bid Results**

- The project includes replacing the three (3) current windows on the Westside of the Historic Courtroom. Projected and approved budget \$40,000.00.
  - a. Patrick McCann, Inc. - \$75,700.00
  - b. Tiles in Style - \$99,786.00

**7) Grant Possibilities**

- Director Smiley is looking for additional funding for projects.
  - a. ComEd
    - i. Currently offering a program to match dollars spent.
      - 1. Could be used for Retro-Commissioning
      - 2. Building tune ups
      - 3. Monitoring based commissioning
  - b. Projects must be completed by Dec. 2018 before matching money would be approved.
  - c. Nicor
    - i. Coming out to do facility assessments this week.
    - ii. Then a report will be generated with what is available and how it would be handled.

**8) Demand Response**

- a. Generator Upgrade Status
  - i. Public Safety Center generator was upgraded to meet EPA Tier III regulations.
  - ii. Director Smiley attended a conference call on May 8, 2018 with Progressive Energy and NRGCS to go over basic information on the facilities.
  - iii. Mr. Smiley provided information on the major systems that may be shut down during an event or during testing.
- b. Next Steps
  - i. Monitoring meters will be installed at the Public Safety Center and Courthouse.
  - ii. Once meters are installed a testing date will be setup for each site.
  - iii. The testing date will be coordinated with the Sheriff's office and Judicial department.

**April 2018**

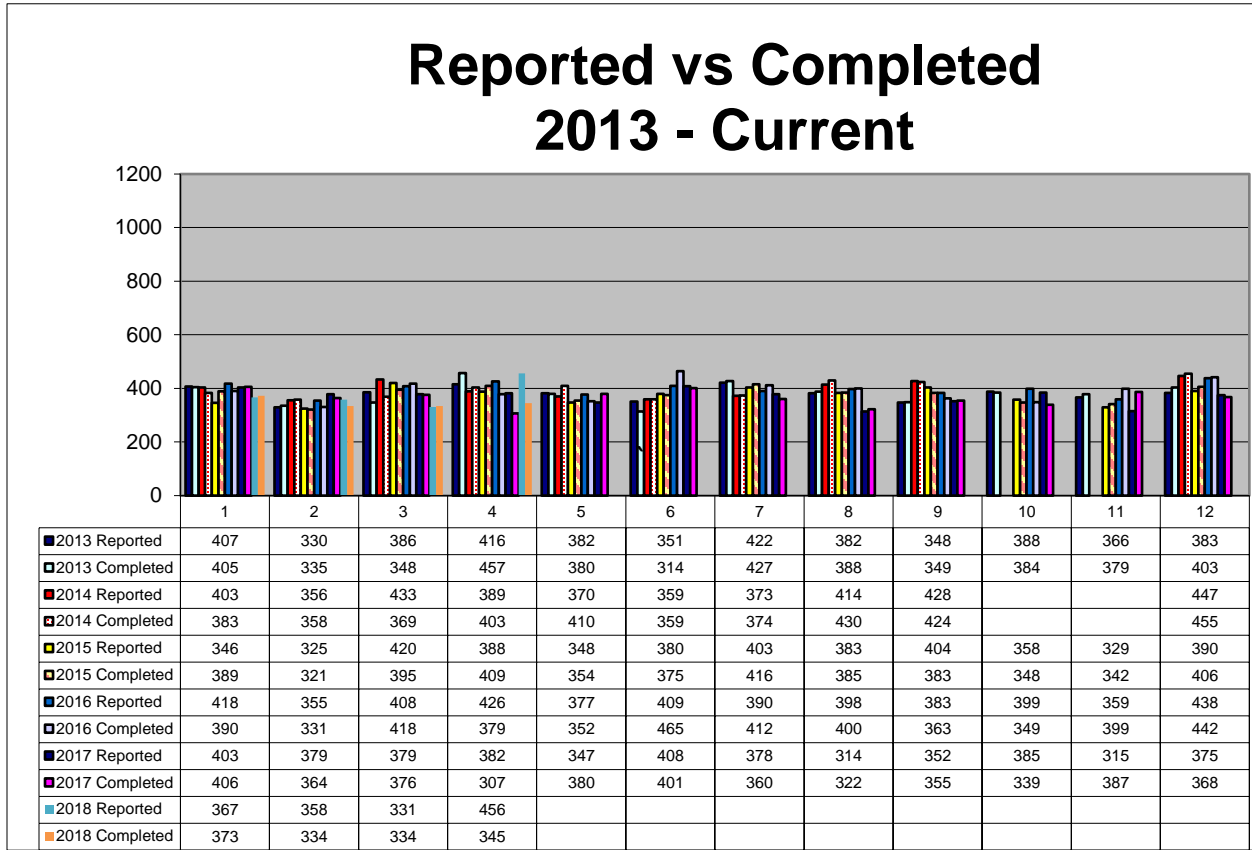
**Staffing/Training/Safety:**

DESCRIPTION	Apr-18	Mar-18	Feb-18
Possible Work Hours (5 employees @ 8 hrs)	896.00	1,032.00	864.00
Paid/Unpaid Leave	60.00	52.00	24.00
Holiday	0.00	24.00	96.00
Bereavement	24.00		
* FMLA	112.00		
<i>Regular Productive Hours</i>	812.00	956.00	744.00
Overtime Worked	8.00	8.50	94.50
<b>Total Productive Hours</b>	820.00	964.50	838.50

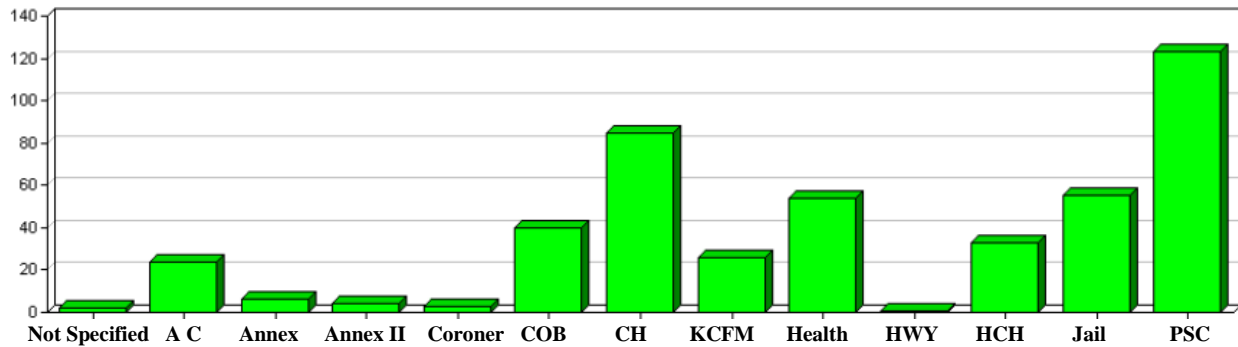
**May 2018 to Date 5/14/18**

DESCRIPTION	May-18	Apr-18	Mar-18
Possible Work Hours (5 employees @ 8 hrs)	400.00	896.00	1,032.00
<b>Paid/Unpaid Leave</b>			
<b>Holiday</b>	20.00	60.00	52.00
<b>Bereavement</b>	0.00	0.00	24.00
<b>* FMLA</b>	8.00	24.00	
	80.00	112.00	
<i>Regular Productive Hours</i>	372.00	812.00	956.00
Overtime Worked	0.00	8.00	8.50
<b>Total Productive Hours</b>	372.00	820.00	964.50

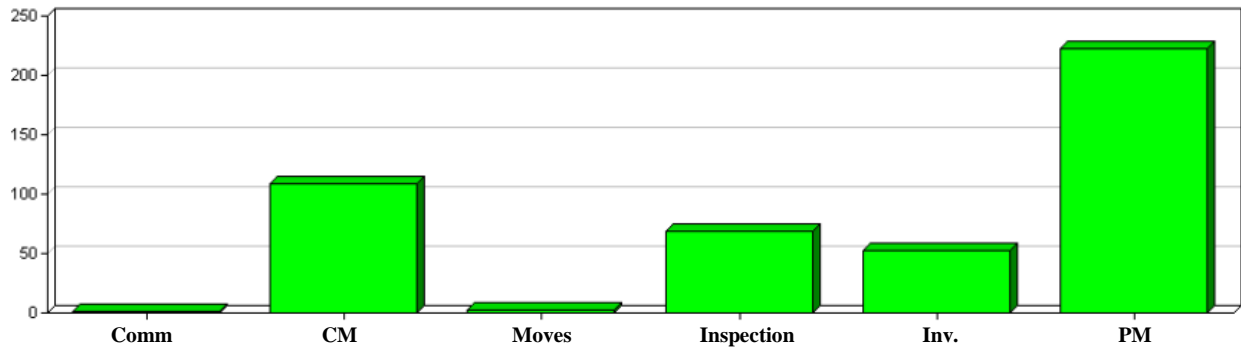
**Reported/Completed Work Orders April 2018**



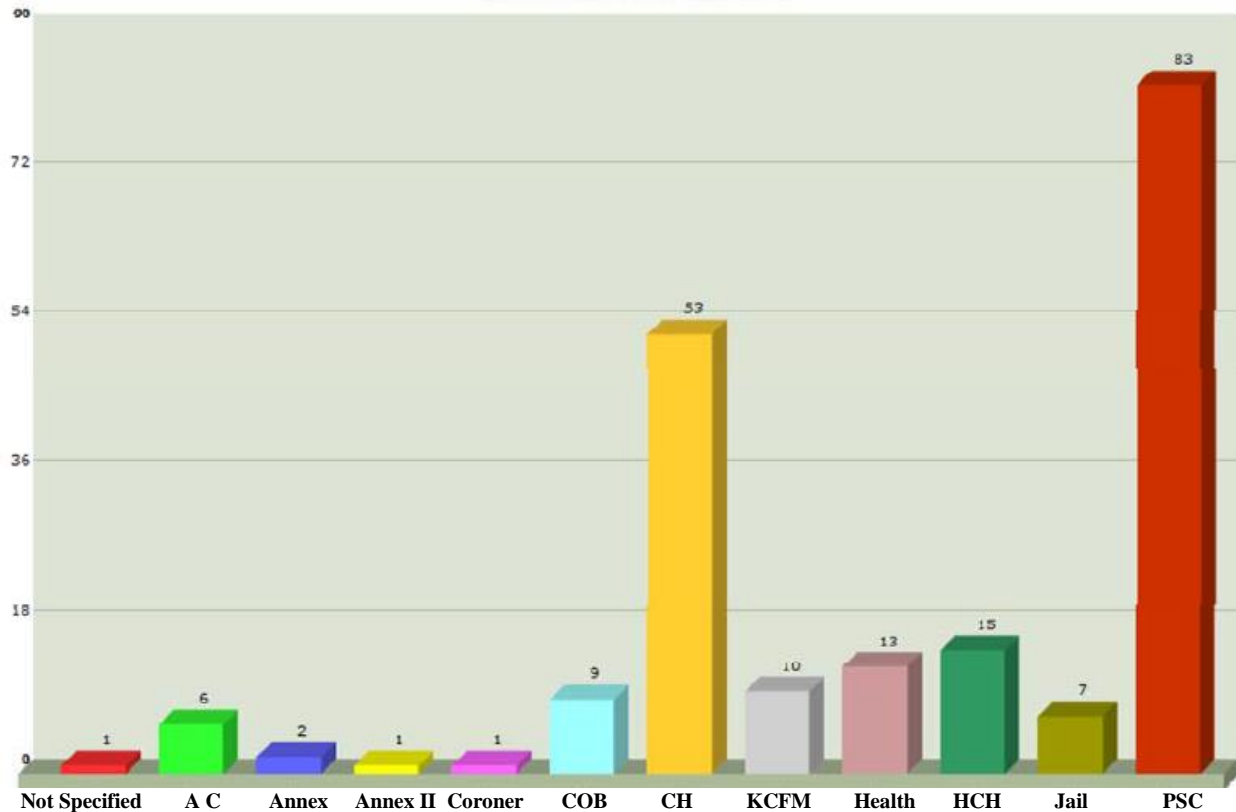
**Reported Work Orders by Location April 2018**



**Reported Work Orders by Task April 2018**



**Work Orders Remaining Open April 2018**



**EXECUTIVE SESSION**

**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on June 4, 2018. Due to this meeting, occurring mid-month Director Smiley is suggesting the June meeting be cancelled and the next meeting be held on July 2, 2018 as currently scheduled. 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 April 2, 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, Judy Gilmour  
Members Absent: Tony Giles

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

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

**Approve the March 5, 2018 Facilities Committee Meeting Minutes** – there were no changes to the March 5, 2018 minutes; Member Gilmour made a motion to approve the minutes, second by Member Hendrix. **With enough present members voting aye, the minutes were approved.**

**Public Comment** – None

Motion by Member Gilmour to move Old Business agenda item number 3 to be item 1 second by Member Hendrix. **With all present members voting aye, the agenda changes were approved.**

**Old Business/Projects**

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley stated that a meeting with the department heads, elected officials and their security consultant will be set up for next week. Jim stated that after those meetings are complete, Healy Bender will put together the final report.
2. *Establish a policy for Requests to Film on County Properties* – Jim stated the State’s Attorney’s Office started reviewing the proposed policy. They suspended the review after realizing that several other forms were going to be needed to go along with the policy. Scott Koppel’s recommendation is to have one (1) form with check boxes. The Committee stated to make the changes and bring it back to the Committee. The policy will be resubmitted to the State’s Attorney’s Office after the proper form(s) are created.
3. *PSC H.V.A.C. & Controls Improvements RFP Bids* – Chairman Davidson reminded the Committee the only way the project could move forward is if at the next County Board meeting a vote to reconsider is proposed by one of the “no” votes from the previous meeting. Chairman Davidson asked Jim Harbaugh from DuPage County Facilities to speak to the Committee about his experience with using the US Communities program. Dwight Baird, Kendall County Sheriff provided current statistics on the jail population. Sheriff Baird also stated it is important to upgrade the control system because reports are needed from time to time on the conditions in the jail cells. Vanessa Iorio from Trane answered questions about the project and how it was put together as well as what other companies could do the same work. County Administrator Scott Koppel informed the Committee that he and Director Smiley met with Mike Kluber and staff to discuss the master A/E contract. Mr. Kluber later informed Scott and Jim the contract with Kluber had expired in 2016, but had renewal language built in. The fee for a project in the price range we have been projecting using Kluber for A/E design and project management would cost 10.36% of the total project cost. Mr. Koppel also stated it is possible that Kluber could propose a totally different design.
4. *Review Dr. Tokars request for lobby improvements at the Health & Human Services Facility* – Mr. Smiley stated this project was brought to the Finance Committee on March 15, 2018. Finance briefly discussed the project and decided to refer back to Facilities for further discussion. The Consensus of the Committee is for Mr. Smiley to send a letter to Dr. Tokars to informing her of the process to budget and get the project approved for the next budget year.
5. *Bailiff’s Office Construction* – Mr. Smiley informed the Committee the drywall has been prime coated, ceiling grid has been installed and the walls should be painted this week. Jim stated that the carpet installation has been requested and will be scheduled as soon as the background screens are completed. Mr. Smiley believes the project will be completed within the next couple of weeks.

**New Business/Projects**

1. *Chairman’s Report*
  - a. *Solar Project Update* – Chairman Davidson stated key dates for the City of Yorkville Solar Field meetings are: Planning Commission April 12<sup>th</sup> at 9:00 am, Economic Development Committee May 1<sup>st</sup>, Planning Commission May 9<sup>th</sup> and the City Counsel vote is May 22<sup>nd</sup>.
  - b. *Maintenance Tech Level 1 Medical Leave* – Mr. Smiley informed the Committee that one of the KCFM Tech’s will be on Medical Leave for 6 – 8 weeks. Jim stated that there is no funding for a temporary employee. The Consensus of the Committee is to inform the

Finance Committee of the situation as overtime is already over for the year due to the harsh winter.

- c. Housing Authority submitted a letter requesting more space. Chairman Davidson stated that VAC would also like to move. Member Hendrix requested this item be added to the next Facilities meeting agenda for discussion.
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* – Motion by Member Kellogg to send the contracts to the County Board for approval. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
3. *Approve for vote at the April 17, 2018 county Board Meeting:* Motion by Member Kellogg to send the contracts to the County Board for approval. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
  - 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 a one day class at the suggestion of County Administrator Scott Koeppel. Mr. Smiley stated topics included: employee engagement, workplace safety, workplace violence and hazard assessments and control.
5. *Court Call Phone Addition to Courtroom #113* – Mr. Smiley informed the Committee that Juge McCann requested a Court Call phone be installed in courtroom 113. KCFM staff extended the line from the Public Safety Center across campus to the Courthouse. The line was tested with no issues. **Project Complete**
6. *Public Safety Center U.P.S. system Preventative Maintenance I* – Jim stated that the system was tested and no issues were found. Jim did state that batteries will need to be replaced and he put money in the budget this year to do this. **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** – Member Gilmour made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Hendrix.

Roll Call Vote: Members Present: Bob Davidson, Matt Kellogg, Audra Hendrix, Judy Gilmour **With all members in attendance voting aye, the committee entered into Executive Session at 5:17 p.m.**

Others Present: Scott Koeppel, County Administrator, Jim Smiley, Director of Facilities, Matt Prochaska, Christina Wald.

Member Kellogg made a motion to return to Open Session, second by Member Gilmour. **With all members present voting aye, the committee returned to Open Session at 5:20 p.m.** The committee decided to keep the Executive session minutes sealed at this time.

**Adjournment** – Chairman Davidson asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 5:26 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant