

**Facilities Management
Committee Meeting
7/2/18**

4:30 PM

*****111 W. Fox Street

***** Room 209 & 210

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis Follow Up
- 2) Filming Request from Historic Courthouse Widow Walk
- 3) Housing Authority Lease Extension Request
 - a. Approve the 2nd one year additional lease term as included in the 2016 lease.
- 4) Housing Authority Request for Additional Space
 - a. Meeting with Dr. Tokars
- 5) Rt. 34 Campus Detention Area
- 6) Public Safety Center Fire Sprinkler Main Repair
- 7) Highway Generator Replacement
- 8) Health & Human Services Sidewalk Leveling

New Business/Projects

- 1) Chairman's Report
 - a. Solar Project Update
 - b. Public Safety Center A/C Replacement Discussion & Direction
- 2) County Clerk – New Office Request
- 3) Historic Courthouse Window Project
- 4) Vending Machine Operation Proposal
- 5) Courthouse Tile Repairs
- 6) ComEd Public Efficiencies Workshop
- 7) Fire Prevention Systems Testing
 - a. Fire Extinguishers
 - b. Sprinklers
 - c. Fire Alarm Systems
- 8) 2018 Parking Lot Repairs

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
July 2, 2018

CALL TO ORDER

- 1) Roll Call
- 2) Determination of a Quorum
- 3) Approval of the June 2018 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

OLD BUSINESS/PROJECTS

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - Healy Bender was asked to put together an estimate for adding additional levels to the proposed new entrance area they presented at the last FM Committee meeting in June.
 - See attached information from Healy Bender.
- 2) **Filming Request from Historic Courthouse Widow Walk**
 - Director Smiley talked to Doug Nelson and expressed the committee's preference to using a drone instead of actually climbing to the roof.
 - Mr. Smiley also told Mr. Nelson Kendall County would still require a COI if a drone was to be used on the property.
 - Doug Nelson said they have used a retired police officer for drone work and would check to see if he could furnish a COI.
- 3) **Housing Authority Lease Extension Request**
 - a. Approve the 2nd one year additional lease term as included in the 2016 lease.
- 4) **Housing Authority Request for Additional Space**
 - a. Meeting with Dr. Tokars
 - Director Smiley requested a meeting last Monday with Dr. Tokars for some time last week. Unfortunately, Amaal was unavailable to meet until July 12, 2018.
 - So, Mr. Smiley will discuss the meeting at the next FM Committee meeting in August.
- 5) **Rt. 34 Campus Detention Area**
 - Director Smiley requested Aaron Rybski to attend this committee meeting to discuss the Health Departments findings from last year.
 - Dr. Tokars notified Jim that Mr. Rybski was unavailable to attend the meeting.
- 6) **Public Safety Center Fire Sprinkler Main Repair**
 - Total cost of the repair was \$11,958.00.
 - This does not include the cost of the replacement of the sidewalk removed and the parking lot repair that was done from the digging up of the water main and valves.
 - Director Smiley is looking for direction on how to pay for this work.
- 7) **Highway Generator Replacement**
 - Replacement cost for the generator and transfer switch is \$12,432.24.
 - Highway Engineer Klaas has agreed to pay for this replacement out of his Highway Department funds.
 - Mr. Klaas & Mr. Smiley were informed the new generator should be in this week. Once it is received, we will get an installation schedule.
- 8) **Health & Human Services Sidewalk Leveling**
 - Director Smiley had originally scheduled this work to be done on June 22, 2018.
 - However, with the PSC water main issue taking precedence Mr. Smiley rescheduled this work to be done on July 6, 2018 now.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. Solar Project Update
 - b. Public Safety Center A/C Replacement Discussion & Direction

2) **County Clerk – New Office Request**

- Debbie Gillette requested to have her Chief Deputy's cubicle area walled off.
- Ms. Gillette is here to explain the need and to explain how it is to be paid for as well as the timeline she would like to see it completed within.

3) **Historic Courthouse Window Project**

- Director Smiley notified the vendor Patrick McCann Inc. that one window replacement was approved at the last County Board meeting.
- Down payment invoice was received and entered for payment.
- Initial measurements for the replacement window will be done tomorrow.

4) **Vending Machine Operation Proposal**

- Director Smiley received an unsolicited solicitation to change to a different vending company called Super G Vending. A blind business owner owns this vending company. They operate through a State of Illinois sanctioned cooperative. They are trying to branch out into competitive locations.
- Super G will plan to provide new machines that accept paper currency up to a \$20.00 bill and will accept credit cards. They would also provide healthy choices as well as energy drink, Gatorade and other beverages that are more in demand today than traditional sodas.
- Super G can also provide other traditional vending services like water dispensing units.

5) **Courthouse Tile Repairs**

- There were several broken tiles and grout joints that needed to be fixed in the main hallway of the Courthouse.
- Director Smiley had these issues repaired during the completion of the Bailiff's office.
- **Project complete.**

6) **ComEd Public Efficiencies Workshop**

- Director Smiley attended this seminar in Rockford to find out more about how ComEd is handling grants since they took it over from DCEO.
- Mr. Smiley found there are still many programs for reducing wattage and for zone sensors for lighting. There are also programs for retro-commissioning and system tune-ups. However many of these items require us to pay in advance and look for the money to come back after completion.
- So, at this point Jim believes the easiest and least costly things to do are the continuation of the change to LED lighting and to install zone sensors to turn lights off where there is no activity for fifteen minutes or so.
- Mr. Smiley met with a ComEd trade ally who came out to see what we were trying to control at the Courthouse and other facilities.
- This potential vendor offered to get some sample fixtures and bulbs to try and offered to help figure out we can do to get money back from the ComEd program.
- **Project complete for now.**

7) **Fire Prevention Systems Testing**

- Fire Extinguishers**
- Sprinklers**
- Fire Alarm Systems**

- All systems and devices were tested in all facilities and at the Highway department other than the Public Safety Center (PSC). The PSC was not tested at this time because we were in the throws of a project in the jail that required us to have the fire alarm system shut off during our project. Director Smiley has the PSC set for testing later in July.
- All systems tested normal with the exception of some horns and strobes that were only partially operating at the Courthouse.
- Director Smiley is planning to replace these defective devices soon.
- **Project complete.**

8) 2018 Parking Lot Repairs

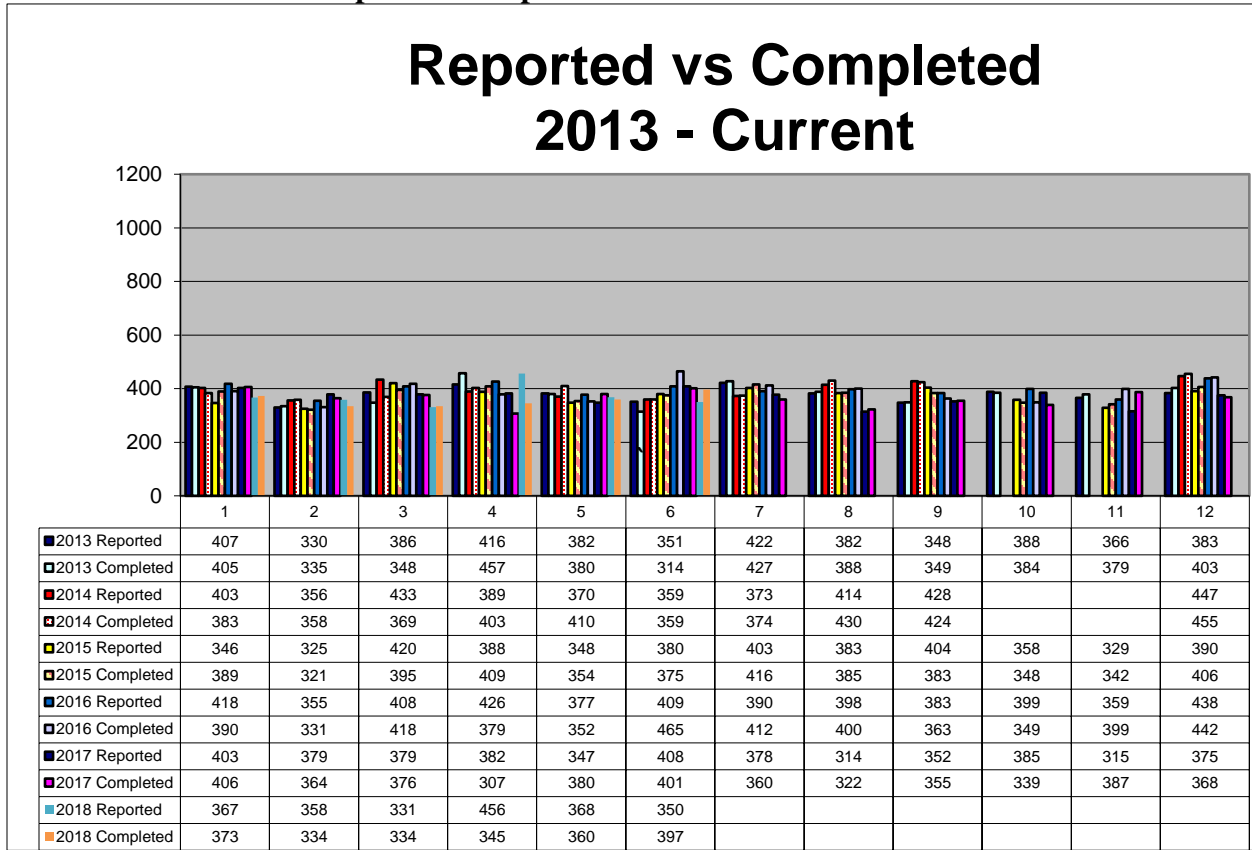
- Director Smiley met with a couple of companies to go over the needed repairs at both the Rt. 34 campus and the Fox St. campus.
- Jim is waiting for the prices to come in and plans to get the work done sometime in July.

June 2018

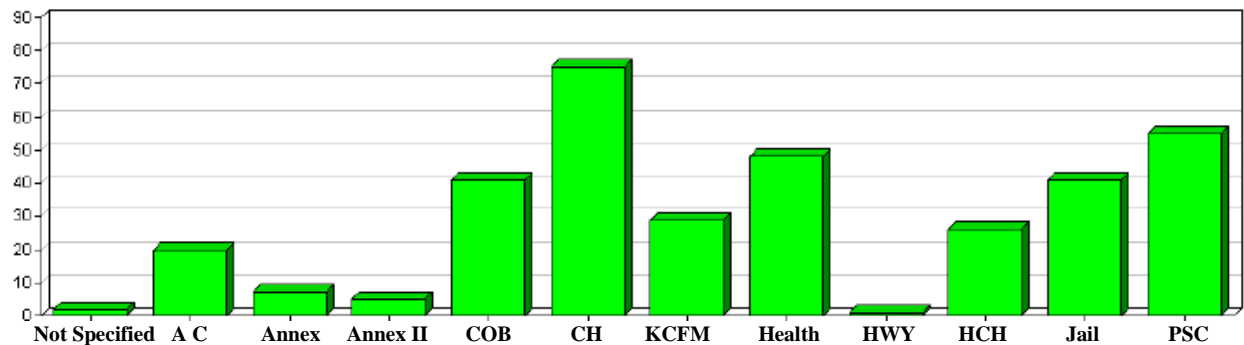
Staffing/Training/Safety:

DESCRIPTION	Jun-18	May-18	Apr-18
Possible Work Hours (6 employees @ 8 hrs)	1,008.00	880.00	896.00
Paid/Unpaid Leave	44.00	44.00	60.00
Holiday	0.00	40.00	0.00
Bereavement	0.00	24.00	24.00
* FMLA	0.00	176.00	112.00
Regular Productive Hours	964.00	772.00	812.00
Overtime Worked	28.50	3.50	8.00
Total Productive Hours	992.50	775.50	820.00

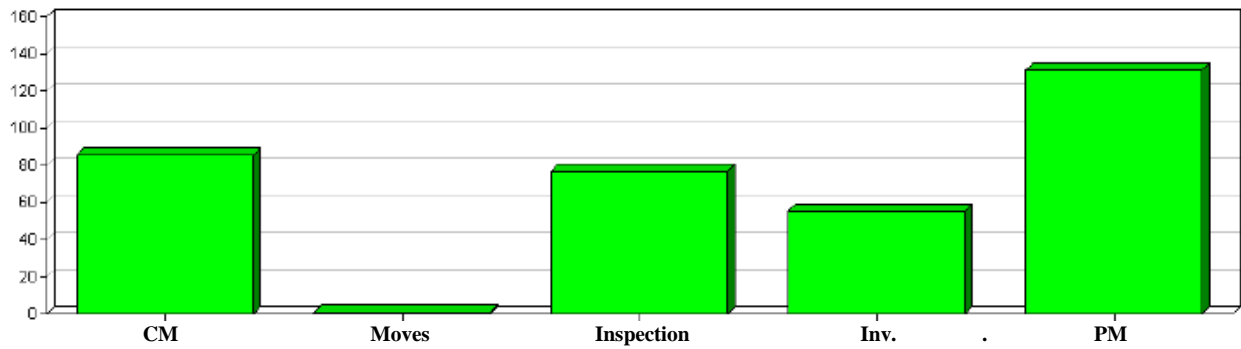
Reported/Completed Work Orders June 2018



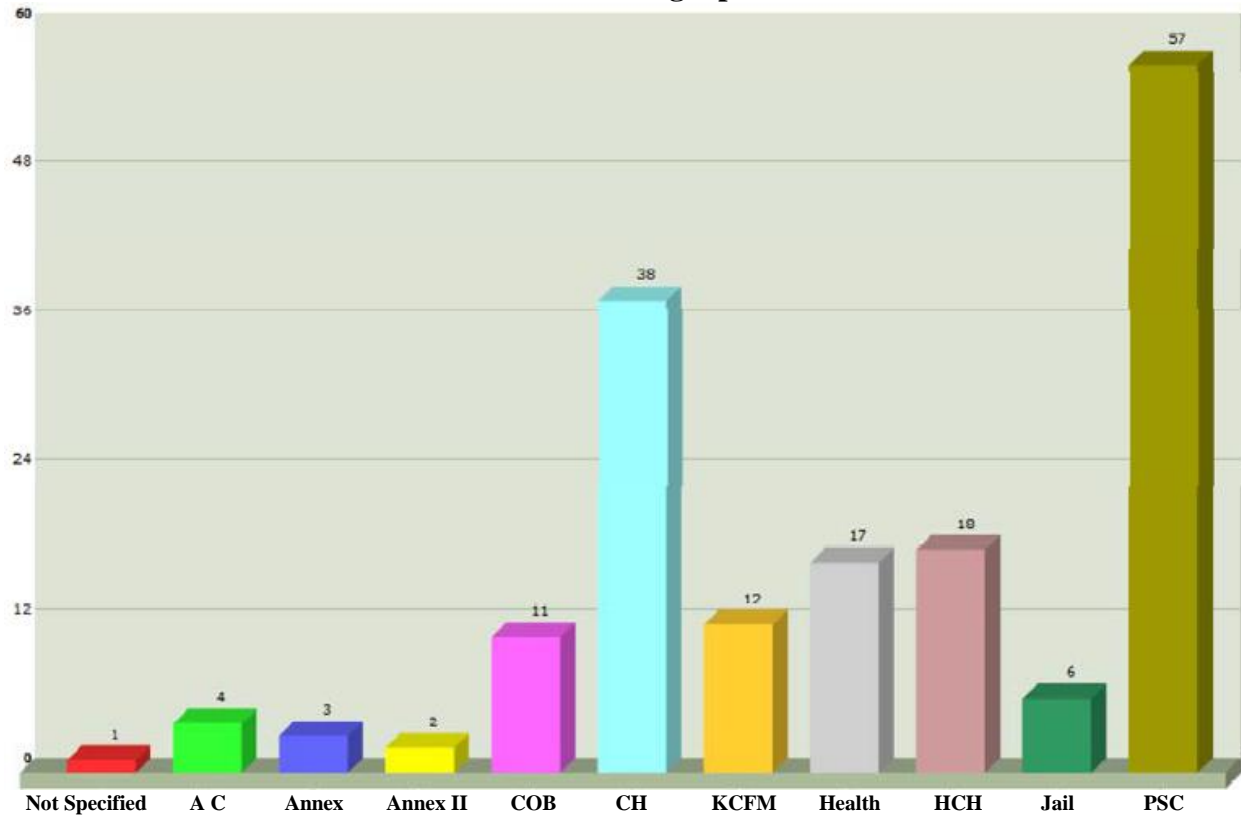
Reported Work Orders by Location June 2018



Reported Work Orders by Task June 2018



Work Orders Remaining Open June 2018



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on August 6, 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 June 4, 2018

Committee Vice Chair Tony Giles called the meeting to order at 4:05 p.m.

Roll Call: Members Present: Bob Davidson, Matt Kellogg, Judy Gilmour, Tony Giles, Audra Hendrix
Member Davidson entered the meeting at: 4:10 pm
Member Hendrix entered the meeting at: 4:21 pm

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

Others Present: Facilities Management Director Jim Smiley.

Approve the May 14, 2018 Facilities Committee Meeting Minutes – there were no changes to the May 14, 2018 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.**

Motion by Member Gilmour to amend the agenda to move Healy Bender, 111 W. Fox St. Part I Analysis to when Chairman Davidson arrives. Second by Member Kellogg. **With all present members voting aye, the agenda was approved.**

Motion by Member Gilmour to approve the agenda second by Member Kellogg. **With all present members voting aye, the agenda was approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Jake Bean from Healy Bender presented their draft of the Master Planning and Security Study of the 111 W. Fox St Facility. The Committee directed Healy Bender to include additional items for review in the next draft of the plan. The next draft will be provided to the Facilities Committee Members for review and discussion before moving this to the full board.
2. *Bailiff's Office Construction* – Mr. Smiley informed the Committee the project was completed last week. Jim stated that Technology needs to be notified to move the Bailiff's from their current office into the new space. **Project Complete.**
3. *Filming Request from Historic Courthouse Widow Walk* – Jim left a message with Doug Nelson to discuss the possibility of using a drone for filming.
4. *Housing Authority Lease Extension Request* – The Committee has deferred this until next meeting with the possibility of the Housing Authority getting additional space.
5. *Housing Authority Request for Additional Space* – Director Smiley presented the current floor plan of the Health and Human Services (HHS) facility and pictures of space currently occupied by Housing Authority and other spaces that could fit the Housing Authority needs. The Committee directed Mr. Smiley to talk with HHS about space possibilities for the Housing Authority and bring the findings back at the next Facilities meeting.
6. *Rt. 34 Campus Detention Area* – Mr. Smiley talked to Aaron Rybski at the Health Department about the treatment of storm water inlets that his department currently does each year. Mr. Rybski said these treatments are for the standing water in the storm inlets only. To treat the pond area also the cost would be \$225.00 per application, as they could do the surveillance advisory services, weather monitoring, assessment and treatment, etc., which would cost an additional \$750.00 if done by a vendor. Aaron stated that treatments are only good for 30 days, so there would need to be multiple applications each year. Member Gilmour brought this up at Health and Environment Committee meeting to see if there were concerns with standing water in the retention pond. Judy stated that there are no concerns expressed at this meeting. Chairman Davidson stated to discuss this further at the next Facilities meeting and requested that Mr. Rybski come to the meeting for further discussion.

New Business/Projects

1. *Chairman's Report*
 - a. *Solar Project Update* – Chairman Davidson informed the Committee that the City of Yorkville is still reviewing the project. GRNE's attorney is talking with the city to determine what needs to happen to move this towards a vote on the special use permit.
2. *Historic Courthouse Window Replacement Pricing Options* – Mr. Smiley received a price for the one (1) operable window of \$26,210. Jim stated that the set-up and preparation is still the same no matter how many windows are replaced. Motion by Member Hendrix to approve the purchase and

installation of the One (1) Operable Window for the Historic Courthouse in the amount of \$26,120.00. Second by Member Giles. **All members present voting ayes – 3 nays - 1. Motion Carried.**

3. *Generator Upgrade Status* – Mr. Smiley stated meters are still not installed but the testing may be conducted without meters. Actual use on billings may be used to verify load reduction during the testing.
4. *Vending Machine Operation Proposal* – Director Smiley informed the Committee that due to time constraints he would defer this until the next meeting.
5. *Health & Human Services Sidewalk Leveling* – Mr. Smiley stated the sidewalks adjacent to and in front of the main entrance of the Health and Human Services facility are not level. Committee members approved Mr. Smiley to have the sidewalks leveled.
6. *Public Safety Center Fire Sprinkler Main Repair* – Director Smiley informed the Committee that he noticed water seepage around the fire sprinkler main. Jim stated that while inspecting the issue, the valve controlling the main broke off when attempting to be turned off to confirm that the leak was from the main, which made the repair necessary to be done immediately. The repair was competed today.
7. *Highway Generator Replacement* – Director Smiley met with a potential vendor to replace the generator. Jim stated that he should have a price for that next week.

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 – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:41 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant