

**Facilities Management
Committee Meeting
10/1/18 at 4:00 PM
***111 W. Fox Street ***
*** Room 209 & 210 *****

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Healy Bender 111 W. Fox St.
 - a. Discuss Presentation to COW
- 2) Historic Courthouse Window Project
- 3) County Clerk – New Office Construction
- 4) Vending Machine Changes at County Office Building & Courthouse
 - a. Update on State’s Attorney review of proposed MOU for Machines with Illinois Department of Human Services for Equipment Placement
 - b. Update on State’s Attorney review of proposed Contract with Super G Vending for Vending Services
- 5) Public Safety Center Roof Replacement

New Business/Projects

- 1) Chairman’s Report
 - a. Solar Project Update
- 2) City of Yorkville Engineering Company Meeting
- 3) Workforce Development New Lease Request
- 4) CASA New Lease Request
- 5) Housing Authority Additional Space Request
- 6) Generator Remote Meter Readings Installation for Demand Response
- 7) Public Safety Center UPS Service
- 8) Public Safety Center Controls Programming Grant
- 9) Generator Battery Replacements
- 10) County Office Building Compressor Replacement

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

Other Business

Citizens to be Heard

Questions from the Press

Adjournment

Facilities Committee Agenda
October 1, 2018

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - Per FM Committee direction, Director Smiley budgeted for the changes Healy Bender recommended for year one in the Capital budget for 2019.
 - No other changes were requested at the last FM Committee meeting in September.
 - Mr. Smiley is looking for further direction on presenting the entire plan to the full County Board.
- 2) **Historic Courthouse Window Project**
 - No change since the last FM Committee meeting in September.
 - The vendor still anticipates a November 2018 installation date.
- 3) **County Clerk – New Office Construction**
 - Door & Window came in and the door was found to be undersized for the frame KCFM was sold. The window was installed.
 - A new door was re-ordered and will be installed when it arrives.
- 4) **Vending Machine Changes at County Office Building & Courthouse**
 - a. Update on State's Attorney review of proposed MOU for Machines with Illinois Department of Human Services for Equipment Placement
 - i. Annie Knight ended up being assigned a FOIA response and has not had time to complete the review of either contract.
 - ii. Annie said that she is confident it will be done before the next FM Committee meeting in November.
 - b. Update on State's Attorney review of proposed Contract with Super G Vending for Vending Services
 - i. Same as above.
- 5) **Public Safety Center Roof Replacement**
 - A pre-installation meeting was held on September 25, 2018.
 - The contractor supplied background screens, certificate of insurance and performance bond required for the project.
 - Background screens have been approved.
 - Tentative schedule shows startup later this week.
 - The contractor expects the majority of the work to be completed within one week depending on weather conditions.
 - The contract requires the project to be completed no later than October 31, 2018.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. Solar Project Update
- 2) **City of Yorkville Engineering Company Meeting**
 - Director Smiley left a message with the engineer responsible for the report on the detention basin.
 - Mr. Smiley's calls have not been responded to as of this date.

- 3) **Workforce Development New Lease Request**
 - The existing lease expires December 31, 2018.
 - Workforce Development is required to notify Kendall County by Nov. 1, 2018 if they want to get a new lease with two one year extensions as the current lease provided.
 - KCFM requested Workforce Development to provide a new lease agreement request early due to the time required to go through our processes and due to the fact that there will be a new board starting on Dec. 1, 2018.
 - Director Smiley is looking for approval to send this request to the State's Attorney's office to develop the new lease.

- 4) **CASA New Lease Request**
 - The existing lease expires December 31, 2018.
 - CASA is required to notify Kendall County by Nov. 1, 2018 if they want to get a new lease with two one year extensions as the current lease provided.
 - KCFM requested CASA to provide a new lease agreement request early due to the time required to go through our processes and due to the fact that there will be a new board starting on Dec. 1, 2018.
 - Director Smiley is looking for approval to send this request to the State's Attorney's office to develop the new lease.

- 5) **Housing Authority Additional Space Request**
 - Director Smiley is looking for direction on this item from past FM Committee meetings.

- 6) **Generator Remote Meter Readings Installation for Demand Response**
 - Director Smiley met with representatives from Progressive Energy and NRG's meter installation contractor to see how the meters could be hooked up at the Public Safety Center and Courthouse.
 - They found the Courthouse was setup for monitoring on the energy management system. So this site will be relatively easy to get connected.
 - ComEd will have to be contacted to get remote monitoring setup on the ComEd meter.
 - Once that is completed there is a local 120 volt power source near the meter, so the contractor can wire into it from the power required to run the transformer for their meter.
 - Mr. Smiley is waiting for an installation date for both sites.

- 7) **Public Safety Center UPS Service**
 - The annual PMII was completed a couple of weeks ago after the new batteries had been installed.
 - No problems were found with the system.
 - **Project complete.**

- 8) **Public Safety Center Controls Programming Grant**
 - The SEDAC study recommended several programming changes be done on these systems.
 - Director Smiley applied for a \$5,000.00 grant with ComEd, who now handles the granting program formally handled by DCEO.
 - The cost to redo the programming was \$7,850.00. The grant was approved and Kendall County has already received the \$5,000.00 check from ComEd.
 - Mr. Smiley expects the \$2,850.00 remaining to be paid back in energy savings.

- 9) **Generator Battery Replacements**
 - During annual Preventative Maintenance of the generators, the batteries at the Courthouse and County Office building generators were noted to be within the recommended replacement timeframe.
 - So, KCFM technicians replaced the batteries.
 - **Project complete.**

10) County Office Building Compressor Replacement

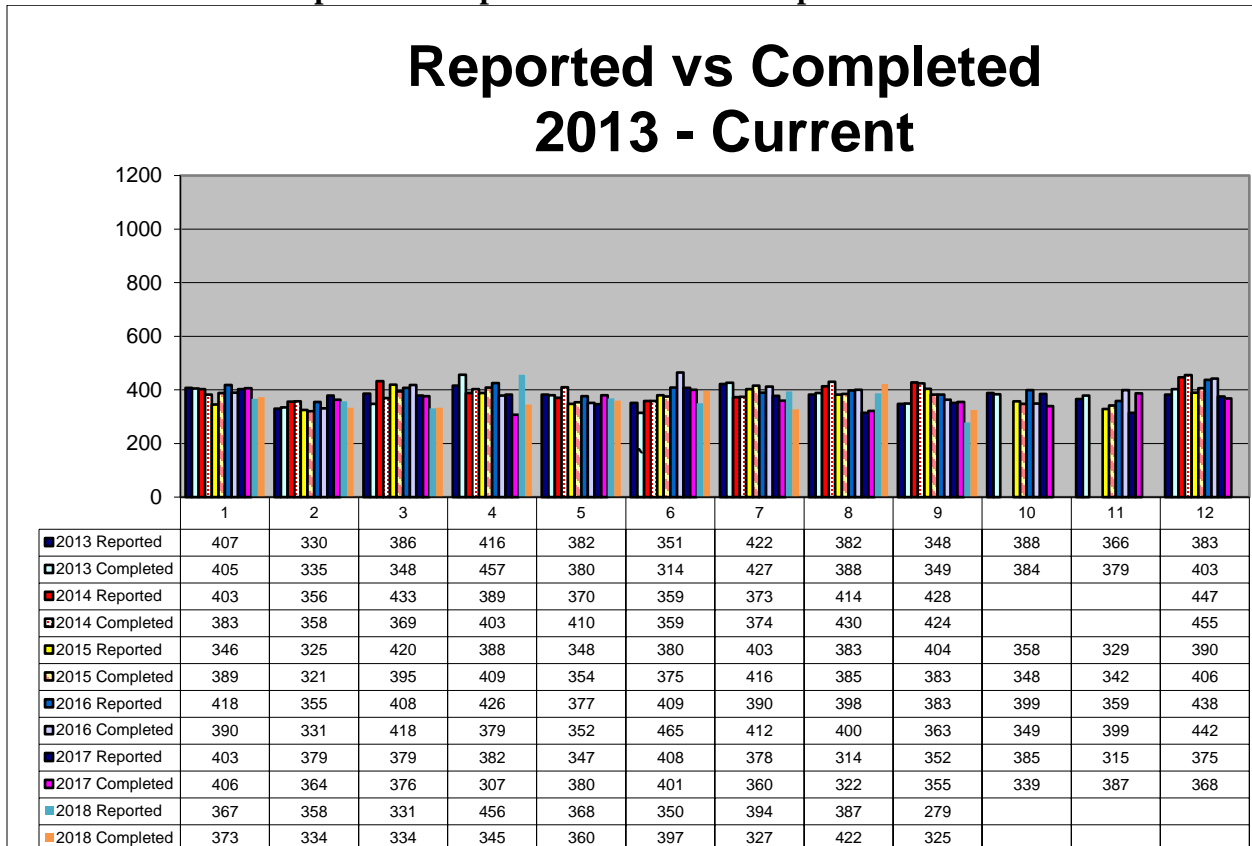
- One compressor of the four in the main unit failed. Refrigerant piping is shared with one of the other three compressors. So, it was recommended to replace both compressors.
- Director Smiley had our vendor check on warranty status of the compressors. It was determined that both compressors would be covered under warranty for the materials only.
- Cost to replace both compressors is \$5,780.00. This will be paid from the equipment repair line in the 2018 budget.

September 2018

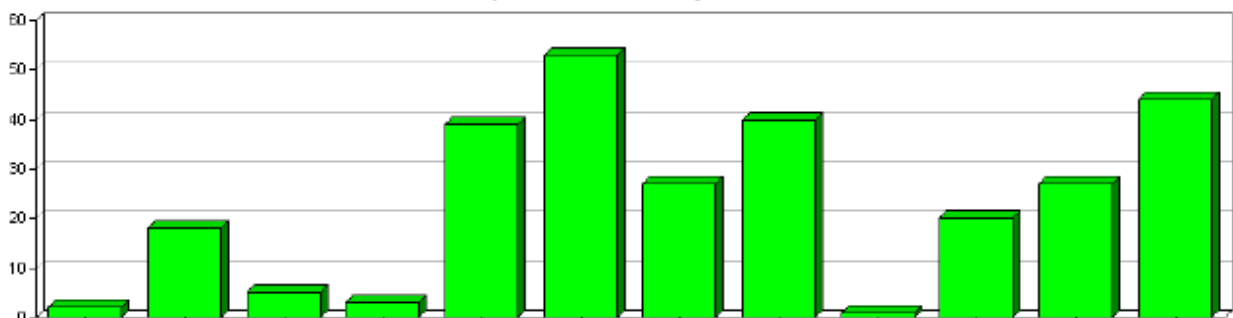
Staffing/Training/Safety:

DESCRIPTION	Sep-18	Aug-18	Jul-18
Possible Work Hours (6 employees @ 8 hrs)	912.00	1,104.00	1,008.00
Paid/Unpaid Leave	116.00	88.00	76.00
Holiday	48.00	0.00	48.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	40.00
<i>Regular Productive Hours</i>	748.00	1,016.00	884.00
Overtime Worked	1.50	5.75	5.75
<i>Total Productive Hours</i>	749.50	1,021.75	889.75

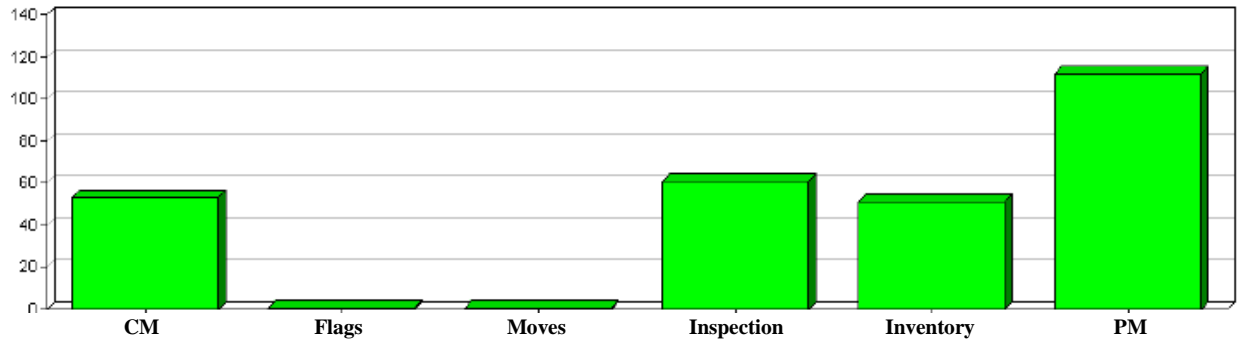
Reported/Completed Work Orders September 2018



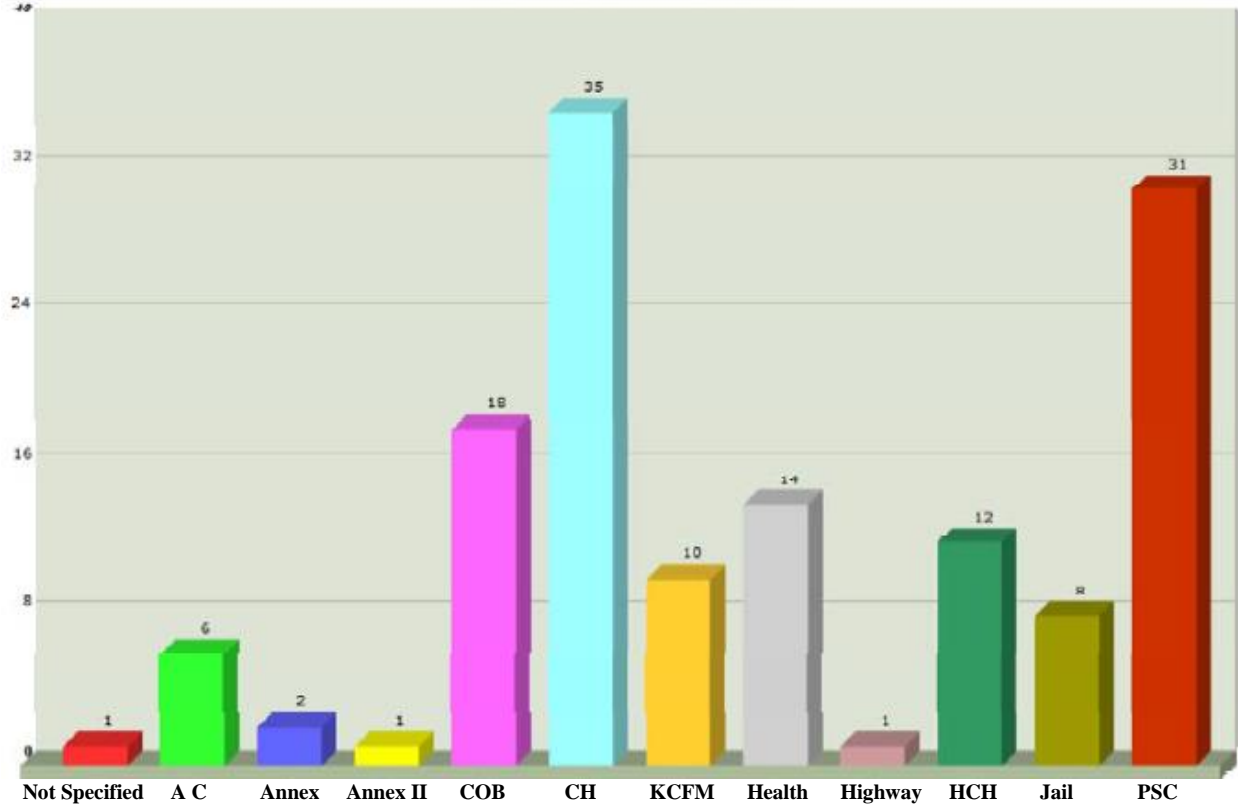
Reported Work Orders by Location September 2018



Not Specified A C Annex Annex II COB CH KCFM Health HWY HCH Jail PSC
Reported Work Orders by Task September 2018



Work Orders Remaining Open September 2018



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on November 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
 THURSDAY SEPTEMBER 6, 2018**

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

Roll Call: Members Present: Bob Davidson, Judy Gilmour, Matt Kellogg, Audra Hendrix
 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 Koepfel.

Approve the August 6, 2018 Facilities Committee Meeting Minutes – there were no changes to the August 6, 2018 minutes; Member Gilmour made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.**

Motion by Member Gilmour to add discussion of the 2019 budget under the Capitol Budget discussion to 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 Follow Up* – Director Smiley stated that he discussed with Jacob Bean at Healy Bender the Committee's request to move the records from the Annex and Annex II to the Courthouse in year 1 of the proposed plan. Mr. Bean also suggested that the records be placed in cabinets, just in case the sprinkler system were to go off. Healy Bender also suggested to electronically scan whatever documents that could be scanned, however Jacob stated that this could be a costly process. Jim also stated that the window security film for the windows can be added to the east side windows. Mr. Smiley stated that adding the window security film to the windows on the west side windows are slated to be installed in year 1 of the proposed plan, if approved to be in the Capital Budget.
2. *Historic Courthouse Window Project* – Mr. Smiley informed the Committee that he signed off on the revised drawings on August 31, 2018. Jim said the vendor still anticipates a November installation date.
3. *2018 Parking Lot Repairs* – Jim stated that all parking lot and sidewalk repairs or replacements were completed by mid-August. Jim also informed the Committee that striping at both the Fox St. and Rt. 34 campuses was completed on August 31, 2018. **Project Complete.**
4. *County Clerk – New Office Construction* – Mr. Smiley informed the Committee that the painting on the outside of the office is complete. The employee in this office has moved backed into the completed space a few weeks ago when the interior of the office was complete. Jim also stated the window pane and door installation is all that is left to be completed. Jim anticipates installation this week.
5. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the State's Attorney's office is in review of the proposed MOU. Jim also stated that the proposed contract with Super G Vending has been reviewed with the State's Attorney and the changes are being provided to the vending company for their review.

New Business/Projects

1. *Chairman's Report*
 - a. *Solar Project Update* – Chairman Davidson informed the Committee that the Solar Project is moving forward with the City of Yorkville. The City of Yorkville requires a tree study be provided as part of the Special Use Permit. That study is being paid for by GRNE.
 - b. *Public Safety Center A/C Replacement* – Chairman Davidson stated that the money should be budgeted for next year. Director Smiley dropped the amount to be between \$850-\$900,000.00. The Committee will continue discussion on this next month.

- c. *Capital Budget Discussion* – The Committee’s direction for Mr. Smiley is to submit the Healy Bender Proposed Security Plan in two parts. 1) Landscape barriers, interior electronic door locks on the main hallways and outside doors, window security film and moving records. 2) Flip Flopping locations for the County Board room and Record’s department.

Demand Response Proceeds - The Committee recommended the funds generated from the Demand Response Program of approximately \$30,000 per year to be allocated to a capital improvement fund line item. Motion by Member Kellogg to bring to the Finance Committee, a recommendation to allocate funds from the Demand Response Program be used for Facilities projects and deposited into a new line item number in the Building Capital Improvement Fund. Second by Member Hendrix. **All members present voting aye, Motion Carried.**

Operating Budgets - Director Smiley has submitted an operating budget that is 97.6% of 2018’s budget. Which is below the request 98% of 2018’s budget. Director Smiley also submitted a utility budget of 98.2%. Due to utilities being a commodity and traded, the cost controls are limited. Director Smiley feels confident that the we continue to make that have will bring the budget even lower for 2019. Director Smiley also stated at the Courthouse new Illinois Legislation mandates that a lactation room be available in any building with a Circuit Clerk’s office. Jim stated that he will be meeting with Judge McCann this week about this. The Committee directed Mr. Smiley to give Dr. Tokars the cost estimates for the dental clinic so Dr. Tokars can submit them for her budget. Jim also stated that a control upgrade in the sally port elevator at the Courthouse will need to be included in the proposed 2019 Capital Budget for Facilities.

2. *2019 Electric Supply* – Jim said the State’s Attorney is working on the contract with Constellation and hopes it will be ready for the County Board meeting on September 18th for approval. Motion by Member Hendrix to bring the Constellation Contract to the September 18, 2018 Board meeting for approval. Second by Member Kellogg. **All members present voting aye, Motion Carried.**
3. *Public Safety Center Roof Replacement* – Mr. Smiley informed the board the winning bid is RB Crowther Company, which came in at \$ 65,750.00. Director Smiley stated that RB Crowther has been vetted and is capable to do this project. Jim received back the contract from the State’s Attorney’s Office. Motion by Member Kellogg to forward the recommendation to approve RB Crowther Company and not to exceed \$72,950.00 at the September 18, 2018 County Board meeting for approval. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
4. *U.P.S. Systems Battery Replacements* – Mr. Smiley informed the Committee the batteries in the UPS systems were all completed between last week and this week. **Project Complete.**
5. *City of Yorkville Detention Basin Letter* – Director Smiley informed the Committee that we received a letter from the City of Yorkville concerning the inspection of the Detention basin next to the Health and Human Service Building. Jim stated that we have 90 days or no later than November 9, 2018 to correct the items that were listed. These items include clearing sediments and all vegetation causing blockage around flared end sections, stabilize the shoreline from erosion, removal of all invasive species/weeds, discharge at flared end sections causing undercutting and erosion, and movement flow appeared to not be occurring. Jim met with our landscaping vendor and they removed the “farmer’s gate” which did drop the water by a few inches, but not enough. Jim had meetings with Matt Asselmeier in Planning, Building and Zoning, County Administrator Koeppl and Facilities Chair Davidson to discuss the situation. The consensus of the Committee is to meet with the City of Yorkville’s engineer to discuss the situation further.
6. *Demand Response EPA Compliance Testing* – Mr. Smiley informed the Committee the generator was tested and passed to comply with EPA regulations was completed on August 2, 2018. Jim stated the final report is still forthcoming. **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
 - Committee members discussed when to have the next meeting due to the Labor Day Holiday.
 - Committee members decided to schedule the next meeting on September 6, 2018 at 4:00 pm.

Questions from the Media – None

Executive Session – None

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

Respectfully submitted,

Christina Wald
Administrative Assistant