

**Facilities Management
Committee Meeting
11/5/18 at 4:00 PM
***111 W. Fox Street ***
*** Room 209 & 210 *****

Call to Order

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

Old Business/Projects

- 1) Historic Courthouse Window Project
- 2) County Clerk – New Office Construction
- 3) 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
- 4) Public Safety Center Roof Replacement
- 5) Workforce Development New Lease Request
- 6) CASA New Lease Request
- 7) County Office Building Compressor Replacement
- 8) City of Yorkville Engineering Company Meeting

New Business/Projects

- 1) Discussion and Approval of the use and rental of the Kendall County Historic Courthouse
- 2) Authorize the Kendall County State’s Attorney’s Office to prepare lease agreements between Kendall County and the current tenants at the Kendall County Historical Courthouse (i.e., Kendall County Forest Preserve District, the Kendall County Regional Office of Education, and Kendall Area Transit)
- 3) Authorize the Kendall County State’s Attorney’s Office to prepare intergovernmental agreement between Kendall County and the Kendall County Forest Preserve District for sharing of administrative and technology services.
- 4) Chairman’s Report
 - a. Solar Project Update
 - i. Blackberry Woods Residents Meeting
- 5) Courthouse – Additional Wiring for Benches in All Courtrooms
- 6) Analog Circuit Request for Bids (RFB)
 - a. Approve sending RFB to the State’s Attorney’s office for Review
- 7) Generator Systems Maintenance Contract
 - a. Approve sending contract to the State’s Attorney’s office for Review

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
November 5, 2018

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse Window Project**
 - The vendor said the manufacturer is waiting for a couple of pieces of glass. One that is received they will do final assembly of the window unit.
 - So, the vendor feels the unit will probably ship just before or just after Thanksgiving.
 - The installation is most likely to be in early December 2018.
 - Due to our fast approaching year end, Director Smiley asked the vendor to issue a 25% progress payment request and a final 25% payment request, so checks can be processed for the 2018 fiscal year.
 - The first check will be paid to the vendor when materials are onsite and the final will be paid when the project is completed in December.
- 2) **County Clerk – New Office Construction**
 - The new door arrived the week of Oct. 29, 2018. The door was installed the same week.
 - **Project complete.**
- 3) **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. Anne Knight said she a court related issue for the week of Nov. 29, 2018 to get done. In addition, she has a fee ordinance to finish for Debbie Gillette that needs to be done by Dec. So, she will not have time to complete the vending machine MOU or lease agreement until she has completed that work.
 - b. Update on State's Attorney review of proposed Contract with Super G Vending for Vending Services
 - i. Same as above.
- 4) **Public Safety Center Roof Replacement**
 - The project was installed the week of Oct. 22, 2018.
 - A punch list meeting was held on Friday, Oct. 26, 2018.
 - The contractor addressed the punch list items later that day and installed the new ramp on Monday, October 29, 2018.
 - A final walk through with the roof membrane manufacturer rep. is being scheduled. Once this has been completed, final payment will be made.
- 5) **Workforce Development New Lease Request**
 - Anne sent the proposed new lease for this space.
 - There were no substantive changes from the last lease.
 - Anne asked Director Smiley to verify insurance requirements were accurate and adequate. Jim sent the language to our new insurance broker to confirm the request of the SAO.
 - Thomas Collins of Alliant Mesirow confirmed these were accurate & adequate. Mr. Collins did suggest that we also require a property certificate from the leasee, which he is going to send a sample of to Director Smiley.

- 6) **CASA New Lease Request**
 - Same as above lease.
- 7) **County Office Building Compressor Replacement**
 - The compressors were replaced on October 17, 2018.
 - The system was re-charged last week.
 - **Project complete.**
- 8) **City of Yorkville Engineering Company Meeting**
 - Director Smiley sent a letter and email to Engineering Enterprises (EEI) after the meeting with their staff and Kendall County representatives was held on October 5, 2018.
 - The main topic was Kendall County (KC) feels the overall drainage design by EEI has contributed to the issues in their report. Also stated that KC has complied with what can be done now and what else we are planning to do with the detention basin.
 - Jim sent a 2nd follow up email on October 29, 2018 to verify EEI had received the letter.
 - EEI V.P. Sanderson sent an acknowledgement back on Oct. 31, 2018 agreeing what had done and our plan for the remaining cat tails satisfy their compliance letter.
 - EEI also agreed to look into the long term design for water flow from our property.
 - **Project complete at this time.**

NEW BUSINESS/PROJECTS

- 1) **Discussion and Approval of the use and rental of the Kendall County Historic Courthouse**
 - The State's Attorney's office has recommended we authorize their office to create a document to cover this arrangement.
- 2) **Authorize the Kendall County State's Attorney's Office to prepare lease agreements between Kendall County and the current tenants at the Kendall County Historical Courthouse (i.e., Kendall County Forest Preserve District, the Kendall County Regional Office of Education, and Kendall Area Transit)**
 - Same as above
- 3) **Authorize the Kendall County State's Attorney's Office to prepare intergovernmental agreement between Kendall County and the Kendall County Forest Preserve District for sharing of administrative and technology services.**
 - Same as above
- 4) **Chairman's Report**
 - a. Solar Project Update
 - i. Blackberry Woods Residents Meeting
 - A meeting was held at the Historic Courthouse on October 30, 2018 to hear the concerns of the residents on this project at the nearby subdivision.
 - The board members of the HOA came to the meeting.
 - All concerns were addressed and another meeting has been scheduled for Monday, November 12 at 6p.m. for anyone else that would like to attend.
 - The City is conducting a public hearing on the zoning change on Wednesday, November 14, 2018.
- 5) **Courthouse – Additional Wiring for Benches in All Courtrooms**
 - Judges McCann & Pilmer asked for additional wiring to be done on the courtroom benches to accommodate planned courtroom automation this year.
 - Funding was approved in the 2018 Capital budget.
 - Director Smiley met with a local electrical contractor to go over the needs a few weeks ago.
 - Materials were ordered and the work is planned for the weeks of November 5, 12 & 19, 2018 when courtrooms will be empty or available to move due to Judges vacations.

6) Analog Circuit Request for Bids (RFB)

- a. Approve sending RFB to the State’s Attorney’s office (SAO) for Review
- Our current contract expires in February 2019.
- Director Smiley needs to get the review done in order to have time to publish the RFB, get prices in & have the SAO review the contract.

7) Generator Systems Maintenance Contract

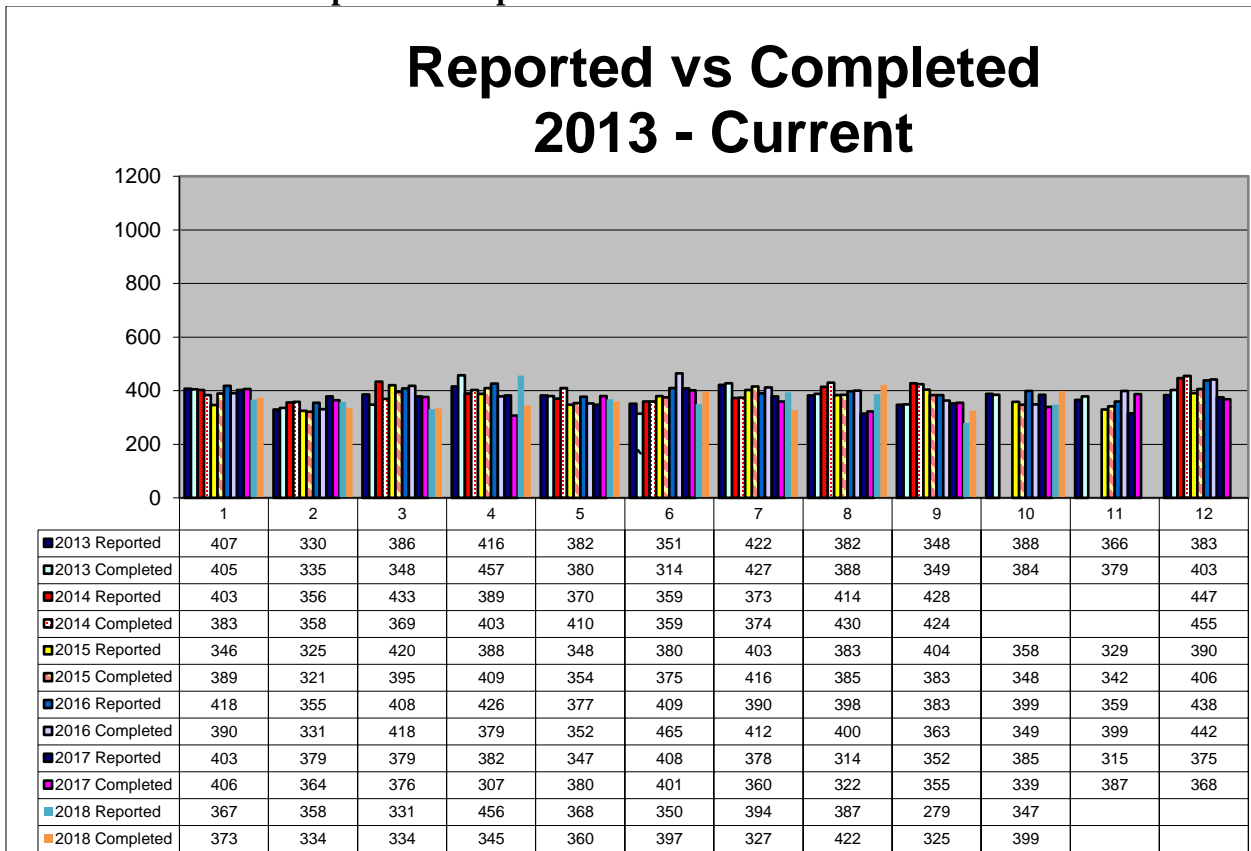
- a. Approve sending contract to the State’s Attorney’s office (SAO) for Review
- Director Smiley has assembled a contract based on past contracts we have used for professional services that have previously been approved by the SAO.

October 2018

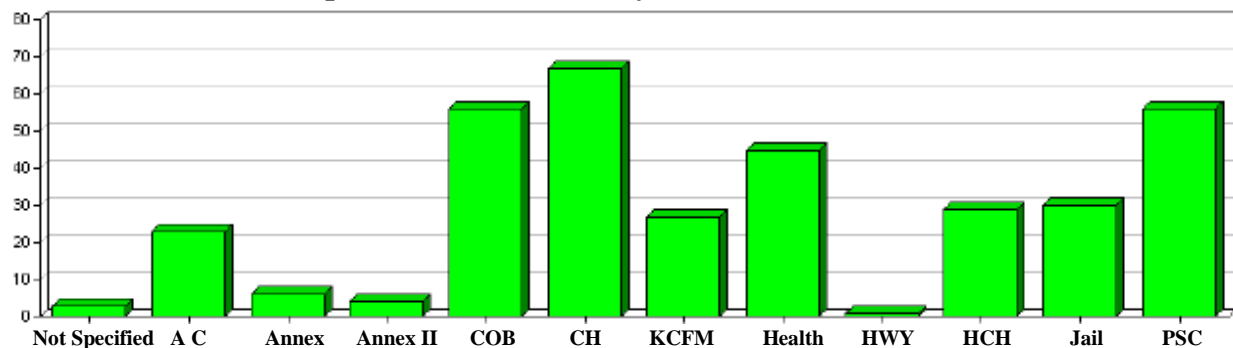
Staffing/Training/Safety:

DESCRIPTION	Oct-18	Sep-18	Aug-18
Possible Work Hours (6 employees @ 8 hrs)	1,056.00	912.00	1,104.00
Paid/Unpaid Leave	132.00	116.00	88.00
Holiday	48.00	48.00	0.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	876.00	748.00	1,016.00
Overtime Worked	27.00	1.50	5.75
Total Productive Hours	903.00	749.50	1,021.75

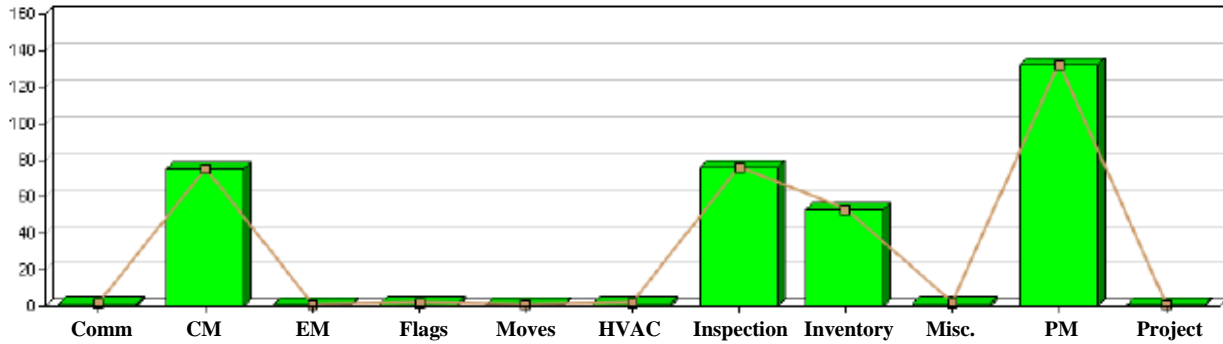
Reported/Completed Work Orders October 2018



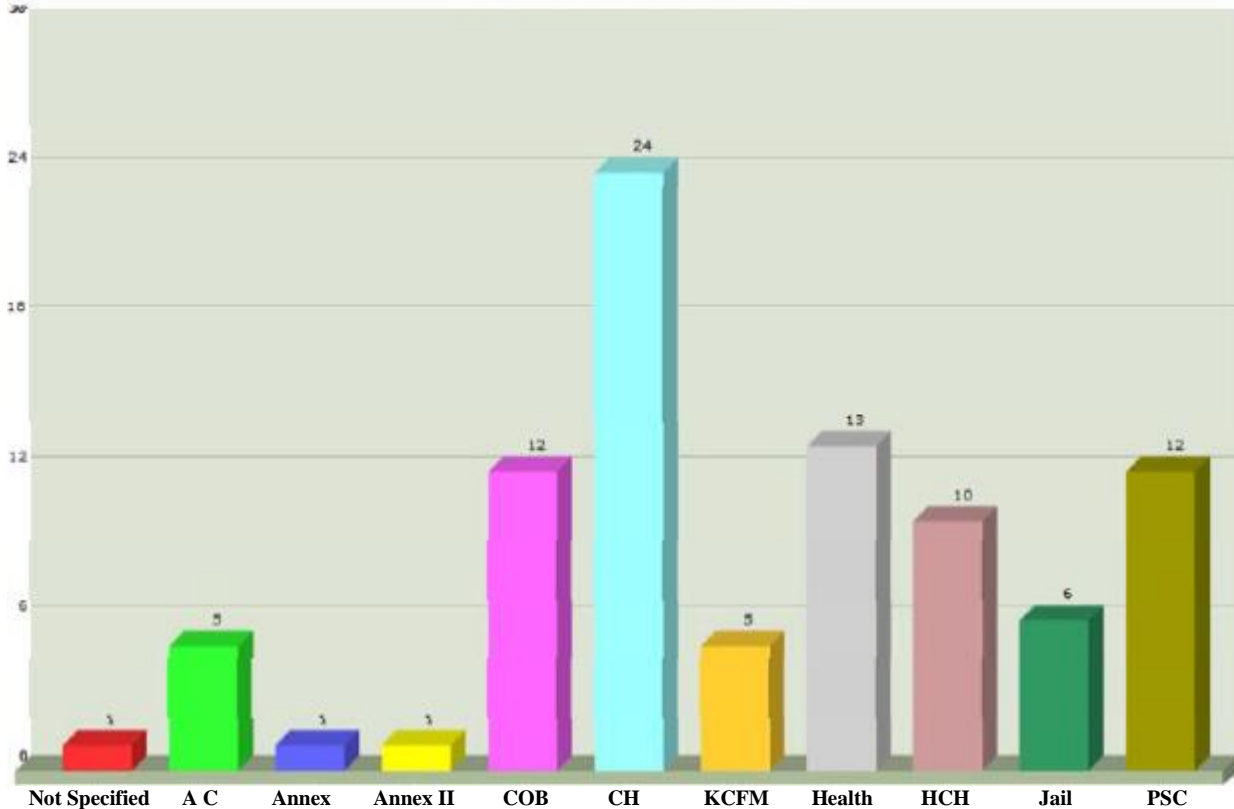
Reported Work Orders by Location October 2018



Reported Work Orders by Task October 2018



Work Orders Remaining Open October 2018



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting will be determined due to the election and a new committee being formed. 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, OCTOBER 1, 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 September 6, 2018 Facilities Committee Meeting Minutes – There were no changes to the September 6, 2018 minutes; Member Hendrix made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Hendrix made a motion to approve the agenda. Member Gilmour 2nd the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis Follow Up* – Director Smiley stated there were no additional changes requested from Healy Bender. Jim also said that he budgeted for the first year of the plan per FM Committee direction. \$80,000.00 for the installation of the base card access system on the North & South hallways entrance doors and outside doors, protective film on the East & West first floor windows and protective barriers on the Westside of the facility. \$240,000.00 to flip/flop the Recorders office from the 1st floor to the 2nd floor County Board room space and the County Board meeting room to the Recorders 1st floor space. Mr. Smiley asked if we are done or if there is need for Healy Bender to present the study & recommendations to the entire County Board. Members agreed this should be presented at the next COW meeting.
2. *Historic Courthouse Window Project* – No change since the last meeting. Jim said the vendor still anticipates a November installation date.
3. *County Clerk – New Office Construction* – Mr. Smiley informed the Committee that the door & window arrived as planned. The window was installed. Unfortunately the door was not the correct size for the frame. So, the vendor re-ordered the door. The door will be installed when it arrives. There is no loss of use of the space while we wait for the replacement door to arrive.
4. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the State's Attorney's office assigned the review to Ms. Annie Knight. Unfortunately Ms. Knight has been working on other items that did not allow enough time to get these reviews completed for this meeting. Annie said she is confident this can be completed before the next FM Committee meeting in November.
5. *Public Safety Center Roof Replacement* – Director Smiley said the contractor plans to start the project in the next week, depending on weather conditions. They plan to complete the majority of the work within 1 week, again depending on weather conditions.

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. This project is at step #2 of a multi-step process. The next step after the project leaves the Economic Development Committee is to go to the City of Yorkville's Plan Commission meeting. Then GRNE needs to send out public notice to residents within 500 feet of the proposed project. The City of Yorkville will then conduct a public hearing. Results will be tabulated and then a recommendation will go to the City of Yorkville for approval or not.
2. *City of Yorkville Engineering Company Meeting* – Director Smiley said that he has attempted to contact Engineering Enterprises (EEI) to setup a meeting as directed at the last FM Committee meeting. However, EEI has not responded. Member Hendrix asked if Mr. Smiley had kept a log of the calls. Jim said no but he would start doing that since there has been no response to date. Committee members directed Mr. Smiley to continue to setup this meeting as the deadline set by EEI for completion of their recommendations is November 9, 2018.
3. *Workforce Development (WD) New Lease Request* – Director Smiley informed the Committee the current lease expires December 31, 2018 and requires a 60 day notice for renewal. However, due to the upcoming election and County Board & County Board committee changes coming in December, Mr. Smiley's office contacted WD and confirmed they would like to have a new lease with two one

year options like they currently have. This was confirmed by a letter from WD. Committee members directed Mr. Smiley to send the request to the State's Attorney's office to develop the new lease for the next FM Committee meeting in November.

4. *CASA New Lease Request* – Same as above. Committee members directed Mr. Smiley to send the request to the State's Attorney's office to develop the new lease for the next FM Committee meeting in November.
5. *Housing Authority Additional Space Request* – Director Smiley is asking for direction on this item from prior meetings. Mr. Smiley stated that he has not done any additional work on this item or budgeted for any office additions. Committee members asked why the County would have to pay for the building of a new office for this lease. Jim said that he had a conversation with County Board member and County Board liaison to the Housing Authority Matt Prochaska to confirm his request for a cost to build a new office. Mr. Smiley said there was no conversation about who would pay for the project if that was determined to be needed. Chairman Davidson suggested that we look into moving the Veterans Assistance group from the Health facility to the Historic Courthouse. This would leave room for the Housing Authority to move into the Veterans Assistance group's former space. Chairman Davidson said to leave this on the agenda for the next FM Committee to discuss after the election and new committee's are formed.
6. *Generator Remote Meter Readings Installation for Demand Response* – Director Smiley met with representatives from Progressive and NRG's meter company. They found the Courthouse was setup for a remote pulse reading already. So, it will be relatively easy to hook up to the Courthouse. The Public Safety Center will require ComEd to setup for a remote pulse reading. Some electrical wiring will also need to be done. This work will all be completed by NRG's meter company at no cost to Kendall County.
7. *Public Safety Center UPS Service* – The PM II was completed after the new batteries were installed. No issues were found and all readings were normal. **Project complete.**
8. *Public Safety Center Controls Programming Grant* – Director Smiley applied for a \$5,000.00 grant with ComEd who now handles the grant program formally managed by DCEO. The grant was approved and the re-programming of systems was completed. The grant covered all but \$2,850.00 of the project. Mr. Smiley is paying the balance from the Facilities Management Equipment repair line. Jim feels the dollars not covered by the grant will be made up over time by operating efficiencies gained. **Project complete.**
9. *Generator Battery Replacements* – It was recommended by our servicing vendor to replace the batteries in the generators at the Courthouse & County Office Building. KCFM staff replaced the batteries. **Project complete.**
10. *County Office Building Compressor Replacement* – One compressor went out. It is piped in tandem with a 2nd compressor. The compressors are under warranty and the manufacturer has approved the replacement materials to be covered under warranty. Replacements are ordered and will be installed when they arrive.

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 Hendrix 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 Gilmour.

Roll Call Vote: Chairman Davidson - yes, Member Kellogg - yes, Member Hendrix – yes, Member Gilmour - yes. **With enough members in attendance voting aye, the committee entered into Executive Session at 4:43 p.m.**

Others Present: Scott Koepfel, County Administrator, Jim Smiley, Director of Facilities, Christina Wald.

Member Gilmour made a motion to return to Open Session, second by Member Hendrix. **With all members present voting aye, the committee returned to Open Session at 4:47 p.m.** The committee decided to release the following executive session minutes to the County Board for approval to release: May 2, 2016, June 6, 2016, April 3, 2017, May 2, 2018 & October 1, 2018. The committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

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 4:48 p.m.**

Respectfully submitted,

James K. Smiley
Facilities Management Director