

**Facilities Management  
Committee Meeting  
9/6/18 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 August 2018 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis Follow Up
- 2) Historic Courthouse Window Project
- 3) 2018 Parking Lot Repairs
- 4) County Clerk – New Office Construction
- 5) 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

New Business/Projects

- 1) Chairman’s Report
  - a. Solar Project Update
  - b. Public Safety Center A/C Replacement
  - c. Capital Budget Discussion
- 2) 2019 Electric Supply
  - a. Approve sending SAO approved Supplier contract to the Full Kendall County Board at the September 18, 2018 meeting
- 3) Public Safety Center Roof Replacement
  - a. Bid Results
    - i. Bennett & Brosseau Roofing Inc. - \$ 86,200.00
    - ii. L Marshall Inc. - \$ 152,800.00
    - iii. RB Crowther Company - \$ 65,750.00
  - b. Approve sending SAO approved contract with RB Crowther not to exceed \$72,950.00 to the Full Kendall County Board at the September 18, 2018 meeting
- 4) U.P.S. Systems Battery Replacements
- 5) City of Yorkville Detention Basin Letter
- 6) Demand Response EPA Compliance Testing

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**  
**September 6, 2018**

**CALL TO ORDER**

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

**OLD BUSINESS/PROJECTS**

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
  - Director Smiley followed up with Jacob Been at Healy Bender (HB) on comments from the last FM Committee meeting including:
    - Moving the records and other items from the Annex facility in year one. *Healy Bender agrees this would be a wise thing to do in the first year of our plan. The courthouse has better conditions and a sprinkler system. Jacob does suggest considering storing them inside enclosed cabinets, just in case the sprinkler system went off. HB also suggested electronically scanning whatever could be scanned to be done. However, this may be a costly endeavor.*
    - Adding film to the East windows on the first floor. *Jacob said certainly it can be added to those windows as well. HB only recommended the Treasurer's office be done due to that office handling cash on a periodic basis. They feel the film would not be needed in the Voter's office or in the relocated County Board room unless it is felt to be needed to improve security.*
  - See handout on the 3M film HB recommends being used.
- 2) **Historic Courthouse Window Project**
  - Director Smiley signed off on the revised drawings on August 31, 2018.
  - The vendor is still anticipating a November installation date.
- 3) **2018 Parking Lot Repairs**
  - All parking lot & sidewalk repairs or replacements were completed by mid-August.
  - Striping at both the Fox St. and Rt. 34 campuses was completed August 31, 2018.
  - **Project complete.**
- 4) **County Clerk – New Office Construction**
  - Painting completed on the outside of the office. The employee was moved back into the office a couple of weeks ago. Door & Window pane for the office is due in this week.
- 5) **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 has been assigned to review this document.
  - b. Update on State's Attorney review of proposed Contract with Super G Vending for Vending Services
    - i. Annie Knight provided her review on Sept. 4, 2018.
    - ii. Director Smiley reviewed the changes and provided it to the vending company for their review.

**NEW BUSINESS/PROJECTS**

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

**2) 2019 Electric Supply**

- a. Approve sending SAO approved Supplier contract with Constellation to the Full Kendall County Board at the September 18, 2018 meeting

**3) Public Safety Center Roof Replacement**

- a. Bid Results
  - i. Bennett & Brosseau Roofing Inc. - \$ 86,200.00
  - ii. L Marshall Inc. - \$ 152,800.00
  - iii. RB Crowther Company - \$ 65,750.00
- b. Approve sending SAO approved contract with RB Crowther not to exceed \$72,950.00 to the Full Kendall County Board at the September 18, 2018 meeting

**4) U.P.S. Systems Battery Replacements**

- Batteries were replaced in the Health Department and Public Safety Center systems last week. Batteries were replaced in the two (2) Courthouse systems on Wednesday, September 5, 2018.
- **Project complete.**

**5) City of Yorkville Detention Basin Letter**

- Director Smiley received a letter from the City dated August 10, 2018 concerning Storm Water management inspection.
- The letter suggests several items that several items are done within 90 days or no later than November 9, 2018. These include:
  - Sediment and all vegetation causing blockage around flared end sections.
  - Areas with erosion by the shoreline be stabilized.
  - Discharge at flared end sections causing undercutting, erosion and/or displacing rip rap.
  - All invasive species/weeds should be removed.
  - No movement of flow appeared to be occurring.
- Mr. Smiley met with our landscaping vendor to go over these items. They found the “farmer’s gate” was now actually now causing some of the water to build up in the detention basin. So, it was removed and flow towards the Copley campus was observed. However, Copley’s basins were observed to have a buildup of water in them also.
- So, Jim and the landscaping vendor opened the manholes leading across the South end of our campus from Copley’s basin three (3). Buildup of organic material was found partially blocking the restrictor opening in the wall inside the manhole. The material was moved aside and Copley’s basins were drained below the discharge flared end sections within 48 hours.
- Director Smiley authorized our landscaping vendor to remove the vegetation in our detention basin in and around the detention and outflow flared end sections.
- Jim had meetings with Matt A. in Planning, Building & Zoning, County Administrator Koepfel & FM Chairman Davidson to discuss the letter and findings. Matt suggested & Scott agreed that we should setup a meeting with the City’s engineer (EEL) and walk the area to view exactly what they are seeing and to show what has been done after receiving the letter.
- FM Chairman Davidson & Director Smiley called the Civil engineer who was part of the original Courthouse expansion to discuss the letter and to go over what he remembered of the issues with the detention pond during courthouse construction.
- Mr. Davidson suggested that we also meet with EEL. However, Bob suggested we have an in office meeting between EEL’s engineer and Kendall county representatives first, then go out and view the site.

**6) Demand Response EPA Compliance Testing**

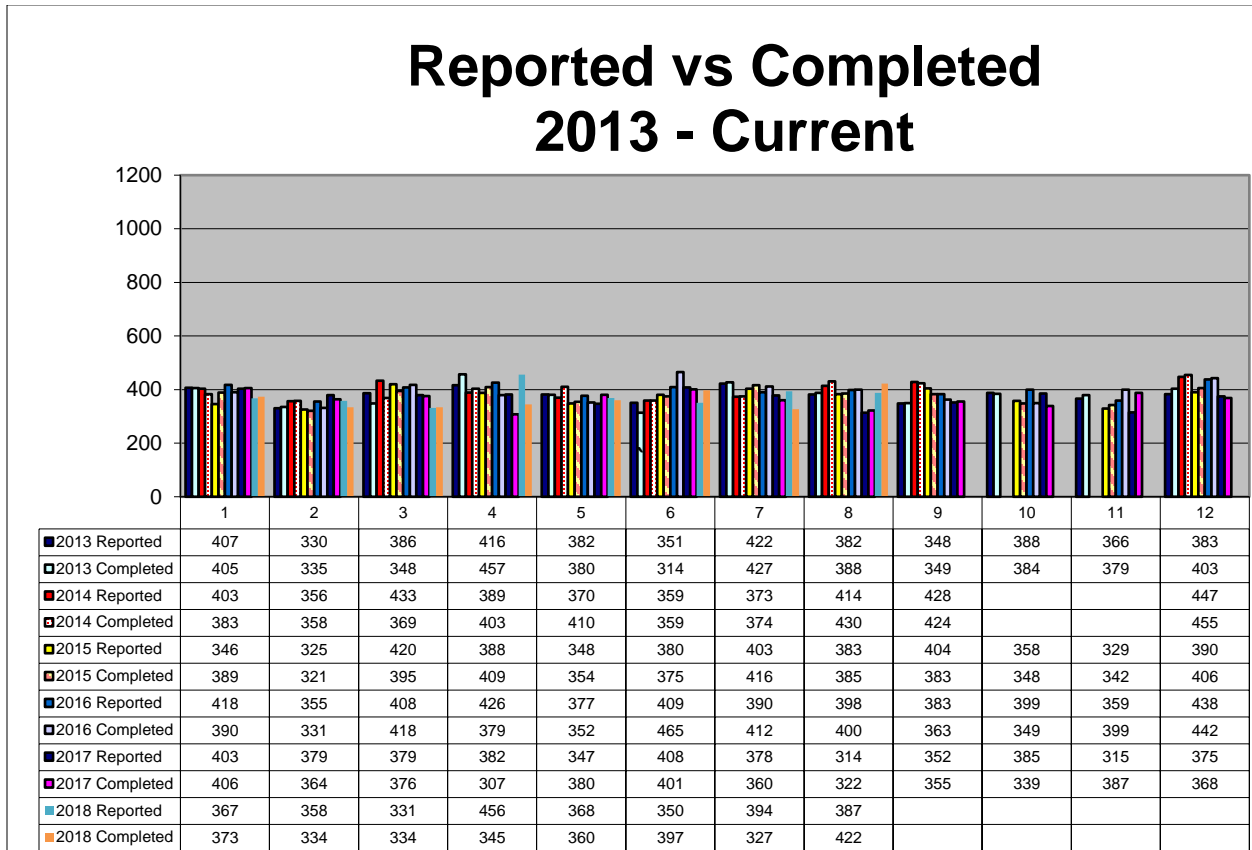
- Testing was completed on August 2, 2018. The generator tested to comply with EPA regulations. However, a final report is still forthcoming.
- **Project complete.**

**August 2018**

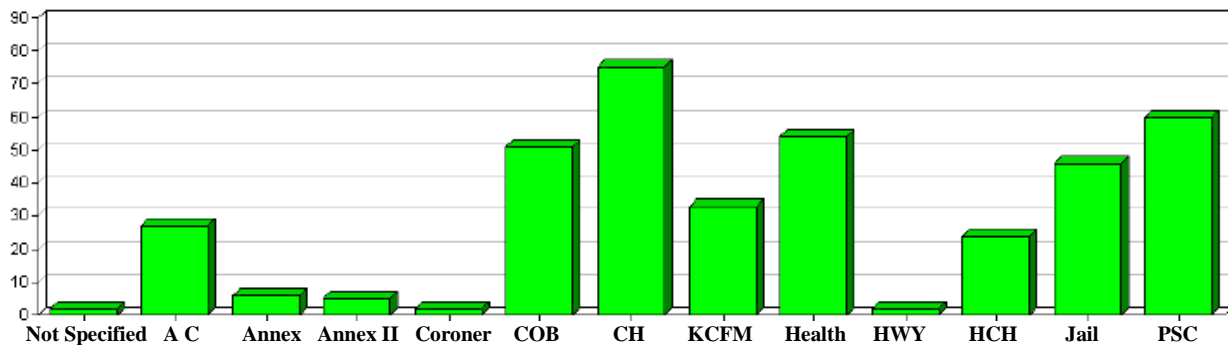
**Staffing/Training/Safety:**

DESCRIPTION	Aug-18	Jul-18	Jun-18
Possible Work Hours (6 employees @ 8 hrs)	1,104.00	1,008.00	1,008.00
Paid/Unpaid Leave	88.00	76.00	44.00
Holiday	0.00	48.00	0.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	40.00	0.00
<i>Regular Productive Hours</i>	<i>1,016.00</i>	<i>884.00</i>	<i>964.00</i>
Overtime Worked	5.75	5.75	28.50
<i>Total Productive Hours</i>	<i>1,021.75</i>	<i>889.75</i>	<i>992.50</i>

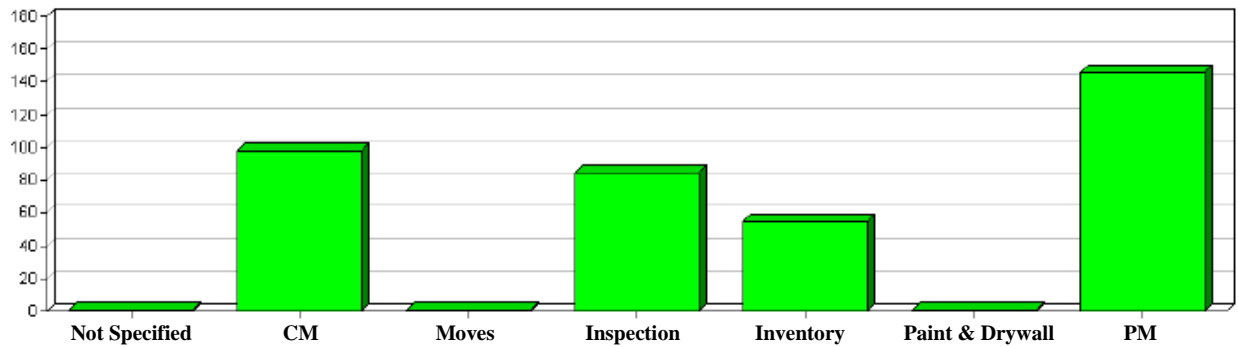
**Reported/Completed Work Orders August 2018**



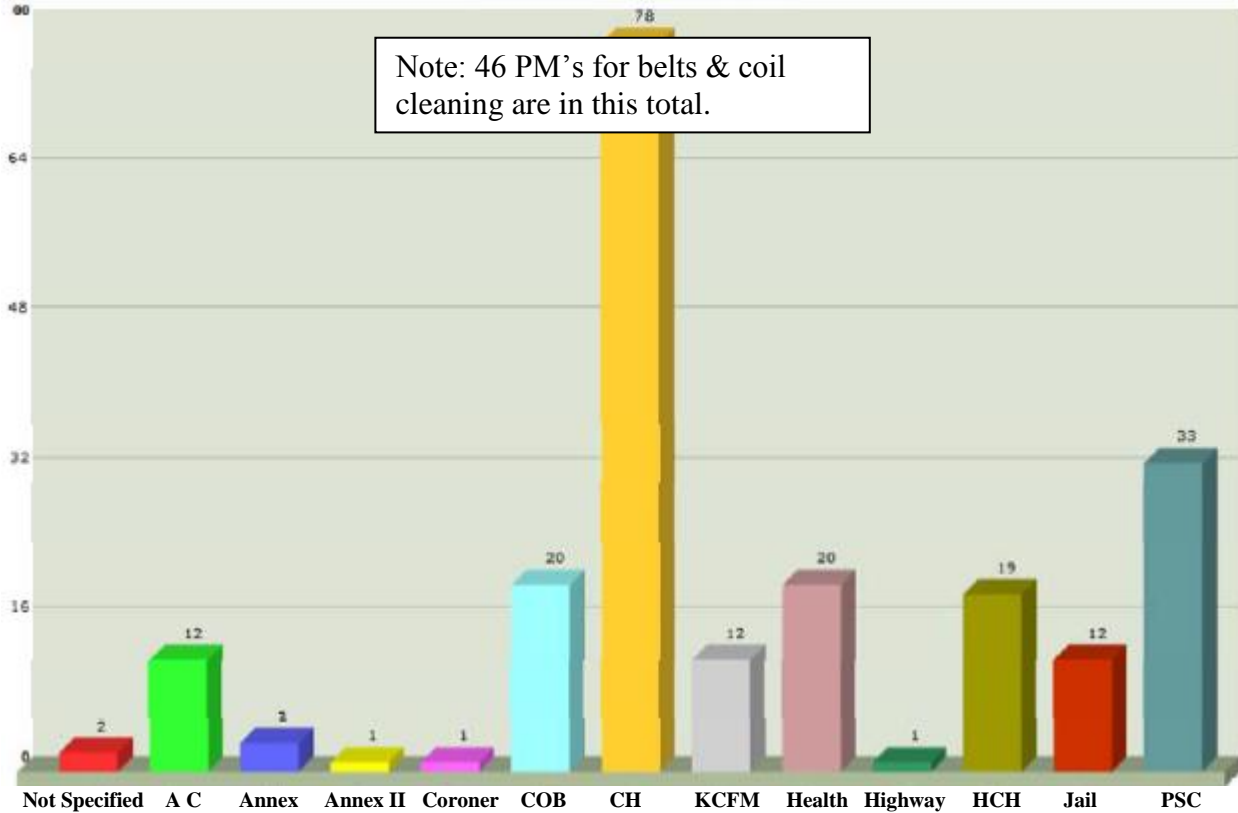
**Reported Work Orders by Location August 2018**



**Reported Work Orders by Task August 2018**



**Work Orders Remaining Open August 2018**



**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on October 2, 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 AUGUST 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 July 2, 2018 Facilities Committee Meeting Minutes** – there were no changes to the July 2, 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.**

Motion by Member Kellogg to approve the agenda second by Member Gilmour. **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 met with Healy Bender to review a five (5) year plan that Mr. Smiley and Chairman Davidson put together based on Healy Bender's recommendations. Healy Bender updated the drawings and submitted a suggested budget for each of the five (5) years. Committee members discussed what was included in the relocation of the County Board room. Member Kellogg suggested to also look at how the plan matches up to existing bond payment schedules. Member Hendrix suggested moving records from the Annex and Annex II to the courthouse in year one. Members agreed that items like this can be done at any time once we get approval from the Sheriff and Presiding Judge to use the courthouse. Director Smiley will discuss these items with Healy Bender to get the plan updated. Then this complete study can be brought to a future COW meeting for the entire board to review. Director Smiley was directed to release the check for payment.
2. *Housing Authority Request for Additional Space* – Mr. Smiley stated that he met with Dr. Tokars in regards to available space for the Housing Authority. Dr. Tokars stated there is no finished available space in the Heath facility. Amaal went on to say she had met with County Board Member and Housing Authority Representative Matt Prochaska. They agreed if no finished space is available than this should go back to the Facilities Committee to establish a price to build out space in the unfinished 2<sup>nd</sup> floor area. The Committee will revisit this discussion in the next few months.
3. *Highway Generator Replacement* – Director Smiley informed the Committee that the new generator was installed and working properly. Fran requested Jim to get a price for remote lights to show the status of the generator. At this time, the Highway generator is working properly.  
**Project Complete.**
4. *Historic Courthouse Window Project* – Jim stated the vendor received the manufacturer drawings and will verify dimensions and then forward them to Jim's office for approval. Once approved the windows will go into production. Installation is estimated to be in November.
5. *2018 Parking Lot Repairs* – Jim stated parking lot repairs have begun this week for both campuses. Jim informed the Committee that the internet data line for the ROE was not 18" below the sidewalk that is commonly done. Therefore, the line was cut. However, Mr. Smiley received a text during the meeting stating the like had been repaired already.

**New Business/Projects**

1. *Chairman's Report*
  - a. *Solar Project Update* – Chairman Davidson stated that the City of Yorkville cancelled the July and August planning meeting where this would normally be reviewed. Chairman Davidson requested and was granted a Consensus to ask the State's Attorney's Office to investigate the law allowing the County to move forward on the solar project without the City of Yorkville's permission. County Administrator Koepfel will review this with the State's Attorney's Office.

- b. Public Safety Center A/C Replacement Discussion & Direction – The Committee directed Scott Koepfel, County Administrator to speak to the State’s Attorney’s Office to see if this can go back out to bid stating the price and specs given by US Communities as a baseline.
  - c. County Rest Area – Chairman Davidson informed the Committee that the corner of Route 47 and Galena Road needs to be maintained. Member Kellogg informed the Committee that Highway will continue to maintain the front section for mowing of that area at this time. Mr. Smiley also informed the Committee that Dan Nagel, owner of the property adjacent to our property offered to clean Kendall County’s portion of the creek up when he cleans his. The consensus of the Committee to allow Mr. Nagel at no cost to clean the county’s portion of the creek as long as the equipment is on the west side of the creek. The Committee directed Mr. Smiley to obtain a Certificate of Insurance from Mr. Nagel.
2. *Progressive Energy Update* – Chris Childress from Progressive Energy informed the Committee the prices are at a lower cost than the current contract. Chris is requesting authorization to issue an RFP for electric on behalf of Kendall County. Motion by Member Kellogg to Approve Progressive Energy Group on behalf of Kendall County to publish an RFP to bid for Electric for the years June 2019 – June 2023. Second by Member Gilmour. **All members present voting aye, Motion Carried.** Motion by Member Kellogg for Director Smiley to forward low bidder’s contract to the State’s Attorney’s Office for Review. Second by Member Gilmour. **All members present voting aye, Motion Carried.** Motion by Member Gilmour to add winning bid to the County Board September 4, 2018 meeting. **All members present voting aye, Motion Carried.**
3. *Mutual Ground Lease Extension Request* – Director Smiley informed the Committee Mutual Ground submitted a letter requesting the first 1-year extension to the 2017 lease be approved. Member Gilmour made a motion to approve the first 1-year lease extension included in the County Board approved 2017 lease. Second by Member Kellogg. **All members present voting aye, Motion Carried.**
4. *County Clerk – New Office Construction* – Director Smiley stated the wall studs, electrical rough in and the office interior drywall has been completed. County Clerk Gillette requested the interior of the office be completed first. Director Smiley stated the entire project should be complete by the next Facilities Committee meeting in September.
5. *Fire Prevention Systems Testing* – Mr. Smiley stated the Public Safety Center testing was completed with no issues found. Jim also stated all facilities elevator smoke detectors testing was also completed with no issues found. **Project Complete.**
6. *Capital Projects Starting* – Director Smiley informed the committee that an approximate 4,000 sq. ft. section of roof at the Public Safety Center was included in the 2018 budget to be replaced. The Request for Bids will be due before the next Facilities Committee meeting. Mr. Smiley would like to get the contract sent to the State’s Attorney for review as soon as the contract is received. Motion by Member Kellogg to bring the the contract to the State’s Attorney as soon as it is received. Second by Member Gilmour. **All members present voting aye, Motion Carried.** Director Smiley stated the UPS replacement batteries have been ordered. Jim is anticipating them to be delivered next week.
7. *Vending Machine Changes at County Office Building and Courthouse* – Director Smiley informed the Committee that since the new vending company is a state funded program and they set the machine from a state program, an MOU is required by the Illinois Dept. of Human Services (IDHS). Mr. Smiley also received a contract from Super G on their services to operate and supply the new vending machines. Jim would like Committee approval to send bother Super G’s contract and the MOU with IDHS to the State’s Attorney’s office for review. The Committee approved the MOU and Super G contracts to be sent to the state’s attorney’s office for review.

### **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 5:46 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant



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## 3M™ Scotchshield™ Safety & Security Window Films, Ultra Series for Commercial

★★★★★ 4.5 (18) Write a review

Overview
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View Images and Video

- Mitigates hazards from shattered glass during natural disasters.
- Helps protect people from flying glass shards, one of the most common causes of blast-related injuries and fatalities.
- Micro-layered and tear-resistant to help increase security and provide added protection against smash and grab burglaries.
- Combine with 3M™ Impact Protection Attachment Systems for additional safety and security.

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## 3M™ Scotchshield™ Safety & Security Window Films, Ultra Series for Commercial

★★★★★ 4.5 (18) Write a review

### Details

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- Combine with 3M™ Impact Protection Attachment Systems for additional safety and security.
- Significantly blocks the amount of harmful UV rays that cause fading, helping to extend the life of furnishings.
- Includes a comprehensive warranty from 3M.

Keep outside dangers securely outside. The first of its kind, the 3M™ Ultra Series films are made from clear, tear-resistant film. These films deliver superior performance over standard polyester films in blast and impact events; yet still maintain a high level of optical clarity.

Micro-layered, tear-resistant film for enhanced protection of people, property and possessions. Ultra Series films are available in combination format with tinted 3M Sun Control Films to give you the best of both worlds. COMMERCIAL WARRANTY: What good is a multi-year warranty from a company that wasn't around 12 years ago and might not be around 12 years from now? Selecting 3M Window Films gives you piece of mind. That's because we have one of the most comprehensive warranties you can get: backed by a company you know and trust.

### Resources

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