



**Facilities
Management
Committee Meeting**

8/28/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the August 2017 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) PSC H.V.A.C. & Controls Improvements RFP
- 2) CASA lease at HHS
- 3) Healy Bender 111 W. Fox St. Part 1 Analysis
- 4) Projects Policy Change
- 5) Establish a Policy for Requests to Film on County Properties

New Business/Projects

- 1) Chairman's Report
 - a. Electric & Gas RFP – Presentation by Progressive Energy
- 2) 2017 Paving RFB Results
- 3) Snow & Ice Removal RFB Results
- 4) Television Install at Health & Human Services
- 5) 2018 KCFM Budget
- 6) Public Safety Center (PSC) Main Hallway Crack Repairs
- 7) PSC Semi-Annual Kitchen Hood Inspection

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

Questions from the Press

Adjournment

Facilities Committee Agenda
August 28, 2017

CALL TO ORDER

- 1) Roll Call
- 2) Approval of the August 2017 meeting minutes.
- 3) Public Comment

OLD BUSINESS/PROJECTS

- 1) **PSC H.V.A.C. & Controls Improvements RFP**
 - The RFP was sent to the States Attorney's office (SAO) for legal review.
 - Director Smiley is waiting for the SAO legal review to be completed.
- 2) **CASA lease at HHS**
 - KCFM received the letter requesting to retroactive the lease continuation back to Jan. 1, 2017 for this year and for a 2nd one year lease extension for 2018.
 - Director Smiley worked with the State's Attorney's office who drafted a resolution to allow this to happen with County Board approval.
 - Mr. Smiley is looking for FM Committee approval to send the resolution to the County Board for approval.
- 3) **Healy Bender 111 W. Fox St Part 1 Analysis**
 - Director Smiley checked with the State's Attorney's office (SAO) about using a letter of confirmation to Healy Bender to start the project in lieu of using a contract, as approved by the FM Committee at the last meeting.
 - The SAO recommended we use a contract.
 - So, Mr. Smiley drafted a contract from a contract we just had approved by the SAO for another project and sent it to Healy Bender for review.
 - Healy Bender feels several areas of our standard contract type do not apply to AE.
 - Therefore, Healy Bender would like to use a standard AIA contract.
 - Director Smiley is looking for direction from the committee as to how to proceed.
- 4) **Projects Policy Change**
 - Director Smiley made the recommended modifications to the flow chart the FM Committee recommended at the last meeting.
 - Mr. Smiley went over the flow chart with acting County Administrator Koepfel.
 - Although Mr. Koepfel understands trying to cover all situations, he felt it might be confusing to others. Scott and Jim's discussion led to the idea of breaking the flowchart up and making it possibly 3-4 flowcharts, one for each type of situation. See included updated flow chart.
 - Situations discussed:
 - 1) Projects that have gone through the normal budgeting process and are included in the current year's budget.
 - 2) Projects that are requested and fall under \$5,000 and are being paid for by the requesting department or elected official.
 - Projects that are requested and are over \$5,000 or require structural changes or County Board approval due to lease provisions.
 - Emergency Projects
- 5) **Establish a Policy for Requests to Film on County Properties**
 - Andrez provided a proposed policy he put together adapted from other municipalities.
 - Included in the proposed policy is a proposed ordinance to be adapted by the County Board if desired.
 - KCFM will email all committee members the proposed policy & ordinance.
 - Please review for discussion at the next FM Committee meeting in October.

NEW BUSINESS/PROJECTS

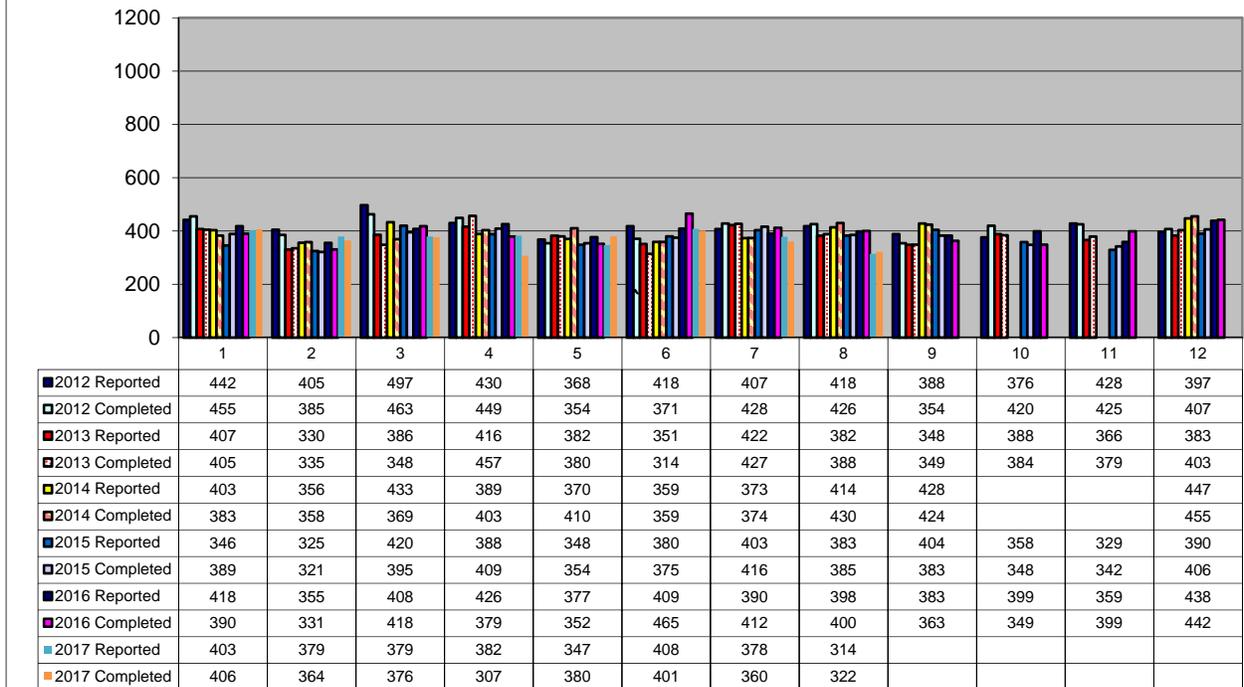
- 1) **Chairman's Report**
 - a. Electric & Gas RFP – Presentation by Progressive Energy
- 2) **2017 Paving RFB Results**
 - Four bidders turned in bids for the projects. See included cost breakdown.
 - The combined costs for both projects came in almost \$14,000.00 over for the low bidder including re-stripping.
 - Director Smiley needs direction from the FM Committee on how to proceed.
- 3) **Snow & Ice Removal RFB Results**
 - Four bidders also turned in bids for this seasonal work.
 - Bids were taken both for seasonal pricing and for by the inch.
 - The low bidder for both scenarios is our incumbent vendor Winner Excavating.
 - The seasonal price is \$2,500.00 less than the old contract. See included cost breakdown.
- 4) **Television Install at Health & Human Services**
 - Dr. Tokars requested a TV be installed in the Environmental Health work room.
 - Director Smiley reviewed the need and found no structural changes needed to be made. The installation required electric to be extended and cabling.
 - Our KCFM tech installed the wall mounting bracket, roughed in the electric and cable connections.
 - We expect to complete the project this week.
- 5) **2018 KCFM Budget**
 - Director Smiley was able to bring the budget in at 99.6% of the current year's budget. This includes covering the technician's negotiated raises and proposed increases for Director Smiley and Director's Assistant Wald.
 - This was accomplished by reducing the contracted services & equipment maintenance lines. This was primarily due to new contracts for janitorial services and snow plowing coming in less than the current years contracts and the thought that some of the A\C issues we encountered this year will go away with the replacement of some of the PSC A\C systems.
- 6) **Public Safety Center (PSC) Main Hallway Crack Repairs**
 - Some settling of the floors has occurred and the tiles are cracking.
 - Jail Command staff feels the floors are potentially becoming a trip hazard.
 - KCFM plans to remove the existing floor tile, have the floor ground down, epoxy installed and then re-install the tile back in place.
 - The work is scheduled to be started on September 8th.
- 7) **PSC Semi-Annual Kitchen Hood Inspection**
 - The inspection was completed last week.
 - No issues were found.
 - Project complete.

August 2017

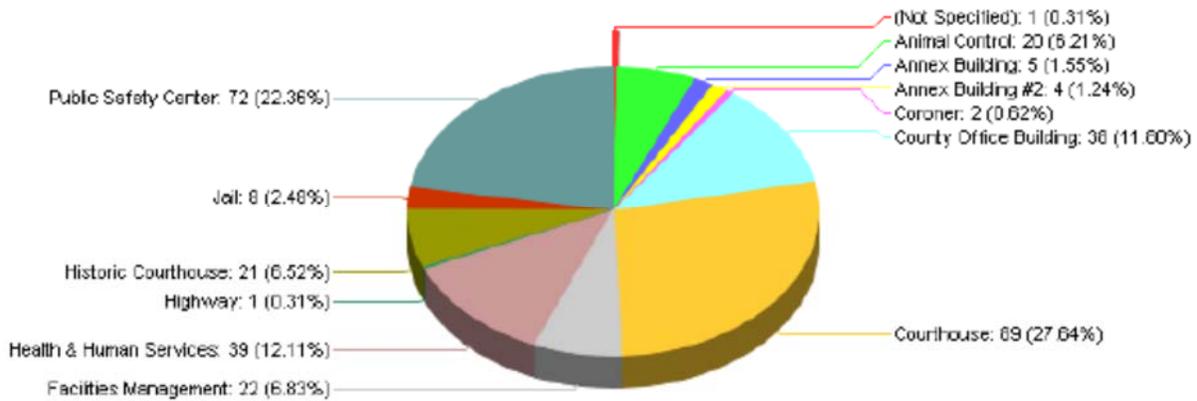
Staffing/Training/Safety:

DESCRIPTION	Aug-17	Jul-17	Jun-17
Possible Work Hours (5 employees @ 8 hrs)	1,104.00	1,008.00	1,056.00
Paid/Unpaid Leave	104.00	104.00	68.00
Holiday	0.00	48.00	0.00
Bereavement			
* WC/TTD			
<i>Regular Productive Hours</i>	<i>1,000.00</i>	<i>856.00</i>	<i>988.00</i>
Overtime Worked	9.00	9.00	16.00
Total Productive Hours	1,009.00	865.00	1,004.00

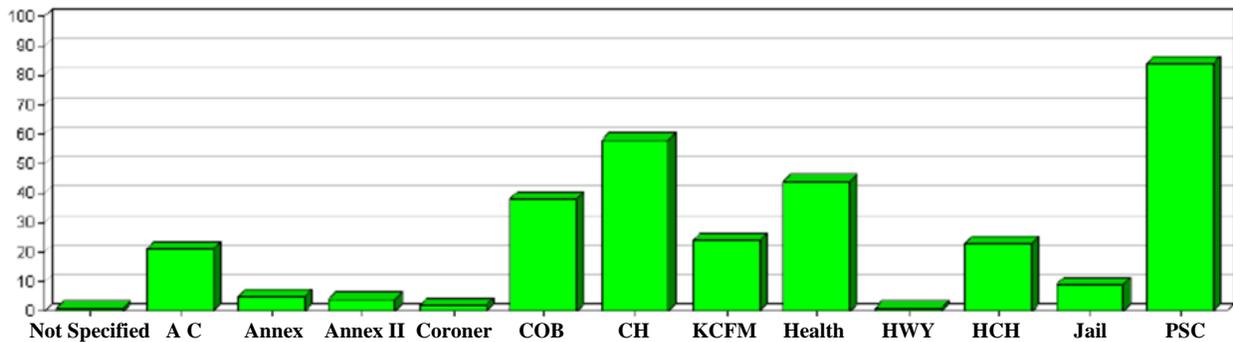
Reported vs Completed 2012 - Current



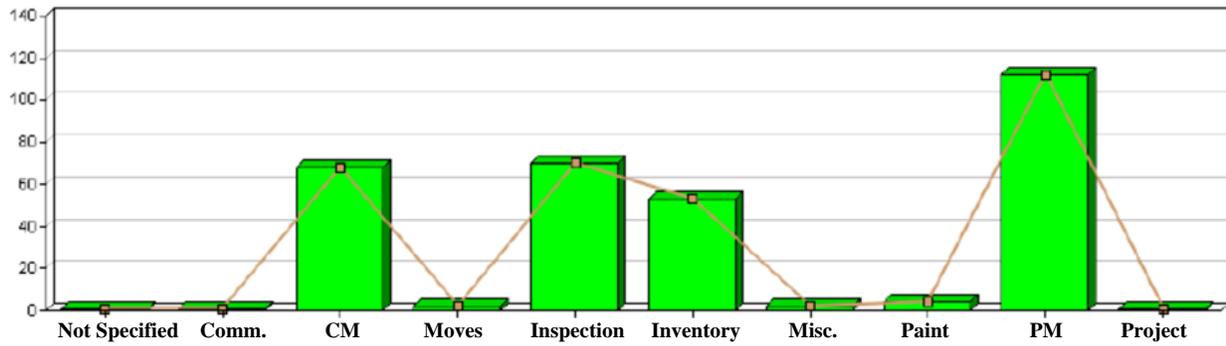
Completed Work Orders August 2017



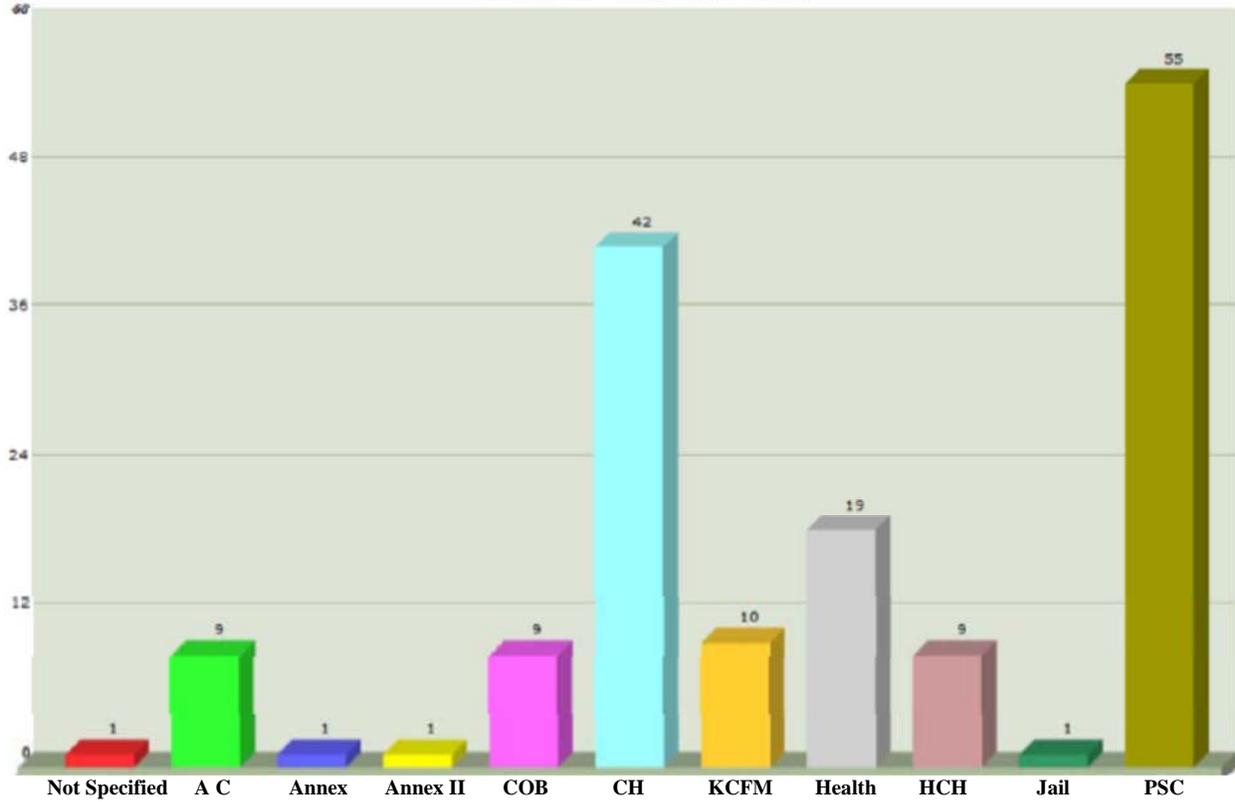
Reported Work Orders by Location August 2017



Reported Work Orders by Task August 2017



Work Orders Remaining Open August 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on October 2, 2017. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

Attachments for August 28, 2017 FM Committee Meeting

Kendall County Snow & Ice Removal bid breakdown 2017-2020 - Inch Rates per Site

Season 1	INITIAL PERIOD (FY 2017 - 2018)	1" - 3"	3' - 5"	5" - 7"	7" - 9"	9" - 11"
All Sites	Langton Group	\$ 3,960.74	\$ 4,933.52	\$ 6,392.70	\$ 6,392.70	\$ 8,581.28
	Winninger	\$ 1,087.00	\$ 1,087.00	\$ 1,338.00	\$ 1,507.00	\$ 1,749.00
	Semper Fi	\$ 1,780.00	\$ 2,055.00	\$ 2,505.00	\$ 3,315.00	\$ 4,475.00
	Tovar	\$ 1,203.00	\$ 1,336.00	\$ 1,872.00	\$ 2,539.00	\$ 1,203.00
<hr/>						
Season 2	INITIAL PERIOD (FY 2018 - 2019)	1" - 3"	3' - 5"	5" - 7"	7" - 9"	9" - 11"
All Sites	Langton Group	\$ 4,105.00	\$ 5,150.00	\$ 6,575.00	\$ 6,575.00	\$ 8,770.00
	Winninger	\$ 1,087.00	\$ 1,087.00	\$ 1,338.00	\$ 1,507.00	\$ 1,749.00
	Semper Fi	\$ 1,780.00	\$ 2,055.00	\$ 2,505.00	\$ 3,315.00	\$ 4,475.00
	Tovar	\$ 1,203.00	\$ 1,336.00	\$ 1,872.00	\$ 2,539.00	\$ 1,203.00
<hr/>						
Season 3	INITIAL PERIOD (FY 2019 - 2020)	1" - 3"	3' - 5"	5" - 7"	7" - 9"	9" - 11"
All Sites	Langton Group	\$ 4,255.00	\$ 5,315.00	\$ 6,795.00	\$ 6,795.00	\$ 9,025.00
	Winninger	\$ 1,087.00	\$ 1,087.00	\$ 1,338.00	\$ 1,507.00	\$ 1,749.00
	Semper Fi	\$ 2,030.00	\$ 2,360.00	\$ 2,785.00	\$ 3,655.00	\$ 4,790.00
	Tovar	\$ 1,203.00	\$ 1,336.00	\$ 1,872.00	\$ 2,539.00	\$ 1,203.00

Indicates low price

Seasonal Pricing

	2017-2018 Year 1	Salt per Ton	Clear Snow & Ice Square foot price	Snow Fence	Island Marking	Sidewalk Sealing	HCH Walks
Langton Group	\$ 173,943.03	\$ 190.00	\$ 1.30	\$ 5,000.00	\$ 2,200.00		\$ 625.74
Winninger	\$ 41,500.00	\$ 115.00	\$ 0.04	No Charge	No Charge	No Charge	No Charge on Weekends
Semper Fi	\$ 58,000.00	\$ 200.00	\$ 0.88	\$ 8.00 per LF	\$ 5.00 per stake	\$ 44.00 per sq ft	\$ 575.00
Tovar	\$ 90,197.00	\$ 145.00	\$ 0.08	No Charge	No Charge	\$ 0.80 per sq ft	\$ 271.00
<hr/>							
	2018-2019 Year 2	Salt per Ton	Clear Snow & Ice Square foot price	Snow Fence	Island Marking	Sidewalk Sealing	HCH Walks
Langton Group	\$ 179,161.32	\$ 200.00	\$ 1.35	\$ 5,200.00	\$ 2,300.00		\$ 650.00
Winninger	\$ 41,500.00	\$ 115.00	\$ 0.04	No Charge	No Charge	No Charge	No Charge on Weekends
Semper Fi	\$ 60,000.00	\$ 200.00	\$ 0.88	\$ 8.00 per LF	\$ 5.00 per stake	\$ 44.00 per sp ft	\$ 575.00
Tovar	\$ 90,197.00	\$ 145.00	\$ 0.08	No Charge	No Charge	\$ 0.80 per sq ft	\$ 271.00
<hr/>							
	2019-2020 Year 3	Salt per Ton	Clear Snow & Ice Square foot price	Snow Fence	Island Marking	Sidewalk Sealing	HCH Walks
Langton Group	\$ 184,536.16	\$ 210.00	\$ 1.40	\$ 5,400.00	\$ 2,400.00		\$ 670.00
Winninger	\$ 41,500.00	\$ 115.00	\$ 0.04	No Charge	No Charge	No Charge	No Charge on Weekends
Semper Fi	\$ 62,000.00	\$ 200.00	\$ 0.88	\$ 8.00 per LF	\$ 5.00 per stake	\$ 44.00 per sp ft	\$ 575.00
Tovar	\$ 90,197.00	\$ 145.00	\$ 0.08	No Charge	No Charge	\$ 0.80 per sq ft	\$ 271.00

Indicates low price

Paving Projects - Bid Tab

No.	HHS Total Including Labor	Public Safety Center Total Including Labor	Total Both Projects
Builders Paving	\$ 24,539.00	\$ 28,559.00	\$ 53,098.00
D Construction	\$ 18,830.00	\$ 34,970.00	\$ 53,800.00
Abbey	\$ 21,960.00	\$ 33,680.00	\$ 55,640.00
Stripping			\$ 850.00
Projects Totals	\$ 19,255.00	\$ 28,984.00	\$ 53,948.00

HHS Only

PSC Only

Both Projects

Indicates Low Bid



Kendall County Facilities Management 2018 Budget

	8/24/2017		Actual		Over		Projected		Expended		%		%		Subject		Subject		Separate		2017	
	Budgeted	2017	2017	thru July	Under	2017	Total	thru July	%	Budget	%	Chg	2018	for 2018	minus Utilities	Utility Budget	2018	minus Utilities	2017			
Sal-Dept Super	\$	309,369.00	\$	71,237.95	\$	31,841.05	\$	103,699.00	66.67	69.54	2.47	\$	305,748.23	\$	305,748.23	\$	342,196.00	\$	342,196.00	\$	103,699.00	
Sal-Mgmt	\$	327,967.00	\$	231,935.86	\$	95,931.54	\$	327,867.00	66.67	70.74	4.07	\$	342,196.00	\$	342,196.00	\$	342,196.00	\$	342,196.00	\$	327,867.00	
Sal-Overseer	\$	41,030.00	\$	27,024.32	\$	14,005.88	\$	41,030.00	66.67	65.87	-0.80	\$	46,176.00	\$	46,176.00	\$	46,176.00	\$	46,176.00	\$	41,030.00	
Sal-OT	\$	7,000.00	\$	6,936.05	\$	81.95	\$	9,240.00	66.67	98.80	32.13	\$	7,000.00	\$	7,000.00	\$	7,000.00	\$	7,000.00	\$	7,000.00	
Office Supplies	\$	200.00	\$	-	\$	200.00	\$	-	66.67	0.00	-66.67	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	
Postage	\$	50.00	\$	24.44	\$	25.56	\$	30.00	66.67	48.88	-17.79	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	30.00	
Mileage	\$	800.00	\$	339.11	\$	460.89	\$	608.00	66.67	42.89	-24.28	\$	800.00	\$	800.00	\$	800.00	\$	800.00	\$	800.00	
Travel	\$	-	\$	-	\$	-	\$	-	66.67	0.00	-66.67	\$	-	\$	-	\$	-	\$	-	\$	-	
Cellular Phones	\$	6,500.00	\$	1,434.88	\$	5,075.12	\$	3,640.00	66.67	21.92	-44.75	\$	6,500.00	\$	6,500.00	\$	6,500.00	\$	6,500.00	\$	3,640.00	
Cont Services	\$	394,000.00	\$	283,453.40	\$	110,546.60	\$	417,840.00	66.67	71.94	5.27	\$	378,000.00	\$	378,000.00	\$	378,000.00	\$	378,000.00	\$	394,000.00	
Equip Maint	\$	72,000.00	\$	54,547.98	\$	17,452.02	\$	78,800.00	66.67	75.76	9.09	\$	67,000.00	\$	67,000.00	\$	67,000.00	\$	67,000.00	\$	72,000.00	
Vehicle Maint / Gas	\$	2,500.00	\$	3,280.80	\$	(880.80)	\$	4,254.00	66.67	33.53	68.56	\$	3,500.00	\$	3,500.00	\$	3,500.00	\$	3,500.00	\$	2,500.00	
Equip Rental	\$	1,000.00	\$	942.67	\$	57.33	\$	1,200.00	66.67	94.27	27.60	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	\$	1,000.00	
County Supplies	\$	100,000.00	\$	96,109.00	\$	23,891.00	\$	136,800.00	66.67	80.09	33.42	\$	120,000.00	\$	120,000.00	\$	120,000.00	\$	120,000.00	\$	100,000.00	
Electric	\$	500,000.00	\$	339,865.55	\$	160,134.45	\$	502,390.00	66.67	64.48	-2.19	\$	546,000.00	\$	546,000.00	\$	546,000.00	\$	546,000.00	\$	500,000.00	
Natural Gas	\$	340,000.00	\$	99,279.33	\$	43,776.67	\$	147,847.70	66.67	48.39	2.72	\$	343,000.00	\$	343,000.00	\$	343,000.00	\$	343,000.00	\$	340,000.00	
Water	\$	36,000.00	\$	33,139.61	\$	2,860.39	\$	46,500.00	66.67	92.05	25.38	\$	48,178.00	\$	48,178.00	\$	48,178.00	\$	48,178.00	\$	36,000.00	
Telephone	\$	88,000.00	\$	74,188.97	\$	13,811.03	\$	104,104.00	66.67	84.31	17.64	\$	108,000.00	\$	108,000.00	\$	108,000.00	\$	108,000.00	\$	88,000.00	
Water plus Up	\$	30,500.00	\$	1,807.74	\$	8,692.26	\$	5,176.00	66.67	17.22	-49.45	\$	30,500.00	\$	30,500.00	\$	30,500.00	\$	30,500.00	\$	30,500.00	
Grand Total	\$	1,861,616.00	\$	1,354,661.46	\$	546,954.54	\$	1,929,055.70	66.67	17.22	-49.45	\$	1,912,337.23	\$	1,072,518.23	\$	840,179.00	\$	1,072,518.23	\$	1,861,616.00	
Budget vs Actual	\$	(546,954.54)	\$	50,489.70	\$	546,954.54	\$	546,954.54				\$	546,954.54	\$	546,954.54	\$	546,954.54	\$	546,954.54	\$	546,954.54	
2017 Budget	\$	1,861,616.00	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23				\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	
2018 Budget	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23				\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	\$	1,072,518.23	
Difference	\$	791,467.78	\$	791,467.78	\$	3,957.77	\$	3,957.77				\$	3,957.77	\$	3,957.77	\$	3,957.77	\$	3,957.77	\$	3,957.77	
%2018 to 2017	\$	57.53%	\$	57.53%	\$	99.63%	\$	99.63%				\$	99.63%	\$	99.63%	\$	99.63%	\$	99.63%	\$	99.63%	

* Christmas was listed in lower than previous employee - \$80,000.00

Director Increase *2.5%
Technicians Increase 2.25%
Assistant to Director Increase *1%

With all wage increases
Budgeted not approved



CASA Kendall County
811 W. John St.
Yorkville, IL 60560

August 15th, 2017

Jim Smiley
Kendall County Facilities Management
804 John Street, Suite B
Yorkville, IL 60560

Re: Lease for CASA Kendall County

Dear Mr. Smiley,

As you know, our CASA Kendall County leases office space on the second floor of Kendall County's Health and Human Services Building (Office No. 248). It was recently brought to my attention that our lease expired on Dec 31st, 2016, and that our office should have requested an extension 60 days prior to that date. I apologize for our failure to contact you regarding the extension in the required time.

The purpose of this letter is to formally request two one-year extensions, with the first extension being retroactive to January 1, 2017, and the second extension taking effect on January 1, 2018. If your office will kindly provide the lease documents, I will be happy to sign and return them promptly.

Thank you in advance for the consideration of our request and for the support the county has continually shown our organization. Please don't hesitate to contact me with any concerns or questions at 630-553-8660 or jgilbert@co.kendall.il.us.

Sincerely,

Jennifer Gilbert
Executive Director
CASA Kendall County

Kendall County

Energy Efficiency Investment Analysis
Market Factors Driving Utility Costs
Recommendation to Ensure Long Term
Budget Certainty

August 28, 2017

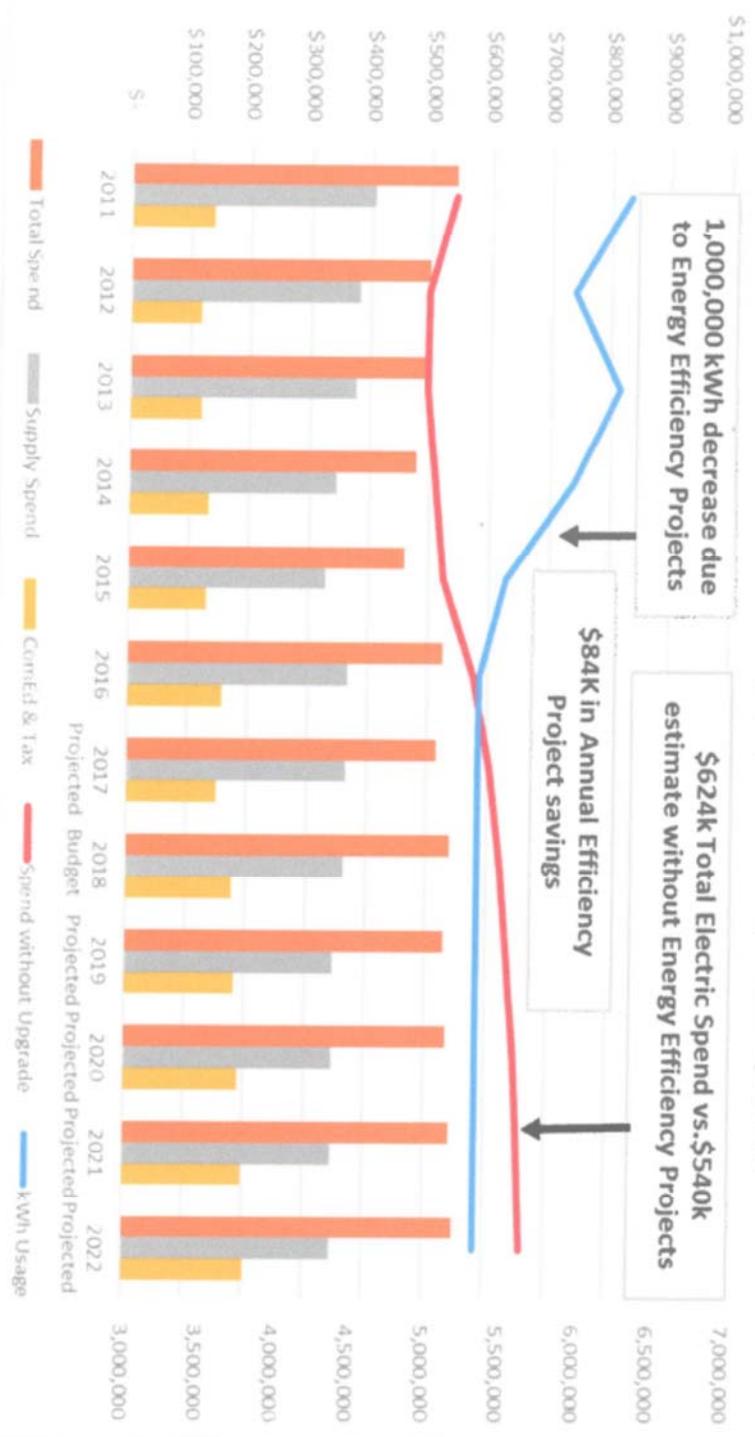


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Electric Efficiency Savings



Kendall County Electric Usage, Spend History and Projection



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Detailed Efficiency Savings



	KWh Usage	Total Spend	Spend without Upgrade	Supply Spend	ComEd & Tax
2011	6,333,832	\$ 542,188	\$ 542,188	\$ 404,098	\$ 138,090
2012	5,963,776	\$ 497,541	\$ 497,541	\$ 380,489	\$ 117,052
2013	6,269,811	\$ 495,767	\$ 495,767	\$ 376,189	\$ 119,578
2014	5,963,766	\$ 476,942	\$ 510,640	\$ 345,242	\$ 131,700
2015	5,515,544	\$ 459,560	\$ 524,636	\$ 328,726	\$ 130,834
2016	5,351,933	\$ 525,439	\$ 577,100	\$ 367,143	\$ 158,296
2017 Projected	5,342,784	\$ 515,246	\$ 605,955	\$ 364,459	\$ 150,787
2018 Budget	5,342,784	\$ 539,974	\$ 624,133	\$ 361,754	\$ 178,220
2019 Projected	5,342,784	\$ 529,922	\$ 636,616	\$ 345,464	\$ 184,458
2020 Projected	5,342,784	\$ 536,378	\$ 649,348	\$ 345,464	\$ 190,914
2021 Projected	5,342,784	\$ 543,060	\$ 655,842	\$ 345,464	\$ 197,596
2022 Projected	5,342,784	\$ 549,976	\$ 662,400	\$ 345,464	\$ 204,512

Observations

- 1 Usage has declined due to energy conservation programs, and converting Fox facility to natural gas heat.
- 2 Electric Supply costs have increased 7% from 2011, this increase has been all related to Capacity and Transmission expenses. Raw power prices have declined.
- 3 ComEd and Tax's have increase 29% since 2011. This is related to ComEd 10 year Infrastructure Program, increased spending on Energy Efficiency Programs, Illinois Nuclear Bailout legislation and Renewable Power now being included in ComEd expense line.

Market Conditions



Factors That Are Keeping Prices Lower

- Strong Supply (Fracking)
- Economic Downturn
- Natural Gas Storage Levels
- Alternative Energy Sources (Wind/Solar, Geo-Thermal)

Factors That Drive Prices Higher in the Future

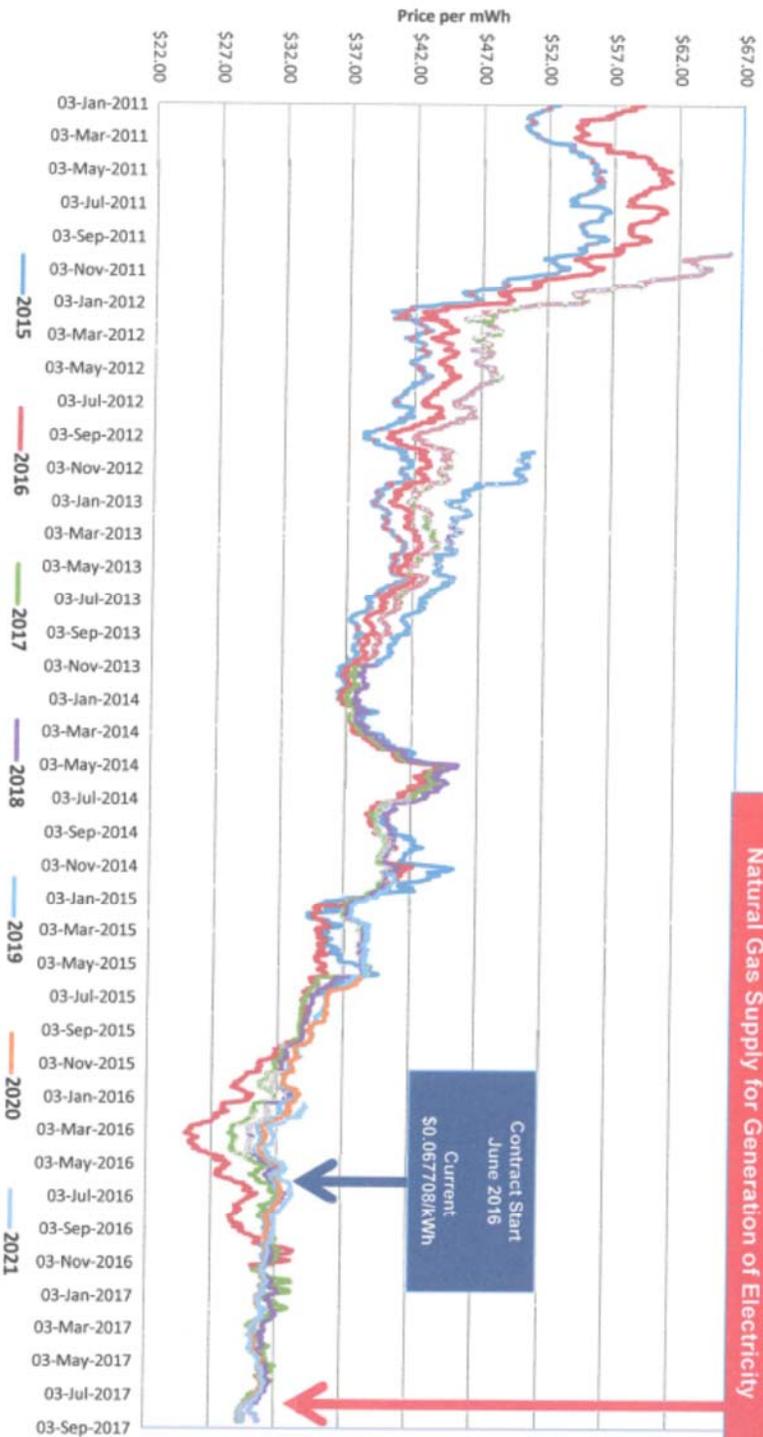
- **ELECTRIC CAPACITY COST INCREASING**
- Rebound of Industrial and Commercial Demand
- Future Restrictions on Fracking
- LNG Exports Increase to Record Levels
 - ~380% increase in 2017 (.5 billion ccf to 1.9 billion ccf per day)
 - ~47% increase in 2018 (1.9 billion ccf to 2.8 billion ccf per day)
- Recent Hurricanes That Curb Natural Gas Production
 - Effect of Hurricane Harvey TBD – Only Affecting Short Term not Long Term Pricing right now.
 - More impact on Oil/Petroleum Prices (2 to 5 cents per gallon short Term) than Natural Gas

Wholesale Electric Rates



Market Pricing (Midwest) since Jan. 2011

Buyers Market Driven by Low Demand and High Natural Gas Supply for Generation of Electricity



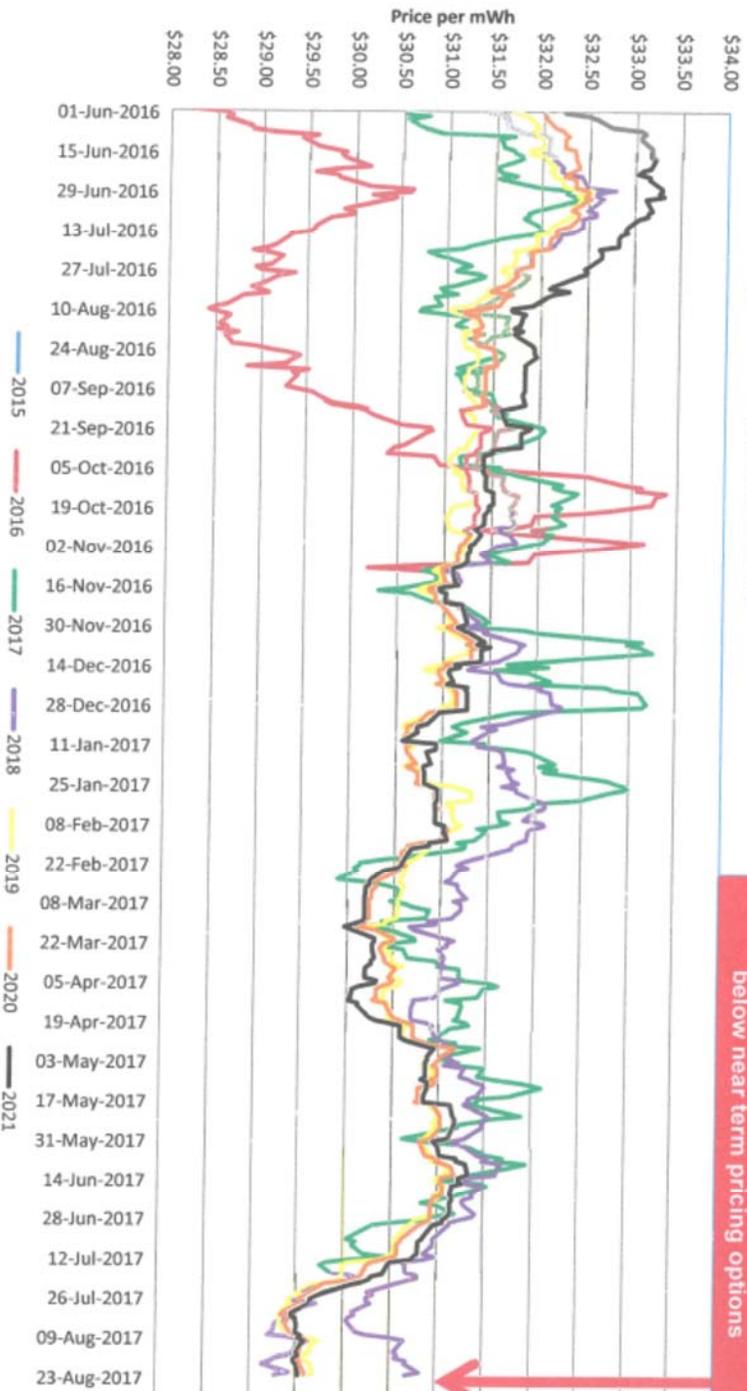
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Wholesale Electric Rates



Market Pricing (Midwest) since June 2016

Future Cost of Power continues to remain below near term pricing options



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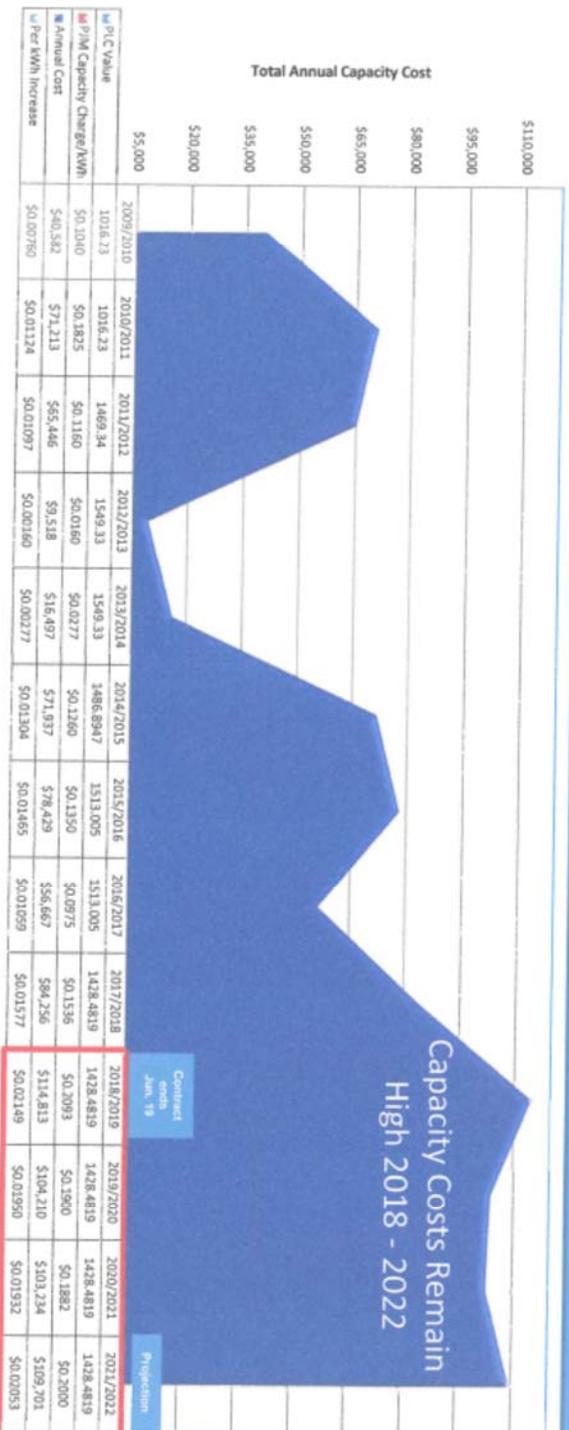
Capacity Cost Increasing



What Are Capacity Costs?

Simply stated capacity is the cost of ensuring the reliability of the network. Through PJM an RPM (Reliability Pricing Model) auction is held to set capacity prices in one year increments (Jun-May). Capacity costs will be increasing to their highest levels from June 2018 – May 2021.

How Will Capacity Costs Affect Kendall County (Aggregated)?



Natural Gas Pricing Forecast

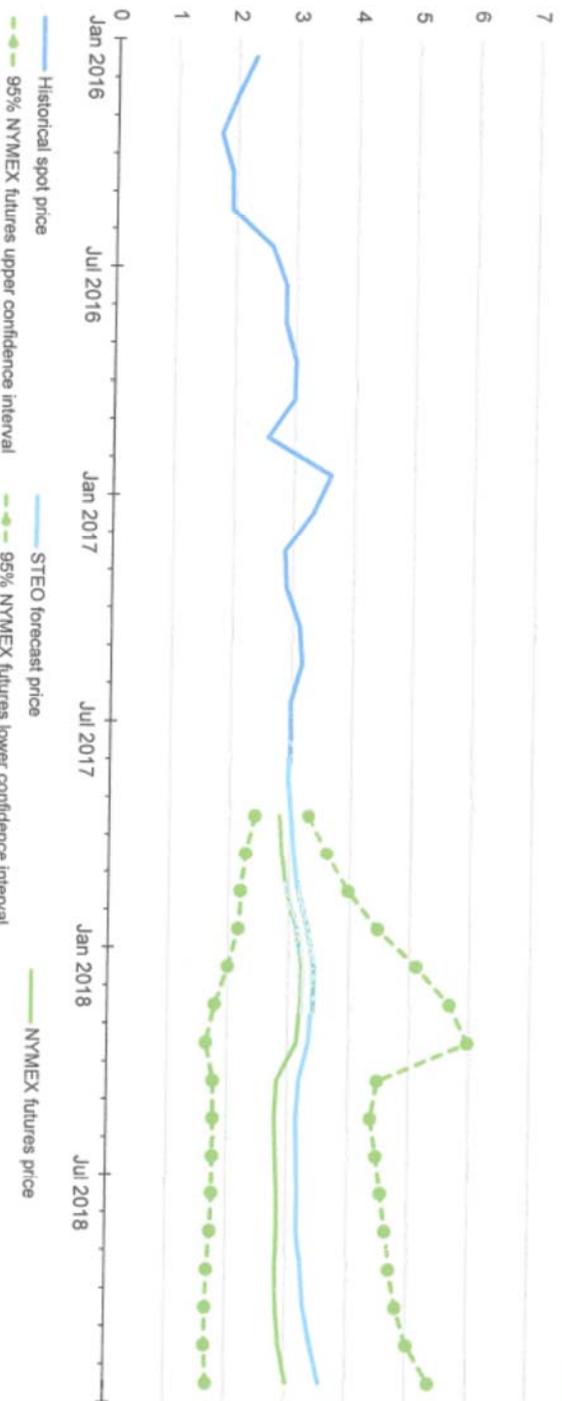


Henry Hub natural gas price
dollars per million Btu

Source: Short-Term Energy Outlook, August 2017.



\$3 to \$4 Natural Gas Prices Projected till January 2020



Note: Confidence interval derived from options market information for the 8 trading days ending Aug 3, 2017. Intervals not calculated for months with sparse trading in near-the-money options contracts.

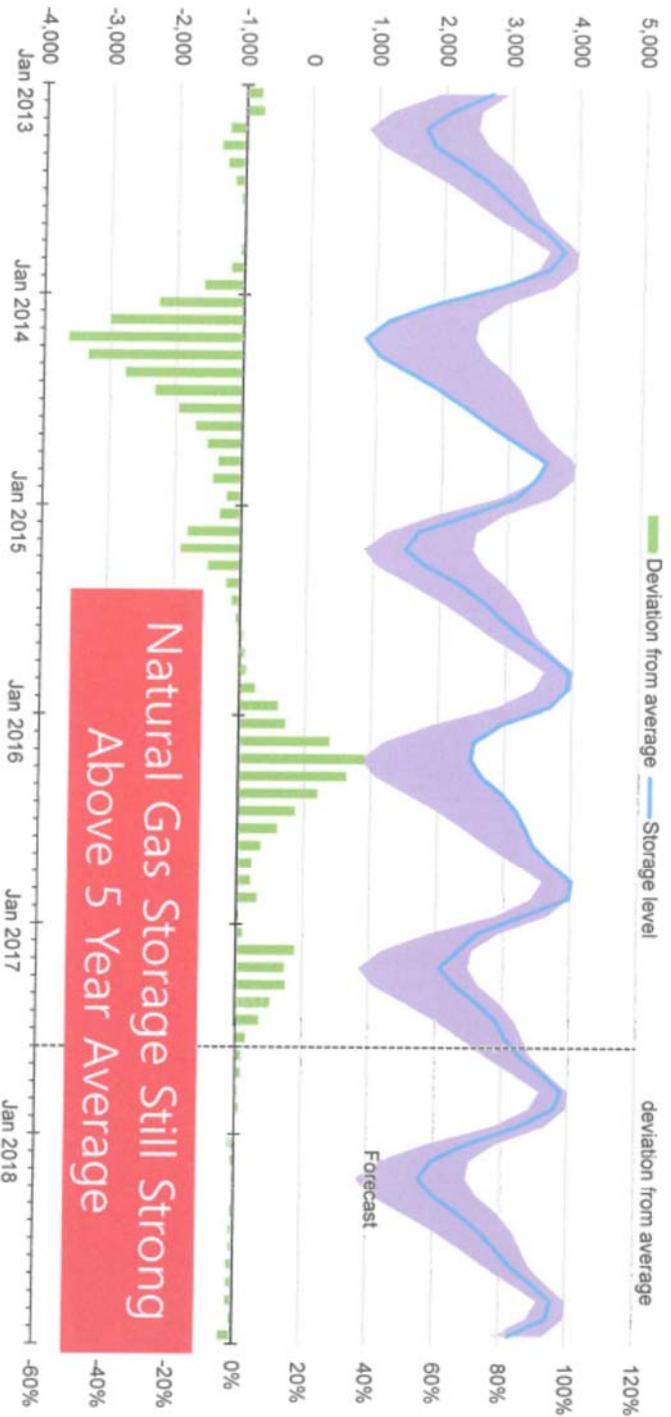
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Natural Gas In Storage



U.S. working natural gas in storage
billion cubic feet

Source: Short-Term Energy Outlook, August 2017.



Note: Colored band around storage levels represents the range between the minimum and maximum from Jan. 2012 - Dec. 2016.

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Natural Gas Production

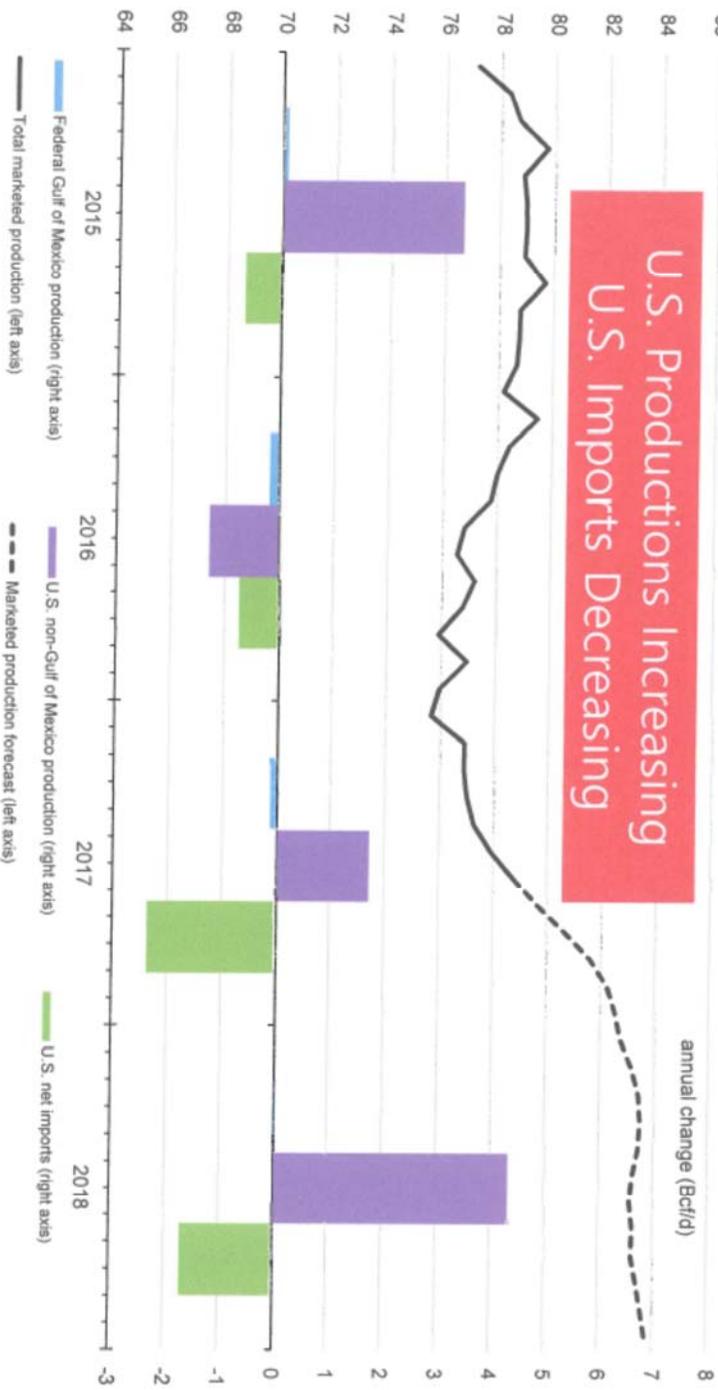


U.S. natural gas production and imports
billion cubic feet per day (Bcf/d)

Source: Short-Term Energy Outlook, August 2017.



U.S. Productions Increasing
U.S. Imports Decreasing



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Next Steps



Given the favorable market conditions PEG, on the behalf of Kendall County, issue Request for Proposals for the following utility supply options:

Electric Supply (5,342,784 total annual kWh)

- Annual Electric Spend \$540,000
- Contract beginning with the June 2019 meter readings
- Contract terms for 12, 18, 24, 30, 36, and 48 months
- Pricing Options for "All Inclusive" fixed supply
- R.F.P. to include single monthly billing and master summary billing options
- Supplier credit approval through out the contract term

Current Rate
\$0.067708/kWh
Target Rate
\$0.06750/kWh

Natural Gas Supply (188,550 total annual therms)

- Annual Natural Gas Spend \$143,000
- Contract beginning August 1, 2019
- Contract terms for 12, 18, 24, 30, 36, and 48 months
- Pricing Options for 100% fixed supply
- R.F.P. to include single monthly billing and master summary billing options
- Supplier credit approval through out the contract term

Current Rate
\$0.3780/kWh
Target Rate
\$0.3680/therm

Progressive Energy Group will submit the R.F.P. to all licensed electric and natural gas retail suppliers with a reply date of September 11, 2017.

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COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY August 7, 2017

Committee Chair Bob Davidson called the meeting to order at 4:03 p.m.

Roll Call: Members Present: Bob Davidson, Tony Giles, Matt Kellogg, Judy Gilmour, Audra Hendrix
With all members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, Interim County Administrator/Technology Director Scott Koppel.

Approve any changes to the County Board Approved July 3, 2017 Facilities Committee Meeting Minutes
– there were no changes to the July 3, 2017 minutes; Member Hendrix made a motion to approve the minutes, second by Member Kellogg. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Director Smiley informed the Committee that Michelle Meyers from Mutual Ground would be addressing the Committee relating to their Lease request and suggested discussing that agenda item when she arrives. Chairman Davidson asked if the committee members were ok changing the agenda to accommodate Ms. Meyers scheduled arrival. Consensus of the committee was to move this item.

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated that the KCFM staff cut down the blinds to fit the new windows. They were re-stained and re-installed. Jim reminded the Committee that there are six (6) to eight (8) more windows to replace in the courtroom and has included the replacement in the five (5) year plan. Mr. Smiley stated that they will continue window replacement in stages as approved. **Project Complete**
2. *Generator System Repairs* – Jim informed the Committee that the recommended generator repairs were completed. **Project Complete**
3. *New Mutual Ground lease at the Courthouse* – Michelle Meyer from Mutual Ground informed the Committee the importance of staying within the space at the Courthouse. Ms. Meyer stated that the number of orders of protection they have been able to obtain have doubled since being in the Courthouse. Motion by Member Hendrix to bring the Lease to the County Board for approval. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
4. *Memo of Understanding between Kendall County & Mutual Ground* – Chairman Davidson stated that he would like the address of the leased space added to the Memo of Understanding. Motion by Member Hendrix to bring to the Memo of Understanding with the revision to the County Board for approval. Second by Member Kellogg. **All members present voting aye. Motion Carried.**
5. *Public Safety Center (PSC) U.P.S. System A/C Unit Replacement* – Jim stated that the KCFM staff completed the electrical hook ups for the system along with installing a flexible wall system to help keep the area cool around the U.P.S. system. Mr. Smiley stated that the vendor came out to start up the system. **Project Complete**

New Business/Projects

1. *Chairman's Report* ;
 - a. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley stated that Healy Bender did not require a contract for this project. They are ok with us sending a letter of approval referencing the approved part of the proposal to start work. The Committee directed Jim to work with the State's Attorney's office to draft and send the letter to Healy Bender.
 - b. *Projects Policy Change* – Jim and Matt Kellogg presented to the Committee a proposed flowchart and written policy for project submittal. Chairman Davidson stated to the Committee to review the plan and finalize it next month then bring it to the Board.
 - c. *Establish a policy for Requests to Film on County Properties* – Mr. Smiley brought to the Committee the findings that other Illinois municipalities have as a filming policy. Interim County Administrator/Technology Director Scott Koppel stated that Andrez is also working on this for the ordinance which would adopt the policy. Mr. Koppel stated that once a written policy is ready it will be brought before the Committee review.
 - d. *2017 Budget to date Review* – Director Smiley informed the Committee that there will be a \$27,000 increase in electric for next year due to increased ComEd distribution costs. Jim also informed the Committee that tracking of the improvements that have been made on the buildings have saved the county approximately \$90,000 - \$100,000 per year in electric costs since 2011. Mr. Smiley also stated that water usage appears to have increased. This can be due to the number of prisoners at Public Safety and in Animal Control due to public/employee use. Jim also informed the Committee that Contractual Services and Equipment Maintenance may be as much as \$30,000 over budget. This is due to costly failures this year that needed repair. Director Smiley is working to balance this overage by cutting back on areas with less impact i.e.; one less cutting a month for landscaping, cutting money for the flooring care along with special projects.
2. *PSC H.V.A.C. & Controls Improvements RFP* – Mr. Smiley stated that the RFP has been written and is ready to be sent to the States Attorney for legal review. Consensus of the Committee is to move the RFP to Legal for review. Member Kellogg motioned to release to the Public once the legal review is complete. Second by Member Hendrix. **All members present voting aye. Motion Carried.**
3. *PSC Wall Sealing* – Jim stated that KenCom stairwell has experienced leaks on and off over the years. Mr. Smiley hired a vendor to water seal the walls and believes this has been resolved. Jim stated that this will continue to be monitored. **Project Complete**
4. *PSC Jail Remote Flush Units* – Director Smiley stated that Sheriff Baird asked Jim to look into adding flush valves that can be remotely activated. Jim and the KCFM staff found that Sloan makes these components specifically designed for jail use. KCFM staff installed the unit and connected it to three (3) cells that Jail command staff wanted to be connected first. Jim put together a procedure memo for Jail command staff to train everyone on how to operate the system. **Project Complete**
5. *PSC Roof Leak Repairs* – Jim informed the committee of roof leaks at the Public Safety Center during the recent heavy rains. Mr. Smiley called in the roofers and they patched some holes that were found. **Project Complete**
6. *Workforce Development Lease at HHS* – Director Smiley informed the Committee that it was discovered the lease expired in January 2017. Instead of asking for a new lease, Workforce Development sent a letter requesting the one (1) year option as stated in their lease but for the letter to be considered retroactively. Workforce Development also requested in the same letter that the second one year option also be approved. The Committee directed Mr. Smiley to accept the request and work with the State's Attorney's office to draft the acceptance letter.

7. *CASA lease at HHS* – Mr. Smiley stated that CASA also has a lease that was expired in January 2017 however CASA was asking for a new multi-year lease. The consensus of the Committee is to stay with one year lease with two (2) one year extension. Jim will notify the State's Attorney's Office to draft a new lease.
8. *2017 Paving RFP* – Jim completed the RFP and sent it to the State's Attorney's Office for review. They will be advertised this week and due August 18th. Mr. Smiley should have results at the September meeting for review.
9. *Snow & Ice Removal RFP* – Director Smiley also completed the RFP and sent it to the State's Attorney's Office for review. They will be advertised this week and due August 18th. Jim should have results at the September meeting for review.
10. *Vendor Registry* – Jim stated that training with Gina from Technology and the Vendor Registry site was completed on July 11th. Mr. Smiley plans on adding the Snow & Ice along with the Paving RFP on the site as soon as they are approved by the State's Attorney's Office.

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

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 Kellogg. **With all members present voting aye, the meeting adjourned at 5:15 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant