

**Facilities Management  
Committee Meeting  
5/4/20 at 4:00 PM  
\*\*\*Online Meeting\*\*\***

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- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the March 2020 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) Animal Control Projects
  - a. Cost Update
  - b. Work yet to be completed
  - c. Estimated completion date
- 2) Carpet Replacement Projects at the Courthouse
- 3) Courthouse BCU Replacement

New Business/Projects

- 1) Chair Report
  - a. Solar Project Update
  - b. County Board Room and Security Improvements
    - i. Project Update
    - ii. Projected timeline
- 2) Public Safety Center Boiler & MZU #4 Controls Upgrade
  - a. Project Update
- 3) A/C Issue at Courthouse MDF room
- 4) A/C Issue at Public Safety Center Jail AHU#6 – South Jail
- 5) COVID 19 Purchases
- 6) Historic Courthouse 2020 Window Replacements
- 7) 2020 Paving Projects

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

Public Comment

Questions from the Press

Adjournment

***Facilities Committee Agenda***  
***May 4, 2020***

**CALL TO ORDER**

- 1) Roll Call
- 2) Determination of a Quorum
- 3) Approval of the March 2020 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

**OLD BUSINESS/PROJECTS**

- 1) Animal Control Projects
  - a. Cost Update
    - i. Total Current Cost \$210,054.42
      1. See attached breakdown sheet
      2. \*\*\*\*\$13,538.00 added for Fiber Optic Backbone
  - b. Work yet to be completed
    - i. Kennel Air Exchange Units and ductwork install. Note: Shipped last week and expected by mid-week this week.
    - ii. Painting of walls & floors
    - iii. Electrical work – Ceiling exhaust fans and trim out new outlets.
    - iv. Data jacks – Trim out
    - v. Ceiling tiles need to be installed after above ceiling inspection planned for this week.
    - vi. Setup new data network with fiber backbone and new data switches
  - c. Estimated completion date
    - i. Still planning for May 22, 2020. Depends on Kennel systems delivery and installation week of May 4<sup>th</sup>.
- 2) Carpet Replacement Projects at the Courthouse
  - a. The carpeting is in the vendor's warehouse.
  - b. Director Smiley has tentatively setup to move courtroom and Judges Chambers furniture on Wed. & Thurs. May 6&7. Carpeting would be installed in the chambers starting Friday May 8<sup>th</sup> and into the following week depending on progress. Once this part of the project is completed, we will schedule another day to start the remaining courtroom.
- 3) Courthouse BCU Replacement
  - System is operating on the new panels now for a few weeks.
  - Director Smiley is waiting for the graphics to be completed on the computer and as-built drawings to be completed.

**New Business/Projects**

- 1) Chair Report
  - a. Solar Project Update
    - i. Trees have been removed. GRNE is working with the tree removal company to make sure they are complete with their work.
    - ii. Fence contractor Paramount Fence is planned to start in the next couple of weeks. Currently they plan to be complete by early June.
    - iii. PV Modules are in production and are scheduled to arrive in June.
    - iv. GRNE plans to order the electrical equipment in the next few weeks.
    - v. Final engineering is being done on the racking.. Fabrication should start in the next few weeks.
    - vi. GRNE is working on routes for the interconnections to the facilities. GRNE requested drawings on site elevations and ground topo from Director Smiley last Friday. Jim plans to get that information to GRNE by mid-week this week.
    - vii. ComEd has been paid for the electrical upgrades needed. These include a replacement transformer at the Courthouse and interconnections at the Public Safety Center, Courthouse and Health facilities.

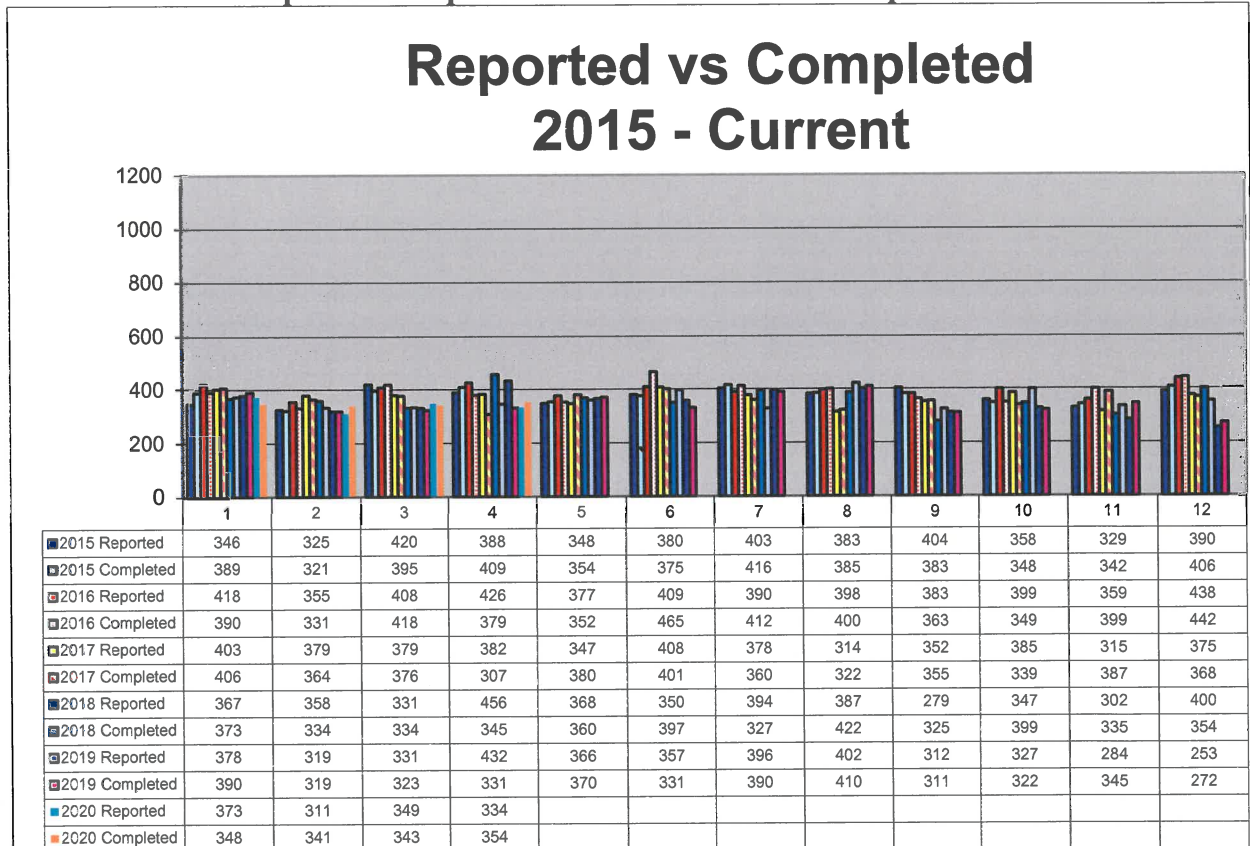
- b. County Board Room and Security Improvements
  - i. Project Update
    1. Director Smiley received 50% drawings and specifications last week.
    2. Jim is in the process of reviewing these documents along with CA Koeppel and Chair Kellogg.
    3. Dewberry tentatively setup review meetings for Tuesday, May 5, 2020. But Director Smiley has asked for that to be rescheduled until Dewberry provides larger drawings and printed specifications to him. Jim hopes to have these documents this week. Then hopefully reschedule the review meeting for the week of May 11, 2020.
  - ii. Projected timeline
    1. Review 50% drawings week of May 11, 2020.
    2. Review 100% drawings and specifications in June.
    3. Bid by end of June.
    4. Start construction late July to early August.
- 2) Public Safety Center Boiler & MZU #4 Controls Upgrade
  - a. Project Update
    - i. Trane was able to get onsite early due to the County being an essential business and their other work being delayed due to COVID 19.
    - ii. So, the new controls have been installed and the systems have been operating on them for the past couple of weeks.
    - iii. Director Smiley requested that a couple of heating valves also be replaced as part of the project. So, we are waiting for materials in order for them to be installed.
    - iv. Mr. Smiley is waiting for graphics and as-built drawings for this project also.
- 3) A/C Issue at Courthouse MDF room
  - The unit failed and is being replaced under the equipment repair line in the Facilities budget.
  - Estimated replacement cost is \$15,000.00.
  - Director Smiley hopes to have this completed in the next couple of weeks.
- 4) A/C Issue at Public Safety Center Jail AHU#6 – South Jail
  - The coil on the outside unit developed several leaks. This coil was replaced 4 years ago at a cost of \$11,000.00. So, Director Smiley requested to try and repair the coil instead of replacing it again. This work is scheduled for Tuesday May 5-6, 2020.
- 5) COVID 19 Purchases
  - Facilities has ordered many items to help combat the current virus situation. These include: Disinfectant Wipes/Mixable product & spray bottles.
  - Automatic dispensers to have at each facilities entrance as you would see in a retail store, plastic guards for the desks in the courtrooms 111-116, Glass for the counters at the County office building including the Treasurer's, Voting, Recorder, PBZ, Clerk, Assessor and Administration offices, Health dept. side counters both levels and glass in front of two positions at the main counter, at the Circuit Clerk's main counter transaction points, Circuit Clerk anti-room & sliding glass for the lower open parts of the Public Defender's reception desk.
- 6) Historic Courthouse 2020 Window Replacements
  - Down payment has been made.
  - Drawings have been developed and the windows are ordered.
  - Director Smiley is waiting for a production schedule and final installation.
- 7) 2020 Paving Projects
  - Prices came in much better than expected. Plus the city has the planned paving for the Westside parking spaces along Main St. in their 2020 road program.
  - Director Smiley is also getting prices to redo several sidewalk areas at both campuses as a separate project since the pricing came in better than expected.
  - Contracts have been signed by the vendor and the county.
  - Director Smiley is waiting for a schedule for the paving to begin.

April 2020

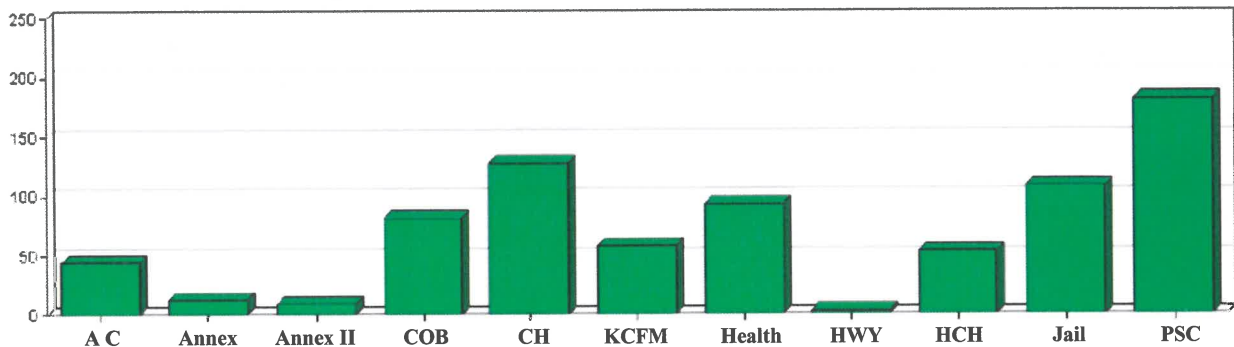
Staffing/Training/Safety:

Possible Work Hours (5 employees @ 8 hrs)	1,056.00	1,056.00	720.00
Paid/Unpaid Leave	56.00	26.00	48.00
Holiday	24.00		96.00
Bereavement	0.00	0.00	0.00
* FMLA			104.00
<i>Regular Productive Hours</i>	976.00	1,030.00	576.00
Overtime Worked	26.00	21.00	35.50
<i>Total Productive Hours</i>	1,002.00	1,051.00	611.50

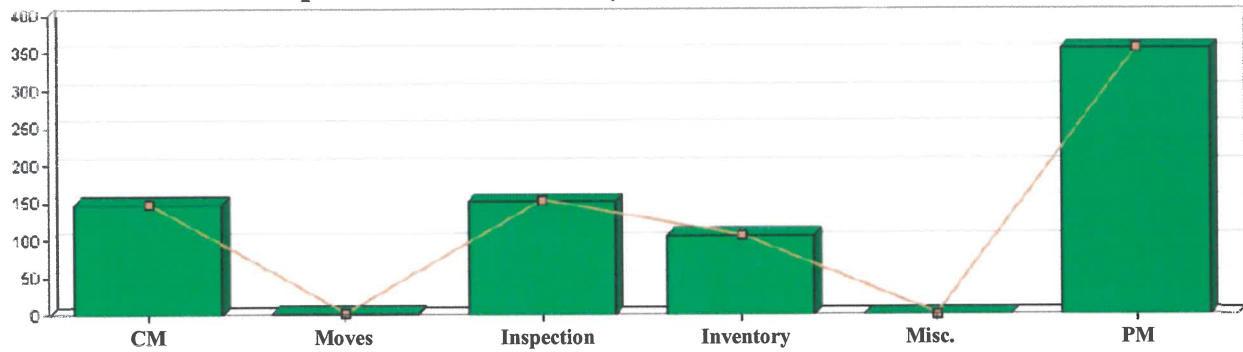
Reported/Completed Work Orders March & April 2020



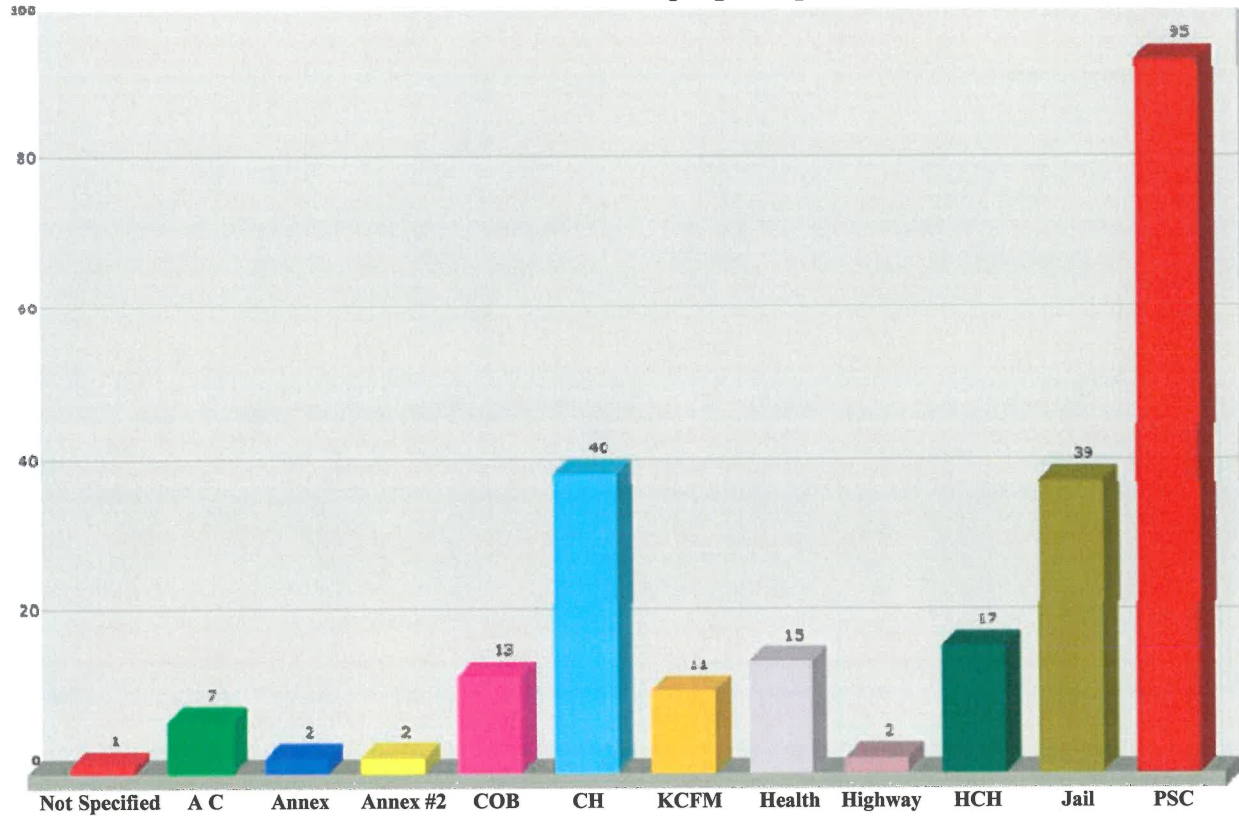
Reported Work Orders by March & April 2020



**Reported Work Orders by Task March & April 2020**



**Work Orders Remaining Open April 2020**



Executive Session

**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on June 1, 2020. TBD if the meeting will be scheduled and if it will be in person or a remote meeting.

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, MARCH 2, 2020**

Committee Chair Matt Kellogg called the meeting to order at 4:00 p.m.

**Roll Call:** Members Present: Amy Cesich, Matt Kellogg, Judy Gilmour  
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 February 3, 2020 Facilities Committee Meeting Minutes** – There were no changes to the February 3, 2020 minutes; Member Cesich made a motion to approve the minutes, second by Member Gilmour.  
**With enough present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Cesich made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

Member Cesich made a motion to amend the agenda to move item number three (3) under new business to be moved after the Public Comment. Member Gilmour second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Animal Control Project* – Director Smiley reviewed the bid results and presented them to the Committee. Peter Perilla is the lowest bid and their reference check which came back excellent. Approval of the contract is on the County Board agenda for Tuesday March 3, 2020. Director Smiley also reported on current cost projections and reported the cleaning process of the garage has begun.
2. *Sally Port Elevator Controls Project* – Director Smiley reported the sump pump and electrical outlet have been installed and the lighting has been updated. Elevator passed re-inspection. **Project Complete.**
3. *Carpet Replacement Projects at the Courthouse* – Director Smiley reported the carpet is shipping the week of March 18<sup>th</sup>. Jim spoke with Judge Pilmer about installation the week of March 30<sup>th</sup> for installation. Jim is coordinating with the carpet vendor.
4. *Sign project for new Illinois Statute for Single Use Bathroom* – Director Smiley reported all signs but the courthouse bathrooms are installed. These signs were ordered for the wrong size by the supplier. Mr. Smiley stated the sign company is sending new frames at no charge, once received they will be installed.
5. *Public Safety Center Door Release Buttons* – Director Smiley reported the last release button was installed. **Project Complete.**
6. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley approved the submittals for the BCU. Jim was informed materials should be received at any time and will schedule installation once received.

7. *Mutual Ground New Space at the Courthouse* – Director Smiley informed the Committee the mail equipment has been moved to the new location. The new sign was ordered, the office was repainted, and the furniture was moved in on February 21, 2020.
8. *Health Department Dental Office* – Per FM Committee direction, Director Smiley sent an email to the Health Department to set up a meeting with Dr. Tokars, Chair Kellogg, County Administrator Koeppel, and Director Smiley along with the Health Department’s Finance Manager and a Health Department board member. The Health Department’s response was they would be setting their own meeting with Kluber to discuss the proposal. Recently, Director Smiley called Kluber and was told there is no meeting currently scheduled. Director Smiley emailed Steve Curatti and Dr. Tokars for status and was informed the meeting would be set up with the Health Department through their Finance Department soon.

### **New Business/Projects**

#### 1. *Chair’s Report*

- a. *Solar Project Update* – Arnie Schramel from Progressive Energy informed the committee the City of Yorkville granted the change to the fence and landscape. The Enterprise Zone is in the final completion stages. Discussion on GRNE Energy’s request of Kendall County to review and enter into an assignment agreement. Motion by Member Cesich to have the State’s Attorney’s Office review the Assignment Agreement by GRNE Energy. Second by Member Gilmour. **All members present voting aye, Motion Carried.**
  - b. *CenterPoint Energy Sale & Effect on Current Contract* – Arnie Schramel from Progressive Energy informed the Committee CenterPoint Energy has been sold to Equity Energy Capital Partners. Mr. Schramel reported the contract will remain in place and will be honored by the new company. The committee requested Mr. Schramel to contact the new company and obtain in writing Kendall County’s current contract and pricing will be honored.
  - c. *Forest Preserve Lease* – The approval the Lease, Pickerill House storage license and the Memorandum of Understanding (MOU) are on the March 3, 2020 County Board agenda. County Administrator Koeppel explained the License for the storage space at the Pickerill house amount needs to be reduced by \$500.00 to cover the Forest Preserve handling of short term rentals at the Historic Courthouse. A motion will be made at the meeting at the Forest Preserve and County Board meetings on Tuesday, March 3, 2020 to address this change. After passage of these documents an Intergovernmental Agreement (IGA) will need to be drafted for the handling of the room rentals by the Forest Preserve for Kendall County.
  - d. *County Board Room and Security Improvements Meeting* – Director Smiley submitted an updated floor plan for discussion and review of recently updated floor plans. Jim will make requested modifications and send to Dewberry. Mr. Smiley provided a guess of late June to July for the start of the remodeling of the County Boardroom.
2. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley stated a preliminary price for budgeting was received at \$60,000.00 which was submitted and approved in the 2020 capital budget. When the project quote was received the amount was \$62,100.00. Chair Kellogg and Director Smiley said they knew of other projects in this fund source, that will come in less costly. The consensus of the committee is to move item to the March 18, 2020 County Board meeting for approval.

3. *Discussion and Approval of an IGA between Kendall County and Little Rock Township* – County Administrator Koeppel informed the committee Little Rock Township Commission approved to work with Kendall County to rehab the cemetery and have a long term relationship to maintain the cemetery. Discussion on insurance requirements, record keeping and equipment, labor use and consideration. The ideal time to start the cleanup process will be soon before spring blooms. Motion by Member Gilmour to have the State’s Attorney’s Office draft and Intergovernmental Agreement (IGA) between Kendall County and Little Rock Township. Second by Member Cesich. **All members present voting aye, Motion Carried.**
  
4. *Discussion of Sealcoating Bid and Joint Purchasing* – County Administrator Koeppel explained to the committee in an effort to save costs local municipalities have been partnering up and currently a sealcoating project is needed at Oswego and the Park District. Mr. Koeppel asked the committee if Kendall County is to become part of the joint project, whether the State’s Attorney’s Office should look at the contract prior to the bid or after. Chair Kellogg suggested the State’s Attorney’s Office review the RFP and contract in the best interest of all municipalities involved before the bid release instead of each city using their own attorney. The committee agreed with Chair Kellogg. Mr. Koeppel will inform Oswego of the committee’s decision to have the SAO review the bid packet and contract in the best interest for all involved before the release. Director Smiley is meeting with Fran at Highway to determine how much paving costs will be for planned 2020 projects. Once this is done Jim will have a better idea how much money would be available for seal coating, crack filling and stripping County parking lots.

**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
  
- Director Smiley received bids for the electrical work for the Animal Control project and requested to bring the winning bid to the March 18, 2020 County Board Meeting for approval. The committee approved the move.

**Questions from the Media** – None

**Executive Session** – None

**Adjournment** – Chair Kellogg asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:01 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant



Animal Control Projects

5/1/2020

Doors, Windows and Selected demo.

Vendor	Service Provided	Cost	Actual Cost	Order Date	Due Date
KCFM Staff	Removal of lighting, diffusers and grille in ceiling areas of offices and kennels.	\$ 3,240.00	\$ -		
	Build Walls in Hallway & Kennel	\$ 3,000.00	\$ 3,000.00		
Waste Company	Disposal of materials.	\$ 900.00	\$ -	Not Needed	
New Age Masonry	Infill existing intake/Exhaust openings.	\$ 21,850.00	\$ 21,850.00	2/25/2020	3/16/2020
	Cut in new openings.				
	Cut in new windows openings.				
	Door cut in.				
	Fix Interior Wall after Demo.	\$ 900.00	\$ 900.00		
	Cut Holes for new Ductwork	\$ 1,000.00	\$ 1,000.00		
Midwest Concrete	Demo Office Curb, Repour floor and Install Pads & Door Stoop	\$ 5,620.00	\$ 4,570.00	2/25/2020	3/16/2020
Security Builders	Hollow metal door frames.	\$ 3,000.00	\$ 3,000.00	2/25/2020	In
	Finish hardware allowance.	\$ 3,000.00	\$ 2,025.00		Stock
	Alternate for auto open operators.	\$ 3,800.00			
Glasshopper	Aluminum Storefront frames with thermo pane per Healy Bender spec's	\$ 14,800.00	\$ 14,800.00	1/9/2020	3/5/2020
Lights	Kennel area replacement	\$ 9,660.50	\$ 9,660.50	2/24/2020	
	ComEd Rebate	\$ (2,669.68)	\$ (2,669.68)		
Ceiling tiles FBM Sales	Cleanable for office areas KCFM staff to replace *Est.	\$ 2,000.00	\$ 525.60		
HVAC	Peter Perella & Co.				
	Kennel Areas	\$ 40,000.00	\$ 40,000.00		
	Office area from bid	\$ 34,200.00	\$ 34,200.00		
	Alt#1 Split System Viewing Area	\$ 6,250.00			
	Prep & Clear Coat Spiral Ductwork	\$ 3,800.00			
	Remove Remaining Ductwork & Replace	\$ 5,975.00	\$ 5,975.00	3/17/2020	
Epoxy painting Cleaner Living Services	Kennel areas and new Directors office from bid	\$ 11,000.00	\$ 11,000.00		
	Interior Hallway Walls	\$ 5,600.00	\$ 5,600.00		
	Paint Laundry, bathroom & Kitchen	Added	\$ 4,000.00		
Misc.	Drywall painting unknown items	\$ 5,000.00	\$ 5,000.00		
	Kennel Ceilings & Ductwork Painting	\$ 5,000.00	\$ 5,000.00		
	Prep Roof & Walls, decking & beams	\$ 4,885.00	\$ 4,885.00	3/24/2020	
	Remove existing Roof Deck Insulation & spray R21 to perimeter and R14 to Roof Deck	\$ 3,570.00	\$ 3,570.00	3/24/2020	
	Add 1" of insulation to roof deck R21	\$ 1,440.00	\$ 1,440.00	3/24/2020	
	Paint Kennel Ceilings Black	\$ 2,135.00	\$ 2,135.00	3/24/2020	
Electric	Lighting, Outlets, Switches, Data Door Openers, Security	\$ 7,300.00	\$ 7,300.00	3/18/2020	
	HVAC Office Systems	\$ 3,675.00	\$ 3,675.00	3/18/2020	
	HVAC Kennel Areas	\$ 4,075.00	\$ 4,075.00	3/18/2020	
	Split System - Viewing Area	\$ 1,300.00			
	Fiber Optic Backbone	Added	\$ 13,538.00	4/22/2020	
	Totals			\$ 210,054.42	
	Split System Option		\$ 6,250.00		
	System		\$ 1,300.00		
Totals with Split System	Electric		\$ 217,604.42		



Project Design	Start	End	Month															
			Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb				
			W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Site Evaluation	3/1/2020	4/3/2020																
Tree Clearing	3/5/2020	4/10/2020																
Final Engineering	3/27/2020	4/28/2020																
<b>Equipment Procurement</b>																		
PV Modules	1/15/2020	7/1/2020																
Racking	4/4/2020	7/24/2020																
Inverters	4/24/2020	6/28/2020																
Major Electrical Equipment	4/22/2020	8/7/2020																
<b>Installation</b>																		
Site Prep	4/25/2020	6/18/2020																
Fence Construction	4/25/2020	5/20/2020																
South Landscaping	5/20/2020	6/6/2020																
Electrical Underground	5/25/2020	7/20/2020																
Racking	6/30/2020	9/18/2020																
PV Modules	7/20/2020	9/30/2020																
<b>Commissioning</b>																		
DC Inspection	9/25/2020	10/16/2020																
AC/Interconnection Inspection	10/1/2020	10/21/2020																
Final Completion	10/22/2020	11/1/2020																
<b>Monitoring</b>																		
Ongoing Monitoring																		



# Dewberry®

## Cost Estimate

50% CD

Kendall County Office Building – Board Room Renovations

111 W. Fox St.

Yorkville, Illinois, 60560

<u>Mechanical Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Demolition	\$500.00	\$4,000.00	\$4,500.00
New Work	\$5,970.00	\$16,530.00	\$22,500.00
Total for Mechanical Work:	\$6470.00	\$20,530.00	\$27,000.00

<u>Electrical Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Electrical Work	\$65,000.00	\$35,650.00	\$100,650.00
Total for Electrical Work:			\$100,650.00

<u>Security Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Security Work	\$41,275.00	\$15,440.00	\$56,715.00
Total for Security Work:			\$56,715.00

<u>A/V Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
A/V Work	\$104,440.00	\$21,500.00	\$129,540.00
Total for A/V Work:			\$129,540.00

<u>Digital Signage Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Signage Work	\$16,324.00	\$6320.00	\$22,644.00
Total for Signage Work:			\$22,644.00

<u>Architectural Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Demolition	\$1,000.00	\$6,400.00	\$7,400.00
New Work	\$30,780.00	\$28,520.00	\$59,300.00
Dais Casework	\$22,450.00	\$12,300.00	\$34,750.00
Total for Architectural Work:	\$54,230.00	\$47,220.00	\$101,450.00

<u>Total Project Cost Estimate:</u>	<u>Material</u>	<u>Labor</u>	<u>Total</u>
Board Reno	\$287,739.00	\$146,660.00	\$285,815.00
Furniture Supply & Installation			\$66,560.00
Total for Board Room Reno:			\$504,559.00