

**Facilities Management
Committee Meeting**

6/10/2020 at 4:00 PM

***** 111 W. Fox St *****

***** Rooms 209 & 210 *****

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the May 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
- 4) Public Safety Center Boiler & MZU #4 Controls Upgrade
 - a. Project Update
- 5) A/C Issue at Courthouse MDF room
- 6) A/C Issue at Public Safety Center Jail AHU#6 – South Jail
- 7) COVID 19 Purchases
- 8) Historic Courthouse 2020 Window Replacements
- 9) 2020 Paving Projects
 - a. Sidewalk Replacement Discussion

New Business/Projects

- 1) Chair Report
 - a) Solar Project Update
 - b) County Board Room and Security Improvements
 - ii) Project Update
- 2) Phone Systems Replacement
- 3) Traffic Court Setup at Yorkville High School
- 4) Social Distancing measures to Re-Open Facilities
- 5) Comcast Fiber Circuit Install at PSC
- 6) 2020 Van Purchase Discussion

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

June 10, 2020

Call to Order

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

OLD BUSINESS/PROJECTS - Updates

1) Animal Control Projects

a. Cost Update

- i. Total Current Cost \$208,099.20
 1. See attached breakdown sheet

b. Work yet to be completed

- i. Mount Shelving in Laundry room.
- ii. Finish installing new door handles and door bumpers.
- iii. Install remaining ceiling tiles.
- iv. Final inspection & occupancy permit scheduled with City Inspector.

c. Estimated completion date

- i. Project was completed last week other than additional landscaping work not originally included in the project.
- ii. Director Smiley met with our landscaper and is waiting for the price to come back. Jim is hoping to keep this to \$5,000.00 or so.
- iii. Work would include:
 1. Adding a landscaped area near the main entrance, where the handicapped ramp to the trailer is located.
 2. Remove bushes on the North side and replace with new materials.
 3. Level out cage area in front North side and area by new AC pad and door stoop and add mulch.

2) Carpet Replacement Projects at the Courthouse

- **Project complete.**

3) Courthouse BCU Replacement

- No change. Remaining items are the graphics & as-built drawings to be completed.

4) Public Safety Center Boiler & MZU #4 Controls Upgrade

- No change. Project Update - Remaining items are the graphics & as-built drawings to be completed.

5) A/C Issue at Courthouse MDF room

- The new system was replaced the week of the June 1, 2020.
- The system was started up June 8, 2020.
- **Project complete.**

6) A/C Issue at Public Safety Center Jail AHU#6 – South Jail

- Coil repairs were completed a couple weeks ago.
- The system was recharged and has been operating properly now since it was repaired.
- **Project complete.**

7) COVID 19 Purchases

- Running total for KCFM purchases is \$42,837.21.
- Need to discuss any additional “sneeze guards” needed for the Historic Courthouse or the Health facility.

8) Historic Courthouse 2020 Window Replacements

- Projection for installation is mid-August at this time.

9) 2020 Paving Projects

- a. Sidewalk Replacement Discussion

New Business/Projects

1) Chair Report

a) Solar Project Update

- a) Drawings of the proposed electrical pathways were provided to Director Smiley.
- b) Mr. Smiley reviewed and made comments and asked questions that need to be answered before we can give GRNE a go ahead with their plans.
- c) Jim also discussed with Chair Kellogg who needs to be involved in the final decision for pathways and connectivity to the buildings. Matt directed Jim to go over the plan with Sheriff Baird once Jim gets responses on his questions.

b) County Board Room and Security Improvements

iv. Project Update

1. Director Smiley received 95% drawings and specifications last week.
2. Dewberry plans to present the programming of the project to the entire County Board at the COW meeting on June 11, 2020.
3. The goal is to get an ok to proceed to bid on the project.

v. Projected timeline

1. Still plan to start construction late July to early August if we get approval to bid and decide to go forward with the project.

2) Phone Systems Replacement

- Director Smiley was advised that next year analog circuits may not be available. So Mr. Smiley informed CA Koeppel that we need look at replacing the existing systems prior to February 2021 when the analog circuits are due for a new contract again.
- CA Koeppel, Directors Smiley & Kinsey started talks with a couple of different providers of cloud based systems.
- Once we decide how we want to handle the selection of the system we will be setting up meetings with Department heads and elected staff to determine the needs of each area.
- The goal is to replace the current systems by the end of the year.

3) Traffic Court Setup at Yorkville High School

- Director Smiley coordinated setup with Court Security, Judicial and High School staff.
- Table cloths with the 23rd Circuit and State seal were purchased to cover tables being set on the stage for the Judge, State's Attorney and Public Defender staff to use.
- A densitometer (metal detector) was brought over to use for screening.
- The school district provided tables and radios to use for Court Security.
- Highway Department made and installed signs in front of the school and courthouse.
- The Sheriff's office setup a message board at the Courthouse directing people to traffic court also.
- **Project complete.**

4) Social Distancing Measures to Re-Open Facilities

- Glass was added at the Courthouse, Health & Human Services counters and County Office Building counters.
- Plastic shields were added to all courtroom bench positions except for the Judges position. The Judge sits high enough away to not have to be included in this measure.
- Desks at the County Board room were moved apart so that 6' is between them. Additional skirting and electrical bars were added to make the area functional again.
 1. Audience seating was removed and remaining chairs have been spaced 6 feet apart.
 2. Seating was removed from the long narrow bench to maintain 6' distance between chairs as well.
- **Project complete.**

5) Comcast Fiber Circuit Install at PSC

- Technology Services had a new circuit installed yesterday.
- **Project Complete for KCFM involvement.**

6) 2020 Van Purchase Discussion

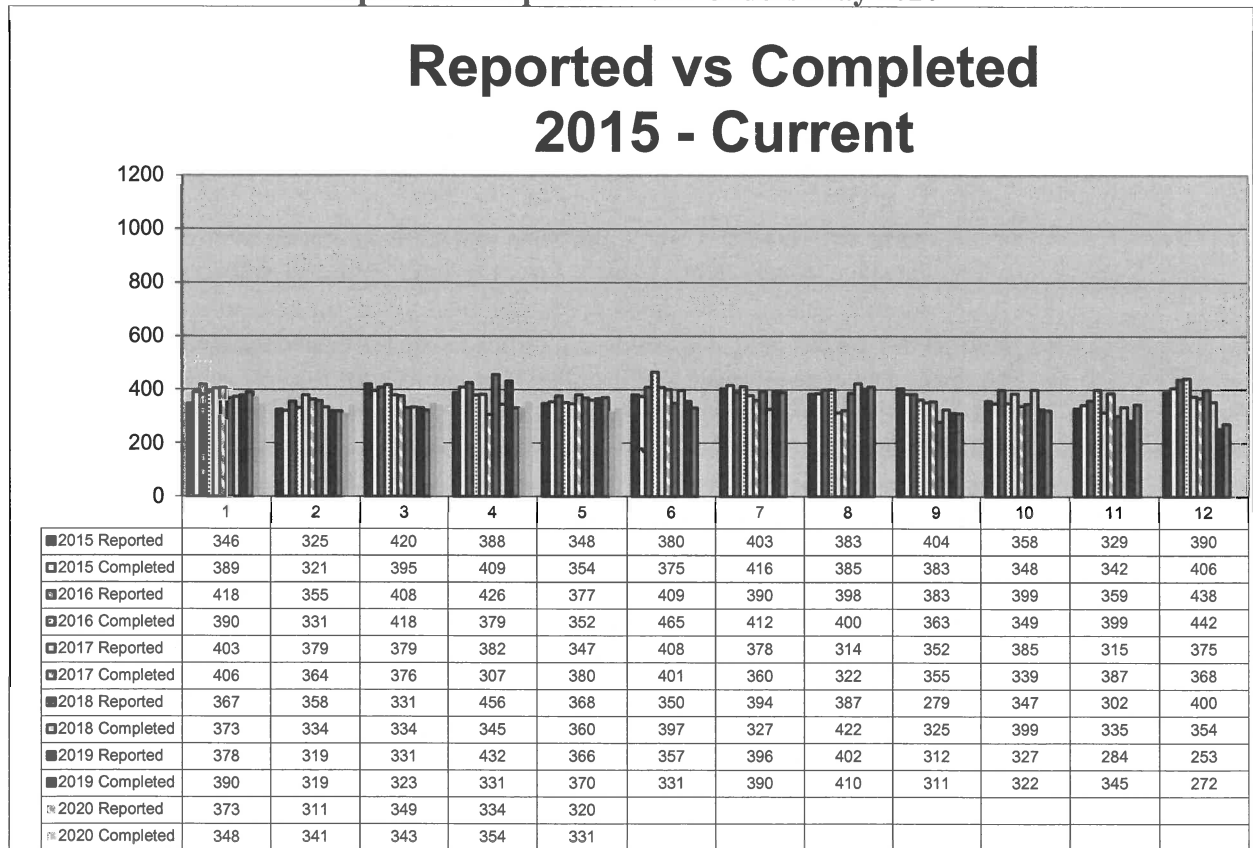
- Jim found that vans like we are planning to purchase had 6 month lead times prior to the COVID 19 set in. Now Ford is giving 8-9 month lead times for new orders.
- Director Smiley had Christina research costs for the van replacement on the State procurement site.
- Mr. Smiley also got pricing from Gjovick Ford in Sandwich. Jim found that Gjovick has three vans onsite and were able to provide pricing as was found on the State site.
- So, Mr. Smiley would like approval of the committee to forward this item to the County Board for purchase approval with Gjovick Ford.
- \$35,000.00 was budgeted and approved in the 2020 Capital budget.
- Total van cost with Gjovick Ford including internal storage bins is \$26,795.00.
- KCFM will also need to have our sign company logo and letter the van once it is delivered.

May 2020

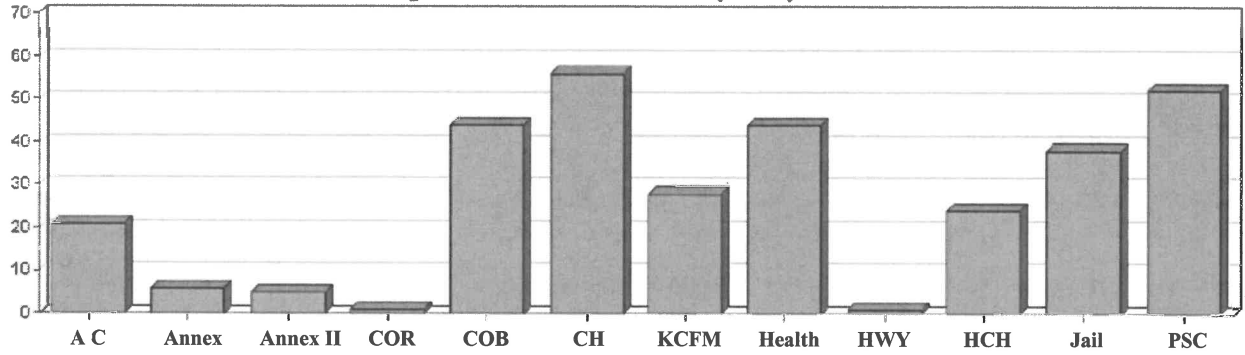
Staffing/Training/Safety:

DESCRIPTION	May-20	Apr-20	Mar-20
Possible Work Hours (6 employees @ 8 hrs)	960.00	1,056.00	1,056.00
Paid/Unpaid Leave	64.00	56.00	26.00
Holiday	48.00	24.00	
Bereavement	0.00	0.00	0.00
* FMLA			
<i>Regular Productive Hours</i>	<i>848.00</i>	<i>976.00</i>	<i>1,030.00</i>
Overtime Worked	17.50	26.00	21.00
<i>Total Productive Hours</i>	<i>865.50</i>	<i>1,002.00</i>	<i>1,051.00</i>

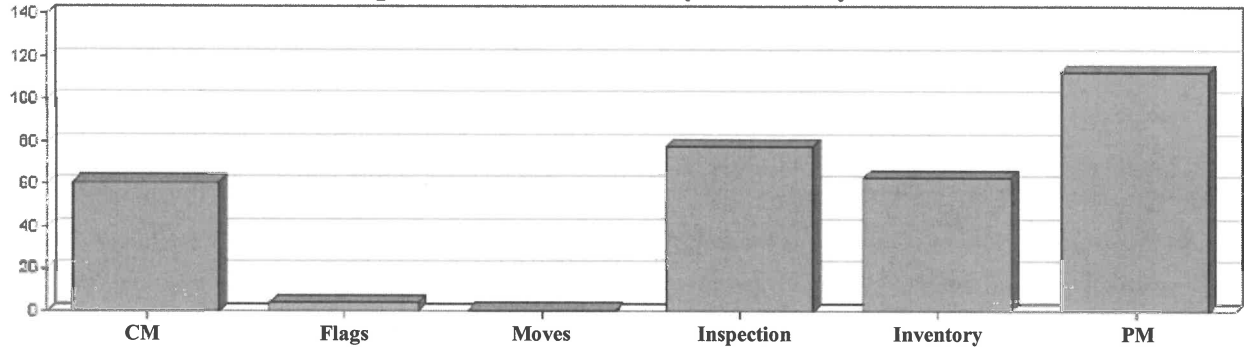
Reported/Completed Work Orders May 2020



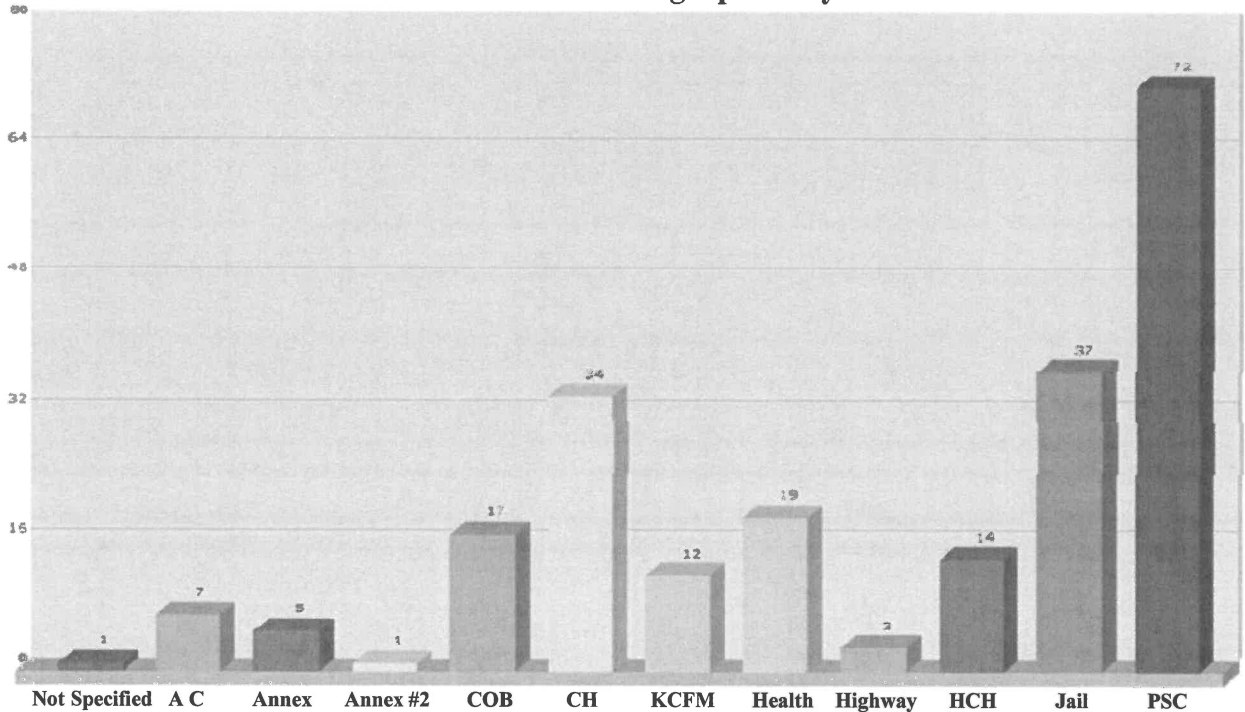
Reported Work Orders by May 2020



Reported Work Orders by Task May 2020



Work Orders Remaining Open May 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 July 6, 2020. 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, MAY 4, 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, 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 Koeppel

Approve the March 2, 2020 Facilities Committee Meeting Minutes – There were no changes to the March 2, 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 Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Animal Control Project* – Director Smiley informed the Committee of current costs of the renovation project total \$210,054.42. The extra cost is mainly due to adding a new fiber optic network circuit to this facility. Director Smiley stated in the past when lightning storms occurred the lightening protection devices would blow out, causing the network to go offline. Mr. Smiley, Chair Kellogg and County Administrator Koeppel discussed this issue and Director Smiley was directed to add the fiber optic circuit to replace the existing copper trunk data circuit to the building. Total cost for the fiber optic circuit installation is \$13,538.00. Mr. Smiley also stated the air exchangers for the kennels have shipped from Canada, installation will occur when they are received. Jim also informed the Committee the old paint removal process has begun. The electricians are wiring the exhaust fans, trimming out the outlets, data jacks and boxes for a future card access system. Mr. Smiley hopes to have the ceiling tiles and new lights fixtures installed next week after the City of Yorkville inspection.
2. *Carpet Replacement Projects at the Courthouse* – Director Smiley is waiting for background screens to be completed before the installation can begin. As soon as the screens are approved, KCFM techs will begin to empty CR 113 with old carpet removal and installation tentatively scheduled to begin May 8th.
3. *Courthouse BCU Replacement Utilizing the U.S. Communities Contract* – Director Smiley stated the system has been running for a few weeks. There are a few punch list items that need to be completed.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Director Smiley informed the Committee the trees have been removed from the site. The shrubbery that is left will be part of the new landscaping around the solar field. Mr. Smiley will meet next week with the fence contractor to discuss their plan. It is anticipated that the solar panel equipment will be arriving in June. Electrical equipment will be ordered in the next few weeks. GRNE is in the final engineering stage. GRNE requested drawings of underground utilities. Director Smiley informed the Committee electrical upgrades will be needed as follows: the transformer at the Courthouse will need to be replaced and the interconnections at the Public Safety Center will need to be upgraded.

- b. *County Board Room and Security Improvements Meeting* – Director Smiley will be receiving 50% drawings by Tuesday, May 5, 2020. Dewberry, Mr. Smiley, CA Koeppel an Chair Kellogg will be meeting next week to review the 50% drawings. Jim anticipates a timeline of; 100% review of drawings and specification later this month and out to bid by the end of June. Director Smiley estimates construction to start late July to early August.
2. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley informed the Committee this project began sooner than expected. The new controls have been installed and the system has been operating the last few weeks. Jim requested some heating valves be replaced which have been ordered. Mr. Smiley stated there are a few punch list items that need to be completed.
3. *A/C Issue at Courthouse MDF room* – Director Smiley informed the Committee the unit located in the computer data and phone system room has failed. The cost to fix the existing unit versus replacing it with a new unit is nearly the same. Director Smiley decided to replace with a new unit since it's already 11 years old. This will be paid for under the equipment repair line item on the Facilities Maintenance budget. The cost is \$15,000.00.
4. *A/C Issue at Public Safety Center Jail AHU#6 – South Jail* – Director Smiley stated this unit was installed in 2006 and the coil was replaced 4 years ago at a cost of \$11,000.00. Mr. Smiley stated another failure has occurred to the coil and was recommended it be replaced. Jim would like to try to repair the coil instead of replacement. Work is scheduled for tomorrow barring weather issues.
5. *COVID 19 Purchases* – Director Smiley estimated spending between \$20,000.00 to \$30,000.00 on items due to COVID – 19. Items purchased are disinfect wipes and gallons of mixable disinfect spray, Automatic Hand Sanitizer dispensers with stand to be placed in the vestibules of the buildings however as of right now the replacement cartridges for these dispensers are hard to find and are on back order. Judge Pilmer requested acrylic shielding on the desks in the courtrooms 111 -114 and these were purchased and completed. These shields will not work at Fox Street as that site has stand up counters. So, Mr. Smiley had a glass vendor quote tempered glass for the counters for the Treasurer, Voting, Recorder, PBZ, Clerk, Assessor and Administration offices along with the Health department side and main counters on both levels, Circuit Clerk's main counter transaction points, Circuit Clerk anti-room and sliding glass for the lower open parts of the public defender's reception desk. The quote received was \$15,600.00 including installation and will take 5-10 business days to receive.
6. *Historic Courthouse 2020 Window Replacements* – Director Smiley stated down payment has been made, the drawings have been developed and the windows have been ordered. Mr. Smiley is waiting for a production schedule and final installation timeline.
7. *2020 Paving Projects* – Chair Kellogg stated the budget for the project was \$107,500.00 and the bid came in significantly lower than budgeted. Also Director Smiley found out the City of Yorkville will pave the Westside parking spaces along Main Street this year as that is their property. Chair Kellogg stated the \$39,219.00 left from the paving project could be used toward the COVID supplies purchases. However, Director Smiley is also getting pricing to replace several sidewalks at The Health Department, Public Safety Center and the Courthouse. To be determined if we do these repairs once Jim has pricing form the vendor.

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 – Katie Finlon, Kendall County Record, requested clarification on which fund the unbudgeted capital expense of the Plexiglas and glass shields will be paid. Chair Kellogg responded the paving projects came in under budget as well as other projects approved to be paid for from the Public Safety sales tax capital fund. The COVID-19 items are for the health and safety of the public and employees these items will be added to this line item.

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 Hendrix. **With all members present voting aye, the meeting adjourned at 4:45 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

Animal Control Projects

6/10/2020

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	Included in Misc.		
Waste Company	Disposal of materials.	\$ 900.00	\$ -	Not Needed	
New Age Masonry	Infill existing intake/Exhaust openings. Cut in new openings.	\$ 21,850.00	\$ 21,350.00	2/25/2020	3/16/2020
	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 Stock
	Finish hardware allowance.	\$ 3,000.00	\$ 2,025.00		
	Alternate for auto open operators.	\$ 3,800.00			
	Hardware - Replace Door Handles Throughout		\$ 1,782.00	6/10/2020	
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	\$ 2,000.00	\$ 939.20		
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		3/17/2020	
	Remove Remaining Ductwork & Replace	\$ 5,975.00	\$ 5,975.00	\$ 80,175.00	Total
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	\$ 5,000.00		
	Paint Laundry, bathroom & Kitchen	Added	\$ 4,000.00		
	Ductwork Painting	\$ 2,865.00	\$ 2,865.00	\$ 22,865.00	Total
Misc.	Drywall painting unknown items	\$ 5,000.00			
	Yorkville Ace		\$ 34.96		
	Menards		\$ 692.14		
	Home Depot		\$ 1,041.50		
	Grainger		\$ 261.00		
	Heitkotter		\$ 345.00		
	O'Malley Welding & Fabricating		\$ 525.00		
	Fox Valley Sandblasting & Powder Coating		\$ 1,450.00		
	Amazon		\$ 234.58		
ARC Insulation	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	
	8 triple Cat 6 Data Locations w 24 port switch	Added	\$ 2,500.00	\$ 31,088.00	Total
Totals			\$ 208,099.20		
	Split System Option System	N/A	\$ 6,250.00		
	Electric	N/A	\$ 1,300.00		