

**Facilities Management
Committee Meeting
7/6/2020 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 June 2020 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) Courthouse BCU Replacement
- 2) Public Safety Center Boiler & MZU #4 Controls Upgrade
 - a. Project Update
- 3) Historic Courthouse 2020 Window Replacements
- 4) 2020 Paving Projects
 - a. Sidewalk Replacement Pricing
- 5) 2020 Van Purchase

New Business/Projects

- 1) Chair Report
 - a) Solar Project Update
 - b) County Board Room and Security Improvements
 - Bid Information
 - HVAC System Change Order Discussion
 - c) Special Facilities/COW meeting
 - Review bids for County Board Room & Security Improvements
 1. Forward to County Board Meeting for Approval
- 2) Phone Systems Replacement
- 3) Space Needs Review for Mail in Voting
- 4) Animal Control Trailer Removal
- 5) Annual Demand Response Testing
 - a) Sets annual payment rate
- 6) Courtroom Conference Call Review
- 7) Trane Indoor Air Seminar
- 8) KCFM Truck Disposal

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

Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06, 5ILCS 120/2(c)(21)

Other Business

Public Comment

Questions from the Press

Adjournment

Facilities Committee Agenda
July 6, 2020

Call to Order

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

OLD BUSINESS/PROJECTS - Updates

- 1) **Courthouse BCU Replacement**
 - Graphics were completed a few weeks ago.
 - Remaining item to be completed are the as-built drawings.
 - **Project complete.**
- 2) **Public Safety Center Boiler & MZU #4 Controls Upgrade**
 - a. **Project Update**
 - Graphics were completed a few weeks ago.
 - Remaining item to be completed are the as-built drawings.
 - **Project complete.**
- 3) **Historic Courthouse 2020 Window Replacements**
 - No change still on track for installation in August.
- 4) **2020 Paving Projects**
 - a. **Sidewalk Replacement Pricing**
 - Director Smiley received pricing from a 2nd company. We determined more walks needed to be done at the Public Safety Center than the 1st company provided pricing for. So, Mr. Smiley is going to have them redo their pricing to make the quotes comparable.
- 5) **2020 Van Purchase**
 - The van was delivered last Thursday.
 - Lettering and the County emblem were ordered last week.
 - A few additional items like floor mats have been ordered.
 - **Project complete.**

New Business/Projects

- 1) **Chair Report**
 - a) **Solar Project Update**
 - Fence was completed last week.
 - Director Smiley meet with ComEd, GRNE and Chris Childress a couple of weeks ago to go over connection points and to view the transformer that needs to be replaced at the Courthouse.
 - Mr. Smiley also went over the suggested path for the main feeder to the Public Safety Center (PSC). Jim suggested the path run North with the feeder to the Health & Human Services & Courthouse facilities. Then turn Eastward along John St. then turn back South to the building West of the main entrance as GRNE had planned to run the feeder to by going directly Eastward.
 - This would allow for West and North expansion of the PSC in the future without having to move the feeder.
 - GRNE is analyzing what the cost would be to run the feeder this way.
 - Project is still on track to be completed by this fall and fully operational by November.

b) County Board Room and Security Improvements

• Bid Information

- Project was advertised in the Beacon News on Friday, June 26, 2020.
- Mandatory bid walk through is scheduled for July 10, 2020 at 1p.m.
- Bids are due at the KCFM office on July 27, 2020 at 3p.m.
- Bid opening is scheduled for July 28, 2020 at 2p.m. in the County Board room at 111W. Fox St. Suites 209 & 210.

• HVAC System Change Order Discussion

- We asked Dewberry what the cost would be to update the mechanical system to possibly add UV lighting, MERV 13 or above air filtration and controls to allow for us to utilize 100% air in the air stream.
- Dewberry estimates there will also need to be electrical engineering work done to add UV lighting.
- Total additional engineering cost estimate for this work is \$9,650.00.
- CA Koeppel is also looking into this being something CURE funding recently announced could cover the additional costs.
- We are looking for approval to forward this change order to the County Board for approval at the July 21, 2020 meeting.

c) Special Facilities/COW meeting

• Review bids for County Board Room & Security Improvements

• Scheduled for a special FM/COW meeting on July 30, 2020 at 4p.m. in the County Board room.

2) Phone Systems Replacement

- Discussions have continued with potential vendors and a consultant for this system replacement.
- The goal is to generate an RFQ or ITB to get pricing for replacing the current systems by Feb. 2021.

3) Space Needs Review for Mail in Voting

- CA Koeppel, Directors Smiley & Kinsey are looking into potential spaces for the County Clerk to process mailings for the upcoming election.
- Possibilities looked at include the Annex building next to 111W. Fox St. & the main conf. room at the Historic Courthouse.

4) Animal Control Trailer Removal

- The trailer was removed during the week of June 29th.
- Director Smiley had the trailer temporarily moved to the Southwest corner of the Courthouse.
- The Sheriff's office is working to have the trailer moved to the new gun range.
- **Project complete.**

5) Annual Demand Response Testing

a. Sets annual payment rate

- Testing was performed on Wed. June 24, 2020.
- H.V.A.C. systems were shut down at the Courthouse and The Public Safety Center for one hour as specified by NRG.
- Director Smiley hopes to have an estimate of what the program will pay Kendall County by the next FM Committee meeting in August.

6) Courtroom Conference Call Review

- Director Smiley met with Judge Pilmer and Gina Hauge from Tech. Services and a potential vendor to setup courtrooms for "Zoom" type court sessions in the future.
- Mr. Smiley is expecting a quote soon as this may be another project for Cure funding.

7) Trane Indoor Air Seminar

- Director Smiley attended this Webinar to gauge what is being proposed to address additional indoor air quality in the COVID 19 era we are living in currently.
- Suggestions include using 100% outside air if systems have excess capacity to handle the increased temperatures and humidity levels of outside air. Other items discussed were installing MERV 13 or above air filters if there is room for them in the systems, adding UV light to the air stream, Electrostatic air filters, Ozone generating cleaners, Vaporized Hydrogen Peroxide, HEPA filters or Photocatalytic Oxidation.
- Trane said adding MERV 13 or HEPA filters and UV lighting are usually the easiest and least costly to install. However the fan systems need to be able to handle the loss of return pressure in order to maintain static pressure in the supply ducts. They also said utilizing 100% outside air requires excess capacity and reprogramming of the program and possibilities of adding additional sensors to ramp the dampers open and closed in order to maintain temperature and humidity control in facilities.
- So, as discussed earlier we asked Dewberry the costs to engineer adding MERV13 filters, UV lighting and reprogramming the controls to allow for 100% air use.

8) KCFM Truck Disposal

- KCFM now has two pickup trucks and a van to dispose of. In a prior meeting the committee discussed seeing if the vehicles could be disposed of as part of normal Sheriff's office vehicle disposals or auctions. Director Smiley plans to check with the Sheriff's office to see if this is a possibility.
- If not Mr. Smiley needs guidance from the committee on how to dispose of the vehicles? Kendall County does have a vehicle disposal procedure that includes letting other departments know of the vehicles being available, if no takers are found then we are to advertise them to the public. They can be sold to the highest bidder or if no takers are found can be disposed of by an auto recycling company.

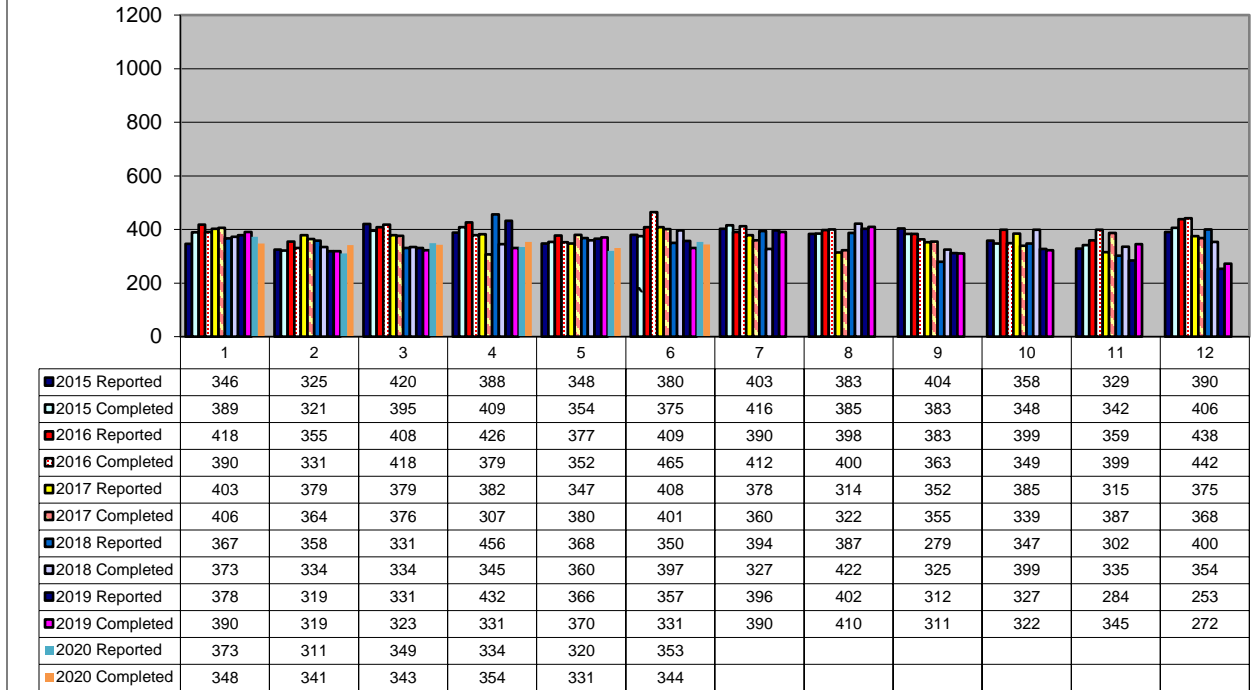
June 2020

Staffing/Training/Safety:

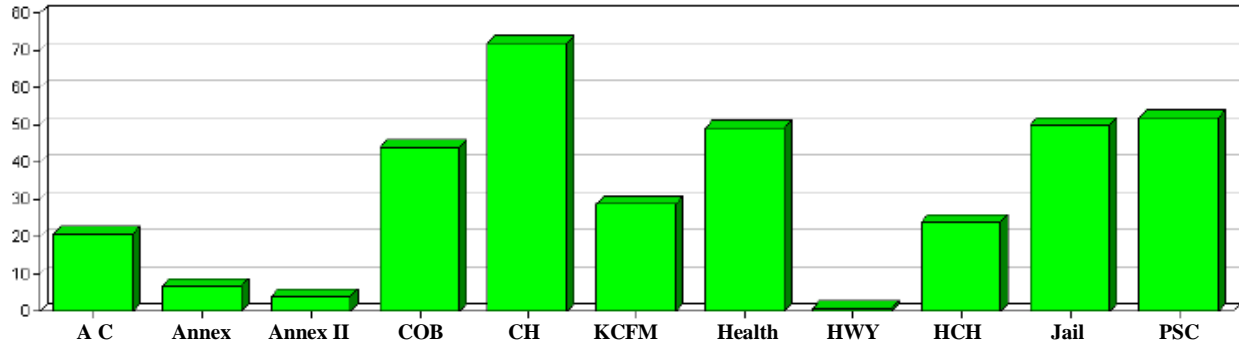
DESCRIPTION	Jun-20	May-20	Apr-20
Possible Work Hours (6 employees @ 8 hrs)	1,056.00	960.00	1,056.00
Paid/Unpaid Leave	76.00	64.00	56.00
Holiday	0.00	48.00	24.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00		
<i>Regular Productive Hours</i>	980.00	848.00	976.00
Overtime Worked	7.50	17.50	26.00
Total Productive Hours	987.50	865.50	1,002.00

Reported/Completed Work Orders June 2020

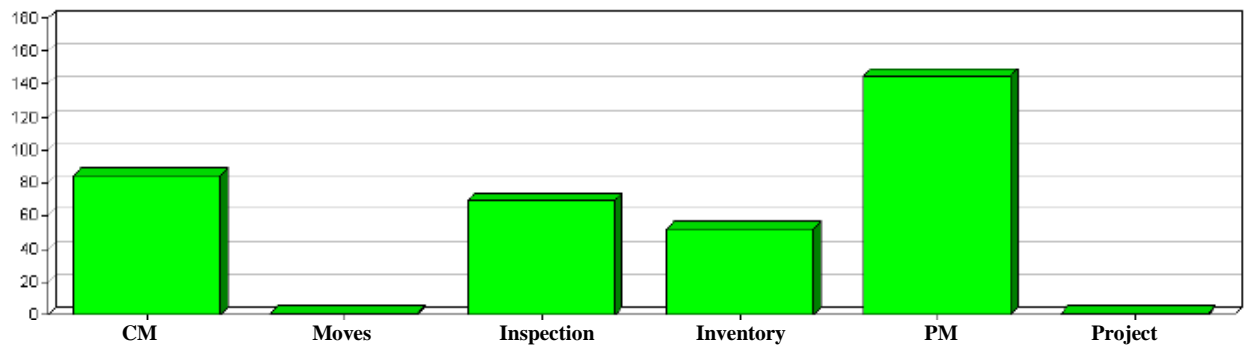
Reported vs Completed 2015 - Current



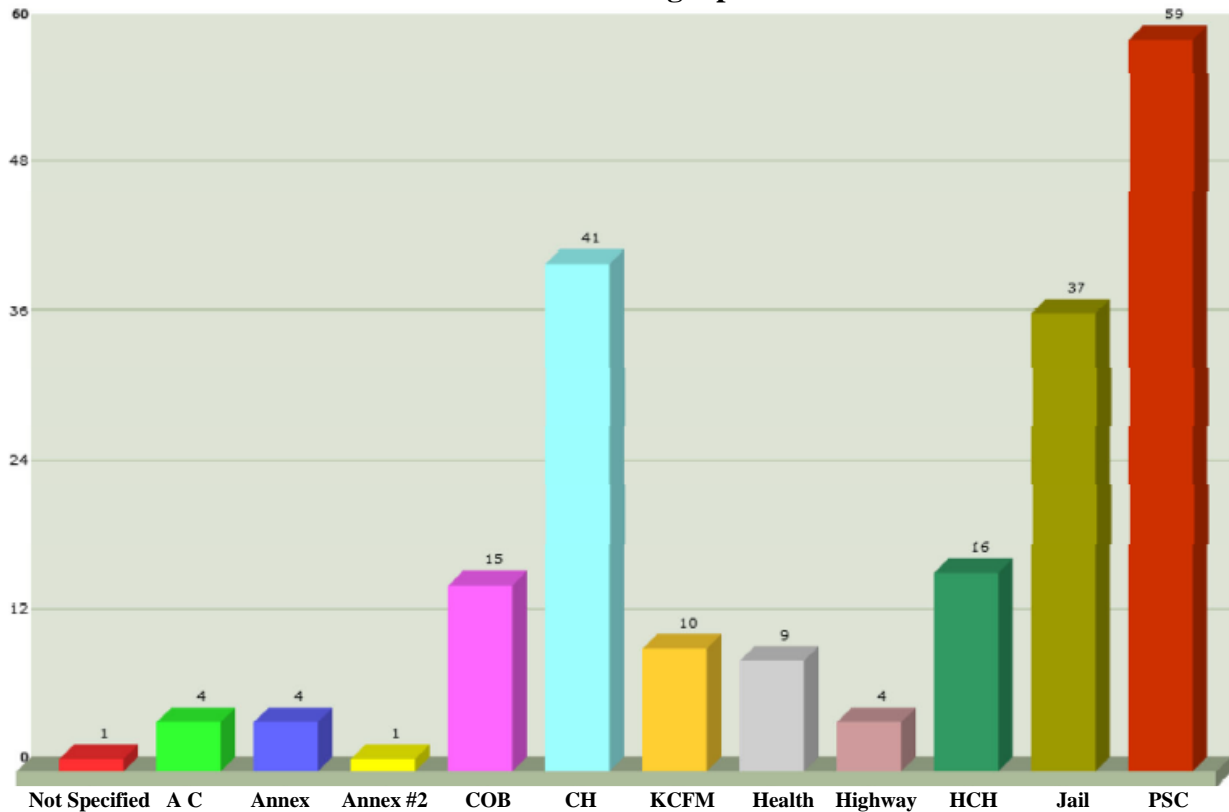
Reported Work Orders by June 2020



Reported Work Orders by Task June 2020



Work Orders Remaining Open June 2020



Executive Session

Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06, 5ILCS 120/2(c)(21)

OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on August 3, 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 WEDNESDAY, JUNE 10, 2020

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

Roll Call: Members Present: Matt Kellogg, Judy Gilmour, Audra Hendrix
Members Absent: Tony Giles, Amy Cesich

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley

Approve the May 4, 2020 Facilities Committee Meeting Minutes – There were no changes to the May 4, 2020 minutes; Member Hendrix 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 submitted an updated project cost breakdown to the Committee. At the request of Member Cesich, Mr. Smiley obtained a quote of \$5,500.00 for landscaping at the entrance where the current handicap ramp is located, removing North side bushes and replacing bushes with new material and leveling out the outdoor cage area. The consensus of the Committee is to wait on landscape since the project is over budget due to the addition of the fiber optic cable and the ceiling insulation replacement. Chair Kellogg will confirm with Latreese the fund balance for the additional landscape cost. Jim also informed the Committee there are a few items left to finish by KCFM staff and the final inspection by the City of Yorkville for occupancy should be in the next few days.
2. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet replacement has been completed. **Project Complete.**
3. *Courthouse BCU Replacement* – Director Smiley is still waiting for the graphics and drawings to be completed. The new system has been up and running the last few weeks. **Project Complete.**
4. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley is still waiting for the graphics and drawings to be completed. The new system has been up and running the last few weeks. **Project Complete.**
5. *A/C Issue at Courthouse MDF room* – Director Smiley reported the new system was installed June 1st and has been operating since June 8th. **Project Complete.**
6. *A/C Issue at Public Safety Center Jail AHU#6; South Jail* – Director Smiley informed the Committee repairs were completed. The system has been recharged and is operating properly. **Project Complete.**
7. *COVID 19 Purchases* – Director Smiley updated the Committee on current Facilities COVID-19 expenses and purchases to date totaling \$42,837.21. During this discussion on costs Member Hendrix asked if we had talked with Trane or had looked into other things that might be done concerning cleaner indoor air quality. Audra explained that she had heard California was looking into having 100% outside air brought into facilities and asked if we could do so in our facilities. Ms. Hendrix also asked about looking into UV being induced into the air stream. Director Smiley said that although we could open outside air dampers to 100% it is not practical to do this. Mr. Smiley went on to say that he was not aware of UV being approved as a method to rid the air stream of COVID 19. Jim did say years ago he purchased Ozone generating bulbs for an unknown source of odors at the Historic Courthouse.

Those bulbs eliminated the odors and was rated to be effective against MERSA and other diseases but he was not sure if they were approved for diseases like COVID 19. Additional reasons Mr. Smiley does not recommend going to 100% outside air are as follows:

- Buildings get to be intolerable once the air streams get above 62 degrees in the summer.
- This would cause our A/C systems to run at 100% and lessen the efficiency of the systems.
- Increase wear and tear on the equipment by running full open capacity for longer periods of time.
- Reduced life of equipment due to running constantly at full load.

Director Smiley also said that the systems automatically use outside when air temps are below 58 degrees, the systems are set for a minimum of 15% outside air to meet current recommendations for indoor air quality.

Jim was directed to check with Trane to see if they have recommendations and to report it at the next FM Committee meeting in July.

8. *Historic Courthouse 2020 Window Replacements* – Director Smiley informed the Committee installation projection is currently set for mid-August.
9. *2020 Paving Projects* – The City of Yorkville paved the County Office Building’s West side parking spots. We are waiting for striping and curb stops to be completed. Director Smiley contacted D Construction to get a projected start date for the Health and Human Services (HHS) paving project. Mr. Smiley was informed it would be at least 2 more weeks before starting the project. Jim was also directed to obtain pricing to fix various sidewalks around the campus since the HHS paving project came in \$37,000.00 - \$39,000.00 under budget. Quotes Director Smiley received were \$29,450.00 if we do all the work quoted. Mr. Smiley is in process of obtaining a quote from a second company and requested if the bid doesn’t exceed this current bid to move forward with the project. Consensus of the Committee is to move forward.

New Business/Projects

1. *Chair’s Report*
 - a. *Solar Project Update* – Fencing projected to be completed in the next 2 weeks. Director Smiley stated a transformer changeover at the Courthouse will be needed. The cutover to the new transformer will be scheduled for a Saturday.
 - b. *County Board Room and Security Improvements Meeting* – Chair Kellogg stated the project is set for presentation and discussion at tomorrow’s COW meeting. Chair Kellogg also informed the Committee a grant for the remodel maybe available.
2. *Phone System Replacement* – Director Smiley stated the computer network is finally being updated to support VOIP. Mr. Smiley, Technology Director Kinsey and County Administrator Koeppel have been meeting with companies about the system replacement. Director Smiley stated our analog circuits may not be supported when our contract is up next year is another reason changing systems is a priority. However in meeting with Metronet they have stated they offer analog service as part of their product lines. Director Smiley informed the Committee this would have to go out for public bid and it would be ideal for installation to start around December 1, 2020 to work with the expiration of current analog contracts due in February 2021.
3. *Traffic Court Setup at Yorkville High School* – Judge Pilmer reported to the Committee the traffic court set up at Yorkville High School has been working well. Judge Pilmer thanks all departments involved; the Sheriff’s dept. with security, Facilities for the set-ups, Highway for the signage and GIS for mapping. Director Smiley stated the Facilities Director at Yorkville was very accommodating. Judge Pilmer anticipates traffic court will continue at the high school through July.
4. *Social Distancing measures to Re-Open Facilities* – Director Smiley stated that glass shields were added at the Courthouse, Health and Human Services and the County Office Building. Courtroom

seating has been marked off per social distance requirements along with the courtroom benches. Floor signage has been applied and Disinfectant stands have been installed in buildings lobbies.

5. *Comcast Fiber Circuit Install at PSC* – Director Smiley reported the KCFM portion of the install was completed yesterday. **Project Complete.**
6. *2020 Van Purchase Discussion* – Director Smiley informed the Committee this purchase is for a smaller van and to purchase the van through the state purchasing site will be an eight (8) to nine (9) month delivery time. Jim stated a local dealer, Gjovick Ford, will match the state bid price of \$26,795.00 which includes the shelving and racking that is needed for the interior of the van. Consensus of the Committee is to forward to the County Board for approval.

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders, Reported by Building Current Month
 - Work Orders by Work Type Current month

Questions from the Media – None

Executive Session – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:52 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant