

**Facilities Management
Committee Meeting**

8/3/2020 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 July 2020 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) Historic Courthouse 2020 Window Replacements
- 2) 2020 Paving Projects
 - a. Sidewalk Replacement Pricing
- 3) Space Needs Review for Mail in Voting
- 4) Annual Demand Response Testing
- 5) KCFM Truck Disposal
- 6) Phone Systems Replacement

New Business/Projects

- 1) Chair Report
 - a) Solar Project Update
 - b) COVID 19 Cure Funding Projects Discussion
 - c) County Board Room Remodeling Project Next Steps
- 2) Annual Fire Systems and Extinguisher Testing.
- 3) Semi- Annual Public Safety Center Kitchen Hood Inspection
- 4) Annual Elevator Fire Systems Testing
- 5) County Office Building Board Room Window Replacements
- 6) High School Court Setup Removal

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

August 3, 2020

Call to Order

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

OLD BUSINESS/PROJECTS - Updates

- 1) Historic Courthouse 2020 Window Replacements**
 - Still waiting for an installation date from the vendor.
 - Should be sometime this month according to last update from vendor.
- 2) 2020 Paving Projects**
 - Director Smiley signed proposals to replace some sidewalks at the Public Safety Center, Health & Human Services and Courthouse along with other various work.
 - Work should begin later this month.
- 3) Space Needs Review for Mail in Voting**
 - County Administrator (CA) Koeppel and FM Chair Kellogg discussed various options with County Clerk & Recorder Gillette.
 - We are still reviewing options with Debbie.
 - According to Debbie this space is needed ASAP.
- 4) Annual Demand Response Testing**
 - 2020 testing results are slightly less than the 2019 – 2020 payments were.
 - 2019 – 2020 payments were slightly more than \$31,000.00.
 - 2020 – 2021 payments are projected to be slightly more than \$29,000.00.
 - The reason for this is the 2020 testing showed us shedding 93% of what we contracted for on the Public Safety Center and 98% of what we contracted for on the Courthouse.
 - There was no reason other than Director Smiley believes we shed more last year by shutting down the three old systems at the PSC last year when the water chiller was started up.
 - So that artificially dropped our use to be more than we contracted for in the program.
 - **Project complete.**
- 5) KCFM Truck Disposal**
 - Director Smiley talked with Sheriff Baird to see what they do with vehicles.
 - Basically they usually get prices from a couple of scrap companies if the vehicles are not worth selling.
 - If they are worth selling there is a sales lot that can be used and they get paid a fee for handling a consignment deal.
 - Director Smiley is asking for direction on using this process.
- 6) Phone Systems Replacement**
 - CA Koeppel, Directors Smiley & Kinsey participated in a Teams meeting with Metronet. Metronet services were explained in detail including how their services are billed.
 - Metronet provided documentation on their services after the call.
 - So, Mr. Smiley plans to start on the Invitation this month.
 - Our goal is to have this ready for bidding by the next FM Committee meeting in September.

New Business/Projects

1) Chair Report

a) Solar Project Update

- Fencing was completed a few weeks ago.
- Ground supports and panel supports installation started last week.
- Additional solar panels arrived Friday, July 31, 2020.
- Inverters arrived today.
- Racking scheduled to be completed by Aug. 6, 2020.
- Path way for the electrical field to the Public Safety Center is still under evaluation by GRNE.
- GRNE still expects the field to be operational by October and completed by Nov.

b) COVID 19 Cure Funding Projects Discussion

- A number of projects have been discussed including:
 1. Jury Box expansions for Social distancing in Courtrooms #113 & #115.
 2. Build out of two larger Jury Deliberation rooms to allow for Social distancing.
 3. Outfitting courtrooms with systems to allow for remote court sessions to be held.
 4. Quotes for evaluating and outfitting other facilities with Ultra Violet lighting in the ductwork and MERV 13 or above filters.
 - a) Trane quotes:
 - i. Health & Human Services - \$10,172.00
 - ii. Public Safety Center - \$20,836.00
 - iii. Courthouse – \$17,719.00
 5. Additional supplies needed for EMA dispensing.
 6. Other miscellaneous costs associated with COVID 19 related issues.
 7. Expenses already incurred for “sneeze guards” and other sanitizing products along with additional janitorial costs for cleaning and disinfecting through the end of the year.

c) County Board Room Remodeling Project Next Steps

- If the construction project is approved tomorrow night we need to start planning for the following:
 1. Move of the current microphone & recording systems to the Historic Courthouse (HCH).
 2. Removal of Board room furniture.
 3. Relocation of the current mailroom.
 4. Removal and reinstallation or addition of telephone and data wiring to the HCH.
 5. Access needs for HCH while it is temporarily being used for County Board and other meetings during demolition and construction activities.
 6. Allocation of space in the parking lot for dumpsters.
 7. Additional signage if any needed.
 8. Noise from construction and effect on other departments.

2) Annual Fire Systems & Extinguisher Testing

- This testing was completed the week of July 13th. No problems were found with the systems.
- **Project complete.**

3) Semi-Annual Public Safety Center Kitchen Hood Inspection

- This testing was completed the week of July 13th. No problems were found with the systems.
- **Project complete.**

4) Annual Elevator Fire Systems Testing

- This testing was completed on July 30, 2020. No problems were found with the systems in the elevators.
- **Project complete.**

5) County Office Building Board Room Window Replacements

- Director Smiley has solicited bids from two companies.
- Jim is waiting for pricing form these companies.
- Mr. Smiley also talked with Lite construction for a recommendation of companies they use on their projects.
- Mr. Campbell provided Director Smiley with a company they have used and have good luck with on their projects.
- So, Mr. Smiley will also be calling this company for pricing on these windows.
- Jim hopes to get these quotes and have a company selected for the project by the next Facilities Committee meeting in September.

6) High School Court Setup Removal

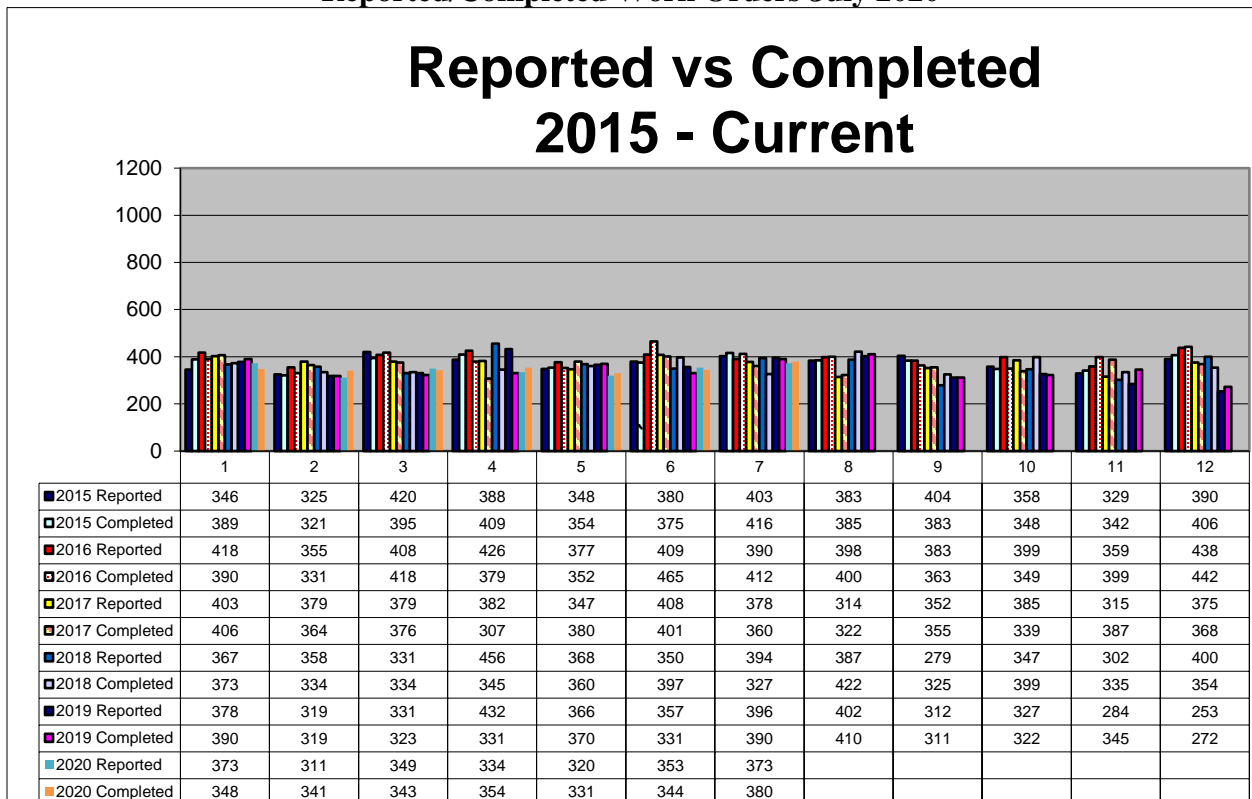
- The last day for traffic court to be held at the High School was Thursday, July 30, 2020.
- KCFM staff removed the metal detector and other county property from the High School Thursday afternoon.
- **Project complete.**

July 2020

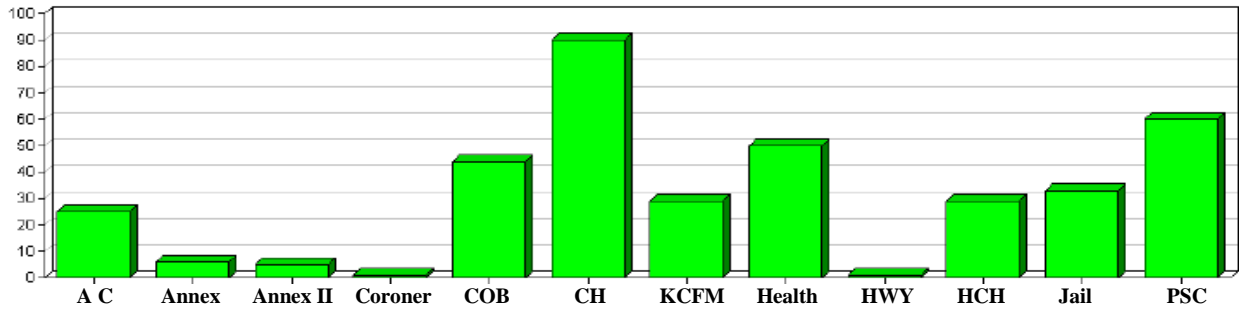
Staffing/Training/Safety:

DESCRIPTION	Jul-20	Jun-20	May-20
Possible Work Hours (6 employees @ 8 hrs)	1,056.00	1,056.00	960.00
Paid/Unpaid Leave	104.00	76.00	64.00
Holiday	48.00	0.00	48.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	904.00	980.00	848.00
Overtime Worked	19.50	7.50	17.50
<i>Total Productive Hours</i>	923.50	987.50	865.50

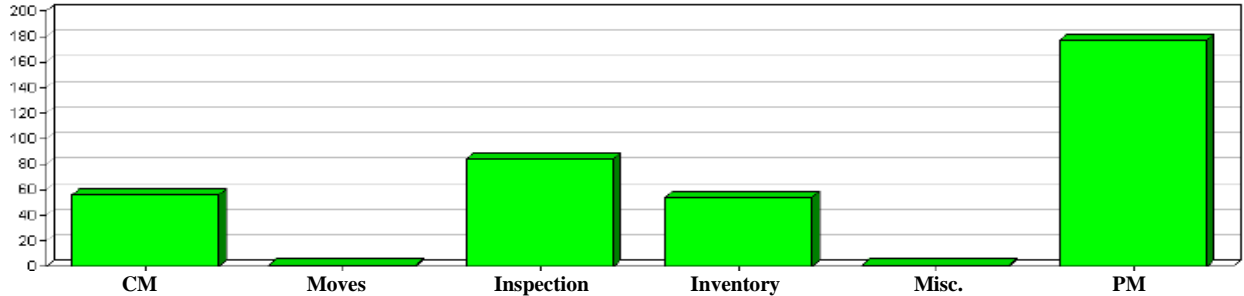
Reported/Completed Work Orders July 2020



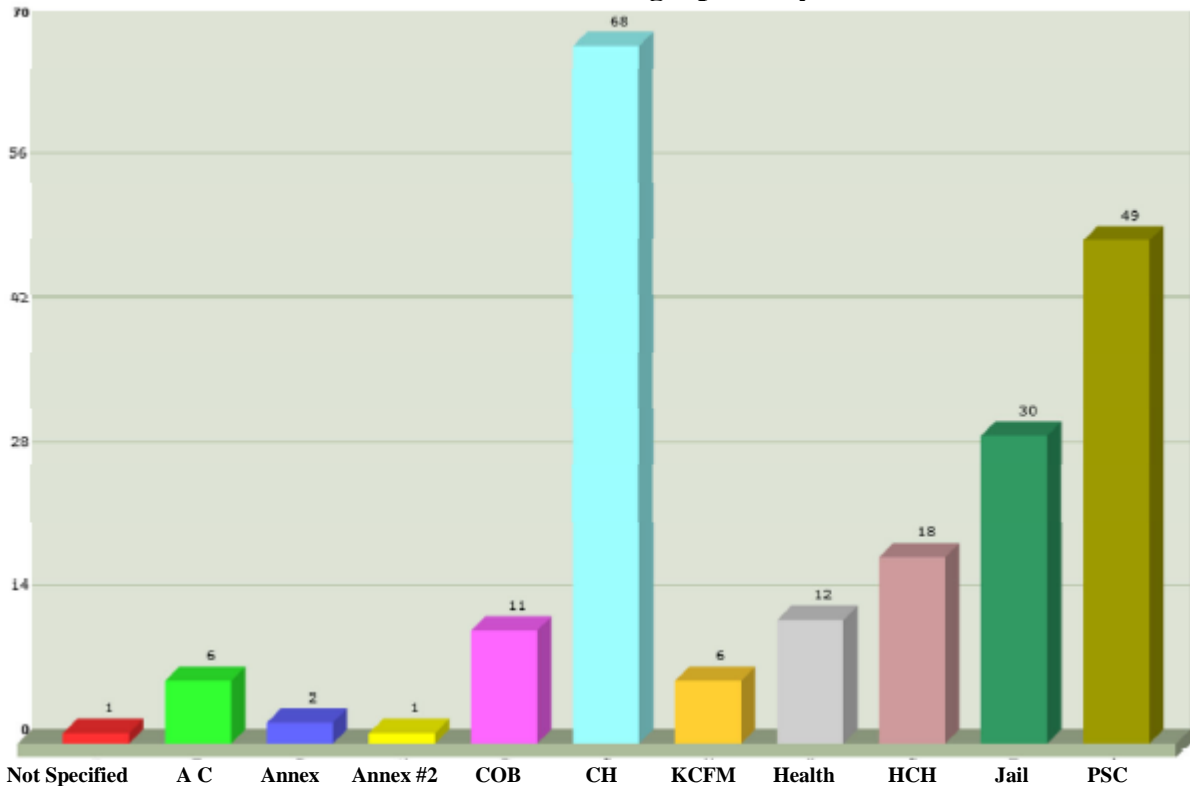
Reported Work Orders by July 2020



Reported Work Orders by Task July 2020



Work Orders Remaining Open July 2020



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is normally scheduled to be the first Monday of the month. Due to the Labor Day holiday the date for the next meeting is to be determined. 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, JULY 6, 2020**

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

Roll Call: Members Present: Judy Gilmour, Audra Hendrix, Matt Kellogg, Amy Cesich
Tony Giles arrived at 4:26pm

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppl

Approve the June 10, 2020 Facilities Committee Meeting Minutes – There were no changes to the June 10, 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. *Courthouse BCU Replacement* – Director Smiley informed the Committee the graphics are completed, as built drawings are still needed. **Project Complete.**
2. *Public Safety Center Boiler & MZU #4 Controls Upgrade* – Director Smiley informed the Committee the graphics are completed, as built drawings are still needed. **Project Complete.**
3. *Historic Courthouse 2020 Window Replacements* – Director Smiley stated the installation is still on track for an August installation.
4. *2020 Paving Projects* – Director Smiley received a second price from another company, however in walking the Public Safety Center Jim saw more work was needed. Mr. Smiley has contacted the first company to have them re-price to include the new area.
5. *2020 Van Purchase* – Director Smiley stated the new van was delivered Thursday. Jim also informed the Committee the graphics have been ordered and when the company installs them they will remove graphics on the vehicles that will be disposed.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Director Smiley informed the Committee the fence was completed last week. Jim met with ComEd to discuss the connection points for the buildings and the courthouse transformer replacement. A new pad will need to be installed. A follow-up meeting has been scheduled for this Friday. Mr. Smiley also discussed the suggested path for the main feeder. The project is still on track to be operational this fall.
 - b. *County Board Room and Security Improvements Meeting* – Director Smiley stated the project was advertised June 26th, a mandatory walk-through is scheduled July 10th. Jim stated bids are due at the Facilities Management office on July 27th at 3:00 pm and the bid

opening is 2:00 pm on July 28th at the County Office Building. Mr. Smiley informed the Committee that he attended a Trane webinar that focused on building indoor air quality and how to improve it. Jim stated the easiest and most effective for any of our County Facilities would be to install UV lighting and Merv 13 or denser air filters. Jim asked Dewberry what the design cost would be to update our mechanical system to add this feature. Dewberry estimates the work at \$9,650.00. County Administrator Koepfel explained this mechanical upgrade could fall under the CURE funding which is available to Kendall County for costs related to COVID-19. Motion by Member Hendrix to forward change order #1 price change for additional design of mechanical system for Kendall County Boardroom in the amount of \$9,650.00 to the full County Board at the July 21, 2020 meeting. Motion second by Member Cesich. **All members present voting aye, Motion Carried.** Chair Kellogg informed the Committee Judicial has COVID 19 related projects that may also fall under the CURE funding guidelines.

- c. Special Facilities/COW meeting – Chair Kellogg informed the Committee a special facilities COW meeting is scheduled for July 30th at 4 pm to discuss the Boardroom bids and direction of the project.
2. *Phone System Replacement* – Director Smiley stated discussions with potential companies are continuing. The goal is to have the replacement completed on or before February 2021.
3. *Space Needs Review for Mail-in Voting* – County Administrator Koepfel informed the committee the fall election will have mail in voting options. Space will be needed for this process. CA Koepfel has been in discussion with County Clerk Gillette to address these needs. Director Smiley and CA Koepfel have been looking into options either what space is currently available on the campus.
4. *Animal Control Trailer Removal* – Director Smiley stated the trailer has been moved out of the Animal Control parking lot on June 29th. The trailer is currently at the South West corner of the Courthouse lot. The Sherriff plans to move the trailer to the gun range as soon as permit issues and other various details are worked out. **Project Complete.**
5. *Annual Demand Response Testing* – Director Smiley stated testing was completed on June 24th. Jim is waiting to hear from Progressive Energy on the 2020 – 2021 NRG program payment amounts Kendall County will receive this year. Jim hopes to have the information by the next Facilities Committee meeting.
6. *Courtroom Conference Call Review* – Mr. Smiley had a potential vendor contact him about judicial online court sessions. Jim, Judge Pilmer and Gina Hauge from Technology met with the vendor to discuss this possible need. Director Smiley is expecting the quote soon and believes this may fall under the CURE funding guidelines also.
7. *Trane Indoor Air Seminar* – Director Smiley attended a webinar from Trane to gauge what options are available for the building's air systems. Director Smiley informed the Committee on the various options and as discussed earlier, Dewberry was asked costs to engineer these options to the HVAC system at the County Office Building. Jim has also set up a meeting with Trane to discuss options for other County Facilities.
8. *KCFM Truck Disposal* – Director Smiley stated he has 3 vehicles that need to be disposed. The Committee directed Mr. Smiley to discuss with the Sheriff's office the possibility of disposing vehicles along with other vehicle disposals. From the Sheriff's office. The consensus was to follow county procedure to dispose of the vehicles if they cannot be disposed of through the Sheriff'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 month

Questions from the Media – None

Executive Session – Member Cesich made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Giles.

Roll Call Vote: Members Present: Judy Gilmour, Audra Hendrix, Tony Giles, Matt Kellogg, and Amy Cesich **With all members in attendance voting aye, the committee entered into Executive Session at 4:48 p.m.**

Others Present: Jim Smiley, Director of Facilities, Christina Wald.

Member Hendrix made a motion to return to Open Session, second by Member Gilmour. **With all members present voting aye, the committee returned to Open Session at 4:50 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: October 9, 2019. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

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

Respectfully submitted,

Christina Wald
Administrative Assistant