

**Facilities Management Committee  
Meeting**

**10/26/2020 at 4:00 PM**

**\*\*\* 109 W. Ridge St. \*\*\***

**\*\*\* Upper Level \*\*\***

**- - - -Agenda Topics - - - -**

Call to Order

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

Old Business/Projects – Updates

- 1) Historic Courthouse 2020 Window Replacements
- 2) 2020 Paving Projects
- 3) Health Department Card Access Replacement
- 4) County Board Room Remodeling Project
- 5) County Office Building Board Room Window Replacements

New Business/Projects

- 1) Chair Report
  - a) Solar Project Update
  - b) Assistant Facilities Management Director/Project Manager Position
- 2) Phone System Invitation to Bid Results Discussion
- 3) Public Safety Center Water Line Repair
- 4) Public Safety Center UPS System Preventative Maintenance
- 5) Insurance Company Property Inspections
- 6) COVID 19 Projects
  - a) Courthouse
    - Jury Box Reconfigurations for Courtrooms #113 & #115
    - Jury Assembly #2 Buildout
  - b) Public Safety Center
    - Door pass through slots
- 7) Cure Funding Entry for Reimbursement
- 8) Coroner Sink Installation
- 9) Approve 2<sup>nd</sup> 1 year extension of the existing lease for the CASA Kendall County office #228 at the Health & Human Services facility.
- 10) Approve 2<sup>nd</sup> 1 year extension of the existing lease for the Kane County Workforce Development Program office #221, 223 & 225 at the Health & Human Services facility.

Staffing/Training/Safety

- 1) Reportable labor hours

Other Items

- 1) CMMS Charts
  - a. Reported vs. Completed, b. Work orders reported by building current month.
  - b. Work orders by work type current month.

Executive Session

Other Business

Public Comment

Questions from the Press

Adjournment

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Kendall County

**Facilities Committee Agenda**  
**October 26, 2020**

**Call to Order**

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

**OLD BUSINESS/PROJECTS - Updates**

- 1) **Historic Courthouse 2020 Window Replacements**
  - Project complete other than painting and shutter work to be done by KCFM staff once the County Board moves back to the County Office Building.
  - **Project Complete.**
- 2) **2020 Paving Projects**
  - Paving and stripping was completed on Sat. Sept. 12, 2020.
  - Sidewalk replacements were completed the week of Sept. 21, 2020.
  - **Projects complete.**
- 3) **Health Department Card Access Replacement**
  - The County Board approved the Change Order (CO) at the Oct. 20, 2020 meeting.
  - Director Smiley signed the CO and sent it to Lite Construction and Dewberry on Oct. 23, 2020.
- 4) **County Board Room Remodeling Project**
  - The new space design has been completed including building the wall for the new Exec. Conference room. Both spaces have been painted.
  - Ceiling grid has been installed. New lighting has been installed and wired up.
  - Cores were completed for the new power and data boxes to feed the DAIS and Dept. Head/Elected official's tables.
  - Card access wiring is ongoing along with the rough in of the boxes for the card readers.
  - Furniture Ordered week of Oct. 19, 2020.
  - Furniture ship date is Nov.
- 5) **County Office Building Board Room Window Replacements**
  - The windows are due to arrive early November.
  - Director Smiley has requested a projected ship date and installation date from the vendor.

**New Business/Projects**

- 1) **Chair Report**
- a) **Solar Project Update**
  - Solar panel connection installations will be complete this week.
  - Replacement of the ComEd transformer at the Courthouse is scheduled for Sat. Oct. 31, 2020. Power will be out during the replacement. Judge Pilmer scheduled weekend court operations to Sunday, Nov. 1, 2020.
  - Underground boring to the courthouse has been started and continues this week.
  - Conduits runs at the Public Safety Center and Health & Human Services facilities has also started.
  - Major tasks remaining include:
    - a. Wire runs between switchgear and transformers.
    - b. Inspection of the system prior to startup of the Solar arrays.
    - c. ComEd Substation work starts week of Nov. 16
    - d. Planned energizing of the system the week of Nov. 30, 2020.

**b) Assistant Facilities Management Director/Project Manager Position**

- The Job Description was reviewed at the HR/Admin. Meeting held on Wed. Oct. 21, 2020.
- Committee members approved sending the job description to the State's Attorney's office (SAO) for review.
- Director Smiley sent the job to the SAO on Friday, Oct. 23, 2020 with a requested date to be ready for the County Board meeting on Nov. 4, 2020.

**2) Phone System Invitation to Bid Results Discussion**

- Nineteen bids were received on Oct. 22, 2020.
- Directors Smiley & Kinsey reviewed the bids and put together a summary sheet for discussion.
- Mr. Smiley & Mr. Kinsey are recommending approval of the Metronet Company in the Monthly amount of \$6,337.50.

**3) Public Safety Center Water Line Repair**

- One of the main lines running down the main jail hallway started leaking outside the Sgt's office. Director Smiley contracted to have the pipe section replaced.
- **Project Complete.**

**4) Public Safety Center UPS System Preventative Maintenance**

- The 2<sup>nd</sup> annual PM was performed on the UPS System.
- No issues were found with the system or the batteries at this time.
- **Project complete.**

**5) Insurance Company Property Inspections**

- Over the past month all facilities on both campuses were performed by IMPG.
- Minor issues were noted and KCFM staff and building occupants are addressing the items noted on the reports.
- **Project complete.**

**6) COVID 19 Projects**

a. Courthouse

i. Jury Box Reconfiguration for Courtrooms #113 & #115

- Platforms were built in both courtrooms by KCFM staff.
- Replacement furniture was ordered for both courtrooms. This will add & replace some chairs plus add a furniture cubicle type wall between the jury box and the gallery. The wall will have glass on the upper portion in order to allow the gallery to be able to view the court proceedings.
- CR#113 carpet has been redone by our vendor from attic stock we had purchased when the room was recently redone.
- CR#115 Carpet has been picked out and ordered.

ii. Jury Assembly #2 Buildout

- Director Smiley signed the quote to have the wall built and drywall and insulation to be added to existing walls.
- Mr. Smiley is waiting on the price for the electrical work to be done in the space. This included replacing the lighting with LED fixtures, adding 2 additional fixtures and installing ceiling fans to aid in air circulation. Exit signs and life safety items are also being added along with data drops for computers and telephones.

b. Public Safety Center

i. Door Pass Through Slots

- Materials were ordered.
- Director Smiley made arrangements with a local Welding shop to install the units once they arrive.
- Mr. Smiley also got the keying information from Jail Cmdr. Russo and forwarded it to Pauly Jail who is supplying the units.

**7) Cure Funding Entry for Reimbursement**

- Christina entered all the items to date that KCFM has purchased related to COVID 19.
  - This totals \$67,736.76 to date.
- 8) **Coroner Office Sink Installation**
- Coroner Purcell requested an underutilized disposal toilet like device in the Morgue be replaced with a sink that would aide their operations in the Morgue.
  - Materials were paid for by the Coroner's office and KCFM provided the labor to install.
  - **Project complete.**
- 9) **Approve 2<sup>nd</sup> 1 Year extension of the existing lease for the CASA Kendall County office #228 at the Health & Human Services facility.**
- The current 1<sup>st</sup> extension lease end date is December 31, 2020.
  - The lease signed in 2019 allows for two additional one year extensions.
  - If the tenant desires to stay in the space they have to provide us notice at least 60 days in advance of the expiration of this 2<sup>nd</sup> one year extension termination date of December 31, 2021.
- 10) **Approve 2<sup>nd</sup> 1 Year extension of the existing lease for the Kane County Workforce Development Program office #'2 221, 223 & 225 at the Health & Human Services facility.**
- The current 1<sup>st</sup> extension lease end date is December 31, 2020.
  - The lease signed in 2019 allows for two additional one year extensions.
  - If the tenant desires to stay in the space they have to provide us notice at least 60 days in advance of the expiration of this 2<sup>nd</sup> one year extension termination date of December 31, 2021.

**September 2020**

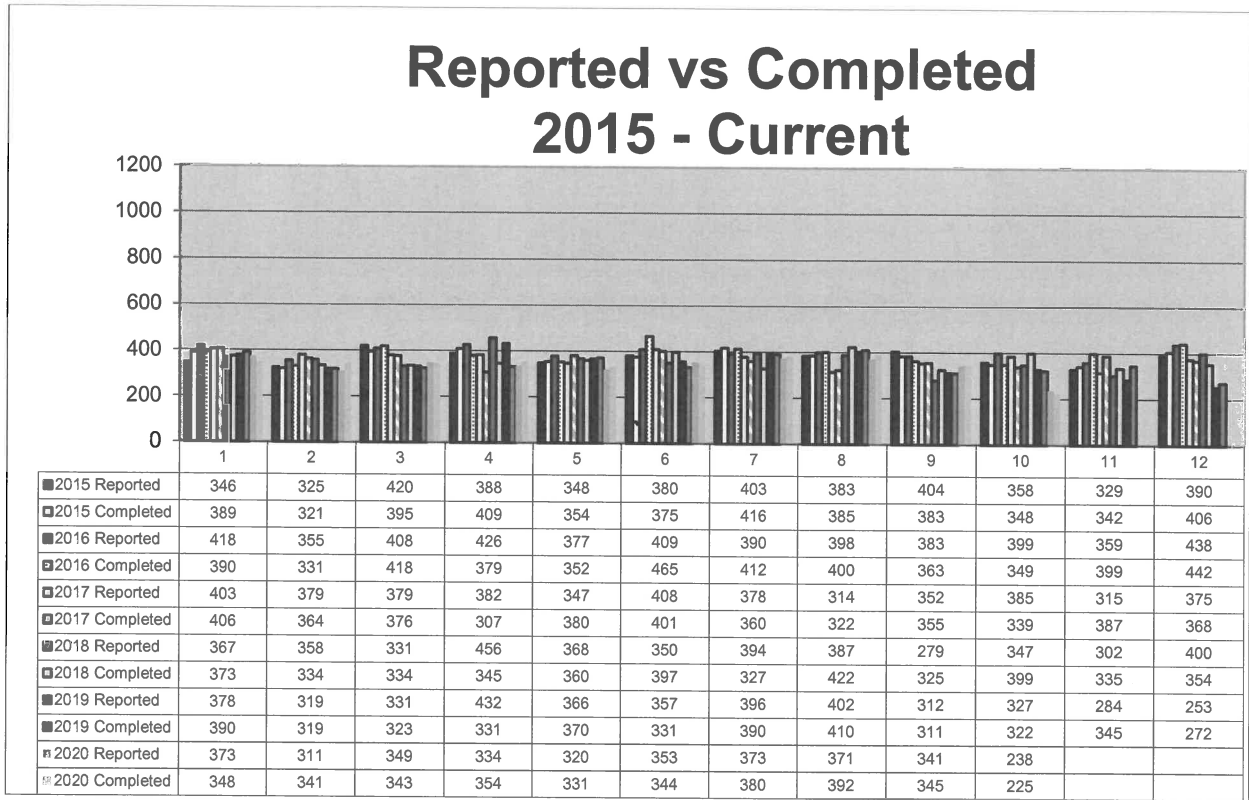
**Staffing/Training/Safety:**

| DESCRIPTION                               | Sep-20   | Aug-20   | Jul-20   |
|---|----------|----------|----------|
| Possible Work Hours (6 employees @ 8 hrs) | 1,008.00 | 1,008.00 | 1,056.00 |
| Paid/Unpaid Leave                         | 100.00   | 48.00    | 104.00   |
| 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>           | 860.00   | 960.00   | 904.00   |
| Overtime Worked                           | 15.00    | 11.00    | 19.50    |
| <b>Total Productive Hours</b>             | 875.00   | 971.00   | 923.50   |

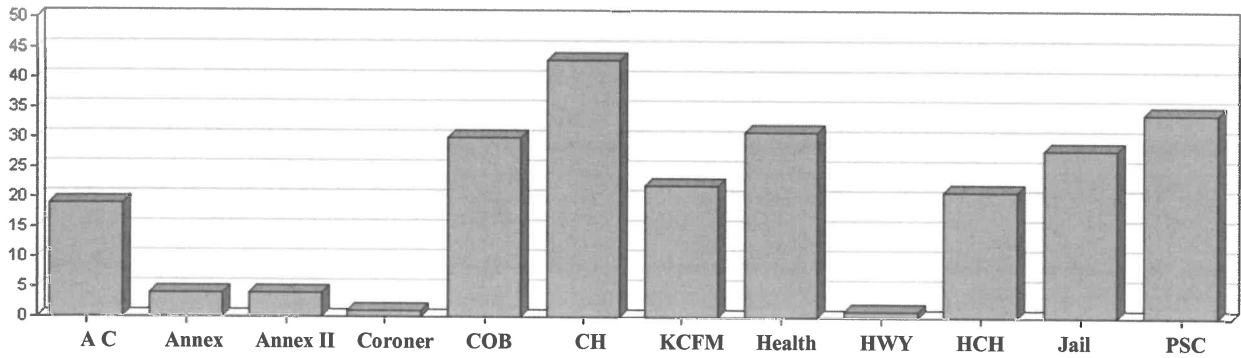
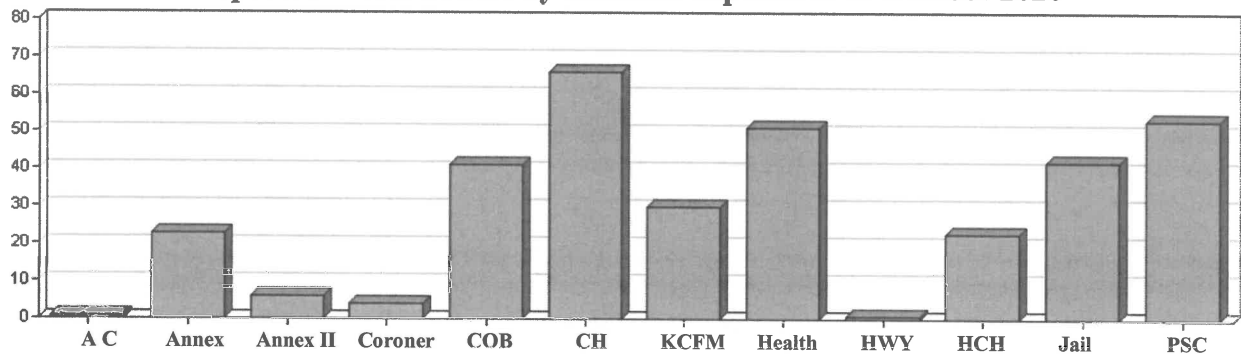
**October 2020**

| DESCRIPTION                               | Oct-20   | Sep-20   | Aug-20   |
|---|----------|----------|----------|
| Possible Work Hours (6 employees @ 8 hrs) | 1,008.00 | 1,008.00 | 1,008.00 |
| Paid/Unpaid Leave                         | 75.00    | 100.00   | 48.00    |
| Holiday                                   | 48.00    | 48.00    | 0.00     |
| Bereavement                               | 0.00     | 0.00     | 0.00     |
| * FMLA                                    | 0.00     | 0.00     | 0.00     |
| <i>Regular Productive Hours</i>           | 885.00   | 860.00   | 960.00   |
| Overtime Worked                           | 13.25    | 15.00    | 11.00    |
| <b>Total Productive Hours</b>             | 898.25   | 875.00   | 971.00   |

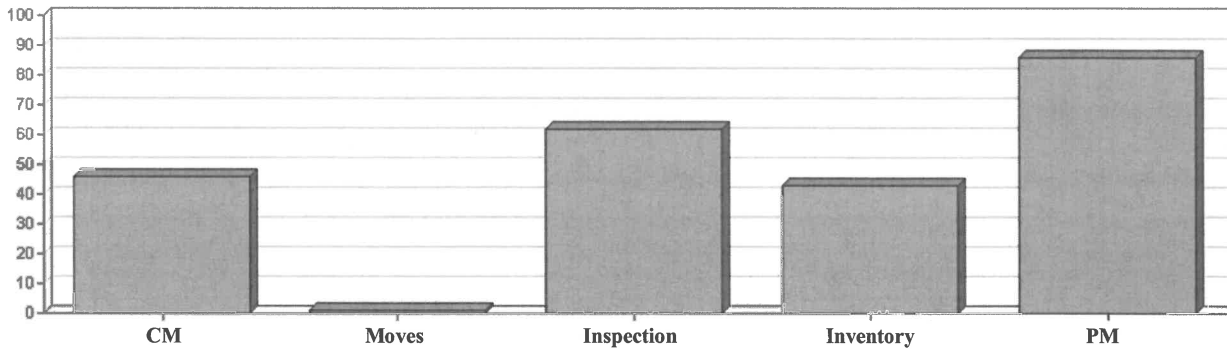
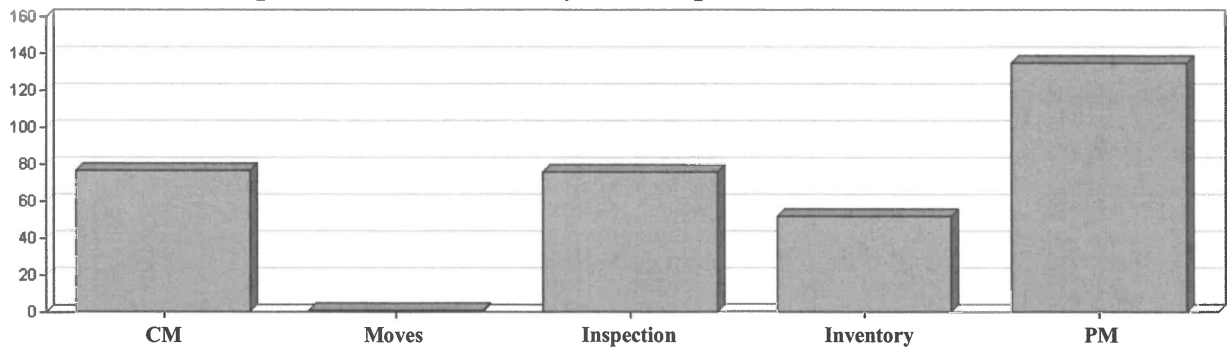
## Reported/Completed Work Orders September & October 2020



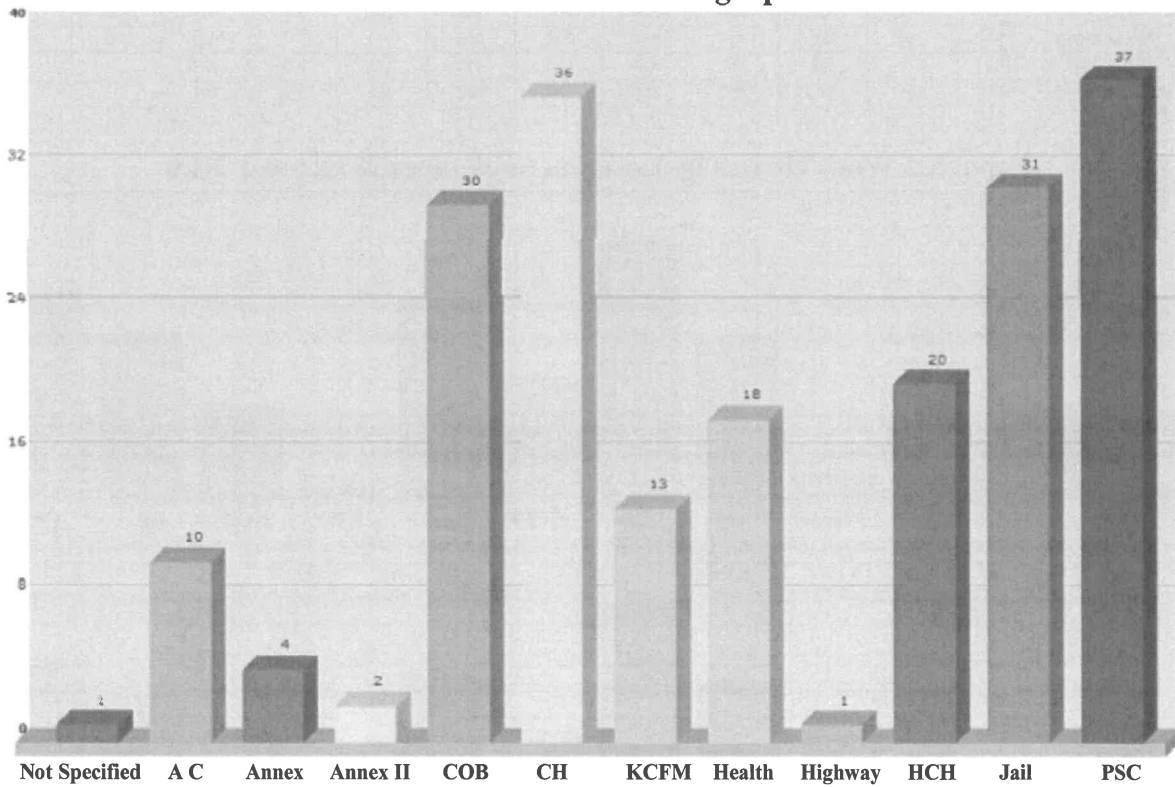
## Reported Work Orders by Location September & October 2020



**Reported Work Orders by Task September & October 2020**



**Work Orders Remaining Open**



**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting needs to be determined due to the election and committees not being set until the new County Board is sworn in in Dec.2020. The meeting will be held at 109 W. Ridge Street, Yorkville in the Historic Courtroom/County Board room.

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
WEDNESDAY, SEPTEMBER 2, 2020**

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

**Roll Call:** Members Present: Judy Gilmour, Matt Kellogg, Amy Cesich,  
Member Hendrix arrived at 4:07 pm  
Members Absent: Tony Giles

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

Others Present: Facilities Management Director Jim Smiley

**Approve the August 3, 2020 Facilities Committee Meeting Minutes** – There were no changes to the August 3, 2020 minutes; Member Gilmour made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Gilmour made a motion to amend the agenda to move item number two (2) under new business to be moved after Public Comment. Member Cesich second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Historic Courthouse 2020 Window Replacements* – Director Smiley informed the Committee the installation started today. Mr. Smiley hopes the windows will be completed by September 10<sup>th</sup> before the first meeting at the Historic Courthouse.
2. *2020 Paving Projects* – Director Smiley stated D Construction confirmed the project will begin on September 9<sup>th</sup> and will bring the barrels to mark off the area on Tuesday afternoon. Mr. Smiley expects the paving to be complete by September 11<sup>th</sup>. Jim will contact the company that will restripe the parking lot to coordinate this portion of the project. Sidewalk replacement is scheduled to start on September 10<sup>th</sup>.
3. *Mail in Voting* – All the unneeded GIS furniture and equipment was moved out of the GIS Mapping Department. Director Smiley stated locks have been changed and keyed to a unique key. All keys have been given to Debbie Gillette, County Clerk and Recorder. Member Hendrix inquired about 24 hour video surveillance in the room where the ballots will be stored. Director Smiley informed Member Hendrix this room does not have cameras installed however there are cameras in the hallways. Member Hendrix prefers the hallway lights stay on for adequate video recording of the area. Member Hendrix also suggests 24 hour live surveillance of the ballot storage room. Chair Kellogg will speak with Ms. Gillette to see if this is needed.
4. *KCFM Truck Disposal* – Due to many Covid 19 related and other projects, Director Smiley hopes to have the bids on the vehicles by the next Facilities Committee meeting.
5. *Phone systems Replacement* – Director Smiley stated the Invitation to Bid (ITB) is written and will send to the State's Attorney this week for review. Jim stated Mr. Kinsey, Technology Director and Mr. Koeppel, County Administrator both reviewed the documents.

## New Business/Projects

1. *Chair's Report*
  - a. *Solar Project Update* – Chris Childress from Progressive Energy informed the Committee the effect of the solar field on the budget over the three (3) year period. Mr. Childress mentioned he would like to install a sign informing the public of the dollar and environmental savings the county is producing with the solar field. Mr. Childress is also working with GRNE Energy to have a link on the County's website that will show the current energy savings the solar field is producing. Mr. Childress also answered questions from the Members of the Committee about the Municipal Electric Aggregation program for county residents.
  - b. *COVID 19 Cure Funding Projects Discussion* – Scott Koeppel, County Administrator explained to the Committee Kendall County has been awarded slightly over one million dollars for Cures money, which is money for COVID related projects that were not planned or budgeted for. Mr. Koeppel explained how the disbursement of the money is handled and how a project qualifies. All projects need to be submitted to the State of Illinois for approval. All projects need to be completed on/before December 31, 2020. A number of projects have been discussed. Mr. Koeppel stated the South Jail project is a strong candidate to be approved under the Cures funding. Mr. Koeppel did stress that all projects need to be paid from the general funds and may or may not be reimbursed. Scott plans to inquire about projects being funded with the agency reviewing reimbursements, prior to going ahead with the projects.
  - c. *Facilities/Technology Project Manager Position* – Chair Kellogg feels there is a need for a Project Manager or Deputy FM Director considering the number of projects we have annually. This position would also alleviate a coverage deficit in the department when Director Smiley is away or sick. Mr. Koeppel, County Administrator discussed this option with Director Smiley and Technology Director Kinsey. Scott feels this position could also help manage Technology projects. The position will report to Director Smiley and be a management/salaried employee. The job description is being finalized to be brought before the HR/Admin Committee. Director Smiley budgeted a salary amount in the 2021 budget for this position.
  - d. *Housing Authority Request for Additional Space* – Chair Kellogg informed the Committee Mr. Prochaska spoke with Director Smiley and Chair Kellogg about building out the unused space at the Health and Human Services building. Chair Kellogg informed Mr. Prochaska they will need approval from the Health Department. Mr. Koeppel suggested they look at the Federal programs for funding options. Chair Kellogg will follow up with Mr. Prochaska on the project.
2. *Health Department Card Access Replacement* – RaeAnn VanGundy, Kendall County Health Department Executive Director and Matt Kinsey, Technology Director conveyed to the Committee the Health Department's Key Card access system is improperly working which can pose a security risk and requests replacement. Mr. Kinsey explained the system is currently on a 2003 server which is failing. Matt stated the desire is to add this to the new system being installed as part of the County Office Building project. The approximate replacement cost could be \$20,000 to \$26,000.00 according to the architect which in comparison to the cost for an independent system being near \$50,000.00 next year. Ms. VanGundy stated the Health Department may have a grant in 2021, that would be available that would be to pay for half the cost of the system replacement. Motion by Member Hendrix to move forward to obtain pricing from Lite Construction to install the new Key Card access system at the Health and Human Service Building. Second by Member Cesich. Member Hendrix amended the Motion to approve the change order if the pricing from Lite Construction is \$20,000.00 or less. Second by Member Gilmour. Roll Call: Member Gilmour: yes, Member Hendrix: yes, Member Kellogg: yes, Member Cesich: yes. **All members present voting aye, Motion Carried.**
3. *County Board Room Remodeling* – Director Smiley stated the mailroom has been relocated. Mr. Smiley is scheduled to meet on September 8<sup>th</sup> with Lite Construction to discuss the construction schedule. Jim stated the sound system is scheduled to be moved to the Historic Courthouse tomorrow September 3, 2020. Mr. Smiley stated the balance of the boardroom furniture will be moved tomorrow. Director



Smiley has all the information submitted to the City of Yorkville for the permit and hopes to have the permit tomorrow.

4. *County Board Move to Historic Courthouse* – Director Smiley stated platforms were added to the lower floor of the room. This allows for additional room to accommodate for social distancing. Mr. Smiley also stated the temporary space is almost complete; electrical will be ran tomorrow.
5. *County Office Building Board Room Window Replacements* – Director Smiley had money in the budget to replace windows at the County Office Building. The total price to replace eight (8) windows came in a little under the \$15,000.00 budgeted in 2020 and will take 6 – 8 weeks to receive them, which will be a November installation date.
6. *Snowplowing Contract Invitation to Bid* – Director Smiley scheduled the bid due to the Facilities Management office on September 10, 2020. The contract will be for an initial term of three years (3) with two (2) one (1) year options. Consensus of the Committee to send to the County Board agenda for the September 15, 2020 meeting for approval if the winning bid comes in around the same price it has been during the previous contract period.
7. *2021 KCFM Budget Update* – Director Smiley informed the Committee the budget for Facilities has been submitted. Mr. Smiley stated extra money has been added to continue the Covid cleaning and supply expenses. Director Smiley also stated the new position's salary has been added. Director Smiley stated the budget overall with these increases will be 13 – 15% higher than 2020. Director Smiley also stated the request for replacement of the air conditioning systems for the South Jail has been submitted on the 2021 budget. The Facilities budget presentation is scheduled for Friday, September 18, 2020 at 10:30 am.

#### **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 Hendrix made a motion to adjourn the meeting, second by Member Cesich. Roll Call: Member Gilmour: yes, Member Hendrix: yes, Member Kellogg: yes, Member Cesich: yes. **With all members present voting aye, the meeting adjourned at 5:30 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant



Kendall County  
Phone ITB

5

| Term of Contract<br>(Months) | Monthly<br>Recurring | Annual<br>Cost | Imp.<br>Cost | Equipt.<br>Cost | One Time<br>Fees | First Year Cost | 5 year term cost |
|------------------------------|----------------------|----------------|--------------|-----------------|------------------|-----------------|------------------|
| 60                           | \$6,337.50           | \$76,050.00    | \$0.00       | \$0.00          | \$0.00           | \$76,050.00     | \$380,250.00     |
| 60                           | \$6,282.52           | \$75,390.24    | \$15,000.00  | \$0.00          | \$3,731.00       | \$94,121.24     | \$395,682.20     |
| 36                           | \$7,527.70           | \$90,332.40    | \$441.00     | \$0.00          | \$12,129.75      | \$102,903.15    | \$464,232.75     |
| 60                           | \$6,224.89           | \$74,698.68    | \$58,915.00  | \$44,435.47     | \$0.00           | \$178,049.15    | \$476,843.87     |
| 60                           | \$7,600.22           | \$91,202.64    | \$23,040.00  | \$33,826.10     | \$16,605.00      | \$164,673.74    | \$529,484.30     |
| 60                           | \$6,875.60           | \$82,507.20    | \$127,173.27 | \$0.00          | \$0.00           | \$209,680.47    | \$539,709.27     |
| 60                           | \$11,051.64          | \$132,619.68   |              |                 |                  | \$132,619.68    | \$663,098.40     |
| 60                           | \$9,350.82           | \$112,209.84   | \$5,959.74   | \$47,602.48     | \$3,914.66       | \$169,686.72    | \$618,526.08     |
| 60                           | \$7,046.38           | \$84,556.56    |              |                 |                  | \$84,556.56     | \$422,782.80     |
| 60                           | \$6,419.36           | \$77,032.32    | \$14,000.00  | \$48,904.00     |                  | \$139,936.32    | \$448,065.60     |
| 60                           | \$15,380.95          | \$184,571.40   |              |                 |                  | \$184,571.40    | \$922,857.00     |
| 60                           | \$11,687.90          | \$140,254.80   |              |                 |                  | \$140,254.80    | \$701,274.00     |
| 60                           | \$6,732.30           | \$80,787.60    |              |                 |                  | \$80,787.60     | \$403,938.00     |
| 36                           | \$8,089.00           | \$97,068.00    | \$0.00       | \$0.00          | \$22,110.00      | \$119,178.00    | \$507,450.00     |
| 60                           | \$6,939.90           | \$83,278.80    |              |                 |                  | \$83,278.80     | \$416,394.00     |
| 60                           | \$9,030.00           | \$108,360.00   |              |                 | \$24,240.00      | \$132,600.00    | \$566,040.00     |

