

Facilities Management Committee Meeting

3/1/2021 at 4:00 PM

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

*** County Board Room 210 ***

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the February 2021 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) County Board Room Remodeling Project
- 2) COVID 19 Projects
 - a. Public Safety Center
 - i. Door pass through slots
- 3) Assistant Facilities Management Director/Project Manager Position Update
- 4) Phone System Analog Line Switch to Metronet
- 5) Courthouse Chiller replacement
- 6) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller
- 7) Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls
- 8) Upgrade the existing 59 VAV boxes in the original Courthouse Western section
- 9) Van Disposal
- 10) Public Safety Center Elevator Shaft Replacement

New Business/Projects

- 1) Chair Report
 - a) Coroner Office and KCFM space needs discussion.
 - b) 2021 County Office Building Capital projects discussion.
- 2) Circuit Clerk Cubicle Project
- 3) Voters Cubicle Setup
- 4) Public Safety Center Projects:
 - a) Valuables Sealing Tracking Machine Installation
 - b) Workout Machine Installation
- 5) Metronet HPBX Desk Set Phone Installations

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

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 309-248-0701,,100931985# United States, Rock Island

Phone Conference ID: 100 931 985#

Facilities Committee Agenda

March 1, 2021

Call to Order

- 1) **Roll Call**
- 2) **Determination of a Quorum**
- 3) **Approval of the February 2021 meeting minutes.**
- 4) **Approval of Agenda**
- 5) **Public Comment**

Old Business/Projects – Updates

- 1) **County Board Room Remodeling Project**
 - The County Board moved back to the new space for the February 16, 2021 meeting.
 - Remaining items to be completed include:
 - a) DAIS base detail
 - b) Electronic signs configuration
 - c) Automatic door opener touchless devices
 - d) Card access procedures
 - Training
 - Card Programming for double presentation to lock/unlock doors for meetings.
- 2) **COVID 19 Projects**
 - a. **Public Safety Center**
 - i. **Door pass through slots**
 - All materials have arrived.
 - Director Smiley is working with the Jail Commander to get this work completed.
- 3) **Assistant Facilities Management Director/Project Manager Position Update**
 - The candidate offered the position did not meet the conditions of the offer letter.
 - So the offer was rescinded.
 - Director Smiley is evaluating candidates already interviewed as well as considering posting of the position again for new candidates for the position.
 - Mr. Smiley hopes to have the process completed before the next FM Committee meeting in April.
- 4) **Phone System Analog Line Switch to Metronet**
 - Technology Services notified Director Smiley that four additional analog lines needed to be ported to Metronet for the Sheriff's office transcription process.
 - Director Smiley has made arrangements with Metronet to get these lines ported and it is scheduled for later this week.
- 5) **Courthouse Chiller replacement**
 - Equipment was ordered.
 - The ComEd rebate has been applied for.
 - Kendall County needs to decide if we want to get the rebate back from ComEd or have it directed to Trane to reduce the cost of the project as was done with prior projects.
 - Total rebate requested \$33,131.94+ ComEd is offering a 30% bonus for projects like this so we may get up to \$43,071.52 on this \$399,805.00 project.
- 6) **Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller**
 - Same as item #5.
 - Total rebate requested \$2,483.00.
- 7) **Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls**
 - Trane has made several visits here with potential vendors for the installation of the new controllers.
 - Director Smiley is waiting for a schedule from Trane for the installation of this equipment.

- 8) **Upgrade the existing 59 VAV boxes in the original Courthouse Western section**
 - New VAV dampers and misc. parts arrived in two shipments from Trane in the last two weeks.
 - Trane made a site visit on Feb. 26, 2021 to verify if all of the materials have arrived.
 - Plus they brought out a new Project Manager to get familiar with the projects going on at this campus.
 - Director Smiley is also waiting for a schedule from Trane to start this project.
- 9) **Van Disposal**
 - Sale was approved by the County Board at the Feb. 16, 2021 meeting to I55 Auto Salvage.
 - County Board Chair Gryder signed the title last week and KCFM has notified I55 they can pick up the van anytime they are ready to do so.
 - **Project complete.**
- 10) **Public Safety Center Elevator Shaft Replacement**
 - The new shaft was planned to be ready for shipment on Feb. 19, 2021.
 - However after checking with the company providing the shaft we have found that there was an unexpected delay on the piston portion of the new shaft.
 - Director Smiley is working with the vendor to get the new expected shipment date.
 - i. Once this is confirmed a date to install the shaft will be setup.

New Business/Projects

- 1) **Chair Report**
 - a) **Coroner Office and KCFM space needs discussion.**
 - Coroner Purcell asked FM Committee Chair DeBolt to discuss the Coroner's office space needs and a potential option to meet the needs of both the Coroner and Facilities Management offices space needs for the foreseeable future.
 - b) **2021 County Office Building Capital projects discussion.**
 - \$500,000.00 has been budgeted for additional remodeling needs at this facility.
 - Director Smiley had discussions with FM Chair DeBolt and Member/ Finance Chair Kellogg about the needs to start planning what is to be done this year as we are already ¼ of the way through the year. If any of the planned work requires A/E services it will take a while to get this setup, have drawings and specifications created, the project bid and the work to be completed.
 - Mr. Smiley would like to start with at least the plan to expand the card access system to all suites in the facility, while we plan other projects for the facility.
- 2) **Circuit Clerk Cubicle Project**
 - County Clerk Prochaska acquired cubicle materials with higher panels than currently installed in the department.
 - In order to accomplish this change all the existing power, phone & data wiring will need to be removed from the spine of the existing cubicles. Then disassembly of the existing cubicles would happen, followed by carpet cleaning and assembly of the replacement cubicles and re-installation of the wiring.
 - Director Smiley has been working on a layout with the higher panels that will fit in the space and line up with the wiring that is already in place.
 - KCFM staff has also verified the power circuits feeding the existing cubicles. It looks like initially KCFM staff will need to shut all the power down to the existing cubicles to separate the cubicles. This work will need to be done on off hours.
- 3) **Voters Cubicle Setup**
 - County Clerk Gillette asked KCFM if we had enough parts from other cubicle projects to setup an additional cubicle in the Voters area since they have another employee in the department.
 - KCFM did not have enough misc. panels and parts to do this. However CA Koepfel offered the 2nd cubicle in the Administration department reception area to be used.
 - KCFM tech Hanna setup the cubicle and other KCFM techs completed the wiring for power and phone.
 - **Project complete.**

4) Public Safety Center Projects:

a) Valuables Sealing Tracking Machine Installation

- Jail Commander Russo purchased a machine to seal inmate's personal items with plastic material.
- A Work Order was paced to have KCFM staff install the machine.
- It was determined the unit needs a 208 volt 30 amp power supply to operate the machine.
- Director Smiley informed Cmdr. Russo that we would have to run a new circuit from the boiler room as this room did not have a panel in it or adequate power to operate the machine.
- KCFM staff is running the circuit and the Jal is paying for the materials estimated to be no more than \$100.00 to complete.

b) Workout Machine Installation

- Jail Commander Russo also purchased a new exercise machine for the indoor recreation area that needs to be installed.
- Director Smiley & KCFM staff are evaluating how to get the machine in place and what needs to be done to anchor it to the floor.

5) Metronet HPBX Desk Set Phone Installations

- Director Smiley requested a conf. call be held to kick off what is needed as far a database gathering and the steps planned to get the County converted over to the Metronet system for desk set telephones.
- Director Kinsey stated he wants to have at least one phone set installed at each facility initially to test the County infrastructure setup to make sure the phones will operate correctly before we deploy the entire county with the new system.
- Initial site surveys were done for four smaller sites by Director Smiley last week.
- Metronet is scheduled to do their own site surveys again this week to determine what areas need new wiring installed and the general locations for the telephone sets in these facilities.
- Site surveys will continue in the larger facilities once these initial surveys are completed.
- After all this is completed the telephone sets will be ordered along with any other additional equipment is needed as determined from the site surveys.
- Finally deployment and porting of numbers will happen once all the telephone sets are in place in all facilities.
- This work is planned to be completed no later than May.

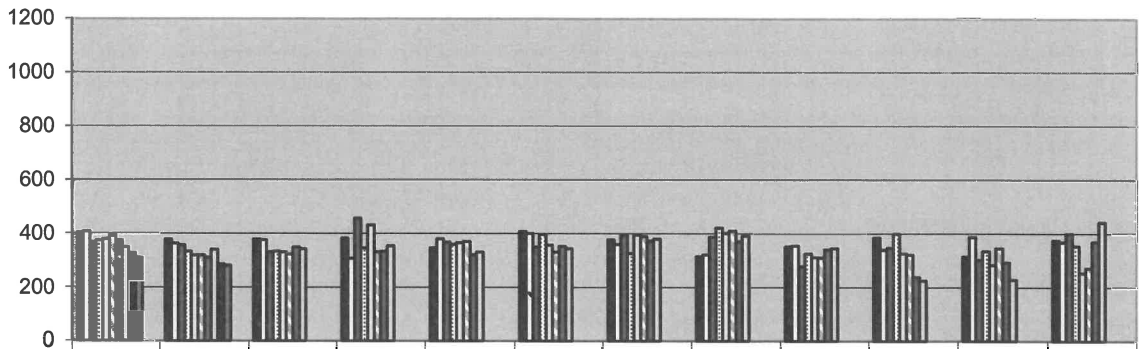
February 2021

Staffing/Training/Safety:

DESCRIPTION	Feb-21	Jan-21	Dec-20
Possible Work Hours (6 employees @ 8 hrs)	864.00	912.00	1,032.00
Paid/Unpaid Leave	28.00	92.00	76.00
Holiday	96.00	48.00	72.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	740.00	772.00	884.00
Overtime Worked	93.00	65.75	20.25
Total Productive Hours	833.00	837.75	904.25

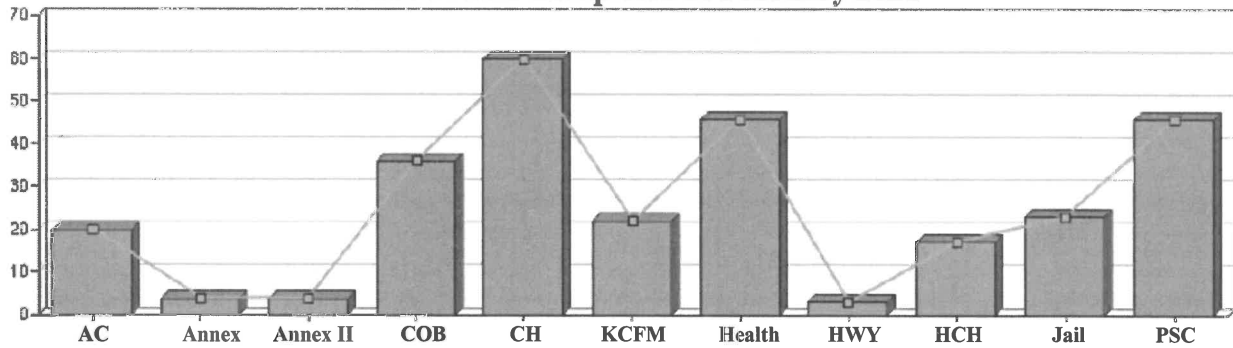
Reported/Completed Work Orders 2021

Reported vs Completed 2017 - Current

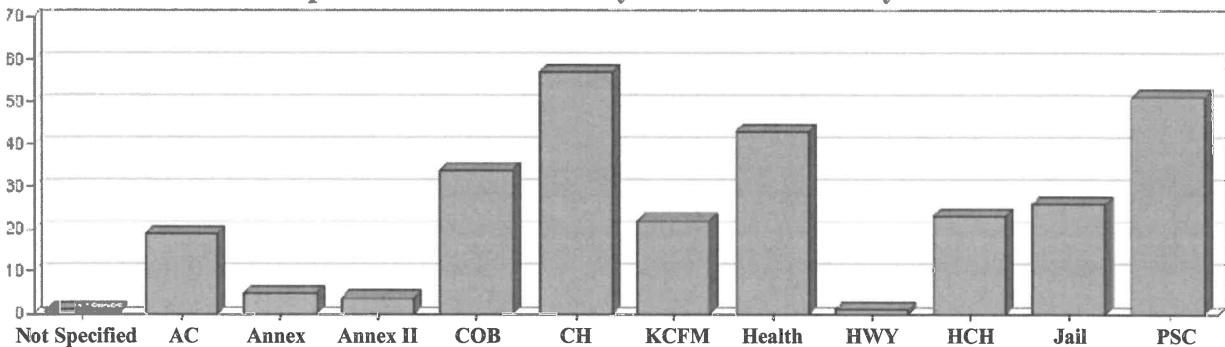


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2017 Reported	403	379	379	382	347	408	378	314	352	385	315	375
2017 Completed	406	364	376	307	380	401	360	322	355	339	387	368
2018 Reported	367	358	331	456	368	350	394	387	279	347	302	400
2018 Completed	373	334	334	345	360	397	327	422	325	399	335	354
2019 Reported	378	319	331	432	366	357	396	402	312	327	284	253
2019 Completed	390	319	323	331	370	331	390	410	311	322	345	272
2020 Reported	373	311	349	334	320	353	373	371	341	238	293	369
2020 Completed	348	341	343	354	331	344	380	392	345	225	228	442
2021 Reported	326	286										
2021 Completed	308	281										
2022 Reported												
2022 Completed												

Work Orders Completed in February 2021



Reported Work Orders by Location February 2021



Reported Work Orders by Task February 2021



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on April 5, 2021. The meeting will be held at the County Office Building 111 W. Fox Street, Yorkville in the County Board room.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, FEBRUARY 1, 2021**

Committee Member Gryder called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Matt Kellogg, Dan Koukol, Scott Gryder. Judy Gilmour via teams.

Chair DeBolt arrived at 4:21pm.

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

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

Approve the January 4, 2021 Facilities Committee Meeting Minutes – There were no changes to the January 4, 2021 minutes; Member Koukol made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.** Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes Judy Gilmour: Yes

Approval of Agenda – There were no changes to the January 4, 2021 minutes; Member Kellogg made a motion to approve the agenda, second by Member Koukol. **All Aye. Motion approved.** Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes Brian DeBolt: Yes, Judy Gilmour: Yes, Scott Gryder: Yes

Public Comment – None

Old Business/Projects

1. *Health Department Card Access Replacement* – Director Smiley informed the Committee the **Project is Complete.**
2. *County Board Room Remodeling Project* – Director Smiley stated the work remaining is for the electronic system change order to access Teams and other electronic presentations. Training on the new systems are scheduled for next week. Mr. Smiley also stated the new entrance doors and the podium are expected approximately the February 15th. We are still projecting to move back into the new boardroom for the County Board Meeting scheduled on February 16, 2021. Member Kellogg requested a cost of a second Kendall County Logo sign and podium for mobile usage.
3. *COVID 19 Projects* – The only remaining project is the Jail Door Slots. Director Smiley informed the Committee the remaining locks are scheduled to ship February 5, 2021 all other materials have been received. Jim stated he is in contact with the local welding company that will be doing the onsite work and they will start as soon as all locks are received. Mr. Smiley stated the completion could take approximately a week. Member Gryder informed the Committee the he and Member Kellogg walked through the Health Department Covid vaccine clinic and reported to the Committee the set up and flow of the clinic. Member Kellogg stated Health Department Director Rae Ann VanGundy was very appreciative of the Facilities Department for all the help they have received to gather everything from chairs to picking up donations for the clinic.
4. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley informed the Committee an offer has been made and the background screening has been submitted. A tentative start date is set for February 16, 2021.

5. *Phone System Analog Line Switch to Metronet* – Director Smiley stated the process began last week and will continue tomorrow through the end of the week to get all the analog lines cutover. Mr. Smiley stated once this is complete they can begin the process to change all the desktop phones. This process is slated to be completed by May.
6. *Courthouse Chiller replacement* – Director Smiley stated the lead time for the equipment is 11 weeks currently. In the meantime the new pumps and drives will be installed and preparation of the site for a quick installation when the new equipment is received in April.
7. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley informed the Committee the lead time for this is 13 weeks. In the meantime they will work to install components and equipment they can to make the changeover at the end of April as quick and smooth as possible.
8. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley stated lead time for this equipment is approximately 6 weeks. Schedules for this replacement and the replacement in item 9 below will need to be scheduled to meet courtroom availability.
9. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Same as item 8 above.
10. *Van Disposal* – Director Smiley stated two bids were received. I55 Auto bid \$700.00 and Yousef Dabbagh bid \$368.00. Motion by Member Koukol to forward van disposal to I55 Auto in the amount of \$700.00 to the County Board for approval. Second by Member Kellogg. **All members present voting aye, Motion Carried.** *Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Judy Gilmour: Yes.*
11. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the committee the components are expected to ship on February 19, 2021 and installation to begin the following week.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Director Smiley stated the solar farm produced 66,293 kW of electricity in December and 11,9396.20 kW in January. The first bill received was in the amount of \$5,292.15.
2. *Landscaping Maintenance Invitation to Bid Update* – Director Smiley informed the Committee the contract three year term expired however the option for the one year additional option will continue for this season. Director Smiley will continue to develop the ITB for next season. **Project Complete.**
3. *Approval to advertise an ITB for Window Replacement at the Historic Courthouse* – Director Smiley informed the Committee \$85,000.00 was approved in the 2021 Capital Budget for the Historic Courthouse window replacement. Director Smiley stated this will allow for three windows to be replaced. Motion by Member Gilmour to advertise the Historic Courthouse window replacement ITB. Second by Member Kellogg. **All members present voting aye, Motion Carried.** *Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Judy Gilmour: Yes, Brian DeBolt: Yes,*
4. *Coroner Office Body Cooler System Upgrade Capital Budget Request* – Director Smiley informed the Committee the current Coroner's body cooler is frequently in need of Freon. Mr. Smiley stated the entire cooling system will need to be replaced due to the age of the current system. The cost is approximately a \$5,000.00 upgrade. The Committee directed Mr. Smiley to submit a budget request for replacement in next year's capital budget.

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 – Chair DeBolt 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 Koukol.

Members Present: Matt Kellogg, Dan Koukol, Scott Gryder, Brian DeBolt, and Judy Gilmour via teams. **Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes, Judy Gilmour: Yes**
With all members in attendance voting aye, the committee entered into Executive Session at 4:33 p.m.

Others Present: Jim Smiley, Director of Facilities, Scott Koeppel, Kendall County Administrator and Christina Wald.

Member Koukol made a motion to return to Open Session, second by Member DeBolt. **Roll Call: Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes, Judy Gilmour: Yes.** **With all members present voting aye, the committee returned to Open Session at 4:38 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: July 6, 2020. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

Adjournment – Member Gryder asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting, second by Member Gilmour. Roll Call: **Matt Kellogg: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes, Judy Gilmour: Yes.** **With all members present voting aye, the meeting adjourned at 5:08 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant



KENDALL COUNTY CORONER
— JACQUIE PURCELL —

February 22, 2021

Kendall County Facilities Management
Mr. Brian DeBolt, Chair
Mr. Jim Smiley, Director
804 W John Street, Suite B
Yorkville, IL 60560

Dear Sirs:

Kendall County is expanding in all facets from commercial to residential development. In response, the needs of the county are increased, and we must be able to plan accordingly to accommodate these areas of growth.

As you may be aware, the Kendall County Capital Improvement Plan shows the Facilities Management and Coroner's building slated for expansion in FY2022. The plan allows for a new construction building for Facilities Management, and expansion of the Coroner's Office to include the entire building. The estimated cost, with the revised budget and inflation, is nearly two-million dollars.

I have found a commercial building for sale that would meet the needs of the Kendall County Coroner's Office. I believe the plans should be altered somewhat to show the coroner's office relocating to this new building. This change would also allow Facilities Management to expand and have use of the entire current building. It would afford Facilities Management additional garage, shop and office space – areas, I am sure you will agree, they desperately need.

The current building is 3100sq. ft. of which we currently occupy approximately 1000 sq. ft. The new commercial building is approximately 3500sq. ft. We are already exceeding the current space we have, and this new building would allow the Coroner's Office to be set for decades to come. The expanded space would allow Facilities Management to have the space they need for many years as well. I believe the new building could be purchased, and both buildings renovated, at a cost of about half of the current projected plans.

I believe, as good stewards of county dollars, it is our responsibility to ensure the best decisions to meet the needs of the county, as well as, accommodate the ever-increasing space needs of the offices and staff.

I implore you to look at these plans, consider the new location and deliberate the need for these changes.

Sincerely,

Jacquie Purcell
Kendall County Coroner

— CARORUM AD CURAM —



