

Facilities Management Committee Meeting

4/5/2021 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 March 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
 - ii. COVID Clinics
 - iii. Glass replacement in Court Administration
- 3) Assistant Facilities Management Director/Project Manager Position Update
- 4) Courthouse Chiller replacement
- 5) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller
- 6) Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls
- 7) Upgrade the existing 59 VAV boxes in the original Courthouse Western section
- 8) Public Safety Center Elevator Shaft Replacement
- 9) Public Safety Center Projects:
 - a. Valuables Sealing Tracking Machine Installation
 - b. Workout Machine Installation
- 10) Metronet HPBX Desk Set Phone Installations

New Business/Projects

- 1) Chair Report
 - a) 2021 County Office Building Capital projects discussion.
 - Capital Improvement Plan Review
 - a) Facilities Management Office Remodel
- 2) Historic Courthouse Window Project Bid Review
- 3) Knock Box Installs for Animal Control & Annex Facilities
- 4) State Fire Inspections for Elevators at the Courthouse & Public Safety Center
- 5) Solar Connection Redo at the Courthouse & Public Safety Center
- 6) Public Safety Center Annual UPS Preventative Maint. 1

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

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Facilities Committee Agenda

April 5, 2021

Call to Order

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

Old Business/Projects – Updates

1) County Board Room Remodeling Project

- A meeting was held with the Architect and the Systems Integrator to refine the setup of the microphones and electronic systems in the new County Board room.
- Adjustments were made and systems seem to be operating properly at this time.
- Remaining items to be completed include:
 - a) DAIS base detail
 - b) Card access procedures
 - Training
 - Card Programming for double presentation to lock/unlock doors for meetings.
 - i. This will be completed when training on the entire system training is done. Training for the entire system will not be done until the Mobile licensing is added.
 1. Director Smiley has purchased the mobile licenses for use on Cell Phones. These need to be installed in the software. Then training on the overall system will be done including issuing these licenses to users that need the ability to use their phones instead of a key card.

2) COVID 19 Projects

a. Public Safety Center

i. Door pass through slots

- The welder has acquired the vacuum system for us to try to do the welding within eh jail. The test install is planned for some time in the next week.

ii. COVID Clinics

- KCFM Technicians have been ferrying supplies to and from the clinics being held at the High Schools. This requires multiple trips between the Prairie Point City building and the High school sites to be able to setup the clinics. Then bring the supplies back to Prairie Point for the clinics being held at that site.
- Judge Pilmer requested the reception sliding glass windows to Court Administration be replaced with a full glass with a transaction cutout. This was **completed** last week.

3) Assistant Facilities Management Director/Project Manager Position Update

- The job was posted again and interviews were held with the assistance of Suzanne in Administration.
- 2nd Interviews were also held with FM Chair DeBolt and Technology Director Kinsey.
- An offer was extended to one candidate and was accepted. That person is now going through the background screen process.

4) Courthouse Chiller replacement

- ComEd has confirmed setting aside the rebate funding requested. This will be finalized once the project is complete. 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.
- At some point 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.

- The equipment ship date pushed out 1 week at this point and is currently scheduled to be shipped this week.
 - Trane is now estimating up to three weeks down time taking out the old system and getting the new system operating.
 - So, Director Smiley asked Trane to provide the costs for a temporary system to be hooked up in case the weather changes to be warmer by the time they are ready to shut down the old system.
 - Jim hopes to have this pricing in the next week to ten days. Once the pricing is received Mr. Smiley will discuss it Chair DeBolt before further action is approved.
- 5) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller**
- This equipment is now supposed to ship by early May.
 - It is not really possible to hook up a temporary system at the jail as this conversion requires the indoor coils to be replaced with water coils.
 - So, more than likely we will do what can be done to prepare for the conversion. But it is likely we will have to wait until the fall to get this project completed.
- 6) Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls**
- Trane is planning to start work on this project next week.
- 7) Upgrade the existing 59 VAV boxes in the original Courthouse Western section**
- Trane is planning to start work on this project the week of April 12, 2021.
- 8) Public Safety Center Elevator Shaft Replacement**
- The old shaft and casing was removed a couple of weeks ago.
 - It was determined that a suction truck would be needed to remove the remaining oil and sediment in the bore hole. This work was authorized by Director Smiley and was completed last week. After this work was completed it was determined that additional boring would not be required.
 - So the install of the PVC liner was completed and the new casing was assembled, welded and started to be installed last week.
 - Work is continuing this week and Director Smiley is expecting substantial completion of the work to be done in the next two weeks.
- 9) Public Safety Center Projects:**
- a) Valuables Sealing Tracking Machine Installation**
- The electric was completed by KCFM tech's a couple of weeks ago.
 - The machine is now operating and being used daily.
 - **Project complete.**
- b) Workout Machine Installation**
- The machine was partially disassembled to get it into the indoor recreation area.
 - KCFM technicians bolted the unit into the floor as required and assembled it back together.
 - **Project complete.**
- 10) Metronet HPBX Desk Set Phone Installations**
- Preinstalls including wiring for some phones has been completed. Remaining sites are scheduled to be completed by April 16, 2021.
 - Director Smiley has been reviewing phone numbers, names for extensions, current auto attendant setup for departments and facilities as well as determining numbers that need to be ported over to Metronet.
 - This work has taken us many days and extra hours to get ready for the conversion and will continue to be ongoing through the next Month.

New Business/Projects

1) Chair Report

a) 2021 County Office Building Capital projects discussion.

- 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 as stated at the last FM Committee meeting.

- Capital Improvement Plan Review
 - i. A meeting to discuss getting pricing to redo the 2006 Capital Improvement plan for changes since this was originally done is planned for this week.
 - ii. Facilities Management Office Remodel
 - a) Chair DeBolt asked Director Smiley to get ball park prices to jump start building out the additional space plan to accommodate the new hire. This would include the following with contracted vendors:
 - Demolition of the existing file room.
 - Framing in the new office areas.
 - Extending the H.V.A.C. system in the area to serve the offices.
 - Adding windows.
 - Flooring.
 - b) Mr. Smiley feels once the framing is done internal staff can do the wiring, ceilings and painting.
 - c) Work could be arranged to be roughly what was proposed for the offices to be used for in the future if that is what is determined to still need to be done.

2) Historic Courthouse Window Bid Review

- Director Smiley advertised the project and one bid was received.
- The bid was from Patrick McCann Inc. who has done all of the window projects to date.
- Bid amount of \$91,000.00 was received from this company for three windows to be replaced again this year. If we only do two windows the price would be reduced to be \$65,000.00.
- Budgeted amount and approved in the 2021 Capital budget is \$85,000.00.
- Mr. Smiley is looking for committee approval to move forward with replacing three windows as planned to the full County Board for approval.

3) Knock Box Installs for Animal Control & Annex Facilities

- We had a false fire alarm at the Annex building in February. At that time it was determined the facility had a Fiore Department key box that is no longer supported by BKFD. It was recommended to replace the existing box with a Knox box which is supported by BKFD.
- Recently an annual inspection was conducted by our insurance carrier at the Animal Control facility. It was also noted here that a Knox box was needed for BKFD use in the event of fire.
- So, Director Smiley ordered two Knox boxes and they are due in this week. Once received KCFM staff will install the boxes and provide keys and/or access cards to BKFD to put into the boxes.

4) State Fire Inspections for Elevators at the Courthouse & Public Safety Center

- Inspections were conducted and all elevators and chair lifts were found to be in proper operating condition.
- **Project complete.**

5) Solar Connection Redo at the Courthouse & Public Safety Center

- Director Smiley has been watching power usage since we started getting solar power to the facilities. Usage seemed to increase somewhat even though power was being supplied by ComEd & GRNE's solar field. It was determined that connections needed to be routed to additional areas to get accurate numbers for what is being produced and fed into the Courthouse and Public Safety Center.
- So, shutdown of the incoming feeds from ComEd and the solar field was conducted last Saturday, April 3, 2021. These changes were made.
- Director Smiley and Progressive (Chris Childress) will be auditing ongoing power usage for these facilities.
- **Project complete.**

6) Public Safety Center Annual UPS Preventative Maint. 1

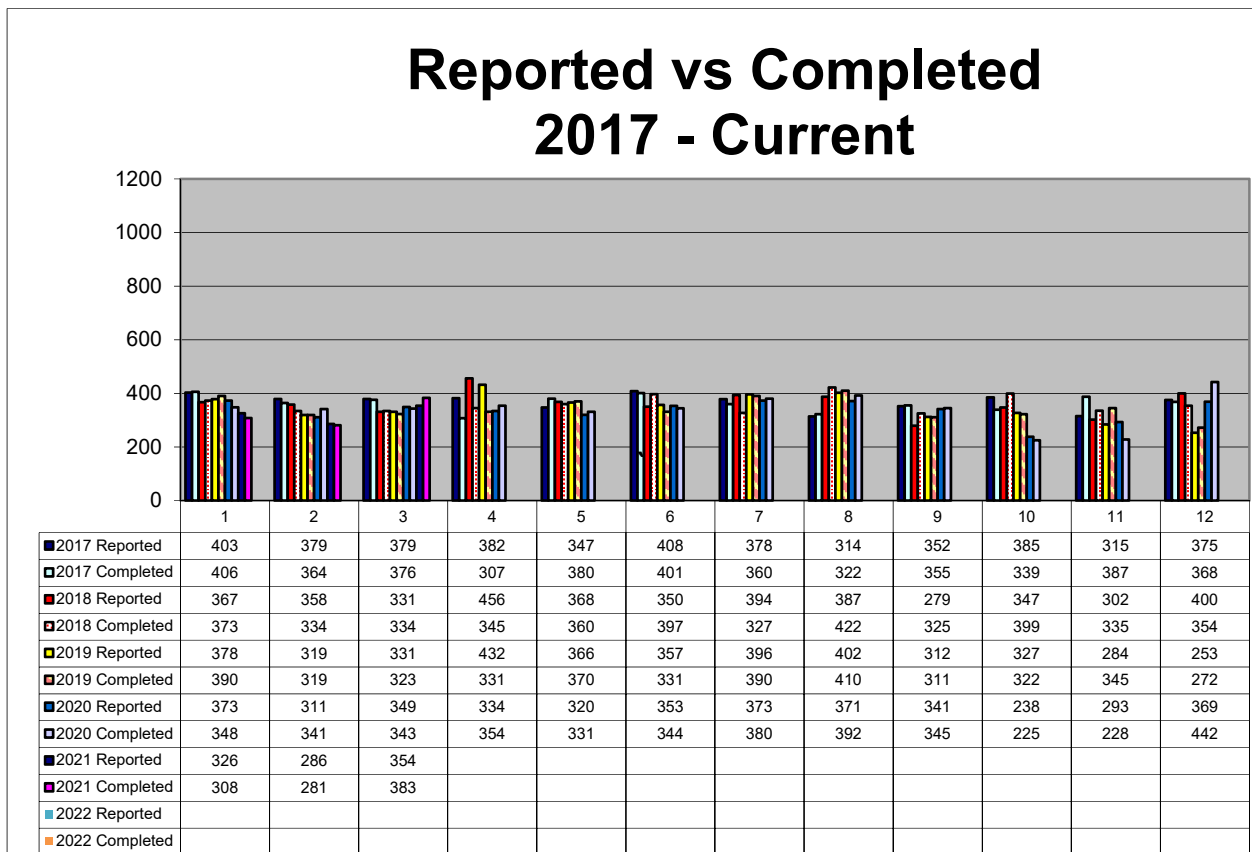
- The annual PM was performed last week. Checks of the internal components as well as the batteries were completed.
- All checked out to be operating properly.
- **Project complete.**

March 2021

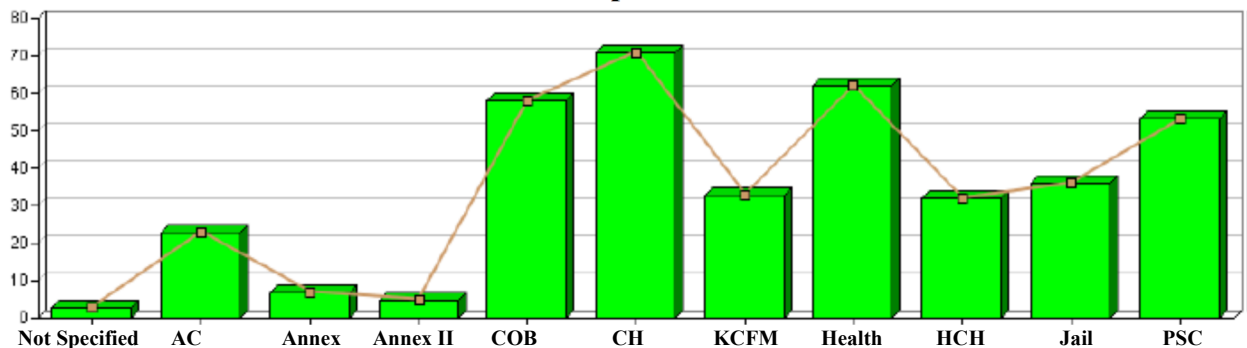
Staffing/Training/Safety:

DESCRIPTION	Mar-21	Feb-21	Jan-21
Possible Work Hours (6 employees @ 8 hrs)	1,104.00	864.00	912.00
Paid/Unpaid Leave	52.00	28.00	92.00
Holiday	24.00	96.00	48.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	<i>1,028.00</i>	<i>740.00</i>	<i>772.00</i>
Overtime Worked	3.75	93.00	65.75
Total Productive Hours	1,031.75	833.00	837.75

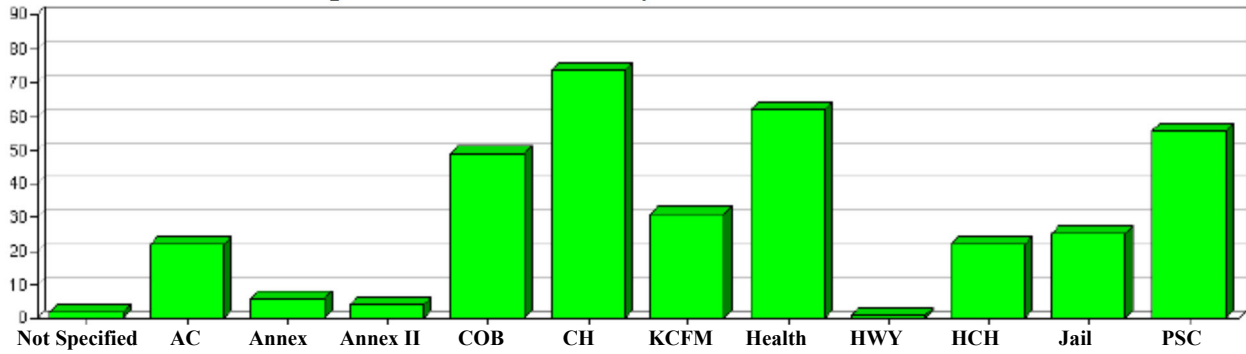
Reported/Completed Work Orders 2021



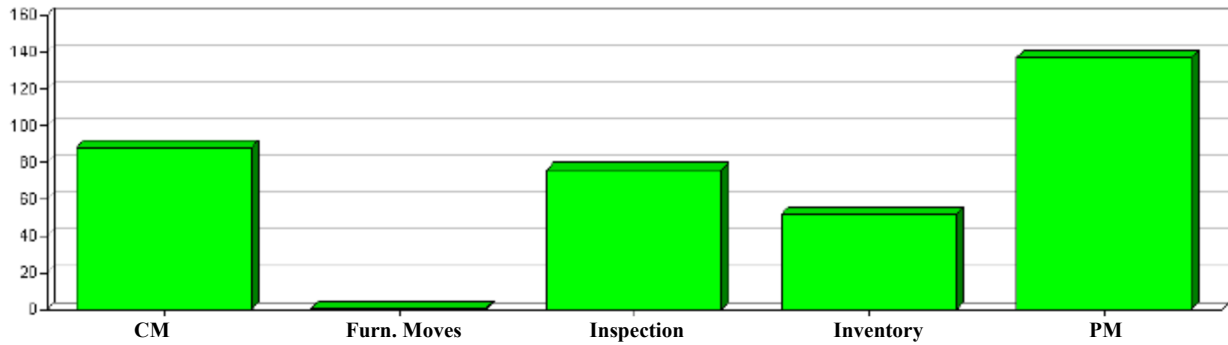
Work Orders Completed in March 2021



Reported Work Orders by Location March 2021



Reported Work Orders by Task March 2021



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on May 3, 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, MARCH 1, 2021**

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

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

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

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

Approve the February 1, 2021 Facilities Committee Meeting Minutes – There were no changes to the February 1, 2021 minutes; Member Gilmour made a motion to approve the minutes, second by Member Kellogg. **With enough present members voting aye, the minutes were approved.** **Judy Gilmour: Yes, Scott Gryder: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Approval of Agenda – Member Kellogg made a motion to move agenda item 1a under New Business Chair's Report to under public comment. Member Gilmour second the motion. **All Aye. Motion approved. Roll Call: Judy Gilmour: Yes, Scott Gryder: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Public Comment – None

Old Business/Projects

1. *County board Room Remodeling Project* – Director Smiley stated the move to the new County Boardroom was on February 16, 2021. There are a few remaining items to be completed. Director Smiley is working on is the card access system to automatically lock/unlock night meetings with ease.
2. *COVID 19 Projects* – Director Smiley informed the Committee all materials have been received. Mr. Smiley is working with the Jail Commander to coordinate the installation. Director Smiley also informed the Committee the current COVID expenses the Facilities Department has spent to date this year is \$67,000.00. County Administrator Koepfel stated COVID funding for 2021 expenses may be accessible and will update status as soon as information is available.
3. *Assistant Facilities Management Director/Project Manager Position Update* – The Committee was informed the position will be reposted.
4. *Phone System Analog Line Switch to Metronet* – Director Smiley informed the Committee four (4) transcription lines in the sheriff's department are analog lines and will need to be ported over. Once these lines have been ported over to MetroNet, all known analog lines have been completed.
5. *Courthouse Chiller replacement* – Director Smiley stated the ComEd rebate has been applied for but not approved as of yet. ComEd is offering a 30% bonus for projects like this one, which would put the rebate total up to \$43,071.52 on this project. Director Smiley stated the Committee will need to decide if the rebate will be sent directly to Trane and applied to the project cost or if Kendall County will receive the payment and pay Trane the full contracted amount.
6. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated the ComEd rebate for this project was approved for \$2,483.00.00.

7. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – 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* – Director Smiley stated two (2) shipments of equipment have been received. Trane will submit the schedule for installation of the equipment. Once the schedule is received, Mr. Smiley will work with court security on installation.
9. *Van Disposal* – Director Smiley stated the Board approved the van disposal to I55 Auto on February 12, 2021. The title was signed and I55 Auto was informed it was ready for pick up.
10. *Public Safety Center Elevator Shaft Replacement* – Director Smiley stated the miscellaneous parts for the piston assembly was unexpectedly delayed. Jim is waiting for Advanced Elevator to inform him of a new expected ship date.

New Business/Projects

1. Chair's Report

- a. *Coroner Office and KCFM space needs discussion* – Coroner Jacquie Purcell presented to the Committee the Coroner's office need for more space. Coroner Purcell is requesting to move to a new building or expand into the full building at 804 W John St, which will require the Facilities Department to relocate. Currently the Coroner's office is working within 1,000 sq. ft. space. The Committee stated many departments have project requests for space needs as well and will need to prioritize the requests and funding. Chair DeBolt plans to discuss this space need further this year.
 - b. *2021 County Office Building Capital projects discussion* – Director Smiley reminded the Committee that we are a ¼ of the way through this fiscal year. If we are planning to use an architect for further remodeling of the County Office Building we need to start soon as it takes months to have the architect develop plans and specifications, bid and buildout the projects. Mr. Smiley suggested the first area to consider is the County Clerk's needs especially the Voter's department. The Committee also discussed storage needs and reviewed floor plans of the facility. No further direction was given.
2. *Circuit Clerk Cubicle Project* – Director Smiley stated Mr. Prochaska acquired cubicles with taller walls. Mr. Smiley is analyzing the layout with the new cubicles and the space size along with time requirement needed to dismantle the old cubicle system and install the new cubicles.
 3. *Voters Cubicle Setup* – Mr. Smiley informed the Committee a new cubicle was set up in Voter's registration. The cubicle was an extra cubicle located in administration which was dismantled and reinstalled in this area. **PROJECT COMPLETE.**
 4. *Public Safety Center Projects* – Director Smiley stated the Public Safety Center purchased a machine to seal personal property of jail inmates. The machine installation needed a 208v power circuit to be installed to run to the machine. KCFM staff is installing the circuit. The Public Safety Center also purchased a multi position exercise machine the will require moving the machine to its destination, assembling and securing it to the floor.
 5. *Metronet HPBX Desk Set Phone Installations* – Director Smiley informed the Committee the next phase of the phone installation is to change all desktop phones. Mr. Smiley requested a conference call to discuss this process of the project. Director Kinsey requested one phone set be installed in each building to verify the phone operate correctly on the network before switching all the phones at once. Mr. Smiley began site surveys last week with the smaller sites and will continue this week with the bigger sites.

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 DeBolt asked if there was a motion to adjourn. Chair DeBolt made a motion to adjourn the meeting, second by Member Gryder. Roll Call: **Judy Gilmour: Yes, Scott Gryder: Yes, Matt Kellogg: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.** **With all members present voting aye, the meeting adjourned at 5:24 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant