

Facilities Management Committee Meeting

5/3/2021 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 April 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. Plexiglas barriers for some Circuit Clerk Cubicles
- 3) Courthouse Chiller replacement
- 4) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller
- 5) Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls
- 6) Upgrade the existing 59 VAV boxes in the original Courthouse Western section
- 7) Public Safety Center Elevator Shaft Replacement
- 8) Metronet HPBX Desk Set Phone Installations

New Business/Projects

- 1) Chair Report
 - a) 2021 County Office Building Capital projects discussion.
 - b) Future Capital projects – Facilities & Coroner
 - c) Courthouse Roof Replacement Using Garland Program
- 2) Historic Courthouse Window Project
- 3) Approve Kendall County Housing Authority Lease Extension of 2019 Lease Agreement
 - a) Kendall County Housing Authority – Request for Additional Space
- 4) Courthouse Safety Meeting – Zoom Call
- 5) Courthouse Jury Assembly Entrance Project
- 6) Public Safety Center Capital Budget Estimate Requests

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](tel:+13092480701)

Phone Conference ID: 100 931 985#

Facilities Committee Agenda
May 3, 2021

Call to Order

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

Old Business/Projects – Updates

1) County Board Room Remodeling Project

- Remaining items to be completed include:
 - a) DAIS base detail
 - b) Card access
 - Being setup for some time in the next two weeks.
 - i. Training
 - ii. Card Programming for double presentation to lock/unlock doors for meetings.
 - iii. 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 first unit is setup for Tuesday, May 4, 2021.

ii. COVID Clinics

- Plexiglas barriers for some Circuit Clerk Cubicles
 - i. The Circuit Clerk's office had us move people out to other positions during the height of the COVID concerns in order to better social distance employees.
 - ii. Now they are filling vacant positions and need to refill the existing cubicles.
 - iii. The Circuit Clerk's office researched what they needed for some cubicles in order to accomplish this.
 - iv. County Administrator Koeppel discussed the need with the Circuit Clerk's office and gave Director Smiley the go ahead to order what is needed. We will put this under the line we are tracking other COVID related projects and requests are being paid from.
 - v. Cost is a little over \$500.00.

3) Courthouse Chiller replacement

- ComEd has confirmed setting aside the rebate funding requested including the additional 30% bonus for projects like this for a total of \$43,071.52 on this \$399,805.00 project.
- The equipment was received a week ago and is in storage at a local bonded warehouse.
- Trane is now estimating up to four weeks down time taking out the old system and getting the new system operating.
- Director Smiley just received news that the new pumps and drives will not be available until late May to early June. So no work can start on this project until they arrive.
- So we will need to consider renting a chiller to keep A/C on in this section of the building since this will put us squarely into warmer weather, or hold off until the fall when A/C is not needed again.
- Pricing for a temporary system setup including one week of rental is \$24,842.00.
- Weekly rental rate for each week afterwards is \$6,138.00.
- Trane is guaranteeing the Rental will not be needed more than four weeks. They will pick up costs if there is a delay then are not forecasting at this point.
- Since the chiller ship a week later than expected and we are getting into warmer weather we will need to either delay the installation until the fall or go ahead with the rental to allow for the Western area (original facility).
- Director Smiley is looking for direction on this.
- Note:
 - i. ComEd grant money will not be affected as long as the project is done this year. However, if the project goes past November 19, 2021 the additional LEEP bonus would be reduced 5% from 30% to 25%.

4) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller

- This equipment is still expected to ship by early May.
- Director Smiley asked Trane to see what effect timing of this replacement would have if piping and coil changes are made in advance of installing the new chiller.
- Trane discussed this idea with their mechanical contractor and they are saying we would only have 7-10 days of downtime if this work is done in advance.
- Director Smiley will need to discuss this with the Sheriff's office to see if it is possible.
- If not most likely we would have to wait until the end of the season or consider installing a temp. chiller to keep the A/C running in order to install this system.

5) Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls

- Initial wiring was completed a couple of weeks ago.
- Trane expects to complete this project by the end of May.

6) Upgrade the existing 59 VAV boxes in the original Courthouse Western section

- This project was substantially completed April 29, 2021.
- Director Smiley still needs to do a punch list on this project to verify if additional work is needed.

7) **Public Safety Center Elevator Shaft Replacement**

- The project was completed the week of April 12, 2021. The final inspection was scheduled for the end of that week.
- However, the inspection company had unforeseen delays and the final inspection was completed on the 19th.
- The elevator was put back into normal service on that date.
- Original contract price was \$34,530.00. We had one extra to vacuum out non-hazardous waste and debris from the shaft opening.
- Total completed price with extra \$39,966.55.
- **Project complete.**

8) **Metronet HPBX Desk Set Phone Installations**

- New Polycom phones were placed and connected at all sites in the past month.
- With a few exceptions all are operating currently with the Metronet numbers programmed into the phones.
- Director Smiley is currently continuing to work with the Metronet Implementer to get all numbers, names, and voicemail pin codes, schedules of operation and auto attendant or general mailbox setups in place. Once this completed porting of existing numbers can be setup for all sites.
- Currently Mr. Smiley has the Facilities & Coroner's offices, Highway and the Annex building setup to port on May 11, 2021.
- Once this has been completed the larger sites will be scheduled to port.
- Jim hopes to have most of the porting done by the end of May to early June.

New Business/Projects

1) **Chair Report**

a) **2021 County Office Building Capital projects discussion.**

- Chair DeBolt plans to start discussing the buildings needs starting with the County Clerk & Recorder Debbie Gillette once we decide if we are going to involve an AE firm for Capital planning.

b) **Future Capital projects – Facilities & Coroner**

c) **Courthouse Roof Replacement Using Garland Program**

- Chair DeBolt discussed his past success using the Garland company at the Yorkville School District and asked Director Smiley to have a brief meeting with their local rep. to see if this was a program Kendall County could also take advantage of.
- So, Mr. Smiley setup an initial meeting with Garland to look at the proposed project.
- Now that our Assistant FM Director/PM Mr. Dan Polvere started work, Jim assigned Dan to look into this program further. See attached summary sheet.

2) **Historic Courthouse Window Project**

- Director Smiley sent a signed copy of the contract to the vendor.
- Mr. Smiley is waiting for the vendor to provide the bond required for the project and to take initial measurements for the window manufacturer.
- Jim expects this to be done and for the windows to be ordered with the manufacturer before the next FM Committee meeting in June.

3) **Approve Kendall County Housing Authority Lease Extension of 2019 Lease Agreement**

- KCFM received the request to allow for the first additional one year lease included with the 2019 lease between the Housing Authority and Kendall County.
- This can be approved by voice vote at the Facilities Committee since it was part of the already County Board approved lease in 2019.
- a) **Kendall County Housing Authority – Request for Additional Space**
 - A request for additional space was again made as part of extending the lease for an additional year. However, if space is not available at this time the Housing Authority said they still want to remain in the existing space.

4) Courthouse Safety Meeting – Zoom Call

- The meeting was held on April 7, 2021.
- Discussion of various trainings were discussed with only Director Smiley the coordinator from Probation and one other individual. So nothing was decided and the next meeting date will be forthcoming where they hope to have all department included.
- **Item Completed.**

5) Courthouse Jury Assembly Entrance Project

- Judge Pilmer sked Director Smiley is an existing are could have the counter removed, the area enclosed and setup to move public workstations into, to create a 2nd way to enter the check in area for jury trials and to install a door to the existing Jury Assembly room.
- Mr. Smiley and KCFM staff found a door frame and door that could be used in attic stock. The rest of the project was some demo, minor electrical relocation, drywall, taping. Patching and painting as well as a small section of carpet to be installed where the counter was located.
- These projects were completed by KCFM techs with the exception of installing a section of carpet from attic stock.
- **Project complete.**

6) Public Safety Center Capital Budget Estimate Requests

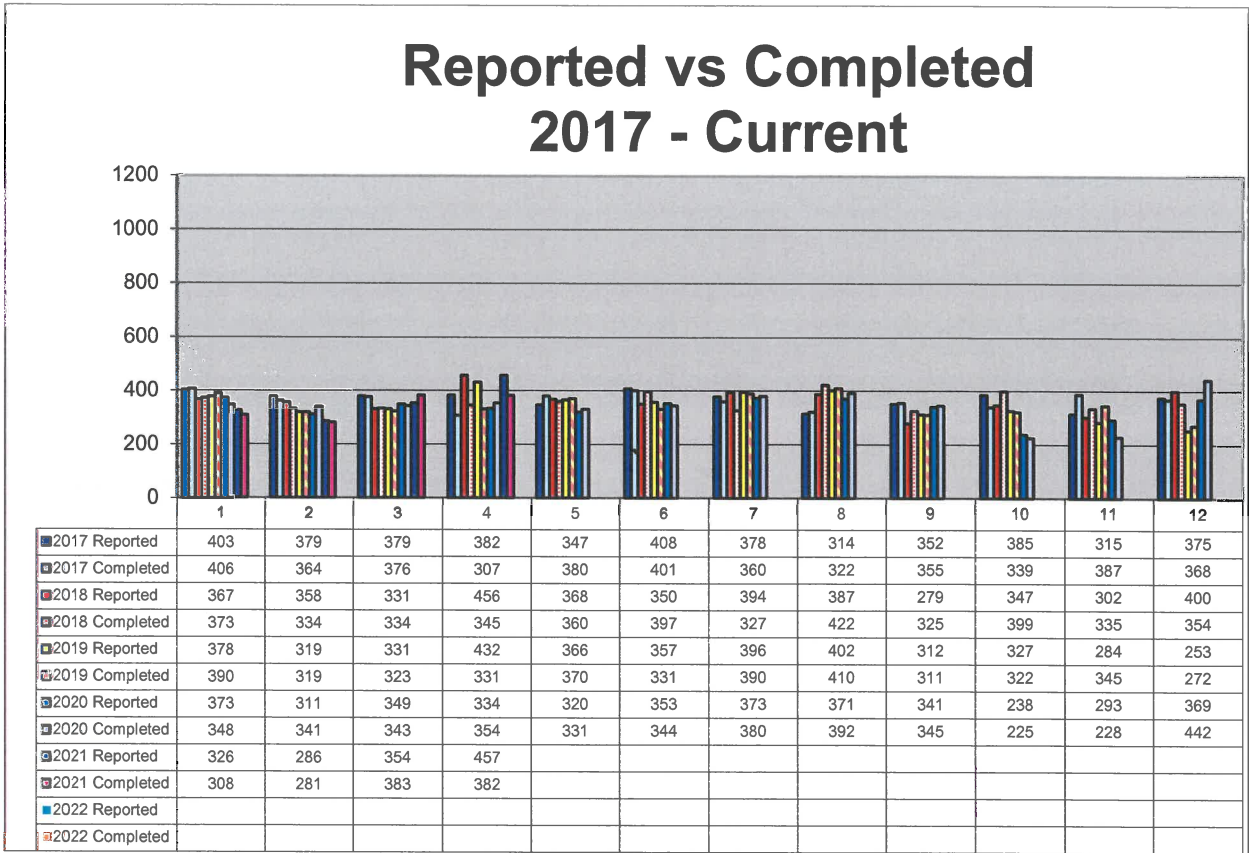
- Director Smiley was asked to provide a couple of estimates for projects that might be include in 2022 Capital project requests.
- Mr. Smiley met with Dewberry and they are working on a projected budget and timeline for each project.
- Jim will provide these to Jail Commander Russo once they are completed.

April 2021

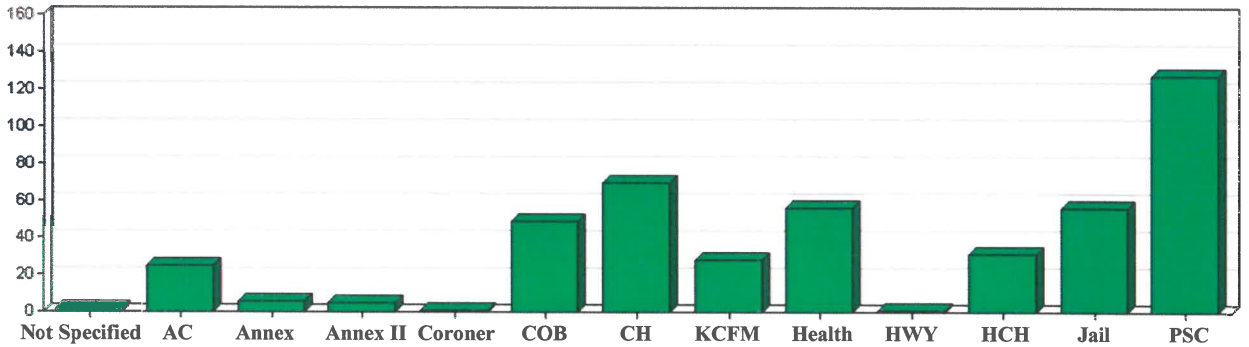
Staffing/Training/Safety:

DESCRIPTION	Apr-21	Mar-21	Feb-21
Possible Work Hours (6 employees @ 8 hrs)	1,032.00	1,104.00	864.00
Paid/Unpaid Leave	52.00	52.00	28.00
Holiday	24.00	24.00	96.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	<i>956.00</i>	<i>1,028.00</i>	<i>740.00</i>
Overtime Worked	34.50	3.75	93.00
Total Productive Hours	990.50	1,031.75	833.00

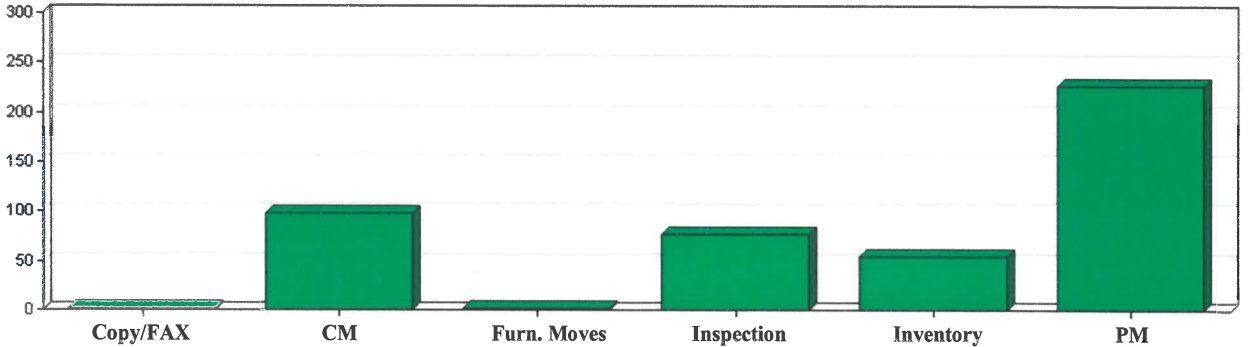
Reported/Completed Work Orders 2021



Reported Work Orders by Location April 2021



Reported Work Orders by Task April 2021



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on June 7, 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, APRIL 5, 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 Koeppel.

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

Approval of Agenda – Member Gryder made a motion to approve the agenda. Member Koukol second the motion. **All Aye. Motion approved. Roll Call:** **Judy Gilmour: Yes, Scott Gryder: Yes, Dan Koukol: Yes, Brian DeBolt: Yes.**

Public Comment – None

Old Business/Projects

1. *County board Room Remodeling Project* – Director Smiley informed the Committee the project is primarily completed. Trim along the DAIS is missing, Jim is working to coordinate its completion. Mr. Smiley stated the card access system now has the chips installed in the readers and the electronic licenses have been purchased. This will give the card access system the ability to function by phone app instead of cards. Jim stated training on the card access system still needs to be completed once the mobile licenses are installed. County Administrator Koeppel stated the microphone and sound issues have been resolved. The computers are installed at the podium and the executive conference room.
2. *COVID 19 Projects:*
 - a. *Public Safety Center Door pass through slots* - Director Smiley stated a test install is planned for next week to verify if the process can be done in place without having to remove the doors. Mr. Smiley wants verification that if work completed in place will not be disruptive with noise, dust particles or welding smoke issues.
 - b. *COVID Clinics* - Director Smiley informed the Committee KCFM staff have taken multiple trips between the Prairie Point and High School sites for the delivery of supply needs for the COVID clinics. Jim stated there have been some communication/last minute coordination issues, but for the most part it has been fairly smooth process.
 - c. *Court Administration reception window* - Mr. Smiley also updated the Committee Judge Pilmer requested facilities have the glass in Court Administration replaced from a sliding window to solid window with a transaction cut out. **This Project is Complete.**
3. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley updated the Committee on the status of the new hire. Mr. Smiley stated the candidate has accepted the position and the background screening process is ongoing.

4. *Courthouse Chiller replacement* – Director Smiley stated ComEd confirmed setting aside the rebate funding. Mr. Smiley stated a decision will need to be made on how the credit will be dispersed. Chair DeBolt stated for Director Smiley to speak with County Administrator Koeppl when he receives notification from ComEd for the payment being processed. Mr. Smiley also stated shipment of equipment has been delayed by 1 week, which may require a temporary system to be used due to the weather warming up. Director Smiley is working on the details and will speak with Chair DeBolt as soon as all the information is received.
5. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley stated the delivery for these components will be closer to May. The installation will be evaluated at the time of delivery to see if it will need to be installed in fall due to weather.
6. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Director Smiley informed the Committee the work will begin tomorrow on the wiring. Jim is coordinating with court schedules for access to courtrooms.
7. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Director Smiley stated work will begin next week.
8. *Public Safety Center Elevator Shaft Replacement* – Director Smiley informed the Committee a suction truck was needed to remove debris. Installation progress is continuing, with the probability of being completed by the end of the week. Final inspections will be done once the installation has been completed.
9. *Public Safety Center Projects* – Director Smiley informed the Committee the Valuable Sealing tracking machine is up and running. **Project Complete.** Director Smiley informed the Committee the Workout Machine has been installed and is working. **Project Complete.**
10. *Metronet HPBX Desk Set Phone Installations* – Director Smiley stated Metronet anticipates the background work to be completed by April 16th. Mr. Smiley is unsure Metronet can meet the May 1st deadline. Mr. Smiley spoke with County Administrator about options available if the deadline cannot be met.

New Business/Projects

1. *Chair's Report*
 - a. *2021 County Office Building Capital projects discussion* – Director Smiley stated there was no direction in the last meeting about extending the card access system throughout the building. Mr. Smiley stated an architect will not be needed for this process and the cost estimate to add the system to all the suites is approximately \$50,000.00. County Administrator Koeppl stated a meeting is set with the architects that have been used on the last few projects to inquire the costs to update the Capital Improvement Plan last updated in 2006. Mr. Koeppl stated the cost would then be brought before the board. Chair DeBolt spoke with Director Smiley about remodeling the current Facilities Building for needed office space. Director Smiley received preliminary costs of \$44,650.00. No direction was given to proceed at this time.
2. *Historic Courthouse Window Project Bid Review* – Director Smiley received one bid from the advertised ITB. The budgeted amount was \$85,000.00 and bid amount received came in at \$91,000.00. Motion by Member Koukol to send to the April 20th County Board for approval to replace three (3) windows by Patrick McCann, Inc. in the amount of \$91,000.00. Second by Member Gilmour. **All members present voting aye, Motion Carried.** *Roll Call:* **Judy Gilmour: Yes, Dan Koukol: Yes, Scott Gryder: Yes, Brian DeBolt: Yes.**

3. *Knock Box Installs for Animal Control & Annex Facilities* – Director Smiley informed the Committee Knock Boxes were needed for the Annex and Animal Control facilities. These were ordered and will be installed once received.
4. *State Fire Inspections for Elevators at the Courthouse & Public Safety Center* – Director Smiley stated yearly inspections were conducted and all elevators and chair lifts passed. **Project Complete.**
5. *Solar Connection Redo at the Courthouse & Public Safety Center* – Director Smiley stated the solar connection needed to be adjusted. This was done on Saturday, April 3rd for less disruptions. Mr. Smiley stated a temporary connection needed to be established for Bond call. **Project Complete.**
6. *Public Safety Center Annual UPS Preventative Maint. 1* – Director Smiley informed the Committee the annual preventative maintenance on the units were completed last week. Mr. Smiley stated everything is working properly. **Project Completed.**

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

Executive Session – None

Public Comment – Member Koukol inquired why the Regional Plan Commission meetings are at the Historic Courthouse and if the meeting can be moved to the County Boardroom. County Administrator Koepfel stated beginning May 4th the meetings will be moved backed to the County Boardroom.

Questions from the Media – None

Adjournment – Chair DeBolt made a motion to adjourn the meeting, second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:40 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

KENDALL COUNTY *Facilities Management*

804 W. John St. Suite B. Yorkville, IL 60560



April 30, 2021

Garland Company

Scope of Work

- Kendall County Courthouse Roof Section: 4 (B)
- Square Footage: 5,700. Expected Life (Years): 20, Budget: \$85,000.00
- Product: Garlands EPDM Mechanically fastened Roofing System
- Nuclear roof moisture survey to locate areas of wet insulation within the ballasted roof system (Scan will take 1-2 weeks to schedule, 1-2 hours to complete and 3 days for reporting)
- Replacement Process:
 1. Stage and mobilize equipment & material
 2. Vacuum off existing ballasted river rock
 3. Cut existing membrane into 10' strips and completely remove
 4. Per Nuclear Scan replace wet Insulation
 5. Re-using existing Insulation- mechanically fasten existing insulation.
 6. Install 1/2" Recovery board- dens deck and set in Garlands Insu-lock adhesive
 7. Mechanically install 60 mil NEW EPDM membrane. Install 3x3 drain sumps
 9. Install all new flashings in neoprene adhesive
 10. Install all new termination bar and surface mounted counter flashings
 11. Apply Garlands Rust Go Primer and Paint for rust inhibiting paint for reglets
 12. 3-days prior to completion conduct walk thru with owner's representative for punch out list.
 13. Complete punch out list. Full clean/ sweep of all construction debris.

The Garland/DBS, Inc. OMNIA® Partners, Public Sector cooperative contract for roofing and waterproofing products and services:

- Garland/DBS's OMNIA contract was nationally advertised, bid and awarded by Racine County, Wis., and is available to public agencies across the country.
- Garland has been awarded contract # 21-510CPOGS-CPOGS-P-20818 by the State of Illinois Office of General Services, which is a piggyback of the OMNIA Public Sector contract for Roofing Supplies and Services, Waterproofing, and Related Products and Services.
- Installation of Garland's roof system will be competitively bid. They will be available to assist KCFM staff with:
 1. Planning of a pre-bid meeting
 2. Drafting of the project manual inclusive of specifications
 3. Invitation to Bid (usually 5-6 invited) local roofers and send them the project manual.
 4. Conduct our Pre-Bid, have a response date, issue a proposal (with the appropriate Omnia legal language) listing all the bidders' responses.
 5. Select to award. Once awarded, we will have a pre-construction meeting 2 weeks prior to start and finalize any remaining details, confirmation of permits etc. and then start/ complete the project.

Dan Polvere 
Assistant Facilities Management Director/PM
Office (630) 553-4102
Direct (630) 385-3005



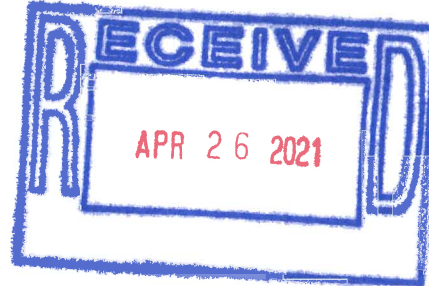
Our Door is
the Path to Your
Self-Empowerment.

OFFICE 630.593.8218 | 811 W. John Street
FAX 331.207.8923 | Yorkville, IL 60560

www.KendallHousing.org

April 26, 2021

Mr. Jim Smiley
804 W. John Street, Suite B
Yorkville, IL 60560



RE: Notice of Intent

Dear Mr. Smiley,

This letter is the Kendall Housing Authority's notice of intent to renew our lease for office space in the Kendall County Health Dept. building located at 811 West John Street, Yorkville, Illinois. We currently lease an office on the first floor (number 130) and requested additional space; either a larger space in the same location or additional space in the same location. If additional space cannot be granted at this time, we wish to remain in our first-floor office #130 until the additional space can be granted.

Sincerely,

Matthew G Prochaska
Chairman
Kendall County Housing Authority