

## 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

#### Join on your computer or mobile app

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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.
- 2<sup>nd</sup> 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**

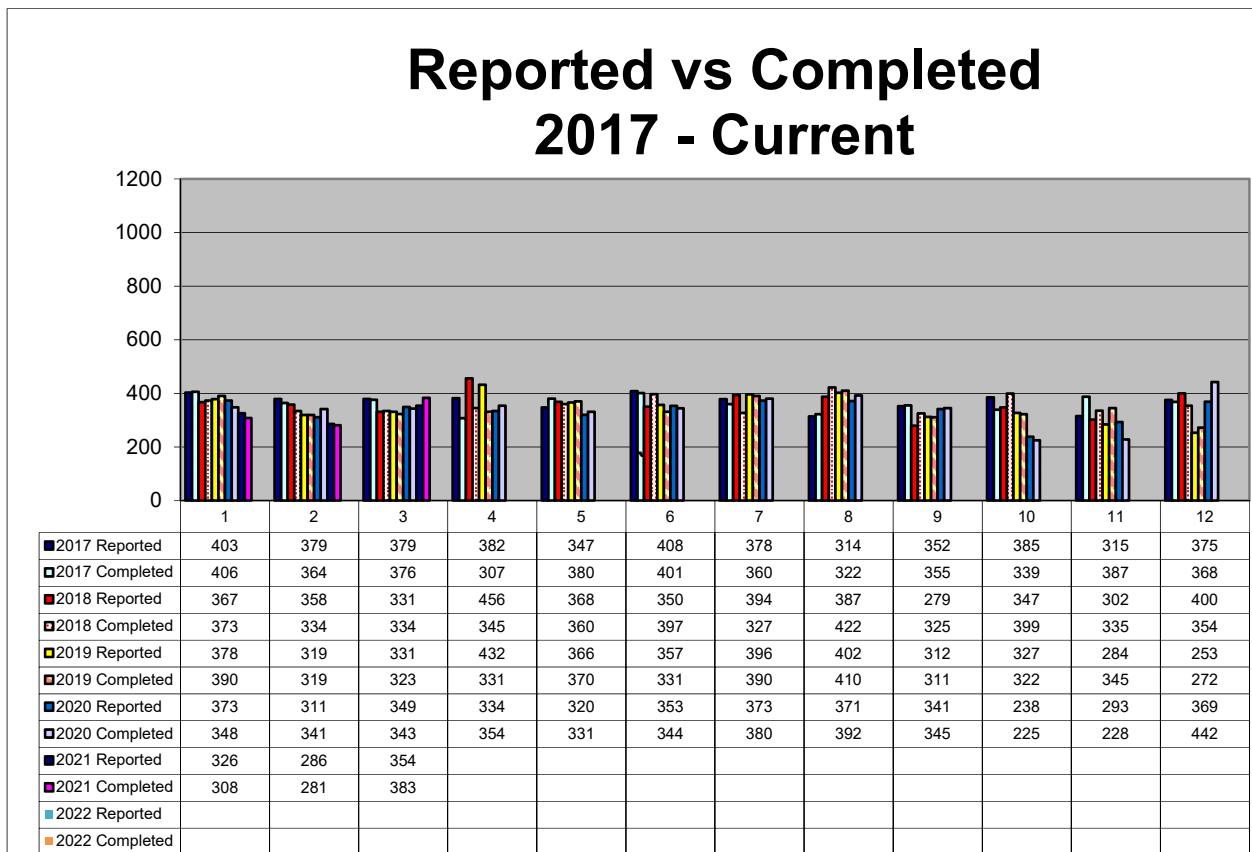
- The annual PM was performed last week. Checks of the internal components as well as the batteries were completed.
- All checked out to be operating properly.
- **Project complete.**

**March 2021**

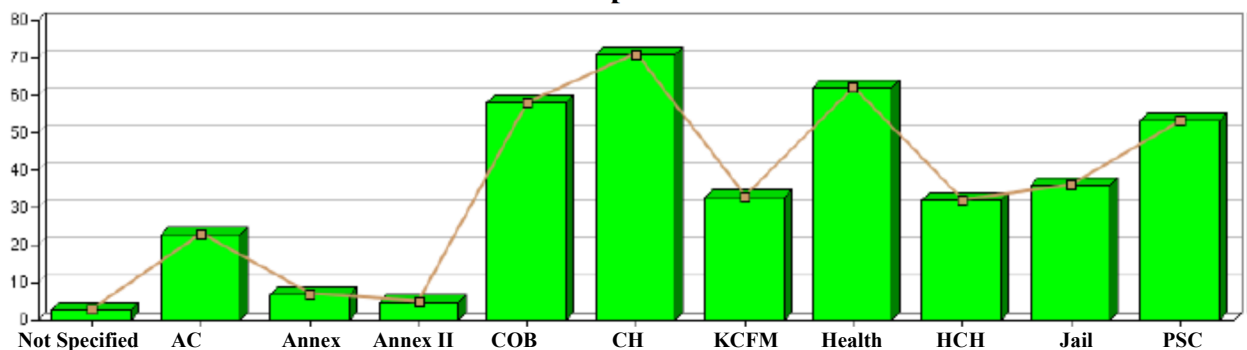
**Staffing/Training/Safety:**

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
<b>Total Productive Hours</b>	<b>1,031.75</b>	<b>833.00</b>	<b>837.75</b>

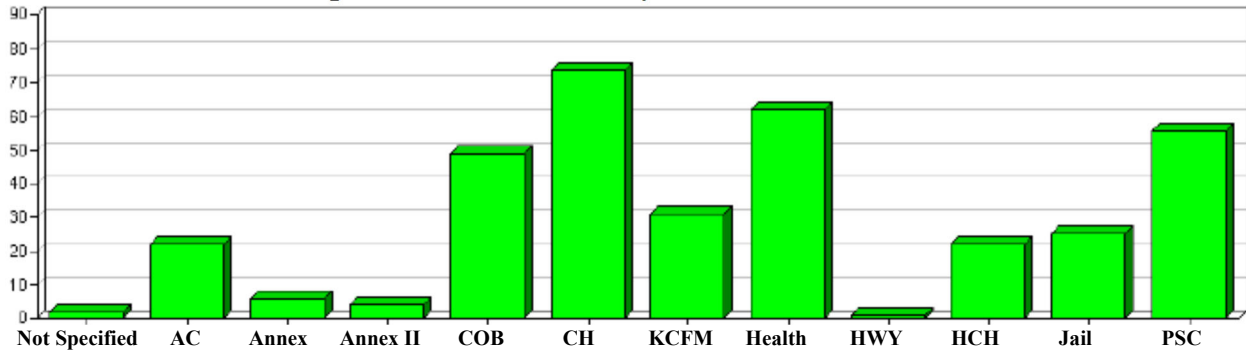
**Reported/Completed Work Orders 2021**



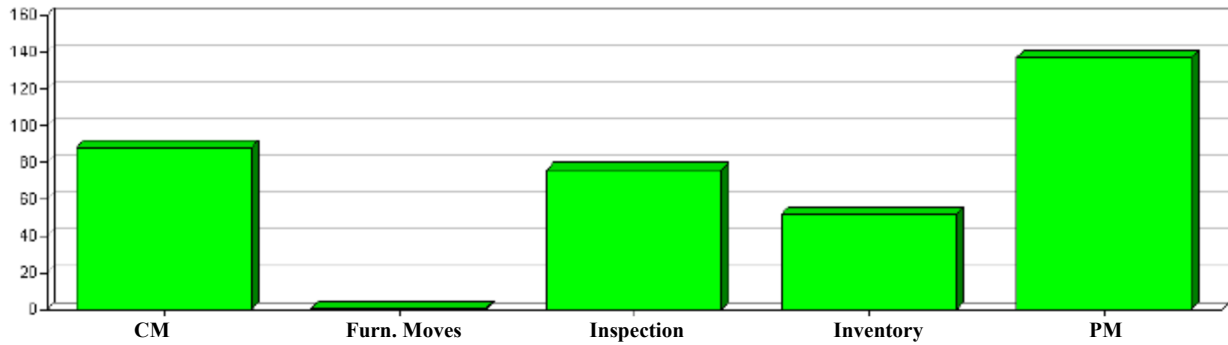
**Work Orders Completed in March 2021**



**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, JANUARY 4, 2021**

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

**Roll Call:** Members Present: Judy Gilmour, Matt Kellogg, Chair Brian DeBolt, Dan Koukol and Scott Gryder via teams.

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel. Lynette Bergeron, KenCom Director and Larry Nelson, WSPY via teams.

**Approve the October 26, 2020 Facilities Committee Meeting Minutes** – There were no changes to the October 26, 2020 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.** **Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes**

**Approval of Agenda** – Director Smiley added Item #9 Update on Public Safety Center Elevator Repair under new business. Member Koukol made a motion to approve the agenda. Member Kellogg second the motion. **All Aye. Motion approved.** **Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes**

**Public Comment** – None

**Old Business/Projects**

1. *Health Department Card Access Replacement* – Director Smiley informed the Committee the new system became operational just before Christmas. In doing the move to the new system it was discovered 5 card readers were a different manufacturer that are not compatible with the new system. A Change Order was approved by Director Smiley, Director Kinsey and County Administrator Koeppel in the amount of \$2,300.00. Director Smiley believes the items are in stock and will be installed once received.
2. *County Board Room Remodeling Project* – Director Smiley stated all the card readers and door strikes are installed. As of this meeting a date to activate the card reader system has not been established. Director Smiley believes the system will be active next week, but will have a more definitive date after he meets with Lite Construction and Dewberry next week. Key cards and Lanyards have been ordered. Since doors will be locked that were not previously locked, employees will need to carry key cards at all times to enter these areas. Training on the new electronic systems is still to be determined. Director Smiley projects the Boardroom to be in use by February. Member Koukol inquired about the space between board members. Director Smiley responded that portable clear acrylic dividers custom made for the DAIS are installed.
3. *COVID 19 Projects* – Director Smiley updated the Committee that Courtrooms #113 and #115 jury box reconfigurations, **Project is Complete**. Director Smiley projects the Jury Assembly #2 Buildout to be completed mid January once the doors are shipped and installed. Mr. Smiley stated the Public Safety Center door pass through slots project has been delayed until later this month by the material supplier.

4. *Cure Funding Entry for Reimbursement* – County Administrator Koeppel informed the Committee Kendall County has submitted reimbursement for \$1,000,042.00 in Cures Act funding, which is a reimbursement program for COVID-19 expenses. Kendall County thus far has received approximately \$900,000.00 and still has reimbursement requests pending.
5. *Assistant Facilities Management Director/Project Manager Position Update* – Director Smiley stated over 70 responses were received. Director's Smiley and Kinsey will sort through the candidates and hope to begin initial interviews next week through Microsoft Teams. Director Smiley stated second round interviews will be in person.
6. *2020 Vehicle Disposals Final Results* - Director Smiley included a summary sheet of the vehicles that were up for disposal. Mr. Smiley informed the Committee that one of the bidders declined two (2) of the vehicles after winning the bid. Director Smiley spoke with acting Chair Kellogg whom stated to contact the next highest bidders. Those next highest bidders approved taking the vehicles at the amount bid. This lowered the amount overall by \$268.00 for a total of \$3,051.00.

### **New Business/Projects**

1. *Chair's Report*
  - a. *Solar Project Update* – Director Smiley informed the Committee the solar field has been up and running at full capacity on December 21, 2020. Mr. Smiley explained limited production started on December 10<sup>th</sup>. Jim also informed the Committee according to GRNE's data on our field we have generated 1.59k in savings.
2. *Phone System Analog Line Switch to Metronet* – Director Smiley stated during this process the goal is to eliminate as many analog lines as possible due to increasing costs and support for these lines. Mr. Smiley informed the Committee our current analog contract expires on February 4<sup>th</sup> and the goal is to have these analog lines cutover to Metronet by late January. Director Smiley, Lynette Bergeron, KenCom Director and Larry Nelson, KenCom Board Chair are sorting through the lines listed as KenCom lines, Kendall County pays for to determine which lines will be needed and remain analog lines. Mr. Nelson stated from his research all of these lines listed as KenCom lines may not actually be KenCom lines. Mr. Smiley stated Metronet charges approximately \$10.00 per month to add a device to maintain the lines as analog circuits.
3. *Courthouse Chiller replacement utilizing US Communities Contract # USC15-JLP023 Cooperative Quote Number 30-10006-20-002* – Director Smiley would like to complete this replacement in the spring to avoid any issues that the warmer weather would bring. Mr. Smiley stated this was budgeted and approved to be completed this year. Jim budgeted \$1,145,000.00 for this project and the items listed below. The four projects came in at \$978,765.00 combined. Director Smiley the ComEd rebate on all four projects will be \$28,045.00, which can be used to reduce the project costs further. This is \$166,244.00 less than budgeted. Director Smiley also suggests a contingency on all four (4) projects of \$100,000.00. Motion by Member Koukol to forward agenda items three (3) through six (6) to the County Board for approval with a contingency approval by the Facilities Chair and Facilities Director up to \$20,000.00 and a total contingency of up to \$100,000.00 pending approval by the Facilities Committee. Second by Member Kellogg. **All members present voting aye, Motion Carried. Roll Call: Judy Gilmour: Yes, Matt Kellogg: Yes, Brian DeBolt: Yes, Dan Koukol: Yes, Scott Gryder: Yes**
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller utilizing US Communities Contract #USC15-JLP023 Cooperative Quote Number: 30-10006-20-003* – Discussed in agenda item # three (3).



5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls for AHU#1 & AHU#2, mechanical room PCM & Boiler room utilizing US Communities Contract # USC15-JPL023 Cooperative Quote Number: 30-10006-20-004 – Discussed in agenda item # three (3).*
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section utilizing US Communities Contract # USC15-JLP023 Cooperative Quote Number: 30-10006-20-004 - Discussed in agenda item # three (3).*
7. *Van Disposal* – Director Smiley informed the Committee a new van will be delivered this week. Consensus of the Committee is to dispose of old vehicle by public bid.
8. *Landscaping Maintenance Invitation to Bid Approval to Advertise* – Director Smiley informed the Committee our landscaping maintenance contract is up for renewal. Mr. Smiley proposes a three (3) year contract with optional two (2) one (1) year renewal as we recently did for the snow plowing contract. Committee approves advertising landscaping maintenance contract for bid.
9. *Public Safety Center Elevator Repair - Update* – Director Smiley stated the parts will be shipped to our installer by the end of the month. Once received installation will be completed within 2 weeks.

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

Respectfully submitted,

Christina Wald  
Administrative Assistant