

**Facilities Management Committee Meeting**

**8/2/2021 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 June 2021 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

**Old Business/Projects – Updates**

- 1) County Board Room Remodeling Project
  - a. Card Access Training
- 2) COVID 19 Projects
  - i. Public Safety Center - Door pass through slots
- 3) Courthouse Chiller replacement
  - a. Tentative Schedule
- 4) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller
  - a. Tentative Schedule
- 5) Metronet HPBX Desk Set Phone Installations
- 6) Historic Courthouse Window Project
- 7) Extra Cleaning related to COVID 19
- 8) 2020 Winter Storm Damage Repairs
- 9) Fire Systems Annual Testing
- 10) Health & Human Services Fire Panel Replacement

**New Business/Projects**

- 1) Chair Report
  - 2021 County Office Building Capital projects discussion
    - Annex & Annex II ( Hart Home) Records Move & Relocation to Courthouse Basement
    - Shelving costs
  - Annex Repairs
    - Roof
    - Re-stain/Paint outside of building
  - K.A.T. Study Kluber Presentation Meeting
  - 107 W. Madison Demolition
  - Future expansion of County Facilities
- 2) 2022 Capital & COVID Related Budget Pricing
- 3) NRG Demand Response Testing
- 4) Courthouse Roof Repair versus Replacement in 2021
- 5) Parking Lot Maintenance 2021
- ~~6) 2022 Capital Projects Pricing for County Elected Officials & Department Heads Duplication~~

**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**

***Facilities Committee Agenda***  
***August 2, 2021***

**Call to Order**

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

**Old Business/Projects – Updates**

- 1) **County Board Room Remodeling Project**
  - a) Card Access Training and Reader setup for Cell phones
    - i. Training was completed Wed., June 9<sup>th</sup>.
    - ii. Programming for cell phone use instead of cards has been completed.
    - iii. Director Smiley will setup additional phones when time allows.
    - iv. **Project complete.**
- 2) **COVID 19 Projects**
  - a. **Public Safety Center**
    - i. **Door pass through slots**
      - Project complete except for re-painting.
        - KCFM staff plans to complete painting prior to the next Committee meeting in September.
- 3) **Courthouse Chiller replacement**
  - a. **Tentative Schedule**
    - Director Smiley has asked for a tentative schedule based on installing piping sub-assemblies and electrical drives.
    - The rest of the installation work is dependent on when the weather conditions change to the point that we can shut down the existing chiller for replacement.
    - Most likely this will not start until the end of September to early October.
    - Director Smiley did also get notice from ComEd that the rebates have been extended until the end of November.
- 4) **Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller**
  - a. **Tentative Schedule**
    - Same as item #3 above.
- 5) **Metronet HPBX Desk Set Phone Installations**
  - All sites have been ported to Metronet as of July 13, 2021.
  - Remaining things to be done include:
    - Connecting Paging from phones to our existing paging network.
    - Verification of all remaining lines not being needed so that we can cancel service.
    - Shutdown of old Voicemail system scheduled for Aug. 9, 2021.
    - Shutdown of old PBX phone systems:
      - i. County Office building scheduled for Aug. 9, 2021.
      - ii. Remaining sites Phone system shutdowns are TBD as they are still used paging.
- 6) **Historic Courthouse Window Project**
  - No change – Windows are due into the vendor by September 7, 2021.
  - Then they will paint the window units before bringing onsite.
  - The vendor hopes to start the installation onsite before the end of September.

**7) Extra Cleaning related to COVID 19**

- All sites that were additionally being cleaned with the exception of the Health department said it was ok to stop the extra cleaning. However, they also said extra cleaning may be required again if the situation changes.
- **Project complete for now.**

**8) 2020 Winter Storm Damage Repairs**

- Material delays have caused this to drag on.
- The vendor now has materials and plans to do the work during this week.

**9) Fire Systems Annual Testing**

- All sites were completed including the fire panels, fire extinguishers, sprinkler systems and elevator smoke detectors.
- No issues were found.
- **Project complete.**

**10) Health & Human Services Fire Panel Replacement**

- The panel was replaced during the week of July 19, 2021.
- **Project complete.**

**New Business/Projects**

**1) Chair Report**

- **2021 County Office Building Capital projects discussion.**
- **Annex & Annex II ( Hart Home) Records Move & Relocation to Courthouse Basement**
  - See attached sheet.
- **Annex Repairs**
  - **Roof** – Looking at making repairs for existing leaks from last winter.
  - **Re-stain/Paint outside of building** – KCFM mgmt.is getting prices for this work currently.
- **K.A.T. Study Kluber Presentation Meeting**
  - Dan attended the meeting and County Administrator Koeppel hopes to have this go to the full County Board this month.
  - Kluber is offering to start the site survey of K.A.T. needs this Wed. with the anticipation of the contract being approved soon.
- **107 W. Madison Demolition**
  - Work is slated to start tomorrow Aug. 3, 2021.
- **Future expansion of County Facilities**
  - See attached sheet

**2) 2022 Capital & COVID Related Budget Pricing**

- Director Smiley and Assistant Director Polvere have been getting prices for various departments at the Sheriff's office, Public Defender, State's Attorney's office, Circuit Clerk and Presiding Judge Pilmer. Project costs estimates are being sent to the requesters in order for them to include in their 2022 funding requests.

**3) NRG Demand Response Testing**

- Testing was completed Friday, July 2, 2021.
- Director Smiley is expecting to get projected revenue amounts for the 2021 – 2022 year before the next FM Committee meeting in September.

**4) Courthouse Roof Repair versus Replacement**

- KCFM worked with a local Garland manufacturing representative to bid out the budgeted work utilizing the Omni purchasing program that we have used in the past for H.V.A.C. replacements at the Public Safety Center and Courthouse.
- Director Smiley had budgeted \$85,000.00 for the work to be done this year.
- Low bid came in at \$136,500.00.
- Assistant Director Polvere met with the manufacturing rep. to see why the cost was so much higher than expected. The main reason seemed to be because of material shortages and lack of participation due to contractors already being booked for the summer with material shortages for those jobs.
- KCFM mgmt. recommended to Chair DeBolt that we go ahead with a few repairs this year. Then try to add to the budget in the hopes that costs will go down somewhat next year once materials are more readily available. This should also help save money from doing part of the work this year. Then having a 2<sup>nd</sup> mobilization next year to do the rest of the work intended for this project.
- Chair DeBolt supported the recommendation and repairs have already been completed for suspect areas at a minimal cost this year.
- **Project complete.**

**5) Parking Lot Maintenance 2021**

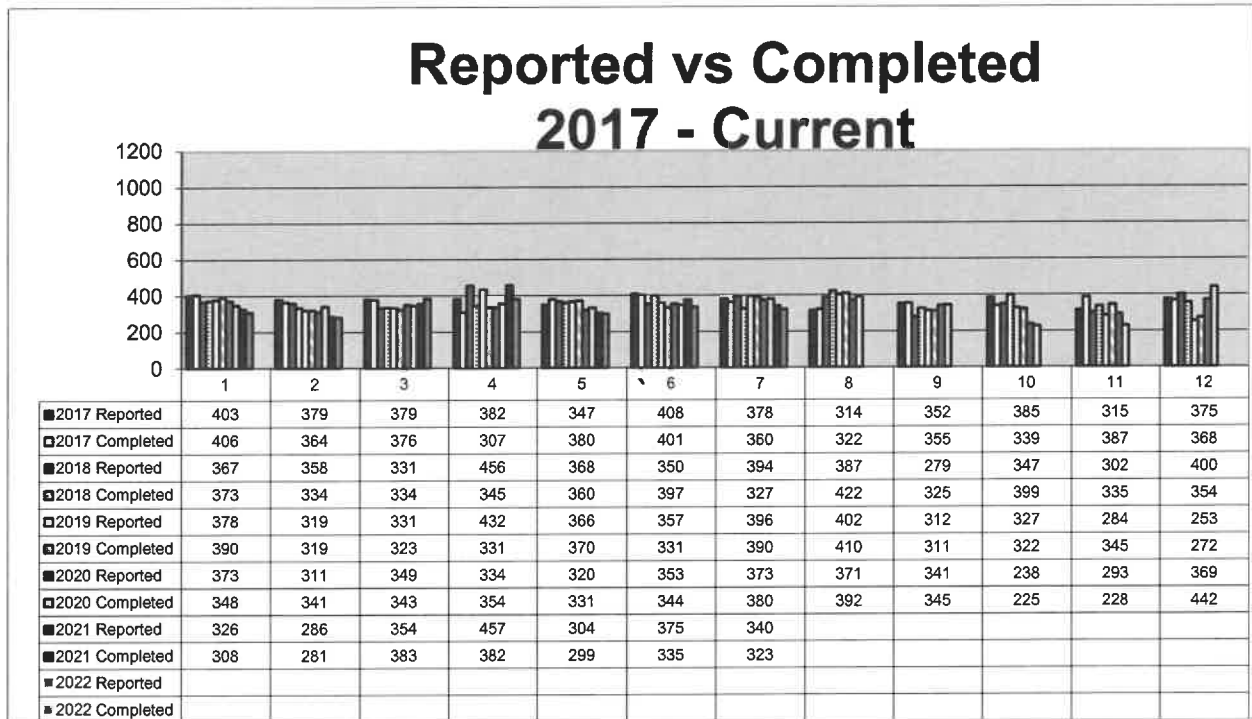
- KCFM AD Polvere has started to get prices for planned work for the 2021 season.
- Work is mainly maintenance work this year performing seal coating, striping and crack filling.
- Director Smiley had the Public Safety Center striping work completed already as the lines were nearly invisible in some areas. Plus the Sheriff's office is hosting an event for the National Night Out tomorrow night Aug. 3, 2021 where many vehicles will be in the parking lots.

**July 2021**

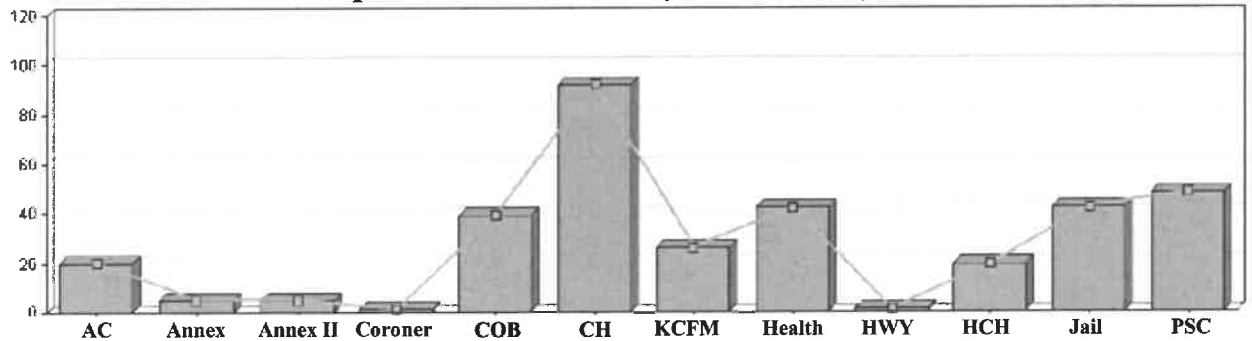
**Staffing/Training/Safety:**

<b>DESCRIPTION</b>	<b>Jul-21</b>	<b>Jun-21</b>	<b>May-21</b>
Possible Work Hours (6 employees @ 8 hrs)	1,008.00	1,056.00	960.00
Paid/Unpaid Leave	160.00	44.00	48.00
Holiday	48.00		48.00
Bereavement		8.00	0.00
* FMLA			0.00
<i>Regular Productive Hours</i>	<i>800.00</i>	<i>1,004.00</i>	<i>864.00</i>
Overtime Worked	13.50	8.50	15.50
<b>Total Productive Hours</b>	<b>813.50</b>	<b>1,012.50</b>	<b>879.50</b>

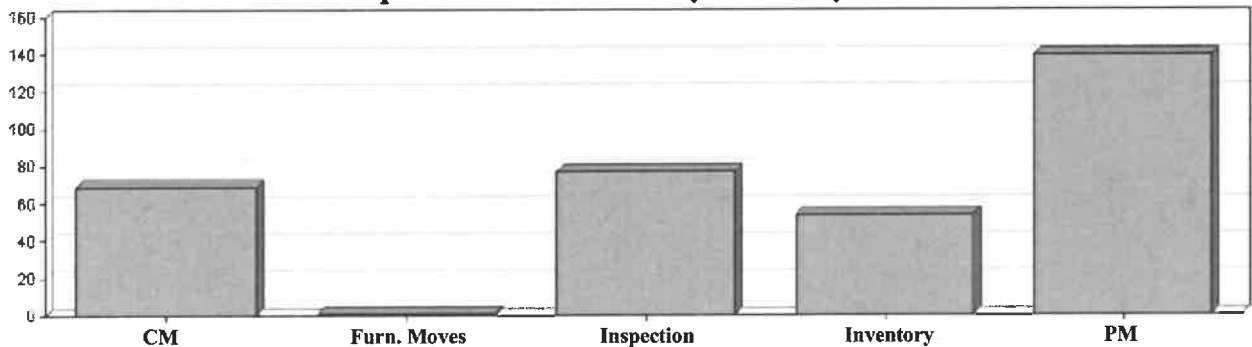
**Reported/Completed Work Orders 2021**



**Reported Work Orders by Location July 2021**



**Reported Work Orders by Task July 2021**



**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting would normally be scheduled for September, 2021. However that is the scheduled Holiday day for Labor Day this year. So, we need to determine what day to hold the September meeting on. 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  
THURSDAY, JUNE 10, 2021**

Committee Chair DeBolt called the meeting to order at 3:04 p.m.

**Roll Call:** Members Present: Brian DeBolt, Judy Gilmour, Matt Kellogg, Dan Koukol.  
Members Absent: Scott Gryder

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

Others Present: Facilities Management Assistant Director/PM Dan Polvere, County Administrator Scott Koepfel.

**Approve the May 3, 2021 Facilities Committee Meeting Minutes** – There were no changes to the May 3, 2021 minutes; Member Kellogg made a motion to approve the minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Kellogg made a motion to approve the agenda. Member Gilmour second the motion. **With all present members voting aye, the agenda was approved.**

**Public Comment** – None

**Old Business/Projects**

1. *County Board Room Remodeling Project* – Assistant Director Polvere informed the Committee training has been set up for Friday, June 11<sup>th</sup> for the card access system. Mr. Polvere also stated the trim pieces for the boardroom still need to be completed.
2. *COVID 19 Projects:*
  - a. *Public Safety Center Door pass through slots* – Assistant Director Polvere stated the welder took two days to complete their portion of the project. The doors will still need to be primed and painted by KCFM staff. County Administrator Koepfel stated the project will be paid with the American Rescue Plan Act money.
3. *Courthouse Chiller replacement* –
  - a. *Pump Setup Change Order Discussion* – Assistant Director Polvere informed the Committee the existing pumps are stacked on top of each other. It is ideal to unstack these pumps for efficiency of service and function. Chair DeBolt stated Director Smiley is working with the contractor on the cost of the change order and to proceed forward.
  - b. *Valve Installation Change order Discussion* – Assistant Director Polvere informed the Committee the shut off valves needed to be installed on the system the entire system would not need to be shut down in case it would need to be drained. Mr. Polvere stated this installation has been completed. **Project Complete.**
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Assistant Director Polvere stated the pumps have arrived and awaiting fabrication pending the change order approval.

5. *Upgrade the existing Western Courthouse H.V.A.C. DDC controls with new BACnet DDC controls* – Assistant Director Polvere stated this has been completed. **Project Complete.**
6. *Upgrade the existing 59 VAV boxes in the original Courthouse Western section* – Assistant Director Polvere stated this has been completed. **Project Complete.**
7. *Metronet HPBX Desk Set Phone Installations* – Assistant Director Polvere informed the Committee Director Smiley is currently working on the port for the Public Safety Center, which is why Director Smiley was unable to attend the meeting. Mr. Polvere stated the only buildings left to port is HHS and the Courthouse.
8. *Historic Courthouse Window Project* – Assistant Director Polvere stated the tentative installation date is September 7, 2021.

### **New Business/Projects**

#### *1. Chair's Report*

- a. *107 W. Madison St.* – Chair DeBolt explained the current conditions of the building location at 107 W. Madison. Chair DeBolt is a proponent of saving buildings if possible, however the deterioration of this building renders it impossible to save and recommends it be demolished. Assistant Director Polvere stated three (3) bids were received. The lowest bid to demolish was received from Lite Construction in the amount of \$20,750.00. Mr. Polvere also stated the cost to fill the site is \$2,800.00. Asbestos Project Management quoted \$6,900.00 to remove the Asbestos from the property. Chair DeBolt received a request from the owners of the property next door of 107 W Madison for the old light pole currently located on the property be moved to their property. The Committee decided to keep the light pole and move it over to the Historic Courthouse property. Chair DeBolt stated certified letters need to be sent to the surrounding neighbors informing them of the demolition. Motion to approve demolition of 107 W. Madison by Member Kellogg, Second by Member Koukol. **All members present voting aye, Motion Carried.** *Roll Call: Dan Koukol: Yes, Matt Kellogg, Yes, Judy Gilmour: Yes, Brian DeBolt: Yes.*
  - b. *Approval to maintain 105 W. Fox St & Remodel for other use* – Chair DeBolt informed the Committee this building is a solid building, however it does need a roof. Motion to obtain bids for the roof replacement at 105 W. Fox Street by Member Koukol, Second by Member Gilmour. **All members present voting aye, Motion Carried.** *Roll Call: Dan Koukol: Yes, Matt Kellogg, Yes, Judy Gilmour: Yes, Brian DeBolt: Yes.*
  - c. *K.A.T. Study Discussion* – County Administrator Koepfel informed the Committee of a proposal with the City of Yorkville whom has hired Kluber, Inc. to access the needs for a Public Works building and possibly share the space with KAT. Mr. Koppel stated the similarities in needs of the public works and bus depot space needs. If the report comes back that sharing is not beneficial the study could be used to develop a KAT depot in the future with possible state funding. This is on the agenda for Tuesday's County Board meeting.
2. *Extra Cleaning related to COVID 19* – Assistant Director Polvere requested direction on the continuation of the extra COVID cleaning that has only been budgeted for six (6) months of this budget year. County Administrator Koepfel stated the cleaning at the county office building and historic courthouse can be discontinued due to entering phase 5. The Committee directed Mr. Smiley to speak with the Sheriff, Presiding Judge and Health Department Executive Director about discontinuing their extra cleanings.

3. *Programmable Sloan Valve Trial* – Assistant Director Polvere informed the Committee a programmable Sloan valve is being installed in the jail as a test. The valve was provided to Kendall County free of charge for the trial. This valve will control the water flow to help prevent flooding of cells by inmates.
4. *T-Mobile Cell Phone Trial* – Assistant Director Polvere stated to the Committee Director Smiley has been given a cell phone by T-Mobile to try for a few weeks to compare their service against the existing AT & T plan. If facilities were to switch to T-Mobile the department would be upgraded with new phones for free but new otter box cases would need to be purchased for \$50.00 each.
5. *2020 Winter Storm Damage Repairs* – Assistant Director Polvere stated the landscaper and snow plow vendors are working to repair approximately 20 curbs and lawn damage. The landscaper will be fixing the grass damage and the snow plow vendor will be fixing the curb damage.
6. *Fire Systems Annual Testing* – Assistant Director Polvere informed the Committee the fire systems are currently going through the yearly testing process this week. Mr. Polvere stated next week the extinguishers and suppression system will be tested.
7. *Courthouse Roof Scan for 2021 Roof Replacement Capital Project* – Assistant Director Polvere informed the Committee a company came to assess the roof with an infrared scanner. The results of the scan indicate the insulation is dry. Garland is currently working on the documents for the bidding process. Mr. Polvere hopes to have the pre-bid meeting by the end of June with bid results for the July meeting to present to the Committee.
8. *Public Safety Center Records Project* – Assistant Director Polvere stated cubicles were moved, shelves were installed and additional lighting was also installed. **Project Complete.**
9. *Health & Human Services Fire Panel Replacement* - Assistant Director Polvere informed the Committee a fire panel at the Health and Human Service building had a trouble alarm. Upon further inspection the panel will need to be replaced. Director Smiley is waiting on the quote for the replacement.

#### **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** – None

**Questions from the Media** – None

**Adjournment** – Chair DeBolt asked if there was a motion to adjourn. Member Koukol made a motion to adjourn the meeting. Second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 3:52 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant



**New Storage Area within Existing Circuit Clerk Space (0030)**

Wire Mesh Partition

(like existing w/door) \$ 7,500 w/KCFM Install

Wire Mesh Partition

(maintain secure path to elevator) \$ 10,500 w/KCFM Install

Mobile File Option (Henrickson)

Mechanical Assist Shelving (85 units) = \$ 86,700 w/install  
(42"W x 15"D x 120"H, 30 box capacity/each, approximately 2380 total)

Static File Option (Henrickson)

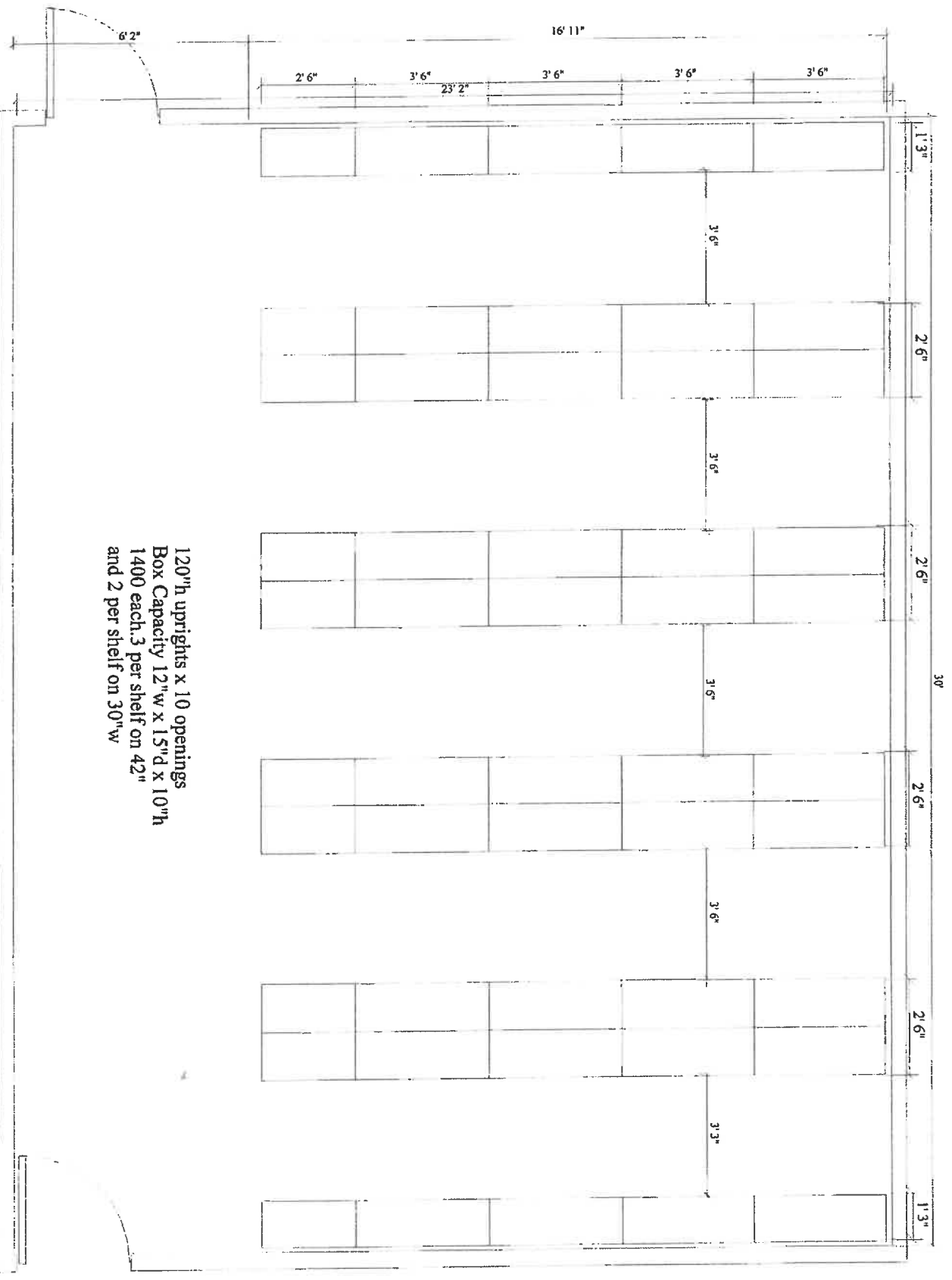
Record Storage Racks (50 @ \$550/ea) = \$27,500 w/install  
(42"W x 15"D x 120"H, 30 box capacity/each, approximately 1400 total)

Static File Option (In-house)

Record Storage Racks (50 @ \$300/ea) = \$16,000 w/install  
(42"W x 15"D x 84"H, 18 box capacity/each, approximately 900 total)

8-Step Aluminum Rolling Ladder: \$ 1,750

Henricksen/Kendall Cty 0030  
7-18-21



120" h uprights x 10 openings  
Box Capacity 12" w x 15" d x 10" h  
1400 each. 3 per shelf on 42"  
and 2 per shelf on 30" w

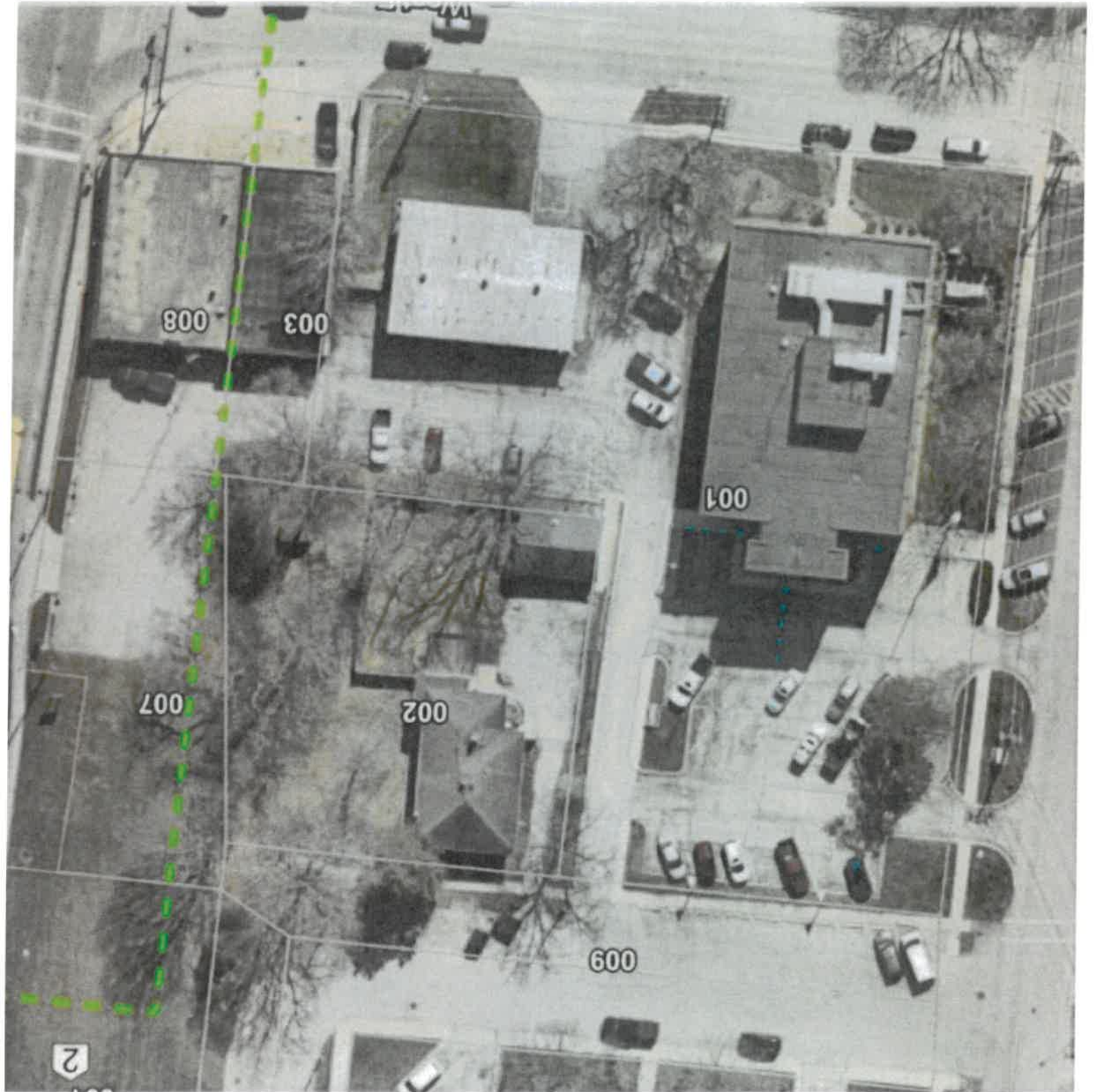


### Potential Move of House at 108 W. Ridge to Main & Madison lot

1. Meeting with Jeff Hyatt @ Lyle Hyatt & Company House/Machinery Movers
  - About \$35,000 for Lyle Hyatt & Co. to move house from 108 Ridge to Main & Madison.
  - The entire basement foundation/walls & the chimney need to be removed by others and cost is not included in the \$35,000.
  - Utilities need to be moved at both locations (Jeff estimates \$10,000+ at each site).
  - Jeff has a contact that might remove the walnut trees (5-6) at no cost.
2. Estimate to remove all trees from site (\$11,000).
3. Estimate to demolish house and backfill with clay & topsoil (\$22,000).

### Research re: Illinois Regional Archives Depositories (IRAD)

1. The State Archives administers a system of Illinois Regional Archives Depositories (IRAD) to manage the archival records of local governments at no cost. Kendall County's regional archive is located on the campus of Northern Illinois University in DeKalb.
2. Discussion with Barbara Heflin supervisor of the Illinois State Archives since 1980. She has also spoken with Matt Prochaska to schedule a site visit in August when she will appraise the County's pre-1900 files to determine those as having long-term values.
3. Files to be archived are transported to Springfield for scanning and then transferred to the regional site. Timeframe for this process depends on the amount of material and scanning backlog.
4. The archive storage facilities at NIU are available for a tour/inspection by County officials.



tree

State Street

001

West Madison Street

003

004

South Main Street



MAIN ST

50'

MADISON ST

100'

54'

35'

