

**Facilities Management
Committee Meeting
2/4/19 at 4:00 PM
***111 W. Fox Street ***
*** Room 209 & 210 *****

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the January 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects

- 1) Historic Courthouse Window Project
- 2) Vending Machine Changes at County Office Building & Courthouse
 - a. Update on State's Attorney review of proposed MOU for Machines with Illinois Department of Human Services for Equipment Placement
 - b. Update on State's Attorney review of proposed Contract with Super G Vending for Vending Services
- 3) Public Safety Center Roof Replacement
- 4) Courthouse – Additional Wiring for Benches in All Courtrooms

New Business/Projects

- 1) Chair Report
 - a. Public Safety Center - H.V.A.C. Replacement Project Discussion
 - b. County Office Building – Healy Bender Recommendations Discussion
 - c. Tour of Facilities Discussion
 - d. KCFM Five Year Capital Plan – Any Questions
 - e. Solar Project - Update
- 2) 2019 Projects Discussion –Any Questions
- 3) Animal Control Projects
- 4) Health Department Carpet Replacement
- 5) Courthouse Video Bond Call HDMI Jacks Installation
- 6) UPS systems Capacitor Replacements
- 7) SEDAC grant onsite Verification
- 8) Backflow Prevention Inspections
- 9) KCFM Truck Replacement
- 10) MSDS Electronic Program

Staffing/Training/Safety

- 1) Reportable labor hours

Other Items

- 1) CMMS Charts
 - a. Reported vs. Completed, b. Work orders reported by building current month.
 - c. Work orders by work type current month.

Executive Session

Other Business

Citizens to be Heard

Questions from the Press

Adjournment

Facilities Committee Agenda
February 4, 2019

CALL TO ORDER

- 1) **Roll Call**
- 2) **Determination of a Quorum**
- 3) **Approval of the January 2019 meeting minutes.**
- 4) **Approval of Agenda**
- 5) **Public Comment**

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse Window Project**
 - The window arrived and was found to be too long. So, the window was sent back to the manufacturer to be refitted to the proper dimensions.
 - Installation will be scheduled when the window is shipped back to the installer.
- 2) **Vending Machine Changes at County Office Building & Courthouse**
 - Update on State's Attorney review of proposed MOU for Machines with Illinois Department of Human Services for Equipment Placement
 - Update on State's Attorney review of proposed Contract with Super G Vending for Vending Services
 - The State's Attorney's office (SAO) received a proposed agreement with a number of questions and discrepancies on the number of equipment at each location.
 - The SAO is also recommending we have an agreement instead of an MOU with the Dept. of Human Services.
 - The vending company is asking if we can accept reduced insurance coverage in their COI. Amounts requested are \$500K for Auto and \$1 M General Liability. So, we need to decide if the proposed lower insurance coverage is acceptable.
 - Mr. Smiley will be contacting the proposed vendor to discuss and clarify the questions.
- 3) **Public Safety Center Roof Replacement**
 - The warranty walk through with the roof manufacturer was completed in early January before the weather changed. A few items were noted that needed to be done in order for the manufacturer to provide a full warranty for the installation.
 - These items will be done when the temperature is warm enough for the materials to adhere and the weather cooperates.
- 4) **Courthouse – Additional Wiring for Benches in All Courtrooms**
 - Courtrooms # 113-#116 have been completed.
 - Courtroom #'s 111 & 113 are partially completed.
 - Director Smiley has scheduled the remaining work to be in February when some judges are away.

NEW BUSINESS/PROJECTS

- 1) **Chair Report**
 - a. Public Safety Center - H.V.A.C. Replacement Project Discussion
 - b. County Office Building – Healy Bender Recommendations Discussion
 - c. Tour of Facilities Discussion
 - d. KCFM Five Year Capital Plan – Any Questions
 - e. Solar Field Update
 - i. GNRE sent a couple of letters that needed to be signed in order to continue the process. One was acknowledging Kendall County granting access to GRNE to install a solar system on our site. The other was a Power Purchase Agreement Disclosure Form.
 - ii. The final application goes in today.
 - iii. According to Chris Childress we should have an idea of whether we will get funding for the project by the end of February.

2) 2019 Projects Discussion – Any Questions

3) Animal Control Projects

- a. Director Smiley met with Dewberry architects & engineers to go over the proposed projects and to do a facility tour. From this visit a proposal was drawn up and presented to Mr. Smiley for review. Jim found the proposal had an additional project that was discussed for the future and the cost was much more than he expected it to be. Mr. Smiley shared the proposal with Chair Kellogg, Animal Control Chair Cesich and County Administrator Koepfel and told them a revised proposal would be forthcoming.
- b. Dewberry asked Director Smiley if his staff could do some of the leg work they would have to send staff to our site to get in order to reduce costs. Mr. Smiley agreed KCFM staff could do this work.
- c. The new proposal came in less the additional project and reduced Dewberry labor.
- d. Chair Kellogg directed Mr. Smiley have the Animal Control committee review the proposal and to forward to the FM Committee if approved to move forward.
- e. Director Smiley was asked to attend the last Animal Control committee meeting to explain the projects and to answer questions about the proposal.
- f. The Animal Control committee discussed the need to keep the rented trailer and whether or not the office functions could be moved back into the main facility. Mr. Smiley was also asked if Trane might be able to do the projects through the U.S. Communities program. Jim was asked to bring an answer to the Trane question and suggested ways to bring the office functions back into the main facility, back to the next Animal Control Committee meeting in February.

4) Health Department Carpet Replacement

- Director Smiley met with a potential carpet installation company and Becki Rudolph from the Health facility to discuss the areas to be quoted.
- The areas were measured up and quoted. Prices came back within the budgeted amount.
- So, Mr. Smiley met with Becki and Steve Curratti at the carpet installation company to look at possible samples. A couple of different types were picked out to get larger samples of. Once we get the larger samples delivered Jim will meet with Dr. Tokars and staff to look at them in the Health facility.

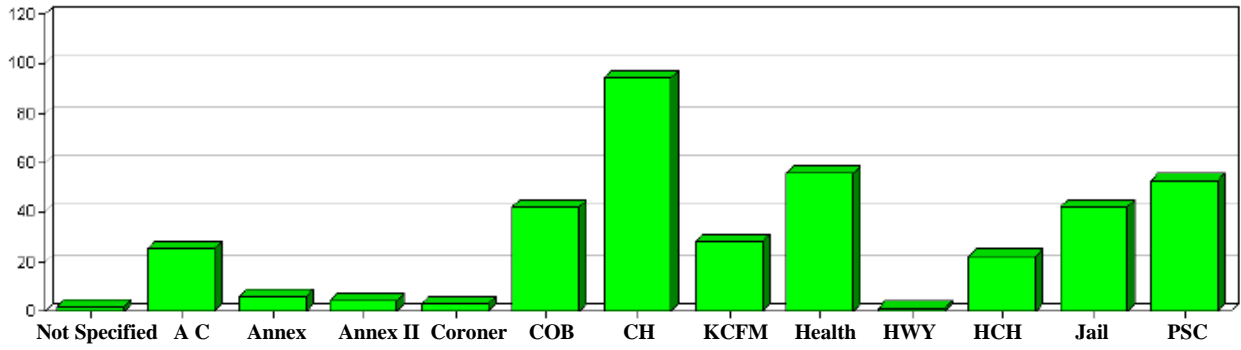
5) Courthouse Video Bond Call HDMI Jacks Installation

- Director Smiley purchased a switch, jacks and cables to allow the State's Attorney's office and defense attorneys to be able to connect to the new large television that was installed last year for the video bond call system.
- KCFM staff cut an opening for the jacks into the bench in CR #114. The jacks were connected to the equipment and tested by our Technology staff and found to work properly for attorney's use as well as for video bond call.
- **Project complete.**

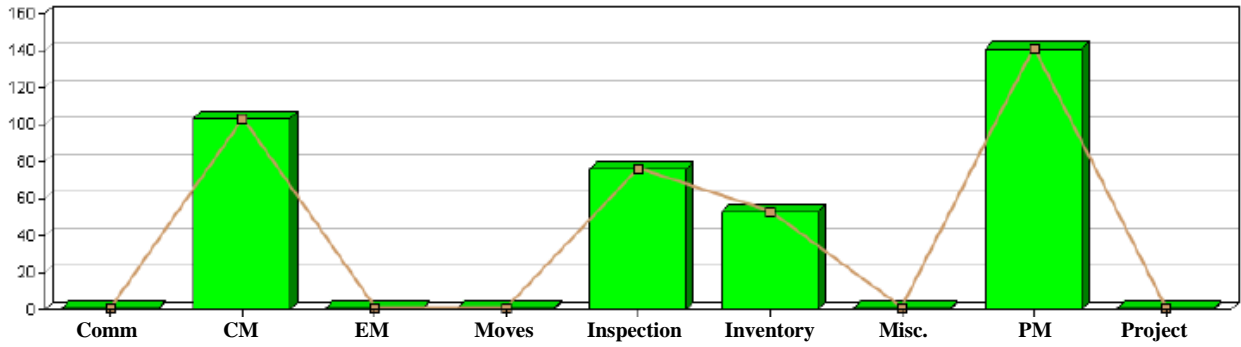
6) UPS systems Capacitor Replacements

- Capacitors in UPS systems are recommended to be replaced every 7 years. Director Smiley budgeted for the replacement in the 2017 capital; budget. So, the materials for this project were purchased on the 2017 capital budget. However, the vendor could not schedule staff to install until the capacitors until January.
- Capacitors were replaced in the Public Safety Center and Courthouse old and new UPS systems. The older original UPS at the Courthouse experienced an issue with the main rotary switch while down for capacitor replacements. Plus it was found that four (4) capacitors were different than expected. Replacement capacitors were shipped in, but Director Smiley elected to hold off on installing the replacement capacitors until the vendor provided a quote for a replacement rotary switch.
- Mr. Smiley plans on ordering the rotary switch so it is onsite when the capacitors are installed.

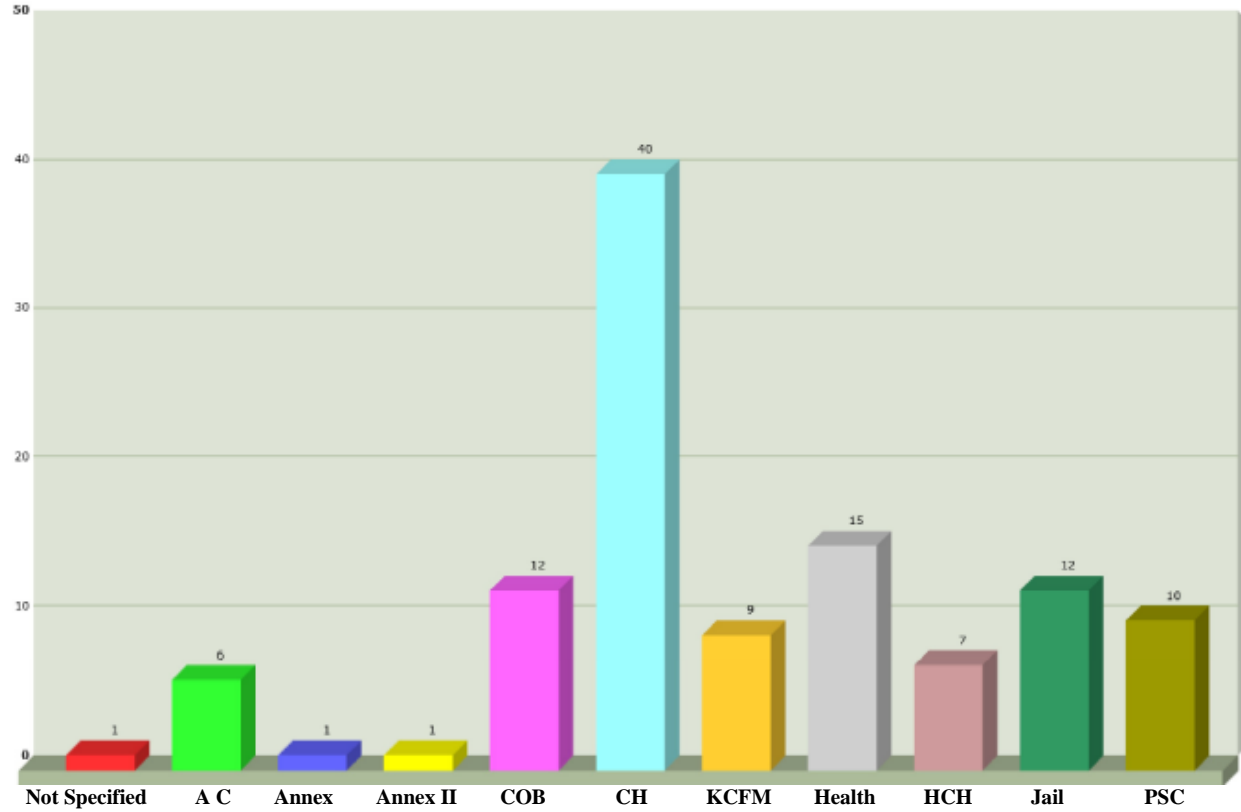
Reported Work Orders by Location January 2019



Reported Work Orders by Task January 2019



Work Orders Remaining Open January 2019



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on March 4, 2019. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

COUNTY OF KENDALL, ILLINOIS FACILITIES MANAGEMENT COMMITTEE MEETING MINUTES MONDAY, JANUARY 7, 2019

Roll Call: Members Present: Matt Kellogg, Audra Hendrix, Tony Giles, Amy Cesich
Members Absent: Judy Gilmour

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koepfel arrived at 5:15 pm.

Approve the November 5, 2018 Facilities Committee Meeting Minutes – There were no changes to the November 5, 2018 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles. **With enough present members voting aye, the minutes were approved.**

Public Comment – Dr. Amal Tokars, Kendall County Health Department Director requested a timeline for the construction of the dental office. Dr. Tokars informed the Committee the cost of the upgrades will be paid from Health Department's budget. Chair Kellogg informed Dr. Tokars that she needs to request this project to be approved by the County Board. Chair Kellogg will also discuss with County Board Chairman Scott Gryder to get direction on how to proceed.

Bill Boumann, Kendall County resident and retired Facilities Director of Oswego School District. Mr. Bowmen currently works for Kluber Architects and Engineers and offered their service to the County on the HVAC project and future projects.

Old Business/Projects

1. *Historic Courthouse Window Project* – Director Smiley informed the Committee of the various delays due to raw materials to the manufacture. The contractor informed Mr. Smiley that they still don't have an exact date for installation but hope to have it scheduled this month.
2. *Vending Machine Changes at County Office Building & Courthouse* – The State's Attorney's Office (SAO) requested our insurance carrier get clarification on Super G Vending's request to lower the insurance requirements. Director Smiley provided the insurance carriers answer to the SAO. Jim is waiting on approval from the SAO.
3. *Public Safety Center Roof Replacement* – Director Smiley reminded the Committee that roof replacement is complete but the final warranty walk through with the manufacturer still needs to be completed, due to winter conditions.
4. *Courthouse – Additional Wiring for Benches in All Courtrooms* – Mr. Smiley stated the courtrooms 114, 115 and 116 have been completed. Courtroom 113 is partially completed. Jim stated the balance of courtroom 113, and all of 112 and 111 should be completed this month.

New Business/Projects

1. *Chair's Report*
 - a. *Public Safety Center – H.V.A.C. Replacement Project Discussion* – Chair Kellogg reminded the Committee that the bid Kendall County put out last year was not accepted and the bid to go through US Communities was also not accepted. If the Committee decides to go with a design, bid, build process the approximate timeline could be up to a year. If the Committee decides to go with US Communities, Trane estimates the project to be completed in 27 weeks.

Since Trane worked on the project last year approximately 8 weeks on the timeline has already been completed, so Trane estimates 19 weeks to complete the project with the same scope. Mr. Baumann was asked by Member Hendrix his opinion on the timeline of the design, build process. Mr. Baumann believes the timeline for a design, bid, build project is less than stated and believes they can provide the County savings on the project. The Committee plans to bring the discussion to COW.

- b. *County Office Building – Healy Bender Recommendations Discussion* – Chair Kellogg informed the Committee that moving the board room to the first floor has multiple uses that will benefit the public, departments and board members. Chair Kellogg will be walking through the space with Debbie and Jim to finish the details of the new floor plans along with requesting Committee members to make any revisions on their copy provided at this meeting.
 - c. *KCFM Project Approval Process Review* – Chair Kellogg asked the Committee to review the information to discuss at the next facilities meeting. Member Hendrix suggested a process be established for those projects being funded by other means than the capital budget.
 - d. *Tour of Facilities Discussion* – Chair Kellogg will ask County Board Chairman Gryder to bring before COW to discuss setting up a tour of all the Kendall County facilities so Members discussing facilities projects are aware of the conditions and spaces available for use.
 - e. *KCFM Five Year Capital Plan* – Chair Kellogg asked the Committee to review the information to answer questions at the next facilities meeting.
2. *Analog Circuit Invitation to Bid (ITB)* – Director Smiley informed the Committee that four (4) bids came in however one (1) local company had to disqualify themselves due to incorrect bidding process. Jim stated the three (3) remaining bids finds Call One as the lowest bidder. Call One is our existing company and they kept the estimated cost the same as the last contract. Motion by Member Hendrix to approve sending to the full County Board the 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$6,006.53 per month base price plus usage. Second by Member Cesich. **All members present voting aye, Motion Carried.** Motion by Member Hendrix to approve sending to the full County Board the 1-year Customer Service Agreement contract with Call One for the County Analog Phone circuits in the amount of \$9.00 per month base price plus usage. Second by Member Cesich. **All members present voting aye, Motion Carried.**
 3. *Generator Systems Maintenance Contract* – Director Smiley stated this contract is to handle the preventative maintenance and load bank testing on the generators. Jim said after getting many prices Steiner Power Systems came in the lowest. Mr. Smiley stated the contract was already approved by the State’s Attorney’s Office. Motion by Member Hendrix to approve sending to the full County Board the 1-year PM 1 and PM 2 Generator Service contracts with Steiner Power Systems in the amount of \$9,075.53. Second by Member Cesich. **All members present voting aye, Motion Carried.**
 4. *2019 Projects Discussion* – Chair Kellogg asked the Committee to review the information to answer questions at the next facilities meeting.
 5. *Historic Courthouse Rentals* – Motion by Member Hendrix Approve the Kendall County Forest Preserve to book & schedule events at the Historic Courthouse with definite dates until May 31, 2019. Second by Member Giles. **All members present voting aye, Motion Carried.**

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 – Chairman Kellogg asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:23 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant