

**Facilities Management  
Committee Meeting  
4/1/19 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 March 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 Contract with Illinois Department of Human Services for Vending Services
- 3) MSDS Electronic Program
- 4) Animal Control Projects
- 5) KCFM Job Posting
- 6) Public Safety Center - H.V.A.C. Replacement Project
- 7) Courthouse Roof Replacement Project
- 8) Backflow Prevention Rebuilding
- 9) KCFM Truck Replacement
- 10) Courthouse Lactation Room

New Business/Projects

- 1) Chair Report
  - a. Solar Project Update
- 2) Chair Lift Repair Courtroom #112
- 3) Generator Preventative Maintenance
- 4) Approval to have State's Attorney's Office review Invitation to bid for Windows at the Historic Courthouse
- 5) Approval to have State's Attorney's Office review Invitation to bid for Elevator Controls Upgrade at the Courthouse

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

**Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06, 5ILCS 120/2(c)(21)**

Other Business

Public Comment

Questions from the Press

Adjournment

***Facilities Committee Agenda***  
***April 1, 2019***

**CALL TO ORDER**

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

**OLD BUSINESS/PROJECTS**

- 1) **Historic Courthouse Window Project**
  - The balance tubes are due in by the end of this week.
  - Once they are received the vendor will schedule the installation.
  - Once that work is completed KCFM staff will finish the interior painting and re-install the shutters.
- 2) **Vending Machine Changes at County Office Building & Courthouse**
  - a. Update on State's Attorney review of proposed Contract with Illinois Department of Human Services for Vending Services
    - i. ASA Anne Knight said she got delayed by another project. But plans to work on this agreement before the next FM Committee meeting in May.
- 3) **MSDS Electronic Program**
  - Director Smiley sent out the initial email to departments on March 19, 2019.
  - Mr. Smiley sent out a reminder email to everyone again on Thursday, March 28, 2019. Jim is waiting for responses yet from that email.
  - Highway & the Health facility responded they don't need this electronic program. Dave Guritz from the Forest Preserve (FP) said he would consider using the software if it was not cost prohibitive for the FP.
  - Jim is waiting to hear from the rest of the departments he contacted about the software and will report responses at the next FM Committee meeting in May.
- 4) **Animal Control Projects**
  - Director Smiley met with Healy Bender architects to see what they would recommend to upgrade the systems in the facility.
  - Mr. Smiley attended the Animal Control meeting on March 27, 2019 and explained what Healy Bender suggested. Jim was directed to see what Healy Bender wants to use for a contract for them to provide A/E services for the project.
  - Mr. Smiley was also asked to revise the version three (3) drawing to reflect changes discussed at the meeting. Jim updated the drawing and Animal Control Chair Cesich said it was what the committee asked for. Amy also liked the suggestion Jim made to install a door that directly goes from the viewing area to the chain link fence area in front of the facility.
- 5) **KCFM Job Posting**
  - The job was posted on Indeed on March 21, 2019. We have already received over twenty resumes from Indeed.
  - The job was also advertised in the Record Newspaper publication Thursday, March 28, 2019.
  - Applications are being accepted until April 12, 2019.
- 6) **Public Safety Center - H.V.A.C. Replacement Project**
  - The electrician has moved circuits to clean out the panel to be used for the new chiller. They have also stubbed in the conduit feed from the panel to the outside wall.
  - The pipe fitter has piped in the feed from the outside wall through the air handling room and will start running pipe across the roof to the West Jail pod area next week.
  - Coils and the Chiller are still on track to be onsite between the 2<sup>nd</sup> and 4<sup>th</sup> week of April.

**7) Courthouse Roof Replacement Project**

- Director Smiley signed the contract for Wold to begin putting the plans & specifications together. As soon as they are completed Mr. Smiley will be ready to put the project out for bid.

**8) Backflow Prevention Rebuilding**

- Two have been repaired and retested to be good now.
- The Historic Courthouse (HCH) was not repairable and needs to be replaced. The Health (HHS) facility ended up needing to have the water shutoff to rebuild it. So, Director Smiley scheduled the HHS valve rebuild for the afternoon of April 19, 2019. Estimated cost of the replacement at the HCH and rebuild at HHS is \$2,076.85.

**9) KCFM Truck Replacement**

- Director Smiley issued the PO to Gjovick Ford last week. Gjovick will be providing status as soon as they get the order confirmation from Ford. Estimated delivery time is 12-14 weeks.

**10) Courthouse Lactation Room**

- The walls covering the former fixture connection points has been completed. Two outlets were installed on each end of the wall in case we need to allow for more than one person at a time to use the room.
- Director Smiley contacted a furniture vendor to provide samples of what they recommend for chairs and tables for this room.

**NEW BUSINESS/PROJECTS**

**1) Chair Report**

a. Solar Field Update

- i. No change from the last FM Committee meeting on March 18, 2019. The State of Illinois is still reviewing the community solar lottery first. Originally the expectation was that the state was going to review after the meter installations like ours first.
- ii. However, since the funding for ours comes from another “bucket” of funding, which is fully funded for the applications on hand; GRNE is going forward with getting a permit for our installation.

**2) Chair Lift Repair Courtroom #112**

- The chair lift failed the last inspection as it would not operate.
- A service call was done by the original installation company and they could not get to the controls as the wall was built around the unit after it was installed. However, the service company gave KCFM’s tech an idea of what to look for to fix the unit after access to the controls was made.
- KCFM staff had to cut an opening in the wall to get access to the unit controls.
- A door strike coil was determined to be bad and another component inside the controller burnt off.
- Director Smiley hopes to have the unit repaired and operating before the end of the April when the re-inspection is rescheduled to be done.

**3) Generator Preventative Maintenance**

- PM’s were performed on all generators March 19-21, 2019.
- No issues were found.
- **Project complete.**

**4) Approval to have State’s Attorney’s Office review Invitation to bid for Windows at the Historic Courthouse**

- Director Smiley is using the Invitation to Bid (ITB) from the last project in 2018 for this project. The scope will be revised to reflect the windows being replaced this year.
- Mr. Smiley is looking for approval to send the completed ITB to the State’s Attorney’s office for review.

**5) Approval to have State's Attorney's Office review Invitation to bid for Elevator Controls Upgrade at the Courthouse**

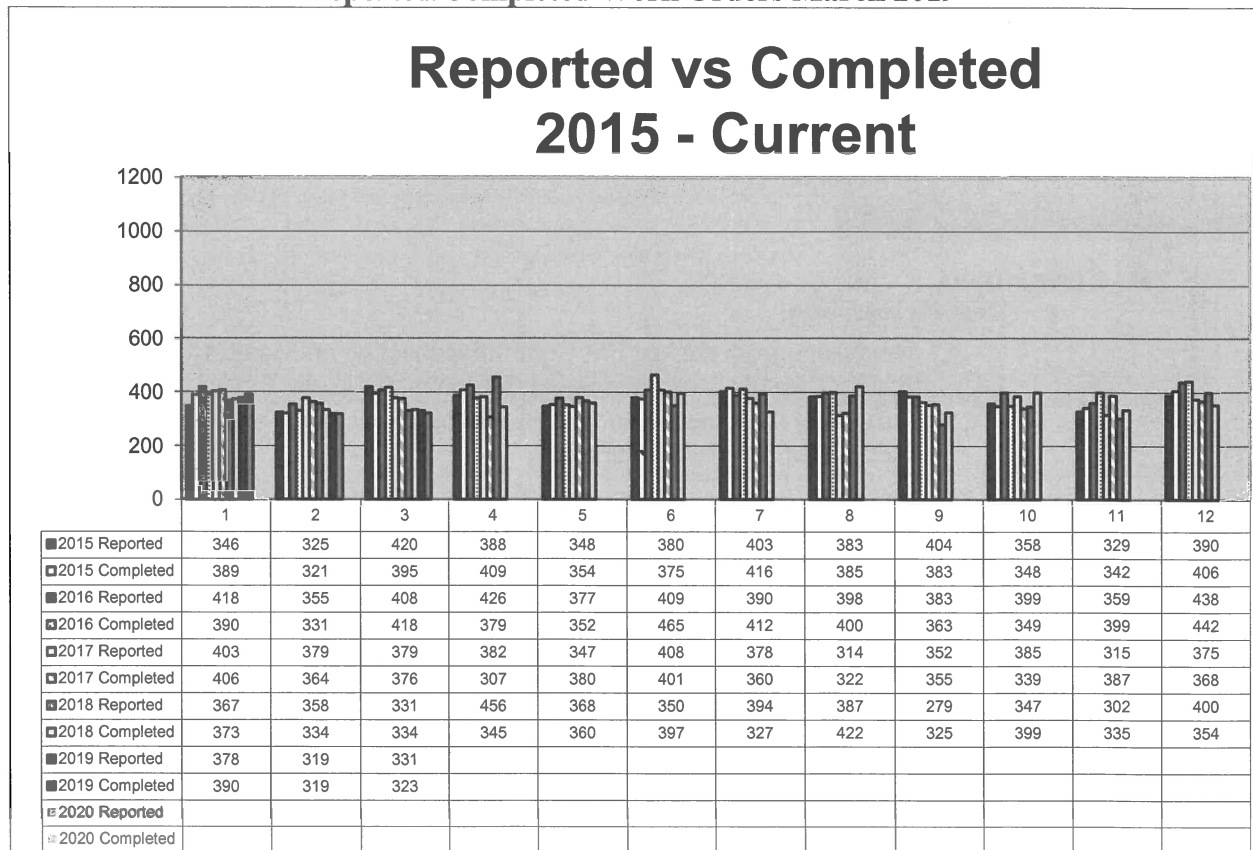
- Director Smiley plans to use a recently approved ITB as the base for this ITB.
- The scope will be revised to reflect the work desired for this project.
- Mr. Smiley is looking for approval to send the completed ITB to the State's Attorney's office for review.

**March 2019**

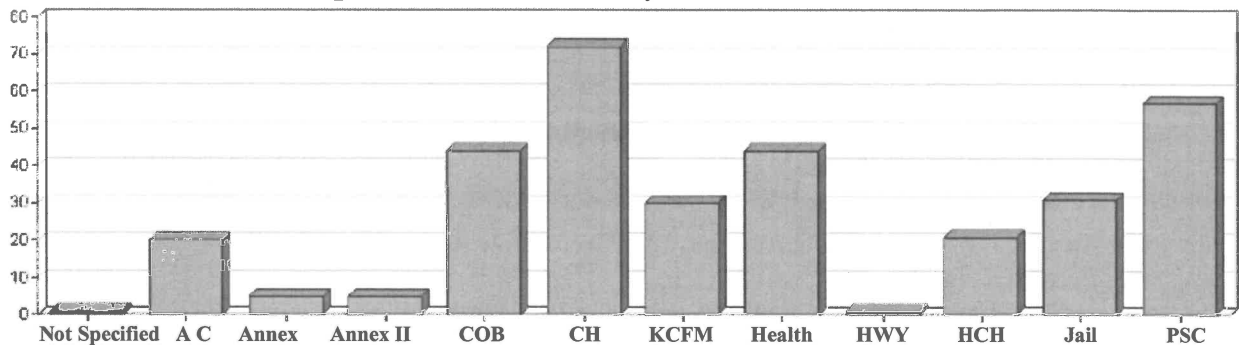
**Staffing/Training/Safety:**

DESCRIPTION	Mar-19	Feb-19	Jan-19
Possible Work Hours (6 employees @ 8 hrs)	1,008.00	864.00	1,008.00
Paid/Unpaid Leave	76.00	64.00	60.00
Holiday	0.00	96.00	96.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	<i>932.00</i>	<i>704.00</i>	<i>852.00</i>
Overtime Worked	6.00	88.00	32.00
<i>Total Productive Hours</i>	<i>938.00</i>	<i>792.00</i>	<i>884.00</i>

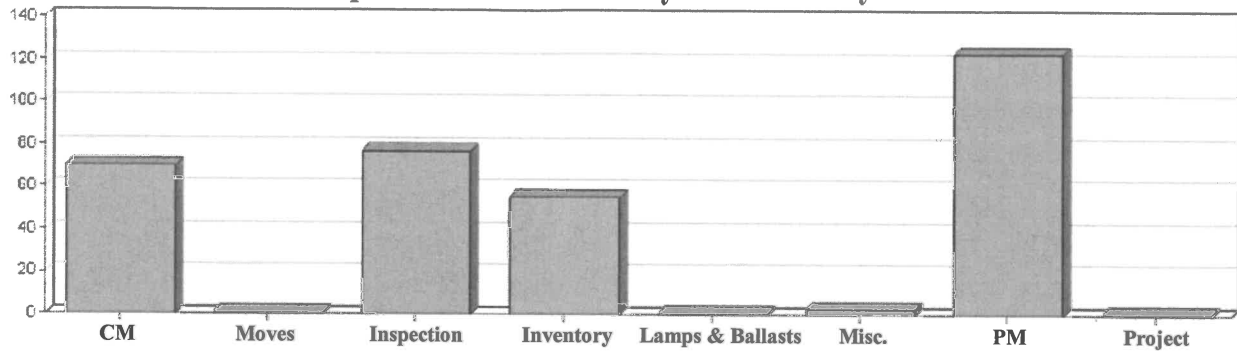
**Reported/Completed Work Orders March 2019**



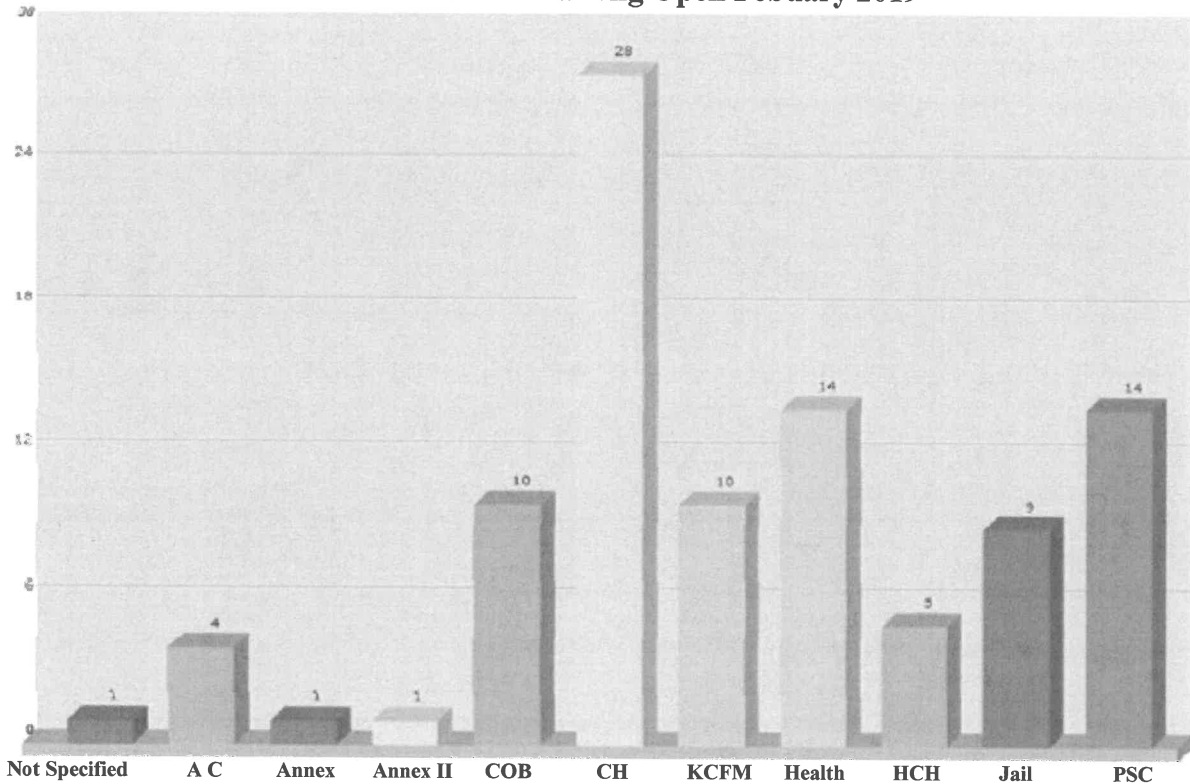
**Reported Work Orders by Location March 2019**



**Reported Work Orders by Task Febuary 2019**



**Work Orders Remaining Open Febuary 2019**



**Executive Session**

**Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06, 5ILCS 120/2(c)(21)**

**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on May 6, 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, March 18, 2019**

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

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

Others Present: Facilities Management Director Jim Smiley.

**Approve the February 4, 2019 Facilities Committee Meeting Minutes** – There were no changes to the February 4, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Gilmour. **With enough present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Historic Courthouse Window Project* – Mr. Smiley stated the window has been installed without the balance tubes. Jim was informed by the vendor the balance tubes should arrive and be installed within a few weeks. Mr. Smiley stated once this is complete we can paint the interior trim and install the blinds.
2. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the State's Attorney's Office called the IDHR (Illinois Dept. of Human Services) person and stated that we never should have received a contract from the vendor, contracts are sent from the IDHS. The SAO will be working with the IDHR but if any legal changes are necessary they will need to go to the State of Illinois legal department.
3. *Public Safety Center Roof Replacement* – Mr. Smiley informed the Committee the vendor was able to complete the punch list since we had some good weather. Jim also stated the final payment was made last week after KCFM received all the original copies of the closeout paperwork. **Project Complete.**
4. *Courthouse – Additional Wiring for Benches in All Courtrooms* – Jim informed the Committee the wiring of the last few benches was completed. KCFM finished trimming them out and they are ready for equipment. **Project Complete.**
5. *Health Department Carpet Replacement* – Director Smiley presented the carpet samples to the Committee and informed them of the choice the Health Department made. After the Committee reviewed the samples the Consensus of the Committee was to chose the water/stain resistant brand for the \$500.00 upgrade from the Kinetex Flooring Group; color advance #1707.
6. *MSDS Electronic Program* – Jim composed the email to be sent to the various departments within the County to discuss the benefits this program. Jim informed the Committee that he will be sending the email within the week and will follow up with each department for feedback.
7. *Animal Control Projects* – Director Smiley received a quote from Trane through the US Communities program. The amount came in at \$118,000.00 but Jim is still working the design issues and is hoping to narrow down the pricing. The Committee asked Jim to contact Healy Bender for a cost for them to create a design and to put together plans and specifications to bid the project from.

**New Business/Projects**

1. *Chair's Report*

- a. *County Office Building – Discussion of Architect & engineering Proposals to Forward to Committee of Whole for County Board Review* – Chair Kellogg informed the Committee he and Jim have been in talks with Debbie on the proposed layout of the office space. Chair Kellogg stated they are also looking at another option and at this time it is not ready to move this project forward to COW. Director Smiley stated the cost differences between the Healy Bender and Dewberry A/E firms is around \$6,000.00. Prices are based on a current review of what floor plans Jim has completed thus far, A/E firms may offer other solutions if needed, and look deeper at the HVAC and electrical systems to come up with preliminary costs and possible board presentations. Jim stated to the Committee if we go with an A/E firm to develop plans and specifications to bid from, there will be another cost to develop the plans for public bid.
  - b. *Solar Field Update* – Director Smiley informed the Committee that Chris Childress stated the State of Illinois is still processing applications for community systems first instead of after the meter projects like ours as originally specified. GRNE is confident that the project will be funded, so they are in process of applying for permits. FM Chair Kellogg said the City of Yorkville changed the landscaping plan and asked to add a vinyl fence on all four (4) sides in order for the special use permit to be approved. GRNE agreed to these changes but approached Chris Childress to see if Kendall County would help with the additional costs for this to be done. Members discussed this and said the County Board was told this project would not cost citizens anything. So we should say no. Chair Kellogg said he would discuss this with Chris.
  - c. *KCFM Technician Position Posting Due to Retirement* – Director Smiley informed the Committee the department has a Maintenance Technician retiring and would like to post the ad in the paper to fill the vacancy. The Committee approved Director Smiley to post the position.
2. *Health & Human Services Dental Office Lease & Structural Changes Discussion* – Chair Kellogg informed the Committee that a letter from the Health Department has been submitted asking to make the structural changes to the building for the Dental Clinic. Chair Kellogg is concerned with insurance for the Dentist and liability on the County. The County Board is set to vote on approval of the structural change at Tuesday's, March 19<sup>th</sup>'s meeting. Members discussed tabling the vote but agreed Member Hendrix would make an amended motion for support of the dental office but not approving the project at this time. Member Gilmour suggested having an architect design the space and bid out the construction. Director Smiley stated this is a major project and it may impact health department's day to day routines while being constructed. Jim to email equipment requirements to members. Member Hendrix requested the dental installation expert to come to the next Facilities Committee Meeting to answer questions committee members have.
  3. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley stated the project started today. Jim informed the Committee that ComEd has two grants available for the project. The first is for the chiller upgrade in the amount of \$ 14,586.00 which we applied for already. The 2<sup>nd</sup> ComEd grant is if we modernize the controls on MZU #3 while the Chiller system is being updated. The cost of the MZU controls are \$20,768.00. The grant amount is \$13,750.00. This still leaves the project under budget while updating more of the system. Motion by Member Hendrix to approve purchasing the MZU controls upgrade in the amount of \$20,768.00 and apply for the ComEd grant in the amount of \$13,750.00. Second by Member Gilmour. **All members present voting aye, Motion Carried. Roll Call Vote: Member Gilmour – Yes, Member Hendrix – Yes, Chair Kellogg – Yes, Member Cesich – Yes.**
  4. *Courthouse Roof Replacement Project* – Mr. Smiley met with Wold architectural firm who did the drawings and specs for the Public Safety Center roof project last year. The cost for Wold to do the same type of work for the Courthouse Roof Replacement project has an approved budget amount of \$ 90,000.00 Wold's fee for plans and spec's is \$5,800.00. Wold is recommending a \$3,650 contingency fee and miscellaneous fee of \$2,500.00. Wold feels the budget is adequate for this job. The consensus of the Committee is to move forward with Wold A/E to do the plans and specs for the Courthouse Roof Replacement public bid.



5. *Backflow Prevention Rebuilding* – Director Smiley informed the Committee as a result of the backflow testing done last month we had four (4) devices that need repair or replacement if they can't be fixed. The repairs are scheduled for Tuesday March 19<sup>th</sup>.
6. *KCFM Truck Replacement* – Jim reached out to Landmark Ford who won the State of Illinois bid. The option sheet was filled out and submitted and the vehicle price came to \$35,912.00. Jim took the same option sheet and submitted it to Gjovik Ford locally and they came in lower at \$35,825.00. Member Hendrix to approve the \$35,825.00 bid from Gjovik Ford with the stated options second by Member Cesich. **All members present voting aye, Motion Carried. Roll Call Vote: Member Gilmour – Yes, Member Hendrix – Yes, Chair Kellogg – Yes, Member Cesich – Yes.**
7. *Courthouse Liebert UPS System Switch replacement* – Mr. Smiley stated the power needs to be off to make the needed repairs. It is scheduled for the afternoon of April 19<sup>th</sup> since we have a half day holiday.
8. *Rt. 34 Campus Detention Pond Mowing* – Jim stated this item is a holdover from the last Facilities Committee. The agreement with the City of Yorkville's engineering firm EEI was to cut the vegetation and weeds down once the detention pond froze. The price to put chemical on the roots to kill them was \$4,800.00. Committee members directed Mr. Smiley to leave the area as it is and not to do the root applications. Jim reminded the Committee that if the courthouse water flow would be re-directed back to the East as originally designed to stop the water from collecting into the detention pond, the detention would be mostly dry and maintenance would be easier. EEI had agreed to look into this idea and let us know if they agreed. Jim will have the follow-up conversation with EEI about the re-direction.
9. *Circuit Clerk Election Ramp @ Oswego Fire Station #2* – Mr. Smiley stated Debbie Gillette asked him to look at getting a ramp at the Oswego Fire Station #2. It has a 6 inch drop and with ada requirements it requires a 6 foot ramp. Debbie provided a ramp that they thought might work and Mr. Smiley confirmed it will work and ordered it. Jim stated it came in today and will be installed this week.
10. *Courthouse Lactation Room* – Jim reminded the Committee this is a state mandate and needs to be completed by June 1<sup>st</sup>. KCFM staff removed the fixtures in the room and capped off plumbing drains and supply lines. Jim stated that one (1) outlet needs to be added. Jim met with a local sign company to make the signs that needs to be installed. Jim anticipates receiving a quote shortly for the signs.

#### **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 Cesich. **With all members present voting aye, the meeting adjourned at 6:02 p.m.**

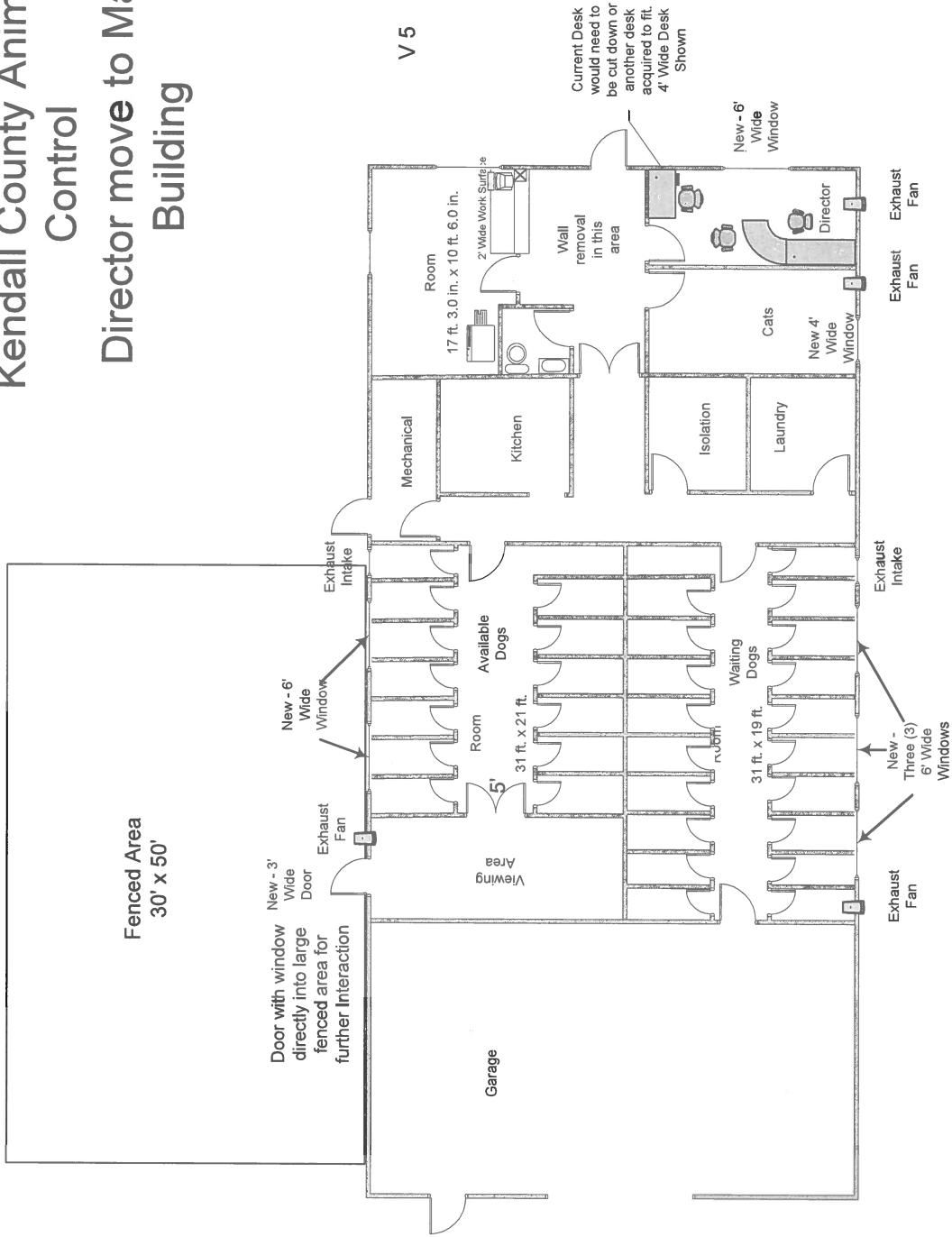
Respectfully submitted,

Christina Wald  
Administrative Assistant



# Kendall County Animal Control

## Director move to Main Building



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