

**Facilities Management  
Committee Meeting  
5/6/19 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 April 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) Public Safety Center - H.V.A.C. Replacement Project
- 5) Courthouse Roof Replacement Project
- 6) KCFM Truck Replacement
- 7) Courthouse Lactation Room
- 8) Chair Lift Repair Courtroom #112

New Business/Projects

- 1) Chair Report
  - a. Solar Project Update
  - b. County Office Building Projects
- 2) NOAA Presentation on Severe Weather Watching
- 3) Healy Bender Contract Review for Animal Control Projects
- 4) Phone Network Replacement Planning
- 5) FM Technician Hire – John Lacek
- 6) Courthouse Liebert UPS System Switch replacement
- 7) Review Historic Courthouse Window Replacement bid from Patrick McCann Inc. in the amount of \$75,700.00 to forward to the County Board for Approval
- 8) State's Attorney's Office review of the 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

Other Business

Public Comment

Questions from the Press

Adjournment

# **Facilities Committee Agenda**

**May 6, 2019**

## **CALL TO ORDER**

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

## **OLD BUSINESS/PROJECTS**

- 1) **Historic Courthouse Window Project**
  - The balance tubes were installed last month.
  - KCFM staff is working to finish the interior painting and re-installation of 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. Director Smiley received & reviewed the SAO's suggested changes to the contract. Then Jim sent them to the IDHS representative to forward to the State of Illinois attorney's for review.
- 3) **MSDS Electronic Program**
  - The Jail Commander inquired whether they would be expected to pay the entire amount or part of it. Director Smiley told Cmdr. Richardson the plan was to gauge interest in using the program, then hopefully keep the costs down to around \$1,000.00 per department unit.
  - The company is now offering to allow us to go forward with the program and delay billing until our next fiscal year. Since the plan was to try and implement this now then possibly get the County to cover the cost for all departments next year, this may be the best way to go for now to get the program implemented.
  - Director Smiley would like the committee's direction on how to proceed.
- 4) **Public Safety Center - H.V.A.C. Replacement Project**
  - Main water piping is in place between all units.
  - Preliminary electric piping has been completed. New motor drives and Trane control cabinets have been electrically connected. Preliminary database conversion was completed last week as well.
  - Demolition of the main systems for unit #1 & #2 started Monday, May 6, 2019.
  - Old Freon coils are being removed and new water coils are being installed starting Monday, May 6, 2019.
  - The new Chiller is scheduled to be here Monday, May 13, 2019 and the old units will be removed and the new chiller is scheduled to be hoisted onto the roof that day.
  - Final water piping, Trane controls and electrical will be connected after the unit is placed onto the roof.
  - Trane hopes to have the new unit up and running by May 20, 2019.
  - Then the West A/C system will be decommissioned, removed and connected to the chilled water piping.
  - Substantial completion is expected by the end of May.
  - The final work to be done after that will be to retrofit the existing VAV boxes in the Administration areas and part of the jail with Direct Digital Controls and hooked up to the Trane control system.

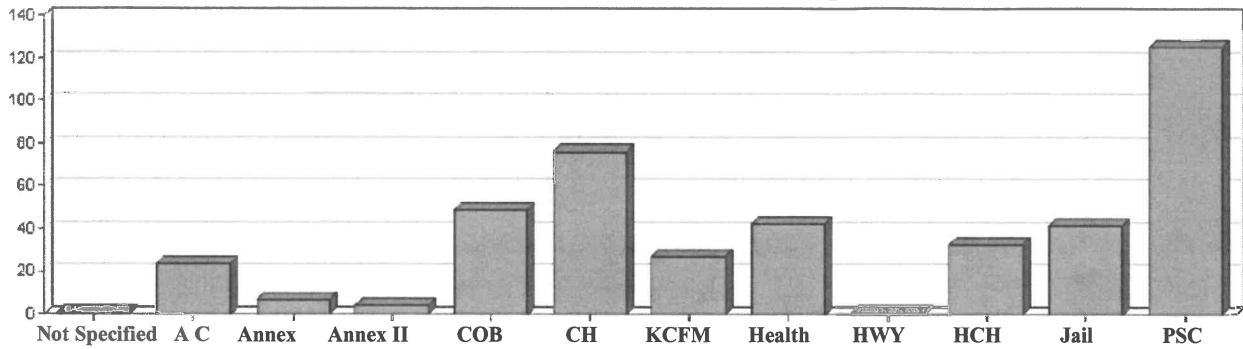
- 5) **Courthouse Roof Replacement Project**
  - Director Smiley had planned to meet with Wold A/E last week to get roof core samples done in order to determine if the insulation is holding water.
  - However, this is being rescheduled due to the wet weather we have experienced lately.
  - Mr. Smiley plans get the core samples done soon and hopefully have the specifications and drawings together by the next FM Committee meeting in June. Then get the project out for bid so we can have the results for the July FM Committee meeting.
- 6) **KCFM Truck Replacement**
  - Still on order. No change since last month.
- 7) **Courthouse Lactation Room**
  - Construction has been completed.
  - Furniture and Signs have been ordered.
  - Project is to be complete and open by no later than June 1, 2019.
- 8) **Chair Lift Repair Courtroom #112**
  - KCFM staff is still trying to get time to look at this repair due to court activity and other emergencies that have come up.
  - Director Smiley hopes to have the project complete by the next FM Committee meeting in June.

## **NEW BUSINESS/PROJECTS**

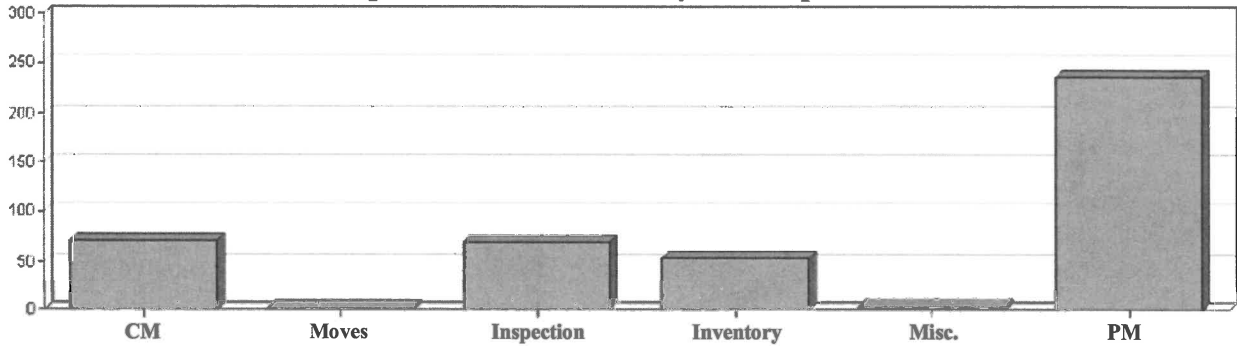
- 1) **Chair Report**
  - a. Solar Field Update
  - b. County Office Building Projects
- 2) **NOAA Presentation on Severe Weather Watching**
  - Director Smiley attended a severe weather seminar held by the Sheriff's office at the Health Department a couple of weeks ago. This will aide Jim in developing safety programs for Kendall County.
  - **Item complete.**
- 3) **Healy Bender Contract Review for Animal Control Projects**
  - Director Smiley received the State's Attorney's office (SAO) review of the proposed agreement last week. Mr. Smiley answered the questions the SAO had concerning scope etc. The SAO modified the agreement and gave approval to send to Healy Bender for approval.
  - Healy Bender's (HB) asked to have the insurance requirement reduced to \$3 million dollars. HB feels they will have little actual site work to do and will not have subcontractors working for them.
  - HB other concern is for reimbursable items. They have included two site visits in the contract and PDF copies of the drawings & specifications. HB considers hard copies of these documents are reimbursable items. HB estimates reimbursable items to be less than \$1,000.00.
  - This is on the County Board agenda for approval at Tuesday night's meeting.
- 4) **Phone Network Replacement Planning**
  - Director's Smiley & Kinsey attended two presentations on cloud based phone systems to replace the existing county system. At least one more system is planned to be reviewed.
  - It looks like we may be able to get a system in place and operating for about the same costs as we spend to operate the present non-manufacturer supported systems we currently have in place.
  - Director's Smiley & Kinsey hope to be able to out specifications together so we can have pricing before the 2020 budget is approved later this year.



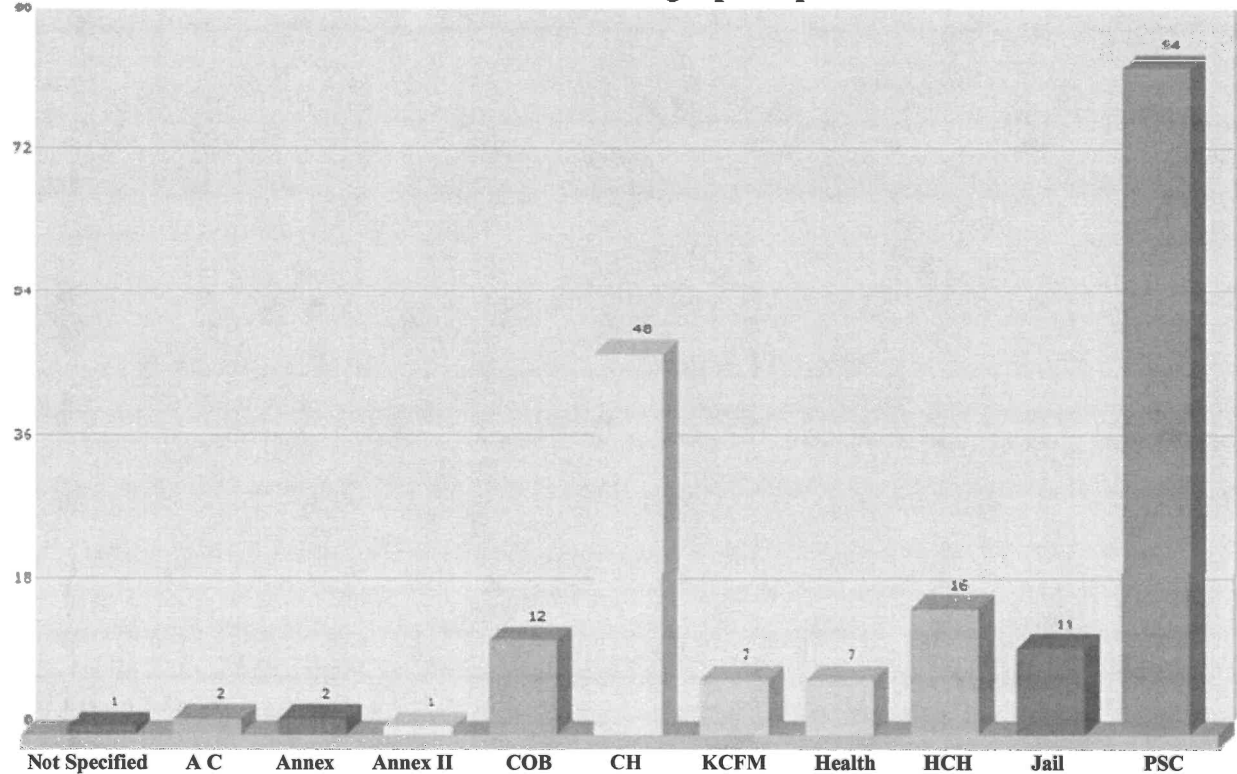
**Reported Work Orders by Location April 2019**



**Reported Work Orders by Task April 2019**



**Work Orders Remaining Open April 2019**



Executive Session

**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on June 3, 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, APRIL 1, 2019**

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

**With enough members present, a quorum was formed to conduct business.**  
Others Present: Facilities Management Director Jim Smiley.

**Approve the March 18, 2019 Facilities Committee Meeting Minutes** – There were no changes to the March 18, 2019 minutes; Member Cesich 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 Cesich made a motion to approve the agenda. Member Giles second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Historic Courthouse Window Project* – Director Smiley informed the Committee the balance tubes should be in from the manufacture by the end of the week and should be installed next week. Once the vendor is complete with installation we can make adjustments to the old blinds to fit in the new window.
2. *Vending Machine Changes at County Office Building & Courthouse* – Mr. Smiley stated the ASA assigned to the project hasn't been able to work on it due to another project. Jim is hoping to have the agreement before the next FM Committee meeting.
3. *MSDS Electronic Program* – Director Smiley sent out emails to the departments for interest. Highway and the Health facility responded stating they have no need for this program at this time. Jim spoke with Dave Guritz from Forest Preserve and Mr. Guritz stated they many have interest. Jim hasn't heard from the Public Safety Center yet. Jim will report on responses at the next meeting.
4. *Animal Control Projects* – Director Smiley stated that he met with Healy Bender architects. Jim stated their recommendation is a fully ducted, distributed HVAC system typical of a roof top unit with gas forced heating. The infloor water heating system would stay in place. The wall A/C units will be removed and the exhaust fans will be updated. Healy Benders estimate of costs \$42,000 - \$55,000 plus design fee of \$8,000.00 for the kennel areas. Jim explained the drawings he drew up of the possible interior changes to the existing building. Member Cesich stated the Sheriff's office may have an interest in the trailer that Animal Control is currently using for office space.
5. *KCFM Job Posting* – Director Smiley stated the job was posted on Indeed.com and received 25 – 30 responses thus far. Jim stated the ad was also place in the Record Newspaper on Thursday March 28, 2019. Applications are being accepted until April 12, 2019.
6. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley updated the Committee on the progress of the project. Mr. Smiley stated the electrician has the initial conduit done and moved circuits from one panel to the other. The pipe fitter has all the pipe run from the outside wall to the air handling room. Jim stated they will start running pipe across the roof next week. Director Smiley is also hoping to keep the current air conditioning system running as long as possible. Mr. Smiley also stated the coils should be delivered by the 2<sup>nd</sup> week of April and the chiller should be here by the end of the April or 1<sup>st</sup> week in May.

7. *Courthouse Roof Replacement Project* – Per FM Committee approval, Director Smiley signed the quote for Wold to develop plans and specifications for the project. Jim is hopeful these will be done this month to begin the bid process.
8. *Backflow Prevention Rebuilding* – Director Smiley stated there were four (4) valves in three (3) buildings needing repair. Two (2) have been repaired. The Historic Courthouse valve is not repairable and will need to be replaced. The device at HHS was not able to be repaired since the water will need to be shut off for two (2) hours. The Health Department will be scheduled to be done before normal daily hours.
9. *KCFM Truck Replacement* – Director Smiley stated the truck was ordered. Jim stated the truck is on a priority 2 and should be delivered in 12 – 14 weeks.
10. *Courthouse Lactation Room* – Director Smiley informed the Committee KCFM staff has the walls complete and is ready for paint. Jim stated a wood cap will also be installed to match the trim in the courthouse. Mr. Smiley received a quote for the signs and will discuss them with Judge Pilmer. Jim also contacted the furniture company that he has worked with in the past and they submitted what they believe will work. Jim submitted to the furniture company the items to quote and is just waiting for that information. Baby changing tables were ordered and will be installed, even though they were not specified by the statute to be installed.

### New Business/Projects

1. *Chair's Report*
  - a. *Solar Field Update* – Chair Kellogg stated that he participated in a conference call with Chris Childress from Progressive Energy and Director Smiley. Mr. Childress informed Chair Kellogg the chain link fence agreed to between GRNE and Kendall County is against the ordinance for the City of Yorkville. Chair Kellogg stated the County will have three (3) options:
    - 1) Tell GRNE the County won't pay any of it and GRNE may or may not do the project.
    - 2) Have Kendall County pay the difference between the chain link fence and the opaque fence.
    - 3) Recalculate how Kendall County pays for electricity purchased from the solar field.
 The Committee discussed the options and decided the third option will not be considered. This will be formally addressed when the state funding for the project has been approved by the State of Illinois.
  - b. Chair Kellogg informed the Committee that Mr. Smiley has been trying to contact the installation expert as directed by the Committee to appear to answer questions. The installation expert has not returned Mr. Smiley's calls and stated if he were to appear he requires a consult fee. Dr. Tokars was notified of this situation and stated Steve Curatti will make some phone calls to find another installer to speak to the Committee.
  - c. Chair Kellogg handed the Committee a copy of the redline tentative lease agreement for the Forest Preserve's lease at the Historic Courthouse. Chair Kellogg asked the Committee to review the proposed lease and the Committee will discuss acceptance or changes needed before it goes to the full County Board for approval.
2. *Chair Lift Repair Courtroom #112* – Director Smiley informed the Committee that a chairlift located in courtroom # 112 has failed inspection. Jim contacted the original company that installed the lifts and could they not gain access because walls have been built around the chair. The technician did give KCFM's tech an idea of what to look for when we cut the wall open to gain the access to the controls. Jim believes this will be fixed in the next two weeks.
3. *Generator Preventative Maintenance* – The PM's were performed on all generators and 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* – The consensus of the Committee is to send to the bid 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* – The consensus of the Committee is to send to the bid to the State's Attorney's Office for review.

**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** – Member Gilmour made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Cesich.

Roll Call Vote: Members Present: Matt Kellogg, Judy Gilmour, Amy Cesich, Tony Giles **With all members in attendance voting aye, the committee entered into Executive Session at 4:37 p.m.**

Others Present: Jim Smiley, Director of Facilities, Christina Wald.

Member Gilmour made a motion to return to Open Session, second by Member Giles. **With all members present voting aye, the committee returned to Open Session at 4:42 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: October 1, 2018. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

**Adjournment** – Chairman Kellogg asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 4:45 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant