

Facilities Management Committee Meeting

10/4/2021 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) Courthouse Chiller replacement
 - a. Update & Tentative Schedule
- 2) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller
 - a. Update & Tentative Schedule
- 3) Metronet HPBX Punch List
- 4) Historic Courthouse Window Project
- 5) 2020 Winter Storm Damage Repairs
- 6) Parking Lot Maintenance 2021

New Business/Projects

- 1) Chair Report
 - Fox St. Campus Update
 - 107 W. Madison Update
 - 108 W. Ridge St. Update
 - i. Tree Discussion
 - County Seal on 111 W. Fox St. Facades
 - Parking Lot Expansion Discussion
 - Annex Repairs
 - Roof
 - Re-stain/Paint outside of building
 - Fox St. Campus Property Surveys
- 2) Voter Office Changes & Preparation for 2 Elections in 2022
 - 3) Annual Elevator Pressure Testing
 - 4) U.P.S. PMII at Public Safety Center
 - 5) C.C.T.V. Issues at 111 W. Fox St.

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

October 4, 2021

Call to Order

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

Old Business/Projects – Updates

1) Courthouse Chiller replacement

- a. Update & Tentative Schedule

Chiller replacement – 10/5 – 10/11

- 10/5 – prep and prefabrication
- 10/6 – refrigerant recovery at 7am. Drain, disconnect old chiller piping and power. Crane
- 10/7 – Coring in the morning. Glycol tank install. Reconnect the new chiller electrical and controls as well as piping.
- 10/8 – Complete piping connections.
- 10/9 – Insulation and final piping.
- 10/11 – County Holiday. Chiller Startup. Pull new chiller into BAS.
- Final demo and cleanup – the week of 10/11

2) Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller

- a. Update & Tentative Schedule

MZU 5

- 10/11 – refrigerant recovery and begin demo
- 10/12 – remove old coils and refrigerant piping
- 10/13 – Crane Day
- 10/14 – Install new coil
- 10/15 – pipe new coil, valves, etc...
- 10/16 – Contingency if we feel we are behind.

AHU 6

- 10/18 – Install new coil
- 10/19 – pipe new coils, valves, etc...
- 10/20 – connections at chiller and insulation
- 10/21 – flush, fill, vent system and insulation
- 10/22 – Startup & Insulation

3) Metronet HPBX Punch List

- All phones have been installed and are working.
- Paging Interfaces have all been completed except for at the Courthouse.
- Director Smiley hopes to have that interface completed later this week.

4) Historic Courthouse Window Project

- The lift was delivered today.
- Work is planned to begin Tuesday, October 5, 2021.

5) 2020 Winter Storm Damage Repairs

- All work has been completed with the exception of 3-4 spots where dirt and grass needs to be regrown in.
- This work was not completed yet due to the dry conditions we have been experiencing.

6) **Parking Lot Maintenance 2021**

- All planned work was completed already.
- This included a few patches and sealcoating and restriping the Courthouse lot.
- Once this work was completed we noticed some inlet issues in the grassy area by the Courthouse and in the middle of John St. between the Courthouse & the Public Safety Center.
- These appear to be pipes that have shifted and created openings between the fittings.
- Most likely we will have to dig up both areas and repave the area disturbed on John St.
- AD Polvere met with a vendor and we are waiting for prices to do these repairs.

New Business/Projects

1) **Chair Report**

- **Fox St. Campus Update**

- **107 W. Madison Update**
- **108 W. Ridge St. Update**

- i. **Tree Discussion**

- Three trees were cut down in order to give the demo contractor room to perform the demolition of the home.
- KCFM received a quote from one vendor to remove the remaining trees.
- AD Polvere has also talked to another local vendor about removing the remaining trees.
- Mr. Polvere expects the pricing to be here this week.
 - **County Seal on 111 W. Fox St. Facades**
- Director Smiley was asked to get prices to add a county seal on the facility.
- Mr. Smiley met with the sign company and they put together pictures to give an idea how they might look on different areas of the 111 W. Fox St. facility. The company provided prices for the sizes shown in the pictures.
- Jim is looking for further direction on this.
 - **Parking Lot Expansion Discussion**
- Director Smiley put together budgetary pricing in the 2022 Capital forecast to turn the former 108 W. Ridge St. into an expanded parking lot for 111 W. Fox St.
- Chair DeBolt will explain the need further.

- **Annex Repairs**

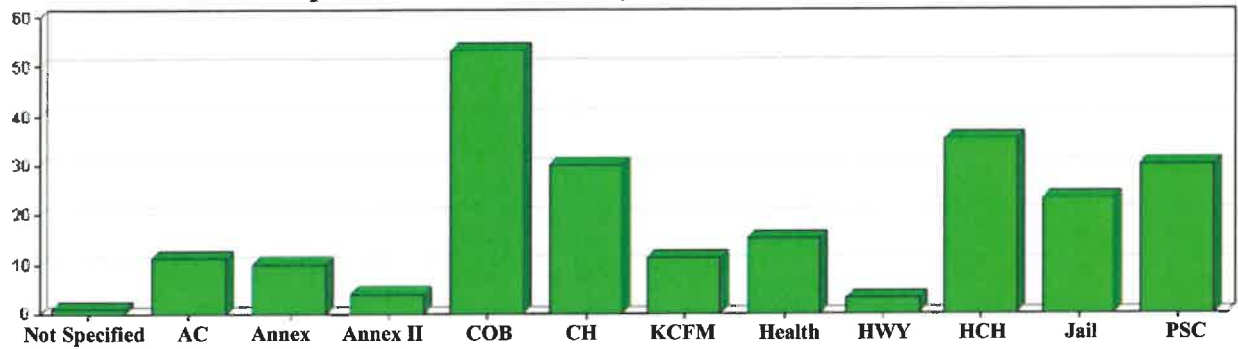
- **Roof**

- AD Polvere met with a few roofing companies.
- One wanted a full engineering review before they quote repairs. This was estimated be around \$15,700.00. The other two were estimating around \$17,000.00 for repairs needed until we determine the future use of the facility.
- KCFM Management is recommending we go forward with Crowther roofing in the amount of \$17,420.00 until we determine the future use of this facility.
- This will alleviate the current issues and allow the remaining equipment to remain dry, again until the future use of the facility is determined.
 - **Re-stain/Paint outside of building**
- AD Polvere met with a painting contractor to determine what the best products to sue to alleviate the spalling of the building.
- The potential vendor recommended a Sherwin Williams product to be applied first. Then to be painted over with whatever color we wanted to use.
- Estimated cost for the sealing product and painting was \$30,000.00.
- Director Smiley feels we should wait again until we determine the future use of the facility. Plus we would have to public bid for work due to the estimated cost.

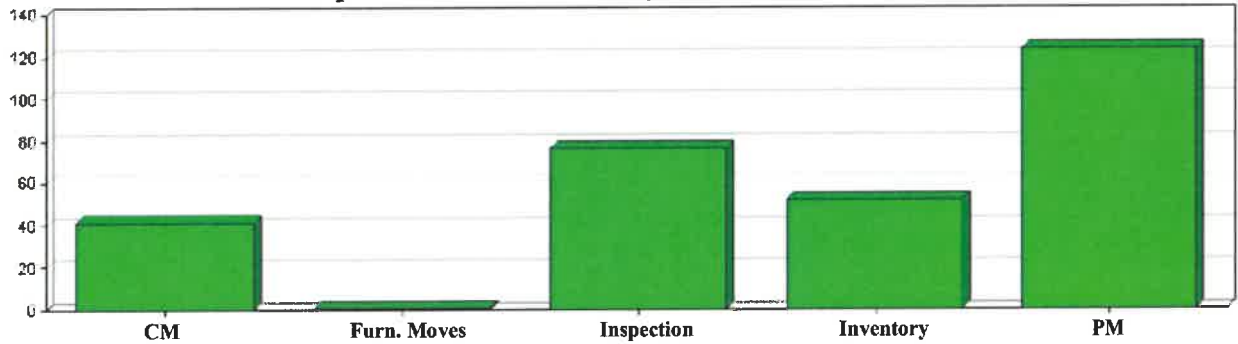
- **Fox St. Campus Property Surveys**

- Surveys were completed for all three properties recently.
- KCFM staff is installing more permanent markers so that we don't lose track of the boundaries before we decide what will be done with these properties in the future.
- So, this may need to be addressed in the future.

Reported Work Orders by Location September 2021



Reported Work Orders by Task September 2021



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on November 1, 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, AUGUST 2, 2021**

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

Roll Call: Members Present: Brian DeBolt, Judy Gilmour, Matt Kellogg, Dan Koukol.
Scott Gryder arrived at 4:23 p.m.

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

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

Approve the June 10, 2021 Facilities Committee Meeting Minutes – There were no changes to the June 10, 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 Koukol made a motion to approve the agenda. Member Kellogg 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* – Director Smiley stated the training on the card access system had been completed on July 9th. Mr. Smiley also stated the programming was set up for cell phone use instead of cards. Director Smiley will set up additional phones access as time allows. **Project Complete.**
2. *COVID 19 Projects:*
 - a. *Public Safety Center Door pass through slots* – Director Smiley informed the Committee the repainting of the doors still needs to be completed by KCFM staff. Mr. Smiley believes this should be completed before the next Committee meeting in September. **Project Complete.** County Administrator Koepfel stated this project would be a candidate for reimbursement under the American Rescue Plan Act.
3. *Courthouse Chiller replacement* – Director Smiley requested a tentative schedule from Trane. Mr. Smiley stated all parts have been received. Director Smiley received notice from ComEd the rebates will be honored through the end of November.
4. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Same as the above agenda item number three (3).
5. *Metronet HPBX Desk Set Phone Installations* –. Director Smiley informed the Committee all ports have been completed. Mr. Smiley stated there are some minor items left before the project is completed. Jim is working with Metronet's engineer to get the paging interface up and running. Director Smiley stated on August 9th the process of shutting down the old system will begin with the County Office Building system and the voicemail server. However, the systems will stay in place for now in case information is needed from them.

6. *Historic courthouse Window Project* – Director Smiley stated the vendor is still on track with the September delivery. The vendor informed Jim the factory no longer paints the windows however the vendor will paint them prior to arrival.
7. *Extra Cleaning related to COVID 19* – Director Smiley informed the Committee he spoke with all the departments that required extra COVID cleaning as directed. The only department that requested the cleaning continue is the Health Department due to the clinics being brought back to the building.
8. *2020 Winter Storm Damage Repairs* – Director Smiley stated the delay is due to material shortage. Jim has been informed from the vendor the repairs will begin this week.
9. *Fire Systems Annual Testing* – Director Smiley informed the Committee testing of all the systems at all buildings have been completed with no issues. **Project Complete.**
10. *Health & Human Services Fire Panel Replacement* – Director Smiley stated the panel was replaced the week of July 19th. **Project Complete.**

New Business/Projects

1. Chair's Report

- a. *K.A.T. Study Kluber Presentation Meeting* – County Administrator Koeppel updated the Committee on the status of the State of Illinois application for funding process. Kluber offered to begin the process at no charge at this time for this first meeting.
 - b. Discussion on moving records out of the Annex and Heart home into the basement of the courthouse. Shelving will need to be purchased to store and organize the records. Another suggestion was to scan the records however the Committee was not comfortable with the records leaving the County. Motion to approve the purchase of shelving and ladder for the records currently stored in these facilities to be stored in the basement of the Courthouse amount not to exceed the amount of \$20,000.00 by Member Koukol, Second by Member Gryder. **All members present voting aye, Motion Carried.**
 - c. Chair DeBolt stated with the county records moved to the courthouse the County Clerk will move the voting equipment from outside storage to the 1st floor of the Annex building. Annex roof repairs and outside clean up and repainting will be needed as well since we plan to keep this facility.
 - d. Discussion on the house located at 108 W. Ridge Street. Motion to obtain proposals for demolition of 108 W. Ridge Street by Member Kellogg, Second by Member Gryder. Opposed by Member Koukol. **With the majority members present voting aye, Motion Carried.**
 - e. Expansion of County Facilities are requiring voting to expand floor space at the County Office Building. Member Kellogg stated the American Rescue Plan Act would help with this expansion but all the information on how the program will work has not been received as of yet. Chair DeBolt stated Facilities will need a larger building to operate in as well.
2. *2022 Capital & COVID Related Budget Pricing* – Director Smiley informed the Committee that he and Assistant Director Polvere have been obtaining pricing for departments to submit for capital project requests for the 2022 budget year.
 3. *NRG Demand Response Testing* – Director Smiley informed the Committee that the required testing was completed. Mr. Smiley stated he has not received the amount we will receive this upcoming year however the past the amount has averaged approx. \$30 - \$35,000.00 per year.

4. *Courthouse Roof Repair versus Replacement in 2021* – Assistant Director Polvere informed the Committee due to COVID the bids received were higher with a reduced scope. The recommendation is to make minor repairs and rebid the replacement in 2022 when material pricing hopes to be reduced.
Project Complete.
5. *Parking Lot Maintenance 2021* – Assistant Director Polvere informed the Committee the vendor has submitted all the proposals for sealcoating and patching at the courthouse and re-stripping at the Public Safety Center.

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

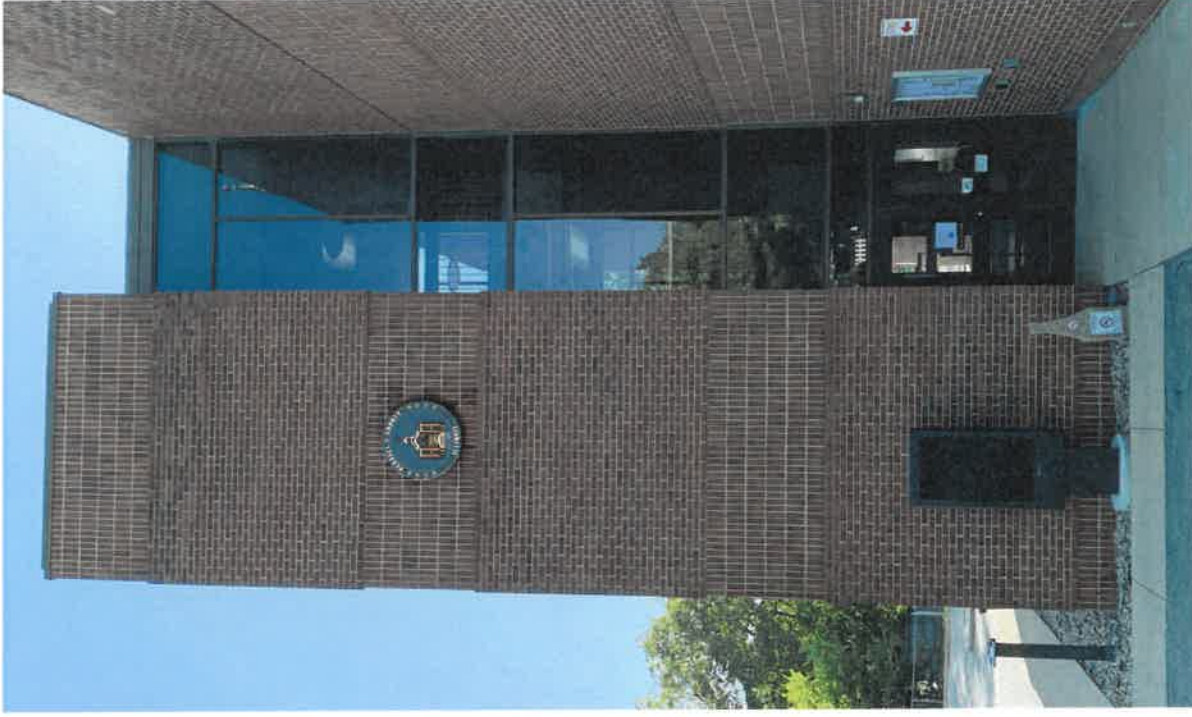
Adjournment – Chair DeBolt asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting. Second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:24 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant



OPTION A1



OPTION A2

129 Commercial Drive, Unit 6
 Yorkville, Illinois 60560
 (630) 553 - SIGN (7446)
 Presented by: Taylor Kinney
 Designed by: Carolyn DeNapoli

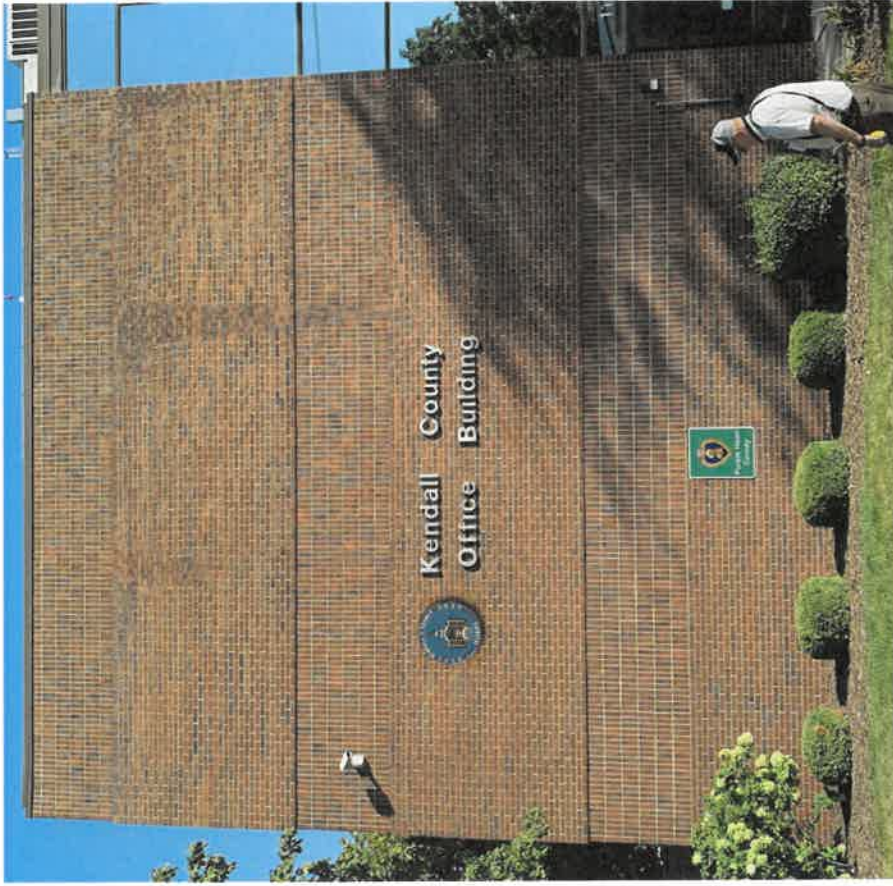
Direct Sign Systems
ESTABLISHED 1988

Customer: Kendall County
 Project: Logo Plaque
 Location: Exterior Brick Wall

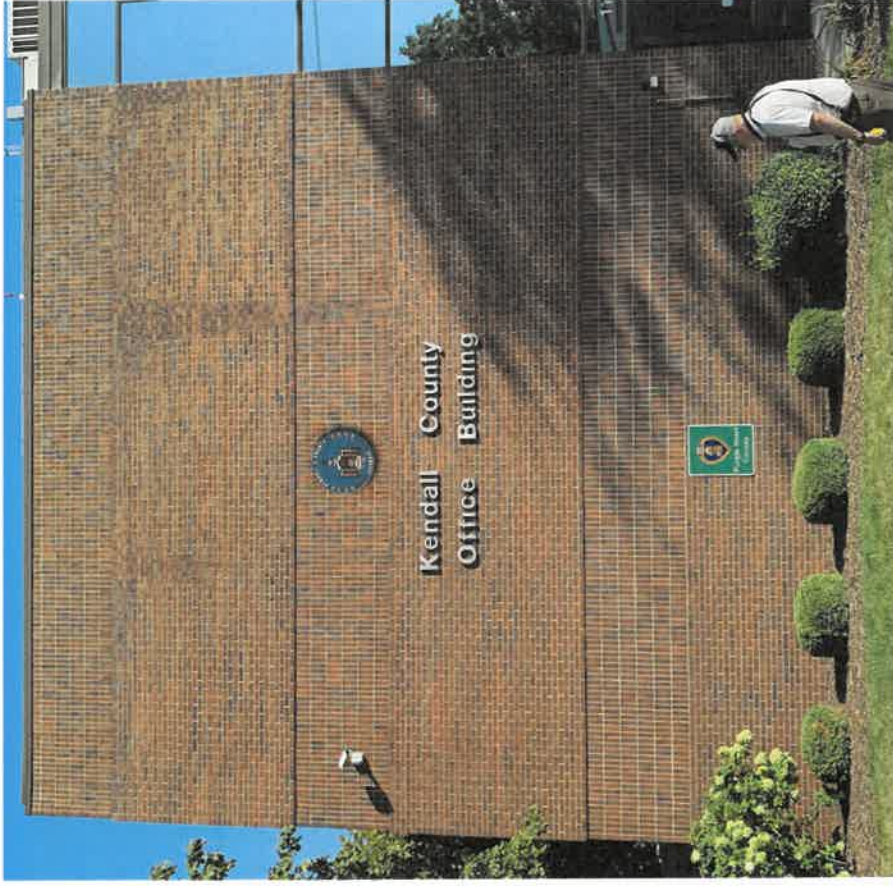
Customer Approval:

Date: September 21, 2021

Date Revised:



OPTION B1



OPTION B2



OPTION C1



OPTION C2

 <p>Direct Sign Systems <small>Division of Markit, Inc.</small></p>	<p>129 Commercial Drive, Unit 6 Yorkville, Illinois 60560 (630) 553 - SIGN (7446) Presented by: Taylor Kinney Designed by: Carolyn DeNapoli</p>	<p>Customer: Kendall County Project: Logo Plaque Location: Exterior Brick Wall</p>	<p>Customer Approval: Date: September 21, 2021 Date Revised:</p>
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OPTION D

129 Commercial Drive, Unit 6
 Yorkville, Illinois 60560
 (630) 553 - SIGN (7446)
 Presented by: Taylor Kinney
 Designed by: Carolyn DeNapoli

Direct Sign Systems
A Division of Direct, Inc.

Customer: Kendall County
Project: Logo Plaque
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Customer Approval:
Date: September 21, 2021
Date Revised: