

**Facilities Management
Committee Meeting
6/3/19 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 May 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) Public Safety Center - H.V.A.C. Replacement Project
- 4) Courthouse Roof Replacement Project
- 5) KCFM Truck Replacement
- 6) Courthouse Lactation Room
- 7) Chair Lift Repair Courtroom #112

New Business/Projects

- 1) Chair Report
 - a. Solar Project Update
 - b. County Office Building Projects
 - c. Health & Human Services Dental Office Bid Review
- 2) Animal Control Projects Update
- 3) Historic Courthouse Window Replacement
- 4) Elevator Controls Invitation to Bid
- 5) Demand Response Program Update
- 6) PSC Floor Maintenance
- 7) Annual Elevator Pressure Testing
- 8) Approve to Request the State's Attorney's Office to draft a new Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility.

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
June 3, 2019

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse Window Project**
 - KCFM staff completed the interior finishes on the window.
 - The window shutters are in the process of being re-installed to close out the 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
 - i. The IDHS representative asked Director Smiley if the insurance requirement could be reduced from \$5,000,000.00 to \$2,000,000.00.
- 3) **Public Safety Center - H.V.A.C. Replacement Project**
 - The first two air handlers were operating on the new chiller as of the week of May 20, 2019.
 - Piping and the coil installation for MZU#3 was completed the week of May 27, 2019. The cold water supply to MZU#3 was turned on May 29, 2019.
 - Trane has been working on an issue with circuit #1 on the chiller. Freon was removed and the system was evacuated and the metering valve was replaced. The circuit is still showing a restriction, which could also be a faulty sensor. So Trane is bringing a factory specialist in to trouble shoot the issue.
 - Trane started the retrofit work on the controls for MZU#3 last week. They plan to cut it over one zone at a time to minimize the effect on conditions in the jail. Trane also plans to start running wiring to the VAV boxes in the Administrative areas of the Public Safety Center soon.
 - Substantial completion of the entire project is expected by the end of June.
- 4) **Courthouse Roof Replacement Project**
 - The roof cores were completed on May 14th.
 - Wold is working on the drawings and specifications and plans to have them completed so we can put the project out to public bid this month.
 - Director Smiley hopes to have the project out to bid soon, so the results would be ready for the next FM Committee meeting in July.
- 5) **KCFM Truck Replacement**
 - Gjovick emailed Director Smiley to say they received the initial production order acknowledgement from Ford and the truck is expected to be available in early July.
- 6) **Courthouse Lactation Room**
 - Wall signs were installed the week of May 20th. The furniture was installed last week.
 - The electronic signs on the Circuit Clerk's courtroom assignment monitors were turned on last Friday.
 - **Project complete.**

7) 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 July.

NEW BUSINESS/PROJECTS

1) Chair Report

- a. Solar Field Update
- b. County Office Building Projects
- c. Health & Human Services Dental Office Bid Review

2) Animal Control Projects Update

- Director Smiley confirmed with Healy Bender they have started to work on drawings & specifications. The initial retainer request has been processed and will be in the next check run.
- Healy Bender plans to be onsite soon to field verify dimensions etc...

3) Historic Courthouse Window Replacement

- Patrick McCann was onsite the week of May 20th to double check dimensions before placing the window order. Patrick also sent the invoice for the down payment. This has been processed and will be in the next check run.

4) Elevator Controls Invitation to Bid

- Director Smiley turned in the ITB to the State's Attorney's office (SAO) for review the week of May 20th. Jim received the redline version back from the SAO last week.
- Mr. Smiley is verifying the requested changes and plans to put the project out to public bid next week.
- The goal is to get the results back and to have them for review at the next FM Committee meeting in July.

5) Demand Response Program Update

- Director Smiley received the final two (2) checks from the program for the 2018-2019 year.
- The initial estimate from Progressive was \$27,326.00. Total received was \$31,919.88.
- Mr. Smiley renewed Kendall County for the 2nd year of the 5 year program.
- **Item complete.**

6) PSC Floor Maintenance

- Director Smiley arranged to have the janitorial vendor strip and re-wax the 2nd floor hallway and elevator floors at the Public Safety Center.
- **Project complete.**

7) Annual Elevator Pressure Testing

- The annual State required pressure testing was completed on all elevators at all facilities on May 15th & 16th. No problems were encountered.
- **Project complete.**

8) Approve to Request the State's Attorney's Office to draft a new Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility.

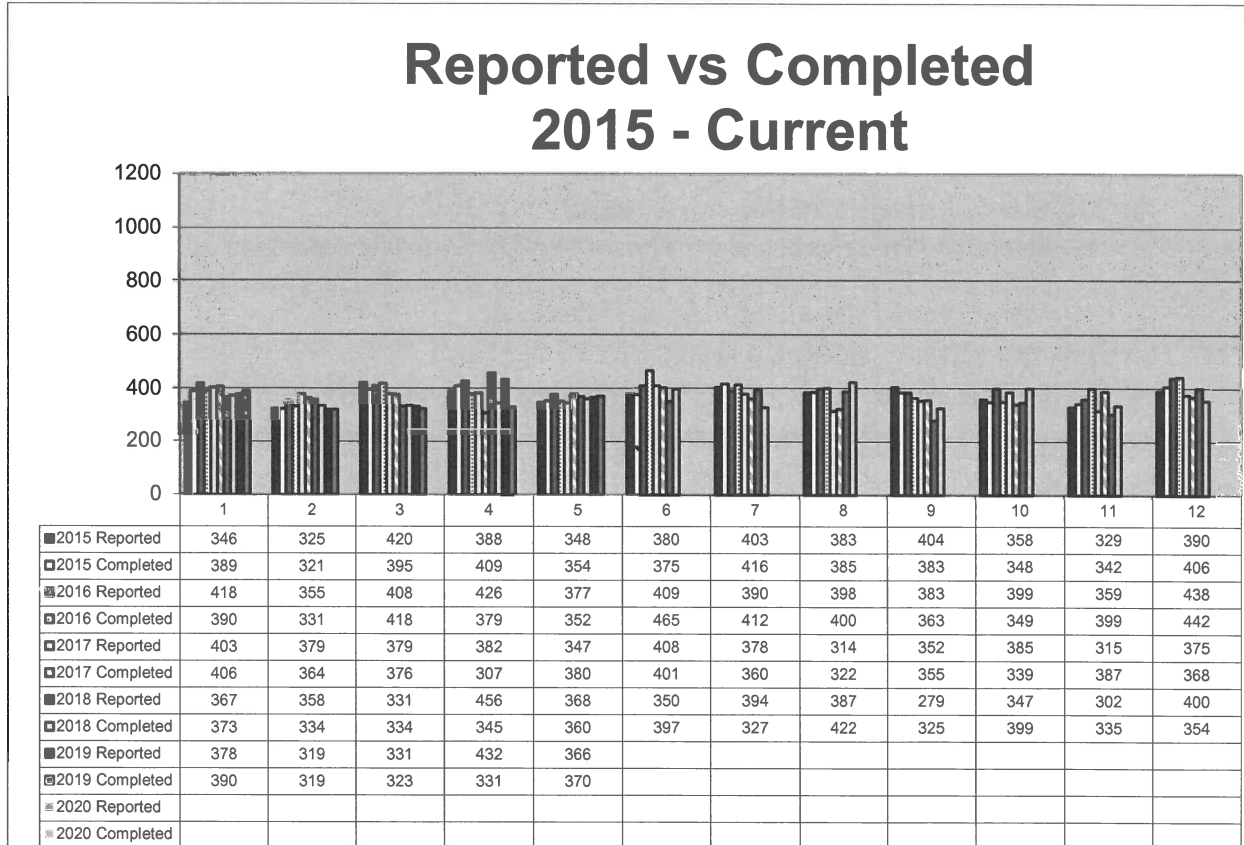
- Director Smiley received notice as required by the lease to issue a new lease in room #130 until additional space becomes available for the Housing Authority.
- Mr. Smiley is looking for permission to ask the States Attorney's office to draw up a new lease for the Housing Authority.

May 2019

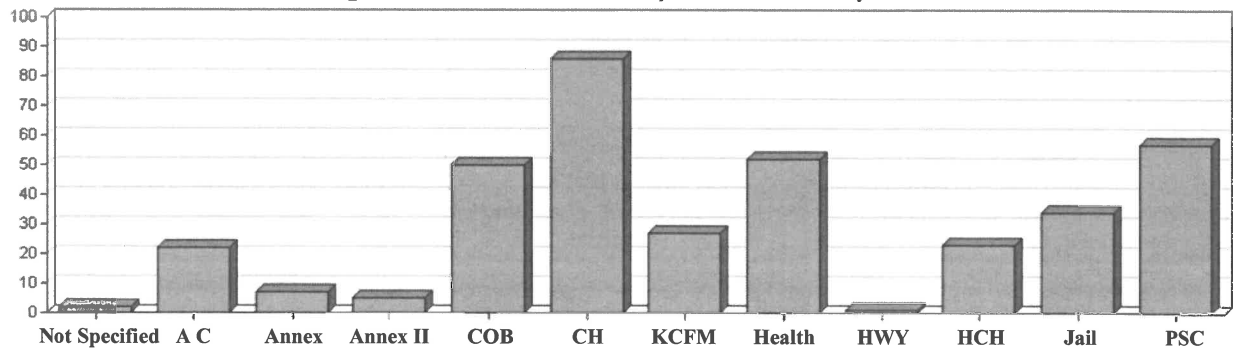
Staffing/Training/Safety:

DESCRIPTION	May-19	Apr-19	Mar-19
Possible Work Hours (6 employees @ 8 hrs x 9 days, 5 Emp. x 13 days)	952.00	1,032.00	1,008.00
Paid/Unpaid Leave	100.00	48.00	76.00
Holiday	48.00	24.00	0.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	<i>804.00</i>	<i>960.00</i>	<i>932.00</i>
Overtime Worked	17.00	25.50	6.00
<i>Total Productive Hours</i>	<i>821.00</i>	<i>985.50</i>	<i>938.00</i>

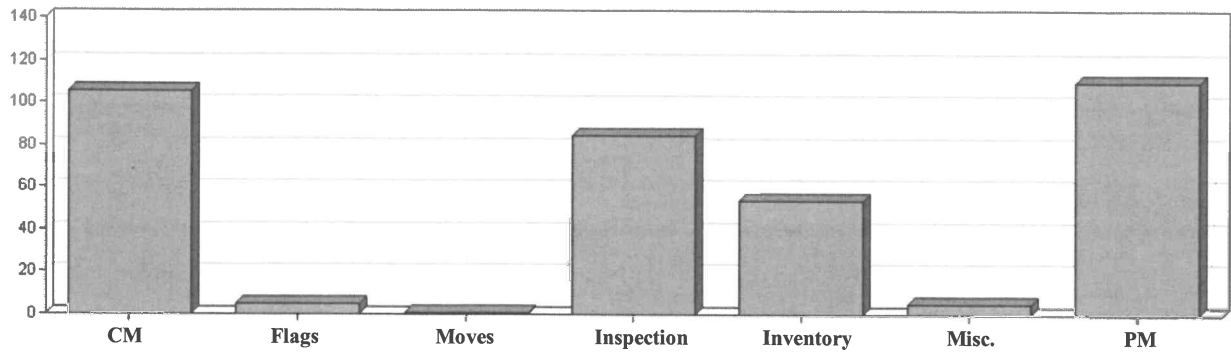
Reported/Completed Work Orders May 2019



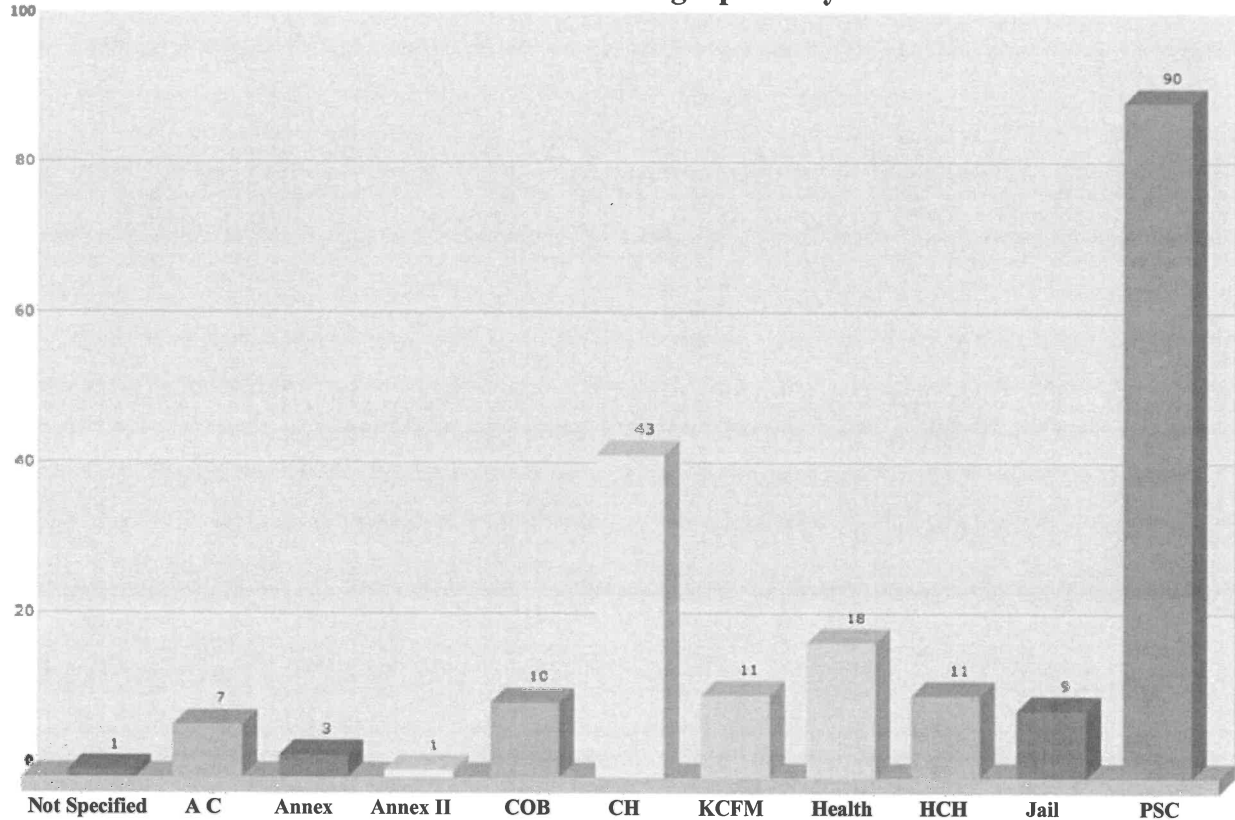
Reported Work Orders by Location May 2019



Reported Work Orders by Task May 2019



Work Orders Remaining Open May 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 July 1, 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, MAY 6, 2019**

Committee Chair Matt Kellogg called the meeting to order at 4:37 p.m.

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

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

Approve the April 1, 2019 Facilities Committee Meeting Minutes – There were no changes to the April 1, 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 Gilmour made a motion to approve the agenda. Member Cesich second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse Window Project* – Director Smiley informed the Committee the window installation is now complete. KCFM staff will finish the trim and painting within the next week.
2. *Vending Machine Changes at County Office Building & Courthouse* – Mr. Smiley stated he received the State's Attorney's proposed changes and sent them to the Illinois Department of Human Services for the State of Illinois's Attorney's to review.
3. *MSDS Electronic Program* – Director Smiley talked to the Jail Commander regarding funding for the program. Mr. Smiley stated if multiple departments were to utilize the program the cost startup would be kept down to around \$1,000.00 for each department. Mr. Smiley was planning to request the County to pay for the entire annual fees. The Committee decided to discuss this again in 2 months.
4. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the main demo of unit #1 and #2 has begun and the main water pipes have been installed. Trane informed Jim they are confident the chiller will be delivered next week. Jim stated the crane will be on site next week to remove the old system and install the new chiller. Director Smiley believes the project should be substantially completed by the end of the month.
5. *Courthouse Roof Replacement Project* – Director Smiley was due to meet with the architects last Wednesday, for the roof core samples to be taken however this work was delayed due to all the rain. Jim is hoping the drawings and specs will be ready by the June meeting.
6. *KCFM Truck Replacement* – Director Smiley informed there is no change since last month.
7. *Courthouse Lactation Room* – Mr. Smiley stated the construction of the lactation room is complete. Jim also stated the informational signs and furniture are ordered. Jim stated the project will be completed by the June 1st deadline.
8. *Chair Lift Repair Courtroom #112* – Jim stated KCFM tech is working with the court for availability to do the repair. Jim believes this to be complete by next meeting.

New Business/Projects

Kendall County Facilities Management Committee Meeting Minutes – May 6, 2019

1. *Chair's Report*
 - a. *Solar Field Update* – Chair Kellogg informed the Committee that he and Jim had spoken with Chris Childress from Progressive Energy. Mr. Childress stated GRNE is still waiting for state approval and is hopeful to hear by the end of the month. Chris also stated GRNE is in progress of getting permits with the City of Yorkville. Chair Kellogg is hoping to have the fence and landscaping costs by the next meeting.
 - b. *County Office Building Projects* – Chair Kellogg stated 5/3 Bank in Yorkville is closing and Jim Smiley, Facilities Director, Jill Ferko, County Treasurer and Scott Koeppel, County Administrator toured the property. Jim stated the furniture and the camera security system would be nice to have included in the purchase. Member Cesich went on the record to state she is not supportive the purchase of the bank at this time. Member Cesich asked if Mr. Smiley could look into the costs of building out the 2nd floor of the courthouse as was talked about a few years ago. Chair Kellogg stated a cost of finishing the upstairs of the courthouse as a possible site will be looked into.
2. *NOAA Presentation on Severe Weather Watching* – Director Smiley attended a weather seminar held by the sheriff's office at the Health Department a few weeks ago. This will benefit Mr. Smiley when preparing emergency plans for county facilities. **Project Complete.**
3. *Healy Bender Contract Review for Animal Control Projects* – Director Smiley stated County Administrator Koeppel asked Jim to review at the Healy Bender contract for tomorrow night's meeting. Jim answered the SAO's questions and forwarded the two areas of concern to Healy Bender. Director Smiley stated the first concern of the insurance requirement has been resolved, Healy Bender's insurance carrier is fine with our County standards for insurance. Jim informed the Committee the other concern is the reimbursable are less than \$1,000.00 and were not included in that amount on the agenda for approval tomorrow night. Mr. Smiley stated it is not possible to change the amount on the agenda since it is within 24 hours of the meeting. Jim believes the \$1,000.00 difference could be billed separate so the item can remain on the agenda. Jim received verbal responses from Healy Bender but is awaiting the written response. This is on the County Board agenda for approval tomorrow night.
4. *Phone Network Replacement Planning* – Director Smiley stated this item has been in budget since 2013, but has not been funded to date as well as Technology Services needed to update to their system before Voice Over Internet Protocol (VOIP) could be considered. Mr. Smiley reminded the committee that the phone system manufacturer no longer supports the older systems we currently have in place. Director Smiley stated he and Technology Services Director Kinsey have been reviewing "Cloud Based" systems and plan to put out a bid to get a cost estimate of what the upgrade will cost for budgeting in the 2020 budget.
5. *FM Technician Hire* – John Lacek – Director Smiley stated the background screen was approved Friday. Mr. Smiley stated John came in today to get his ID Badge done. John's start date is May 20, 2019.
6. *Courthouse Liebert UPS System Switch replacement* – Director Smiley stated the Friday holiday afternoon the capacitors and switch were replaced. **Project complete.**
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* – Chair Kellogg stated this is on the agenda for tomorrow night's vote to approve. Although there was only one bid, Mr. McCann's company has been low bidder on previous projects. Their bid for this project is in line with the costs from those previous projects.
8. *State's Attorney's Office review Invitation to bid for Elevator Controls Upgrade at the Courthouse* – Director Smiley stated this should be sent to the State's Attorney's Office for review this month.

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

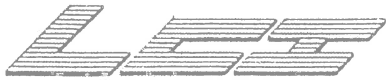
Questions from the Media – None

Executive Session – None

Adjournment – Chairman Kellogg asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:12 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant



Phone (630) 896-7220
FAX (630) 896-1304

LITE CONSTRUCTION, INC.
711 S. Lake St. • P.O. Box 135
Montgomery, IL 60538

May 23, 2019

Kendall County Health Department
811 John St, Yorkville, IL 60560

Attn: Jim Smiley

Proposal

To furnish labor and material for the following work described below for the dental offices.

Lite Construction

• General Conditions	\$2,280.00
• Remove and Replace Ceiling Tile	\$2,200.00
• Furnish and Install Temporary Zip Walls	\$800.00
• Remodel Cabinets	\$1,750.00
• Install Wood Backing for Machines	\$1,350.00
• Remove and Replace Drywall	\$2,820.00
• Drywall Taping	\$2,050.00
• Paint	\$2,150.00
LCI Mark Up	<u>\$2,310.00</u>
LCI Total	\$17,710.00

Key Plumbing
Price

\$14,260.00

R&R Electric
Price

\$9,100.00

Mark Sitko
Price

\$5,120.00

LCI Mark on Subcontractors

\$2,848.00

Total Proposed Price

\$49,038.00

Exclusions: Permits, Flooring, Premium Time and Dental Equipment

We trust this proposal will meet your needs if you have any questions please call.

Sincerely

John Campbell
Estimator



DuPage Housing Authority
711 E Roosevelt Rd, Wheaton, IL 60187
PH: 630.690.3555 FAX: 630.690.0702
www.dupagehousing.org

Kendall Housing Authority
811 W John St., Yorkville, IL 60560
PH: 630.553.8093 FAX: 331.207.8923
www.kendallhousing.org



May 10, 2019

Jim Smiley
804 W. John Street, Suite B
Yorkville, IL 60560

RE: Notice of Intent

Dear Mr. Smiley,

This letter is the Kendall Housing Authority's notice of intent to negotiate a new lease with the Kendall County Facilities Committee for office space in the Kendall County Health Dept. building located at 811 West John Street, Yorkville, Illinois. We currently lease an office on the first floor (number 130) and requested additional space; either a larger space in the same location or additional space in the same location. If additional space can not be granted at this time, we wish to remain in our first-floor office #130 until the additional space can be granted.

Sincerely,

Kenneth Coles
Kendall Housing Authority
Executive Director