

**Facilities Management
Committee Meeting
7/1/19 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 June 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects

- 1) 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
- 2) Public Safety Center - H.V.A.C. Replacement Project
- 3) Courthouse Roof Replacement Project
- 4) KCFM Truck Replacement
- 5) Animal Control Projects Update
- 6) Historic Courthouse Window Replacement - 2019

New Business/Projects

- 1) Chair Report
 - a. Solar Project Update
 - b. County Office Building Projects
 - c. Other Projects
 - d. Forest Preserve Lease of Space at the Historic Courthouse
 - e. Updated Capital Plan Request
- 2) Review Elevator Controls Replacement Proposals
- 3) Review Parking Lot Projects Bids
- 4) New Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility.
- 5) Courthouse Generator Circuit Breaker Replacement
- 6) Annual Fire Alarm, Sprinkler and Extinguisher Testing
- 7) Approve Mutual Ground Request to Approve the 2nd Extension in their lease
- 8) Health Department Safety Inspection

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

July 1, 2019

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **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 notified IDHS that it is acceptable to reduce the insurance coverage to \$2,000,000.00
- 2) **Public Safety Center - H.V.A.C. Replacement Project**
 - Air balancing of the system was completed June 27, 2019.
 - Water balancing of the new chilled water coils was completed June 28, 2019.
 - Rough in for the low voltage wiring for the Variable Air Volume (VAV) boxes was completed the week of June 17, 2019.
 - The software update was completed the week of June 17, 2019.
 - Trane is getting prices from vendors to complete the VAV Box retrofit for AHU 1 & 2. Director Smiley expects this work to start in the next two weeks.
- 3) **Courthouse Roof Replacement Project**
 - Plans & Specifications were completed June 28, 2019.
 - An ad was placed in the Record Newspapers for this week's editions. Plans & specifications will also be available through plan rooms commonly used for construction projects.
 - A mandatory bid walk thru is scheduled for July 9, 2019.
 - Bids are due in on July 19, 2019.
 - Director Smiley plans to have results ready for the next FM Committee meeting.
 - Mr. Smiley would also like to get the committee ok to ask to have this on the County Board agenda for approval at the meeting scheduled for August 6, 2019.
- 4) **KCFM Truck Replacement**
 - Gjovick provided an invoice for the vehicle that is due to be in sometime in the next two weeks.
 - An ABC check request was submitted today July 1, 2019, in order to have the check in hand when the vehicle becomes available.
- 5) **Animal Control Projects Update**
 - Director Smiley received preliminary drawings for construction from Healy Bender on June 25, 2019.
 - Mr. Smiley presented the drawings to the Animal Control committee on June 26, 2019.
 - Jim has a meeting to go over the drawings & specifications with Healy Bender tomorrow July 2, 2019.
 - Healy Bender expects to be able to have drawings & specifications completed within one month after the July 2, 2019 meeting. At that time we will be ready to put the project out to bid.

6) Historic Courthouse Window Replacement 2019

- Preliminary shop drawings were provided to Director Smiley to verify on June 28, 2019.
- The vendor was onsite today to field verify the shop drawings with Mr. Smiley & KCFM tech Hanna.
- The drawings will be sent back to the manufacturer for final drawings to be done. Those drawings will be sent to Director Smiley again to verify and sign off on. Then the windows will go into production.
- Mr. Smiley hopes to have this project completed during this fiscal year.

NEW BUSINESS/PROJECTS

1) Chair Report

- a. Solar Project Update
- b. County Office Building Projects
- c. Other Projects
- d. Forest Preserve Lease of Space at the Historic Courthouse
- e. Updated Capital Plan Request

2) Review Elevator Controls Replacement Proposals

- Director Smiley conducted a mandatory bid walk thru for this project on June 18, 2019
- Two bidders attended the walk thru.
- One bid was received from the company that has serviced our elevators over the years.
- Project budgeted in the approved 2019 Capital budget at \$60,000.00.
- Bid received from Advanced Elevator in the amount of \$48,280.00.
- Advanced Elevator noted that new controls require us to follow newer electrical codes from 2010. The 2010 codes require an additional elevator smoke detector be added to the machine room to recall the elevator to the main floor and blink a lighted fire button in the elevator car.
- So we will also need to add this to the existing fire alarm system at the Courthouse. Director Smiley will contract separately for this work with our Fire system vendor. Jim expects this cost to be less than \$2,000.00.
- Mr. Smiley would like permission request this project be added to the County Board agenda for approval at the July 16, 2019 meeting.

3) Review Parking Lot Projects Bids

- Director Smiley met with Highway Engineer Fran Klaas on June 14, 2019 to put together bid documents for this project. This also included a separate site meeting with Mr. Klaas to view the areas planned for 2019.
- Fran put the bid documents together using the same process he uses for Highway Department bids. The Highway Department also put the bid documents out to bid using the same process they use for Highway Department bids. In order to meet bid parameters bid documents had to be available until at least today July 1, 2019. So bids were due into the Facilities Management office today at 10a.m.
- Paving projects budgeted in the approved 2019 Capital budget totaled at \$64,866.00.
- Mr. Smiley would like permission request this project be added to the County Board agenda if within budget, for approval at the July 16, 2019 meeting.

4) New Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility.

- The State's Attorney's office (SAO) started developing this new lease. As part of the process Director Smiley was asked to determine fair market value for leased space. After researching available properties for their leased space cost, Mr. Smiley put together a table for the SAO to use.
- It was also recommended that a new MOU be created between Kendall County and The Kendall County Health Department as the previous MOU was from 2012.

4)Continued

- Mr. Smiley informed Chair Kellogg, County Administrator Koeppel and Dr. Tokars of the need to get this done also.
- Dr. Tokars verified with the SAO that the Health Department Board would need to approve the MOU before going to the County Board for approval.
- The Health Board does not meet until the evening of July 16, 2019.
- The Housing Authority lease runs out August 1, 2019.

5) Courthouse Generator Circuit Breaker Replacement

- We were experiencing random issues with the main generator 1000 amp circuit breaker tripping anywhere between right away or within eight minutes of transferring the load during our weekly generator testing.
- A service call was done by our generator maintenance vendor to determine the problem. No shorting or overload was detected. So it was determined more than likely there was an issue with the circuit breaker.
- A quote of over \$15,000.00 was provided to setup a temporary generator so the existing breaker could be removed and tested. Director Smiley asked for a cost to replace the breaker. The cost came in around \$8,000.00. So, Mr. Smiley elected to replace the breaker and save the additional funds required for a temporary generator to be setup while our generator breaker was going to be down for testing.
- The breaker was replaced and seems to be working properly now.
- Jim is planning to have the old breaker tested and possibly rebuilt to have as a spare in case the same problem comes back in the future.
- **Project complete.**

6) Annual Fire Alarm, Sprinkler and Extinguisher Testing

- Testing was completed on all systems with the exception of the fire alarm system at the Public Safety Center. That system is scheduled to be done on July 8th & 9th.
- All systems tested with no issues found.
- We did have several fire extinguishers that need to have 6 year hydro testing performed. Spare extinguishers have been put in place while those extinguishers are being tested.
- The Public Safety Center fire alarm system will be shown as a separate project in the August agenda.
- Fire extinguishers for the Sheriff's office squad cars, Probation cars and Highway trucks were also done at this time.
- **Project complete.**

7) Approve Mutual Ground Request to Approve the 2nd Extension in their lease

- Director Smiley received a letter requesting to allow Mutual Ground to stay in the office they occupy at the Courthouse per the terms of their existing lease.
- The State's Attorney's office has said in the past that the Facilities Committee can approve this as the two one year extensions are part of the lease already in place previously approved by the County Board.
- Next year a new lease will need to be created if Mutual Ground would like to stay in the Courthouse.

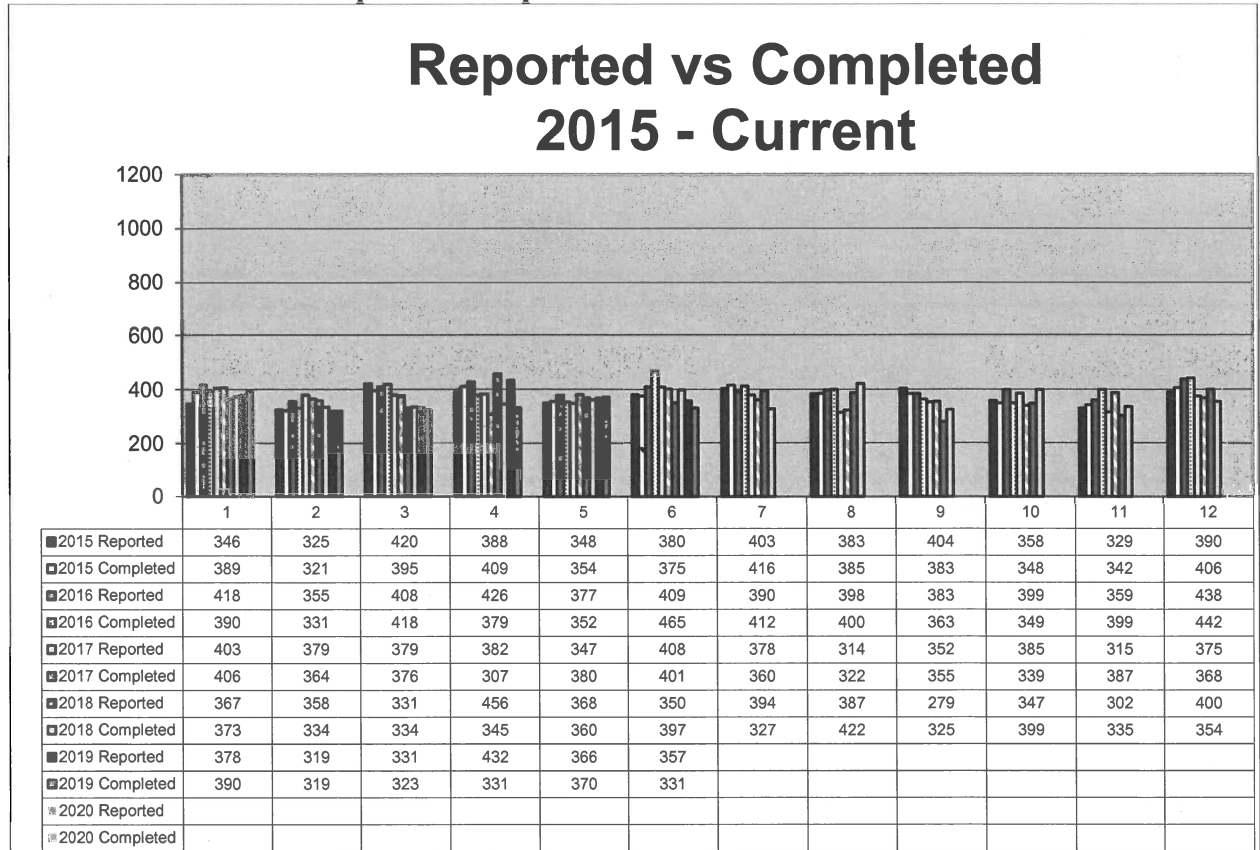
8) Health Department Safety Inspection

- Dr. Tokars arranged for a site safety inspection be done by our insurance carrier. This is done to comply with grant requirements the Health Department annually applies for.
- The inspector noted good housekeeping throughout the areas inspected.
- The inspector also notes a few issues for the Health Department to take care of as well as a few for facilities. These included some signage, closet organization, proper cleaning chemical labeling and carpet gaps. Most items have been taken care of already. The replacement carpeting is on order to fix the gap issue.

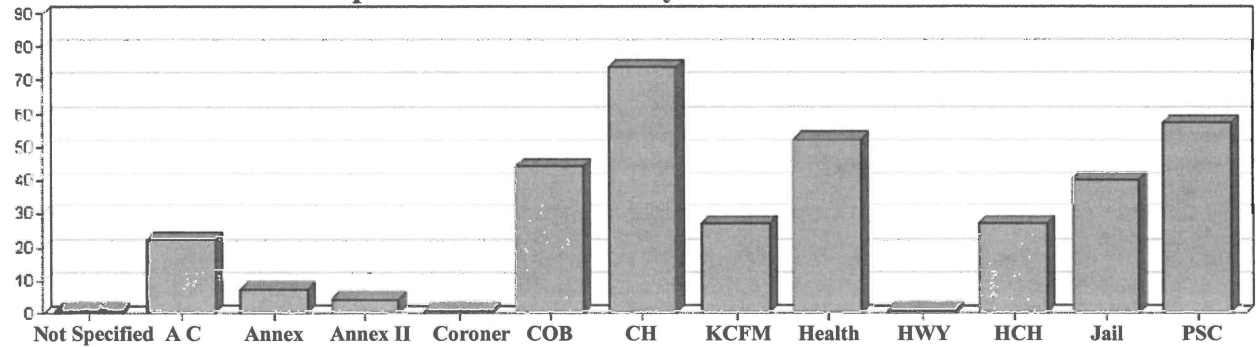
June 2019
Staffing/Training/Safety:

| DESCRIPTION | Jun-19 | May-19 | Apr-19 |
|---|---------------|---------------|---------------|
| Possible Work Hours (6 employees @ 8 hrs) | 960.00 | 952.00 | 1,032.00 |
| Paid/Unpaid Leave | 104.00 | 100.00 | 48.00 |
| Holiday | 0.00 | 48.00 | 24.00 |
| Bereavement | 0.00 | 0.00 | 0.00 |
| * FMLA | 0.00 | 0.00 | 0.00 |
| <i>Regular Productive Hours</i> | <i>856.00</i> | <i>804.00</i> | <i>960.00</i> |
| Overtime Worked | 15.75 | 17.00 | 25.50 |
| <i>Total Productive Hours</i> | <i>871.75</i> | <i>821.00</i> | <i>985.50</i> |

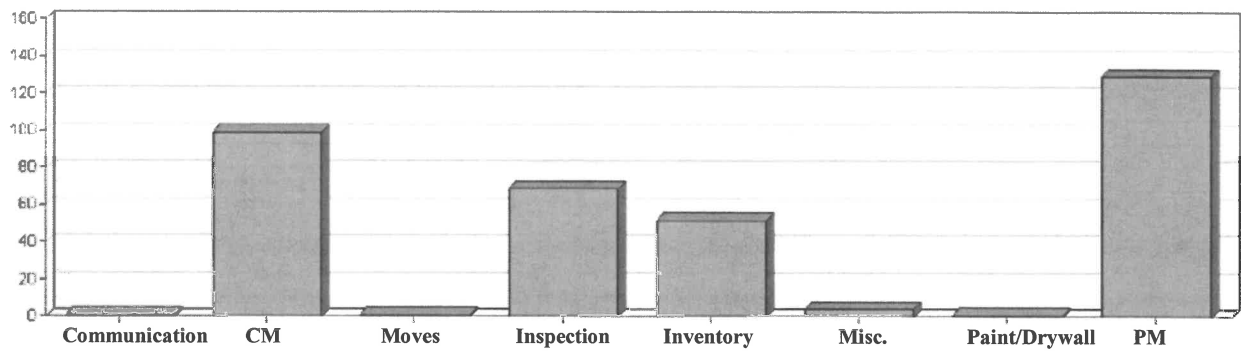
Reported/Completed Work Orders June 2019



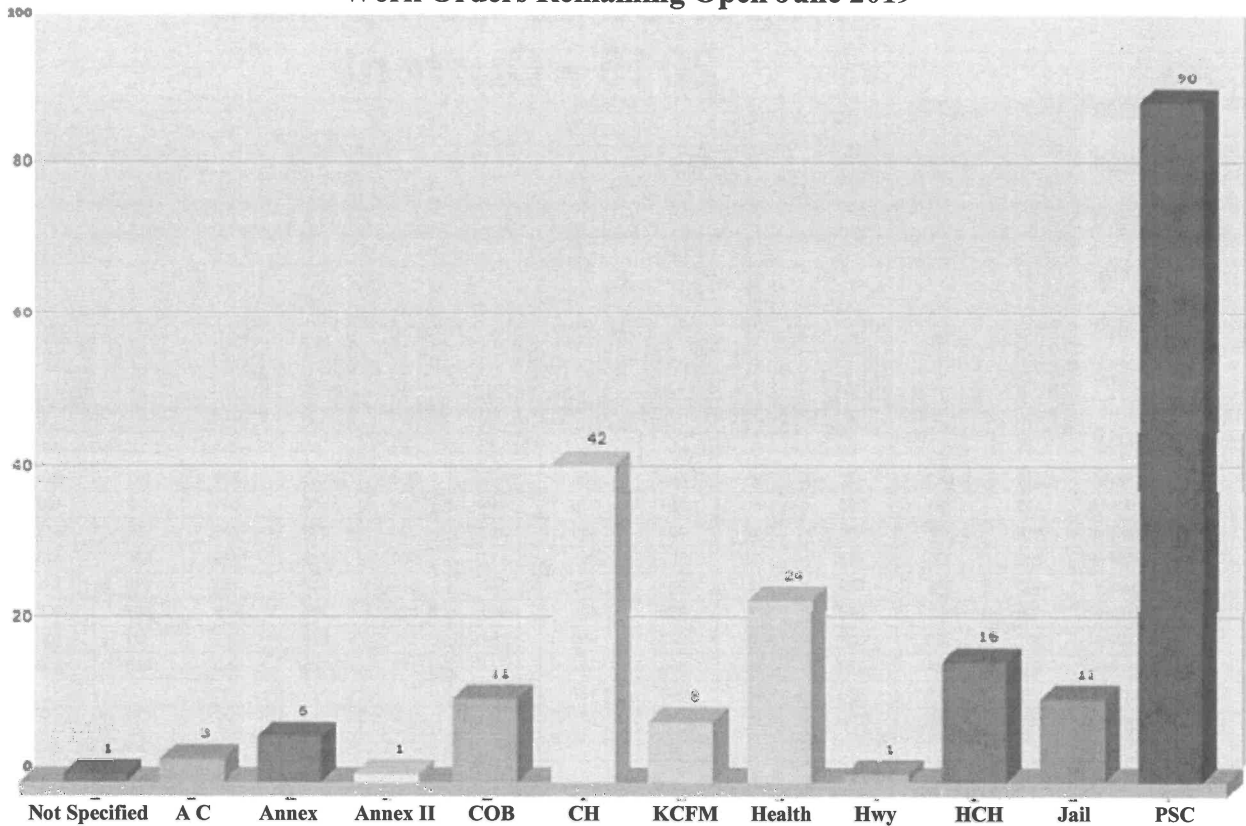
Reported Work Orders by Location June 2019



Reported Work Orders by Task June 2019



Work Orders Remaining Open June 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 August 5, 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, JUNE 3, 2019**

Committee Vice Chair Tony Giles called the meeting to order at 4:01 p.m.

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

Audra Hendrix entered the meeting at 4:05 pm

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

Others Present: Facilities Management Director Jim Smiley.

Approve the May 6, 2019 Facilities Committee Meeting Minutes – There were no changes to the May 6, 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 Gilmour second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse Window Project* – Director Smiley informed the Committee the interior finishes on the window are complete. Jim also stated the shutters needed to be adjusted to fit the new window; which is in process of being completed and re-installed. The project should be closed out soon.
2. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated the IDHS representative requested the insurance requirement be lowered from \$5,000,000.00 to \$2,000,000.00. The Consensus of the Committee is to approve lowering the insurance requirements to \$2,000,000.00.
3. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the first two air handlers are operating on the new chiller as of May 20th, the piping and coil installation for MZU #3 was completed the week of May 27th and the cold water supply was turned on to this unit on May 29, 2019. Mr. Smiley stated he was informed it was a little warm on the west end of the Jail but they are still working on the system. Trane stated they are having a problem with circuit #1 and are trying to diagnose and troubleshoot with a factory specialist. Jim informed the Committee the remaining work is converting controls from pneumatic to electronic. These controls will be cut over one pod at a time to minimize down time. Director Smiley stated substantial completion by the end of June and close out in July.
4. *Courthouse Roof Replacement Project* – Director Smiley stated on May 14, 2019 the core samples were completed. The architect is working on drawings and specifications for the project. Director Smiley hopes to have the project out to bid this month with the results being available for the July Facilities Committee meeting.
5. *KCFM Truck Replacement* – Director Smiley informed the Committee an email was received from Gjovick stating the truck is expected to be available in early July.
6. *Courthouse Lactation Room* – Director Smiley stated the wall signs were installed on May 20th. The electronic signs at the circuit clerk's office were activated the week of May 27th. The furniture was also installed the same week. **Project Complete.**

7. *Chair Lift Repair Courtroom #112* – Director Smiley started troubleshooting but is working with limited time in the courtroom due to court activity. Director Smiley hopes to have the project complete by the July Facilities Committee meeting.

New Business/Projects

1. *Chair's Report*

- a. *Health & Human Services Dental Office Bid Review* – Director Smiley was directed to get a bid from a general contractor to build out this project. Due to the new equipment installers specifications the scope of project changed, so the bid came in much higher at \$49,038.00. Committee members asked Dr. Tokars if the Health Dept. budgeted for this project. Dr. Tokars, Health and Human Service Director stated the original estimate amount of approx. \$16,000.00 is in the Health Department budget. Director Smiley confirmed since this came in over our \$30,000.00 bid threshold this will need to be put out for public bid if we decide to have a general contractor build out the project. The Committee asked Director Smiley if he would put out an Invitation to Bid to confirm the general contractor's price is accurate. Mr. Smiley said he has the Animal Control project starting up along with putting out Invitation's to Bid for elevator controls and parking lot resurfacing. The Consensus of the Committee is to have Director Smiley to draft the ITB by the July meeting if possible.
- b. *Solar Field Update* – Arnie Schramel from Progressive Energy addressed the Committee on behalf of Chris Childress on updates of the Solar Field. Mr. Schramel stated Kendall County was awarded the solar field project, official notification came a few weeks ago. Director Smiley stated a conference call with GRNE, Chris Childress from Progressive Energy, Scott Koeppel, County Administrator and Director Smiley is scheduled for June 4, 2019 to discuss the scope of the work. Arnie stated the following:
 - GRNE has received the permit from the City of Yorkville and is working with ComEd to receive data connection information.
 - The equipment has been ordered.
 - Since the opaque fence required by the City of Yorkville to approve the special use permit cost came in more than expected, GRNE is are working on some possible options to bring this cost down.
 - The State of Illinois Department of Revenue just released notification on how to tax solar projects on exempt property.

Director Smiley stated all of these items will be discussed in the conference call on June 4th.

- c. *County Office Building Projects* – Director Smiley spoke with Chair Kellogg before the meeting and Mr. Kellogg informed Director Smiley that another bank property was proposed to be used for the Treasurer's office and the City of Yorkville would like Kendall County to consider this option as well. Committee members would like Director Smiley to discuss with Chair Kellogg why properties for purchase are being considered for the County Treasurer's office before moving forward. Director Smiley stated in his opinion the minimum we should do this year would be to install a card access system on the outside doors and interior hallways at the County Office Building.
2. *Animal Control Projects Update* – Director Smiley spoke with Healy Bender was informed they will be on site next week to do a more in-depth field look at the property. Director Smiley will update the project at the next Facilities Committee meeting in July.

3. *Historic Courthouse Window Replacement* – Director Smiley stated the vendor was on site on May 20, 2019 verifying measurements. Mr. Smiley informed the Committee the invoice for the down payment is currently being processed and the vendor will bring the Performance Bond and the Certificate of Insurance the next week.
4. *Elevator Controls Invitation to Bid* – Director Smiley received the Invitation to Bid back from the State’s Attorney’s Office. Mr. Smiley anticipates presenting the winning bid at the next Facilities Committee meeting in July.
5. *Demand Response Program Update* – Director Smiley reminded the Committee the initial estimate we were to receive for participating in the program was \$27,326.00 plus they paid for a \$50,000.00 upgrade to the Public Safety Center generator in order to comply with EPA requirements. Jim informed the Committee we actually received \$31,919.88 which was more than expected. The Committee requested Director Smiley to verify with Chair Kellogg what fund the money was going into.
6. *PSC Floor Maintenance* – Director Smiley informed the Committee the second floor of the Public Safety Center hallway and elevator floors were stripped and re-waxed.
7. *Annual Elevator Pressure Testing* – Director Smiley stated the annual state required pressure testing on all elevators at all facilities and was completed and passed on May 15th and 16, 2019. **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 informed the Committee a lease request letter was received by Housing Authority requesting a new lease with two one year options like they currently have. The current lease expires July 31, 2019 and requires a 60 day notice for renewal. Committee members directed Mr. Smiley to send the request to the State’s Attorney’s office to develop the new lease for the next FM Committee meeting in July.

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 – Vice Chair Giles asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 5:08 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant



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Aurora, Illinois 60506
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Fax: 630-897-3536

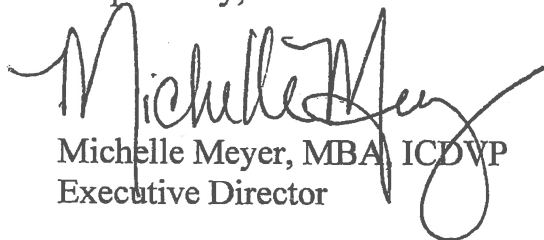
June 18, 2019

Jim Smiley, Director
Kendall County Facilities Management
804 John Street, Suite B
Yorkville, IL 60560

Director Smiley,

I am writing to formally request the second extension option in our lease for the use of the former gun closet/office in the Kendall County Court House. This will allow Mutual Ground Legal Advocates to continue to use this space to assist victims of domestic violence with civil orders of protection on a daily basis. Since occupying this space, the number of people assisted by Mutual Ground in Kendall County continues to rise. We respectfully ask to continue to be of service to victims of domestic violence in Kendall County by continuing our collaborative effort. Feel free to contact me with any questions or concerns at 630-897-0084 x101 or at mmeyer@mutualground.org. Thank you for your consideration.

Respectfully,



Michelle Meyer, MBA, ICDVP
Executive Director

