

**Facilities Management
Committee Meeting
8/5/19 at 8:00 AM
***111 W. Fox Street ***
*** Room 209 & 210 *****

- - - Agenda Topics - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the July 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. County Office Building Parking Along Main St.
- 2) Sally Port Elevator Controls Project
- 3) 2019 Parking Lot Projects
- 4) KenCom IGA for County Phone Lines Supporting KenCom Operations
- 5) Review Forest Preserve Lease Document
- 6) Health Department Carpet Replacement
- 7) Courthouse West Chiller Compressor Replacement
- 8) Courthouse Atrium UV Protection Project
- 9) Civil Process Move from the Courthouse to the Sheriff's Office
- 10) Water fountain Install in Indoor Recreation at the Public Safety Center
- 11) County Office Building Board Room Sound System Repairs
- 12) Courthouse Judicial Office Moves
- 13) Tree & Stump Removals at the Rt. 34 Campus

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
August 5, 2019

CALL TO ORDER

- 1) Roll Call
- 2) Determination of a Quorum
- 3) Approval of the July 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. No change
- 2) **Public Safety Center - H.V.A.C. Replacement Project**
 - Trane had a 2 week back order on the Direct Digital Control (DDC) Variable Air Volume (VAV) boxes for the last phase of the project.
 - Installation of the new DDC, VAV boxes started the week of July 29th.
 - Director Smiley worked out a schedule through the week of August 5th with Trane for the installation of these new VAV Boxes on the 2nd floor office areas of the Public Safety Center (PSC).
 - Mr. Smiley & Trane plan to meet the week of August 5th to devise a schedule for the 1st floor office areas and the jail.
 - The project plan is to be substantially complete on the entire project by the end of August.
- 3) **Courthouse Roof Replacement Project**
 - The project budget was \$90,000.00 and the low bid from L. Marshall Inc. came in at \$80,000.00 including a \$10,000.00 allowance for wet insulation and for additional area to be done listed as alternate 1 on the bid documents.
 - Approval of the low bid with L. Marshall Inc. is on the County Board agenda for approval at the meeting scheduled for August 6, 2019.
- 4) **KCFM Truck Replacement**
 - The truck was received during the week of July 8th.
 - KFCM logos were added to the truck the week of July 29th along with steps to aid in getting in and out of the truck.
 - **Item complete.**
- 5) **Animal Control Projects Update**
 - Director Smiley received updated preliminary drawings for construction from Healy Bender on July 23, 2019.
 - Healy Bender asked how we wanted to handle the contract and bid documents. This was discussed at the Animal Control Committee meeting in July. The decision was to use the standard Invitation to Bid documents that Director Smiley has developed for other projects.
 - Mr. Smiley is reviewing the drawings and hopes to be able to get the bid documents together to get the project out on the street this month.

6) Historic Courthouse Window Replacement 2019

- The windows were put into production last week.
- Preliminary schedule is expected delivery sometime in October.

NEW BUSINESS/PROJECTS

1) Chair Report

- a. Solar Project Update
- b. County Office Building Projects
- c. County Office Building Parking Along Main St.

2) Sally Port Elevator Controls Project

- The down payment request has been received and will be processed in the next check run.
- Once that has been processed the project will begin.
- Director Smiley will have a projected schedule for the project at the next FM Committee meeting in September.

3) 2019 Parking Lot Projects

- The contracts were sent to D Construction the week of July 15th after being approved at the County Board meeting on July 16th.
- Director Smiley has also arranged to re-stripe parking lots at the following facilities:
 1. Health & Human Services facility
 2. Historic Courthouse
 3. Facilities Management
 4. Animal Control
- In addition to this work several manholes in and around the Courthouse facility were found to be getting undermined. Mr. Smiley has arranged to have these issues repaired as well.

4) KenCom IGA for County Phone Lines Supporting KenCom Operations

- KenCom is in the process of putting in an IP Flexible Reach program that will allow their phone lines and Grundy County phone calls to handle each other's phone calls in the event either 911 center has to evacuate their facilities.
- The lease Kendall County signed with KenCom says under section 10.1 that the landlord is responsible for all utilities with the exception of lines specifically for 911 telephone calls.
- So, KenCom needs Kendall County to agree to the IGA in order for the lines Kendall County owns and pays for to be part of the IP Flexible Reach program. KenCom would then bill Kendall County back for the costs associated with these lines.

5) Review Forest Preserve Lease Document

- Several months ago the redline version of the proposed lease with the Forest Preserve was handed out at the Facilities Committee meeting to review.
- This was not added to subsequent meetings by mistake. So, the document is being given out at this meeting again for review. Suggested changes will be discussed at the next FM Committee meeting in September, so we can finalize for Forest Preserve Committee review.

6) Health Department Carpet Replacement

- The carpet was received by the vendor a couple of weeks ago. Director Smiley is waiting for a proposed installation schedule from the vendor.
- Mr. Smiley hopes to get the project completed yet this month.

7) Courthouse West Chiller Compressor Replacement

- The 2nd compressor on the West Courthouse chiller failed during the recent warm weather streak. Director Smiley discussed the need to replace the compressor as an emergency repair with Chair Kellogg and it was decided to go ahead and replace the compressor as soon as possible.
- It took several days to get the compressor in via truck as it weighed 1,100 lbs.
- The compressor was installed and was successfully started up the following week.
- Estimated cost to replace the compressor is \$27,620.00. Mr. Smiley will pay for this repair from the Equipment repair line number in the KCFM budget.

8) Courthouse Atrium UV Protection Project

- This project was included in the approved 2019 Capital budget at a cost of \$10,000.00.
- Director Smiley met with two companies to get pricing to add UV protection film to the Courthouse Atrium in order to help protect the mural installed in the atrium a couple of years ago.
- Quotes received as follows:
 1. Advanced Window Tinting Inc. - \$5,450.00
 2. Tint World - \$10,842.00
- The main difference between the companies is Tint World planned to use scaffolding to do the work.
- Advanced Window Tinting plans to use an articulating lift.
- Mr. Smiley had planned to also retrofit the light fixtures in the lobby at the same time to be LED. So, the lift will be rented by Kendall County to use for both projects. A one week rental cost for the lift is \$around \$1,000.00 including delivery & pickup charges.
- Jim plans to go ahead with Advanced Window Tinting as soon as we have the LED bulbs for the retrofit of the lobby lighting.

9) Civil Process Move from the Courthouse to the Sheriff's Office

- The Sheriff's office decided they needed the Civil Process department back at the Public Safety Center (PSC).
- The station furniture was dismantled and re-installed at the PSC during the week of July 29th. Phones were also moved to allow the existing numbers to be reused.
- New lettering was added at the location Civil Process moved to at the PSC.
- Miscellaneous cost associated with the change are being paid for by the Sheriff's office.
- **Project complete.**

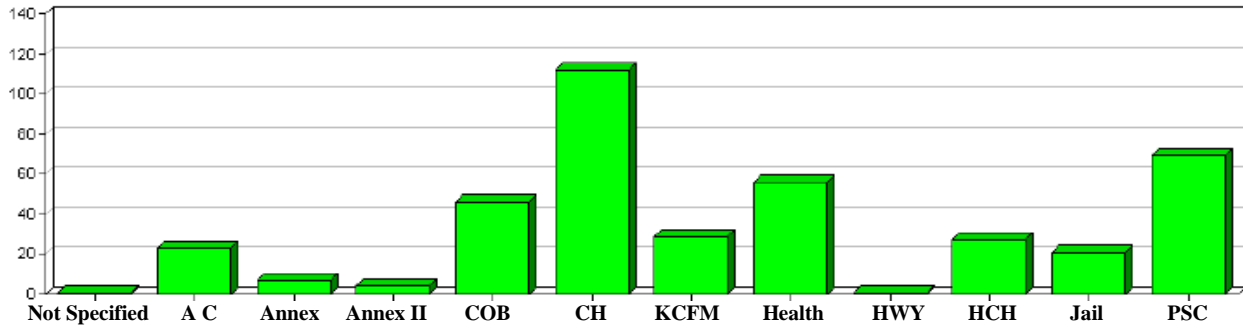
10) Water fountain Install in Indoor Recreation at the Public Safety Center

- A request came in to add a drinking fountain to the Indoor Recreation area of the jail.
- Director Smiley worked with KCFM staff to develop a way to get water and drain lines to the area for the fountain to be added. The design was approved by the jail commander to be installed.
- KCFM staff is in the process of installing the drinking fountain this week.
- Miscellaneous costs are being paid for by the Sheriff's office.

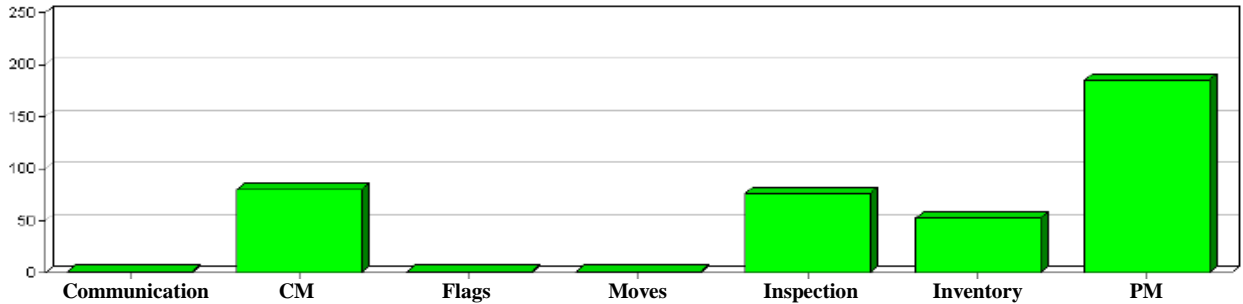
11) County Office Building Board Room Sound System Repairs

- We have been experiencing issues with the audience microphones on and off for the last few months. Director Smiley made adjustments and tried hooking the audience microphone up to a different jack. That seemed to fix the issue temporarily until the media reported they were not getting the recording from that microphone.
- So, Mr. Smiley had a service call arranged and the problem was determined to be from having the Elected Officials & Department Head (EODH) table microphones connected to the same port as the audience microphone. So those microphones were disconnected from the audience port on the system.
- Jim had the vendor rewire an input at the lectern for computer input of audio to be used for one microphone at the EODH table.
- **Project complete.**

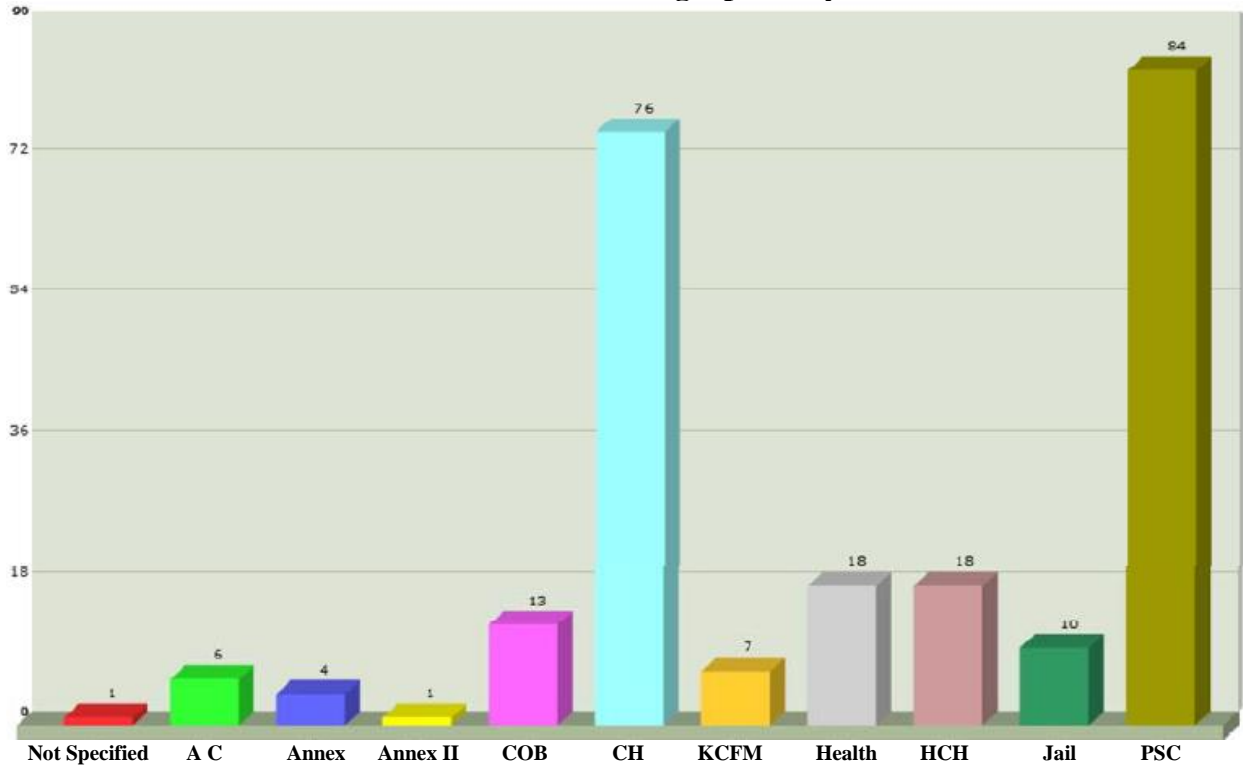
Reported Work Orders by Location July 2019



Reported Work Orders by Task July 2019



Work Orders Remaining Open July 2019



Executive Session

OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting will be determined at this meeting due to the Labor Day holiday. 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, JULY 1, 2019**

Committee Chair Matt Kellogg called the meeting to order at 8:00 a.m.

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

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

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koeppel.

Approve the June 3, 2019 Facilities Committee Meeting Minutes – There were no changes to the June 3, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

Motion by Member Cesich to move discussion of the County Office Buildings Project under the Chair's Report to the beginning of the agenda second by Member Gilmour. **With all present members voting aye, the agenda was approved.**

Approval of Agenda with the Modification – **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley informed the Committee that he notified IDHS that the Committee accepted the reduced amount of the insurance coverage to \$2,000,000.00. Jim was informed by IDHS that the contract is still with their legal review.
2. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley stated all the systems that were getting hooked up to the new system are now operating. The air and water balancing are complete. Director Smiley stated that rough in for the low voltage wiring for the Variable Air Volume (VAV) boxes has been completed. Trane is reviewing bids from two local companies to install the new controls on the VAV boxes. Once the contractor is selected Jim expects to get a schedule of installation for the VAV boxes. Director Smiley stated the software update was completed the week of June 17th. Jim anticipates the project being substantially complete by the end of July to early August.
3. *Courthouse Roof Replacement Project* – Director Smiley stated the plans and spec's were completed on June 28th and the ad for the Project was placed in the local papers and will run the July 4th editions. The Project plans and spec's were also listed on our website. Jim stated a mandatory walk through is scheduled for July 9th and bids are due July 19th. Director Smiley will have the results at the next Facilities Committee meeting. However, Mr. Smiley asked if the bids come in under budget, if the Committee would be in favor of placing it on the County Board agenda for approval at the August 6th meeting. Consensus was to ask to have it on the County Board agenda if this is the case.
4. *KCFM Truck Replacement* – Director Smiley stated the truck should be delivered within the next two weeks. Mr. Smiley has requested invoice so an ABC check can be completed to have on hand when the vehicle is ready for pick up.
5. *Animal Control Projects Update* – Director Smiley received the preliminary drawings on the 25th and presented them to the Animal Control Committee meeting on the 26th. Mr. Smiley has a meeting with Healy Bender tomorrow to go over the project, get answers to his questions and get

a projected date for the project to be ready to bid. Director Smiley will have better direction by the end of the meeting tomorrow.

6. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated shop drawings were provided last Friday. The vendor will be visiting on site to verify the drawing are correct. Any changes that need to be made will be sent to the manufacturer and we will then receive final drawings to sign off on. Jim stated once this is complete they will start production.

New Business/Projects

1. *Chair's Report*

- a. *Solar Project Update* – A conference call between County Administrator Scott Koepfel, Director Smiley, Chris Childress from Progressive Energy and Eric Peterman from GRNE was conducted. Items discussed were:
 - High cost estimate for fencing approved by the City of Yorkville as part of the special use permit. Possible alternatives was also discussed.
 - State of Illinois determination on taxing solar fields on taxing bodies properties
 - Expected timeline for project to be completed.

- b. *County Office Building Projects* – Jill Ferko, County Treasurer spoke with the Facilities Committee about space and security issues needed for the Treasurer's office especially during tax time. Chair Kellogg informed the Committee that the possibility of a bank purchase for the Treasurer's department would solve issues for space and the drive up window could help with tax time payments. Ms. Ferko stated the following:
 - Open to all suggestions but will weigh the decision based on the best interest of the County and what makes financial sense.
 - Having a deputy presence in the building during property tax payment time has been very helpful
 - The office is not set up for counter viewing as only three of the seven employees in the department can view the counter.

Member Cesich has stated that she is not in favor of a bank purchase. Member Hendrix agrees with Member Cesich and stated that her preference is to move to the 2nd floor of the Courthouse before purchasing another building since the security is already in place. Member Hendrix also stated that Director Smiley's idea of installing a new card access system that can isolate floors after hours would be helpful at the County Office Building. Member Gilmour also agreed with Members Cesich and Hendrix and added that items from the Healy Bender study can be done to the existing County Office Building that can make a huge difference and would cost much less than purchasing another building.

- c. *Other Projects* – Health Department Dental Office: Director Smiley gave a price of \$50,000.00 for the dental office project with the revised scope. The Health Department budgeted for the \$15,000.00 amount Director Smiley gave them on the original scope's given specifications. Following the projects charts the County Board adopted in 2017, the project needs to go to the Finance Committee next.
- d. *Forest Preserve Lease of Space at the Historic Courthouse* – Motion by Member Hendrix to extend the Kendall County Forest Preserve to continue to manage leasing the space until February 1, 2020. Second by Member Cesich. **All members present voting aye, Motion Carried.**
- e. *Updated Capital Plan Request* – Chair Kellogg explained the updated sheets Latress Caldwell, Director Smiley and Chair Kellogg have developed for annual budgets going forward.

2. *Review Elevator Controls Replacement Proposals* – Director Smiley informed the Committee a mandatory walk through was conducted on June 18th and two (2) companies attended. Mr. Smiley stated only one (1) bid was received by the company we currently use to maintain our elevators. The project budget amount was \$60,000.00 and the bid amount was \$48,280.00. Mr. Smiley stated that code is now to add an additional smoke detector in the machine room. Director Smiley estimates this amount to be around \$2,000.00 will be done by our fire system vendor. Motion by

Member Hendrix to send the Elevator Controls Replacement to the County Board for Approval. Second by Member Gilmour. **All members present voting aye, Motion Carried.**

3. *Review Parking Lot Projects Bids* – Chair Kellogg stated bids due today at 10 a.m., if the parking lot bids come in under budget will the Committee allow it to move to the County Board meeting on July 16, 2019. Motion by Member Cesich to send the willing bid to the County Board for Approval. Second by Member Hendrix. **All members present voting aye, Motion Carried.**
4. *New Lease with the DuPage County Housing Authority, for space in the Health & Human Services facility* – Director Smiley stated that the State’s Attorney informed him that an updated MOU will be needed before a new lease can be issued. Dr. Tokars stated that this will be reviewed at their board meeting on July 17, 2019. Motion by Member Hendrix to send the new lease to the County Board for Approval. Second by Member Cesich. **All members present voting aye, Motion Carried.**
5. *Courthouse Generator Circuit Breaker Replacement* – Director Smiley stated there was intermittent problem with the generator circuit breaker tripping. During a service call by our generator vendor the problem was determined to be a breaker issue. Director Smiley replaced the breaker and received a quote to test and rebuild the old one to keep for back up since this is one of the generators for the demand response program. **Project Complete.**
6. *Annual fire Alarm, Sprinkler and Extinguisher Testing* – Director Smiley stated the annual fire alarm system was tested except for the Public Safety Center which will be tested on July 8th and 9th. All systems tested with no issues found. Director Smiley stated that several fire extinguishers need to be hydro testing performed. **Project Complete.**
7. *Approve Mutual Ground Request to approve the 2nd Extension in their lease* – The Committee approved the 2nd 1 year extension option. Director Smiley will send Mutual Ground a letter confirming this decision.
8. *Health Department Safety Inspection* – Director Smiley informed the Committee that Dr. Tokars called our insurance carrier for independent site safety inspections that is done annually for their grants. The inspector stated good housekeeping was found throughout the inspected areas. The inspector noted some areas of clutter for the Health Department to take care of and some of the signage was confusing and needs to be removed. The inspector also noted that chemical labeling and carpet gaps need to be addressed. Director Smiley stated the carpet is on order to be replaced and labeling the chemicals have been addressed.

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 – Chair 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 9:21 a.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant