

**Facilities Management
Committee Meeting
9/5/19 at 3:00 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 August 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects - Updates

- 1) Vending Machine Changes at County Office Building & Courthouse
 - a. Update - Proposed Contract for Vending Services-Illinois Department of Human Services
- 2) Public Safety Center - H.V.A.C. Replacement Project
- 3) Courthouse Roof Replacement Project
- 4) Animal Control Projects
- 5) Historic Courthouse Window Replacement – 2019
- 6) Sally Port Elevator Controls Project
- 7) 2019 Parking Lot Projects
- 8) KenCom IGA for County Phone Lines Supporting KenCom Operations
- 9) Review Forest Preserve Lease Document
- 10) Health Department Carpet Replacement
- 11) Courthouse Atrium UV Protection Project
- 12) Tree & Stump Removals at the Rt. 34 Campus

New Business/Projects

- 1) Chair Report
 - a. Solar Project Update
 - b. County Office Building Projects – Review Architect & Engineering Meetings
 - c. County Office Building Parking Along Main St.
- 2) KenCom Phone System Rack Power Needs
- 3) Public Safety Center
 - a. Fire System Device Replacements
 - b. Jail Duct Cleaning
- 4) Historic Jail Records Search
- 5) New Accounting System Training
- 6) Review Facilities Budgets for 2020
- 7) H&E Committee – Green Initiative Questions
- 8) Review Space Needs in Old Civil Process 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
September 5, 2019

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Vending Machine Changes at County Office Building & Courthouse**
 - a. Update - Proposed Contract for Vending Services-Illinois Department of Human Services (IDHS).
 - i. No change – Director Smiley reached out to IDHS to get status of the legal review. Jim hopes to have an answer by the next FM Committee meeting in October.
- 2) **Public Safety Center - H.V.A.C. Replacement Project**
 - Trane’s contractors (Electrical & Mechanical) have finished the Variable Air Volume box replacements.
 - The remaining work to be done is with the software interface.
 - Director Smiley expects the entire project to be completed before the next FM Committee meeting in October.
- 3) **Courthouse Roof Replacement Project**
 - The contract was approved at the last County Board meeting.
 - The signed contract has been forwarded via email and mailed to L. Marshall roofing.
 - Director Smiley has asked for the insurance COI & bonding as required in the contract to be submitted to his office.
 - As soon as all the contractual items are received a timeline will be established for the project to begin.
 - The contract calls for the project to be completed no later than October 31, 2019.
- 4) **Animal Control Projects**
 - Director Smiley presented the most recent preliminary drawings and Invitation to Bid (ITB) to the Animal Control committee in August.
 - Mr. Smiley sent the ITB to the State’s Attorney’s office for review.
 - The timeline set out in the ITB is as follows:
 - a. Advertised September 12, 2019
 - b. Mandatory Bid Walk Through September 16, 2019 at 10:00a.m.
 - c. Project Questions End Date September 20, 2019
 - d. Bids Due September 24, 2019 at 10:00a.m.
 - e. Bids Presented -Animal Control CMTE September 25, 2019 at 8:30a.m.
 - f. Approve Contract – County Board October 1, 2019 at 6:00p.m.
- 5) **Historic Courthouse Window Replacement 2019**
 - No change
 - Preliminary schedule is expected delivery sometime in October.
- 6) **Sally Port Elevator Controls Project**
 - Down payment checks for the project and materials were made in August.
 - Advanced Elevator Company (AEC) is working on submittals for the new button styles and other items being replaced on the contract.
 - AEC is estimating the project will be completed by our year end in November.

7) 2019 Parking Lot Projects

- D Construction's project manager said they have been really busy and the soonest the work would be done would be during the week of September 9th.
- D will give us at least a week's notice on when they actually plan to do the work.
- The contract calls for the work to be completed no later than October 15, 2019.
- Storm inlet repairs have been completed by another vendor.

8) KenCom IGA for County Phone Lines Supporting KenCom Operations

- Director Smiley received the State's Attorney's office (SAO) review on August 31, 2019.
- The SAO is asking Director Smiley to review their suggested changes with KenCom as well as to check on insurance language with our carrier.
- Mr. Smiley sent the SAO review to KenCom Director Lynette Bergeron less SAO comments on Sept. 3, 2019.
- Jim also asked Lynette is there is a due date this agreement has to be completed by. Lynette was not sure as the Grundy County 911 Director is handling the IP Flex conversion. However, Lynette said she believes the desire is to have it done before they cut over the new phone system on October 22, 2019.

9) Review Forest Preserve Lease Document

- Director Smiley sent the answers to the SAO redline on August 26, 2019.
- The SAO should have answers back to Mr. Smiley before the next FM Committee meeting in October.
- Jim received a "fair market" rental management fee of 8-10% of the rental cost for an agency to provide management services for renting meeting space in a facility.
- The fair market lease cost for space in county facilities was determined to be \$3.50 per square foot recently while doing another lease at the Health & Human Services facility.

10) Health Department Carpet Replacement

- Carpeting was installed the week of August 26, 2019.
- All hallways and the "Board" room were completed.
- The vendor ran short on materials for the large conference room. Approximately 1/2 of that room was completed. The remaining area had the original carpet tacked down so the room could be used until the additional materials arrive.
- The vendor estimates it will take two weeks to get the material in and installed.

11) Courthouse Atrium UV Protection Project

- Member Gilmour reached out to the Mural Artist to get an answer on applying UV protection directly to the mural.
- As for applying directly to the mural he doesn't know what the UV protection value would be. He is also concerned about damaging the Mural by directly applying a UV substance to it. He went onto say as far as he knows it would be better to install something on the glass windows, as he knows you can get 99% UV reduction from the application.
- Director Smiley plans to go forward with the film application based on this information.

12) Tree & Stump Removals at the Rt. 34 Campus

- Two Austrian Pine trees were removed by the Public Safety Center along with the stumps.
- Director Smiley also had the vendor remove stumps from the Health & Human Services facility from previous tree removals done by our landscaping vendor.
- Project complete.

NEW BUSINESS/PROJECTS

1) Chair Report

- a. Solar Project Update
- b. County Office Building Projects – Review Architect & Engineering Meetings
- c. County Office Building Parking Along Main St.

2) **KenCom Phone System Rack Power Needs**

- KenCom Director Lynette Bergeron and Technology Services has asked KCFM to install additional power for a new Telephone system rack being installed in the Basement computer room at the Public Safety Center.
- Lynette said that KenCom will pay for the materials needed in order to get the electric installed.
- KenCom desires the electric to be added by the end of September.

3) **Public Safety Center**

a. **Fire System Device Replacements**

- i. Director Smiley had our service provider replace a defective power supply and detectors found on the last annual fire inspection.
- ii. Project Complete.

b. **Jail Duct Cleaning**

- i. Jail Commander Richardson told Director Smiley the Jail had budgeted to do additional duct cleaning this year.
- ii. Mr. Smiley got a revised quote from the duct cleaning done in 2014. The quote was within the budgeted amount. So, Jim made arrangements to get the project started.
- iii. Background screens and Certificate of Insurance have been received and approved.
- iv. Director Smiley will be setting up a schedule to get the work done in the C, D & E cell blocks.

4) **Historic Jail Records Search**

- The City of Yorkville contacted the State's Attorney's office to look at some records left in the garage of the old jail. Someone thought they might pertain to court cases. The city would not let anyone go in without wearing protective clothing and a mask due to possible exposure to mold or other air borne materials in the old jail.
- State's Attorney Weis asked Director Smiley if he could provide the protective clothing for Ms. Johnson, and if someone could accompany ASA Johnson to look into the records.
- So, Jim agreed to accompany Leslie and to provide TYVEK suits and masks for the project.
- The records were searched and only old records from the Regional Office of Education (ROE) were found. ASA Johnson advised the ROE of the records found.
- Project complete.

5) **New Accounting System Training**

- Director Smiley and Assistant Christina Wald attended various training put on for the new accounting system. These sessions ended up being sessions more to show eventual users of the system how it might operate and to see if anything else needed to be included before it is actually rolled out.
- Users training will be held at a future date once the entire system is finished.
- Project complete.

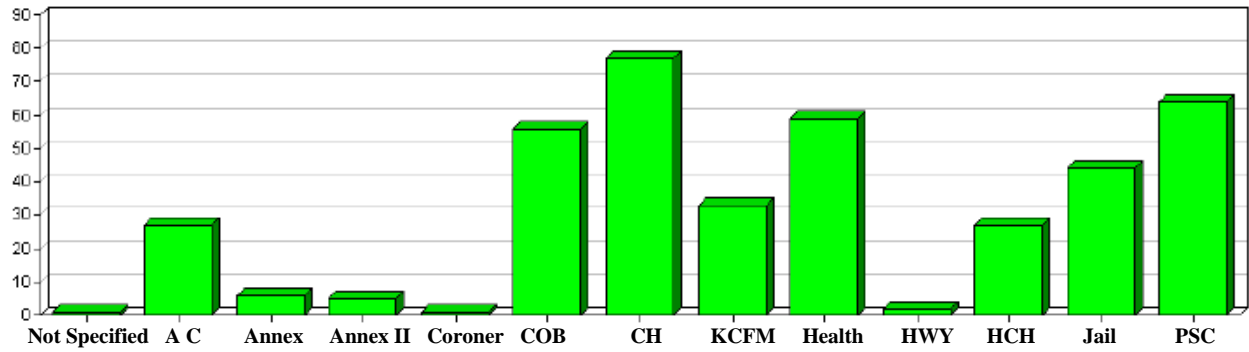
6) **Review Facilities Budgets for 2020**

- Director Smiley completed the initial phase of the operating budgeting for 2020 and the Capital budget projections for 2020-2024.
- See attached handouts.

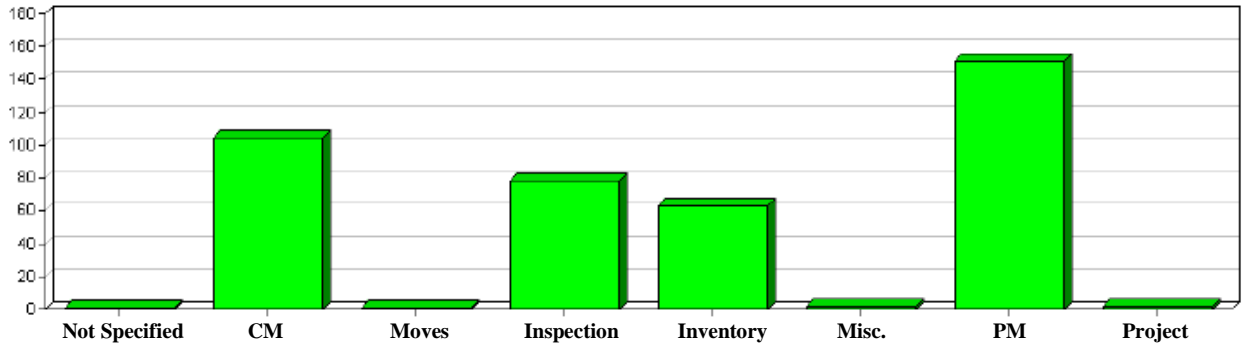
7) **H&E Committee – Green Initiative Questions**

- H&E Chai Gilmour asked Director Smiley via email several things the committee had been discussing to see what KCFM had already done and items that might be considered.
- Mr. Smiley offered to come to the next meeting to discuss in person that answers provided to Ms. Gilmour.
- Jim attended the August meeting and answered the following questions:
 - a. Does the county use an electronic bidding process?
 - b. Does the county use 100% post-consumer recycled paper?

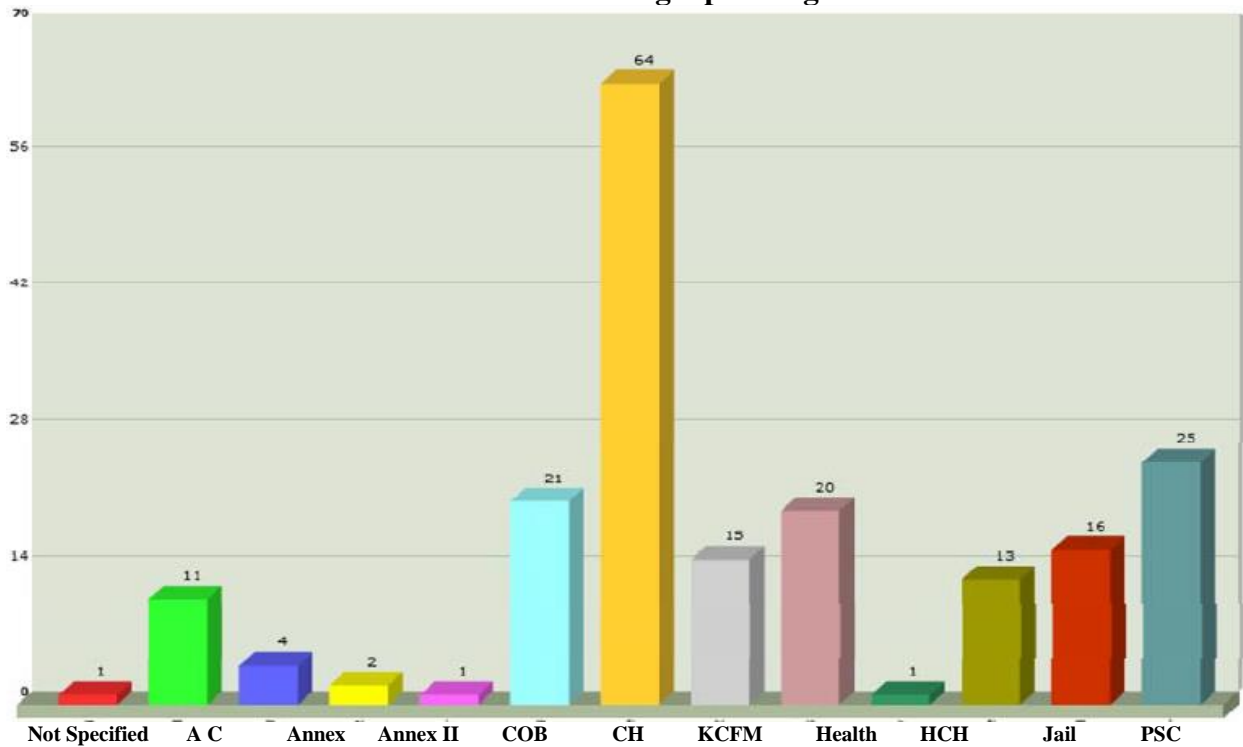
Reported Work Orders by Location August 2019



Reported Work Orders by Task August 2019



Work Orders Remaining Open August 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 October 7, 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, August 5, 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
Tony Giles arrived at 8:03 am

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

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

Approve the July 1, 2019 Facilities Committee Meeting Minutes – There were no changes to the July 1, 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.**

Approval of Agenda – Member Hendrix made a motion to approve the agenda. Member Gilmour second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley stated there has been no change on the status. Mr. Smiley anticipated this process to take time when dealing with the State of Illinois Attorney's.
2. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the backordered parts were received and the installation of the boxes started last week. Mr. Smiley and Trane worked on a schedule to work within the schedule of the jail daily functions. Some labor will be done at nights to minimize the disruptions. Thus far the schedule has been kept of 3 box installations a day. Director Smiley believes the project will be substantially complete by the end of August.
3. *Courthouse Roof Replacement Project* – Director Smiley stated the budget amount for this project is \$90,000.00. The low bid was received from L. Marshall Inc. in the amount of \$80,000.00 including a \$10,000.00 allowance for wet insulation and for an additional area to be done. Mr. Smiley stated the approval of this contract is on the County Board agenda for the meeting scheduled for August 6, 2019.
4. *KCFM Truck Replacement* – Director Smiley informed the Committee the new truck was received the week of July 8, 2019. Jim said the KCFM logos were added to the the truck last week along with steps to help get in the truck and a protection grid for the back window. **Project Complete.**
5. *Animal Control Projects Update* – Director Smiley received the updated preliminary drawings from Healy Bender on July 23, 2019. Mr. Smiley is in process of reviewing the drawings and hopes to have the bid documents completed soon. Member Cesich informed the Committee at the last meeting the decision was to give Director Smiley the authorization to review the documents and submit an Invitation to Bid (ITB) to the State's Attorney's Office for review. If any questions were to arise, Director Smiley will contact the Animal Control Committee via email to get those answers. Member Cesich also stated once the process is complete Director Smiley was approved to put the project out to bid.
6. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated the windows were put into production last week. The preliminary schedule has delivery expected sometime in October.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Chair Kellogg updated the Committee regarding the fencing requirements the City of Yorkville required in the special use permit approved for the project. County Administrator Koepfel is still working on the enterprise zone regarding the abating the sales tax on materials for the project.
 - b. *County Office Building Projects* – Director Smiley requested direction from the Committee on what projects are to be done this year. The Consensus of the Committee is to bring to COW the discussion of choosing an architect/engineer (A/E). The A/E would be hired to develop the plans and specifications for projects to be done. The Committee also requested Debbie Gillette, County Clerk & Recorder and Jill Ferko, County Treasurer attend for this discussion.
 - c. *County Office Building Parking Along Main St.* – Director Smiley informed the Committee the parking spaces on Main street are city property. These parking spaces were not done by the City when they repaved Main street a couple of years ago. County Administrator Koepfel is awaiting a response from the City of Yorkville on why these spaces were not completed. Mr. Smiley stated the parking lot resurface came under budget and he could to get a cost from D construction to resurface these spaces. The consensus of the Committee is for Director Smiley to get a price from D Construction. Mr. Koepfel will still call and work with the city to see what can be done to get the spaces resurfaced yet this year.
2. *Sally Port Elevator Controls Project* – Director Smiley stated the down payment request has been received and will be processed in the next voucher run. Mr. Smiley will have the projected schedule for the project at the next Facilities Committee meeting.
3. *2019 Parking Lot Projects* – Director Smiley stated the contracts were sent to D Construction the week of July 15, 2019 after they were approved at the County Board meeting on July 10, 2019. Mr. Smiley stated a different company was hired to re-stripe the parking lots at Health & Human Services, Historic Courthouse, Facilities Management and Animal Control facilities. Director Smiley also informed the committee that manholes with broken caulking and cracked concrete will also get fixed under this years funding.
4. *KenCom IGA for County Phone Lines Supporting Ken Com Operations* – County Administrator Koepfel informed the Committee that KenCom is seeking an IGA to have the KenCom telephone lines currently owned and paid for by Kendall County to be released to KenCom and become IP Flex lines. This will allow KenCom and Grundy County to handle each other's phone calls in the event either 911 center has to evacuate their facilities. KenCom will bill back Kendall County for the IP Flex lines being released to KenCom. The will remain the same as Kendall County currently pays for the lines. County Administrator Koepfel stated this has not been reviewed by the State's Attorney's Office. Motion by Member Gilmour to send the KenCom IGA to the State's Attorney's Office for review. Second by Member Cesich. **All members present voting aye, Motion Carried.**
5. *Review Forest Preserve Lease Document* – The Committee reviewed the redline lease and answered questions the State's Attorney's Office had. Chair Kellogg stated the rental dollar amount needs to be determined by the next Facilities Committee meeting. The consensus of the Committee is for the State's Attorney's Office to draft an IGA for the Forest Preserve to handle the lease of the Historic Courthouse (HCH) space to the public as part of leasing space at the HCH.
6. *Health Department Carpet Replacement* – Director Smiley informed the Committee the carpet has been received by the vendor. Jim is waiting for a proposed timeline for installation. Mr. Smiley hopes to have this project completed yet this month.
7. *Courthouse West Chiller Compressor Replacement* – Director Smiley stated the 2nd compressor on chiller at the West side of the Courthouse failed. Chair Kellogg authorized Jim to go ahead and arrange for replacement of the compressor as an emergency repair. Estimated cost to replace is \$27,620.00.

8. *Courthouse Atrium UV Protection Project* – Director Smiley received quotes to install UV protection on the windows in the Courthouse atrium to protect the hand painted mural. The amount came in at \$6,000.00 which is under the approved capital budget amount of \$10,000.00. Member Hendrix questioned if there is a UV protection product available that could be applied directly to the mural instead. Committee consensus is to have Director Smiley check with the Art Guild or mural artist about UV protection being applied directly to the mural.
9. *Civil Process Move from the Courthouse to the Sheriff's Office* – Director Smiley informed the Committee the sheriff's office decided to move Civil Process from the Courthouse back to the PSC. KCFM staff dismantled and re-installed the furniture completed the move the week of July 29th. Mr. Smiley also stated the phones needed to be re-configured and new lettering and signage was installed. **Project complete.**
10. *Water fountain Install in Indoor Recreation at the Public Safety Center* – Director Smiley stated KCFM office received a request to add a drinking fountain to the Indoor Recreation area of the jail. In order to complete this project KCFM staff had to add water lines and a drain line through the concrete wall to the water closet next to the space. **Project Complete**
11. *County Office Building Board Room Sound System Repairs* – Director Smiley has made previous adjustments to the sound system without solving the issue. A service call was arranged with our vendor, who determined the microphones on the table needed to be separated from the audience microphone. This was completed and tested ok. A new jack was wired into an unused input to allow one microphone to be connected at the table. **Project complete.**
12. *Courthouse Judicial Office Moves* – Director Smiley stated office changes at the Courthouse were made with the retirement of Judge McCann. All the furniture moves have been completed and one (1) office was re-painted. Jim also stated the telephone, voicemail and computers connections were also rearranged to accommodate the moves. **Project Complete**
13. *Tree & Stump Removals at the Rt. 34 Campus* – Director Smiley informed the Committee that arrangements have been made to take down one (1) dead and one (1) dying Austrian Pine trees. Arrangements have also been made to remove the tree stumps from the Health and Human Service building. Mr. Smiley believes the work should be complete by the next Facilities Committee meeting in September.

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 Gilmour. **With all members present voting aye, the meeting adjourned at 9:06 a.m.**

Due to the holiday the next Facilities Committee meeting will be September 5, 2019 at 3:00 pm.

Respectfully submitted,

Christina Wald
Administrative Assistant