

**Facilities Management Committee Meeting**  
**12/6/2021 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 Nov. 2021 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) Metronet HPBX Punch List
- 2) Voter Office Changes & Preparation for 2 Elections in 2022
- 3) County Seal on 111 W. Fox St. Facades
- 4) Annex Repairs
  - a. Roof
- 5) John St. and adjoining areas inlet/drain repairs discussion
- 6) CASA Lease Update
- 7) Review of 2021 Completed projects
- 8) Additional drainage mitigation work at 107 W. Madison

New Business/Projects

- 1) Chair Report
  - KCFM facility review & cost estimates
  - Needs review of County Clerk's offices
  - Anticipated 2022 projects
  - Coroner Office Space Needs Discussion
- 2) New lease for Workforce Development at the Health & Human Services facility
  - Reduction of Space requested
    - Approve sending reduced space lease to County Board for approval
- 3) Annual Generator PM & Load bank testing

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

We have two items for discussion.

Other Business

Public Comment

Questions from the Press

Adjournment

***Facilities Committee Agenda***  
***December 6, 2021***

**Call to Order**

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

**Old Business/Projects – Updates**

- 1) **Metronet HPBX Punch List**
  - All remaining items for paging have been completed including the additional speaker phones at the Health facility and phones for the State’s Attorney’s office.
  - **Project complete.**
- 2) **Voter Office Changes & Preparation for 2 Elections in 2022**
  - Funds have been approved for the work to be done in this area.
  - KCFM Mgmt. plans to start reviewing floor plans and setting up a meeting with the County Clerk and staff to discuss layouts and needs.
  - Then drawings will be developed and KCFM staff plans to start working on the demo & remodeling needs in Jan. 2022.
- 3) **County Seal on 111 W. Fox St. Facades**
  - AD/PM Polvere has reached out to a company about getting a 2<sup>nd</sup> price for the desired seals.
  - KCFM Mgmt. hopes to have at least a 2<sup>nd</sup> price by the next FM Committee meeting in January.
- 4) **Annex Repairs**
  - a) **Roof**
    - i. Work was completed in November.
    - ii. Total spent was \$3,773.50 of the \$6,000.00 available from the FMC approved funding.
- 5) **John St. and adjoining areas inlet/drain repairs**
  - Work was completed in November.
  - Additional large fill was added to the project for an area leading off John St. to the solar field area to make it easier for us to get equipment into the area for mowing.
  - **Project complete**
- 6) **CASA Lease Update**
  - The lease was updated with new dates and forwarded to the County Board for approval per FMC direction.
  - **Project complete.**
- 7) **Review of 2021 Completed projects**
  - **Courthouse Chiller replacement**
  - **Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller**
  - **Courthouse Controls & VAV Boxes Upgrade**
  - Total overall savings on all four projects totals **\$186,571.00.**
  - **Elevator shaft replacement Public Safety Center**
  - Total cost \$34,930.00.
  - This was an emergency repair and not budgeted.

- **Annex & Annex II File Moves from Fox St. campus to Courthouse**
  - FMC Approved not to exceed \$20,000.00 for the move.
  - Total cost for project \$8,000.00.
  - **Home Demolitions 107 W. Ridge and 108 W. Madison**
  - Total costs \$\$65,243.31 including restoration to grass landscaping for now.
  - **Conversion to Metronet Phones**
  - No upfront cost for equipment.
  - Conversion to IP based phones.
  - Allows for easy telecommuting of employees if needed.
    - Employee can use cell phone or computer app.to act like desktop phone.
  - Anticipated to save thousands of dollars per year on operating costs.
  - **Animal Control Boiler Replacement**
  - **Courthouse Jury Assembly 2<sup>nd</sup> entrance**
  - **Historic Courthouse Window Replacements**
  - **Many other smaller projects completed.**
- 8) **Additional drainage mitigation work at 107 W. Madison**
- Additional landscaping work was completed to help mitigate homeowners concern on water heading towards his home after demo of our building.
  - Total cost \$2,600.00
  - **Project complete.**

#### **New Business/Projects**

##### **1) Chair Report**

- **KCFM facility review & cost estimates**
  - FM Chair DeBolt asked Director Smiley to get an estimated cost for a facility and to provide possible locations for a facility to be constructed.
- **Needs review of County Clerk's offices**
  - Covered under Item 2 – Old Business
- **Anticipated 2022 projects**
  - Voters Office Changes
  - Fox St. Campus Projects
  - Replace UPS Systems Batteries
  - Additional Historic Courthouse Window Replacements
  - Painting moldings at the Historic Courthouse
  - Replace additional windows at the County Office Building
  - Convert MZU-5 to a VAV system
  - Replace carpeting in Cr#112 & Cr #113 in Jury Deliberation rooms
  - Replace Coroner Body Cooler HVAC system
  - Roof Replacements at the Courthouse
  - Additional parking spots by KCFM/Coroner & normal parking lot maintenance
  - Construction of dressing room for Probation
  - Replace flooring at Courthouse Master Control Outer Offices
  - Plus other unknown projects that always crop up
- **Coroner Office Space Needs Discussion**
  - **Coroner Purcell/Chief Deputy Gotte - Presentation of SCIMEDICO Feasibility & Specification Report**

##### **2) New lease for Workforce Development at the Health & Human Services facility**

- Reduction of Space requested
  - Approve sending reduced space lease to County Board for approval
  - County Administrator Koepfel will explain.

3) Annual Generator PM & Load bank testing

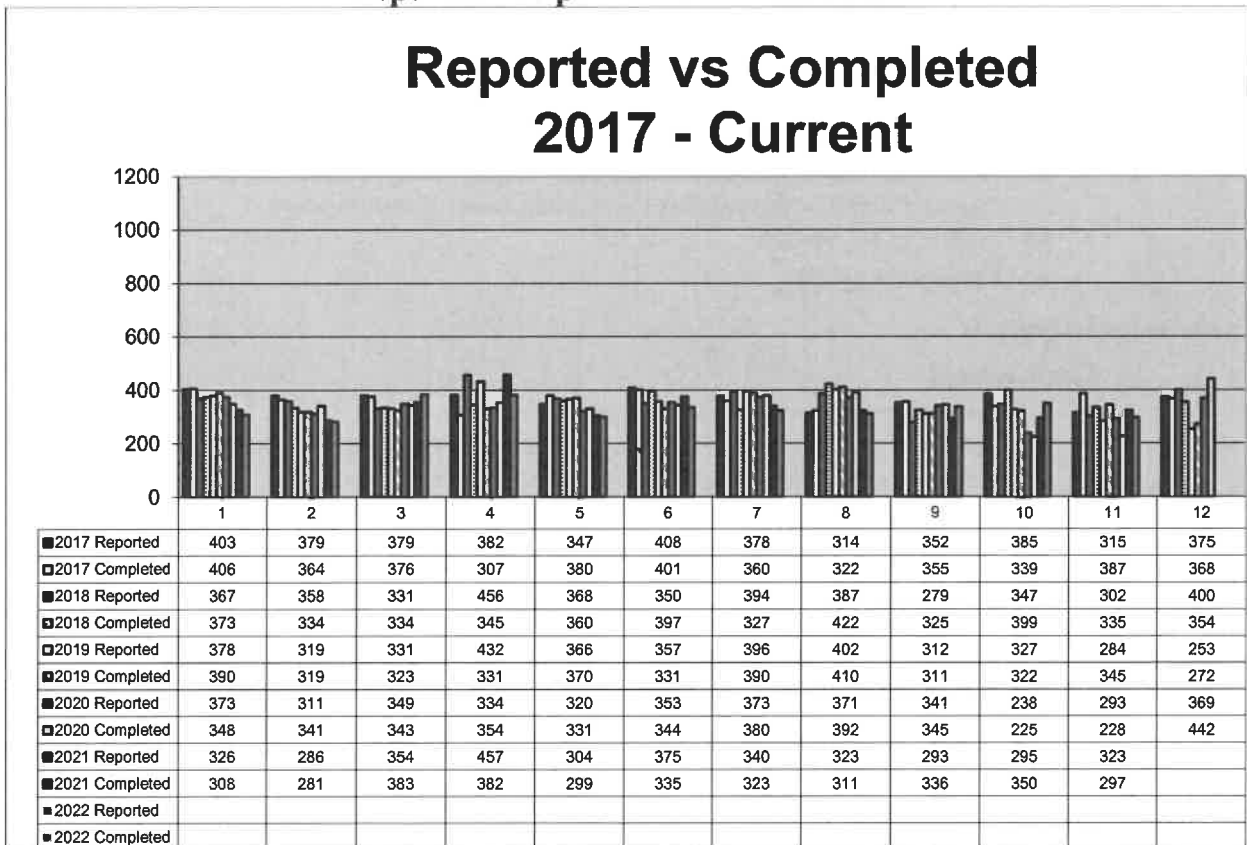
- Conducted week of Nov. 29, 2021 including 2 Hr. load bank testing.
- Project complete.

November 2021

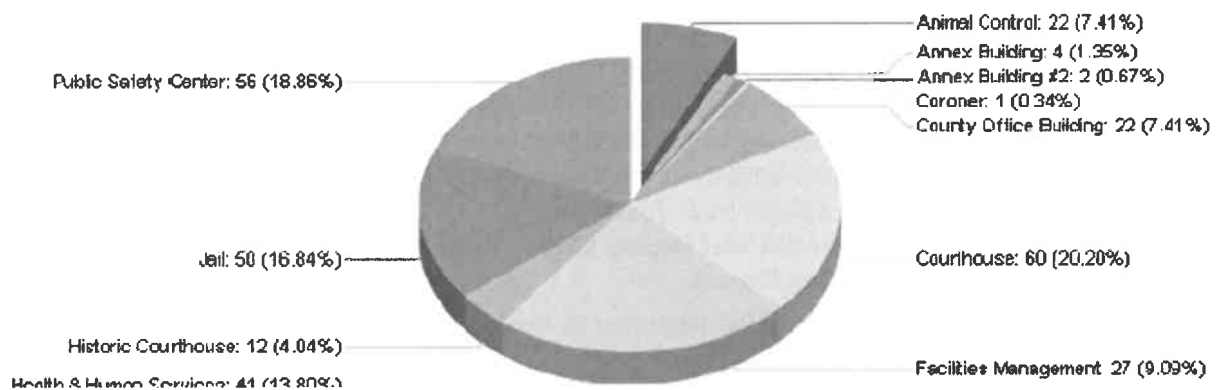
Staffing/Training/Safety:

DESCRIPTION	Nov-21	Oct-21	Sep-21
Possible Work Hours (6 employees @ 8 hrs)	960.00	960.00	1,008.00
Paid/Unpaid Leave	192.00	96.00	128.00
Holiday	96.00	48.00	48.00
Bereavement			
* FMLA			
<i>Regular Productive Hours</i>	<i>672.00</i>	<i>816.00</i>	<i>832.00</i>
Overtime Worked	9.50	24.00	20.50
<i>Total Productive Hours</i>	<i>681.50</i>	<i>840.00</i>	<i>852.50</i>

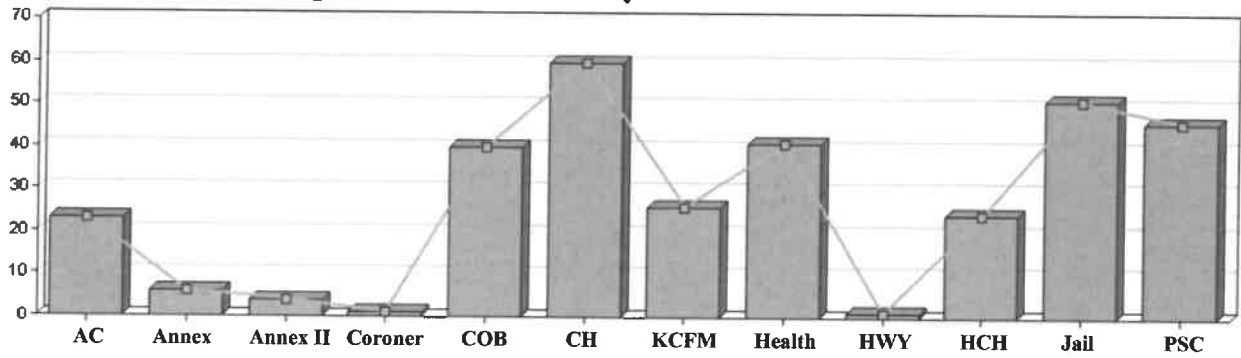
Reported/Completed Work Orders 2021



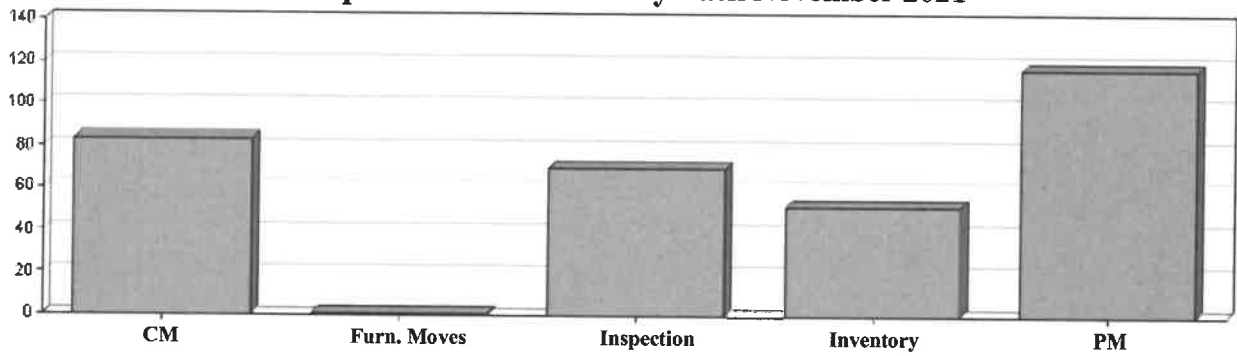
Completed Work Orders November 2021



**Reported Work Orders by Location November 2021**



**Reported Work Orders by Task November 2021**



**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on January 3, 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, NOVEMBER 1, 2021**

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

**Roll Call:** Members Present: Dan Koukol, Matt Kellogg, Judy Gilmour, Brian DeBolt.

**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 October 4, 2021 Facilities Committee Meeting Minutes** – Member Gilmour made a motion to amend and approve the October 4, 2021 meeting minutes, second by Member Koukol. **With all present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Kellogg made a motion to move agenda item seven (7) Update Progressive Energy Update to under New Business Chair Report. Member Koukol second the motion. **With all present members voting aye, the agenda was approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Courthouse Chiller Replacement* – Director Smiley informed the committee the project was finished on October 11, 2021 as scheduled. The project budget was \$470,000.00 the final cost of the project was \$382,000.00, which is \$88,000.00 under budget.
2. *Public Safety Center MZU5 & AHU6 conversion to a Trane Water Chiller* – Director Smiley informed the committee the project was started on October 11, 2021 and finished on October 27, 2021. The project budget was \$475,000.00 the final cost of the project was \$383,600.00, \$93,000.00 under budget. Mr. Smiley also reminded the committee there were two (2) other HVAC that were completed in the spring at the courthouse; upgrading the vav boxes and upgrading the controls and software that also were under budget when completed. The total of the four (4) projects came in \$186,571.00 under budget.
3. *Metronet HPBX Punch List* – Director Smiley stated the final component to be completed is the paging interface at the courthouse which will be completed on Wednesday. Mr. Smiley also informed the committee of a handful of miscellaneous phones that were added that will also be installed on Wednesday. Service disconnects have been ordered for Fox Street campus circuits with the previous vendor.
4. *Historic Courthouse Window Project* – Director Smiley informed the committee the project was completed on Friday October 22, 2021. **Project Complete.**
5. *Voter Office changes & Preparation for 2 Elections in 2022* – Chair DeBolt informed the committee of minor remodel changes to the voter's/recorders offices to help with the flow of the 2022 elections. Chair DeBolt stated money has been put in the 2022 budget for these changes which are planned to be completed by KCFM staff.

6. *County Office Building Remodel Cost Update* – Director Smiley informed the committee \$500,000.00 was budgeted for 2021 building improvements. After 2021 expenses, to complete the County Board room remodeling and demolition of the two homes at the Fox street campus \$163,000.00 is projected to be unused this year.

### New Business/Projects

#### 1. *Chair's Report:*

- a. *Fox St. Campus Update* – Director Smiley presented to the committee two (2) versions of the county seal for the exterior of the building. The committee requested Director Smiley to look to other companies for comparative quotes.
  - b. *Annex Repairs* – Assistant Director Polvere informed the committee the Annex roof repairs will be completed for approximately \$3,000.00. The committee approved repairs not to exceed \$6,000.00.
  - c. *2022 Truck Replacement Early Purchase Discussion* – Director Smiley requested permission to start the process to purchase the new vehicle that was requested for the 2022 budget year. Director Smiley will update the budgeted amount and will submit the cost change.
  - d. *John St. and adjoining areas inlet/drain repairs discussion* – Director Smiley stated the expected improvement cost will be \$10,000.00 and is expected to be completed the week of November 8, 2021. Notification and maps will be sent out to county employees prior to work starting.
2. *Discussion on next Landscaping Contract due Spring 2022* – Director Smiley stated a new contract will be needed for Spring of 2022. Mr. Smiley informed the committee the last contract he completed has been through State's Attorney review in 2020 for the snow removal contract. Jim stated the standard contract being used is a three (3) year contract with two (2) one (1) year extension options. The committee directed Mr. Smiley to use the same formatted contract and to go ahead with the bidding process.
  3. *Discussion on Janitorial Contract due Spring 2022* – The committee directed Mr. Smiley to use the same formatted contract and to go ahead with the bidding process.
  4. *Approve creating a new lease for CASA at the Health & Human Services facility* – The committee directed Mr. Smiley to insert the new date and submit the lease for County Board approval.
  5. *Approve creating a new lease for Workforce Development at the Health & Human Services facility* – Director Smiley informed the committee Workforce Development would like to decrease their space needs for the new lease. County Administrator Koepfel is concerned on the decreased space needs and would like to speak with Workforce Development about the situation before any action on the new lease is taken.
  6. *Approve first additional one-year lease for Mutual Ground at the Courthouse* – The committee approved the one-year lease extension.

7. *Update Progressive Energy Update* – Mr. Arnie Schramel from Progressive Energy updated the committee that Kendall County has saved \$68,000.00 thus far in 2021 with the solar field. Mr. Schramel went on to explain the future savings from the solar field. Director Smiley informed the committee he is working with GRNE on the balance of landscaping from construction and to meet the City of Yorkville’s requirement for the special use permit for the solar field.

**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** – Member Gilmour made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and 5 ILCS 120/2 (c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Second by Member Kellogg. **Roll Call: Dan Koukol: Here, Matt Kellogg: Yes, Judy Gilmour: Yes, Brian DeBolt: Yes. With all members in attendance voting aye, the committee entered into Executive Session at 4:58 p.m.**

The committee reconvened into Open Session at 5:12 pm.

The Committee decided to release the February 1, 2021 executive session minutes to the County Board for approval to release. The Committee decided to keep the executive session minutes of October 5, 2012 sealed at this time.

**Public Comment** – None

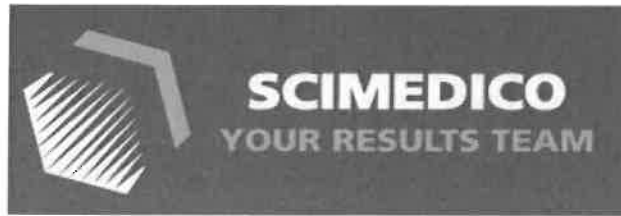
**Questions from the Media** – None

**Adjournment** – Chair DeBolt asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting. Second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:13 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant





SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

About This Report

The content in this report is CONFIDENTIAL and not for distribution, The content in this report is the sole property of Scimedico, LLC.

SUMMARY INFORMATION

Work Order Number	00004223	Start Date	11/8/2021 1:38 PM
Parent Work Order		End Date	11/22/2021 1:38 PM
Owner	Project Updates		

PROJECT INFORMATION

TITLE

Kendall County Coroner - Scimedico FSR - Facility Assessment & Project Rationale

SITUATION

The following Scimedico Feasibility and Specification Report addresses overall preparedness for the Kendall County Coroner based preparedness in connection with COVID-19 and readiness both for present and future contingencies, including:

- Facility preparedness related to decedent storage and autopsy service:
  - Morgue capacity
  - Bariatric decedent storage
  - Safe patient handling within the morgue
  - Regulatory HAZMAT ventilation needs within the morgue/autopsy suite
- Facility readiness
  - Investigative readiness
  - Separate and safe public access
  - Overall service needs
  - Regulatory record storage capacity

The enclosed analysis is not only connected to Kendall County, but also relates to cross county readiness for the surrounding area.

SCOPE SUMMARY

SCOPE

Project Rationale

Name	SCIMEDICO, LLC
Company Address	623 Eagle Rock Avenue # 283 West Orange, NJ 07052





## SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

County facilities need to be upgraded to address ongoing readiness related to:

- COVID-19 response
- No hospital located within the County
- Demographic changes in County
- Overall readiness/contingency preparedness
- Integrated response readiness within the region

### Project Background

The response to COVID 19 has highlighted gaps in overall readiness Present facility does not provide sufficient decedent storage, HAZMAT setting for infection control, record storage, safe location for public access. The COVID-19 pandemic serviced to highlight these gaps. In addition, given there is no hospital in the County, the role the facility plays in supporting the decedent management process county wide is of increased importance.

### Scope Detail

- The following Scimedico Feasibility and Specification Report addresses overall preparedness for the Kendall County Coroner based preparedness in connection with COVID-19 and readiness both for present and future contingencies, including: Facility preparedness related to decedent storage and autopsy service:
  - Morgue capacity
  - Bariatric decedent storage
  - Safe patient handling within the morgue
  - Regulatory HAZMAT ventilation needs within the morgue/autopsy suite
- Facility readiness
  - Investigative readiness
  - Separate and safe public access
  - Overall service needs
  - Regulatory record storage capacity

### Overall Design

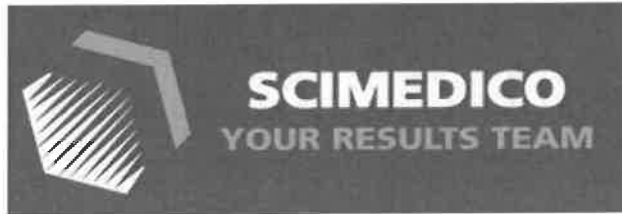
Name

SCIMEDICO, LLC

Company Address

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West Orange, NJ 07052





SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

Proposal is to expand current facility within current building to address overall requirements. Please note, for presentation purposes, the following call outs address the Clinical and Facility Needs through the use of color call outs followed by specific points addressing the need. For example, in the overall design below, the morgue cooler capacity is called out in a red to address a specific area of need within the overall design.

NOTES:

Formatting:

- Images sizes may result in page breaks

Color call outs:

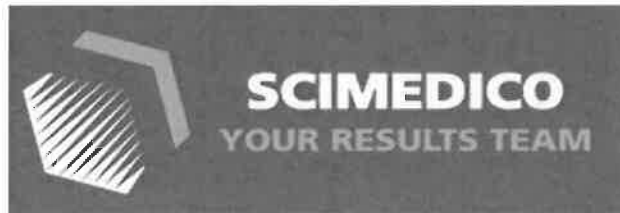
- RED - Clinical
- GREEN - Investigative function
- PURPLE - Public access
- YELLOW - Record storage

Clinical Requirements

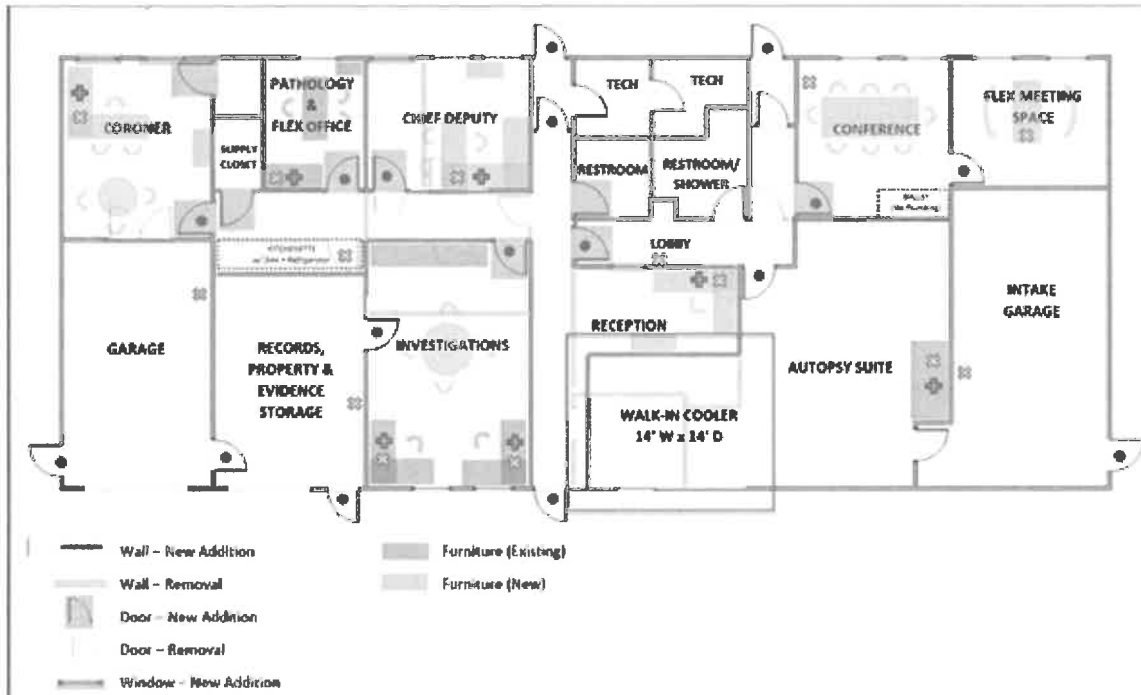
The following summary of the clinical modifications to the facility are based on the user driven design referenced herein. Please note the use of the color call outs to denote recommended updates to the facility starting with morgue capacity noted in red below.

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SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT



- Morgue capacity (noted in red call out above)
  - Increases capacity from the current capacity of 5 with no surge capacity to 8-10.
    - Bariatric decedent storage
      - At present there is no bariatric capacity (decedents > 275 pounds)
      - New configuration will provide bariatric capacity of 2
    - Safe patient handling within the morgue
      - At present staff is at risk when transferring decedents
      - New implementation will meet regulatory and safety requirements for decedent transfer by staff bringing the county into compliance (OSHA, NAME, and standard best practices for decedent handling in a clinical setting)
    - Regulatory HAZMAT ventilation needs within the morgue/autopsy suite
      - Implementation will include update of ventilation to allow for dedicated ventilation within morgue and autopsy to address HAZMAT requirements
      - Both within the county and regionally, this supports staff safety as there is limited HAZMAT function for autopsy regionally and none within the county
    - Decedent Tracking
      - Implementation will include decedent tracking system to manage overall decedent tracking within the county medical examiner as well as the need to manage decedent tracking when a death occurs in the county but concludes at a hospital in a surrounding county
    - Appropriate Environmental Monitoring

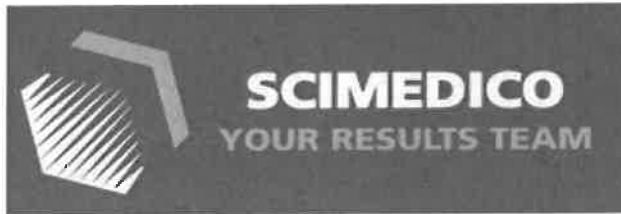
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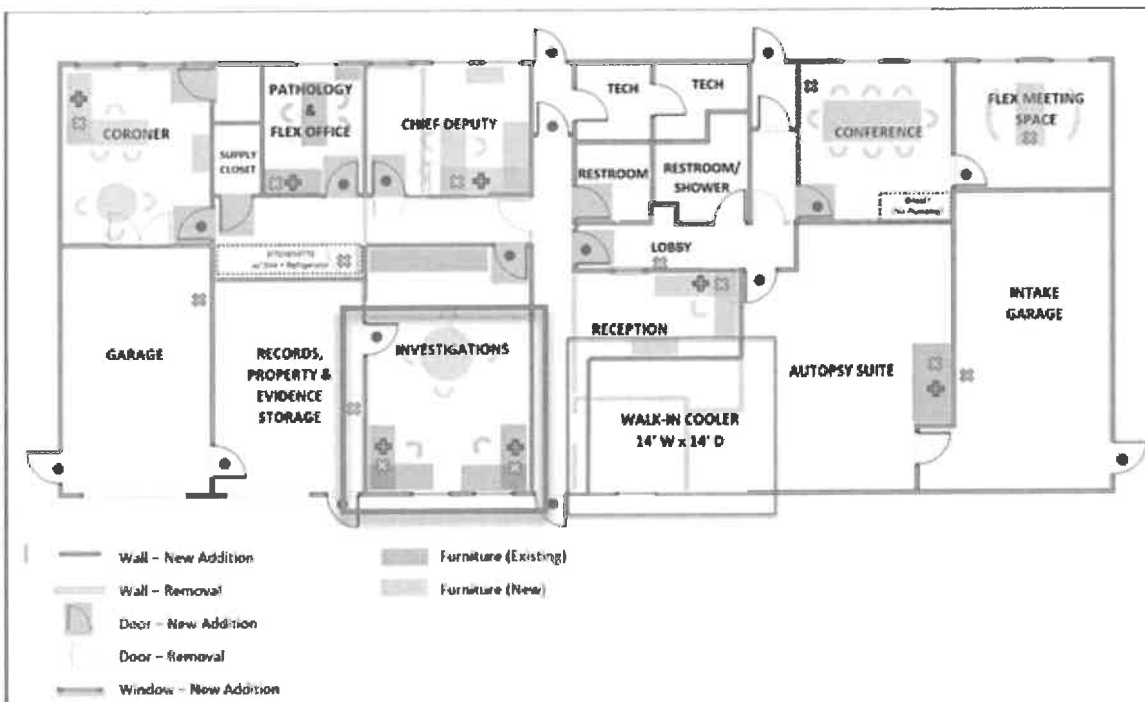
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SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

- The implementation will include update environmental monitoring for temperature, negative pressure (relative to areas outside the clinical setting) and VOC/Chemical Exposure Levels
- Required Ongoing Maintenance and Reporting
  - Clinical equipment ongoing preventive maintenance will be included for clinical equipment
- 8 decedents in standard conditions and 10 with surge capacity
- Facility readiness
  - Investigative offices - noted in green call out
    - At present the investigative function is housed in shared space
    - Renovation creates a separate, secure location for this function



- Separate and safe public access - noted in purple call out
  - Establishes a separate public entrance
  - Utilizes conference room as defined location for public waiting - when required

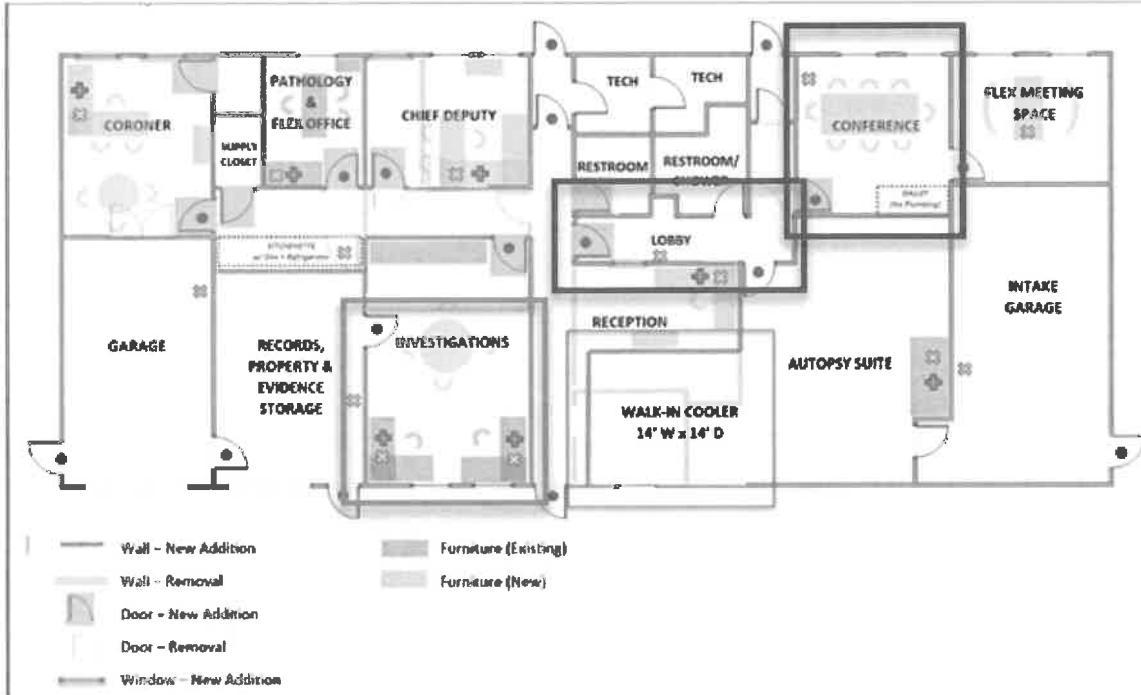
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SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT



- Regulatory record storage capacity - noted in yellow call out
  - Establishes a dedicated area for record storage
  - Establishes a dedicated area for evidence storage

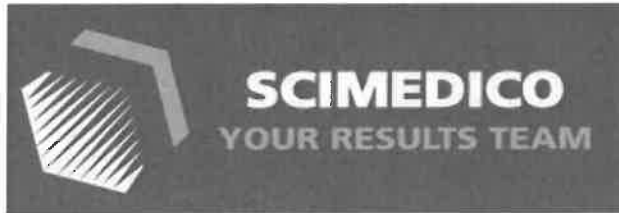
Name

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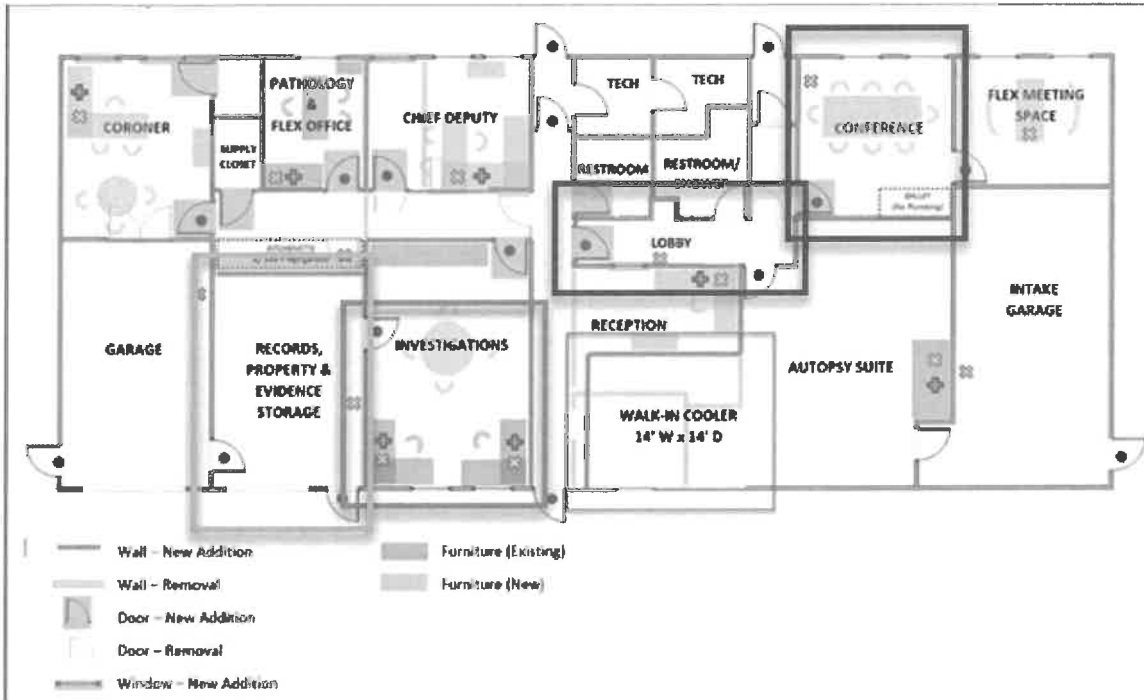
Company Address

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West Orange, NJ 07052





SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT



Project Approach

Recommendation is to address the project in two phases.

Phase One -Clinical

The facility must continue to operate during any renovation. The changes to the clinical area are defined and represent minor changes to the building structure. However, during renovations a temporary morgue is required. The approach is to:

- Complete clinical changes first
- Phase estimate is 90-120 days total
- Set up a temporary morgue and initiate shared with other facilities as back up
- Address morgue expansion and HAZMAT ventilation installation with additional related equipment and services installation and/or initiation

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SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

Phase Two -Facility Upgrades

Large facility upgrades will take place upon conclusion of clinical setting improvements. During facility alterations, administrative function will move to temporary offices (on site trailer or alternate location)

- Phase estimate is 5-7 months total
- Scope is to be determined separately from the enclosed FSR.

PROJECT CHALLENGES

CHALLENGES

1. The current challenges summary is addressed in brief with *italicized summary answers* based on preliminary understanding of the present situation. These answers should be considered definitive. Overall timing based on need
  1. *At present this issue is being addressed based on increased awareness of the need for facility preparedness in connection with the limited resources available to address the response to COVID-19. Additionally, both the County leadership and Medical Examiner Administration are*
2. Need for temporary storage solution during construction
  1. *As part of the larger implementation plan, the approach is to establish a temporary morgue on facility property and coordinate on a cross County basis*
3. Budget allocation
  1. *Based on enclosed feasibility and need, budget allocation is being considered based on local, regional, and federal support options*
4. Facility space availability
  1. *Facility space to become available based on the relocation of the other county resources from within the building*

OPEN & FOLLOW UP

OPEN ITEMS

Preliminary Budget Estimate

Clinical estimates:

- Equipment: \$125,000 - \$135,000

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SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

- HVAC: \$75,000 - \$85,000
- Coordination, Temporary Services (morgue), Installation, and Commissioning: \$160,000 - \$180,000
- Ongoing services
  - Decedent tracking: \$15,000 annually
  - Environmental Monitoring: \$3,500 annually
  - Preventive Maintenance: \$12,500 annually

Facility upgrade estimates

- To be provided by others

SUMMARY & NEXT STEPS

RESULTS & OUTCOMES

Regarding the Scimedico Feasibility and Specification Report

About Scimedico Feasibility and Specification Reports - The enclosed report represents a preliminary assessment the customer situation and is provided as a preliminary assessment of the customer situation and conditions. The enclosed summary is based on the information provided to Scimedico by the customer and should be used by the customer to consider the appropriate solution prior the commencement of work by Scimedico or any third party.

If there are any questions regarding the rationale, recommendations, or approach recommended herein, please do not hesitate to contact your Scimedico representative.

JOB CODES

JOB CODE == TEMPORARY SOLUTION; == INSTALLATION; - Multi step installation; - Multiple pieces of equipment

RELATED LINKS

Related Link

Name	SCIMEDICO, LLC
Company Address	623 Eagle Rock Avenue # 283 West Orange, NJ 07052





SCIMEDICO FEASIBILITY AND SPECIFICATION REPORT

Related Link 2

Work Order Line Item Number	Description	Details	Technical Description (internal)	Pass or Fail	Status
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Name

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