

**Facilities Management Committee Meeting**

**1/3/2022 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 Dec. 2021 meeting minutes.**
- 4) Approval of Agenda**
- 5) Public Comment**

**Old Business/Projects – Updates**

- 1) County Seal on 111 W. Fox St. Facades**

**New Business/Projects**

- 1) Chair Report**
- 2) Public Safety Center MZU-5 VAV Conversion Utilizing US Communities Cooperative Contract #USC 15-JLP-023, Cooperative Quote #30-10006-21-001**
- 3) GIS Setup in Historic Courthouse**
- 4) Reconfiguration of former GIS for Recorder Office Functions**
- 5) Phantom 911 Calls on Metronet**
- 6) Start of 2022 Capital Projects**
- 7) Annual Backflow Device Testing**
- 8) Technology Dept. Carpet Install**
- 9) AE RFQ Preparation**

**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**

**Other Business**

**Public Comment**

**Questions from the Press**

**Adjournment**

# ***Facilities Committee Agenda***

## ***January 3, 2022***

### **Call to Order**

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

### **Old Business/Projects – Updates**

- 1) **County Seal on 111 W. Fox St. Facades**
  - AD/PM Polvere has received two quotes for County Seals for the Fox St. facility.
    - a) Direct Sign Company - \$10,400.00 each.
    - b) Captivating Signs - \$8,156.355
- 2) **Annual Generator & Load Bank Testing**
  - All PM's are completed except for the Public Safety Center (PSC). During that test an issue with coolant piping came up and had to be fixed.
  - So, the PSC is scheduled to be completed next week.

### **New Business/Projects**

- 1) **Chair Report**
  - **Capital Purchases**
    - FM Truck Purchase Issues
- 2) **Public Safety Center MZU-5 VAV Conversion Utilizing US Communities Cooperative Contract #USC 15-JLP-023, Cooperative Quote #30-10006-21-001**
  - Planned Upgrade to provide better H.V.A.C. control and to modernize controls and addition of new motors and frequency drives.
  - Budgeted at \$187,500.00.
  - Quote is \$167,559.00.
  - Director Smiley would like to have this go to the County Board for approval for the budgeted amount to allow for a contingency in case of unknowns during the upgrade.
- 3) **GIS Setup at Historic Courthouse**
  - KCFM staff helped GIS/Mapping staff move what equipment they needed to operate when onsite to the Historic Courthouse.
  - GIS/Mapping staff setup their equipment in the upper conference room.
  - **Project complete.**
- 4) **Reconfiguration of the former GIS/Mapping office for use by the Recorder's office**
  - Debbie Gillette and staff along with KCFM staff and FMC Chair DeBolt held a meeting to determine how the space needed to change in order to house this department in the new space.
  - Director Smiley created a few different floor plans and we decided to work off one of them.
  - During the meeting, Ms. Gillette mentioned that County Administrator Koeppel said this department could use ½ of the adjoining conference room if needed. Scott confirmed this additional space could be part of the plan if it was required to make the plan work.
  - Mr. Smiley said this additional space is beneficial for adding the sixth workstation Debbie is requesting to be in the floor plan and additional cabinets that Jim was not aware of being required in the space.
  - Director Smiley said he would modify the drawing with changes from the meeting and get it to all for review before any demo or re-working of the space would start.
  - Mr. Smiley estimated they would start sometime mid-January and hopes to have the space ready for use by sometime in February.

#### **5) Phantom 911 Calls on Metronet**

- Ever since cutting over the Public Safety facility and 911 Center Administration phones to Metronet notifications of 911 calls goes to Director Smiley. For the KenCom lines under Metronet 911 calls randomly are from one of the Sheriff's office non-emergency numbers KenCom answers for the Sheriff's office.
- Mr. Smiley worked with Metronet to try to determine how these calls are occurring as these lines are primarily inbound calls and only connected to the 911 Center consoles.
- Metronet determined they could only see actual dialing off these lines to 911.
- Finally it was determined the cause of the 911 calls on these lines were from cell phones that do not have a network carrier like AT&T or Verizon.
- What happens is if a 911 call comes from a cell phone with no carrier phones are still setup to allow 911 calls off the phone to go through to a 911 center.
- Once in the 911 centers system the area code transmitted is 911 followed by the phones phone number.
- Dispatchers in the KenCom 911 Center training is to click on the phone number that comes up on their computer screen. They do this automatically almost without thinking about it. Then since the area code shows 911 as the first digits of the phone that made the call to KenCom, the system dials 911, thus making a 911 call.
- This triggers the Metronet systems program to send notice to Mr. Smiley by calling his cell phone and sending an email to Jim.
- KenCom staff & Technology Services staff suggested it would be easier to see if Metronet could turn of this notification for these particular lines.
- Director Smiley has a request into Metronet to do this. However, so far they have not gotten back to Jim, as this is normally a requirement for all lines Metronet sells.

#### **6) Start of 2022 Capital Projects**

- KCFM Mgmt. met with Sheriff's office Command staff to go over Capital projects funding at the Public Safety Center and Courthouse. Director Smiley & Assistant Director Polvere confirmed they want KCFM to help coordinate these projects.
- Director Smiley started working on several of the projects already. These include the furniture for the Courthouse, carpeting for Jury Deliberation rooms; additional attorney/client rooms for the Public Safety Center, Jail & Courthouse lock changes.
- AD Polvere is working on Jail Shower changes and getting further information on the Jail locks and door slots needed in the jail.

#### **7) Annual Backflow Device Testing**

- Testing for all sites completed the week of Dec. 13.
- One valve tested to need repair.
- Repair authorized.
- **Project complete.**

#### **8) Technology Department Carpet Install**

- Assistant Director Polvere found suitable carpet to meet the desired timeline for an office this department is getting ready for staff to use.
- **Project complete.**

#### **9) AE RFQ Preparation**

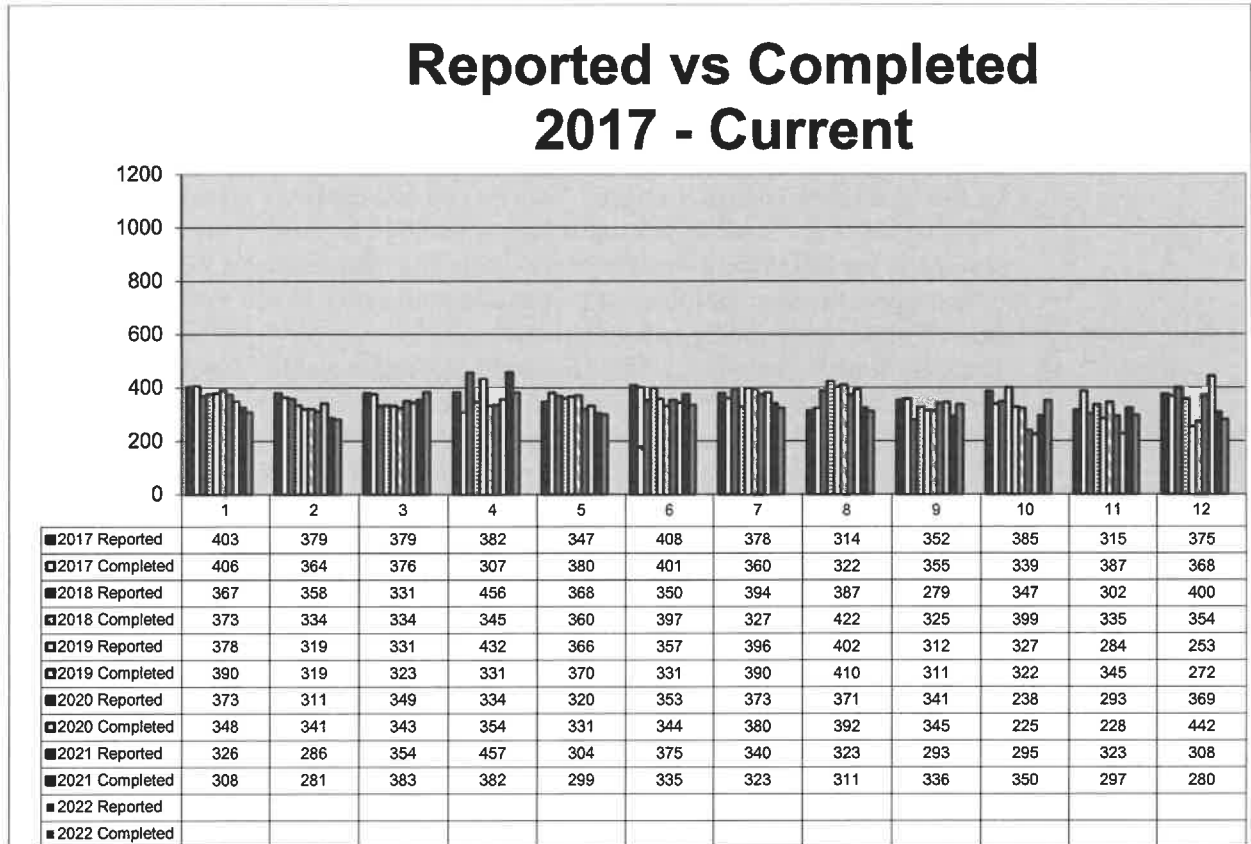
- Director Smiley started the RFQ by reviewing a previous RFQ Kendall County used in the past. Mr. Smiley also downloaded a few from other Government agencies have used across the county and locally.
- Unfortunately, Jim was not able to complete the RFQ prior to this meeting. The RFQ also needs a review by CA Koepfel.

**December 2021**

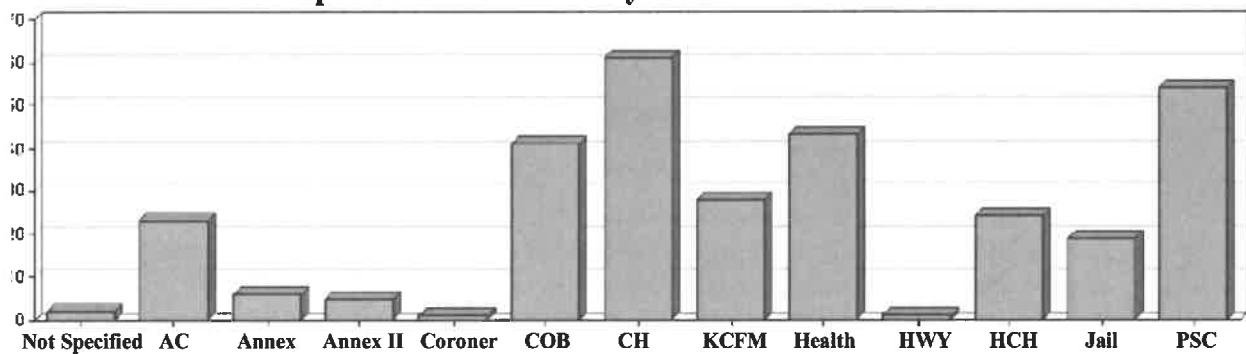
**Staffing/Training/Safety:**

DESCRIPTION	Dec-21	Nov-21	Oct-21
Possible Work Hours (6 employees @ 8 hrs)	1,008.00	960.00	960.00
Paid/Unpaid Leave	96.00	192.00	96.00
Holiday	96.00	96.00	48.00
Bereavement			
* FMLA/WC	112.00		
<i>Regular Productive Hours</i>	704.00	672.00	816.00
Overtime Worked	3.00	9.50	24.00
<i>Total Productive Hours</i>	707.00	681.50	840.00

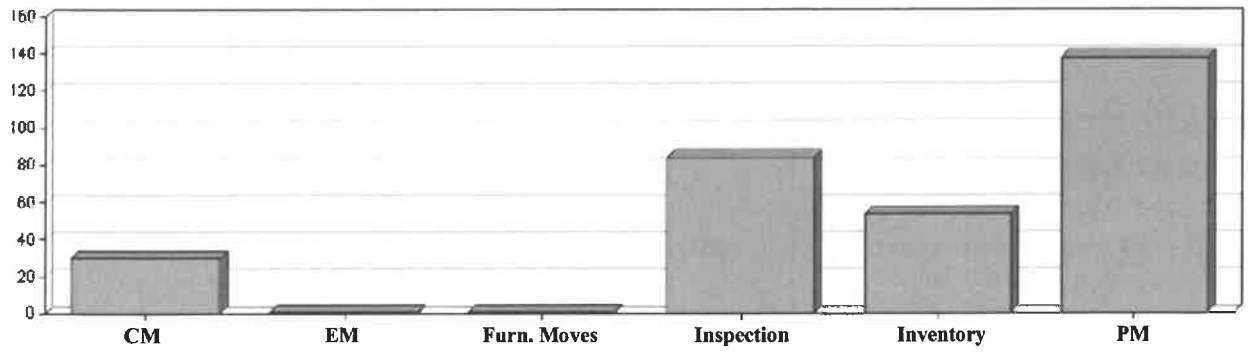
**Reported/Completed Work Orders 2021  
Completed Work Orders November 2021**



**Reported Work Orders by Location December 2021**



**Reported Work Orders by Task December 2021**



**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on February 7, 2022. 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, DECEMBER 6, 2021**

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

**Roll Call:** Members Present: Dan Koukol, Matt Kellogg, Scott Gryder, 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 November 1, 2021 Facilities Committee Meeting Minutes** – Member Gryder made a motion to amend and approve the November 1, 2021 meeting minutes, second by Member Kellogg. **With all present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Koukol made a motion to approve the agenda. Member Gryder second the motion. **With all present members voting aye, the agenda was approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Metronet HPBX Punch List* – Director Smiley informed the Committee the overhead speaker interfaces have been completed. Mr. Smiley also stated the extra phones for the Health Department and States Attorney’s office have been received and installed. **Project Completed.**
2. *Voter Office Changes & preparation for 2 Elections in 2022* – Director Smiley stated the funding has been approved in the 2022 Capital budget and the preliminary work for the project has begun.
3. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere informed the Committee one (1) bid has been received and is awaiting two (2) other bids.
4. *Annex Repairs* – Assistant Director Polvere explained the repairs that were completed on the Annex building. Mr. Polvere reiterated the approved repair cost was not to exceed \$6,000.00 and the invoice was approximately \$3,000.00. **Project Complete.**
5. *John St. and adjoining areas inlet/drain repairs discussion* – Assistant Director Polvere informed the committee of the repairs that were completed at the various sites. **Project Complete.**
6. *CASA Lease Update* – Director Smiley informed the committee the approval for the lease has been placed on the County Board Agenda for approval on Tuesday, December 7<sup>th</sup>.
7. *Review of 2021 Completed Projects* – Director Smiley reviewed the completed projects, total costs and savings to the budget achieved by the Facilities Department in 2021.
8. *Additional drainage mitigation work at 107 W. Madison* – Director Smiley explained to the committee by removing the structure located at 107 W. Madison, extra landscape work was needed to redirect the water drainage from the residence located below. **Project Complete.**

## New Business/Projects

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

- a. *KCFM facility review & cost estimates* – Discussion on the Coroner and Facilities departments building needs and possible funding sources. The committee consensus is to have an impact study completed. Director Smiley to bring the A/E RFQ to the next committee meeting for approval. County Administrator Koeppel believes the costs for the study will fit the criteria to use ARPA funds.
  - b. *Needs review of County Clerk's offices* – County Administrator Koeppel informed the committee money has been approved in the 2022 budget to make the renovation changes to the clerk's offices in the current building to help with the 2022 elections. Discussion on the future expansion needs for the clerk's office and the other department organization at the County Office building beyond 2022 will also be reviewed.
  - c. *Anticipated 2022 projects* – Discussion on the numerous approved 2022 capital project list.
  - d. *Coroner Office Space Needs Discussion* – Chief Deputy Coroner Levi Gotte presented the committee the SCIMEDICO Feasibility and Specification Report. The report highlighted the current status of the needs and space expansion the Coroner's office. As stated in the above letter "a" the committee directed an A/E RFQ for an impact study to be completed on the Facilities/Coroner's building and the needs of the department.
2. *New Lease for Workforce Development at the Health & Human Services facility* – The committee approved the lease amount with the three (3) office spaces to move forward to the full county board for approval.
  3. *Annual Generator PM & Load bank testing* – Director Smiley stated the testing of the generators have begun. As of today the Public Safety Center is the only site left to test and Jim doesn't anticipate any issues.

## 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 – None

## Public Comment – None

## Questions from the Media – None

**Adjournment** – Chair DeBolt asked if there was a motion to adjourn. Member Gryder made a motion to adjourn the meeting. Second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:03 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant