

Facilities Management Committee Meeting

2/7/2022 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 Jan. 2022 meeting minutes.**
- 4) Approval of Agenda**
- 5) Public Comment**

Old Business/Projects – Updates

- 1) County Seal on 111 W. Fox St. Facades**
- 2) Public Safety Center MZU-5 VAV Conversion**
- 3) Reconfiguration of the former GIS/Mapping office for use by Recorder office**
- 4) KCFM Truck/Kubota Tractor Purchase**

New Business/Projects

- 1) Chair Report**
 - AE RFQ Responses Update
 - 2022 Projects Started
- 2) Discussion of \$4 Million Grant from IDOT for KAT Multi-use Facility**
- 3) Historic Courthouse Window Replacement ITB**
- 4) Janitorial ITB**
- 5) Landscaping ITB**
- 6) Jury Deliberation Furniture**
- 7) Jury Deliberation Carpeting Change**
- 8) CDC Trailer Setup by Courthouse**
- 9) Public Safety Center Attorney/Client Room Project**
- 10) Courthouse drain pan replacements**
- 11) Courthouse Master Control Outer Office Flooring Replacement**
- 12) Circuit Clerk Counter Changes**
- 13) Morgue Body Cooler A/C Replacement**
- 14) UPS Battery Replacements**
- 15) Courthouse Phone Adds & Furniture setup for New Positions**

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
February 7, 2022

Call to Order

- 1) **Roll Call**
- 2) **Determination of a Quorum**
- 3) **Approval of the January 2022 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 now received three quotes for County Seals for the Fox St. facility.
 - a) Direct Sign Company - \$10,400.00 each or \$20,800.00 for two signs.
 - b) Captivating Signs - \$8,156.36 each or \$16,312.72 for two signs.
 - c) Aurora Sign - \$7,756.00 each or \$15,512.00 for two signs.
 - AD/PM Polvere will explain further.
- 2) **Public Safety Center MZU#5 VAV Conversion**
 - Trane has the signed contract.
 - Director Smiley is waiting for the countersigned contract return and kick-off start date to be determined.
- 3) **Reconfiguration of the former GIS/Mapping office for use by Recorder office**
 - Activities completed to date:
 - Demo and new wall construction has been completed.
 - Additional electrical & data wiring is being completed today.
 - Carpet patching and new lobby flooring.
 - AD/PM Polvere met with Debbie Gillette to plan for the move, which is set to begin tomorrow Feb. 8, 2022.
 - Plan is to complete the move and then to start on the demolition and construction of the expanded Voters Department on the 1st floor this week.
 - The budget was set at \$35,000.00.
 - a) To date project total is \$30,985.25
 - b) Current projected total with Card Access and Camera move - \$55,640.25
 - c) Projected total after 1st floor is completed \$60,000.00.
 - Director Smiley is looking for direction from the committee on expanding the budget to cover Technology adds and possible Change Orders for the 1st floor Voter's area.
- 4) **KCFM Truck/Kubota Tractor Purchase**
 - AD/PM will explain progress on availability and costs.

New Business/Projects

- 1) **Chair Report**
 - **Capital Purchases**
 - **AE RFQ Responses Update**
 - a) Nine (9) responses have been received.
 - b) Chair DeBolt will explain the review process and planned timeline.
 - 2022 Projects started
 - a) Currently KCFM has 21 Projects ongoing.
 - b) Director Smiley will provide more detail.

- 2) **Discussion of \$4 Million Grant from IDOT for KAT Multi-use Facility.**
 - A meeting between Kendall County and KAT staff was conducted Friday, Feb. 4, 2022 to discuss the grant and process moving forward.
 - Administrator Koepfel will provide additional detail.
- 3) **Historic Courthouse Window Replacement ITB**
 - The Invitation to Bid release date was Feb. 3, 2022.
 - Bids are due to the KCFM office on Feb. 17, 2022 at 10:00a.m.
 - KCFM also advertised the bid locally in the Record Newspapers on Thursday, Feb. 3, 2022.
- 4) **Janitorial ITB**
 - The Invitation to Bid release date was Feb. 3, 2022.
 - Bids are due to the KCFM office on Feb. 17, 2022 at 10:00a.m.
 - According to the Vendor Registry site, 26 companies were notified of the bid.
 - KCFM also advertised the bid locally in the Record Newspapers on Thursday, Feb. 3, 2022.
- 5) **Landscaping ITB**
 - The Invitation to Bid release date was Feb. 3, 2022.
 - Bids are due to the KCFM office on Feb. 17, 2022 at 10:00a.m.
 - KCFM also advertised the bid locally in the Record Newspapers on Thursday, Feb. 3, 2022.
- 6) **Jury Deliberation Furniture**
 - Furniture was ordered Jan. 13, 2022.
 - Director Smiley is expecting a delivery date soon.
- 7) **Jury Deliberation Carpeting**
 - Furniture was ordered Jan. 13, 2022.
 - Part of the order has arrived. The remaining order was due in Friday, Feb. 4, 2022.
 - Once the delivery is verified an install date will be scheduled after getting background screens finished.
- 8) **CDC Trailer Setup by Courthouse**
 - The CDC's contractor originally contacted Economic Development Director Lynn Dubajic that Kendall County has been selected for a health study they perform across the nation for the CDC.
 - They like to be near the County Health Department.
 - An onsite meeting is scheduled for Feb. 9, 2022 at 9:00a.m.
- 9) **Public Safety Center Attorney/Client Room Project**
 - This project was estimated to cost around \$400,000.00, which was included in the 2022 Capital budget.
 - However, the estimate came in around \$600,000.00 not including the costs to add required security items needed for this project.
 - So, we are looking for further direction on this project from the committee.
- 10) **Courthouse Drain Pan Replacements**
 - The HVAC units installed in the mid 1990's drain pans have developed leaks.
 - So, Director Smiley contracted to have the drain pans replaced during the winter season.
 - This will require the water coils to need to be removed for proper measurements to be done in order to build the replacement pans.
 - A project kick-off meeting is scheduled for Tuesday, Feb. 8, 2022.

11) Courthouse Master Control Outer Office Flooring Replacement

- Vinyl Plank material was ordered to replace the carpet currently in place.
- Material was due in Friday, Feb. 4, 2022.
- As soon as delivery is verified, an install date will be scheduled after getting background screens finished.

12) Circuit Clerk Counter Changes

- The new counter section was ordered in January 2022.
- Tentative install date is March 7, 2022.
- Director Smiley notified Matt Prochaska and Lynn Cullick of this date and the need to plan for moving things around when we get closer to the install date.

13) Morgue Body Cooler A/C Replacement

- Director Smiley signed the contract and the parts were in stock.
- Mr. Smiley notified Coroner Purcell that the replacement could start Wednesday, Feb. 2, 2022.
- Ms. Purcell discussed the need to do it at this time if the AE study determined the need to expand the office and it would be done in the next 18 months or less.
- Jim said that the AE study was going to start with the Fox St. Campus then the Rt. 34 Campus.
- So, Director Smiley told Coroner Purcell he would put off the replacement until discussed at this meeting.
- The unit ended up failing on Sat., Feb. 5, 2022.
- So, Mr. Smiley went ahead with the replacement, which started today and should be completed by Tuesday afternoon.
- Note: We had two service calls associated with keeping the unit running so the cost of the project will be slightly over budget.

14) UPS Battery Replacements

- Director Smiley is getting prices for the replacements from several companies for systems except for Fox St., as those were replaced last fall.
- So far prices appear to be within the budgeted amount.
- Jim plans to get the batteries ordered before the next FM Meeting in March.

15) Courthouse Phone Adds & Furniture setup for New Positions

- New phones were installed last week for two positions, one in the Judicial Admin. area and one in the Public Defender's office.
- Furniture for the positions is yet to be installed.

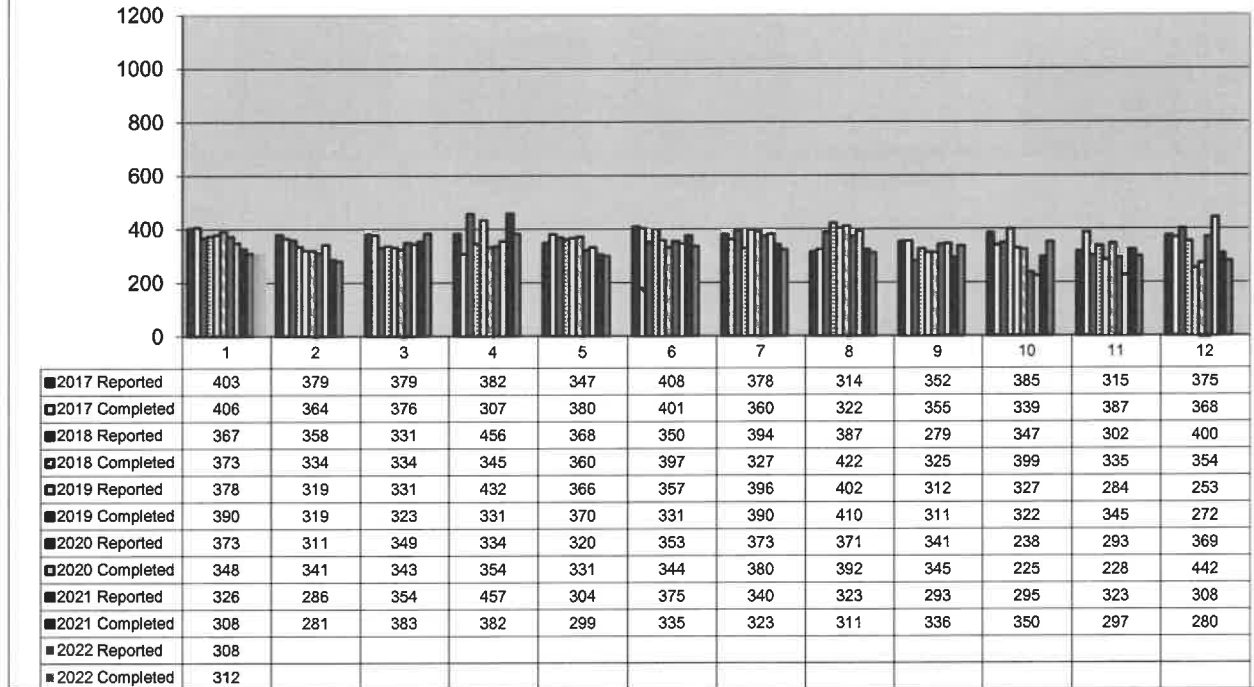
January 2022

Staffing/Training/Safety:

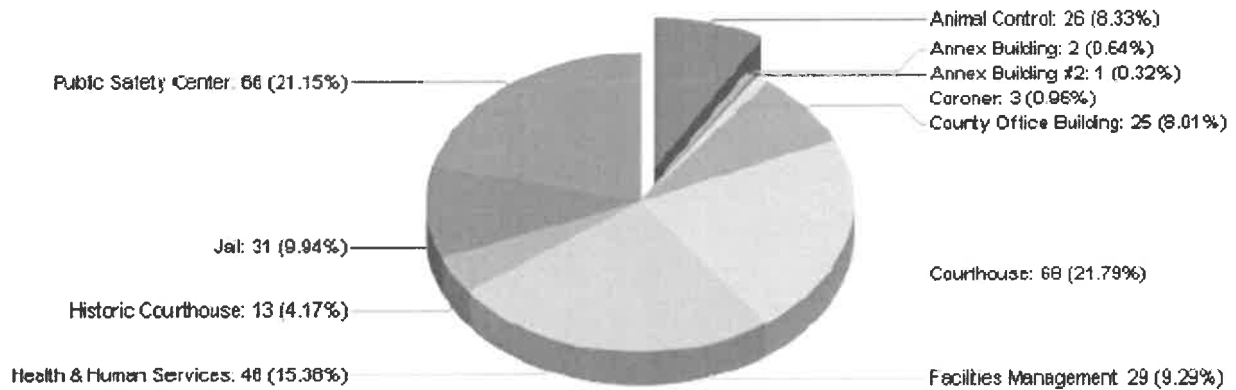
DESCRIPTION	Jan-22	Dec-21	Nov-21
Possible Work Hours (6 employees @ 8 hrs)	960.00	1,008.00	960.00
Paid/Unpaid Leave	64.00	96.00	192.00
Holiday	48.00	96.00	96.00
Bereavement			
* FMLA/WC		112.00	
<i>Regular Productive Hours</i>	848.00	704.00	672.00
Overtime Worked	56.50	3.00	9.50
<i>Total Productive Hours</i>	904.50	707.00	681.50

Reported/Completed Work Orders 2022

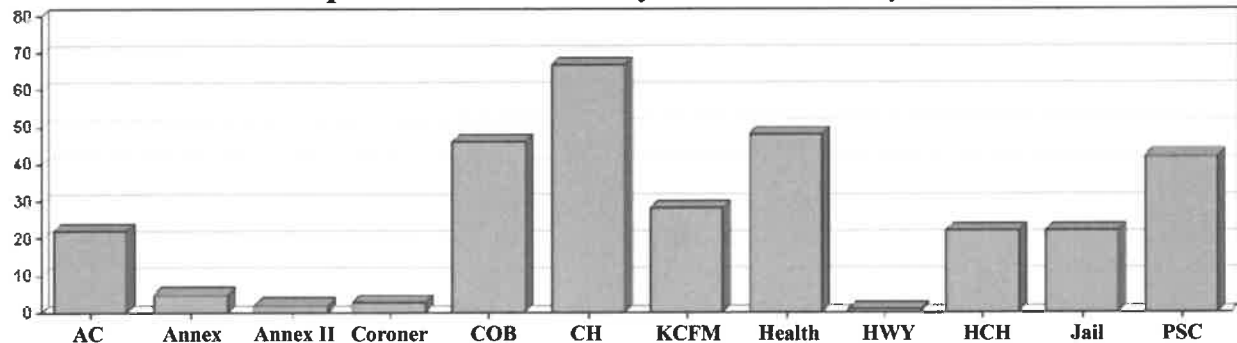
Reported vs Completed 2017 - Current



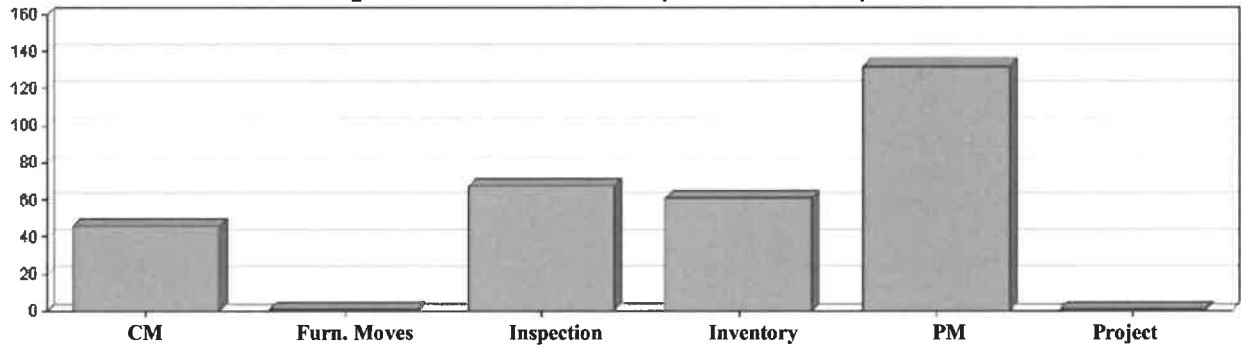
Completed Work Orders January 2022



Reported Work Orders by Location January 2022



Reported Work Orders by Task January 2022



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on March 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, JANUARY 3, 2022**

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 December 6, 2021 Facilities Committee Meeting Minutes – Member Koukol made a motion to amend and approve the December 6, 2021 meeting minutes, second by Member Gilmour.

With all present members voting aye, the minutes were approved.

Approval of Agenda – Member Gilmour 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. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere informed the Committee received two (2) bids. Mr. Polvere is expecting one (1) more price from another company. Mr. Polvere will present the three (3) prices to the committee at the February meeting.

New Business/Projects

1. *Chair's Report: Nothing to report.*
2. *Public Safety Center MZU-5 VAV Conversion Utilizing US Communities Cooperative Contract # USC 15-JLP-023, Cooperative Quote #30-100006-21-001* – Director Smiley presented to the committee the need for the equipment replacement. Mr. Smiley also explained the contract is through Omnia, the national bid registry, which allows other public bodies to utilize. Mr. Smiley reminded the committee this is how the last two contracts were executed. Trane informed Jim that orders received past June 2022 will not be fulfilled until 2023. Motion to forward the contract to the full county board for approval by Member Kellogg, Second by Member Gryder. **All members present voting aye. Motion Carried. Roll Call: Dan Koukol - Yes, Matt Kellogg - Yes, Scott Gryder – Yes, Judy Gilmour - Yes, Brian DeBolt - Yes.**
3. *GIS Setup in Historic Courthouse* – Assistant Director Polvere informed the committee the first step in renovating of the voting office was to move GIS to the Historic Courthouse. Member Koukol requested informational signage informing the public of the move and the available days and hours. County Administrator Koepfel stated he will have Megan in GIS make the sign, post on the marquee and on the county's website. Member Gryder stated the county should also send the information out in a press release. **Project Complete.**

4. *Reconfiguration of former GIS for Recorder Office Functions* – Director Smiley informed the committee of the meeting between Director Smiley and County Clerk Gillette to review floor plan designs and space needs for the voter’s office remodel.
5. *Phantom 911 Calls on Metronet* – Director Smiley stated he is listed as the contact when any 911 call is made from any of the facilities. Mr. Smiley stated he has been getting phantom 911 calls and explained to the committee how he investigated how and why it was happening. A request has been made to Metronet to stop notifications for lines solely used in the KenCom 911 center.
6. *Start of 2022 Capital Projects* – Director Smiley informed the committee that he and Mr. Polvere met with the Sherriff’s Office command staff to discuss upcoming projects at the jail and courthouse. It was confirmed that KCFM is to help implement and get the projects completed along with the sheriff’s office staff.
7. *Annual Backflow Device Testing* – Director Smiley explained to the committee the need for these inspections. Mr. Smiley reported one repair was found to be needed.
8. *Technology Dept. Carpet Install* – Assistant Director Polvere informed the committee technology requested carpet to be installed. Mr. Polvere stated they were able to complete this quickly as the supplier had enough carpet leftover from another job, which Director Kinsey approved being used. **Project Complete.**
9. *AE RFQ Preparation* - County Administrator Koeppel informed the committee a copy was just received by Director Smiley. Once Mr. Koeppel reviews it, he will meet with Mr. Smiley to discuss it. Director Smiley stated more information brought to the next Facilities Meeting for approval.

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
- Chair DeBolt requested an update on the new pick-up truck purchase. Assistant Director Polvere informed the committee the hurdles of purchasing the truck in the current situation. The committee discussed options for obtaining a new vehicle. A suggestion was to purchase a new pick-up truck next year and purchase a new Kubota for the fox street campus. Assistant Director Polvere is to check on price and availability of a Kubota tractor for the next Facilities Committee meeting in February.
- Member Koukol requested an update on the coroner’s cooler. Director Smiley stated this project is in process.

- Member Gryder informed the committee that mulch has been dispersed onto the south parking area and requested to have the mulch brushed back up.

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 4:44 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

Kendall County
 Facilities Management
 COB

Voter's & Recorder's Office Remodeling

7-Feb-22



Budget: \$35,000.00

Contractor	Actual Cost	Paid to date	Over/Under
Lite Construction	\$11,722.00		
CO# 1	\$11,412.00		
CO# 2	\$1,600.00		
	\$1,620.00		
Moving Company	\$2,131.25		
Douglas Carpeting	\$2,000.00		
Sound Inc.	\$24,655.00		
Misc. items	\$500.00		
Grand Total to Date	\$30,985.25		
Grand Total w_CA & Cam. Work	\$55,640.25	\$0.00	(\$20,640.25) Projected

**FY-2021 Rebuild Illinois Capital Plan
IDOT Transit Rebuild Round II Awards
Selected Projects and Funding Amount**

Agency	Project Description	Project Type	Rural/Urban	State Funding Amount	IDOT District
Greater Peoria MTD Urban	New Facility Construction and Renovation	Facility	Urban	\$8,000,000	4
Rockford Mass Transit District	520 Mulberry Street Transit Facility Rehabilitation/Renovation and Expansion Project	Facility	Urban	\$16,000,000	2
St. Clair County Transit District	St. Clair County Transit Public Safety Center	Facility	Urban	\$9,975,000	8
City of DeKalb	Transit Maintenance and Operations Facility	Facility	Urban	\$12,000,000	3
Springfield Mass Transit District	Maintenance South Building Remodel	Facility	Urban	\$500,000	6
Rock Island County Metro MTD	On Street Chargers at Centre Station, District Station, East Pointe & OMC	Equipment	Urban	\$5,000,000	2
Madison County Mass Transit District	Collinsville Park and Ride	Facility	Urban	\$3,250,000	8
Bloomington-Normal Public Transit System	Electric Buses	Vehicles	Urban	\$8,000,000	5
City of Decatur	Busport Construction	Facility	Urban	\$1,000,000	7
Champaign-Urbana Mass Transit District	Solar Array Expansion Phase 2	Other	Urban	\$2,109,000	5
River Valley Metro Mass Transit District	Bus Replacement	Vehicles	Urban	\$3,500,000	3
Rock Island County Metro MTD	Centre Station Renovations, Vestibule, Sliding Doors & Mechanical Upgrades - HVAC	Facility	Urban	\$2,500,000	2
Springfield Mass Transit District	Intergovernmental Multi-Modal Transportation Center	Facility	Urban	\$920,000	6
Greater Peoria MTD Urban	Transit Center Site Improvements	Other	Urban	\$3,000,000	4
Madison County Mass Transit District	MCT Base Facility Improvements Phase 3	Facility	Urban	\$3,100,000	8
City of Decatur	Hybrid Buses	Vehicles	Urban	\$2,760,000	7
Bloomington-Normal Public Transit System	In-ground Maintenance Lifts	Facility	Urban	\$360,000	5
Jackson County MTD	Carbondale Depot Project	Facility	Rural	\$1,662,599	9
Lee County	Building Expansion	Facility	Rural	\$2,676,020	2
CRIS Rural Mass Transit District	CRIS Administrative and Operations Facility	Facility	Rural	\$3,066,088	5
McLean County	Chenoa Facility Upgrade	Facility	Rural	\$900,000	5
City of Quincy	Downtown Transfer Station Relocation	Facility	Rural	\$1,249,440	6
Kankakee County	Vehicle Storage Facility	Facility	Rural	\$700,000	3
South Central IL Mass Transit District	Transfer Station Improvements	Facility	Rural	\$500,000	8,9
DeKalb County	Administration Expansion	Facility	Rural	\$1,000,000	3
Grundy County	GTS Transit Center Building	Facility	Rural	\$2,563,400	3
City of Macomb	Bus Pads	Equipment	Rural	\$240,000	4
Shawnee Transit District	Phone System	Technology	Rural	\$85,000	9
Jo Davies County	Building, Security, and Safety Updates	Other	Rural	\$155,700	2
Kendall County	Multi-use Facility	Facility	Rural	\$4,000,000	3
Monroe Randolph Transit District	Replacement Vehicles	Vehicles	Rural	\$580,000	8
Warren County	Dispatch Software Updte	Technology	Rural	\$58,000	4
Henry County	Rolling Stock	Vehicles	Rural	\$212,000	2
Rides Mass Transit District	Fueling Canopies and tanks	Equipment	Rural	\$746,500	9

**FY-2021 Rebuild Illinois Capital Plan
IDOT Transit Rebuild Round II Awards
Selected Projects and Funding Amount**

Agency	Project Description	Project Type	Rural/Urban	State Funding Amount	IDOT District
Coles County	VFS Expansion	Facility	Rural	\$1,500,000	7
Macoupin County	Dispatch Building	Facility	Rural	\$575,821	6
City of Freeport	Camera Project	Technology	Rural	\$65,000	2
Tazewell County	Vehicle Replacement	Vehicles	Rural	\$189,891	4
Champaign County	CCARTS Vehicle Replacement	Vehicles	Rural	\$134,000	5
City of Galesburg	Dispatching Upgrade	Technology	Rural	\$100,000	4
Piatt County	New Parking Garage	Facility	Rural	\$800,000	5
Carroll County, Illinois	Garage	Facility	Rural	\$536,000	2
Rock Island/Mercer County	Replacement & Expansion Vehicles	Vehicles	Rural	\$124,000	2
Jackson County MTD	Murphysboro Depot Project	Facility	Rural	\$1,543,000	9
Lee County	Replacement Vehicles	Vehicles	Rural	\$591,190	2
McLean County	Chenoa Bus Storage	Facility	Rural	\$400,000	5
Kankakee County	Replacement Vehicles	Vehicles	Rural	\$360,000	3
City of Macomb	Macomb Technology Project	Technology	Rural	\$67,000	4
South Central IL Mass Transit District	Website Design/Update	Technology	Rural	\$51,000	8,9
Shawnee Mass Transit District	New Bus Tablets	Technology	Rural	\$28,000	9
Monroe Randolph Transit District	Transit Facility	Facility	Rural	\$2,000,000	8
Total Program Award Amount				\$111,433,649	

MOBILE EXAMINATION CENTER (MEC) REQUIREMENTS

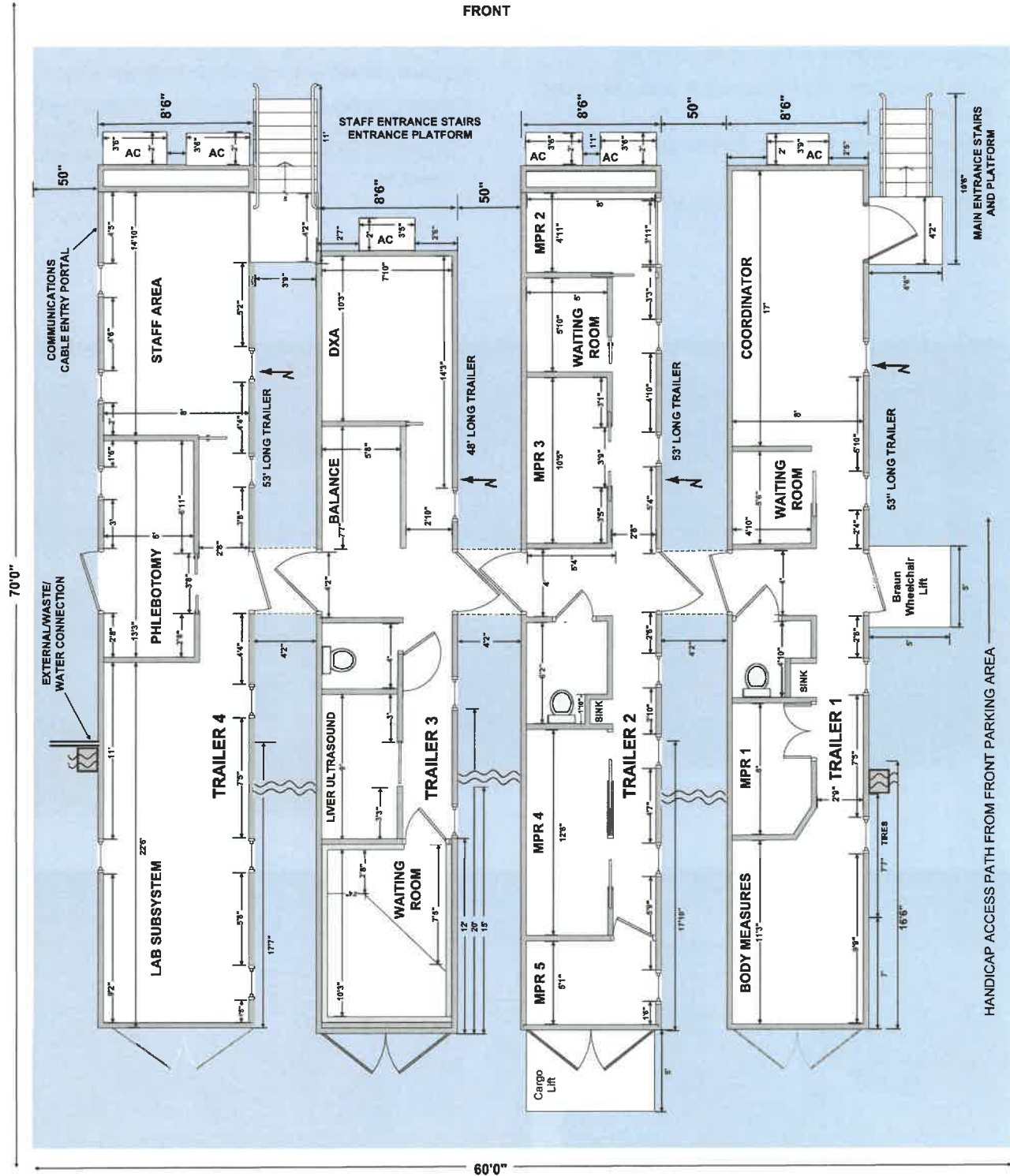
- A level, preferably paved pad that ideally is 70 feet by 60 feet, even though the trailers occupy a rectangle of only 63 feet by 52 feet when parked. Additional space is required to maneuver trailers on arrival and departure day.
- Access to electrical, telecommunication, water, and sewer connections.
- Approximately 15-20 parking spaces for staff and respondents.
- 2.5 hour exam slots with up to five daily and 3-7 participants per slot.
- Typically conduct exams 5 days a week, usually Thursday through Monday.
- The MEC will be in the area for 2-3 months.
- Security of staff and respondents is a top priority.
- Mandatory requirement for plumbing, electrical and other contractors is to return the site to original condition or to a condition agreed upon during the negotiations of the contracts.



MOBILE EXAMINATION CENTER (MEC) REQUIREMENTS

TRUCK CAB ACCESS FOR DROP-OFF AND PICK-UP

FRONT



WATER/WASTE CONNECTIONS

ELECTRIC CABLE CONNECTIONS/CIRCUIT BREAKER PANELS

HANDICAP LIFT IS A BRAUN MODEL NUMBER UVL-855R

TRAILER HEIGHT IS 13 FEET 6 INCHES