



**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE**

Monday, May 2, 2022 @ 4:00p.m.

**County Office Building; 111 W. Fox Street
2nd Floor Board Room; Yorkville IL**

MEETING AGENDA

- 1. ROLL CALL AND DETERMINATION OF A QUORUM**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF PREVIOUS MONTH'S MINUTES**
- 4. PUBLIC COMMENT**
- 5. OLD BUSINESS/PROJECT UPDATES**

A. Public Safety Center MZU-5 VAV Conversion

- *Trane's VAV boxes have arrived.*
- *Installation to begin on Wednesday, May 4.*
- *Commissioning will be complete by Friday, June 3rd.*

B. 2022 Capital Projects Update

- *Historic Courthouse painting projects*
- *Courthouse roofing project.*
- *Courthouse (rear) pavement repairs & sealcoating*
- *Court Room 113 and 115 Changes*
- *Animal Control Exterior Kennels*
- *Clinic Rooms/hallway painting at Health & Human Services.*

C. Discussion re: natural gas generator at County Office Building

- *With space needs assessment starting we don't know what the future loads will be at the County Office Building.*
- *Recommendation is to wait on replacing this unit until more information re: loads is available.*

D. Tracing of Circuits at County Office Building UPS

- *Confirm exactly which circuits are on the UPS.*
- *Determine circuits that should be added (postage machine).*
- *Decide if any circuits should be removed.*

E. CDC Trailer Set-up going to Wabaunsee's Plano Campus

- *Please see the attached letter from Omar Bordatto (Director of Advance Arrangements for the CDC).*

F. Animal Control Sound Baffles Installed

- *(24) 4' x 8' acoustic panels have been installed in the (2) kennels and the adoption room.*
- *Panels have made a noticeable difference.*

G. Dewberry CAD Files Agreement Discussion

- *Discuss latest re: States Attorney's review of agreements.*

H. AED Installations

- *Nine new AED will be installed at County buildings. (3) at County Office Building, (3) at the Historic Courthouse, (1) at Facilities/Coroner, (1) at Animal Control and (1) at the Highway Department.*
- *Exact locations and video instructions will be posted for employees on the County's Safety Source web portal.*

6. NEW BUSINESS/PROJECTS

A. Chair Report

B. Phone Help Desk to IT

- *Help Desk issues re: the phone system are now being handled by IT.*
- *Facilities will continue to run cable, punch down circuits, etc.*

C. RFP re: Topo Survey

- *Cordogan Clark issued a request for Quotes*
- *Requirements & aerial views of both campuses = scope of work.*
- *Invitation to Bid to be released via the County's Procurement Ordinance.*
- *DGP to investigate if surveys/surveyors from past work can be located.*

D. Update on Hiring of New Facilities Director

7. STAFFING/TRAINING/SAFETY UPDATES

A. Re-Institute Weekly Staff Meeting

- *Each Tuesday @ 8:30 a.m. we are meeting as a staff to review the scope of work and schedules for both short/long term projects.*

B. AED/CPR Staff Training

- *All FM staff and any other County employees interested in AED/CPR training will be invited to sessions taught by Deputy Coroner Levi Gotte.*

C. Safety Source Video-On-Demand Training Library

- *Offers numerous video training options from OSHA compliance to Emergency Preparedness to Personal Protection.*

8. EXECUTIVE SESSION

9. OTHER BUSINESS

10. PUBLIC COMMENT

11. QUESTIONS FROM THE MEDIA

12. ADJOURNMENT

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, APRIL 4, 2022**

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 March 7, 2022 Facilities Committee Meeting Minutes – Member Koukol made a motion to approve the March 7, 2022 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 move Regional Office of Education Presentation to heard before Old Business on the agenda. Member Kellogg second the motion. **With all present members voting aye, the motion was approved.**

Public Comment – None

Old Business/Projects

1. *County Seal on 111 W. Fox St. Facades* – Assistant Director Dan Polvere updated the committee; the production of the signs will begin once the permit is approved.
2. *Public Safety Center MZU-5 VAV Conversion* – Director Smiley informed current status of the project. Trane is on track to ship materials on April 13, 2022, with installation to begin in late April.
3. *Jury Deliberation Furniture* – Director Smiley stated the chairs should be delivered this month.
4. *Jury Deliberation Carpeting Change* – Director Smiley stated the carpet has been installed. **Project Complete.**
5. *CDC Trailer Setup by Courthouse* – Director Smiley completed all the paperwork required for ComEd to bring in power to the trailers. Jim stated the CDC would like to located the trailers in the back end of the parking lot. Mr. Smiley stated water will still need to feed off our building.
6. *Circuit Clerk Counter Changes* – Director Smiley stated the counterwork required by the Circuit Clerks office was completed in March. Mr. Prochaska requested a sign to be made to hang from the ceiling over the counter, which is the only item left to be done on this project.

7. *UPS Battery Replacements* – Director Smiley stated the batteries have been ordered and will be delivered in two different shipments. As soon as the batteries are received an install date will be given.
8. *Probation Office Dressing Rooms Project* – Director Smiley stated the carpet needs to be completed. Alice want to make one into an office for a therapist and the other will be the dressing room. Assistant Director Polvere stated the panic button will need to be moved.
9. *Animal Control Kennel Sound Baffles* – Assistant Director Polvere ordered the baffles, delivery is estimated to be a few weeks.
10. *Remodel for Inspector General Office at the Public Safety Center* – Director Smiley stated this item has been completed. **Project Complete.**
11. *Historic Courthouse Window Replacement Project* – Director Smiley informed the committee the window have been ordered as of March 21, 2022. The expected delivery is sixteen (16) weeks.
12. *Courthouse roof Replacement Project* – Director Smiley stated he is waiting on a timeline from Garland. The possible dates could be mid-May or late August depending on material availability.

New Business/Projects

1. *Chair's Report*
 - a. *Regional Office of Education Needs Presentation* – Mr. Chris Mehochko from the Regional Office of Education spoke to the committee about the needs for more classroom space due to growth for their Premier Academy School. Mr. Mehochko informed the committee the school is currently located in Morris, Illinois and would like to bring it to Yorkville. Mr. Mehochko has looked at properties around Yorkville but spoke to the possibility of using space in the Historic Courthouse. The committee questioned Mr. Mehochko regarding the current process of how the kids are brought to Premier Academy and what space is available within the County to suit their needs. Mr. Mehochko does not have a specific timeframe but would like to keep the options open.
2. *Review KCFM Job Descriptions* – Director Smiley stated the department job descriptions need to be reviewed and approved to move to the HR/Admin committee. Motion to forward to the HR/Admin Committee by Member Koukol. Second by Member Kellogg. **All members present voting aye. Motion Approved.**
3. *Dewberry CAD Files Agreement Discussion* – Director Smiley informed the committee in order for Kendall County to obtain the CAD files from Dewberry from previous drawings completed on the Boardroom project we will need to sign off on an agreement with Dewberry. The consensus of the committee is for the State's Attorney's Office to review the agreement.
4. *KCFM Truck ITB* – Assistant Director Polvere updated the committee on the received bids and costs. Four bids were received, three were Ford's and one was a GMC. The winning bid was received by Gjovik, however the bid needed to be rescinded because Ford vehicles are not available at this time. The one (1) that is available, the GMC is priced over the 2022 budgeted amount. The consensus of the committee is to wait on the purchase of the vehicle.

- 5: *AE Needs Assessment Project* – Director Smiley informed the committee to status of project. Cordogan Clark feels they can do both assessments simultaneously. Cordogan Clark submitted a proposed contract which was submitted to the State’s Attorney’s Office for review. The consensus of the committee is once approved by the State’s Attorney’s Office the contract be forwarded to the County Board Meeting for full approval on April 19, 2022.
6. *Defibrillators Replacements at COB* – Director Smiley explained the defibrillators are outdated and need to be replaced. Mr. Smiley stated the new defibrillators are on backorder without an expected date. The committee wants defibrillators in buildings that do not currently have them and one on every floor in multiple story buildings.
7. *Window replacements at County Office Building* – Director Smiley informed the committee the Fox Street building has window replacements in the budget. Mr. Smiley suggested to replace the windows at the Treasurer’s office due to the fumes from old generator outside their windows. The consensus of the committee it to wait on the window replacement for the study to be completed to see what will be changed in the building and look into replacing the old generator with a more efficient generator.

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 Gilmour made a motion to adjourn the meeting. Second by Member Kellogg. **With all members present voting aye, the meeting adjourned at 5:29 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant

SURVEY REQUIREMENTS

Cordogan Clark – Survey Request for Kendall County Government Campuses

REQUEST FOR TOPO SURVEY REQUIREMENTS

- BOUNDARY SURVEY FOR POSSIBLE LOT CONSOLIDATION for Fox Street Campus shall be priced separately. Provide boundary survey for the Ogden Avenue south portion of the Campus that will be getting the topographic survey as a separate price.
- Drawing to be provided in AutoCAD ver. 14 format. In addition, six (6) SEALED hard copies of the drawing are to be provided at a later date from the completion of the initial survey.
- Drawing is to be in project Coordinate System horizontal datum and vertical datum acceptable to Kane County. List all sources of datum on drawing.
- Identify and describe site benchmarks, horizontal and vertical (minimum of two). Identify and describe survey traverse points (minimum of two).
- Horizontal scale of 1" = 40' maximum.
- Contour interval 1 ft. with spot elevations sufficient for design (minimum of 50 ft. apart)
- Provide all elevations on proper z-coordinate.
- All planimetric features, including fences, retaining walls, structures, landscaping, etc. Locate individual trees 4" in diameter and greater with common name.
- Outline and label all surface types (i.e., concrete, bituminous, gravel, field, lawn, etc.).
- Names and Right of Way width of all adjacent roads and alleys
- Available easement information or locations of potential easements. Please identify source of information and whether or not complete information was provided.
- Names of adjacent owners (indicate if property lines shown are from boundary survey or tax information)
- Finish floor elevations of all structures. Locate access doors of all structures.
- Approximate height (i.e., 2-story) of any on-site building and buildings adjacent to property (within 25 feet)
- Private utility locates: Provide services to locate private utilities including electrical, communication, and irrigation main lines and valves.
- Locate and provide elevation of soil boring locations.
- Utility Services: Identify size and location of all of the following based on field observations and record information (distinguish source):
 - Sanitary and storm sewers – invert elevations, size, location
 - Water, gas, electrical, telecommunications – from visible surface features such as manholes, hydrants, valve boxes, risers, pedestals, etc., utility locator flagging, and record information
 - Light poles, utility poles, traffic poles
 - All visible evidence of underground vaults, tanks or underground structures

Cordogan Clark



Brian Kronewitter, AIA, DBIA
Executive Vice President

Untitled Map
Write a description for your map.

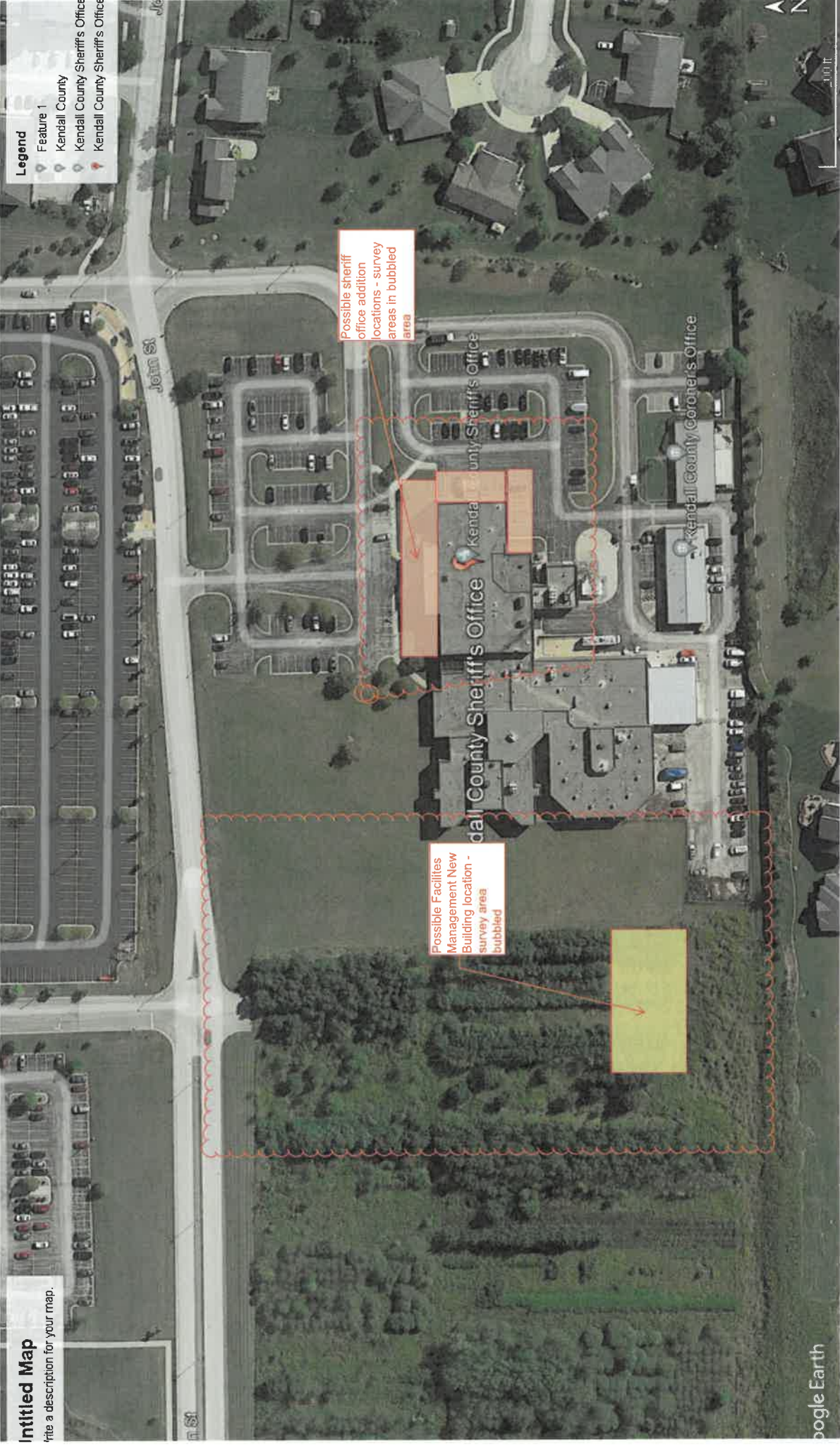
- Legend**
- Feature 1
 - Feature 2
 - Kendall County Administration
 - Kendall County Outdoor Education Center
 - Kendall County Recorder-Deeds
 - Old Second National Bank
 - Speedway
 - The Law Office Pub. & Music Hall

Provide Topographic Survey for Properties shaded pink that are owned by the County. Provide separate cost to perform boundary survey for possible lot consolidation



Untitled Map

Write a description for your map.



Legend

- Feature 1
- Kendall County
- Kendall County Sheriff's Office
- Kendall County Sheriff's Office

Possible sheriff office addition locations - survey areas in bubbled areas

Possible Facilities Management New Building location - survey area bubbled

[External]Kendall County Courthouse-CDC Trailers

Omar Bordatto <OmarBordatto@westat.com>

Tue 4/12/2022 10:08 AM

To: Jim Smiley <JSmiley@co.kendall.il.us>

Cc: jay@mvpplumbing.com <jay@mvpplumbing.com>; Jason Carline <jcarline@blockelectric.com>; Gessi Rincon <GessiRincon@westat.com>; Florencia Sturla <FlorenciaSturla@westat.com>

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Hi Jim,

After our meeting with CDC, they would like us to locate the Mobile Examination Center (MEC) at the Plano Campus of Waubonsee Community College. Even though the Kendall County Courthouse is an excellent location, Waubonsee Plano Campus was approximately half the cost to connect to the necessary utilities. We are very grateful for your wonderful cooperation and patience. Please feel free to contact me if have any questions. Thank you,

Omar C. Bordatto | Director | Advance Arrangement | NHANES
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