



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

Monday, June 6, 2022 @ 4:00p.m.

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

- 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

- *Conversion of the MZU-5 HVAC unit which services the pods in the south horseshoe of the jail began on Wednesday, May 4th. Following insulation of piping last week the conversion is substantially complete.*
- *The balancers will be scheduled this week to complete the commissioning portion of the project.*
- *On Wednesday, a Trane tech will install their Tracer SC software on to the laptop that has been designated for HVAC controls and VAV box programming.*

B. 2022 Capital Projects Update

Historic Courthouse Windows

- *The committee approved an agreement with Pat McCann, Inc for (4) new windows. McCann's savings by procuring these windows from Parrett Window instead of Adams Millwork is \$10,500. Parrett's lead time is 13-15 weeks. We expect these units to be delivered and ready for installation around mid-late September.*
- *McCann's cost to replace the final (3) historic windows located on the lower level of the Historic Courthouse is \$6,300. For purposes of the bond, McCann requested a revised purchase agreement.*

Installation of (2) plaques with new County logo at the County Office Building

- *The sign permit was approved by the United City of Yorkville on May 9, 2022.*
- *Final art work approval was given on May 17, 2022.*
- *There is a 40-50 business day lead time to produce cast aluminum plaques. Ours are estimated to be completed for installation by the end of July.*

Courthouse Partial Roof Replacement Schedule

- *Delays in material deliveries has caused Garland to move the start of this scope of work until late August since their installer, DCG Roofing Solutions, is booked with school projects until then.*

C. Discussion re: Natural Gas Generator at County Office Building

- *Current Diesel Generator is 250kW.*
- *Buckeye Power Supply specified and priced a Kohler KG 200 (200kW) and corresponding automatic transfer switch: \$84,800 (equipment only).*
- *This week, Buckeye Power Supply is bringing a sub-contractor to the County Office Building to review the scope of work to remove the old and install the new generator.*

D. Tracing of Circuits to the County Office Building UPS

- *Correct Electric traced all of the circuits that are currently on the County Office Building UPS. They found none of the Board Room A/V equipment or the mail machine to be connected.*
- *The current circuit box and 19-year old UPS are getting full.*
- *Steiner Electric specified and quoted a similar sized Eaton UPS System: \$15,000 (equipment only).*
- *With the County Office Building part of the facility needs assessment, the recommendation is to delay replacing any equipment, at this time.*
- *However, the plan is to add as many of the Board Room A/V circuits as possible (along with the mail machine that has already been added) to the existing circuit box and UPS.*

E. Dewberry CAD Files Agreement Discussion

- *Following the State's Attorney's mark up of their standard CAD file transfer agreement, Dewberry executed the document. Upon the County's execution, I will obtain the files listed in Exhibit A. Per the agreement, before the County can share the project files with Cordogan Clark or any other party, that party must first enter into a separate file agreement with Dewberry.*

F. AED Training:

- *The County purchased (9) Zoll AED plus units that match those used by the Sheriff's Office and EMA. Human Resources has posted a training video for the staff to review. I am working with Levi Gotte, Chief Deputy Corner to develop a training session along with possible dates/times for County staff interested in learning more about these units and CPR. We are coordinating the use of the Sheriff's training "dummies" so that attendees get a good feel for how to apply the AED probes and to administer CPR.*

G. RFP for Topographic Survey

- *Pursuant the Committee's direction, I revisited the scope of work related to the Topographic Survey with Cordogan Clark who has requested this information for their use in providing construction estimates.*
- *Cordogan Clark understood that the areas to be surveyed should not include parcels that may not be built on, at this time or include the Public Safety Center where we have drawings from past projects they can review. In addition, scope of work within the survey requirements was reduced so it does not include "boundary surveys".*
- *Todd Surveying, whom we have a prior professional services relationship with, provided a revised proposal for \$10,140 and will need approximately 45-60 business days to complete the field and drawing work.*

H. Update on Hiring of New Facilities Director

6. NEW BUSINESS/PROJECTS

A. Chair Report

B. Historic Courthouse Projects: HVAC, Ceiling Repairs and Roof Replacement

- *At our last meeting we discussed a few of the painting projects at the Historic Courthouse. One of them was to repair and repaint the ceiling of the courtroom.*

- *After investigation of the damage, cause of the damage and repainting costs of the ceiling (one bid is \$79,700), two additional projects are recommended to happen prior to any ceiling repairs: 1) Replace and move the current HVAC equipment that is located in the attic of the Historic Courthouse to the lower flat side roofs and 2) replace the rubber membrane on these roofs prior to installing the new equipment.*
- *Following recent leaking in the Historic Courthouse meeting rooms, we've had numerous patches installed on the lower flat side roof above these areas.*
- *The HVAC replacement/move, ceiling repairs and flat roof membrane replacement will be priced out and included in our 2023 capital project requests.*

C. *Vending Machines at Health & Human Service Building, County Office Building and Courthouse.*

- *As previously reported, Park Vending has decided to remove their (7) vending machines from County buildings (3 at the Courthouse, 2 at the County Office Building and 2 at the Health & Human Services building due to poor sales.*
- *We've been able to delay Park Vending from picking up their units while we try to find a replacement company. They are currently scheduled to be pulled on Wednesday, June 8. I am trying to delay this until Friday, June 10 so Jury week can be avoided at the Courthouse.*
- *Vendsmart currently provides the vending machine in the break area of the Public Safety Center. We are working with the local owner, Lyndsey Wolfsmith, to provide one combo food/beverage vending machine at the Courthouse, County Office Building and Health & Human Services buildings. I hope to have these installed by the beginning of July.*

D. *Facilities Maintenance & Coroner Building HVAC System*

- *The furnace/air conditioning at the Facilities/Coroner Building are original equipment and over 20 years old (we recently replaced the original water heater in-house).*
- *During May's hot spell, the air conditioning would not operate because the control board continuously popped its fuse. As a short-term fix, a Tech from Artlip was able to by-pass the control board so the AC became operable. However, this can change with heavier loads on the equipment during warmer/more humid conditions.*

- *Artlip's proposal to replace the furnace and air conditioning with more efficient equipment is approximately \$13,000.*
- *Last week, Artlip returned and was able to get the A/C working via the circuit board again after changing out some contactors.*
- *With the FM/Coroner building part of the facility needs assessment, the recommendation is to delay replacing any equipment, at this time.*

7. STAFFING/TRAINING/SAFETY UPDATES

- *This fall, Trane is offering training courses that provide an overview of their Tracer SC web-enabled service and monitoring tool for multiple building facilities. This training is offered to service maintenance customers and new purchase owners. Our (2) Maintenance Technicians and I plan to attend this training.*

8. EXECUTIVE SESSION

9. OTHER BUSINESS

- *The next Facilities Management Committee is scheduled for Monday, July 4, 2022. A decision is needed to reschedule or cancel July's meeting.*

10. PUBLIC COMMENT

11. QUESTIONS FROM THE MEDIA

12. ADJOURNMENT

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
Meeting Minutes for Monday, May 2, 2022**

Call to Order – Committee Chair Brian DeBolt called the Facilities Management Committee to order at 4:00p.m

Roll Call

Attendee	Status	Arrived	Left Meeting
DeBolt, Brian	Here		
Gilmour, Judy	Here		
Gryder, Scott		4:02p.m.	
Kellogg, Matt	Yes		
Koukol, Dan	Here		

Others Present – Scott Koeppel, Dan Polvere

Approval of Agenda - Member Gilmour made a motion to approve the agenda, second by Member Koukol. **With four members present voting aye, the motion carried by a vote of 4-0.**

Member Gryder entered the meeting at 4:03p.m.

Approval of April 4, 2022 Meeting Minutes – Member Gilmour made a motion to approve the April 4, 2022 meeting minutes, second by Member Kellogg. **With five members present voting aye, the motion carried by a vote of 5-0.**

Public Comment - None

Old Business/Project Updates

A. Public Safety Center MZU-5 VAV Conversion – Dan Polvere updated the committee on the MZU-VAV Conversion, and stated the installation is scheduled to begin May 4, 2022, with an estimated commission date of June 3, 2022. Polvere reported no issues with the Sheriff’s Office regarding the upcoming installation.

B. 2022 Capital Projects Update – Polvere reported that they were able to utilize the Sheriff’s Office drone in obtaining views of the exterior of the Historic Courthouse to provide to the painting contractor.

They will focus on the following capital projects:

- a. Historic Courthouse - Plastering and painting the courtroom ceiling; Painting the stairway; Painting the exterior
- b. Courthouse - roofing project (waiting for quotes)
- c. Courthouse - pavement repairs and sealcoating (waiting on quotes)
- d. Courtrooms 113 & 115 work (available in June & July)

- e. Animal Control - Exterior Kennel fencing and gate repair/replacement
- f. Health and Human Services Building - Repainting of Clinic rooms and hallway

- C. Discussion re: natural gas Generator at County Office Building** – Mr. Polvere said the goal is to get the County Office Building generator switched over to natural gas due to the increased cost of operating a gas generator. **Polvere will continue working on pricing and an agreement with the vendor.**
- D. Tracing of Circuits at County Office Building UPS** – Mr. Koeppel reported that there have been some electrical issues in the County Board room and other offices in the building. Facilities Management is working on a contract with an electrician to come in and trace the UPS lines to see where there might be a cause for the recent electrical issues. **Polvere will update the committee at the next meeting.**
- E. CDC Trailer Set-up going to Wabunsee's Plano Campus** – Facilities received an email from Mr. Omar Bordatto stating that they are no longer interested in using the Kendall County Courthouse and that the CDC was relocating their Mobile Examination Center (MEC) to the Wabunsee Community College Plano Campus due to the reduction in necessary utility connection costs on campus.
- F. Animal Control Sound Baffles Installed** – Polvere reported that 24 – 4'x 8' acoustic panel sound baffles were installed in the Kennel area and adoption room recently. Polvere stated that the panels have made a noticeable difference already.
- G. Dewberry CAD Files Agreement Discussion** – The State's Attorney's Office has completed review of the agreements, and is awaiting response from Dewberry.
- H. AED Installations** – Mr. Polvere reported that nine new AED machines in clearly marked cases with alarms, will be installed in County Office Buildings this week. Three in the County Office Building (one on each floor), one in Facilities Management Department, one in Animal Control building, and one in the Highway Department. Exact locations and video instructions will be posted for employees on the County's Safety Source web portal.

New Business/Projects

- A. Chair Report** – No report
- B. Phone Help Desk to Information, Communication & Technology Department** – Mr. Polvere reported that the County Phone Help Desk is now being handled by ICT personnel, but Facilities personnel will continue to run cable, punch down circuits, etc.
- C. RFP for TOPO Survey** – Assistant Director Polvere reported that Cordogan, Clark & Associates has issued a Request for Quotes, and the Request for Bids will be released via the County's Procurement Ordinance. Polvere will investigate whether surveys/surveyors from past work can be located, and continue to update the committee.

D. Update on Hiring of New Facilities Director – Mr. Koepfel reported the position has been posted on several job sites, as well as the County webpage. The deadline will continue through May 30, 2022, and the first set of interviews will be conducted by Mr. Koepfel shortly thereafter. Second interviews will be conducted by Mr. Koepfel, Committee Chair DeBolt and Deputy County Administrator Caldwell. The salary range will be \$100,000 to \$115,000 based on experience, knowledge and skill set.

Staffing/Training/Safety Updates

A. Reinstitute Weekly Staff Meetings - Mr. Polvere reported that he is reinstating the weekly staff meetings to take place each Tuesday at 8:30a.m. Staff will review the scope of work and schedules for both short and long term projects.

B. AED/CPR Staff Training – Mr. Polvere stated that all Facilities Management staff and any other interested employees, will be invited to AED/CPR training sessions taught by Chief Deputy Coroner Levi Gotte in the next few weeks. More information to follow at the next meeting. **The committee asked Mr. Polvere to invite Mr. Gotte to the June meeting to train committee members on the use of the AED.**

C. Safety Source Video-On-Demand Training Library – Mr. Polvere reported that numerous video training options including OSHA Compliance, Emergency Preparedness and Personal Protection are available to employees via the Training Library.

Items for the May 3, 2022 County Board Meeting - None

Items for the May 12, 2022 Committee of the Whole Meeting - None

Public Comment – None

Executive Session – Not needed

Adjournment – Member Kellogg made a motion to adjourn the Facilities Committee meeting, Member Gryder seconded the motion. **With five members present voting aye, the meeting was adjourned at 4:37p.m. by a vote of 5-0.**

Respectfully submitted,

Valarie McClain
Administrative Assistant and Recording Clerk

Todd Surveying

759 John Street; Suite D; Yorkville, IL 60560

email: info@toddsurvey.com <https://www.toddsurvey.com>

Tel. 630-892-1309 Fax. 630-892-5544

June 27th, 2022

Scope of Work to provide office/drafting and field professional land surveying services for the following:

Prepare a Topographic Survey of John Street Campus adjacent to the Solar Panel Field-Yorkville (\$4,060.00) and Fox Street Campus adjacent to 111 Fox Street-Yorkville (\$6,080.00), per Scope of Work provided on May 20, 2022, and graphical depictions from Dan Polvere-Assistant Director/Project Manager Facilities Management, to include:

- 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 Kendall 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)
- 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

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Client to provide Todd Surveying:

- 1) Complete access to the buildings to retrieve the finished floor elevations, and ingress & egress of all doorways/overhead doors.
- 2) Record water/sanitary/storm utility maps from the City or County or as located by JULIE
- 3) Common names of the trees 4" in diameter or greater.
- 4) JULIE Utility Locating Services.

Additional Notes:

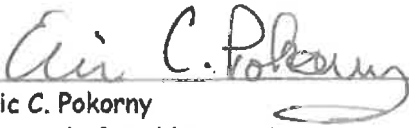
- 1) Both properties are to be 100% JULIE'd prior to starting the field work.
- 2) Field work to be completed in approximately 30-45 business days unless there are weather related issues.
- 3) Once the field work is completed, the Topographic Surveys to be completed within 15 business days.
- 4) Additional site visits or work out of the Scope of Work, per client's request, will be based on a Time and Material basis.

Signature of Authorized Agent

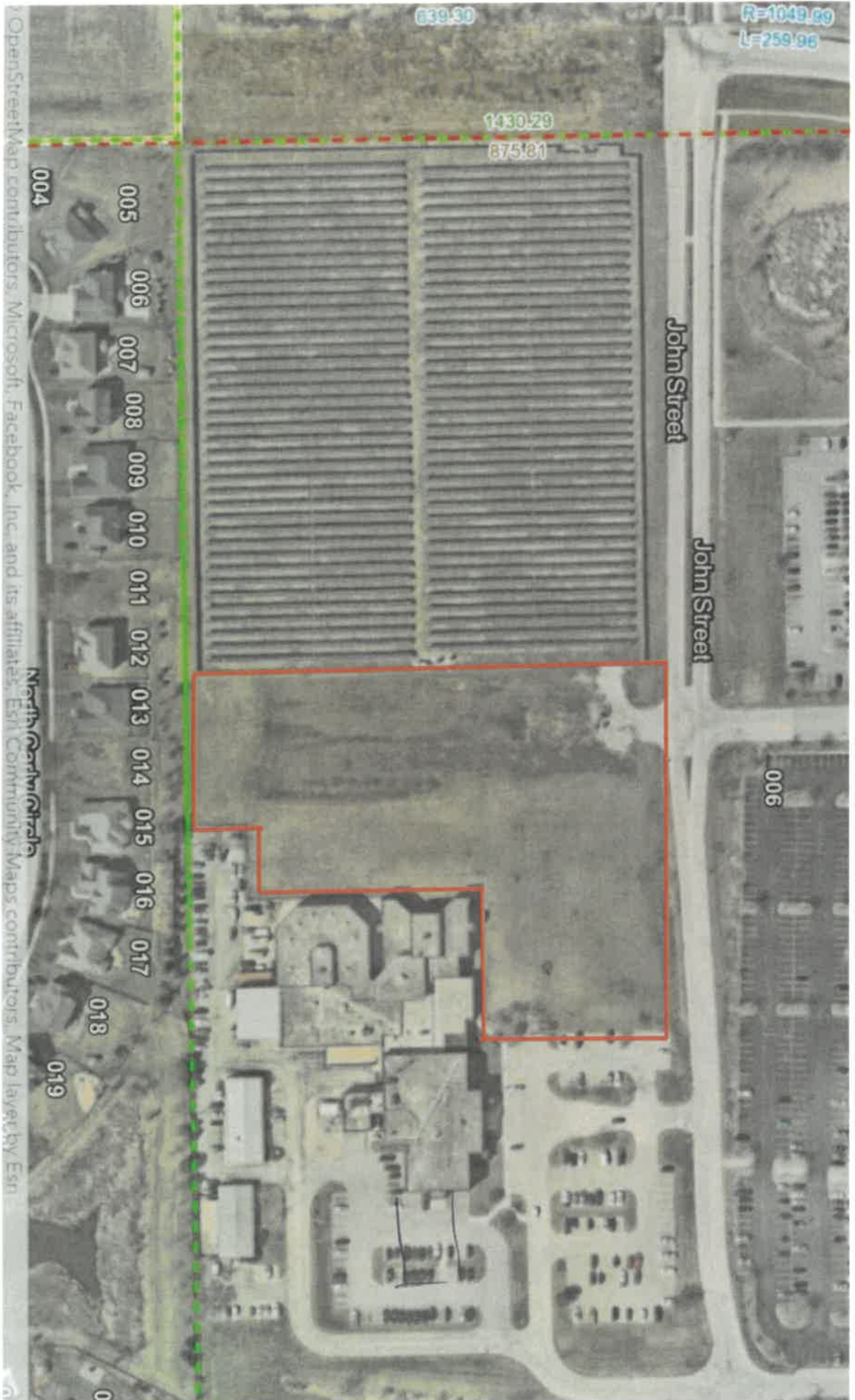
Printed name of Authorized Agent

Date

Sincerely,


Eric C. Pokorny
Principal of Todd Surveying
Professional Land Surveyor No. 3818

5.27.22
Date





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