

**Facilities Management  
Committee Meeting  
11/6/19 at 4:00 PM  
\*\*\*111 W. Fox Street \*\*\*  
\*\*\* Room 209 & 210 \*\*\***

**- - - Agenda Topics - - -**

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the October 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects - Updates

- 1) Vending Machine Changes at County Office Building & Courthouse
  - a. Update - Proposed Contract for Vending Services-Illinois Department of Human Services
- 2) Courthouse Roof Replacement Project
- 3) Animal Control Projects
- 4) Historic Courthouse Window Replacement – 2019
- 5) Sally Port Elevator Controls Project
- 6) Courthouse Atrium UV Protection Project
- 7) Public Safety Center - Jail Duct Cleaning
- 8) KCFM Truck Disposals

New Business/Projects

- 1) Chair Report
  - a. Solar Project Update
  - b. Dewberry Proposal for County Office Building Projects
  - c. Approve 1 year extension of the existing lease for the Kane County Workforce Development Program offices #221, 223 & 225 at the Health & Humans Services facility.
  - d. Approve 1 year extension of the existing lease for the CASA Kendall County office #228 at the Health & Humans Services facility.
  - e. Approve Mutual Ground lease for review by Mutual Ground, for New Space at the Courthouse.
  - f. Mutual Ground Memorandum of Understanding Review for new lease.
  - g. Forest Preserve Lease
- 2) Public Safety Center:
  - a. Phone Paging Issue
  - b. New Phone Installation
  - c. Attendance Line Setup
- 3) Public Safety Center Boiler Cleaning
- 4) Carpet Replacement Projects at the Courthouse
- 5) Historic Courthouse Fire Alarm System Troubleshooting
- 6) KenCom Network Clock Cable Run
- 7) KCFM Staff leave

Staffing/Training/Safety

- 1) Reportable labor hours

Other Items

- 1) CMMS Charts
  - a. Reported vs. Completed, b. Work orders reported by building current month.
  - c. Work orders by work type current month.

Executive Session

Other Business

Public Comment

Questions from the Press

Adjournment

***Facilities Committee Agenda***  
***November 6, 2019***

**CALL TO ORDER**

- 1) **Roll Call**
- 2) **Determination of a Quorum**
- 3) **Approval of the October 2019 meeting minutes.**
- 4) **Approval of Agenda**
- 5) **Public Comment**

**OLD BUSINESS/PROJECTS**

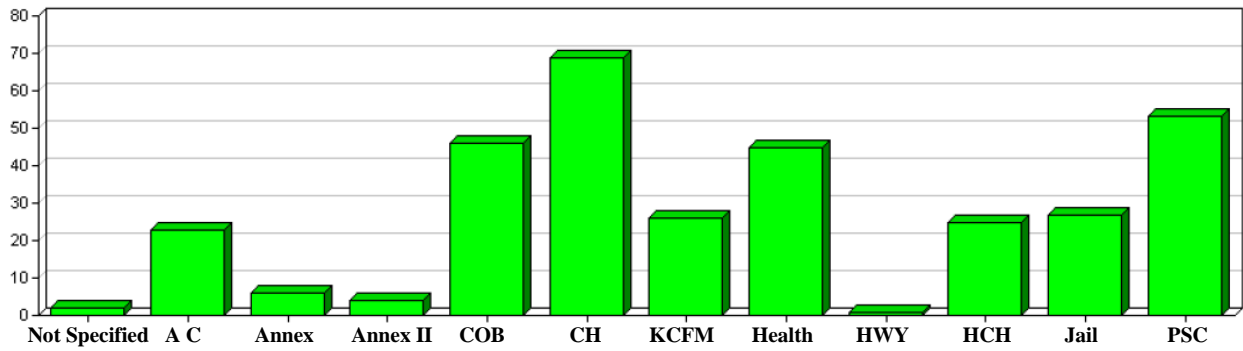
- 1) **Vending Machine Changes at County Office Building & Courthouse**
  - a) Director Smiley notified program Director Raven Pulliam at IDHS, that Kendall County is not pursuing this change due to their lack of accepting the proposed changes to the contract.
    - **Item complete.**
- 2) **Courthouse Roof Replacement Project**
  - The roof replacement has been completed.
  - Metal flashings were reinstalled.
  - Lightning protection was installed Friday, November 1, 2019.
  - All that remains is the roof inspection by the manufacturer.
- 3) **Animal Control Projects**
  - Director Smiley has received prices for the following:
    - a. Demolition of the ceilings, masonry walls at the main entrance and raised floor area in the new Directors office.
    - b. Windows and doors utilizing hollow metal frames and thermos pane windows.
  - Mr. Smiley has also sent specifications to a local window supplier to provide prices for the window frames to be made from extruded aluminum as shown on the drawings the AE put together. Jim is still waiting for prices on this type of window frame and glass.
- 4) **Historic Courthouse Window Replacement – 2019**
  - Window installations started on October 23, 2019.
  - All three windows were installed by the end of that week. However, the masonry had to be removed above one of the windows in order to get the frame installed.
  - The installation vendor is arranging to have a mason reinstall the masonry. So, the window has temporarily been covered in order to make it weather tight.
- 5) **Sally Port Elevator Controls Project**
  - The controller was due to be delivered to the vendor October 31, 2019.
  - Projected installation is for the work to begin this week. The project is expected to be completed within the month.
- 6) **Courthouse Atrium UV Protection Project**
  - The window film was installed on all outside facing windows in the main lobby.
  - KCFM staff also replaced all the compact fluorescent lamps in the hanging light fixtures in the main lobby. A total of 72 LED bulbs were installed.
  - **Project complete.**
- 7) **Public Safety Center - Jail Duct Cleaning**
  - HVAC ducts in the C, D & E cell blocks were mechanically agitated and vacuumed out to remove various debris stuck into the vents.
  - **Project complete.**
- 8) **KCFM Truck Disposals**
  - Director Smiley has not had to work on this project as of this meeting. Jim plans to get this arranged before the end of the year.

## **NEW BUSINESS/PROJECTS**

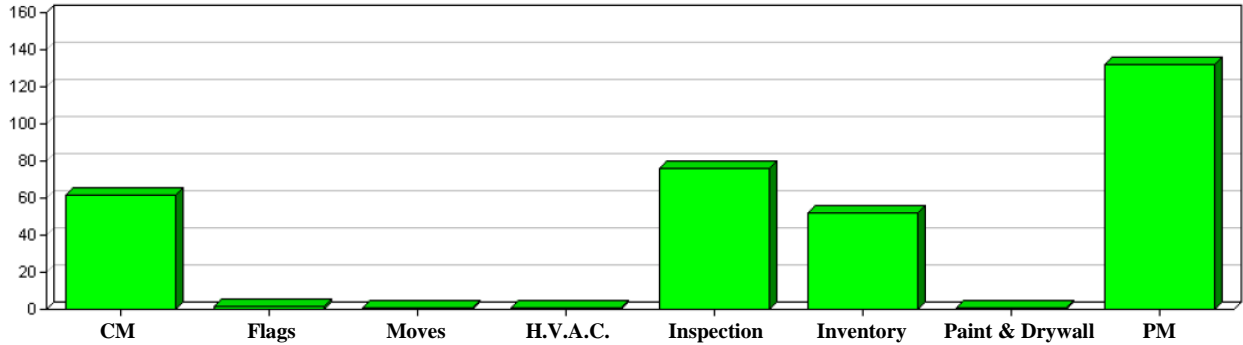
- 1) **Chair Report**
  - a. **Solar Project Update**
  - b. **County Office Building Projects**
    - i. **Dewberry Proposal for County Office Building Projects**
  - c. **Approve 1 year extension of the existing lease for the Kane County Workforce Development Program offices #221, 223 & 225 at the Health & Humans Services facility.**
  - d. **Approve 1 year extension of the existing lease for the CASA Kendall County office #228 at the Health & Humans Services facility.**
  - e. **Approve Mutual Ground lease for review by Mutual Ground, for New Space at the Courthouse.**
  - f. **Mutual Ground Memorandum of Understanding Review for new lease.**
  - g. **Forest Preserve Lease**
- 2) **Public Safety Center:**
  - a. **Phone Paging Issue**
    - i. The problem was found to be a defective analog port on the phone system. An available analog port was programmed to replace the defective port.
    - ii. Tested ok.
    - iii. **Project complete.**
  - b. **New Phone Installation**
    - i. The Sheriff's office requested a new phone extension be setup for a new Sgt. in the medical area of the jail. The Sheriff's office paid for this work to be completed.
    - ii. **Project complete.**
  - c. **Attendance Line Setup**
    - i. The Sheriff's office requested to have this number setup to distribute call offs to work so the messages could be automatically emailed to various individuals.
    - ii. Director Smiley programmed the Direct Inward Dial number to automatically forward to a mailbox. Technology services setup a distribution email address which Mr. Smiley added to the mailbox for the messages to automatically forward the messages to. Tested ok.
    - iii. **Project complete.**
- 3) **Public Safety Center Boiler Cleaning**
  - Two boilers in the South addition of the jail were not running properly and the heat exchangers had nearly plugged up from soot.
  - A vendor dismantled the boiler and brushed out the soot from the heat exchanger. New gaskets were installed. The boilers were restarted and adjusted to fire properly at the low fire position which was found to be out of adjustment.
  - Both boilers tested ok.
  - **Project complete.**
- 4) **Carpet Replacement Projects at the Courthouse**
  - Director Smiley has a couple of remaining capital projects remaining to replace carpeting in the anti-rooms before you go into the courtrooms.
  - Mr. Smiley has quotes for these replacements and plans to get it ordered this week.
- 5) **Historic Courthouse Fire Alarm System Troubleshooting**
  - We have been experiencing random trouble alarms with the fire alarm panel. The problem was thought to be a ground fault.
  - However the fire panel was actually found to be losing power to the outputs randomly.
  - So a replacement panel will need to be installed. Director Smiley is waiting for pricing on the replacement panel.
  - The current panel is still working for fire alarm conditions.



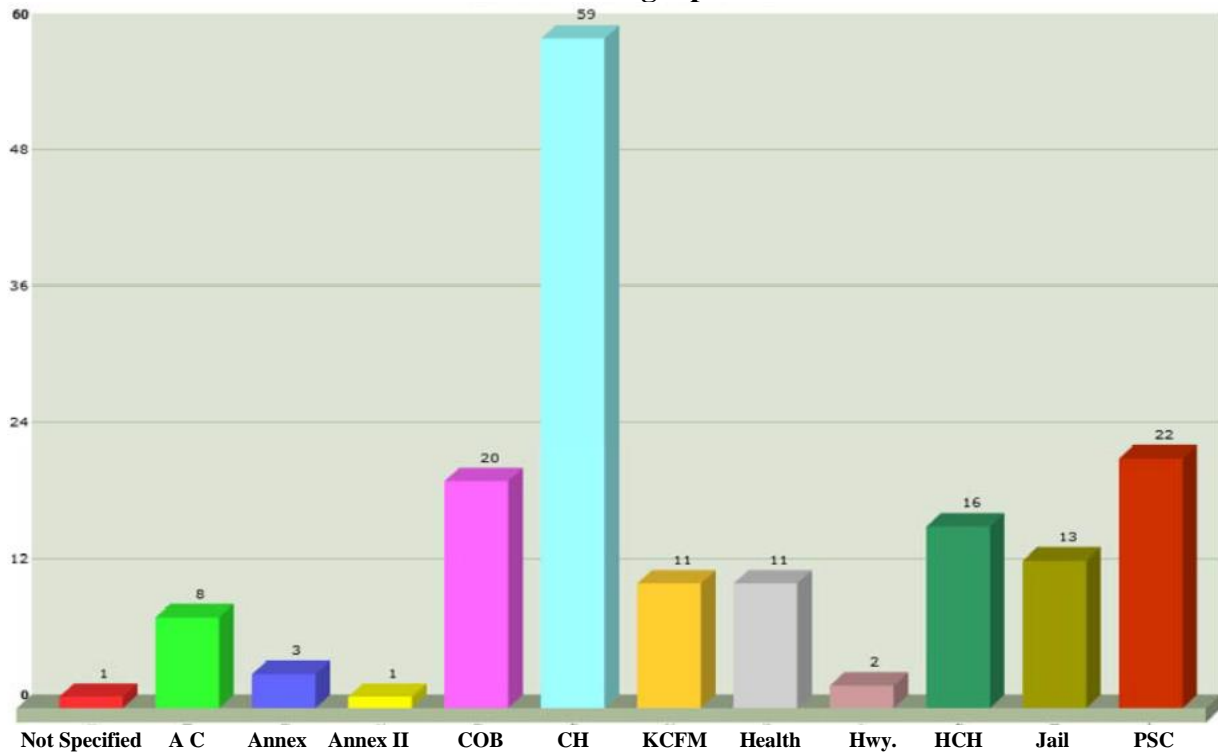
**Reported Work Orders by Location October 2019**



**Reported Work Orders by Task October 2019**



**Work Orders Remaining Open October 2019**



Executive Session

**OTHER BUSINESS**

**CITIZENS TO BE HEARD**

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on December 2, 2019. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
WEDNESDAY, OCTOBER 9, 2019**

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

**Roll Call:** Members Present: Amy Cesich, Matt Kellogg, Tony Giles  
Members Absent: Judy Gilmour, Audra Hendrix

**With enough members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley

**Approve the September 5, 2019 Facilities Committee Meeting Minutes** – There were no changes to the September 5, 2019 minutes; Member Giles made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

**Approval of Agenda** – Member Cesich made a motion to approve the agenda. Member Giles second the motion. **All Aye. Motion approved.**

**Public Comment** – None

**Old Business/Projects**

1. *Vending Machine Changes at County Office building & Courthouse* – Director Smiley informed the Committee that he had finally spoke with the program Director Raven Pulliam at IDHS. Mr. Pulliam stated the State of Illinois’ attorneys will not look at the contract with all the changes Kendall County is recommending. Kendall County State’s Attorney Office (SAO) stated that their office gives their best suggestions and the Committee can decide what they want from the suggested changes by the SAO. The Census of the Committee is to stay with current vendor, since IDHS’s attorney will not review the document with the suggested changes.
2. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley stated the base project and the additional change order retrofit work on the MZU #3 is complete. Jim stated that Trane has offered an additional change order in the amount of \$15,240.00 for under cabinet unit heaters at the entrances to the facility at both the office and jail areas. Mr. Smiley informed the Committee that adding the change order will still bring the project under budget by \$62,689.00. Chair Kellogg stated this will not need to be approved by the full board as the County Board approved a total budget of \$769,019.00. Motion passed Motion by Member Cesich to approve the Trane change order in the amount of \$15,240.00. Second by Member Giles. **All members present voting aye, Motion Carried.**
3. *Courthouse Roof Replacement Project* – Director Smiley informed the Committee the background screens are completed. Mr. Smiley also stated the stones were removed off the roof, and as soon as we get the schedule, replacement work can begin. Director Smiley reminded the Committee the contract calls for the project to be completed no later than October 31, 2019.
4. *Animal Control Projects Update* – Director Smiley stated the bids came in extremely higher than expected. Mr. Smiley brought the bids to the last Animal Control meeting and was directed to speak to the architect and State’s Attorney Office (SAO) to see if we can do any of the work with the low bidder or of we can bid desired items out individually as Jim does for other county projects. The SAO recommended an addendum be put out if only a portion of the work is to be

done and is expected to be more than the state bid threshold. Kendall County could also do any of the projects individually as Mr. Smiley does for other county work, again as long as the work is under the state bid threshold. Member Cesich said the Animal Control Committee (ACC) would still like to add the windows this year and build up their capital fund to have the HVAC projects done in 2020. Director Smiley said he has started to get prices from vendors Kendall County uses for the window work and will bring the results back to the ACC.

5. *Historic Courthouse Window Replacement - 2019* – Director Smiley informed the Committee the installations are scheduled for the week of the October 14, 2019.
6. *Sally Port Elevator Controls Project* – Director Smiley stated Advanced Elevator came out and reviewed the installation. The new controls need to meet current codes, so a relay needed to be installed. The relay will indicate via a “Red Hat” light on the wall controls to the fire department that the fire is in the elevator shaft or control room. This relay work was completed on October 8, 2019. Advanced Elevator projects the project will be completed by the County year end in November.
7. *2019 Parking Lots Projects* – Director Smiley stated the parking lot work was completed the week of September 9, 2019. Mr. Smiley also stated the striping and lettering of the stalls were completed on Sunday, September 16, 2019. **Project Complete.**
8. *Health Department Carpet Replacement* – Director Smiley informed the Committee the balance of the carpet in the conference room was installed on September 16, 2019. **Project Complete.**
9. *Courthouse Atrium UV Protection Project* – Director Smiley stated the UV film installation started today and expects the project to be complete by Friday. Jim also stated that while the lift is in the atrium KCFM staff is replacing light bulbs to LED’s.
10. *KenCom Phone System Rack Power Needs* – Director Smiley stated KCFM staff installed outlets above the new rack that were needed. **Project Complete.**
11. *Public Safety Center – Jail Duct Cleaning* - Director Smiley stated the duct cleaning has started today and is expected to be completed by tomorrow October 10, 2019.

### **New Business/Projects**

1. *Chair’s Report*
  - a. *Solar Project Update* – Chair Kellogg stated they are in discussions with the Yorkville Mayor and Chris Childress from Progressive Energy about the fence and landscaping. It was recommended GRNE apply for a new special use permit for the desired fence and landscape changes. Mr. Childress said GRNE plans to move forward with re-applying for another special use permit. The project is still estimated to be completed in April 2020.
  - b. *County Office Building Projects* – Chair Kellogg stated the Animal Control bid was a difficult process to get through so Mr. Smiley has been directed to have Dewberry Architects look into this project again since Dewberry has “in-house” engineers to work on the design of the electronics. Chair Kellogg also stated to save costs they may not move floors and just add the card access system, and update the existing board room.
2. *Mutual Ground Move at the Courthouse* – Director Smiley stated Presiding Judge Pilmer approved Mutual Ground to move into the former Civil Process space. Mr. Smiley provided drawings to State’s Attorney Weiss for a new lease. Once the lease is drafted it will be brought the Committee for approval to move to the County Board. **Project Complete at this time.**
3. *ComEd Public Sector Energy Efficiency Grant Workshop* – Director Smiley attended a workshop for obtaining grants in Morris. Director Smiley thinks there is possibly money available for upcoming projects. **Item Complete.**
4. *Annual Systems Chemical Testing – Boilers & Chillers* – Director Smiley stated the annual testing of the boiler and chiller systems were completed. Chemical concentrations for all chillers were ok but the boilers will need additional chemicals. The chemicals have been ordered and will be installed once received. **Project Complete.**

5. *KCFM Truck Disposals* – Director Smiley inquired from the Committee how to dispose two trucks, one KCFM received from PBZ and the truck that was replaced with a new one this year. The Committee directed Mr. Smiley to see if the vehicles can be auctioned off through sheriff's office.
6. *MSDS Software* – Chair Kellogg suggested this software could be purchased as an additional 2019 capital item. However, County Administrator Koeppel said he would rather purchase it on one of the KCFM operation line items instead, even if that line item was over budget for 2019. So, director Smiley will see what line can be used for this purchase.

### **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

### **Questions from the Media** – None

**Executive Session** – Member Cesich 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, second by Member Giles.

Roll Call Vote: Members Present: Matt Kellogg, Judy Gilmour, Amy Cesich, Tony Giles **With all members in attendance voting aye, the committee entered into Executive Session at 4:46 p.m.**

Others Present: Jim Smiley, Director of Facilities, Christina Wald.

Member Cesich made a motion to return to Open Session, second by Member Giles. **With all members present voting aye, the committee returned to Open Session at 4:49 p.m.** The Committee decided to release the following executive session minutes to the County Board for approval to release: April 1, 2019. The Committee decided to keep the Executive session minutes of October 5, 2015 sealed at this time.

**Adjournment** – Chair Kellogg asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 4:51 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant