

**Facilities Management
Committee Meeting
12/2/19 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 November 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) Courthouse Roof Replacement Project
- 2) Animal Control Projects
- 3) Historic Courthouse Window Replacement – 2019
- 4) Sally Port Elevator Controls Project
- 5) Carpet Replacement Projects at the Courthouse
- 6) KenCom Network Clock Cable Run

New Business/Projects

- 1) Chair Report
 - a. Solar Project Update
 - b. Dewberry Proposal for County Office Building Projects
 - c. Forest Preserve Lease
- 2) Courthouse Safety Meeting
- 3) Teamsters Contract Meetings
- 4) Baby Changing Station Installations
- 5) Sign project for new Illinois Statute for Single Use Bathrooms
- 6) Public Safety Center Workstation Replacements
- 7) Public Safety Center Door Release Buttons
- 8) 2020 Carrier Services Invitation to Bid
 - a. Approve State's Attorney's Office Review
- 9) Animal Control H.V.A.C Systems Invitation to Bid
- 10) Courthouse BCU Replacement Utilizing the U.S. Communities Contract
 - a. Approve State's Attorney's Office Review

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

December 2, 2019

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Courthouse Roof Replacement Project**
 - The roof inspection by the manufacturer for warranty was completed on November 26, 2019. A report will be generated from the inspection.
 - Then required changes needed will be addressed.
 - The manufacturer's representative said the changes can be done in cold weather conditions. So, the vendor hopes to complete the repairs before the end of the year.
- 2) **Animal Control Projects**
 - Director Smiley provided an update to the Animal Control committee on November 27, 2019.
 - Highlights include:
 - a. Plan to order window frames and glass soon. These are longer lead items and the masonry contractor would like to have the frames onsite before the window openings are cut in. This will insure the openings are the correct size for the frames.
 - b. The Masonry vendor is updating his quote to include demo of the lobby walls and the curb in the future Directors office. Jim thinks we will be able to save money by the mason doing this work instead of a demolition company. This vendor also plans to get some brick onsite to keep inside the garage to keep it warm enough for installation after the New Year.
 - c. Director Smiley plans to have KCFM staff construct temporary barriers once we start construction to be used to hold heat in for the masonry to harden.
 - d. Jim is meeting with an Epoxy paint vendor he has used for other projects this Friday.
 - e. Pricing still needed for electrical work. Mr. Smiley will be working on this before the end of the year.
- 3) **Historic Courthouse Window Replacement – 2019**
 - Masonry was reinstalled the week of November 18, 2019.
 - The window installation vendor plans to be onsite in the next two weeks to finish the trim on the inside and outside of the window.
- 4) **Sally Port Elevator Controls Project**
 - Additional materials were found to still be in the process of being manufactured. This delayed getting the project started.
 - So, the project is planned to start on Tues. December 3, 2019 now.
 - The project is still planned to be completed by the end of the year.
- 5) **Carpet Replacement Projects at the Courthouse**
 - The carpet was ordered and down payments were made since this was a 2019 project. Final checks were also processed and KCFM will hold these checks until the projects are completed.
- 6) **KenCom Network Clock Cable Run**
 - A work order has been written up for KCFM staff to run this cable this month.
 - Director Smiley verified with KenCom Director Bergeron this is to sync all of their systems to be on the same time mechanism.

NEW BUSINESS/PROJECTS

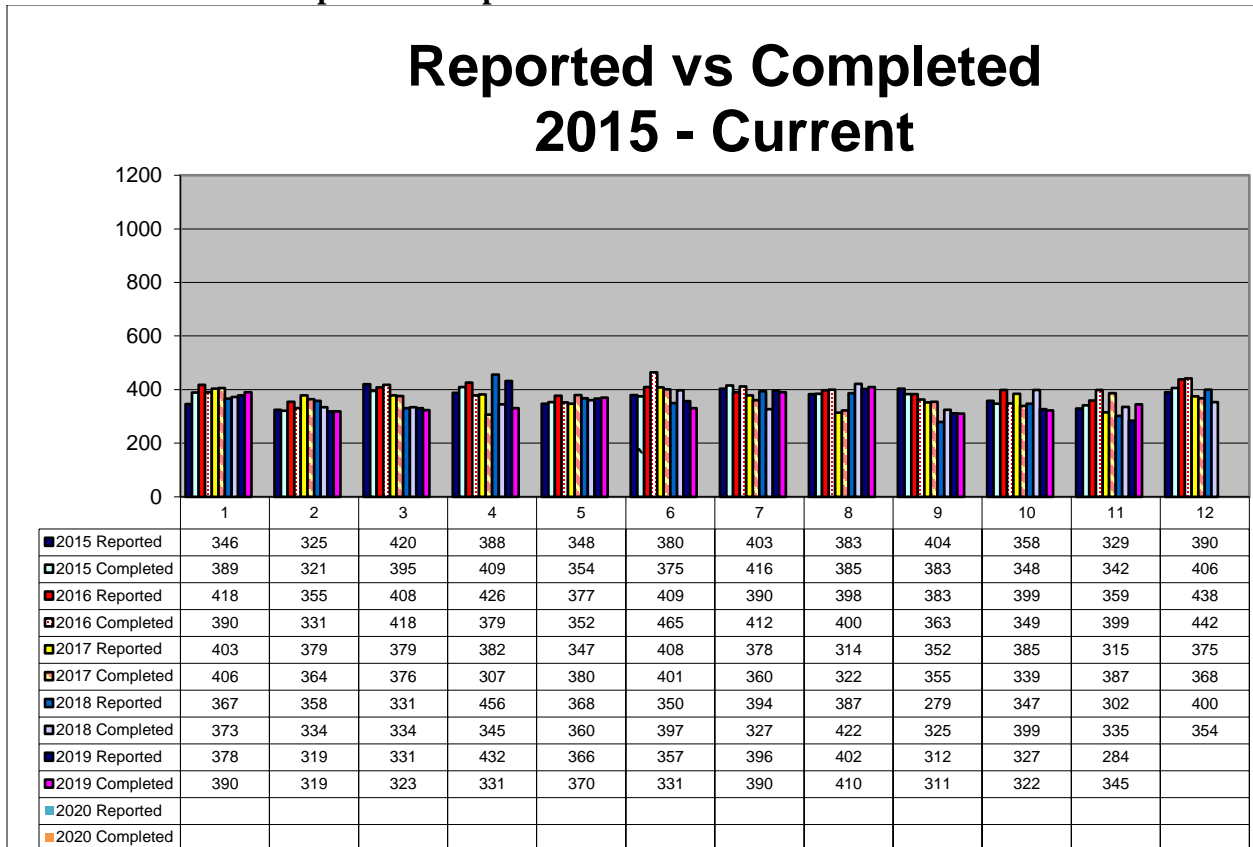
- 1) **Chair Report**
 - a. **Solar Project Update**
 - b. **Dewberry Proposal for County Office Building Projects**
 - c. **Forest Preserve Lease**
- 2) **Courthouse Safety Meeting**
 - Meeting was held on Nov. 6, 2019.
 - Discussed having additional Alice (Shooter in the Building) training classes and how to update new hires in between annual training sessions.
 - Director Smiley said he has ordered the room number labels for the outside windows as discussed at the last Courthouse safety meeting. Mr. Smiley also said the labels for the interior office will be done with label materials and the machine that KCFM has.
 - Next meeting scheduled for February 5, 2020.
 - **Item complete.**
- 3) **Teamsters Contract Meetings**
 - Director Smiley has attended two meetings so far.
 - Two more meetings are scheduled for December if needed.
- 4) **Baby Changing Station Installations**
 - The units were received last week.
 - Installations will be done in the next few weeks to be completed by the end of the year as required by the new State of Illinois statute.
 - Signs are also part of the new statute to identify the bathroom as having a Baby Changing station inside.
- 5) **Sign project for new Illinois Statute for Single Use Bathrooms**
 - Director Smiley took pictures of the signs in each facility needing to be changed.
 - Mr. Smiley sent these along with descriptions of what are needed to the sign company to get a quote and then into production.
 - Once the signs are designed the sign vendor will make temporary signs to place over the current gender identified bathrooms to make them non-gender as required by the new Illinois statute.
- 6) **Public Safety Center Workstation Replacements**
 - Montgomery Police Chief Smith donated three workstations from their old dispatching operation to the Sheriff's office.
 - KCFM staff has removed one station and reassembled it in the COPS area of the Sheriff's office. The other two have been disassembled and will be brought back to the Sheriff's office and reassembled in the next few weeks.
- 7) **Public Safety Center Door Release Buttons**
 - Several doors used to have the ability to be remotely opened in the Administrative areas of the Sheriff's office.
 - KCFM staff is reconnecting buttons to allow this to be reactivated.
 - Director Smiley hopes to have this project completed by the end of the year.
- 8) **2020 Carrier Services Invitation to Bid**
 - a. **Approve State's Attorney's Office Review**
- 9) **Animal Control H.V.A.C Systems Invitation to Bid**
 - Director Smiley is planning to reuse the Invitation to Bid from the entire project recently bid and change the scope to be only for the HVAC systems.
 - The Animal Control committee approved going forward with this to get it on the street.
 - Results will be brought back to the Animal Control committee or Facilities Management Committee depending on how the dates fall in order to get it to the full county board for approval.
- 10) **Courthouse BCU Replacement Utilizing the U.S. Communities Contract**
 - a. **Approve State's Attorney's Office Review**

November 2019

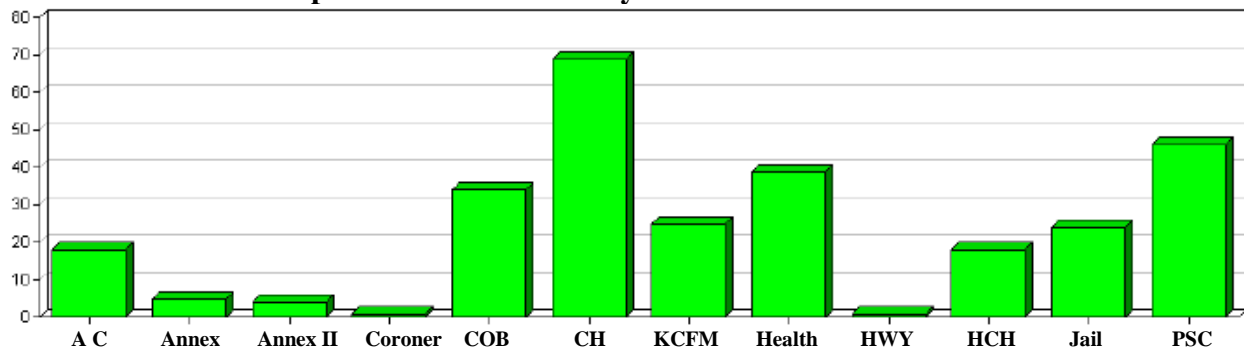
Staffing/Training/Safety:

DESCRIPTION	Nov-19	Oct-19	Sep-19
Possible Work Hours (6 employees @ 8 hrs)	864.00	1,056.00	960.00
Paid/Unpaid Leave	128.00	144.00	116.00
Holiday	144.00	48.00	48.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
Regular Productive Hours	592.00	864.00	796.00
Overtime Worked	17.75	16.25	14.75
Total Productive Hours	609.75	880.25	810.75

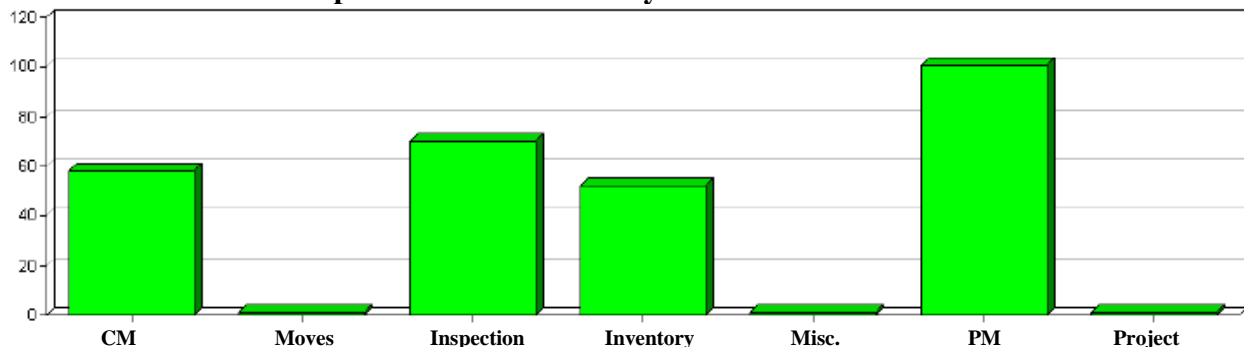
Reported/Completed Work Orders November 2019



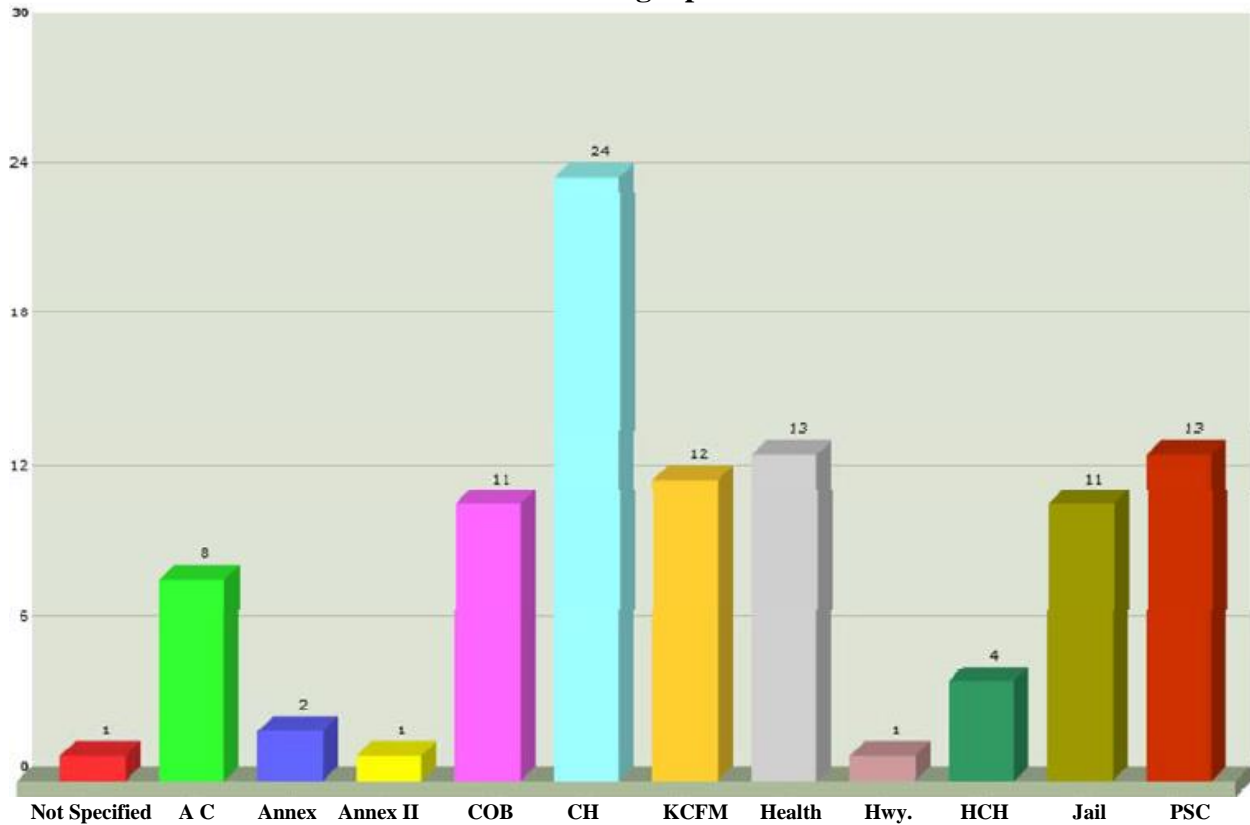
Reported Work Orders by Location November 2019



Reported Work Orders by Task November 2019



Work Orders Remaining Open November 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 January 6, 2020. 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 MONDAY, DECEMBER 2, 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, Judy Gilmour, Audra Hendrix **With enough members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koepfel

Approve the November 6, 2019 Facilities Committee Meeting Minutes – There were no changes to the November 6, 2019 minutes; Member Hendrix 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 Hendrix made a motion to approve the agenda. Member Giles second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Courthouse Roof Replacement Project* – Director Smiley stated the roof was inspected by the manufacturer representative on November 26, 2019. A report will be generated from the inspector. Mr. Smiley stated as soon as the report is issued the roofer will come out and address the items on the report. Director Smiley also met with the architect the next day. The architect created their own punch list to be done in addition to the items listed in the roof manufacturer's report. The roofing vendor plans to complete the punch list work before the end of the month.
2. *Animal Control Projects Update* – Chair Kellogg stated the Facilities Committee and the Animal Control Committee have agreed to have Director Smiley get bids on the items the Animal Committee would still like to complete. Director Smiley will get bids on this work and manage the projects as he does for other County projects. The HVAC projects will be bid as a public bid. Consensus of the committee is to have Director Smiley use the recent ITB reviewed by the SAO with the new scope for the HVAC public bid.
3. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated masonry that needed to be removed was reinstalled the week of November 18th. Mr. Smiley has calls into window vendor to schedule the interior and exterior trim work that still needs to be completed. Jim stated the 2020 budget includes the purchase of additional windows to be replaced. Since this ITB was reviewed by the State's Attorney's office earlier this year, the Consensus of the committee is to have Director Smiley use the previous ITB with the new scope and send it out to public bid for the new project.
4. *Sally Port Elevator Controls Project* – Director Smiley informed the committee there was a delay due to additional custom materials needed. Mr. Smiley stated the project is projected to start on Dec. 3, 2019 now. The vendor still plans to have the project completed by the end of the year.
5. *Carpet Replacement Projects at the Courthouse* – Director Smiley stated the carpet ordered will be installed when it comes in. Mr. Smiley stated these are for courtrooms 112 and 113.
6. *KenCom Network Clock Cable Run* – Director Smiley informed the committee a work order has been entered and staff has been informed on the details of the installation.

New Business/Projects

1. *Chair's Report*
 - a. *Solar Project Update* – Chair Kellogg informed the committee that in conversations with the City of Yorkville, we believe the fence change will be possible, we are asking to change to a wood fence instead of the more costly previously approved vinyl fence. We are also asking to use some of the existing foliage to meet the landscaping requirement instead of new materials required on the previously approved special use plan. Mr. Kellogg said this new special use application can be cancelled if this review becomes too arduous or takes too long to complete. If this is the case we would have to go forward with the original special use permit and figure out how the additional costs will be handled.
 - b. *Dewberry Proposal for County Office Building Projects* – Director Smiley received the Dewberry proposal today. Chair Kellogg will talk with Scott about bringing the proposal

to the next COW meeting for discussion if it is ready. The current plan is to upgrade the County Board room electronic systems & furniture as well as add card access to the exterior doors and interior hallways at the North & South ends of the hallways.

- c. Forest Preserve Lease – Chair Kellogg informed the committee he has been in contact with Director Guritz about leasing space in the basement of the Pickerel Estate for document storage which would offset lease costs at the Historic Courthouse. Director Guritz will supply Chair Kellogg with the square footage of the basement.
2. *Courthouse Safety Meeting* – Director Smiley informed the committee these meetings have focused on ALICE training. Mr. Smiley was asked to have room numbers installed on the outside windows of the building as well as the interior offices. Jim stated the exterior of the building has been completed. The interior offices will be done with a label maker his department has and will be installed by KCFM staff. **Item Complete.**
3. *Teamsters Contract Meetings* – Director Smiley stated talks are ongoing and another negotiation meeting is scheduled for tomorrow, Tuesday, December 3, 2019.
4. *Baby Changing Station Installations* – Director Smiley stated a State of Illinois statute has changed and now requires public buildings to make available changing stations in the men and women’s restrooms. Items were purchased and received. KCFM staff will install them this month. Signs to identify which bathrooms have these changing stations are also required by statute and they are in the process of being designed and ordered. Temporary signs will be installed until the custom permanent signs are completed.
5. Sign project for new Illinois Statute for Single Use Bathrooms – Director Smiley informed the committee another Illinois statute has changed. All single stall bathrooms need to be labeled with gender neutral signs. These signs are also in process of being ordered and temporary signs will be installed until the custom permanent signs are completed.
6. Public Safety Center Workstation Replacements – Director Smiley stated Montgomery police department donated three workstations to the Sheriff’s office. These workstations were dismantled by KCFM staff and will be reinstalled in the PSC.
7. Public Safety Center Door Release Buttons – Director Smiley stated the one door release button is complete and there are four left to install.
8. 2020 Carrier Services Invitation to Bid – Director Smiley informed the committee this is a yearly Invitation to Bid (ITB) that was reviewed earlier this year by the State’s Attorney’s Office. Consensus of the committee is to use this ITB with the new scope and to send the ITB out for public bid.
9. Animal Control H.V.A.C. Systems Invitation to Bid – Issue discussed under old business agenda # 2.
10. Courthouse BCU Replacement Utilizing the U.S. Communities Contract – Director Smiley received a quote from Trane to utilize US Communities for the panel replacements. The consensus of the committee is to have Director Smiley send the contract with Trane utilizing the US Communities cooperative quote to the State’s Attorney’s Office as we had done for the Public Safety Project earlier this year.

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 – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Cesich. **With all members present voting aye, the meeting adjourned at 4:36 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant