

**Facilities Management
Committee Meeting
1/6/20 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 December 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
- 7) Sign project for new Illinois Statute for Single Use Bathrooms
- 8) Animal Control H.V.A.C Systems Invitation to Bid
- 9) Courthouse BCU Replacement Utilizing the U.S. Communities Contract

New Business/Projects

- 1) Chair Report
 - a. Solar Project Update
 - b. Forest Preserve Lease
 - i. Available Square Footage at the Pickerill House.
- 2) Public Safety Center Workstation Replacements
- 3) Public Safety Center Door Release Buttons
- 4) 2020 Carrier Services Invitation to Bid
- 5) Approve KenCom Lease Extension Request
- 6) Trane HVAC System Software Training
- 7) Mutual Ground Lease for New Space at the Courthouse
 - a. Mutual Ground Memorandum of Understanding

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
January 6, 2020

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

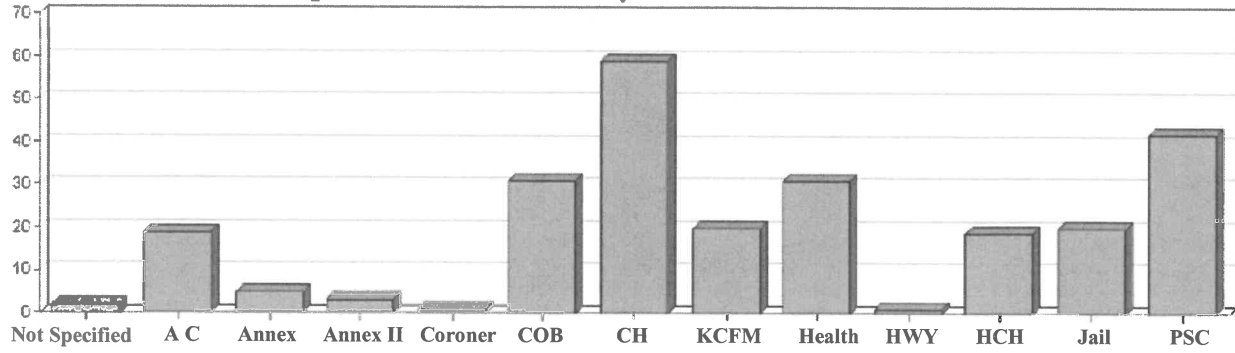
- 1) **Courthouse Roof Replacement Project**
 - The vendor made the suggested changes from the 1st inspection by the manufacturer.
 - A second manufacturer inspection was completed and additional items were noted to be corrected for the warranty.
 - All repairs suggested by the manufacturer were completed on December 30, 2019.
 - **Project complete.**
- 2) **Animal Control Projects**
 - Director Smiley ordered the window frames the week of Dec. 16, 2019. The expected delivery date is 8 weeks out.
 - Mr. Smiley met with an electrical vendor Kendall County has used on past projects. Jim expects a price for the electrical work to be done in early January 2020.
 - Jim has also signed the contract for the masonry work to be done on the projects. This work will not start until the window frames arrive in order to make sure the openings are properly sized.
- 3) **Historic Courthouse Window Replacement – 2019**
 - The window installation vendor was onsite to finish the trim on the inside and outside of the window.
 - KCFM tech still has the painting and blind resizing to complete. However the vendor has completed all of their work.
 - **Project complete.**
- 4) **Sally Port Elevator Controls Project**
 - The vendor completed work to remove the existing controls and add the new controls for the elevator.
 - The vendor now says the code requires the replacement of the main electrical disconnect switch and a separate disconnect switch to be added for the car lighting. The new main electrical disconnect has to be a shunt trip that would disconnect power from the main controls in the event of a fire in the mechanical controls or elevator control room. This will also require a new relay to be added to the fire alarm system to trip the shunt trip part of the new disconnect switch.
 - Director Smiley estimates the additional costs to be \$5-\$6,000.00.
 - Mr. Smiley discussed this with FM Chair Kellogg and Matt agreed to put the additional cost on the same line we used in 2019 for the rest of the project.
- 5) **Carpet Replacement Projects at the Courthouse**
 - Carpet samples were given to Presiding Judge Pilmer to look at to determine the color and pattern of the carpet to be installed in the courtrooms.
 - Director Smiley plans to meet with Judge Pilmer in the next couple of weeks to get the final choice made.
- 6) **KenCom Network Clock Cable Run**
 - The cable run has been completed.
 - Director Smiley has turned over final connections to KenCom and Technology Services.
 - **Project complete.**

- 7) **Sign project for new Illinois Statute for Single Use Bathrooms**
 - Signs have been ordered and expected delivery is late January to early February.
 - Temporary signs have been created and are overlaid on the existing signs.
 - Once the new signs arrive KCFM staff will install them in all facilities.
- 8) **Animal Control H.V.A.C Systems Invitation to Bid**
 - Work began using the previous ITB used for combined Animal Control projects.
 - Director Smiley started work on the Invitation to Bid for the H.V.A.C. systems part of the projects. Jim hopes to get this out for bid by mid-January.
- 9) **Courthouse BCU Replacement Utilizing the U.S. Communities Contract**
 - The Trane contract was given to the State's Attorney's office (SAO) for review on Dec. 6, 2019. Review was assigned to ASA Webb.
 - Director Smiley is waiting for the SAO review to be completed.

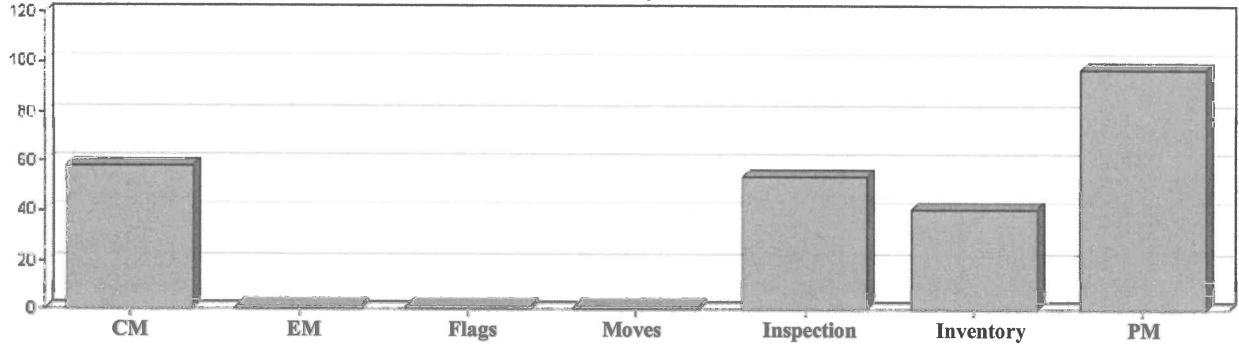
NEW BUSINESS/PROJECTS

- 1) **Chair Report**
 - a. **Solar Project Update**
 - b. **Forest Preserve Lease**
 - i. Available Square Footage at the Pickerill House.
 1. Dave Guritz provided a drawing showing there is a total of 2,192 square foot of space in the facility available for storage. Mr. Guritz said that Kendall County can utilize ½ of this space for county document storage.
 2. A Memorandum of Understanding (MOU) is being developed by the State's Attorney's Office (SAO) to show the Forest Preserve is providing similar sized space at the Pickerill House for County records storage to offset the fair market value of leasing space at the HCH.
 3. Once the MOU is completed Director Smiley would like to provide the proposed lease and MOU to the Forest Preserve for consideration. Then movement to the full County Board for approval once the Forest Preserve approves the lease terms.
- 2) **Public Safety Center Workstation Replacements**
 - Workstation has been relocated from Montgomery's Police Station and have been reinstalled in the C.O.P.S. unit at the Public Safety Center.
 - **Project complete.**
- 3) **Public Safety Center Door Release Buttons**
 - KCFM technicians have been held up completing this project by other projects that have come forward at a higher priority to complete.
 - Mr. Smiley hopes to complete this project before the February FM Cmte. meeting.
- 4) **2020 Carrier Services Invitation to Bid**
 - The ITB was advertised in the Beacon News on Dec. 22, 2019. Bids due date is January 17, 2020 due to the Christmas and New Year's holiday.
 - The current carrier has extended the existing contract expiration date of February 4, 2020.
 - Director Smiley plans to have this on the County Board agenda for approval at the February 4, 2020 meeting.
- 5) **Approve KenCom Lease Extension Request**
 - KenCom's current initial lease expires the last day of August 2022. The lease has two successive five year option periods.
 - The approved 2012 lease requires KenCom to notify Kendall County at least 12 full months before the expiration of the initial term of the lease.
 - County Administrator Koepfel received notice of KenCom's desire to exercise the first additional five year option period to stay in the existing space at the Public Safety Center on December 3, 2019 from Sheriff Baird..
 - The five year option period runs from Sept. 1, 2022 through August 31, 2027. Rent terms are included in the existing lease for both five year option periods in the lease.

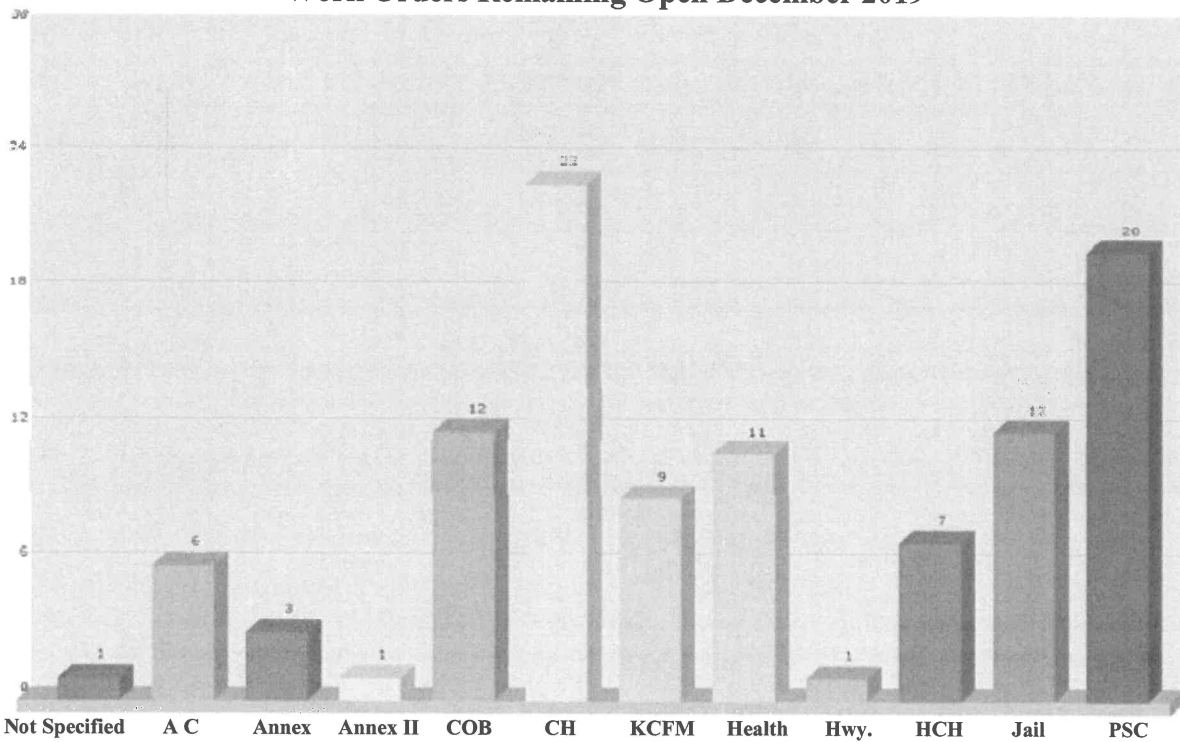
Reported Work Orders by Location December 2019



Reported Work Orders by Task December 2019



Work Orders Remaining Open December 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 February 3, 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 Koeppel

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

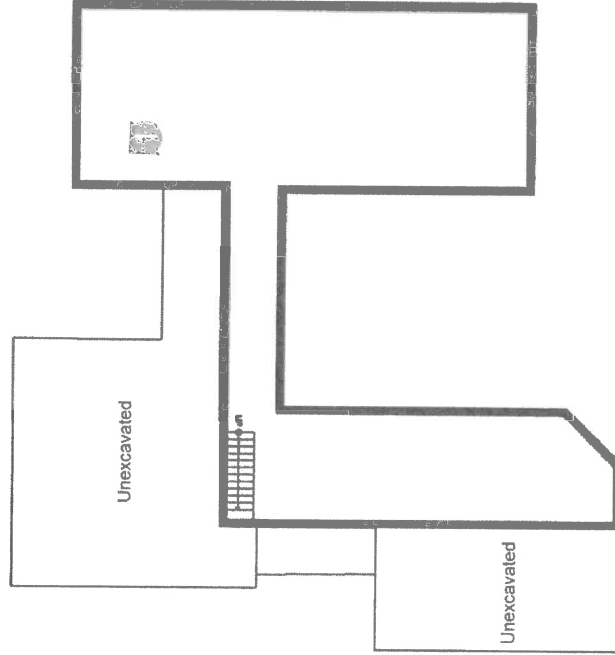
Questions from the Media – None

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.**

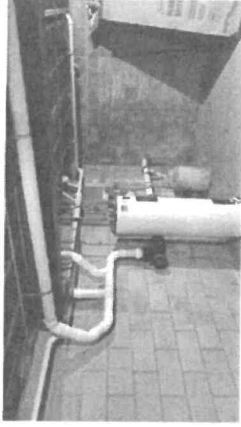
Respectfully submitted,

Christina Wald
Administrative Assistant



Space Use:	Building Sq. Footages:
Storage	Basement: 2,192 sq. ft.
	1st Floor: 4,975 sq. ft.
	2nd Floor: 3,411 sq. ft.
	Total: 10,578 sq. ft.

Building Features:	Total Occupant Load:
Fire Alarm System	1st Floor: 48
	1st Patio: 96
	2nd Floor: 13



1. View located under proposed new bathrooms with easy plumbing access.





KenCom Public Safety Dispatch

1100 Cornell Lane, Yorkville, Illinois 60560

Phone (630) 553-0911

Fax (630) 553-9411

December 3, 2019

Kendall County Sheriff's Office
Sheriff Baird
1102 Cornell Lane
Yorkville, Illinois 60560

Re: Notice Exercising Option to Renew Lease

Dear Sheriff Baird,

Please be advised that the Kendall County Emergency Phone Service and Communications Board, as Lessee under the Kendall County Public Safety Center Lease Agreement for premises known as 1102 Cornell Lane and dated August 21, 2012, does hereby exercise our option to extend the term of said Lease for a period commencing on 09/01/2022 through 08/31/2027, pursuant to Section 2.2 of the Lease

Furthermore, pursuant to Section 2.2 of the Lease, the terms and conditions of the Lease shall be extended during the Option Period except that the number of Option Periods shall be reduced by one and the rental payments shall be adjusted as set forth in Section 3.2.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Witek". The signature is fluid and cursive.

Greg Witek

Kendall County Emergency Phone Service and Communications Board Chairman