

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
FRIDAY January 6, 2017

Committee Chair Bob Davidson called the meeting to order at 3:30 p.m.

Roll Call: Bob Davidson – yes, Tony Giles – here, Judy Gilmour – here, Audra Hendrix – here, Matt Kellogg – here. **With all members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, Technology Director Scott Koeppel, County Administrator Jeff Wilkins.

Approval of December 12, 2016 Meeting Minutes – Member Hendrix made a motion to approve the December 12, 2016 meeting minutes, second by Member Gilmour. All members voted aye via voice vote.

Motion approved.

Public Comment – Chad Lockman, Superintendent of the VACKC spoke to the Facilities Committee about moving the VACKC office which is currently 550 sq. ft. to a facility that is 1800 sq. ft. Chairman Davidson stated that the committee will review the information submitted by Mr. Lockman and address the move at a future date.

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated that he met with the vendor in which he received the drawings from the manufacturer. After verifying dimensions, a couple changes will need to be made to the drawings. Mr. Smiley stated that the vendor will revise the drawings and re-submit them for approval. Jim continued to state that once the drawings have been approved delivery takes about six (6) weeks and is hopeful for an early spring installation. Project cost came in slightly over budget. Jim confirmed that this project is for the three (3) worst windows at this time. Mr. Smiley also stated that 6 – 8 more windows will eventually need to be replaced. Chairman Davidson advised the committee to keep in mind that another \$35,000.00 will need to be put in the budget to replace another 3 windows this year.

2. *Health and Human Service Counter Improvement Pricing Request* – Mr. Smiley received a quote from a company for the bulletproof glass as requested by Dr. Tokars for the HHS building. The received quote is based on 2 levels of glass. This quote also included the Clerk and Treasurer's offices. Jim informed the committee that Level 1 glass is rated for small caliber handguns i.e.; 9mm and Level 3 glass is rated for 44 magnum handguns. Jim received a previous quote for laminated glass for the Clerk and Treasurer's office which was \$6,200.00. Member Gilmour asked for clarification if this countertop glass for HHS will come from Facilities budget or HHS's budget. Chairman Davidson stated that the Clerk and Treasurer do not want the glass on their counters as they are requesting that the building be secured. Chairman Davidson wants the Committee to see the cost comparison of the glass options as they further discuss alternatives to securing the building. Member Gilmour stated that the sheriff offered less expensive options that can be done until the decision is made on the larger price items. City Administrator Wilkins agreed that locking the one door may help but the bigger question is does anything really need to be done or are we going to do something. Member Hendrix asked who will make this final decision, the clerk and treasurer or the committee. Chairman Davidson stated that the County owns the buildings. Discussions will continue throughout future meetings; at this time the Committee directed Mr. Smiley to obtain quotes on laminated glass for HHS counters as a comparison.

Chairman Davidson also informed the board that Dr. Tokars would like to have escape ladders installed on the second floor as an optional escape route in an emergency. Director Smiley stated if this is to be done, it would be best to put the ladders within the four (4) corners of the building where the windows are even with the floor.

3. *Microphone Addition Request for the County Board Room* – Director Smiley stated that the microphone will be ordered next week.
4. *Courthouse Heat Transfer Wheel Repair* – Mr. Smiley received second quote which came in \$1,500 less than the first quote received. Jim is moving forward with the second quote. The total repair is estimated at \$8,000.00. Jim informed the committee that it will take up to two (2) weeks to receive the parts, once received the repair will be scheduled. The cost of this repair will come out the equipment repair line item.

New Business/Projects

1. *Chairman's Report* ;
 - a. *Office Security needs* – The office security needs were addressed during Health and Human Service Counter Improvement Pricing Request discussion.
 - b. *Leopardo Energy Efficiency and County Facilities Project* – Chairman Davidson stated that a meeting with Leopardo is scheduled on January 31, 2017 to get new county board members up to speed on the proposed projects. Director Smiley was asked by Chairman Davidson & County Administrator Wilkins to also submit costs for doing the A/C systems replacements on our own. Mr. Davidson suggested it might be better to borrow funding on our own instead of taking from the budget surplus in either case. City Administrator Jeff Wilkins informed the Committee as of right now there is \$195,000 in the Public Safety Capitol Fund available if the A/C System were to go bad. Jeff continued to inform the Committee that Leopardo has also stated that the A/C Systems will not pay for themselves but there may be cost savings just by through energy efficiency of the new units. Chairman Davidson stated that the Sheriff's office is also exploring propane conversions for the squad cars. Member Kellogg questioned if the savings for the propane conversion will go back to the sheriff's budget or the county's general fund. Member Hendrix agreed that the HVAC needs to be replaced. Chairman Davidson wants a decision on the HVAC by February and ordered soon after that if we are doing them ourselves. Members Hendrix and Vice-Chair Giles requested copies of the Leopardo report from Mr. Smiley before the scheduled meeting on January 31st.
 - c. *PSC A/C System Replacements* – The PSC A/C System Replacements were addressed during the Leopardo Energy Efficiency and County Facilities Project discussion.
2. *Annual Load Bank Testing – All Locations* – Director Smiley informed the committee that the annual load testing was done on December 12th, no issues were reported.
3. *County Office Building Emergency Alarm Testing* – Mr. Smiley stated that aside from the discussion of hardening security at the County Office Building, Jim & Technology Services have been making electronic security upgrades for the last year and a half. Minor lobby improvements have been made in many of the departments along with installing wireless panic alarms. Jim and Ryan from technology services have installed a device on the system that if enabled it will send an email, text and/or auto-dialing to other department phones. System testing started with the Treasurer's office. Mr. Smiley continued that a few changes need to be made to the programing and Jim is hoping to get this finished up in the near future.
4. *Health and Human Services Generator Repair*- Jim stated that the week of December 19th, the generator failed when running routine testing. The cause was a damaged control panel, the part was replaced and is working properly now.
5. *SEDAC Energy Assistance Review – Public Safety Center* – Director Smiley stated that he met with SEDAC in where an energy review is being done of the Public Safety Center, Courthouse and parking lots/wall lighting. Jim stated that items on the report will also include items that are also in

the Leopardo package. Jim is waiting on recommendations from SEDAC as well as possible grants for the upgrades.

6. *Phone Setups; Courthouse, Animal Control and Coroner's office* – Director Smiley informed the Committee that additional phones in coroner and zoning office were installed. The courthouse also had six (6) extensions installed, which will be paid by the judiciary and will be utilized for interpreter services. These should be connected with the state within a few weeks. Director Koppel informed the Committee that these interpreter lines are video as well as phone. Mr. Koppel stated that the laptops are here and ready.

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

Questions from the Media - None

Executive Session – Not needed

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 4:41 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant