

**COUNTY OF KENDALL, ILLINOIS**  
**FACILITIES MANAGEMENT COMMITTEE**  
**MEETING MINUTES**  
**MONDAY February 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

**Approval of January 6, 2017 Meeting Minutes** – Member Hendrix made a motion to approve the January 6, 2017 meeting minutes, second by Member Kellogg. All members voted aye via voice vote. **Motion approved.**

**Public Comment** – None

Member Hendrix made a motion to approve the agenda for the February 6, 2017 meeting, moving KenCom Glass Window Replacement to be discussed first, second by Member Gilmour. All members voted aye via voice vote. **Motion approved.**

**New Business/Projects**

1. *KenCom Glass Window Replacement* – Lynette Bergeron, Director of Communications at KenCom requested from the committee approval to replace the existing door windows, office windows and hallway windows with laminated glass. KenCom will fund this project. KenCom leases the building from the county; the state's attorney required a letter from KenCom to Facilities requesting permission for the project. Motion to forward to the February 21, 2017 County Board agenda for approval made by Member Gilmour, second by Member Hendrix. All members voted aye via voice vote. **Motion approved.**

**Old Business/Projects**

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley approved the drawings from the vendor. The windows should be ready in 6 – 8 weeks; the install date has not been set.
2. *Health & Human Services Counter Improvement Pricing Request* – Jim Smiley and Chairman Davidson met with Dr. Tokars to evaluate the glass countertop project. Chairman Davidson stated he suggested Dr. Tokars seek 50% or more funding from the Health Committee to do this project. If this happens, Chairman Davidson said he would look for funding for the remainder of the project.
3. *Microphone Addition Request for the County Board Room* – Mr. Smiley reported that the microphone came today however the base was not included. The base should be arriving within the week. Chairman Davidson reminded the committee that we are not sure if the system can handle the second microphone so the new microphone can be turned on and off. Jim also explained that a switch and a light was installed to allow the Board Room camera to be easily turned on & off.
4. *Courthouse Heat Transfer Wheel Repair* – Director Smiley informed the committee that parts have been received and installation is scheduled for Wednesday February 8<sup>th</sup>. Repair costs are \$8,000.00 and some change, which is coming from the operating budget.
5. *County Office Building Emergency Alarm Testing* – Director Smiley stated that multiple testing was completed last Friday. Jim stated that County Board Members have the choice to be alerted through email, phone and/or text. Jim stated that the wireless panic system is a way to alert everyone of what is going on in case of an emergency. Documentation & training will happen soon.
6. *SEDAC Energy Assistance Review – Public Safety Center* – Jim was asked by Jeff Wilkins, County Administrator to look into this program, which will provide an analysis of energy efficiency. Based on the recommendations SEDAC may provide some grant money towards the upgrades. Director Smiley informed the Committee that to meet the criteria the analysis would include the PSC and the Courthouse buildings. The application was just completed and submitted.

## New Business/Projects

1. *Chairman's Report* ;
  - a. *Office Security needs* – Chairman Davidson wants to finalize the Leopardo project and Health and Human services project before addressing the office security need at the County Office Building. Mr. Smiley stated that he has updated the quotes to reflect the laminated glass costs compared to the bullet resistant glass costs. Chairman Davidson stated that this project would be on hold at this time. The Committee plans to re-address this item as a main topic within 2 to 3 months.
  - b. *Project submissions* – Chairman Davidson stated the need to create a policy and/or procedure needs to be created for future project submissions. Director Smiley said he work with County Administrator Wilkins to draft a policy/procedure to bring back to the committee.
2. *VAC Space Changes Request* – Mr. Smiley stated that Chad was unable to obtain approval from his board to lease new space for the VAC office. So, Chad asked Jim for a price to remodel their current office to install a door off the hallway for the shared VAC office. Jim gave Chad an approximate price for two options; 1) Move the existing door at a cost of \$200-500.00 or 2) Add and additional door at a cost of \$ 1,150.00, plus \$200-\$500.00 for paint, drywall etc. Chad will take the prices to the VAC board for approval.
3. *Approve 1-year Customer Service Agreement contract to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the County Analog Phone Circuits for \$5,639.77 per month depending on usage* –

Director Smiley stated that RFP for this contract and the contract in item number four (4) below were low bid by our current provider Call One. The contracts were reviewed by the State's Attorney's Office. Chairman Davidson asked if more than a one (1) year contract was available. Mr. Smiley stated these contracts and an existing three (3) year contract will be up next year, so the county's whole phone system contract would be up at the same time next year. Jim also informed the committee that replacing the existing phone systems have been in the existing five (5) year plan and different circuits are needed when that happens. Currently Jim & Technology Services Director Koeppel are planning the system replacements for 2020. Since all the contracts expire next year at the same time it will be easier to make some circuit adjustments next year. Motion to forward both Call One contracts to the February 21, 2017 County Board agenda for approval made by Member Kellogg, second by Member Hendrix. All members voted aye via voice vote. **Motion approved.**
4. *Approve 1-year contract to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the Centrex Phone Circuits for \$9 per month depending on usage* – Addressed in item number three (3) above.
5. *County Office Building Elevator Issues* – Mr. Smiley stated during the monthly inspection the elevator was found to be down 5 gallons of hydro oil, with no visible leak. This can be an indication the shaft is leaking. A test was preformed to determine if the fully extended shaft dropped more than 1 – 2” in 24 hours. The elevator passed the test, no problem found. **Project complete.**
6. *Health & Human Services X-Ray Machine* – Jim was asked to see if an x-ray machine that was received as a donation from a retiring dentist could fit in an office. The x-ray machine would fit in an office, however extra electrical will need to be installed. Vice Chairman Giles stated that HHS is looking to set up dental service and the donation of the equipment, which is in very good condition, is to be removed from the existing site soon and stored on our campus. HHS is aware that setting up dental services will be a lengthy process. Chairman Davidson's concern is, will the equipment deteriorate while in storage until the service is up and running?
7. *KCFM Records Disposal* – Director Smiley informed the Committee that the final meeting was completed and the application was signed. The State should send notice within the next few weeks on when and what can be destroyed.

8. *Five Year Sprinkler Inspections* – Mr. Smiley stated the inspections were completed and all systems passed. Jim also stated that new gauges needed to be installed as part of the inspection. The cost for the inspections will come from the equipment maintenance fund.
9. *Circuit Clerk Counter and Room Pass Through Project* – Jim met with cabinet maker and they should be submitting a design shortly for approval. Tile and electric will need to be moved while the Circuit Clerk's office is still in operation. Mr. Smiley stated the Circuit Clerk would like to complete the project by March.
10. *Coroner's Autopsy Table Replacement* – Director Smiley stated that once signed off, the table will be ordered. Jim also stated that it would take 90 days to receive. The water supply and electric will need to be lowered in order to retrofit it to the new table.
11. *State's Attorney Cubicle Project* – Director Smiley was asked late last year by the State's Attorney Eric Weis to get pricing modify existing cubicles in his office. Mr. Smiley stated that the initial idea was to re-use/combine old panels with the new panels however, there were not enough old panels to re-combine. Jim has been in contact with the vendor and Eric to purchase the needed panels. They have 2 of the 4 cubicles done. The State's Attorney's Office is paying for the project.
12. *Courthouse Roof Leaks* – Mr. Smiley informed the Committee that a clamp loosed up on drain during the last heavy rain storm, which caused the drainpipe to become heavy and drop the pipe which in turn leaked water inside the Probation Department. Jim stated the clamp was re-tightened and a support was added underneath the pipe to prevent it from dropping down again. Jeff Wilkins, County Administrator requested this item be placed on this agenda as the issue was discussed at the Judicial Committee meeting where there was an inquiry if the roof should be replaced. Mr. Smiley stated that he was already allocating money to replace sections of roofs at the Courthouse and the Public Safety Center in the new five (5) year Capital plan. Another leak in CR111 was discovered and fixed, which also leaked last year. Jim states that proactive maintenance will continue to try to prevent issues with leaks.
13. *Annual Backflow Inspections* – Director Smiley stated this is a pressure test on the devices that keep building water from re-entering the City mains, in the event of an outside pressure loss to the facility. This is a State mandated test that needs to be completed every year by a certified plumber, where the results are filed with the City of Yorkville and the State of Illinois.

### **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 Gilmour made a motion to adjourn the meeting, second by Vice-Chairman Giles. **With all members present voting aye, the meeting adjourned at 4:52 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant