



**Facilities  
Management  
Committee Meeting**

**2/6/17**

**3:30 PM**

**\*\*\*111 W. Fox Street**

**\*\*\***

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

**Call to Order**

- 1) Roll call
- 2) Approval of the January 2017 meeting minutes.
- 3) Public Comment

**Old Business/Projects**

- 1) Historic Courthouse (HCH) Window Replacement Project
- 2) Health & Human Services Counter Improvement Pricing Request
- 3) Microphone Addition Request for the County Board Room
- 4) Courthouse Heat Transfer Wheel Repair
- 5) County Office Building Emergency Alarm Testing
- 6) SEDAC Energy Assistance Review – Public Safety Center

**New Business/Projects**

- 1) Chairman's Report
  - a. Office Security needs
- 2) KenCom Glass Window Replacement
- 3) VAC Space Changes Request
- 4) 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.
- 5) 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.
- 6) County Office Building Elevator Issues
- 7) Health & Human Services X-Ray Machine
- 8) KCFM Records Disposal
- 9) Five Year Sprinkler Inspections
- 10) Circuit Clerk Counter and Room Pass Through Project
- 11) Coroner's Autopsy Table Replacement
- 12) State's Attorney Cubicle Project
- 13) Courthouse Roof Leaks
- 14) Annual Backflow Inspections

**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**

**Questions from the Press**

**Adjournment**

**Facilities Committee Agenda**  
**February 6, 2017**

**CALL TO ORDER**

- 1) Roll Call
- 2) Approval of the January 2017 meeting minutes.
- 3) Public Comment

**OLD BUSINESS/PROJECTS**

**1) Historic Courthouse (HCH) Window Replacement Project**

- Director Smiley had to wait for new submittal drawings to arrive before he could sign off on the drawings.
- The new submittals were received a couple of weeks ago and were verified and signed off on.
- So, the windows were ordered and are planned to be ready for installation in 6-8 weeks.

**2) Health & Human Services Counter Improvement Pricing Request**

- FM Committee Chairman Davidson & Director Smiley met with Dr. Tokars to go over the quote received.
- The glass options for the lobbies were discussed. Using laminated glass was verified to be the option Dr. Tokars would like to have installed.
- Mr. Davidson offered to see if we could acquire funding for part of the project if Dr. Tokars could get funding for half or more of the project from her board.
- Project is on hold for now.
- Pricing for **bullet resistant glass** is as follows:

	<b>Level 1</b>	<b>Level 3</b>	
a)	\$ 23,946.00	\$ 30,446.00	HHS Lobby Main Counter
b)	\$ 25,265.50	\$ 34,328.00	HHS Mental & Community Health Windows
c)	<u>\$ 23,569.00</u>	<u>\$ 32,287.75</u>	HHS Health Admin. & Enviro. Health Windows
<b>Totals</b>	<b>\$ 72,780.50</b>	<b>\$ 97,061.75</b>	
<b>Laminated Glass</b>			
	\$ 19,540.50		HHS Lobby Main Counter
	\$ 17,679.70		HHS Mental & Community Health Windows
	<u>\$ 17,122.95</u>		HHS Health Admin. & Enviro. Health Windows
	<b>\$ 54,343.15</b>		

**3) Microphone Addition Request for the County Board Room**

- The microphone is scheduled for delivery today. KCFM plans to install it in the next week.

**4) Courthouse Heat Transfer Wheel Repair**

- The repair is scheduled for this Wednesday, February 8<sup>th</sup>.

**5) County Office Building Emergency Alarm Testing**

- Testing was completed on Friday, February 3, 2017.
- Initially we were experiencing a delay on emails and computer screen changes.
- The programming was adjusted & now the alarms are coming in within one minute or less.
- The written program is being put together and drawings of emergency buttons locations have been drawn.
- Once the written program is completed, we plan to go over it with the elected officials and department heads. Then the plan & drawings is to be distributed to all employees.

## OLD BUSINESS/PROJECTS

### 6) SEDAC Energy Assistance Review – Public Safety Center

- County Administrator Wilkins asked Director Smiley to see if any grants might be available to help pay for any of the H.V.A.C. improvements. The grants will be used for replacements we are contemplating to do at the PSC.
- Jim completed an application and an engineer came out to look over the facility.
- SEDAC determined that we would need to include the Courthouse in the evaluation.
- A new application was completed to include both Facilities.
- The condition of any grant received is that we would have to spend at least \$10,000 on improvements identified in the SEDAC audit.

## NEW BUSINESS/PROJECTS

### 1) Chairman's Report

#### a. Office Security needs

#### Treasurer & County Clerk Lobby Windows – Bullet Resistant

Level 1	Level 3	
\$ 14,540.50	\$ 17,728.00	Clerk's Office
<u>\$ 20,062.25</u>	<u>\$ 24,999.75</u>	Treasurer's Office
<b>\$ 34,602.75</b>	<b>\$ 42,727.75</b>	

#### Laminated Glass

\$ 6,220.00	Clerk's Office
<u>\$ 6,220.00</u>	Treasurer's Office
<b>\$12, 440.00</b>	

### 2) KenCom Glass Window Replacement

- KenCom requested Director Smiley to get a quote to install laminated glass in the existing wall and door glass in their space last year.
- They budgeted to install the glass this year and are now requesting permission to install the glass.

### 3) VAC Space Changes Request

- Chad Lockman told Director Smiley the VAC Board was not ready to move to another office. Instead, they want to look at turning their double office to be two offices.
- In order to do this a door needs to be installed to the hallway on the current double office and the wall between the offices would need to be sealed up.
- Director Smiley said the current door & frame could be taken out of the wall and be re-installed in the hallway to save costs.
- Chad asked to get itemized pricing for a new door, frame, hardware, so they could leave the door between the offices in place.
- Jim provided prices to install the door and Chad is going to discuss it with his VAC board.

### 4) 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 put together an RFP for Carrier Services and Call One was low cost provider.
- See attached comparison.
- Jim sent the new contract to the State's Attorney's office for review. The contracts were found to be the same as the existing approved contracts.
- Director Smiley asks for approval to put this item on the County Board agenda for approval.

### 5) 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.

- This contract was part of the same Carrier Services RFP and State's Attorney's office review.
- Director Smiley asks for approval to put this item on the County Board agenda for approval.

## **NEW BUSINESS/PROJECTS Continued**

### **6) County Office Building Elevator Issues**

- Five gallons of oil was found to be needed in the elevator during the last monthly inspection, with no apparent visible leak. So Director Smiley scheduled a shaft test to determine if the casing was bad.
- The elevator passed the test and is back in service.
- **Item complete**

### **7) Health & Human Services X-Ray Machine**

- Director Smiley was asked to look at an x-ray machine that was donated to the Health Department from a dentist that was retiring.
- HHS is considering setting up a dental office in their facility.
- No other information was shared with Director Smiley.

### **8) KCFM Records Disposal**

- Director Smiley and Christina met with the representative from the State to finalize the paperwork.
- So, we should get approval in the next few weeks for disposal.

### **9) Five Year Sprinkler Inspections**

- Director Smiley setup the required five (5) year inspections.
- All systems were found to be in proper working order.
- New gauges were installed along with the inspections.
- **Project complete.**

### **10) Circuit Clerk Counter and Room Pass Through Project**

- Director Smiley setup a meeting with a cabinetmaker and Circuit Clerk Ingemunson.
- Jim is waiting for the design and pricing from the cabinetmaker.
- Robin is also requesting an opening be cut into the wall between the Circuit Clerk's main entrance and the Reading room.
- Robin requested the project to be done by the end of March.

### **11) Coroner's Autopsy Table Replacement**

- Coroner Purcell requested Director Smiley to order the new table after reviewing the specifications. The table takes 90 days to get after drawings are approved.
- Jim reviewed the options with Jacquie today.

### **12) State's Attorney Cubicle Project**

- Cubicles for the clerical staff were planned to be expanded to allow for additional desk side filing and overhead cabinet storage. The plan was to use some of the existing panels along with new taller center spine panels to create the new workspace.
- During installation it was determined there were not enough of the existing panels left to make the space look as was designed.
- So, additional panels were ordered and will be installed when they arrive.

### **13) Courthouse Roof Leaks**

- Recently a leak started in the Probation department. It was determined to be from a clamp on a roof drain loosening up that allowed the pipe to slightly drop.
- A leak also reoccurred in courtroom #111. This leak was fixed over a year ago & again recently ended up opening back up with the freeze/thaw cycles we have been experiencing.
- Director Smiley had the leak repaired again.
- The leaks were recently brought up at a Judicial/Legislative meeting along with a suggestion that the roof may need to be looked at to be replaced.
- Director Smiley actually planned to start adding money into the new five (5) year capitol plan for roofing replacements at the Courthouse and Public Safety Center.

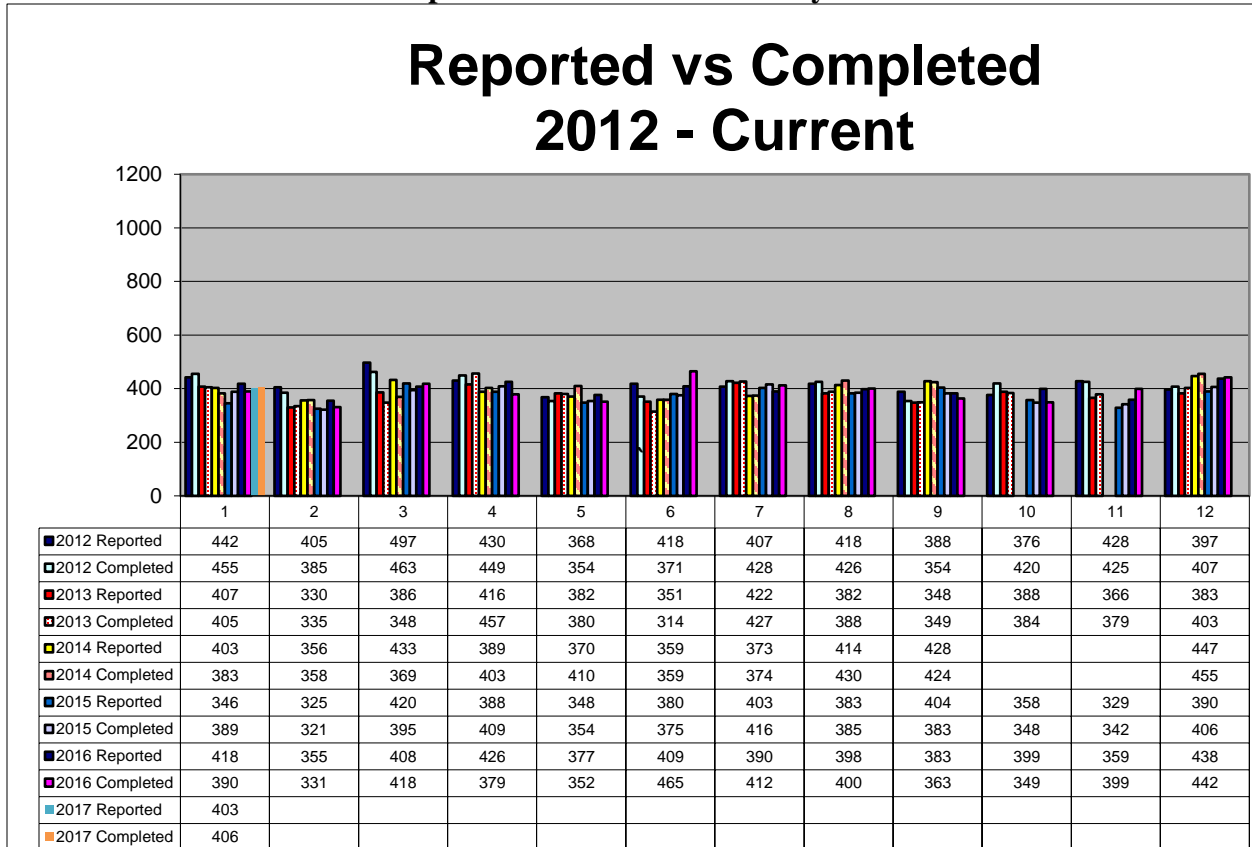
### **14) Annual Backflow Inspections**

- This annual testing is scheduled to be completed this week at all facilities.

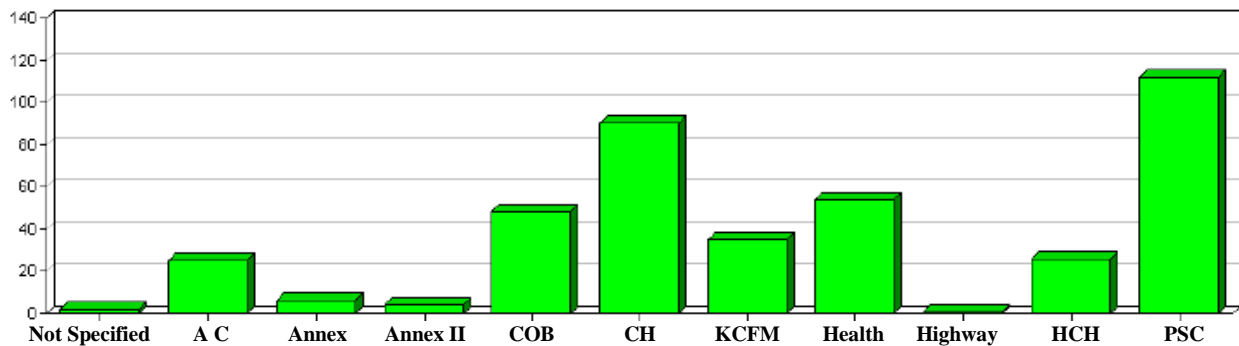
**January 2017  
Staffing/Training/Safety:**

DESCRIPTION	Jan-17	Dec-16	Nov-16
Possible Work Hours (5 employees @ 8 hrs)	960.00	984.00	912.00
Paid/Unpaid Leave	28.00	116.00	80.00
Holiday	96.00	72.00	144.00
Bereavement	0.00	0.00	0.00
* WC/TTD			
Regular Productive Hours	836.00	796.00	688.00
Overtime Worked	12.00	60.25	1.75
<b>Total Productive Hours</b>	<b>848.00</b>	<b>856.25</b>	<b>689.75</b>

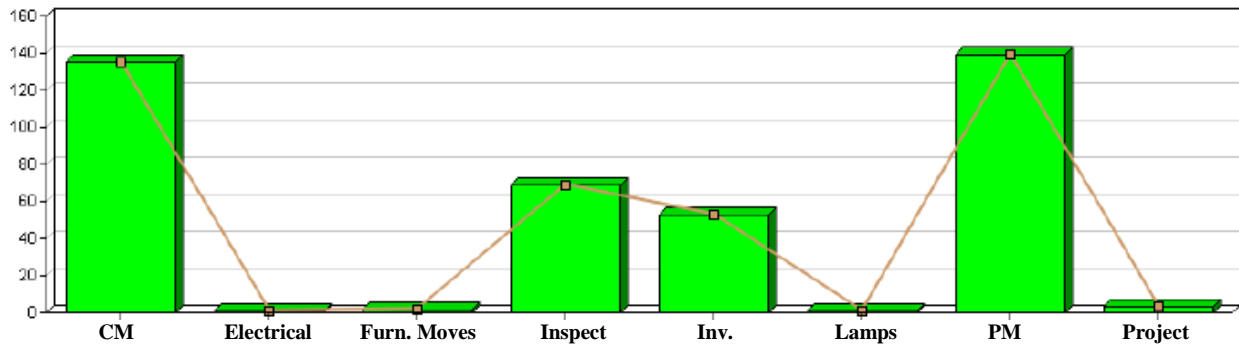
**Completed Work Orders January 2017**



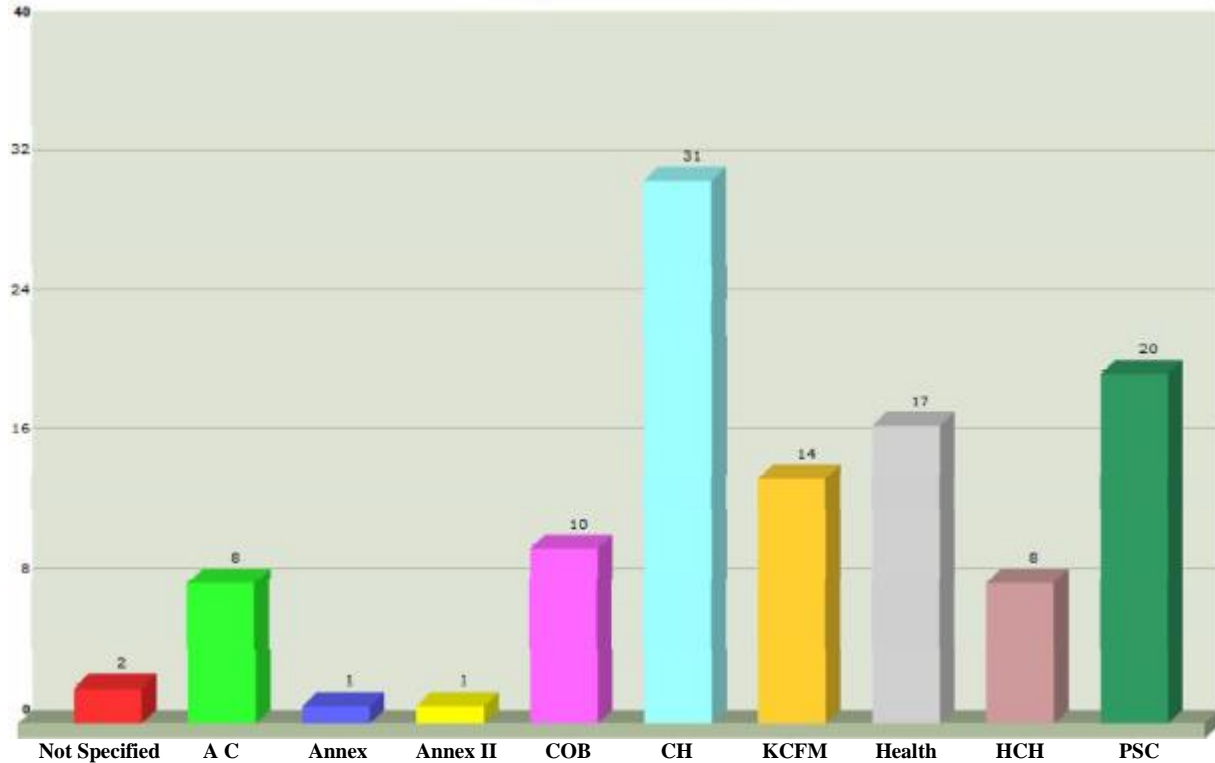
**Reported Work Orders by Location January 2017**



**Reported Work Orders by Task January 2017**



**Work Orders Remaining Open January 2017**



**EXECUTIVE SESSION**

Not needed

**QUESTIONS FROM THE PRESS**

**ADJOURNMENT**

The next regular Facilities Management committee meeting is scheduled to be on March 6, 2017. 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  
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 31<sup>st</sup>.
  - 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 12<sup>th</sup>, 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 19<sup>th</sup>, 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