

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY March 6, 2017

Committee Chair Bob Davidson called the meeting to order at 4:00 p.m.

Roll Call: Bob Davidson – yes, Tony Giles – here, Judy Gilmour here, – Audra Hendrix – not present, Matt Kellogg – yes. **With enough members present, a quorum was formed to conduct business.**

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

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

Public Comment – None

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated the expected ship date is April 17, 2017. Jim stated that once the ship date has been confirmed an installation date will be set.
2. *Microphone Addition Request for the County Board Room* – Jim stated that the microphones have all been installed and are working. Mr. Smiley decided to order two more to replace the one on the podium and the table so they are all the same style. Jim stated that all the microphones have the ability to be turned on and off. **Project Complete.**
3. *Courthouse Heat Transfer Wheel Repair* – Director Smiley stated that once the assembly was taken apart the bearing carriage was found to be worn. The manufacturer recommended using a metal epoxy to build the carriage back up. The unit has been re-assembled and is in working order. **Project Complete.**
4. *SEDAC Energy Assistance Review* – Public Safety Center – Director Smiley stated that our application from SEDAC was approved. Jim had a meeting with a field engineer from 360 Degree Energy on March 2, 2017 where we provided drawings and two (2) years of energy bills. Mr. Smiley explained that the field engineer and a KCFM tech went through the automated control systems. 360 Degree will have a recommendation report completed by May 31, 2017. Jim also stated that in order to receive the grant we will have 18 months to do at minimum \$10,000.00 worth of work.
5. *KenCom Glass Window Replacement* – Director Smiley stated that the glass was ordered on February 27th; once a ship date is received the installation will be scheduled.
6. *Veteran's Assistance Commission Space Changes Request* – Jim stated that the doorframe was ordered on February 27th, once a ship date is received the installation will be scheduled.
7. *Circuit Clerk Counter and Room Pass Through Project* – Director Smiley stated the quote for the millwork came in at \$5,760.00. Jim provided the quote to Circuit Clerk Ingemunson. Robyn needs to approve the quote, as this is a long lead item. Mr. Smiley also stated that he has been working with our KCFM techs to explore the best construction option.
8. *Coroner's Autopsy Table Replacement* – Jim stated that delivery for the Autopsy Table is slated for May 1, 2017. The Coroner provided a P.O. and Facilities placed the order. The cost for the table and garbage disposal is \$16,930.73. KCFM techs will have to modify the existing plumbing before they install the new table.
9. *State's Attorney Cubicle Project* - Mr. Smiley stated that the replacement panels were received and installed on February 27th. KCFM techs and Tech Services techs were required to move employees; phones and computers to a temporary space and back to the permanent space. **Project Complete**

New Business/Projects

1. *Chairman's Report* ;
 - a. *Facilities Study* – Chairman Davidson informed the Committee he recommends having a facilities study completed to determine if we should move the County Office Building departments to the 2nd floor of the courthouse or retrofit the existing facility to address security concerns. Bob also mentioned we have the old funeral home that could be torn down for additional parking. Mr. Davidson also stated that another option could be to build a new Office building on the west side of the courthouse, then sell the existing County Office Building. Chairman Davidson continued to state that whatever option is chosen money would need to be set aside for this future project. Vice Chairman Giles questioned if the severity of the 2 phone call threats made in the past out way the cost of retrofitting the building and adding security staff. Mr. Giles suggested the issues might be solved with extra officers on patrol during heightened times like when property tax payments are due. Member Kellogg asked if the existing facility would be sellable in 10 years if a retrofit is made and a move is needed. Vice Chairman Giles suggested a parking study be done as well to verify what exactly is needed for the Office building. Director Smiley stated that in 2006 a Capital Improvement Plan (CIP) was put together for both campuses and the Highway department. This CIP was based on the predicted growth of the county and at that time the included an expansion of the Fox Street Campus. Jim offered to provide this study for committee members to review also.
 - b. Chairman Davidson stated that a procedure needs to be put in place for submitting projects. Jim stated that since budgets are submitted in June/July that by April meetings should be scheduled with Department Heads and Elected Officials for projects in the next fiscal year. Chairman Davidson stated that next month a policy or recommendation should be created and be ready to take to the county board.
2. *Public Safety Center (PSC) 2nd Floor U.P.S. failure* – Director Smiley informed the Committee that a smaller U.P.S. system failed. The cost to repair the system was estimated to cost between \$7-8,000.00. Since this system had a small load on it and the large main UPS was only at 46% capacity, Jim decided the best option was to wire this U.P.S. load to the main system. Jim believes the cost for this work will be between \$4 - \$5,000.00. The electrician completed the work on Saturday February 25, 2017. This work will be paid from the Equipment maintenance line. **Project Complete.**
3. *PSC Kitchen Hood Inspection/Repair* – Director Smiley explained the main tanks required replacement during a bi-annual inspection of the kitchen hood in the Jail. The tanks for this system act like fire extinguishers if a grease fire were to occur. Total cost for the repair was \$1,476.00. This will be paid from the Equipment maintenance line. **Project Complete.**
4. *County Office Building Elevator Inspection* – Mr. Smiley received a call from the inspector stating that an emergency dialer needs to be installed in the elevator. KCFM staff ran the cable for the telephone line; the vendor will install the dialer and program the line. Jim stated this was an unplanned expense of approximately \$2 - \$3,000.00 that will be paid from the Equipment maintenance line.
5. *Janitorial Contract RFP Recommendation* – Director Smiley included a spreadsheet of the breakdown of the four (4) bids received for the Janitorial RFP. Jim explained that the spreadsheet shows all the bids with the floor and bathroom maintenance cost for each company. Jim stated that he tried to “normalize” the monthly cost since our incumbent vendor Cleaner Living Services included floor and bathroom maintenance in their monthly cost. The committee stated that they need clarification on floor and bathroom maintenance monthly cost and labor hours. They asked Jim to talk with the State’s Attorney to review if they can clarify the bid or if it needs to be re-bid. Director Smiley to bring the information back to the next Committee meeting in April.
6. *H.V.A.C. Replacement RFP* – Jim is continuing to work on creating this RFP and getting change suggestions from County Administrator Jeff Wilkins, Jim hopes to have this RFP completed before the next FM committee meeting in April.
7. *Bathroom Consumables Fixtures Changes* – Mr. Smiley informed the Committee that the paper towel and toilet tissue our facilities use will no longer be available. Jim stated that the supply company has provided new dispensers at no cost along with a nominal credit of about \$700.00 for installation of the new dispensers. The credit will be applied to future purchases.

8. *Masonry Repairs* – Director Smiley stated that this repair was in the capital 5-year plan so he started to seek pricing to fix bad caulking and mortar joints along with replacement of broken bricks and waterproofing one of the walls.
9. *Health Department Dental Clinic Setup* – Director Smiley was invited by Dr. Tokars to meet with her, her staff and the vendor who removed the equipment from the doctor’s office in Chicago. Jim stated extensive construction would be needed to allow installation of this equipment. Mr. Smiley informed Dr. Tokars that if KCFM did the work there would be at least \$1,000.00 worth of materials needed for electrical and plumbing hookups. Chairman Davidson stated that he does not want KCFM to take on the project as he feels the liability is too excessive, he is fine with Director Smiley overseeing the project. Chairman Davidson requested that Vice Chairman Giles inform Dr. Tokars present this plan to the Finance Committee to determine where the money is going to come from for this project.

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 5:38 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant