

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY May 1, 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 not present, – 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 Koppel.

Approve any changes to the County Board Approved April 3, 2017 Facilities Committee Meeting Minutes
– there were no changes to approve

Public Comment – None

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley received a letter stating that two (2) of the windows are done however the manufacture has not received quality material from their “normal suppliers” for the arch window and has reached out to other suppliers. Jim stated that no installation date has been set at this time. Jim is expecting by next meeting to have a firm installation date. Chairman Davidson requested updated pricing for the replacement of the balance of the windows.
2. *SEDAC Energy Assistance Review – Public Safety Center* – Jim informed the Committee the engineer has suggested changes and is waiting on pricing from Trane as it relates to the programming. SEDAC informed Jim that he should have the report and pricing by the end of May.
3. *Circuit Clerk Counter and Room Pass through Project* – Mr. Smiley stated that the wall has been completed; painted, tile re-installed and a threshold installed. Jim received the proof for the Millwork and verified the measurements with the area. It was determined that the dimensions were off and the adjustments have been made on the proof. Jim is just waiting for Robyn on the final approval.
4. *Coroner’s Autopsy Table Replacement* – Director Smiley informed the Committee the autopsy table will be removed tomorrow, May 2, 2017 per the request of the Coroner. Jacquie is donating the table to a County that currently does not have one. Jim stated that the replacement table’s original ship date was for this week, but no confirmation email has been received.
5. *County Office Building Elevator Inspection* – Director Smiley reminded the committee that an ADA phone needed to be installed at the County Office Building elevator. When the tech tried to install the phone they experienced low voltage in the line which prevented the installation. Jim stated that it was discovered though faxing issues within the County Office Building that the power supply in the PBX was defective which was causing the voltage to drop. This has been repaired and Advance Elevator will be calling to schedule another install of the phone.
6. *H.V.A.C. Replacement RFP* – Jim will be reviewing the RFP with the County Administrator, Jeff Wilkins sometime this week. Once approved Mr. Smiley will be forwarding the RFP to the States’ Attorney’s Office for their review. Jim hopes to have the RFP ready for the Committee by the next Facilities meeting.
7. *Masonry Repairs* – Mr. Smiley stated that the vendor plans to begin work this Thursday, May 4th – weather pending. Chairman Davidson inquired about repairs on the red striping at the Courthouse. Consensus of the Committee is for Jim to get quotes for the repairs.

New Business/Projects

1. *Chairman's Report* ;
 - a. *Health & Human Services Security Improvements* – Mr. Smiley informed the Committee that an RFP was put together and advertisements were placed in The Beacon newspaper and The Record as well as calling companies that previous bid on it. The result was that no bids have been received. Member Kellogg made a motion to re-bid the project second by Vice Chairman Giles. Director Koeppel suggested waiting until Technology has the bid program up and running which would give our RFP's more coverage. Chairman Davidson informed the committee that according to the lease with HHS; Kendall County is responsible for the public areas and anything from the counters back is the responsibility of HHS. Chairman Davidson also stated that any improvements wanted by HHS needs approval by the County Board. Member Kellogg and Vice Chairman Giles requested copies of the lease for review.
 - b. *Facilities Study* – Chairman Davidson stated that requested figures should be ready to present by next Facilities Meeting.
2. *M.S.D.S. Electronic Program* – Director Smiley along with Jail Command and Highway participated in a webinar for a computer program to manage safety data sheets since we do not have a dedicated department to maintain these records. Mr. Smiley is hoping to get the program later this year or in the 2018 budget. Jim believes that if the Jail, Highway and possibly Forest Preserve all participate this cost could be split between the departments.
3. *Annual KenCom Cleaning* – Jim stated that once a year a deep cleaning to the KenCom offices are done. This includes cleaning of the carpets and detailed cleaning. Cleaning was completed on April 10th. **Project Complete.**
4. *Courthouse Coffee Machine Installation* – Director Smiley received a request from the Court Administrator Nicole Swiss to have a coffee vending machine installed in the public area. KCFM staff needed to connect a water line into the area for the new machine. **Project Complete.**
5. *Public Safety Center (PSC) Window Replacement* – Mr. Smiley stated that a window in the conference room had a broken seal. The window was replaced. **Project Complete.**
6. *PSC Parking Lot Lighting Rewiring* – Jim informed the committee the parking lot lights for the PSC had outages during heavy rains. Mr. Smiley stated that it was imperative to have wiring issues resolved as when the shunt trip happened it would deactivate the entire PSC facility. R&R Electric along with help of the KCFM staff ran several new wires and are now feeding off Animal Control. **Project Complete.**
7. *PSC Water Analysis* – Director Smiley stated that Jail Commander Jennings requested testing for water. Jim set up testing with HOH to test the water. The test was negative for E. Coli and met standards for water entering the facility and in the jail pods. Chairman Davidson requested that the water be tested twice a year at all buildings. **Project Complete.**
8. *Animal Control Fence Installation* – Jim informed the committee that he was requested to review quotes for a specific donation of a fence to be installed. Jim informed Director Pawson after reviewing with County Administrator Wilkins that it would be ok to connect to the existing wooden fence if they left room for the electric meter to be read on the trailer. **Review Complete.**
9. *Coroner Door Bell System Installation* – Mr. Smiley stated that the Coroner purchased a doorbell and requested KCFM staff to install it. **Project Complete.**
10. *County Board Room Electronic Lock Install* – Director Smiley stated that County Administrator Wilkins requested that a lock be installed on the board room door so that only board members have access to that entrance with their key fobs. Signs have also been added to the outside of the door stating “Board Member Entrance Only” and “Public Entrance.” **Project Complete.**

11. “*Permanent*” *FM Committee Meeting Time Change Notice* - Director Smiley informed the Committee that the protocol provided by the State’s Attorney’s office to permanently change the Facilities Meeting times have been met. **Project Complete.**

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 – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Vice Chairman Giles made a motion to adjourn the meeting, second by Member Kellogg. **With enough members present voting aye, the meeting adjourned at 5:13 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant