



**Facilities  
Management  
Committee Meeting**

**5/1/17**

**4:00 PM**

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

**\*\*\***

**\*\*\* Room 209 & 210**

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

**Call to Order**

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

**Old Business/Projects**

- 1) Historic Courthouse (HCH) Window Replacement Project
- 2) SEDAC Energy Assistance Review – Public Safety Center
- 3) Circuit Clerk Counter and Room Pass Through Project “E-Filing”
- 4) Coroner’s Autopsy Table Replacement
- 5) County Office Building Elevator Inspection
- 6) H.V.A.C. Replacement RFP
- 7) Masonry Repairs

**New Business/Projects**

- 1) Chairman’s Report
  - a. Health & Human Services Security Improvements – Bid Review
  - b. Facilities Study
- 2) M.S.D.S. Electronic Program
- 3) Annual KenCom Cleaning
- 4) Courthouse Coffee Machine Installation
- 5) Public Safety Center (PSC) Window Replacement
- 6) PSC Parking Lots Lighting Rewiring
- 7) PSC Water Analysis
- 8) Animal Control Fence Installation
- 9) Coroner Door Bell System Installation
- 10) County Board Room Electronic Lock Install
- 11) “Permanent” FM Committee Meeting Time Change Notice

**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**  
**May 1, 2017**

**CALL TO ORDER**

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

**OLD BUSINESS/PROJECTS**

- 1) **Historic Courthouse (HCH) Window Replacement Project**
  - Director Smiley received a letter from the window manufacturer explaining the delay.
  - According to Adams windows, there are only a few companies that supply curved glass for the windows. Their normal suppliers' quality is not where it needs to be. So they sourced the glass from another company.
  - In addition, their workload increased after our order placed.
  - So, Jim still does not have a firm date for installation onsite, but they are making progress.
- 2) **SEDAC Energy Assistance Review – Public Safety Center**
  - The SEDAC engineer has put together some suggested changes for us to make.
  - SEDAC has requested pricing from Trane to do the suggested work.
  - Director Smiley is waiting for the final report and pricing to come back from SEDAC.
- 3) **Circuit Clerk Counter and Room Pass Through Project**
  - The wall has been painted and re-tiled and a threshold was installed in the opening between the two rooms.
  - The millwork was ordered and is expected to be delivered and installed in the next few weeks.
- 4) **Coroner's Autopsy Table Replacement**
  - Coroner Purcell has requested KCFM to remove the old table on Tuesday, May 2, 2017.
  - Jacquie plans to donate the old table to another county.
  - Expected delivery of the new table is anytime now.
  - Once we receive the new table, KCFM staff will get it installed.
- 5) **County Office Building Elevator Inspection**
  - KCFM received complaints of the FAX machines not working at the COB.
  - After troubleshooting the issue, a power supply in the PBX was determined to be defective. The FAX machines were experiencing the same low voltage situation the elevator dialer was experiencing.
  - The power supply was replaced and the FAX machines are working again.
  - Therefore, Director Smiley notified the elevator company of the power issue being resolved.
  - Advanced elevator is going to schedule a tech out to retry activating the new dialer for the elevator.
- 6) **H.V.A.C. Replacement RFP**
  - Director Smiley has continued work on the RFP with Trane and County Administrator Wilkins.
  - Jim plans to send the completed RFP to the State's Attorney's office this week for review.
  - Mr. Smiley hopes to have the RFP ready for committee review by the June FM Committee meeting.

## **OLD BUSINESS/PROJECTS CONTINUED**

### **7) Masonry Repairs**

- Director Smiley sent the signed contract back to the vendor two weeks ago.
- The vendor plans to be out starting this Thursday to start the repairs.

## **NEW BUSINESS/PROJECTS**

### **1) Chairman's Report**

- a. Health & Human Services Security Improvements – Bid review.**
- b. Facilities Study**

### **2) M.S.D.S. Electronic Program**

- Director Smiley setup a webinar with Jail Command and the Highway department to review an electronic program for managing safety data sheets for chemicals and other products used in our facilities and departments.
- The program allows for unique setup for each department and/or facility.
- Once our products are entered into the system, the company automatically puts in updated sheets.
- The program also automatically archives the old sheets, which is a 30-year requirement for the Federal statute.
- D.C. Gillespie and Sgt. Russo, who are in charge of the jail program, like the abilities of the system. Joe said he would be willing to try to include it in his Emergency Management budget.
- Jim also talked to Fran Klaas from the Highway department.
- Fran said if we thought it was a good program, he would be willing to help split the costs of the program.
- So, Jim hopes to get this program going later this year or at the latest in the new budget year for 2018.

### **3) Annual KenCom Cleaning**

- KenCom Director Bergeron requested the KenCom area be cleaned on Monday, April 10, 2017, while they had staff relocated to their backup site.
- As it turned out there were storm issues going on so the staff was not relocated on the 10<sup>th</sup>.
- However, Lynette asked Jim to have the work go on anyway.
- The carpet extraction and detailed cleaning was completed on the 10<sup>th</sup>.
- **Project complete.**

### **4) Courthouse Coffee Machine Installation**

- Court Administrator Swiss requested a coffee machine be added to the CH break area.
- Nikki has received many requests for a machine, especially since the CH started doing Federal Bankruptcy cases.
- Director Smiley talked to the vending company and they were willing to try it.
- KCFM staff had to connect a water line into the area for the new machine. That work was completed and the machine was installed a couple of weeks ago.
- Jim found the vending company has not pulled money out of the machine, to see how the machine is performing. Once they pull money, from the machine the vending company will let us know if it is meeting their expectations.
- Nikki Swiss says everyone including employees are very happy having the machine.
- **Project complete.**

### **5) Public Safety Center (PSC) Window Replacement**

- One of the conference room windows had a broken seal.
- Director Smiley arranged to get a new glass installed.
- **Project complete.**

## **NEW BUSINESS/PROJECTS CONTINUED**

### **6) PSC Parking Lots Lighting Rewiring**

- Director Smiley hired a local electrical company to troubleshoot issues with the parking lot lights that were causing the shunt trip to deactivate the entire PSC facility whenever we had extensive rains.
- R & R Electric's tech ended up determining there were several shorts in the underground wiring and some damaged wiring in the wiring going up to the top of the poles.
- PSC staff rewired all of the up wiring in the poles and worked with R & R's tech to put in several new underground wires.
- We also determined there was a short in the wiring from the PSC facility to the first pole in the squad parking lot.
- So, we ended up rewiring the main feed to the Animal Control facility and cut it off from the PSC facility.
- A photocell was added to control the lights.
- **Project complete.**

### **7) PSC Water Analysis**

- Jail Commander Jennings requested an independent agency test the water at the PSC for water quality.
- Director Smiley arranged for staff to take samples for E.coli and for our local water-conditioning vendor to test the water for a variety of other items.
- The water tested negative for E. Coli and met standards both for the water entering the facility and in the jail pods.
- **Project complete.**

### **8) Animal Control Fence Installation**

- Animal Control Director Pawson asked Director Smiley to review quotes she received to add fencing onto the existing wood fence behind the main facility and next to the trailer.
- Jim reviewed the quotes and verified with County Administrator Wilkins to make sure the Animal Control committee wanted this fence installed.
- Jeff said it was a donation that was specific to what the gift was to be used for.
- So, Jim reviewed the existing fence and told Laura that it was ok to install as long as they left a way for ComEd to read the electric meter for the trailer.
- **Review complete.**

### **9) Coroner Door Bell System Installation**

- Coroner Purcell requested KCFM to install a doorbell for the front and rear doors to the Coroner's office from components she had purchased.
- KCFM staff installed and tested all of the components.
- **Project complete.**

### **10) County Board Room Electronic Lock Install**

- County Administrator Wilkins asked Director Smiley to install the lock and to leave it in a locked position, with only County Board members FOBS being able to unlock the door for access to the room.
- FM Chairman Davidson asked Jim to also add signs to each door identifying one door as County Board Access and the other as Public Access.
- **Project complete.**

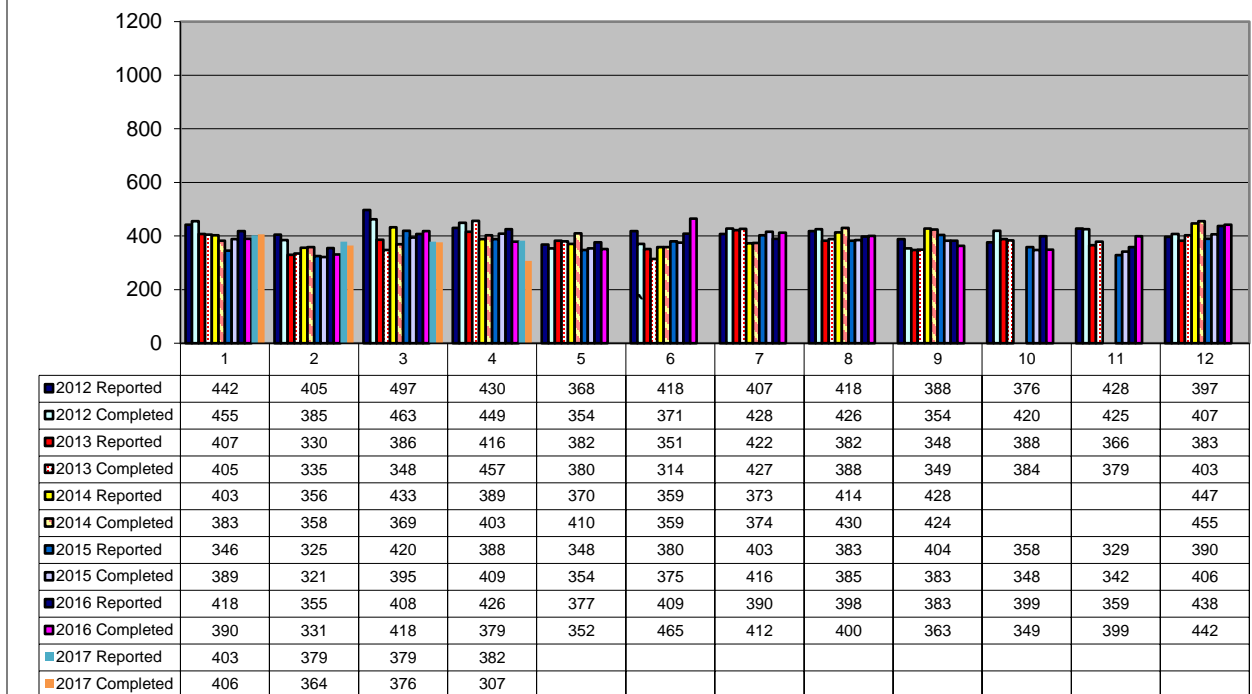
### **11) "Permanent" FM Committee Meeting Time Change Notice**

- Director Smiley was instructed by the State's Attorney's office that we must post the permanent change at the location the meeting is being held, to place an advertisement in a local newspaper at least ten days before the meeting and to notify the media.
- All of this was completed earlier this week.
- **Project complete.**

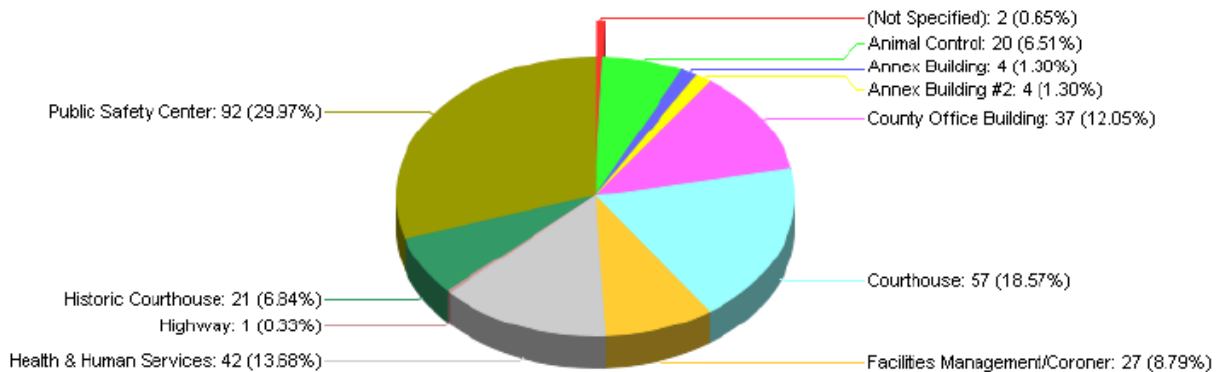
**April 2017  
Staffing/Training/Safety:**

DESCRIPTION	Apr-17	Mar-17	Feb-17
Possible Work Hours (5 employees @ 8 hrs)	912.00	1,104.00	864.00
Paid/Unpaid Leave	48.00	24.00	8.00
Holiday	48.00	0.00	96.00
Bereavement		0.00	0.00
* WC/TTD			
<i>Regular Productive Hours</i>	816.00	1,080.00	760.00
Overtime Worked	3.00	33.25	6.50
<i>Total Productive Hours</i>	819.00	1,113.25	766.50

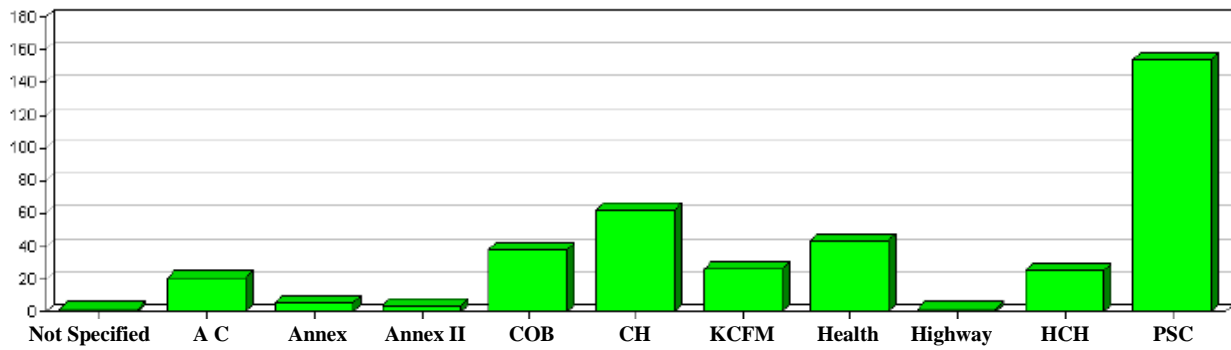
## Reported vs Completed 2012 - Current



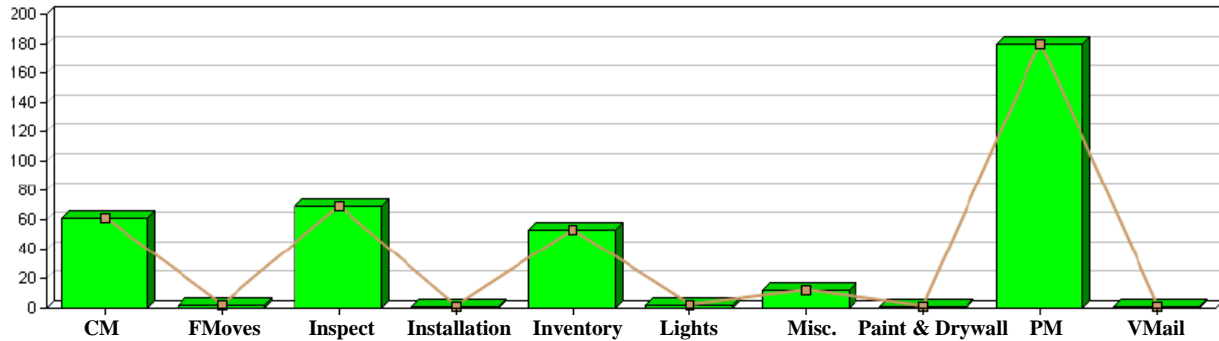
## Completed Work Orders April 2017



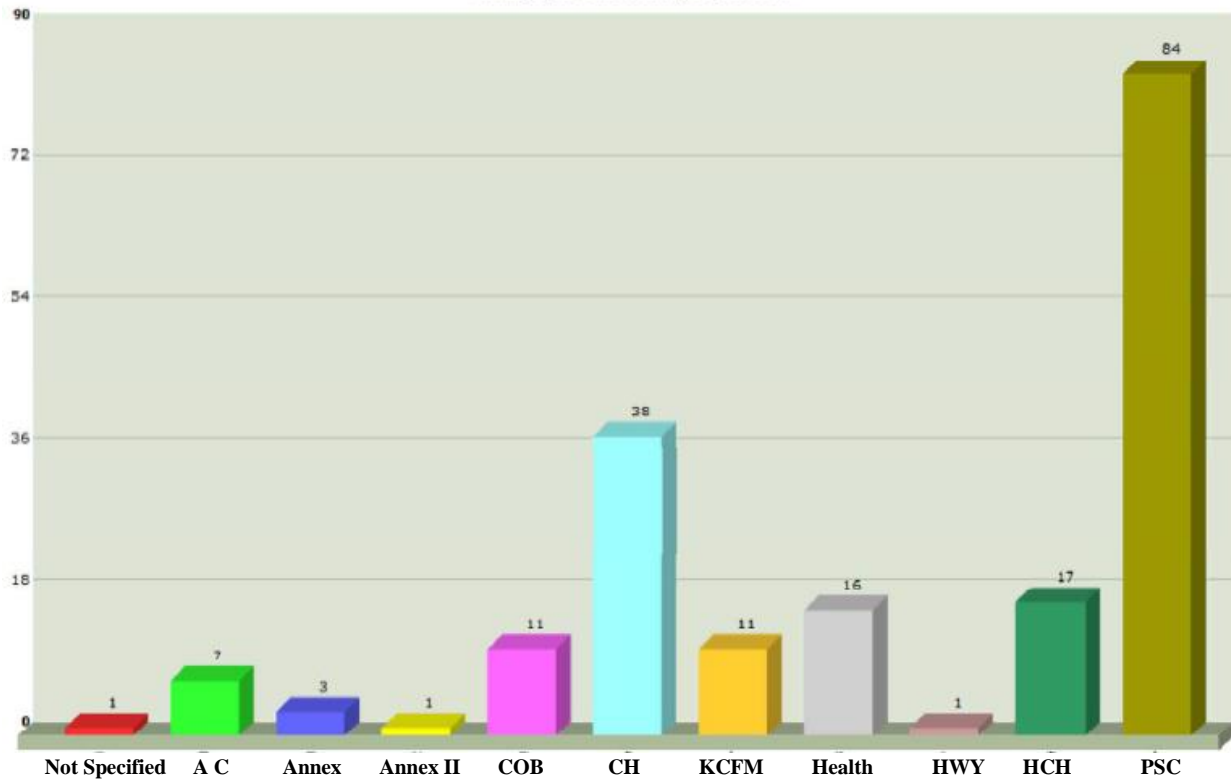
### Reported Work Orders by Location April 2017



### Reported Work Orders by Task April 2017



### Work Orders Remaining Open April 2017



### EXECUTIVE SESSION

### QUESTIONS FROM THE PRESS

### ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on June 5, 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  
MONDAY April 3, 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 – here, Matt Kellogg – here. **With all members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, County Administrator Jeff Wilkins

**Approval of January 6, 2017 Meeting Minutes** – Member Hendrix made a motion to approve the March 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 window frames are complete and waiting for the glass to come in. Jim said that they still anticipate an April 17, 2017 installation date.
2. *SEDAC Energy Assistance Review – Public Safety Center* – Jim informed the Committee that all previous requested information has been submitted to SEDAC. KCFM has set up Trend reports as requested and will be submitted to SEDAC when they meet on Thursday this week. Mr. Smiley stated SEDAC plans to be completed by the end of May.
3. *KenCom Glass Window Replacement* – Jim stated that the glass replacement was completed the week of March 13, 2017. Mr. Smiley reminded the committee that KenCom paid for the project. **Project Complete.**
4. *Veteran's Assistance Commission Space Changes Request* – Director Smiley stated that the project is in progress, the doorframe was installed and the wall patchwork and painting is continuing. Jim stated that we are waiting for the door hardware. The project will be complete within the week. Mr. Smiley stated that the Veteran's Assistance Commission paid for the project.
5. *Circuit Clerk Counter and Room Pass Through Project* – Mr. Smiley stated that the wall has been opened up to install the frame; a door will not be installed it is just a framed opening. KCFM is in the process of patchwork and painting, this wall also had tile and trim on it that will need to be re-installed. Jim also ordered the piece of millwork needed for patrons to stand or handicap to sit at to do the electronic filing. Mr. Smiley said the Circuit Clerk will be paying for the project and it should be completed within the month.
6. *Coroner's Autopsy Table Replacement* – Director Smiley informed the Committee the new table delivery is still anticipated for early May. Plumbing will need to be modified for the new table.
7. *County Office Building Elevator Inspection* – Mr. Smiley stated that during an inspection an auto-dialer phone needed to be installed to bring to code. Jim continued to state that KCFM staff ran a phone line from the PBX system to the elevator however the telephone line was not putting out the 40 voltage needed for it to work properly. The manufacture told Director Smiley that a booster can be installed to make it work at a cost of approximately \$100.00 and a half hour of labor. Mr. Smiley stated that the project is expected to be complete next week

8. *H.V.A.C. Replacement RFP* – Jim is continuing to work on the RFP and has a meeting with County Administrator Jeff Wilkins on Friday to review progress and discuss any revisions needed. Mr. Smiley anticipated to have this completed in the next month or so.
9. *Janitorial Contract RFP Bid Review* – Director Smiley reported to the committee that he reviewed the results of the RFP with the State’s Attorney’s Office as directed by the committee at the last meeting. The State’s Attorney’s office stated that there was enough explanation provided to be able to make a decision without re-bidding the contract. Director Smiley included a spreadsheet of the breakdown of the four (4) bids received for the Janitorial RFP for the cleaning only. Director Smiley stated that the two (2) lowest bids were from Perfect and Cleaner Living. Jim continued to explain that there is about a \$3,500 yearly difference between them. Mr. Smiley recommends staying with Cleaner Living. Member Kellogg made a motion to forward the Cleaner Living Contract to the County Board for approval second by Member Hendrix. All members voted aye via voice vote. **Motion approved.**
10. *Masonry Repairs* – Mr. Smiley received pricing and last week just received the insurance certificates from the contractor. Work will be starting soon. Jim informed the Committee that the amount came in lower than what was approved on the 2017 Capital budget.

### **New Business/Projects**

1. *Chairman’s Report* ;
  - a. *Health & Human Services Security Improvements – Dr. Tokars* – Chairman Davidson stated that Dr. Tokars will be talking to the committee about the need for security glass to be installed within the Health and Human Service Building. Dr. Tokars informed the Committee that in 2011 the sheriff’s office came to their building to do an assessment of their building. The sheriff recommended that five (5) counters that lead to locked areas have security glass installed. Dr. Tokars continued to inform the Committee that her board is open to financing half of the project. Director Smiley received one (1) cost estimate around \$54,000.00 for this work. Members had a general discussion on how to proceed including getting other bids or publically bidding the work. Jim informed the board that if the costs are above \$ 30,000.00 they will have to put the project out for public bid. Vice Chairman Giles suggest to bring it to public bid at this time Member Kellogg agreed. Chairman Davidson stated to move forward with the public bid and bring the results back to next month’s meeting.
  - b. *Facilities Study* – Chairman Davidson stated that he talked to Debbie Gillette, Kendall County Clerk and Jill Ferko, Kendall County Treasurer and Sheriff Baird about having security at the County Office Building the week before and the week of tax deadlines in which Debbie and Jill agreed. Chairman Davidson said he would double check with Sheriff Baird on what the cost would be and make sure it covered both tax payment due dates. Consensus of the Committee is to move to finance to hire part-time officers as security at the County Office Building during the week before and the week of tax season.
2. *Courthouse Penthouse H.V.A.C. Repairs* – Director Smiley stated that leaks were discovered in the old part of the Courthouse A/C System condensate pans. Jim explained that baffles were made to direct the water towards the drains along with the purchase of some small pumps to have in place if the drains fail to allow the water out of the pans. **Project Complete.**
3. *Public Safety Center UPS PM*– Mr. Smiley reported that the semi-annual PM was done with no problems found. **Project Complete.**



4. *Meeting Time Change* – The Committee agreed to bring a recommendation to COW to change the meeting time from 3:30 pm to 4:00 pm

### **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** – Member Hendrix made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(21), Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, second by Member Kellogg.

Roll Call Vote: Chairman Davidson - yes, Member Kellogg - yes, Member Hendrix – yes, Vice Chairman Giles – yes, Member Gilmour - yes. **With all members in attendance voting aye, the committee entered into Executive Session at 5:00 p.m.**

Others Present: Jeff Wilkins, County Administrator, Jim Smiley, Director of Facilities, Christina Wald.

Member Gilmour made a motion to return to Open Session, second by Member Hendrix. **With all members present voting aye, the committee returned to Open Session at 5:02 p.m.** The committee decided to keep the Executive session minutes sealed at this time.

**Adjournment** – Chairman Davidson asked if there was a motion to adjourn. Member Kellogg made a motion to adjourn the meeting, second by Vice Chairman Giles. **With all members present voting aye, the meeting adjourned at 5:11 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant