



**Facilities
Management
Committee Meeting**

6/5/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the May 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 Emergency Phone
- 6) H.V.A.C. Replacement RFP
- 7) Masonry Repairs

New Business/Projects

- 1) Chairman’s Report
 - a. 2018 – 2022 Facilities Mgmt. Budget Turned In
 - b. Facilities Study - Healy, Bender & Associates
 - c. Projects Policy Change
 - d. Establish a Policy for Requests to Film on County Properties
- 2) County Office Building FAX Issues
- 3) Courthouse Card Access System Issues
- 4) Courthouse Judicial Hallway Office Buildout Pricing
- 5) Work Order System Upgrade
- 6) Vendor Registry – RFP Posting & Resource Center
- 7) Health & Human Services - Additional Card Access Door
- 8) PSC Phone System Changes
- 9) Generator System Repairs

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
June 5, 2017

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse (HCH) Window Replacement Project**
 - The windows were installed during the week of May 22, 2017.
 - New trim and caulking was installed inside & outside.
 - KCFM staff will be painting the interior side of the windows and trim.
 - We also need to decide if we want the shutters to be reinstalled on the new windows.
 - If so, custom units will need to be made to fit the break points as they have changed slightly.

- 2) **SEDAC Energy Assistance Review – Public Safety Center**
 - The SEDAC report was completed and emailed to Director Smiley during the week of May 15, 2017.
 - Mr. Smiley met with the SEDAC engineer on May 24, 2017. The purpose of the meeting was to go over the findings and to explain how the follow up will be done.
 - Basically we need to do \$10,000.00 worth of the recommendations before the end of the year. This includes actual changes made by staff or vendors and staff's time setting up quotes and implementing the changes.
 - **Project complete.**

- 3) **Circuit Clerk Counter and Room Pass Through Project**
 - The millwork was delivered and installed during the week of May 15, 2017.
 - KCFM staff installed 110 volt wiring, outlets and data cabling and jacks into the new furniture piece.
 - **Project complete.**

- 4) **Coroner's Autopsy Table Replacement**
 - The old table was removed on Tuesday, May 2, 2017 per Coroner Purcell's request.
 - The new table was delivered on Tuesday, May 9, 2017.
 - KCFM staff mounted the table to the floor. Then reinstalled plumbing and electric to the new table.
 - **Project complete May 11, 2017.**

- 5) **County Office Building Elevator Emergency Phone**
 - The elevator company tried to setup the new 911 dialer after the power supply was replaced on the telephone system.
 - Additional problems were encountered and the elevator phone manufacturer said they would send out a new dialer.
 - Director Smiley decided to take the new elevator phone line off the County phone system since the County Office Building has experienced issues with Faxing since we had this line setup.
 - Mr. Smiley found an unused POTS line that could be used for the elevator instead.
 - The elevator service company is scheduled to be back out Wednesday, May 31, 2017 to hook up the replacement-dialing unit.

OLD BUSINESS/PROJECTS CONTINUED

6) H.V.A.C. Replacement RFP

- Director Smiley sent the completed RFP to the State's Attorney's office on May 5, 2017, for review. Mr. Smiley asked for the review to be ready for this FM Committee meeting if possible.
- ASA Leslie Johnson confirmed a committee or the County Board approved this RFP to be done with Jim on May 9, 2017.
- On May 24, 2017, Leslie advised Director Smiley that FM Chairman Davidson asked the SAO to wait on further review if the RFP until after it was discussed at this Committee meeting.

7) Masonry Repairs

- Repairs have been completed at the Courthouse. Work included crack filling, mortar repair, caulking and brick replacement along the West wall of the Courthouse.
- Work is expected to continue on the Public Safety Center this week, depending on weather conditions and the ability to move a mobile boom around without destroying the grounds due to the wet weather we have been experiencing.

NEW BUSINESS/PROJECTS

1) Chairman's Report

- a. 2018 – 2022 Facilities Mgmt. Budget Turned In
- b. Facilities Study - Healy, Bender & Associates
- c. Projects Policy Change
- d. Establish a Policy for Requests to Film on County Properties

2) County Office Building FAX Issues

- Issues were reported in the Clerk & Administration Offices.
- The lines from the PBX seemed to be working properly but Faxes were going into redial.
- So, Director Smiley found some spare non-PBX trunks we were planning to remove and hooked them up to the FAX machines in these departments.
- Then Jim forwarded the department FAX numbers to each POTS line.
- Both numbers tested ok on both machines in both direction sending & receiving.
- **Project complete.**

3) Courthouse Card Access System Issues

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4) Courthouse Judicial Hallway Office Buildout Pricing

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5) Work Order System Upgrade

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6) Vendor Registry – RFP Posting & Resource Center

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7) Health & Human Services - Additional Card Access Door

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8) PSC Phone System Changes

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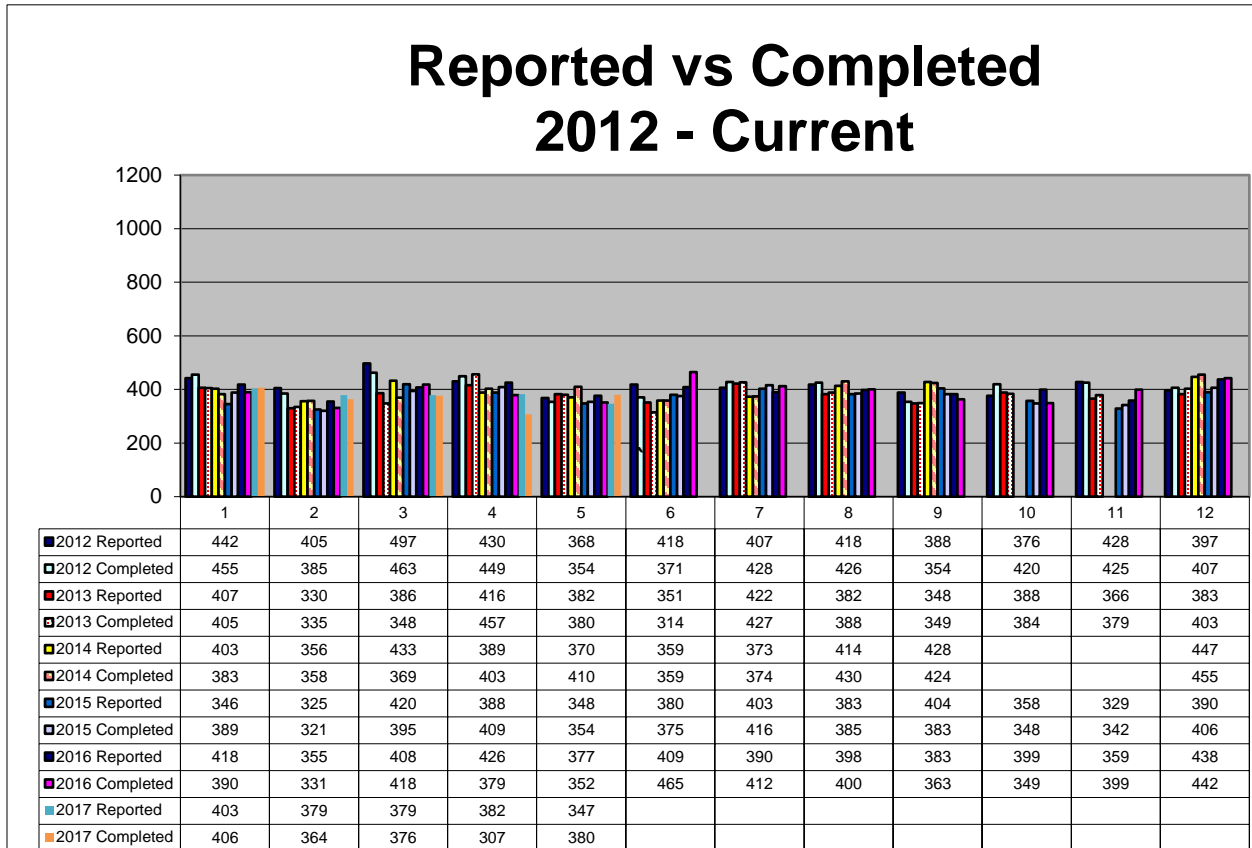
9) Generator System Repairs

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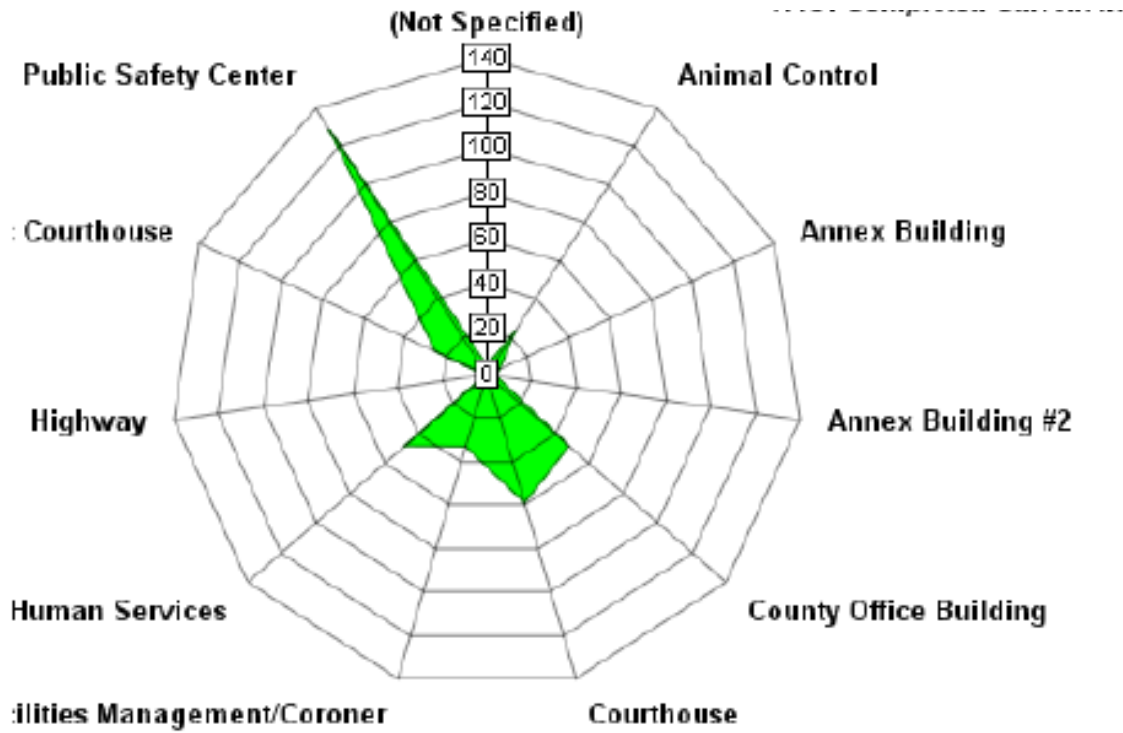
May 2017

Staffing/Training/Safety:

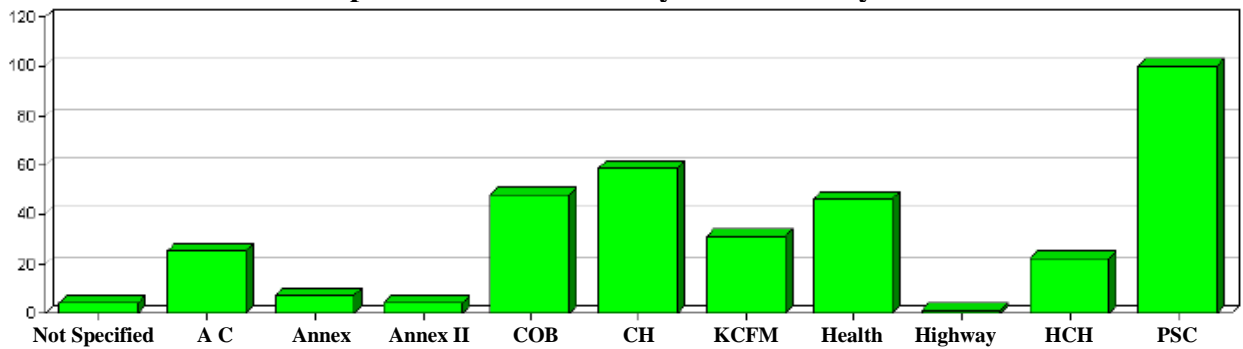
DESCRIPTION	May-17	Apr-17	Mar-17
Possible Work Hours (5 employees @ 8 hrs)	1,056.00	912.00	1,104.00
Paid/Unpaid Leave	52.00	48.00	24.00
Holiday	48.00	48.00	0.00
Bereavement			0.00
* WC/TTD			
Regular Productive Hours	956.00	816.00	1,080.00
Overtime Worked	5.00	3.00	33.25
Total Productive Hours	961.00	819.00	1,113.25



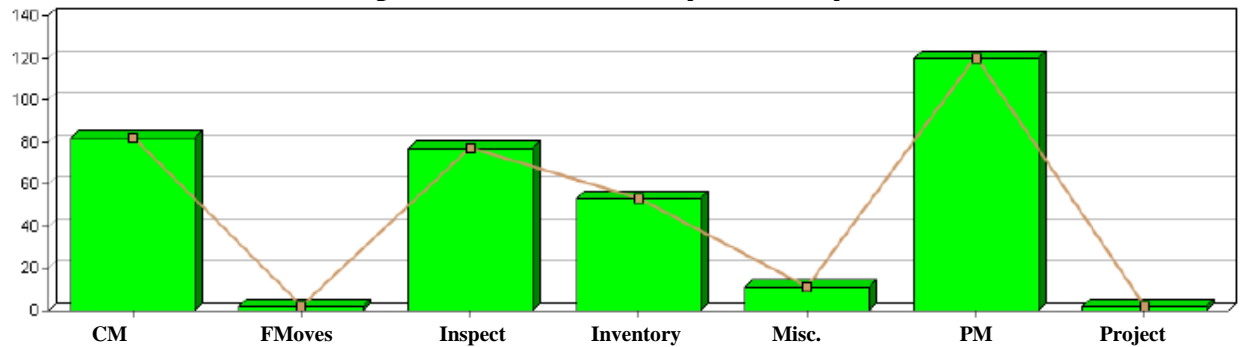
Completed Work Orders May 2017



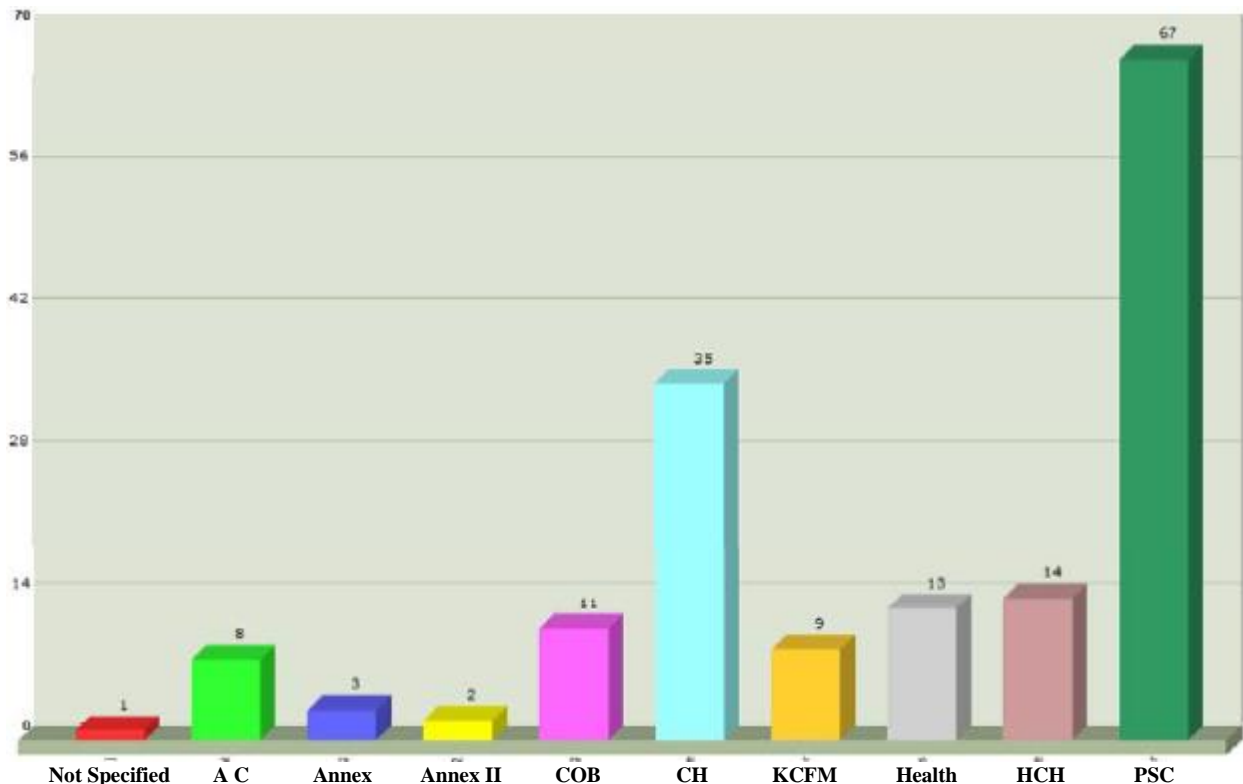
Reported Work Orders by Location May 2017



Reported Work Orders by Task May 2017



Work Orders Remaining Open May 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on July 3, 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 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 through 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 Koeppl 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