



**Facilities
Management
Committee Meeting**

7/3/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Historic Courthouse (HCH) Window Replacement Project
- 2) Masonry Repairs
- 3) PSC Phone System Changes
- 4) Generator Systems Repair

New Business/Projects

- 1) Chairman's Report
 - a. Facilities Study –Further discussion prior to July COW meeting
 - b. Projects Policy Change
 - c. Establish a Policy for Requests to Film on County Properties
- 2) One Year Lease Continuation – Kendall County Housing Authority at the Health & Human Services Facility per the Terms of the Current Lease Dated August 1, 2016
- 3) New Lease Request – Mutual Ground at the Courthouse
- 4) Annual Fire Alarm Systems Testing – All Locations except for Courthouse
- 5) Annual Fire Extinguisher Recertification – All Locations
- 6) Annual Sprinkler System Inspections – All Locations
- 7) Public Safety Center (PSC) U.P.S. System A/C Unit Replacement
- 8) PSC H.V.A.C. & Controls Improvements RFP
- 9) PSC Robertshaw Control System Issues

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
July 3, 2017

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse (HCH) Window Replacement Project**
 - The interior painting has been completed.
 - KCFM tech's will be looking at cutting down the blinds to fit the new windows.
 - Once that has been completed KCFM tech's will be re-staining and finishing the blinds prior to reinstalling them.
- 2) **Masonry Repairs**
 - The intended project has been completed.
 - The vendor suggested four additional areas that need caulking inside the fenced in areas.
 - Director Smiley also had them price installing "pick" proof material for the expansion joint in the jail indoor recreation yard.
 - These would be done from a separate budget if approved.
 - **Project complete.**
- 3) **PSC Phone System Changes**
 - Director Smiley budgeted to have the remaining phones moved from the old unsupported system to the newer system installed last year from the Health department.
 - The cutover was completed on June 22, 2017.
 - All went as planned.
 - We have a couple of main numbers remaining in the old system to move over as a separate project.
 - Mr. Smiley is working with the vendor to determine the best way to accomplish this final change. Once this is done the old system will become spare parts for the remaining unsupported systems at the Health department, Courthouse and County Office Building.
 - **Project complete.**
- 4) **Generator Systems Repair**
 - Director Smiley signed off on several of the repairs a couple of weeks ago. Parts were ordered and we are waiting to hear back from the vendor on scheduling of the work to be done.
 - Mr. Smiley hopes to have all of this completed before the next FM Committee meeting in August.

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. Facilities Study – Further discussion prior to July COW meeting.
 - b. Projects Policy Change
 - c. Establish a Policy for Requests to Film on County Properties.

2) One Year Lease Continuation – Kendall County Housing Authority at the Health & Human Services facility per the terms of the current lease dated August 1, 2016.

- Lease management for county properties was assigned to Facilities Management last month.
- KCFM Mgmt. found there was a letter sent in April asking to get a new lease that was not acted on. So, KCFM mgmt. viewed the lease and found there were two one year extensions built into the initial term of the lease. Verified with the State's Attorney's office that this notice was received in time to ask the County Board to extend the lease, but asked KCFM mgmt. to request a new letter requesting to approve the one-year extension built into the lease.
- The Housing Authority was contacted and KCFM mgmt. received the new request for extending the lease one additional year per the terms of the contract.
- So, Director Smiley is requesting this be added to the County Board agenda for the 2nd meeting in July.

3) New Lease Request – Mutual Ground at the Courthouse

- This lease was signed in October of 2015 with two (2), one (1) year extension options.
- Like the previous lease Kendall County was to receive notice to extend the lease at least 60 days in advance of the initial lease period ending.
- KCFM mgmt.. could find no evidence this request was ever done. So, an inquiry was made to the Executive Director at Mutual Ground to see if a request had been made.
- The Executive Director said she was not aware this was needed but very much wanted to stay at the Courthouse.
- So, Director Smiley checked with the State's Attorney's office (SAO) to see what needed to be done. The SAO said a new lease should be done since the lease called for notice 60 days prior to the end of the initial term to extend.
- Mr. Smiley also contacted Presiding Judge McCann and Sheriff Baird to verify they were ok with Mutual Ground continuing to be in the courthouse.
- Judge McCann said he discussed it with Sheriff Baird and for his part was okay with a 2 year lease being done, along with other ways to extend rather than providing notice.
- State's Attorney Weis was copied on the response and Jim will verify how the SAO wants this new lease to be done. Then presumably, the lease would be brought back to the next FM Committee meeting in August to send to the County Board for approval.

4) Annual Fire Alarm Systems Testing – All locations except for Courthouse

- Testing was completed between June 27 & 28, 2017.
- All systems were found to be operating properly.
- **Project complete.**

5) Annual Fire Extinguisher Recertification – All locations

- Testing was completed between June 27 & 28, 2017.
- All extinguishers were found to be in operating order and were retagged.
- **Project complete.**

6) Annual Sprinkler system inspections

- Testing was completed between June 27 & 28, 2017.
- All sprinkler systems were found to be in operating order and were retagged.
- **Project complete.**

7) Public Safety Center (PSC) U.P.S. System A/C Unit Replacement

- The compressor failed again on this unit.
- Due to age and continued issues with making a residential style unit run all winter long, Director Smiley decided it was best to replace this unit with a computer room style system. The replacement system is designed to run in all types of weather including extreme hot summer and cold winter conditions.
- The replacement system installation started last week and is expected to be completed this week.
- KCFM staff is installing the electric to both the inside and outside units.

8) PSC H.V.A.C. & Controls Improvements RFP

- Director Smiley started working on the RFP to replace specific pieces of equipment versus looking at a facilities wide plan using the State of Illinois Guaranteed Savings statute as he had been previously been directed to do.
- Mr. Smiley hopes to get the RFP completed this month. Then bring it back to the next FM Committee in August.
- If approved the project would be bid in August and results would be provided at the September FM Committee meeting.

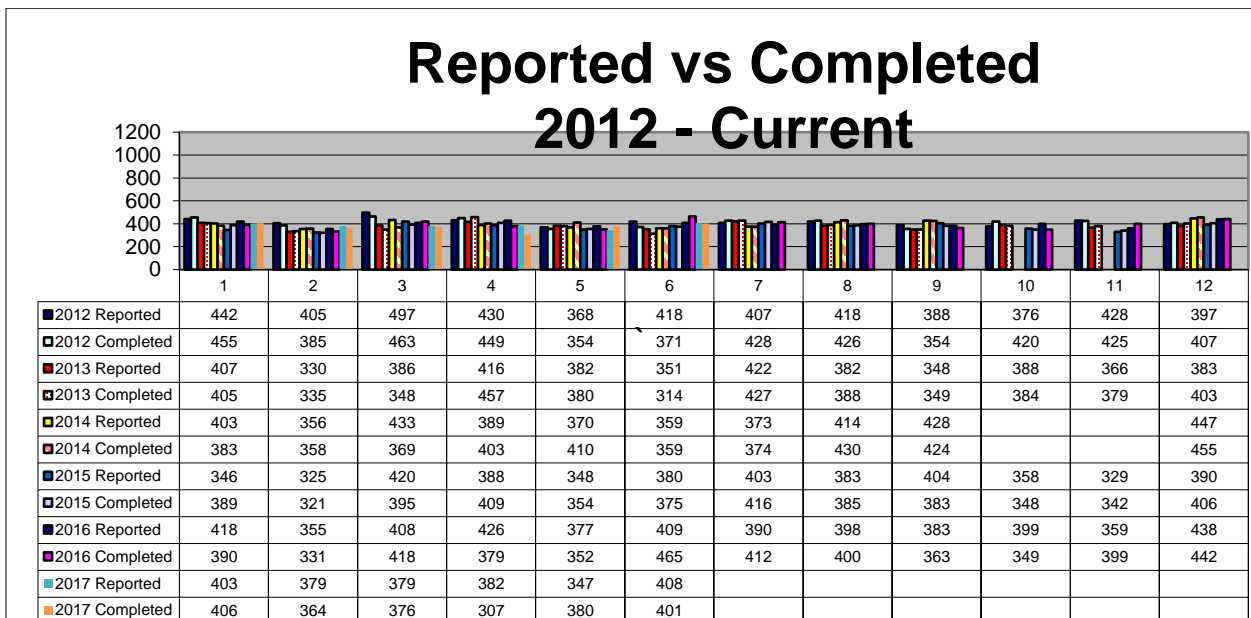
9) PSC Robertshaw Control System Issues

- Two weeks ago KCFM staff found the main computer not being able to communicate with the field panels.
- The service company was called and a main obsolete board was found to be defective in the adjacent panel. However, the company had old stock in their office and was able to get the communication reestablished on a second service call.
- During the outage, the systems continued to work with existing programming.
- Parts for this system are being harder and harder to find and verifies the need to replace this system with manufactured supported equipment.
- **Project complete.**

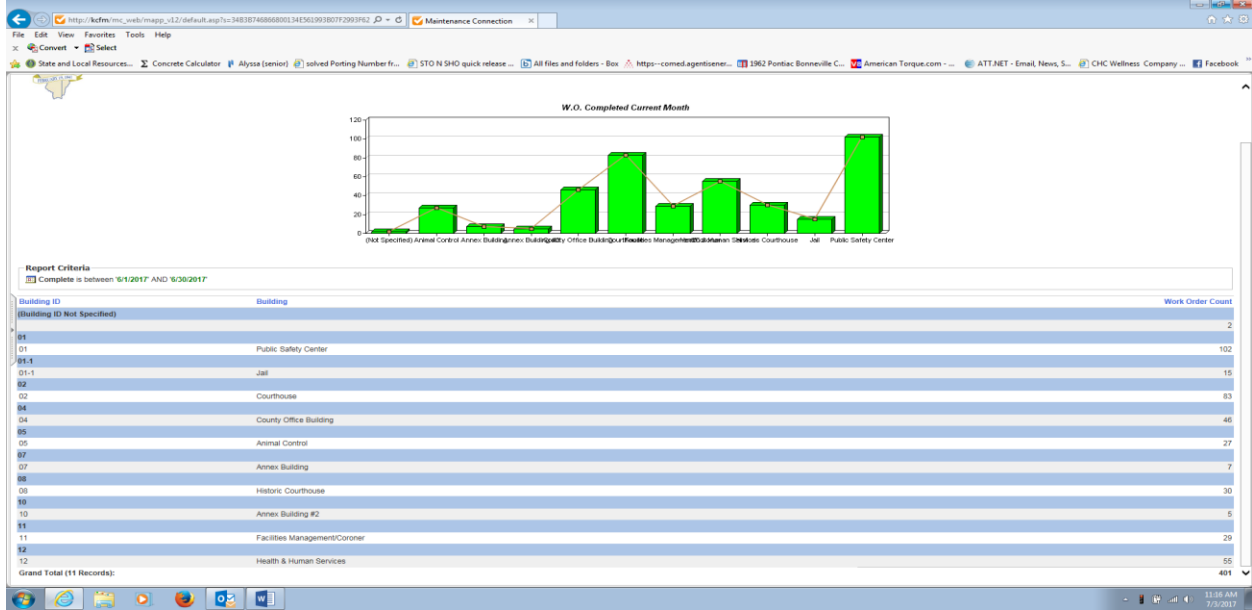
June 2017

Staffing/Training/Safety:

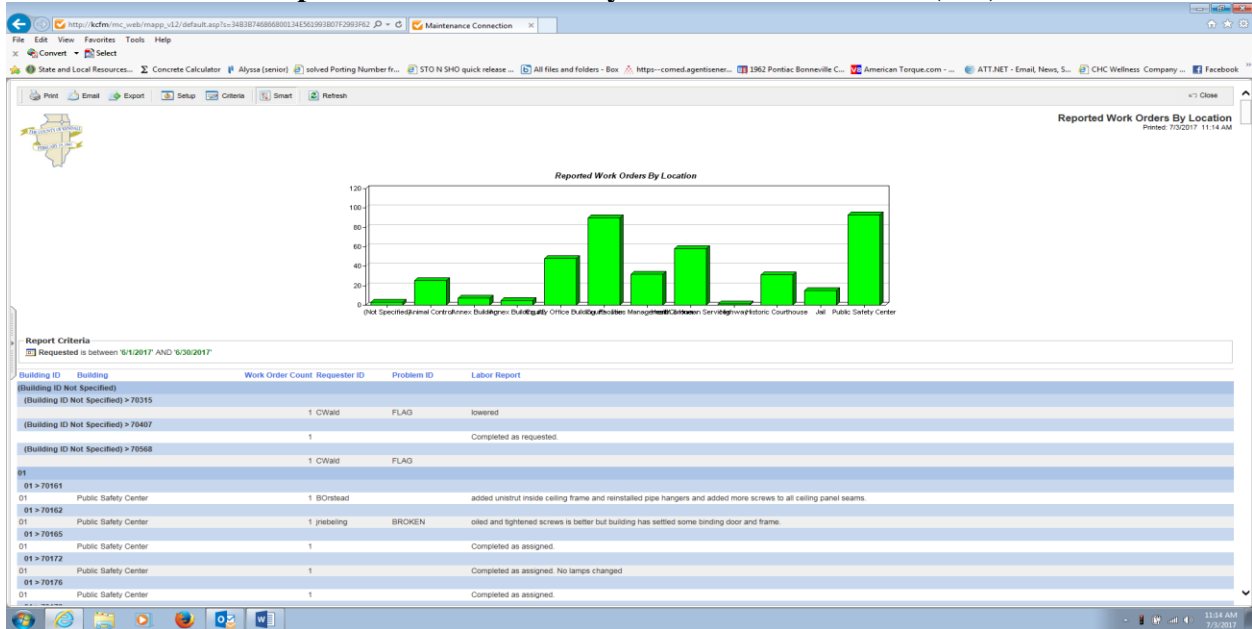
DESCRIPTION	Jun-17	May-17	Apr-17
Possible Work Hours (5 employees @ 8 hrs)	1,056.00	1,056.00	912.00
Paid/Unpaid Leave	68.00	52.00	48.00
Holiday	0.00	48.00	48.00
Bereavement			
* WC/TTD			
<i>Regular Productive Hours</i>	988.00	956.00	816.00
Overtime Worked	16.00	5.00	3.00
Total Productive Hours	1,004.00	961.00	819.00



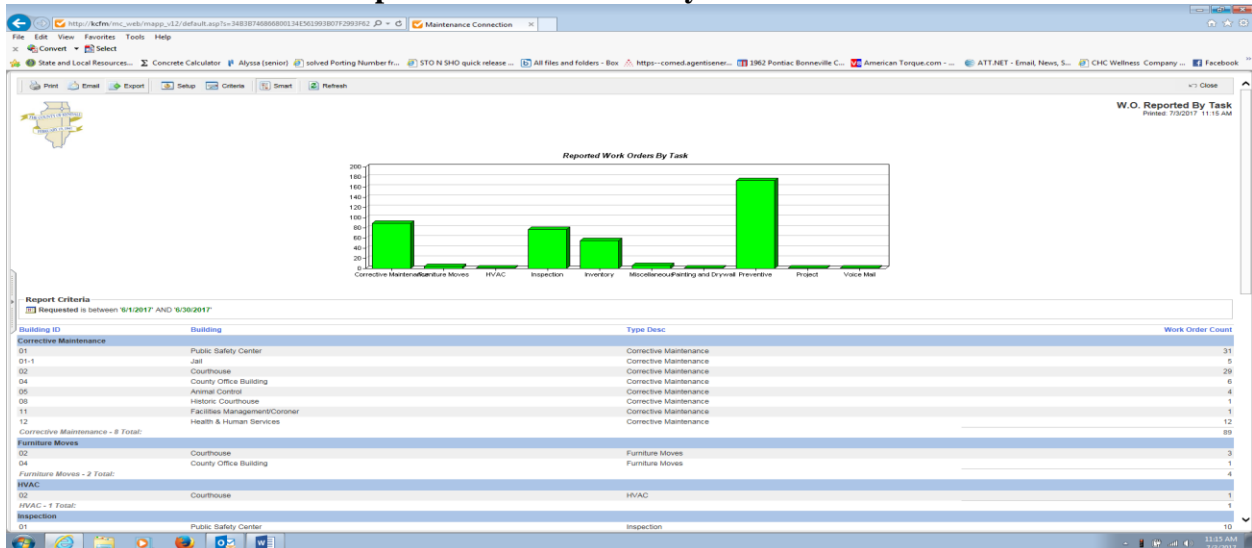
Completed Work Orders June 2017 – (401)



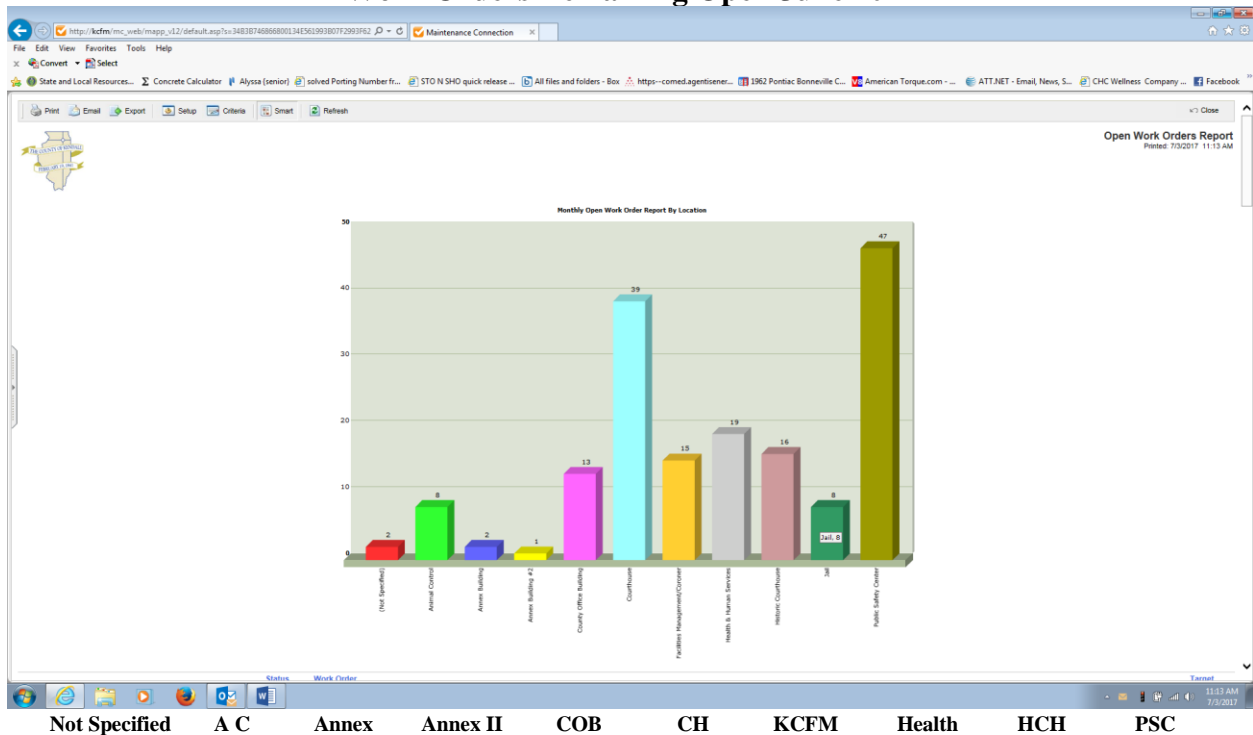
Reported Work Orders by Location June 2017 – (408)



Reported Work Orders by Task June 2017



Work Orders Remaining Open June 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on August 7, 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 June 6, 2017

Committee Chair Bob Davidson called the meeting to order at 4:05 p.m.

Roll Call: Bob Davidson – yes, Tony Giles – here, Judy Gilmour – here, Audra Hendrix – here, Matt Kellogg – yes. **With all members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, Interim County Administrator/Technology Director Scott Koppel.

Approve any changes to the County Board Approved May 1, 2017 Facilities Committee Meeting Minutes – there were no changes to May 1, 2017 minutes; Chairman Davidson asked if there was a motion to approve the minutes. Member Kellogg made a motion to approve the minutes, second by Member Hendrix. **With all members voting aye, the minutes were approved.**

Member Kellogg left the meeting at 5:20 pm.

Public Comment – None

The Agenda

Chairman Davidson asked that the Facilities Study by Healy, Bender & Associates be moved to the top of the agenda. Member Kellogg moved to approve the agenda move. Member Hendrix seconded the motion. Chairman Davidson asked for a voice vote on the motion. **All members present voting aye. Motion Carried.**

1. *Facilities Study - Healy, Bender & Associates* – Chairman Davidson contacted Mr. Bender about the security issue concerns with the County Office Building and requested a proposal from Healy, Bender & Associates on the cost for a study to be conducted. Healy, Bender & Associates presented four (4) study/pricing options. After extensive questions and discussion between the Committee, Member Kellogg made a motion to bring the proposal to COW, second by Member Hendrix.

Chairman Davidson asked for a roll call vote on the motion. Members voting aye include Davidson, Hendrix, Kellogg. Members voting nay include Giles, Gilmour. **Motion carried 3-2.**

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated that the windows were installed last week. KCFM staff is completing the interior portion of the windows, i.e. painting the interior trim and cutting the old shutters to fit the new window sizes. **Project Complete.**
2. *SEDAC Energy Assistance Review – Public Safety Center* – Mr. Smiley stated that a two page executive summary was included in the packet for review. Jim has the full report is approximately 73 and 43 pages. The County has 10 months to implement at least \$10,000.00 worth of their suggestions, in order to receive the grant. Jim continued to state that most of the work it is reprogramming, in which would be performed by the KCFM we can count our own staff time. This will be discussed further at the next Facilities Committee Meeting.
3. *Circuit Clerk Counter and Room Pass through Project “E-Filing”* – Jim informed the Committee that the millwork was delivered and installed the week of May 15th. KCFM staff installed the 110 volt wiring, data cable and jacks. KCFM’s portion of the **Project is Complete.**
4. *Coroner’s Autopsy Table Replacement* – Director Smiley stated the old autopsy table was removed on the May 2nd per the coroner’s request. The new table was received on May 9th. The KCFM staff installed the table, attached the plumbing and electrical which was completed on May 11th. **Project Complete.**
5. *County Office Building Elevator Emergency Phone* – Director Smiley reminded the Committee of the issues with trying to install the 911 dialer. Jim stated that shortly after faxing issues appeared in the County Office Building and is not sure if the two problems are related. Jim had extra potts lines that he rerouted for the 911 dialer in the elevator. The phone line was tested on May 31st and now is working. **Project Complete.**
6. *H.V.A.C. Replacement RFP* – Mr. Smiley stated that he submitted the RFP to the State’s Attorney’s Office on May 5th and on May 24th Jim received an email from the State’s Attorney’s Office stating that after a meeting with Chairman Davidson they will be waiting on further review of the RFP. Chairman Davidson informed the Committee there have been discussions with other board members who feel that the project could be completed in-house. Chairman Davidson stated the RFP is on hold until after discussions conclude in Finance.
7. *Masonry Repairs* – Jim stated the work at the Courthouse has been completed and they are continuing work at PSC through this week. Mr. Smiley expects the work to be completed before the next Facilities meeting.

New Business/Projects

1. *Chairman's Report* ;
 - a. *2018 – 2022 Facilities Mgmt. Budget Turned In* – Chairman Davidson asked the Committee to review the budget for Facilities and stated that this is tentative and changes can be made if needed. Member Gilmore asked if any funding for security at the County Office Building has been included. Jim stated that there is \$25,000.00 in the budget that was approved for the installation of countertop glass in the Treasurer's and Clerk's offices for this year. However, an additional request for funding maybe needed in the 5 year plan depending on what is decided to be done with the County Office Building.
 - b. *Projects Policy Change* – Chairman Davidson informed the Committee that a policy needs to be set up for submission of projects. Jim and Matt Kellogg will meet and have a policy prepared for review by next Facilities meeting.
 - c. *Establish a policy for Requests to Film on County Properties* – Jim will work with Interim County Administrator/Technology Director Scott Koppel and come back to the committee with a recommendation on a procedure for film companies to use County facilities.
2. *County Office Building Fax Issues* – Director Smiley stated that fax issues arose again. Jim had to bypass the fax lines with lines that were not in use. Jim tested the machines and are working properly again. **Project Complete.**
3. *Courthouse Card Access System Issues* – Mr. Smiley informed the committee that the card access system was not working properly. Jim believes this was a result of the new wiring installed for the new system. Jim found a software company certified to work with the system over the phone. Jim took apart the components to send pictures to the company to review. Jim put the system back together and it started working again. A few days later the front doors of the Courthouse would not lock, Jim was able to bypass the system to get it working again. This system is scheduled to be replaced sometime early fall with the new card system. **Project Complete.**
4. *Courthouse Judicial Hallway Office Buildout Pricing* – Director Smiley stated that Court Administrator Swiss and Judge McCann requested Jim put together a budget to have the last remaining unfinished space in the Judicial corridor finished for an office for the bailiff's. Jim submitted the budget to Ms. Swiss and Judge McCann and Jim was told this may be done this year or budgeted for next fiscal year. **Project Complete for now.**
5. *Work Order System Upgrade* – Jim informed the Committee that the software for Facilities work order system was outdated and required our office to use an old web browser. This was upgraded with no apparent issues. **Project Complete.**
6. *Vendor Registry – RFP Posting & Resource Center* – Director Smiley stated that the State's Attorney's Office approved the contract for the use of a free RFP posting service. Facilities Management Director Jim Smiley and Interim County Administrator/Technology Director Scott Koppel believes this will increase bid participation. This will also give the County the ability to see other RFP's from other municipalities. Member Hendrix made a motion for approval to the County board, second by Vice Chairman Giles. **With all members voting aye, Motion Carried.**
7. *Health and Human Services – Additional Card Access Door* – Mr. Smiley stated that Dr. Tokars requested Jim to meet with her and the vendor whom will do the install on the feasibility of adding a card reader to the first floor North West door. Jim's concern is to have the wires concealed in the frames so they are not exposed. Dr. Tokars

requested Jim provide a price for the strike, which normally costs about \$500.00.

Project complete.

8. *PSC Phone System Changes* – Jim stated that the capital item in the budget for this year was to move the remaining PBX phone lines to the 8300 system to maintain the manufactures warranty. This is set up for June 22, 2017 at 4 am and should take about 2 hours to complete. Should have no effect on the rest of the system.
9. *Generator System Repairs* –Mr. Smiley informed the Committee that during the last maintenance check on our generators several items need to be done to prevent future failures. Jim stated that the KCFM staff will do some of the work like changing belts and hoses and the balance will be done by our outside vendor. Mr. Smiley wants to verify if the Highway Dept. generator repairs that were recommended are warranted.

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. Member Hendrix made a motion to adjourn the meeting, second by Member Gilmore. **With all members present voting aye, the meeting adjourned at 5:39 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant