



**Facilities
Management
Committee Meeting**

8/7/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Historic Courthouse (HCH) Window Replacement Project
- 2) Generator Systems Repair
- 3) New Mutual Ground lease at the Courthouse
- 4) Memo of Understanding between Kendall County & Mutual Ground
- 5) Public Safety Center (PSC) U.P.S. System A/C Unit Replacement

New Business/Projects

- 1) Chairman's Report
 - a. Healy Bender 111 W. Fox St. Part 1 Analysis
 - b. Projects Policy Change
 - c. Establish a Policy for Requests to Film on County Properties
 - d. 2017 Budget to date Review
- 2) PSC H.V.A.C. & Controls Improvements RFP
- 3) PSC Wall Sealing
- 4) PSC Jail Remote Flush Units
- 5) PSC Roof Leak Repairs
- 6) Workforce Development Lease at HHS
- 7) CASA lease at HHS
- 8) 2017 Paving RFP
- 9) Snow & Ice Removal RFP
- 10) Vendor Registry

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

Facilities Committee Agenda
August 7, 2017

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse (HCH) Window Replacement Project**
 - Our KCFM tech cut down the blinds to fit the new windows.
 - The blinds were re-stained and finish coats were applied.
 - The blinds were reinstalled.
 - **Project complete.**
- 2) **Generator Systems Repair**
 - Repairs were completed in the past month.
 - **Project complete.**
- 3) **New Mutual Ground lease at the Courthouse**
 - The new lease was provided by the State's Attorney's office.
 - Mutual Ground Executive Director Michelle Meyer has accepted the new lease and is attending to explain the need for the space.
- 4) **Memo of Understanding between Kendall County and Mutual Ground**
 - An MOU was signed between Kendall County & Mutual Ground with the previous lease.
 - Mutual Ground Executive Director Michelle Meyer has accepted the new MOU and is attending to explain the need for the MOU.
- 5) **Public Safety Center (PSC) U.P.S. System A/C Unit Replacement**
 - KCFM staff completed hooking up electric to both the new indoor and outdoor units.
 - The vendor started up the unit and completed the setup required.
 - KCFM staff added a flexible wall system around the unit to help keep the cool air near the U.P.S. system.
 - System working properly.
 - **Project complete.**

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - i. Director Smiley talked to Cliff Bender and Cliff said he does not need a contract signed for this work.
 - ii. Healy Bender is ok with us providing a letter on stationary referencing the approved part of their proposal in order to get this project started.
 - iii. Director Smiley is looking for an ok to go ahead with the letter as requested.
 - b. **Projects Policy Change**
 - i. Director Smiley met with Committee member Kellogg to discuss a flow chart and written policy for project approvals.
 - ii. Mr. Smiley created the start of the flowchart and written policy for review today.

Chairman's Report continued

c. Establish a Policy for Requests to Film on County Properties

- i. Christina Wald performed an online search to see what other local municipalities have in place for filming in their cities and facilities
 1. Common elements include:
 - a. Notification and application anywhere from as little as three days to 30 days notice.
 - b. In person or online application.
 - c. Nominal permit fee (\$25.00)
 - d. Fee schedule for how disruptive the filming will be to the public building, etc...
 - e. Fees for hiring Police or Community Services Officers
 - f. Insurance requirements

d. 2017 Budget to date Review

- i. 8 months in KCFM overall is tracking 4.5% over budget.
 1. Natural Gas & Electric are tracking to be about on target. Electric slightly under, Natural Gas slightly over.
 2. Telephone costs are running about 18% high. Due to unexpected charges, being added from previous years under billing on FCC approved charges.
 3. Water use tracking to be \$16,000 over budget. Influenced by number of prisoners in jail, Animal Control use and public/employee use.
 4. Contractual Services & Equipment Maintenance combined tracking to be as much as \$30,000 over budget. Due mainly to large issues encountered this year – U.P.S. system failure and rewiring due to failure, parking lot light underground wire failure and re-wiring, A/C unit failure for U.P.S. system. Director Smiley has notified the cleaning company that we will cut monies for flooring & special projects and also notified the landscaping firm to perform one less cutting per month to help bring this back in line somewhat.

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

- The RFP is completed.
- Included options for individual replacements and for doing entire project.
- Director Smiley needs direction on what to do next.

3) PSC Wall Sealing

- We have experienced leaks in the KenCom stairway when rains come from the East, both during construction and for years afterwards.
- The roof has been gone over both during construction and afterwards, to no avail.
- Director Smiley hired a vendor to water seal the front two walls of the KenCom entrance since there was no apparent areas for water to enter through the roof or flashings.
- Mr. Smiley believes this will resolve the water issue and will monitor.
- **Project complete.**

4) PSC Jail Remote Flush Units

- Director Smiley researched the ability to add flush valves that could be remotely actuated.
- Jim and staff found that Sloan makes an electronic unit specifically designed for jail use.
- Sheriff Baird approved installing a unit to handle the segregation cells in the jail. Dwight agreed to fund the project as well.
- KCFM installed the unit and connected the three cells to it.
- Mr. Smiley put together a short procedure memo on how to operate the electronic unit.

PSC Jail Remote Flush Units Continued

- Cmdr. Jennings asked that Sgt's and the Deputy in Charge be trained on the operation of the units.
- KCFM staff has also hung a copy of the procedure in the water closet.
- **Project complete.**

5) PSC Roof Leak Repairs

- During the recent heavy rains some of the jail pods and Sgt's office experienced leaks.
- Director Smiley & staff were called in on a Sat. for fear of ceiling tiles falling.
- The tiles were removed.
- Roofers were called and completed repairs last week.
- **Project complete.**

6) Workforce Development Lease at HHS

- This group missed the section of the lease that called for giving notice of wanting to extend to the 2nd and 3rd year. This is required annually at least 60 days before each term expires.
- KCFM notified the Workforce Development Director Berger (Kane County) of this situation.
- Mr. Berger sent a letter acknowledging the mistake and requested to extend the lease to retroactively cover the 2nd year starting January 1, 2017 and to request the 2nd year extension starting January 1, 2018.
- We have allowed Workforce Development to remain in the facility and they have continued to pay the rent required in the lease.
- Director Smiley checked with the State's Attorney's office and found we have two options possible:
 - Option one would be to establish a new lease.
 - The second would be to accept the extension request letter.
 - There is a provision in the lease that would allow us to mutually agree in writing to modify the lease. This could be done by us writing a letter notifying Workforce Development that we are waiving the notice period and allowing the lease to be extended retroactively back to when the first option period was to begin.

7) CASA lease at HHS

- This group also missed the section of the lease that called for giving notice of wanting to extend to the 2nd and 3rd year. This is required annually at least 60 days before each term expires.
- KCFM contacted CASA Executive Director Jennifer Gilbert to notify her of the situation.
- Ms. Gilbert sent us an email back stating their desire to stay in the Health Facility.
- CASA would like to explore a lease that allows the initial term to be more than one year.
- However, CASA is willing to look at whatever terms Kendall County provides to them in the new lease.
- KCFM asked Director Gilbert to put her request on CASA stationary and to send it back to us.
- Director Smiley is looking for guidance on this lease.

8) 2017 Paving RFP

- The RFP was completed and sent to the State's Attorney's office for review.
- Director Smiley worked with ASA Knight on legal changes needed.
- The RFP is advertised next week on the 10th and bids are due on the 18th.
- Mr. Smiley plans to bring the results to the September FM Committee meeting on August 28th, for review and approval to send to the County Board for approval.

9) Snow & Ice Removal RFP

- The RFP was completed and sent to the State’s Attorney’s office for review.
- Director Smiley worked with ASA Knight on legal changes needed.
- The RFP is advertised next week on the 10th and bids are due on the 18th.
- Mr. Smiley plans to bring the results to the September FM Committee meeting on August 28th, for review and approval to send to the County Board for approval.

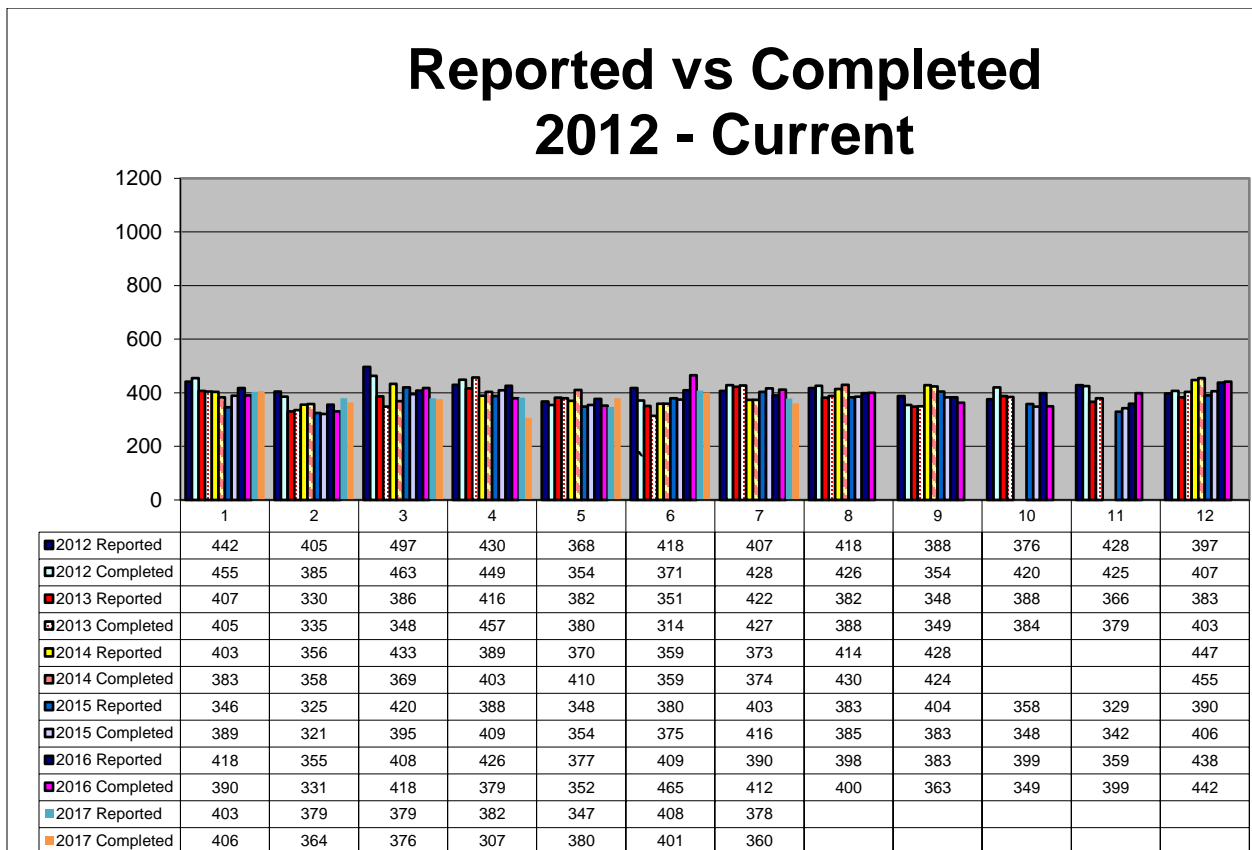
10) Vendor Registry

- After County Board approval to go forward KCFM worked with Gina from Technology to get us setup on the Vendor Registry site.
- Training was completed August 11, 2017.
- Currently there is one RFP for the Sheriff’s office listed on the site.
- KCFM plans to put the Snow & Ice and Paving RFP’s on the site as soon as they are approved to be posted by the SAO.

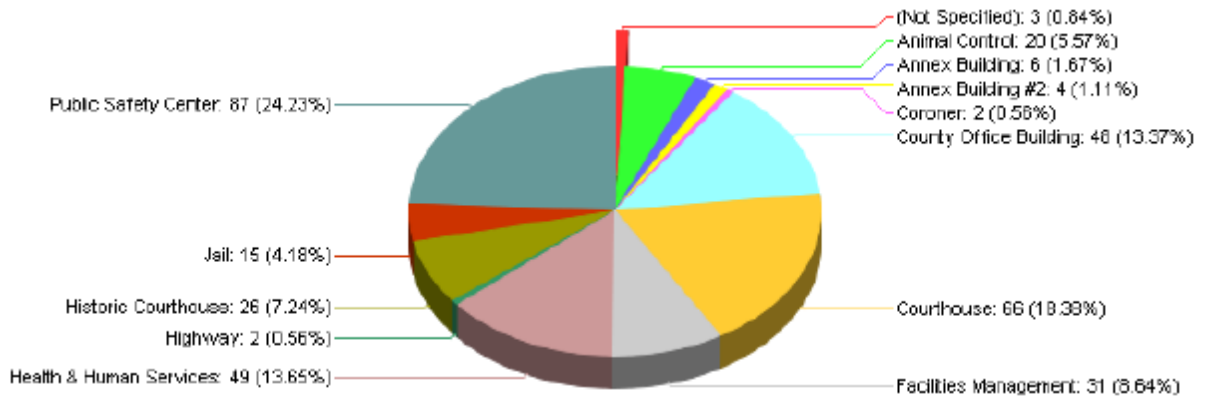
July 2017

Staffing/Training/Safety:

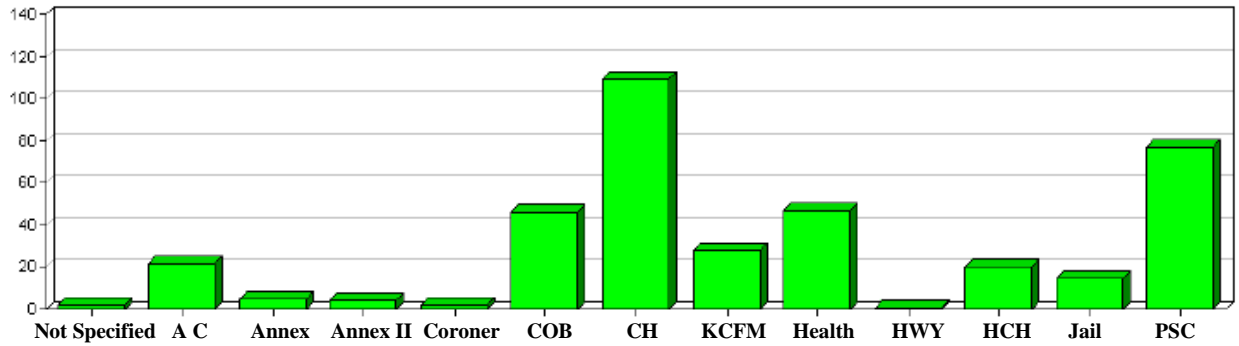
DESCRIPTION	Jul-17	Jun-17	May-17
Possible Work Hours (5 employees @ 8 hrs)	1,008.00	1,056.00	1,056.00
Paid/Unpaid Leave	104.00	68.00	52.00
Holiday	48.00	0.00	48.00
Bereavement			
* WC/TTD			
<i>Regular Productive Hours</i>	856.00	988.00	956.00
Overtime Worked	9.00	16.00	5.00
<i>Total Productive Hours</i>	865.00	1,004.00	961.00



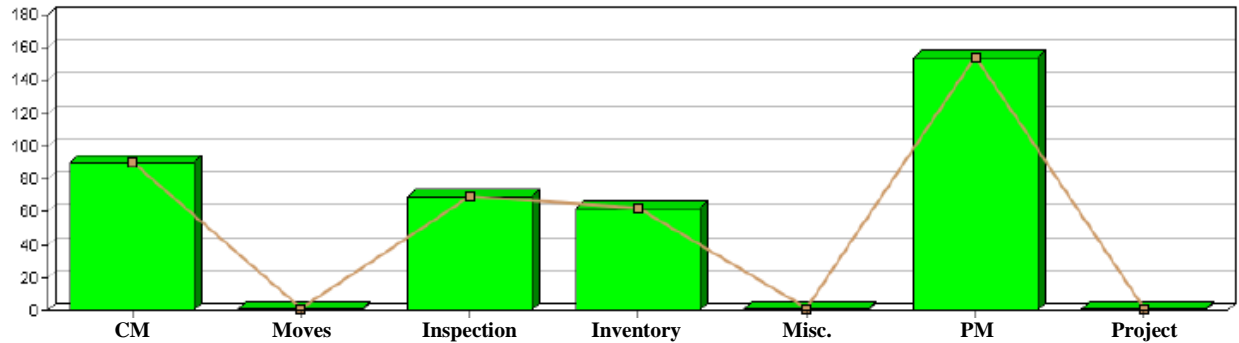
Completed Work Orders July 2017



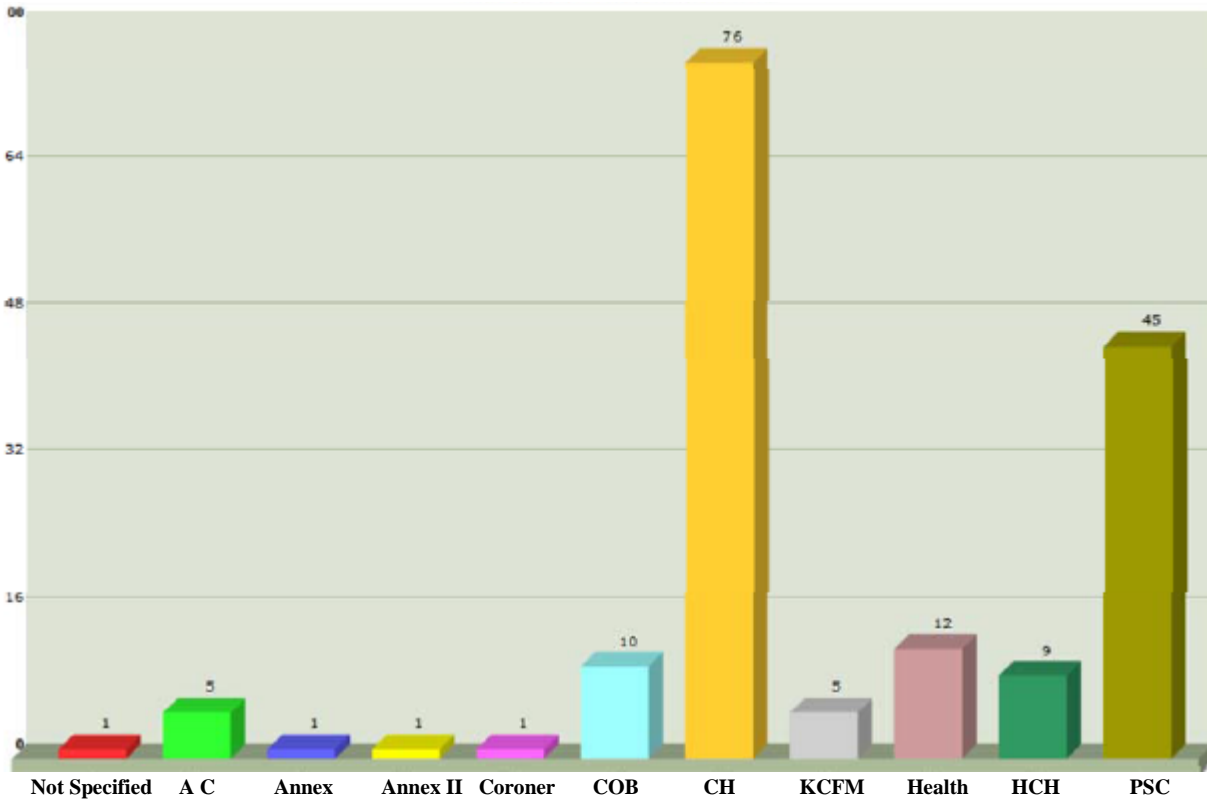
Reported Work Orders by Location July 2017



Reported Work Orders by Task July 2017



Work Orders Remaining Open July 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on August 28, 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 July 3, 2017

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

Chairman Davidson moved to appoint Member Prochaska to fill in to form a quorum. Member Gilmour second that motion. **All members present voting aye. Motion Carried.**

Roll Call: Members Present: Bob Davidson, Judy Gilmour, Matthew Prochaska, Audra Hendrix, Committee Members Absent: Tony Giles, Matt Kellogg. **With enough members present, a quorum was formed to conduct business.**

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

Member Hendrix arrived at 4:11 pm

Approve any changes to the County Board Approved June 5, 2017 Facilities Committee Meeting Minutes – there were no changes to June 5, 2017 minutes; Member Prochaska made a

motion to approve the minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Mr. Smiley informed the committee that the windows are installed but the inside trim work that is to be finished by KCFM staff is almost done. Jim also stated that the existing shutters will work; they are in the process of being cut down, repaired and refinished.
2. *Masonry Repairs* – Jim stated that the repairs are done. Mr. Smiley also stated that a few additional areas were found to be in need of caulking in which Jim has already received a quote. These repairs will come out of a separate budget and would like the work to be completed by the end of this year or early next year. **Project Complete.**
3. *PCS Phone System Changes* – Director Smiley the cutover went as planned. The main sheriff's number and the tip line are the only remaining item left in the DID system. Jim is working with the vendor to see what is the best way to move these over to the newer system. Jim continued to state that once these are moved over the old system will become spare parts for the systems in the Heath, Courthouse and Fox Street facilities. **Project Complete.**
4. *Generator System Repairs* – Mr. Smiley stated that parts are on order and the repair will be scheduled once they are received. Jim hopes this will be complete by the next Committee meeting.

New Business/Projects

1. *Chairman's Report* ;
 - a. *Facilities Study – Further discussion prior to July COW meeting* – Chairman Davidson stated that the facilities studies will be discussed at the next COW meeting to decide which future option they will be pursuing.
 - b. *Projects Policy Change* – Jim stated that he has been working with Matt Kellogg to establish a system for project submission and hope to have this to present by the next Facilities Management Committee meeting.
 - c. *Establish a policy for Requests to Film on County Properties* – Chairman Davidson directed Director Smiley's office to research what policy is established in other towns and counties for filming and bring the results back to the next Committee meeting.
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* – Motion by Member Hendrix to bring to the County Board for approval. Second by Member Gilmour. **All members present voting aye. Motion Carried.**
3. *New Lease Request – Mutual Ground at the Courthouse* – Jim informed the Committee that a new lease will be needed for Mutual Ground's space at the Courthouse. Mr. Smiley stated that he will be working with Judge McCann and the State Attorney's Office and will have a lease to bring to the next Facilities Committee Meeting.
4. *Annual Fire Alarm Systems Testing – All Locations except for Courthouse* – Mr. Smiley stated that testing was completed on June 27th and 28th. Jim continued that the Courthouse testing has a different system and will be completed this month. **Project Complete.**
5. *Annual Fire Extinguisher Recertification – All Locations* – Mr. Smiley stated that testing was completed on June 27th and 28th. **Project Complete.**

6. *Annual Sprinkler System Inspections – All Locations* – Mr. Smiley stated that testing was completed on June 27th and 28th. **Project Complete.**
7. *Public Safety Center (PSC) U.P.S. System A/C Unit Replacement* – Director Smiley stated that the Public Safety Center boiler room air conditioner unit failed. The replacement unit was installed last week and the wiring installation will continue through this week. The cost will come from the repair budget.
8. *PSC H.V.A.C. & Controls Improvement RFP* – Mr. Smiley stated that he will have the RFP completed to bring back to the Committee for the August Meeting. Jim continued that if the Committee approves the RFP then it will be able to be put out for bid.
9. *PSC Robertshaw Control System Issue* – Jim stated that this system is outdated and stop working two (2) weeks ago. Mr. Smiley called the original installation company out of Indiana and they were able to locate the part needed to get the system back up and running. **Project Completed.**

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 Gilmour. **With all members present voting aye, the meeting adjourned at 4:49 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant