

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, JUNE 6, 2016**

Committee Chair Bob Davidson called the meeting to order at 3:30p.m.

Roll Call: Bob Davidson - yes, Jeff Wehrli - here, Dan Koukol - here. **With three members present, a quorum was formed to conduct business.**

Committee Members Absent: Judy Gilmour (excused), Matthew Prochaska (excused)

Others Present: Technology Director Scott Koeppel, County Board Chair John A. Shaw, Facilities Management Director Jim Smiley

Approval of May 2, 2016 Meeting Minutes – Member Wehrli made a motion to approve the May 2, 2016 meeting minutes, second by Member Koukol. **Motion carried.**

Public Comment - None

Old Business/Projects

- *Courthouse & Public Safety Center (PSC) Security Improvement Project/100% Design Review and Page Turn Meeting* – Director Smiley said they have reviewed the 100% design, and made a few changes. Director Smiley said they hope to have the RFP posted on June 23, 2016 as long as he can view the posting before it's posted, and then Director Smiley will post it in the Kendall County Record as well.
- *Law Enforcement Memorial Project* – Mr. Smiley reported:
 1. Concrete was poured on Saturday, May 21, 2016
 2. Steel is being donated by O'Malley Welding, but the project will pay for galvanizing.
 3. Oswego Chief of Police Jeff Burgner is working to find the timeline for brick work to begin, and anticipates it will begin soon. Chief Burgner also talked to the Oswego Parks department about installing the curbs for the courtyard, and they agreed to do the work. Director Smiley met with Chief Burgner and Zach from the Oswego Parks department about what is needed. Zach will coordinate the timeline with Mr. Smiley prior to the work beginning.

4. Inscriptions are being reviewed prior to go to the engraver for printing.
 5. Jeff Wehrli performed the excavation, forming and pouring as a donation to the project, and also cleaned the spoils and dug out the area for curbs to be installed along the patio.
 6. Mr. Smiley said that it will be necessary to install a curb on all three sides of the memorial.
- *Leopardo Energy Efficiency & County Facilities Project* – Director Smiley assembled the electronic drawings for Leopardo to review, and made arrangements with an online service to provide the drawings to Leopardo. Leopardo offered to scan additional paper drawings for Facilities Management, and those drawings were provided to Leopardo on June 2, 2016. Director Smiley acquired a master list of Sheriff’s office vehicles for Leopardo to review. Site visits are scheduled on June 14 -15, 2016.
- *PBZ Lobby Changes* – Mr. Smiley reported that the move of the counter in the lobby was completed, and there are plans for a door to be added to restrict access to back offices. A work order has also been submitted to paint the lobby area walls.

New Business/Projects

Chairman’s Report – Chairman Davidson said that the current budgeted amount for FY2017 will not begin to put a dent in the many projects that need to be completed throughout the County in 2017. Mr. Davidson stated that the Finance Committee has to work with Facilities to ensure that these immediate projects can be completed, and to allow for the on-going maintenance of current buildings, as well as provide set funds in the budget every year for things like HVAC/Heating systems, windows, roofing and parking lot repairs. Mr. Smiley said that any unused funds need to remain available to Facilities Management and not be returned to the General Fund.

Anti-Harassment Training – Mr. Smiley announced that all Facilities Management personnel attended the training this year, and attendance sheets were provided to the HR Coordinator for their personnel records.

Parking Lot Project Meeting with Highway Engineer – Mr. Smiley met with County Highway Engineer Fran Klaas regarding the roadway between the County Office Building and Historical Courthouse, and the main parking lot at the front of the Public Safety Center where it connects to John Street, and the drive that leads from the east to John Street. There are also pot holes throughout the County that will need to be filled this summer.

E-Filing Project for Circuit Clerk – Mr. Smiley met with Interim Circuit Clerk Robyn Ingemunson and Judge Tim McCann regarding a mandate change effective in 2017 in which citizens will be able to come into the Circuit Clerks area and use a computer that will allow them to file their own cases online. The Interim Circuit Clerk’s proposed plan is to add an archway between the Circuit Clerk’s office lobby and the viewing room. After viewing the area and meeting with Judge McCann and Ms. Ingemunson, Mr. Smiley will determine the cost and update Ms. Ingemunson, and the committee at the next meeting.

Courthouse Mural Project – Mr. Smiley reported that prep work is completed and they are awaiting the mural for installation.

Job Description Reviews – Mr. Smiley reported that Jeff Wilkins asked that he review all of the current job descriptions so that they could be presented to the Admin HR Committee later this month.

Staffing/Training/Safety

- *Reportable Labor Hours* – Mr. Smiley stated that there were an increased number of work orders, primarily because they continue to be short-staffed.

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 Wehrli made a motion to enter into Executive Session for the purpose of 5 ILCS 120/2 (c)(1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, second by Member Koukol.

Roll Call Vote: Member Davidson - yes, Member Koukol - yes, Member Wehrli – yes. **With three members in attendance voting aye, the committee entered into Executive Session at 4:08p.m.**

Others Present: Jim Smiley

Member Koukol made a motion to return to Open Session, second by Member Wehrli. With four members present voting aye, the committee returned to Open Session at 4:27p.m.

Due to the 4th of July holiday, the next meeting will be on Monday, June 27, 2016 at 3:30p.m.

Adjournment – Member Wehrli made a motion to adjourn the meeting, second by Member Koukol. With four present voting aye, the meeting adjourned at 4:36p.m.

Respectfully submitted,

Valarie McClain
Administrative Services/County Board