

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, July 11, 2016**

Committee Vice Chair Dan Koukol called the meeting to order at 3:33p.m.

**Roll Call:** Jeff Wehrli - here, Dan Koukol - here, Judy Gilmour – here, Matthew Prochaska - here. **With all members present, a quorum was formed to conduct business.**

*Committee Member Bob Davidson arrived at 3:36p.m.*

Others Present: Technology Director Scott Koeppel, Facilities Management Director Jim Smiley

**Approval of June 6, 2016 Meeting Minutes** – Member Wehrli made a motion to approve the June 6, 2016 meeting minutes, second by Member Prochaska. **Motion carried.**

**Public Comment** - None

**Old Business/Projects**

*Courthouse & Public Safety Center (PSC) Security Improvement Project Bidding*

- a. *Walkthrough and Bidding* - Director Smiley stated that they conducted the bidders walk-through on July 6, 2016. Mr. Smiley said there was good participation and approximately eight companies. Mr. Smiley said the bid deadline is July 22, 2016. Dewberry will allow questions to be asked one-week prior to the deadline. Any questions received will be distributed to everyone.

*Law Enforcement Memorial Project* – Director Smiley reported that brickwork was completed the week of June 13, 2016. Pavers were laid and placed, but there was an issue with the design indicating no cuts. They had to exchange the 6” black pavers in for 8” black pavers and the work continued and was completed. Mr. Smiley updated the committee on the continued work to be done, the steel work for the marble being done by the mason, and reminded the committee that the work is being completed mostly by volunteers.

*Leopardo Energy Efficiency & County Facilities Project* – Director Smiley reported that they have had the walk-through of all of the buildings. They have communicated with Mr. Smiley that they hope to have the work completed by the end of August.

*Job Description Reviews* – Jeff Wilkins reported that the job descriptions have been sent to the State’s Attorney’s office for legal review. Member Davidson asked that all Facilities Management job descriptions come back to the committee for review prior to going to the County Board for final approval.

## New Business/Projects

1. *Chairman's Report* – Member Davidson stated that the committee needs to begin thinking about the FY2017 budget, and include air conditioning units in the budget each year. Mr. Smiley reported that normal repairs are being done this year, and that the oldest building is the Public Safety Center/Jail.

Member Davidson stated that this committee needs to be prepared and to be proactive in ensuring that the HVAC units in the Public Safety Center/Jail are functioning at all times since they are operational 24/7.

Mr. Smiley updated the committee on the hiring of a former retired County employee as a temporary replacement on a part-time basis to provide assistance in the office.

2. *Public Safety Center Mullion Replacement* – Mr. Smiley said that at Member Davidson's request, new mullions have been installed in the front doors of the PSC by O'Neil Glass. The cost was approximately \$1,000 to replace the two mullions.
3. *All Facilities*
  - a. *Fire System Testing* – Annual testing was conducted last month.
  - b. *Fire Extinguisher Testing* – Testing was completed on all buildings, the squads for the Sheriff's Office, trucks for the highway department and PBZ, the Kendall County Health department and Probation offices.
  - c. *Sprinkler System Testing* – Annual testing was conducted last month.
4. *Generator Repairs* – Following PM's there were recommended generator repairs for the County Office Building, Public Safety Center and the Health & Human Services Building. Repairs were completed last month. The Highway department needs to have major repairs, and Mr. Smiley is researching pricing for replacing that system.
5. *Health & Human Services Counter(s) Security Improvements* – Mr. Smiley said that Dr. Tokars asked to meet with Mr. Smiley and Member Davidson regarding security improvements. Member Davidson explained that he is aware that this project is in the 5-year plan, and that they will attempt to get some type of solution in the meantime. Mr. Smiley accompanied Dr. Tokars to the Oswego East High School to view their security enclosure at their main entrance. Mr. Smiley said that he examined their setup, and has asked for the vendor that District 308 used for their office/counter security. Dr. Tokars asked Mr. Smiley to get pricing for her on something for the counter area.

6. *Courthouse Chiller Repairs* – Mr. Smiley reported a major chiller repair on the older chiller on the older side of the courthouse. Mr. Smiley reported Judge McCann allowed the work to be done during the day, minimizing the need for facilities personnel and vendor overtime.
7. *Courthouse Courtroom LED Bulb Changes* – Mr. Smiley said there are a number of recessed light “cans” throughout the courthouse, and that replacing the ballast is very costly. After researching LED lighting, FM personnel have begun switching the current bulbs to LED bulbs throughout the courthouse.
8. *Konica Copier Program Responsibilities Change* – Scott Koeppel reported that after meeting with Jeff Wilkins and Mr. Smiley that the copiers program might be better handled by the Technology Services Department since most printing is done on the copiers now and it may be cheaper than maintaining all of the copiers Technology Services supplies currently. Mr. Koeppel is discussing the options that are available for additional cost savings with Konica. Mr. Koeppel said that they have already begun installing the software to get information on how many copies are being done at each printer and copier. Mr. Koeppel said that Konica also has options to send replacement cartridges directly to each office. Mr. Smiley said if responsibility for the copiers is switched to Technology Services, that Facilities Management will continue to deliver and replace copier and printer paper.
9. *Approve Hiring Replacement KCFM Tech Level 1 Full-Time Position with a not to exceed wage of \$45,000 per year* – Mr. Smiley updated the committee on the application process, and the interviews. After Mr. Smiley met with Jeff Wilkins, he was comfortable in offering the position to a temporary employee that recently worked with Facilities for six-months.

*Motion to Approve Hiring Replacement of KCFM Tech Level 1 Full-Time Position with a wage not to exceed \$45,000 per year made by Member Wehrli, second by Member Prochaska.*

**ROLL CALL:** Member Wehrli – yes, Member Davidson – yes, Member Gilmour – yes, Member Koukol – yes, Member Prochaska – yes. **With all members voting aye, the motion carried.**

### **Staffing/Training/Safety**

- *Reportable Labor Hours* – Mr. Smiley stated that he had continued to track the number of work comp hours in this month’s report. But planned to remove them starting next month. There were an increased number of work orders shown in the remaining open work order report, 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** – Not needed

**Adjournment** – Member Prochaska made a motion to adjourn the meeting, second by Member Gilmour. **With four present voting aye, the meeting adjourned at 4:22p.m.**

Respectfully submitted,

Valarie McClain  
Administrative Services/County Board