

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, AUGUST 8, 2016**

Committee Chair Robert Davidson 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.**

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

**Approval of July 11, 2016 Meeting Minutes** – Member Gilmour made a motion to approve the July 11, 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 the bid opening occurred on July 29, 2016 after a one week extension of the deadline was approved. Dewberry is in the process of reviewing the bids. Chairman Davidson set a bid review meeting date of August 12, 2016 with “stakeholders” that have been discussing the project with Dewberry all along. Note: This date was subsequently changed to August 17, 2016.

*Law Enforcement Memorial Project* – Director Smiley reported the caps for the brickwork were ordered June 29, 2016. The caps were to take approx. 6 weeks to complete. Once the caps are installed the rest of the memorial will be assembled and the landscaping completed.

*Leopardo Energy Efficiency & County Facilities Project* – Director Smiley reported that Leopardo is still planning to be done with their review by the end of August.

*Health & Human Services Counter(s) Security Improvements* – Director Smiley reported that he and Dr. Tokars went over to East Oswego High School to view how they have setup their main entrance to help improve security at the entrance. Jim said they had glass in tracks from the countertop all the way to the ceiling. Amaal asked the receptionist if they could provide contact information on the company that did their work. The information was provided to Director Smiley and he is waiting for a return call back to see if they can provide a solution for our counters.

*Konica Copier Program Responsibilities Change* – Director Smiley explained that the copiers were being looked at to move over to the Technology Services department as was done a couple of years ago. So, Jim & Scott have beenm working on what amount to remove form the KCFM and to add to the Technology Services budget. Jim had figured \$110,000.00 and Scott figured \$130,000.00. They are going to continue to review it and plan to have the same amount removed and added to each budget before they are turned in.

### **New Business/Projects**

1. *Chairman's Report* – Director Smiley explained that he was looking for some guidance on what the committee wants him to budget for capital projects in 2017. Chairman Davidson said that there is money put aside for some of the projects but only if they are needed to be done. Bob said the projects are piling up year after year if they are not being done. Vice Chair Koukol asked if the plan to add a memorial at the County Office Building could be added to the list to be done. Jim explained that he had put the project together and had it set to be done mostly by donation. So, it is possible to add it the list. Director Smiley then explained what he had done so far for the 2017 budget, with a current overage of 1.45% as compared to last year. Jim further explained the main reason was because the projection for electric next year is up \$25,000.00 due to capacity costs increasing. Jim is going to further review the budget and plans to get it as close to a 0% increase as asked for from the Finance Committee. Member Gilmour asked if we would realize any savings from the Leopardo facility review next year. Director Smiley said that there are two parts to the Leopardo study. First Leopardo is going to make recommendations where savings could be realized. The second part was the County would need to fund the projects. So, Jim feels savings would not be seen until 2018 at the earliest. Member Wehrli asked about the large increase in water usage. Jim explained that he felt most of it was due to prisoner fluctuations in the jail. There is no way for Jim to predict what the prisoner load will be. More prisoners equal more water use as well as more paper and other cleaning products being used.
2. *Circuit Clerk Automatic Doors and Remodeling Project Budget Request* – Director Smiley explained that Circuit Clerk Ingemunson requested a price to add an automatic door to her main lobby and a walkthrough from that same lobby to her viewing room. The reason for this is because they have more and more people with special needs visiting her office and next year the court system is requiring the public to file cases electronically. Robyn will need to add scanning equipment to accomplish this and feels there is not enough room in the viewing area to fit everything in. So, Jim gave Robyn pricing to reflect KCFM staff doing the work and a price if the work was mostly contracted. **Project complete.**

3. *Public Safety Center Bathrooms and Locker-room deep cleaning.* Director Smiley explained he was having the cleaning company perform deep cleaning in all of the non-public areas. The work included tile grout cleaning and polishing, shower walls and floors work since this has not been done for a while. Projects like these are routinely scheduled throughout the year in all facilities.
4. *Video Visitation and Video Bond Call RFP Development* – Director Smiley explained D.C. Gillespie drafted an RFP for Video Visitation which was shared with Director Smiley and Dewberry who is helping us with this project. Jim also mentioned that Joe was scheduling a trip to Lake County Indiana with Judge McCann, Scott, Jim and Sheriff Baird to view the systems they are utilizing for these functions.
5. *Animal Control Trailer Review Trip* – Member Wehrli explained that he, County Administrator Wilkins, Director Smiley and Director Pawson went through several trailers at the site in St. Charles. Mr. Wehrli said they are putting together a cost to bring the trailer out, remove the wheels to lower the unit as close to the ground as possible and add skirting to the unit. This will be discussed at the next Animal Control meeting this month. Director Smiley explained the plan is to have his staff connect electric & data to the unit and to build the wooden handicapped ramp up to it.
6. *Alice Training* – Mr. Smiley reported he was invited to attend this training at the Health facility. Jim said it was beneficial to help plan for emergencies in our facilities. The training was also attended by County Administrator Wilkins and Director Koeppe.
7. *Interviewing and Hiring of Tech Level 1 position* – Mr. Smiley said Brad Hanna was offered the job and plans to start August 15, 2016. **Item Complete.**

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

- *Reportable Labor Hours* – Chart included in package.

### **Other Items of Business**

- Mr. Smiley stated that he continues to track the open work orders but does not have to time make sure the requests are in the correct categories. So, that may be throwing off some of the charts. Jim said that his main concern was to continue to get work orders done with the least amount of inconvenience to county departments.
- *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** – Vice Chair Koukol made a motion to adjourn the meeting, second by Chairman Davidson. **With all members present voting aye, the meeting adjourned at 4:08p.m.**

Respectfully submitted,

Jim Smiley  
KCFM Director