

**COUNTY OF KENDALL, ILLINOIS  
FACILITIES MANAGEMENT COMMITTEE  
MEETING MINUTES  
MONDAY, October 3, 2016**

Committee Chair Bob Davidson called the meeting to order at 3:35p.m.

**Roll Call:** Bob Davidson – yes, Dan Koukol – here, Matthew Prochaska – here, Jeff Wehrli - here. Member Gilmour was on excused absence. **Enough members were present for a quorum.**

Others Present: Technology Director Scott Koepfel, Facilities Management Director Jim Smiley, Jeff Wilkins County Administrator, Debbie Gillette County Clerk Recorder & Jill Ferko Treasurer.

**Approval of September 6, 2016 Meeting Minutes** – Member Prochaska made a motion to approve the September 6, 2016 meeting minutes, second by Member Wehrli. All members voted aye via voice vote. **Motion approved.**

**Public Comment** – None

**New Business/Projects**

Chairman Davidson moved the discussion of Office Security needs from the Chairman’s Report to the forefront of the meeting. Members agreed.

1. *Chairman’s Report*

- a. *Office Security needs* – Debbie Gillette, Kendall County Clerk and Jill Ferko, Kendall County Treasurer/Collector spoke on security needs for the County Building. Director Smiley stated that a glass partition could be installed in both the treasurer’s and the clerk’s office. The cost is approximate \$6,200.00 per office. Ms. Gillette and Ms. Ferko suggested they would rather see us look at a way to further secure the county building of each office within. Chairman Davidson stated he would like this discussion to be continued at the COW meeting on October 14<sup>th</sup>. Member Prochaska suggested talking to the state’s attorney’s office to allow us to discuss this in executive session using the open meetings act exemption 8. Director Smiley will check with the state’s attorney per Member Prochaska’s suggestion.

**Old Business/Projects**

1. *Courthouse & Public Safety Center (PSC) Security Improvement Project* – Mr. Smiley stated that the counter-signed contract was sent to SAS. We are waiting for the countersigned contract to come back. When the contract is received back a kick off meeting will be scheduled to outline preliminary timelines.
2. *Law Enforcement Memorial Project* – Director Smiley reported that the police memorial and ceremony was completed last week.
3. *Leopardo Energy Efficiency & County Facilities Project* – Director Smiley informed the board that the report will be around four hundred pages altogether. Leopardo suggested presenting the report to a smaller group of people first. Then possibly to a committee or to

the entire County Board as an executive summary. Members agreed the summary should be looked at first by a smaller group, and then presented to everyone.

4. *Animal Control Trailer Installation* – Jeff Wilkins, County Administrator informed the board that the delivery date for the trailer is anticipated to be either Wednesday October 12<sup>th</sup> or 19<sup>th</sup>. Director Smiley stated that KCFM staff will build the ADA ramp at the main entrance to the trailer and a staircase will be built at the office manager's entrance. No sewer or water, just data and power will be installed. The cost estimate for all the work to be done is between \$4,000.00 - \$6,000.00. This cost is for electric, phone, data, partial fence, skirting and ramp/staircase. A transformer also needs to be installed for the main electrical service, which needs to be 240 volts. Animal Control is paying for all the associated costs.

### **New Business/Projects**

1. *Chairman's Report*
  - b. *Budget Reduction Discussion* – Chairman Davidson stressed the importance of cutting the costs in the budget where possible. It was understood that the main cost in the budget is the utilities. Chairman Davidson asked Director Smiley to provide the committee with suggestions for service reductions if possible. Jim said it is possible if departments are ok with reduction of services. But Jim also cautioned the committee that this would also burden the KCFM staff to fill some of the void, which would cause productivity to go down in the department. Chairman Davidson reiterated that we need to do something to reduce cost everywhere and plans to continue discussion on this subject.
2. *Public Safety Center Parking Lot Construction* – Director Smiley informed the board that the signed contracts have been submitted; a time schedule has been requested, awaiting a response.
3. *Ridge Street Reconstruction* – Mr. Smiley reported to the board that the signed contracts have been submitted; a time schedule has been requested, awaiting a response.
4. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated the 50% down payment invoice has been received and payment has been processed.
5. *Document Destruction Meeting* – Mr. Smiley informed the board that the department will be registered with the state shortly to be able to have old KCFM documents destroyed. Going forward the department will setup an electronic document system as much as possible.
6. *Crisis Management Training* – Director Smiley stated the training was informative and will aid in future safety planning.
7. *Microphone Addition Request for the County Board Room* – Director Smiley stated that to add an additional microphone to the table and to fix the wiring issues, one quote was received at \$7,893.00. The committee directed Mr. Smiley to get additional quotes for just adding the microphones and not the corrections to wiring for audio recording as they are currently working.
8. *Health & Human Services Counter Improvement Pricing Request* – Mr. Smiley reported that two companies were called about obtaining/installing bullet resistance glass and was

informed this is specialized work that local glass companies cannot do. Jim asked the local companies to put together quotes for laminated glass which would not be bullet resistant but would be resistant to breakage.

9. *County Office Building Boiler Failure* – Mr. Smiley informed the committee the boiler installed in 2014 failed. The manufacturer will warranty the defective part on the boiler, however to have the new part installed we will incur these unexpected costs.
10. *2017 Budget Presentation Summary* – Mr. Smiley reported that the 2017 Facilities budget was presented to the board on September 29<sup>th</sup> at 5: 45 pm. Budget is at 99.98% to the current year. This included an increase in the electric costs however there is a decrease in the natural gas costs. Jim is also updating the 5 year parking lot program turned in during the 2013 budget year. The updated plan will be turned into Latreese by October 14, 2106.

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

- *Reportable Labor Hours* – Available hours are down due to an employee being out on non-job related medical leave.

### **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** – Chairman Davidson asked if there was a motion to adjourn. Member Wehrli made a motion to adjourn the meeting, second by Member Prochaska. **With all members present voting aye, the meeting adjourned at 4:42 p.m.**

Respectfully submitted,

Christina Wald  
Administrative Assistant