



**Facilities
Management
Committee Meeting**

10/3/16

3:30 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the September 2016 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Courthouse & Public Safety Center (PSC) Security Improvement Project
- 2) Police Memorial Project
- 3) Leopardo Energy Efficiency & County Facilities Project
- 4) Animal Control Trailer Installation

New Business/Projects

- 1) Chairman's Report
 - a. Budget Reduction discussion
 - b. Office Security needs
- 2) Public Safety Center Parking Lot Construction
- 3) Ridge Street Reconstruction
- 4) Historic Courthouse (HCH) Window Replacement Project
- 5) Document Destruction Meeting
- 6) Crisis Management Training
- 7) Microphone Addition Request for the County Board Room
- 8) Health & Human Services Counter Improvement Pricing Request
- 9) County Office Building Boiler Failure
- 10) 2017 Budget Presentation Summary

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

Adjournment

Facilities Committee Agenda
October 3, 2016

CALL TO ORDER

- 1) **Roll Call**
- 2) **Approval of the September 2016 meeting minutes.**
- 3) **Public Comment**

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center (PSC) Security Improvement Project**
 - Contract was sent to SAS after it was approved by the County Board
 - SAS was questioning if the 10% contingency needed to be included in the Performance Bond.
 - FM Chairman Davidson & FM staff that it will be ok to leave the contingency out of the Performance Bond since we do not know if we will be using that money for the project at this time. The plan is to use as little or none of it as much as possible.
- 2) **Police Memorial Project**
 - The memorial was completed a couple of weeks ago.
 - The dedication was held Wednesday, September 28, 2016.
 - **Project completed.**
- 3) **Leopardo Energy Efficiency & County Facilities Project**
 - Drake from Leopardo asked to have additional tours of the facilities with some contractors they typically use.
 - The tours were completed a couple of weeks ago.
 - Director Smiley also met with other Leopardo personnel to discuss how to present the information.
 - Leopardo is suggesting to have a small group review the entire package of information that may take several hours to look at and discuss. Then present it at the committee level and/or the entire county board.
 - Director Smiley suggested they provide an “Executive Summary” to him to review with Chairman Davidson, Sheriff Baird and County Administrator Wilkins. Then decide how best to present the information.
 - Leopardo has not provided a firm date for the investigative portion to be done other than soon.
 - So, hopefully there will be more to discuss at the next FM Committee meeting.
- 4) **Animal Control Trailer Installation**
 - The company providing the trailer is finishing up their punch list of items we requested to be done on the trailer before it gets delivered to our site.
 - Once here we will be hooking up , electric, phones, data and building a staircase for both entrances as well as awnings over each door.

NEW BUSINESS/PROJECTS

- 1) **Chairman’s Report**
 - a. **Budget Reduction discussion**
 - b. **Office Security needs**
- 2) **Public Safety Center Parking Lot Construction**
 - The countersigned contracts were sent to “D” construction.
 - Director Smiley is waiting to hear from “D” to schedule the work.
- 3) **Ridge Street Reconstruction**
 - The countersigned contracts were sent to “D” construction.
 - Director Smiley is waiting to hear from “D” to schedule the work.

NEW BUSINESS/PROJECTS Continued

- 4) **Historic Courthouse (HCH) Window Replacement Project**
 - The countersigned contract was sent to Patrick McCann.

- Director Smiley is waiting to hear from Patrick McCann to schedule the work.
- 5) **Document Destruction Meeting**
 - Director Smiley setup a meeting with the State Records person.
 - The types of documents KCFM has on hand were looked at and discussed.
 - Director Smiley & his assistant were shown how forms need to be setup to get the department registered to be able to destroy documents.
 - So, the department is planning to get the registration done soon.
 - **Project complete.**
 - 6) **Crisis Management Training**
 - Director Smiley attended this training at the Health & Human Services facility.
 - The training was beneficial to be able to use to help when planning for situations in our facilities.
 - **Training complete.**
 - 7) **Microphone Addition Request for the County Board Room**
 - A work order was entered into the FM system to add an additional microphone to the long table next to the podium.
 - Director Smiley contacted the service vendor to see what need to be done in order to get another microphone added, as we do not have any additional ports to connect to.
 - Jim received a quote to add equipment and jacks to be able to properly connect additional microphones and to update the way media can connect to the audio system.
 - The quote came in for \$7,893.00.
 - This was not budgeted for 2016 or 2017, so Director Smiley is looking for direction on this item.
 - 8) **Health & Human Services Counter Improvement Pricing Request**
 - Director Smiley contacted two glass companies to get quotes to add bullet resistant glass to the main counter & side counters on the 1st & 2nd floors.
 - Both companies ended up calling back and saying they could not do the work, and to call a specialty company.
 - So, Jim asked them if they could quote using laminated glass instead.
 - They are working on getting prices for this option instead.
 - 9) **County Office Building Boiler Failure**
 - We started experiencing a gas smell while the boiler was running and then it started ramping on and off.
 - At first we thought it was an issue with a sensor. Then it was determined that the heat exchanger had built up large amounts of scale that had plugged the exhaust routing area.
 - An attempt to clean it was made with no luck.
 - So, Director Smiley called the manufacturer and they sent out their field engineers that were in the Chicago area doing start up of new equipment.
 - The engineer said there is no way to clean this unit's heat exchanger and they would send the information obtained from the program and pictures of the heat exchanger to the home office to determine if it was warrantable situation.
 - The home office has approved a warrantee claim for the heat exchanger and a new heat exchanger is being sent out to be installed.
 - So, we will only have to pay for the removal and reinstallation of the heat exchanger.
 - In the interim KCFM has made adjustments to allow the electric heaters along the walls to operate and to allow the morning warm up feature of the package unit on the roof to supply warmer air all day long.

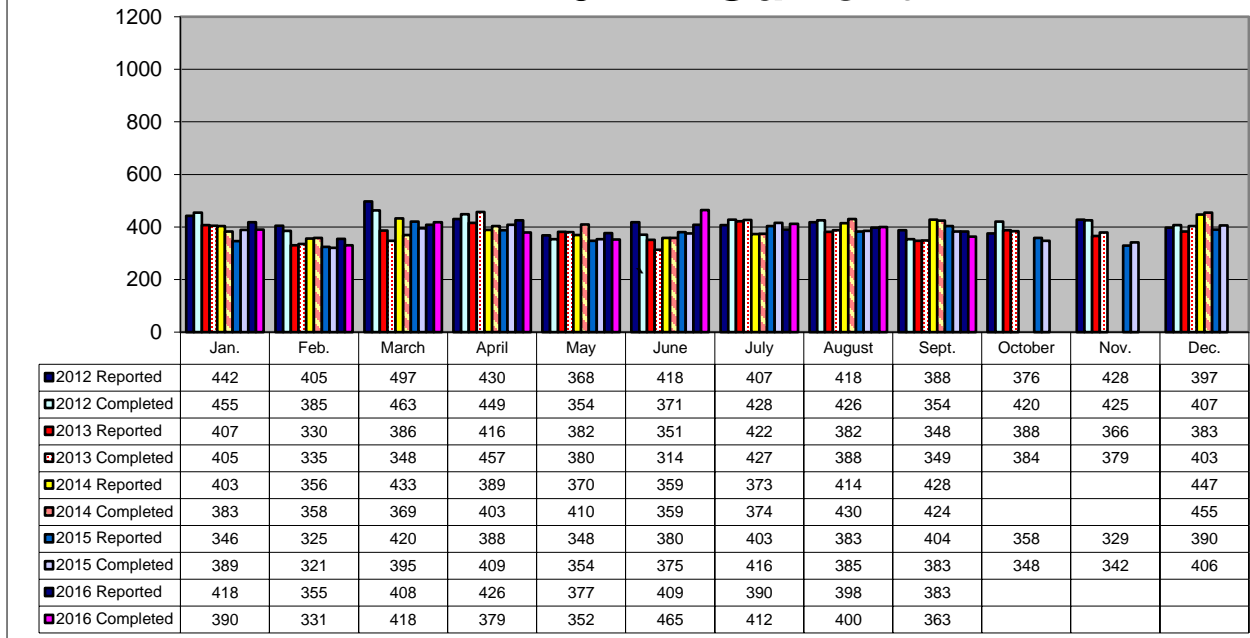
NEW BUSINESS/PROJECTS Continued

- 10) **2017 Budget Presentation Summary**
 - The 2017 budget was presented on September 29, 2016 at 5:45 p.m.
 - The questions asked pertained mainly to the Capital requests and why there was nothing listed for parking lots.
 - Director Smiley explained that he had started to update the parking lot five year plan based on bids received for 2016 work being done.
 - Jim agreed to get the update completed in the next two weeks and to turn it into Latreese.

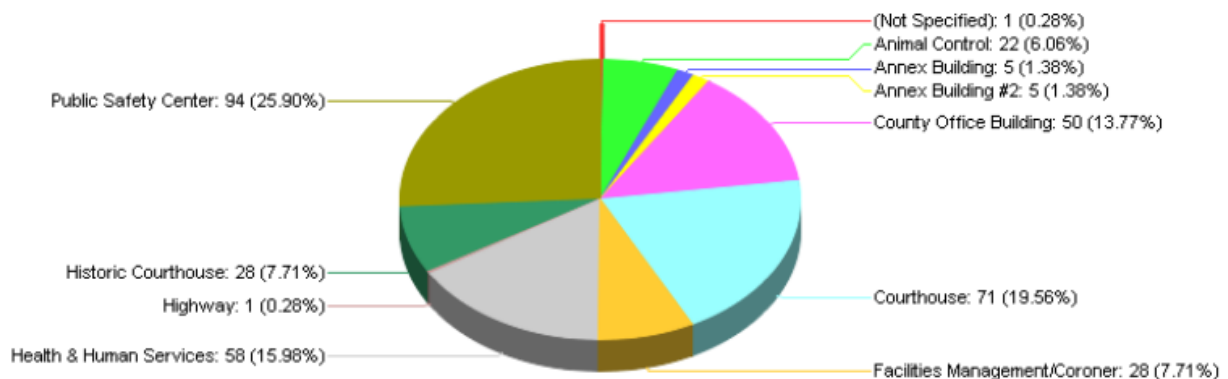
September 2016
Staffing/Training/Safety:

DESCRIPTION	Sep-16	Aug-16	Jul-16
Possible Work Hours (6 employees @ 8 hrs)	880.00	984.00	800.00
Paid/Unpaid Leave	136.00	48.00	128.00
Holiday	40.00	0.00	40.00
Bereavement	0.00	0.00	0.00
* WC/TTD	176.00		
Regular Productive Hours	704.00	936.00	632.00
Overtime Worked	0.00	0.00	5.50
Total Productive Hours	704.00	936.00	637.50

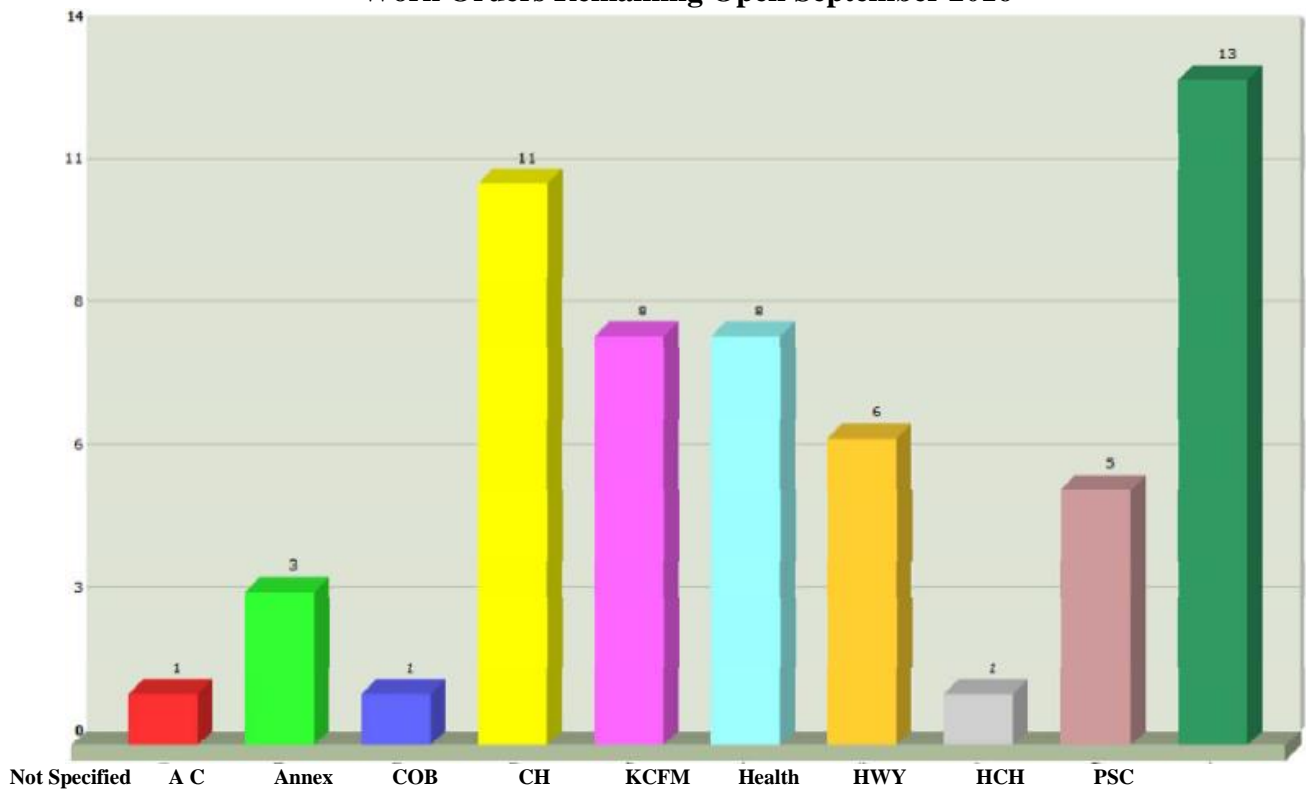
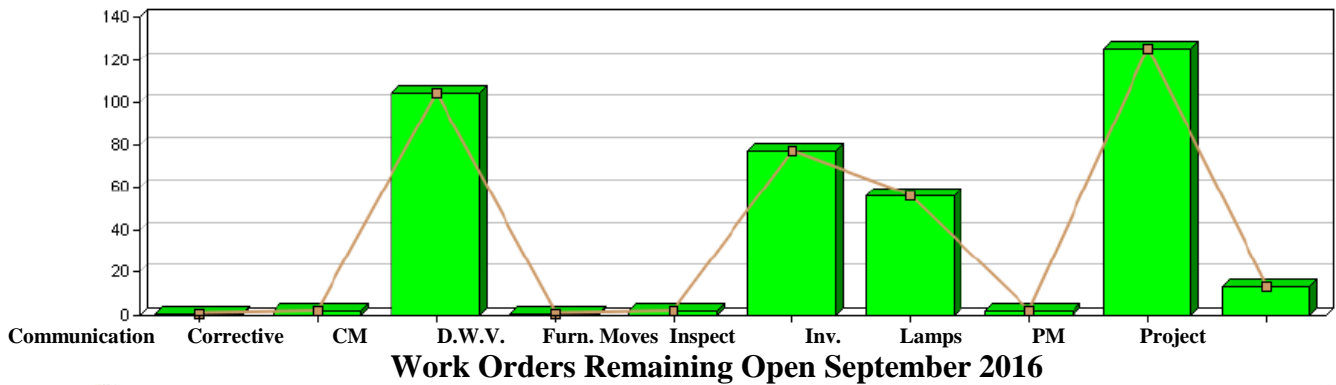
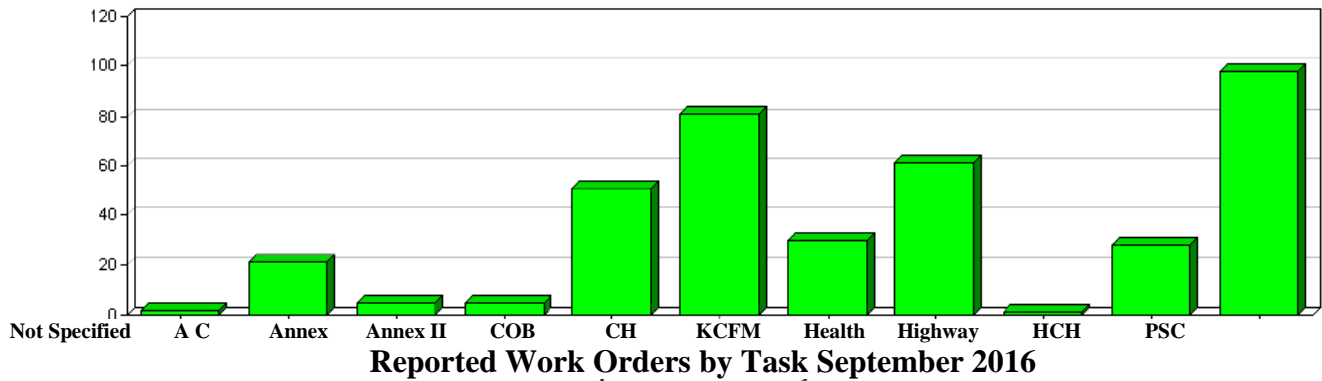
Reported vs Completed 2012 - Current



Completed Work Orders September 2016



Reported Work Orders by Location September 2016



EXECUTIVE SESSION

Not needed

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled for November 7, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room at 3:30p.m.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE**

MEETING MINUTES

MONDAY, November 7, 2016

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

Roll Call: Bob Davidson – yes, Judy Gilmour – here, Dan Koukol – here, Matthew Prochaska – here, Jeff Wehrli - here.

With all members present, a quorum was formed to conduct business.

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

Approval of October 3, 2016 Meeting Minutes – Member Prochaska made a motion to approve the October 3, 2016 meeting minutes, second by Member Koukol. All members voted aye via voice vote. **Motion approved.**

Public Comment – None

Old Business/Projects

1. *Leopardo Energy Efficiency & County Facilities Project* – Director Smiley stated that there was a meeting between Leopardo and Chairman Davidson, Member Prochaska, Jeff Wilkins County Administrator, Sheriff Baird and Director Smiley to discuss the preliminary findings. A finalized presentation will be offered at the next COW meeting, Wednesday November 9, 2016. Chairman Davidson stated that the benefits to this project are items that the county has been wanting to have completed for five years or longer. Member Prochaska stated the findings show that over the course of twenty years Kendall County would save one million dollars. Chairman Davidson stated that if the savings are not as stated a check for the difference will be paid to the county. Director Smiley explained the recommendations in the findings would allow us to be proactive in replacing older equipment, instead of waiting for the equipment to fail. However, Mr. Smiley cautioned everyone that he feels Leopardo's timeline may be a bit aggressive with changes starting as early as spring 2017.
2. *Animal Control Trailer Installation* – Director Smiley stated that the Animal Control Trailer was delivered on October 26, 2016. Jim arranged for a new electrical service to be fed to the trailer as the Animal Control facility is not supplied with a large enough power supply to add the trailer to its service. Member Wehrli volunteered and completed the trench work needed for the electrical service. The fence was re-installed, phone and data lines are currently being installed. KCFM staff is installing the skirting along with stairs and the ramp. Animal Control Director Pawson would prefer to have cubicles; in which none are available. Member Wehrli stated that the interior layout for the trailer and office space will be discussed at the Animal Control meeting. Mr. Wehrli also stated Animal Control does have their own budget if they wanted to purchase new office furniture in the future. Director Smiley stated that facilities management portion of trailer installation will be completed this month. Mr. Smiley mentioned that the windows in the trailer are single pane windows and a possible covering should be installed to help maintain the air leaking through.
3. *Public Safety Center Parking Lot Construction* – Director Smiley stated that the Public Safety Center parking lot resurfacing has been completed and re-striped. **Project Complete.**
4. *Ridge Street Reconstruction* – Mr. Smiley stated that Wednesday November 9, 2016 they will begin with a hopeful end date of Friday November 11, 2016.
5. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated that the down payment has been made and the windows have been measured. Mr. Smiley is waiting on the drawing proofs to be submitted for approval. Mr. Smiley stated that bills would need to be submitted, processed and held as the county is at year end.
6. *Document Destruction Meeting* – Director Smiley stated that materials have been boxed up and categorized. The initial application has been submitted to the state for approval. The process takes about six weeks and after this initial destruction Facilities Management will maintain yearly destruction with another departments schedule.
7. *Health & Human Services Counter Improvement Pricing Request* – Mr. Smiley is in the process of researching companies that provide bullet-proof glass.
8. *Microphone Addition Request for the County Board Room* – Director Smiley was asked to take the wiring for the table out of the quotes received. The cost difference of that removal is about \$1,000.00. The minimal cost

savings is due to additional equipment needed in the rack to support additional microphones. Jeff Wilkins would like additional quotes and Mr. Smiley hopes to have additional quotes by the next meeting.

9. *County Office Building Boiler Failure* – Director Smiley stated that the heat exchanger was covered under warranty by the manufacturer however the labor remove and re-install the exchanger is not. Mr. Smiley estimates this cost to be a few thousand dollars and will use up the balance of the equipment maintenance fund for the year. **Project Complete.**

New Business/Projects

1. *Chairman's Report*
 - a. *Office Security needs* – Chairman Davidson provided two estimate options. Option A is to install an X-Ray machine, security guards, counter glass and move entrance doors. The cost to install this equipment came to \$101,197.00. Not included in this amount is the costs for labor to man the security system. Option B for the replacing the counters and adding laminated glass across the counters in the Treasurer's office and the Clerk's Office is estimated to be \$25,000.00 or less. Chairman Davidson stated that he and member Gilmour also toured the second floor of the courthouse, to look at space that would be more secure. Bob Davidson stated that Judge McCann seemed ok with using this space for offices other than courtrooms for now. Mr. Davidson stated that he would like to take the temporary Option B to COW while this board is still active. Member Gilmore suggested the South entrance doors also be locked. Then all foot traffic would be routed to the North entrance. Judy also inquired about the camera's previously discussed. Chairman Davidson explained that in order to do this the existing cameras would need to be moved. Director Smiley stated the \$28,250.00 for security in option A, was the cost of moving the camera's and to have a system installed where the employees would release the door locks to their suites. Member Wehrli stated from what he remembered the sheriff's safety report recommended closing the South entrance doors, as single point access decreased the risk. Chairman Davidson said he will double check what the Sheriff's office had recommended with Sheriff Baird. Jeff wants to have general numbers of what the cost for the temporary security is compared to complete security. Member Gilmore requests that the sheriff be present for input. Member Gilmore made a motion to send to COW to approve Option B security measure in the Treasurer and Clerk's offices. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion approved.
2. *Approve Memorandum of Understanding between the Kendall County State's Attorney, the Kendall County Sheriff and the County of Kendall Illinois Regarding the Use of a 2005, Red Chevy Silverado 2500, VIN 1GCHK24X5E189853* – Director Smiley submitted to the committee copies of the Memorandum of Understanding for approval and signature. Chairman Davidson stated that he wants Director Smiley to confirm with Sheriff Baird that no changes need to be made to the document. Member Koukol made a motion to send to COW to approve the Memorandum of Understanding. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion approved.
3. *Courthouse Mural Unveiling* – Director Smiley stated the project was unveiled on October 4, 2016. **Project Complete.**
4. *Health & Human Services (HHS) UPS System Fan Replacement* – Mr. Smiley stated that UPS assembly of six fans had two fans that were not working. The fans were replaced at a cost of \$1,624.00. **Project Complete.**
5. *Autopsy Table Replacement 2017* – Director Smiley was asked by Jacquie Purcell to investigate the possibility of installing an adjustable table. Mr. Smiley stated that if Facilities did the installation work the cost would be approximately \$500.00. Chairman Davidson stated he feels that the current table can be modified to what the needs of the corner are. Bob will discuss this further at the next Finance Committee meeting.
6. *HHS Escape Ladder Meeting* – Mr. Smiley stated that Dr. Tokars asked to attend a conference call regarding fire escape ladders being installed in the HHS building. Director Smiley suggested that if the ladders are to be installed that they be installed in the corners of the building as the windows have easier access. A sample

ladder is going to be sent to the fire department for testing and operation review. Dr. Tokars would like escape ladders to be added to the facility along with the lobby glass installation.

7. *Circuit Clerk Automatic Door Operator Project* – Director Smiley stated that due to court mandated electronic filing the circuit clerk would like to have an automatic door opener installed. The cost will be out the clerk's budget however facilities part in the project will be to bring 110 volts to the system. Member Wehrli asked if the approval for the purchase still needed to come through finance. Member Prochaska clarified the clerk has funds that Judge McCann needed to approve. Jim said yes that Robyn had asked to get the bill so she could have Judge McCann sign off on it.
8. *Circuit Clerk Main Counter Change Project for 2017* – Mr. Smiley informed the committee that workstations needed to be added in order to be able to comply with the electronic filing mandate. Jim is getting prices for workstations that allow someone to sit and file at and one for a handicapped person to file cases at. Director Smiley will obtain and submit prices on this project to the Robyn and Judge McCann.
9. *Public Safety Center Phone System Redundant CPU Project* – Director Smiley stated this project will be completed tonight. This was to be completed on Friday however they ran into issues that required some re-programming on the CPU. The process will start again at 5:00 pm today and should only take about 15 minutes. Voicemail will be disabled during this upgrade; however, the main phone number for the Public Safety Center will be answered by the jail.

Staffing/Training/Safety

- *Reportable Labor Hours* – Doug Harrington has returned to work from medical leave on Monday, October 31, 2016.

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 Prochaska made a motion to adjourn the meeting, second by Member Wehrli. **With all members present voting aye, the meeting adjourned at 4:31 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant