

COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, December 12, 2016

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

Roll Call: Bob Davidson – yes, Tony Giles – here, Judy Gilmour – here, Audra Hendrix – here, Matt Kellogg – 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 November 7, 2016 Meeting Minutes – Member Gilmour made a motion to approve the November 7, 2016 meeting minutes, second by Member Hendrix. All members voted aye via voice vote.

Motion approved.

Public Comment – None

Old Business/Projects

1. *Animal Control Trailer Installation* – Director Smiley informed the committee that Animal Control staff have moved in the trailer last week. Skirting, electric and data (computers and phones) have been moved. Excess furniture from the Sheriff and the Coroner was given to Animal Control. Final set-up cost of the trailer was \$5,574.85. This cost excludes the monthly rental cost.
2. *Historic Courthouse (HCH) Window Replacement Project* – Mr. Smiley stated last week drawing proofs were received for approval. Approval consists of agreeing that the dimensions for each window are correct. A meeting with the vendor has been set for this week. Once approved it is estimated that the windows will be delivered to the vendor in six (6) weeks, ready for installation at this time or early spring. Director Smiley prefers installation to happen at the time of delivery as the heavy equipment needed for installation would do less damage on the landscape than in the warmer months. Installation process should only be a 2 – 3 days or week at the most. Chairman Davidson inquired about keeping the building warm during the installation process, Mr. Smiley was re-assured by the vendor that this would not be an issue.
3. *Health and Human Services Counter Improvement Pricing Request* – Director Smiley found a local company that will be submitting a price soon for bullet resistant glass and will be brought to the next FM Committee meeting for discussion. Member Kellogg inquired which budget will this come out of. Director Smiley stated that his impression was that Dr. Tokars submitted this in the five-year plan, but also stated that not everything has been funded that has been submitted in the five-year plan. Member Hendrix suggested that since Health and Human Services leases the building from the county, a lease holder improvement agreement would be an optional compromise. Dr. Tokars also requested that escape ladders to also be added. Chairman Davidson states the building was designed for fire escape. Member Gilmore wants each of these issues to be addressed separately. Chairman Davidson stated that they will request Dr. Tokars to come and discuss these issues more in depth at a later meeting.
4. *Microphone Addition Request for the County Board Room* – Mr. Smiley reported that it has been requested to add one or two more microphones at the press table. Director Smiley stated there are no more microphone inputs available in our system so equipment will need to be added before microphones can be added. This cost is approximately \$7,000.00. Jim was asked to go ahead and purchase a microphone and hook it up to the existing podium and desk microphone. Then see what, if any problems arise. Technology Directory Scott Koepfel stated that from a technology standpoint he is unsure if adding the microphones would degrade the quality of the recordings. Mr. Koepfel stated that he wasn't sure of how many can be on the same system. Director Smiley stated that there would be no individual adjustability to the microphones. Chairman Davidson suggested to turn them on and off according to usage. Member Hendrix suggested to use wireless where one input could be used.

5. *Circuit Clerk Automatic Door Operator Project* – Director Smiley reported that the Circuit Clerk requested that an automatic door opener be added to their main lobby. Mr. Smiley and also stated that the circuit clerk’s office will need further modifications due to upcoming changes in e-file state statutes. Workstations with computers and data lines will need added along with modifications to a wall between the main lobby and the viewing room. Director Smiley is currently receiving quotes on the workstations and stated that funding will come from their budget. Director Koeppel added that they will be setting up the computers and the scanners.

New Business/Projects

1. *Chairman’s Report* – Chairman Davidson asked if Tony Giles will serve as Vice Chairman of the Facilities Management Committee. Member Giles accepted, all members voted aye via voice vote and will be brought to the board.
 - a. *Office Security needs* – Chairman Davidson updated the new members of the committee on the security concerns at the County Office Building that were raised by Debbie Gillette and Jill Ferko at meeting held on October 3rd 2016. Chairman Davidson stated what options have been discussed thus far: Move the whole building to the second floor of the courthouse, which would solve the security issues however it is a shell and would need to be built out or build a new building and sell the existing one with either option. Make the upgrades the existing building which would require locking the south entrance, expanding the north entrance, hiring security at a yearly salary of approximately \$60,000 per year. There is also a lack of parking at the existing building. Member Hendrix suggested to send out RFP to see what recommendations and costs are for hardening the existing building. Member Kellogg asked about the life of the building and what has been done to update/maintain the building. Director Smiley informed the committee that around \$800,000.00 was put into the facility in 2014 to upgrade the HVAC systems and to add a new roof. Chairman Davidson stated his main purpose of this meeting was to inform the new committee members of what has been discussed in the past and they will re-visit this in the future.
 - b. *Leopardo Energy Efficiency & County Facilities Project* – Chairman Davidson informed the committee that Leopardo performed a review of all facilities to determine areas of energy improvement could be had. This will be discussed at upcoming meetings in more detail.
 - c. *PSC A/C System Replacements* – Director Smiley stated that at the request of Jeff Wilkins, County Administrator, he created an executive summary of the status of the units Jim is recommending to be replaced at the Public Safety Center. Mr. Smiley stated that in 2013 he submitted the replacement as part of the 5-year plan to upgrade these units as they under heavy usage with the Public Safety Center being a 24/7 facility. These units were installed in 1992 when the facility was built and are not as efficient as new units are today. Jim estimated to update the three A/C units and controls would be a cost upwards of \$525,000.00. Chairman Davidson cautioned that if the county handles this project on their own separate of Leopardo that this could possibly take cash flow from other projects on the list being suggested by Leopardo.
2. *Courthouse Heat Transfer Wheel Repair* – Director Smiley explained this piece of equipment was installed when the courthouse was expanded in 2009 and is failing. One quote has been received and is approximately \$10 - \$15k to fix it. Jim is getting additional bids for the repair.
3. *Coroner Office Changes* – Director Smiley stated that newly elected Coroner Jacquie Purcell has made changes to the office and the facilities staff was needed to help move things around. She has moved into Ken’s old office and is adding 2 new positions in reception area. This required additional wiring needed to be installed. Jacquie also asked to have the locks re-keyed and the phone office greeting changed.

4. *Copy Machine Responsibility Changes*- Director Koepfel informed the committee that the transfer from Facilities to Technology is planned to be a smooth process. Mr. Koepfel also informed the committee that the automatic toner ordering will take effect starting tomorrow. This will allow the machines to notify departments when to order the toner automatically and have it delivered directly to the department from Konica Minolta. The budget of 130k for the operation of the copy machines was transferred out of Facilities to Technology Services for 2017.
5. *2016 Budget Outcome* – Director Smiley reported that there was a 13k overage on the 2016 budget. The main overage categories were: electric, water, contractual services, telephone. Categories that came under budget were: salaries, natural gas.
6. *2016 Snow Costs* – Director Smiley stated that the 2015-2016 snow costs totaled \$46,768.31. Most of the cost incurred was due to the plowing company. We pay per season price instead of per inch price which enables the county to keep the costs down.
7. *2017 Projects to Date* – Mr. Smiley included a list of current planned or in-progress projects to the new committee members.
8. *5 Year Capital Project List* – Chairman Davidson stated that some of the items on the 5-year plan have been completed.

Staffing/Training/Safety

- *Reportable Labor Hours* – Director Smiley reported that November 359 new work orders and completed 399.

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 Gilmore made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:26 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant