Call to Order
   1) Roll call
   2) Approval of the July meeting minutes.
   3) Public Comment

Old Business/Projects
   1) Natural Gas and Electric Contract Negotiations
   2) COB Security System Improvements
   3) K.A.T. Space Needs for Expansion
   4) Mandated Elevator Pit Ladder Replacements
   5) Public Safety Center & Courthouse Security Systems Upgrade
   6) Future Projects Discussion
      i. Memorial Garden

New Business/Projects
   1) Chairman’s Report
   2) Fryer repair at the Public Safety Center
   3) Drain rodding at the Public Safety Center
   4) Drain rodding at the Animal Control facility
   5) State’s Attorney Cubicle Project
   6) Sheriff’s Office Records Dept. move to Courthouse project
   7) Miscellaneous Equipment - Approval to recycle or dispose of non working units:
      a. Dishwasher – Old PSC Unit
      b. Water Heater
      c. Four Refrigerators – 2 small, 2 large units
      d. Microwave
   8) ICMRT Loss Control Recommendations
      a. Historic Courthouse Boiler room piping
      b. Courthouse Water Pump Insulation
   9) Public Safety Center Elevator Shaft Failure
   10) Cell glass damage in the Public Safety Center Jail

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

Adjournment
Facilities Committee Agenda  
August 3, 2015

CALL TO ORDER

1) Roll Call  
2) Approval of the July meeting minutes.  
3) Public Comment

OLD BUSINESS/PROJECTS

1) Natural Gas and Electric Contract Negotiations  
   • Electric was approved previously.  
   • Natural Gas contract were approved by the County Board at their last meeting.  
   • Countersigned contract was received back to KCFM.  
   • Jim sent a copy to Debbie Gillette.  
   • Project complete.  

2) COB Security System Improvements  
   • Advanced replacement interface units were brought in to try and correct the green pixilation on the screens.  
   • The same issue was still happening on these units.  
   • So, the tech took two old units back along with the remaining advanced replacement units back to his shop to test on the bench with the supplier.

3) K.A.T. Space Needs for Expansion  
   • The project kicked off on Tuesday, July 28, 2015.  
   • The former Forest Preserve storage room material was moved to the museum area in the Forest Preserve space.  
   • This room will become a storage/break/workroom and temporary swing space for staff while demolition & construction is going on.  
   • KCFM staff started figuring out routing for major electric, power & data runs.  
   • The control unit for the Handicapped door operator relocation began.  
   • Drilling between walls was done on Saturday when the K.A.T. personnel was away.

4) Mandated Elevator Pit Ladder Replacements  
   • The ladders are scheduled to be installed this Friday.

5) Public Safety Center & Courthouse Security Systems Upgrade  
   • Presentations were made at the last COW meeting.  
   • The selection will be on the agenda to be discussed at the County Board meeting Tuesday, August 4, 2015.

6) Future Projects Discussion  
   i. Memorial Garden  
      • The HR/Administration Committee asked Jim to see if using flagstone would be less costly than using pavers for the courtyard area.  
      • Jim found the cost comparable for either option, costs for a retaining wall and paver or flagstone courtyard would be about $5,000.00 alone.  
      • However, Jim checked with our snowplowing company, Winninger Excavation, to see what the costs would be for a stamped concrete.  
      • Patrick Winninger suggested that we use the current sidewalk elevation at the flagpole as the high spot and dig into the hillside instead.  
      • This would eliminate the need for a retaining wall. Plus Patrick offered to do the excavation/grading work as a donation since it is a memorial garden.  
      • So, Jim put together new project cost estimates to review and possibly forward as a recommendation for the Hr/Administration Committee and the County Board to approve.
NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Report on ongoing activities.

2) Fryer repair at the Public Safety Center
   • The kitchen manager reported the fryer would light but would then go out and not relight.
   • KCFM staff tried to troubleshoot the problem and thought the gas valve was defective.
   • Since we did not have manuals for the unit or parts Jim placed a service call with a vendor we use from time to time to repair the kitchen equipment.
   • They ended up determining it was the thermopile for the pilot assembly being bad.
   • The part was replaced and the fryer is working properly now.
   • Project complete.

3) Drain rodding at the Public Safety Center
   • The jail kitchen drains were backing up and KCFM tried to rod them out.
   • Director Smiley ended up having to call out a company with a sewer jet unit.
   • The drain was cleared. The company suggested that there may be a broken tile somewhere under the receiving dock.
   • This drain seems to clog up every three years or so.
   • So, Jim is planning to put it on a two year program for rodding unless the problem becomes worse.
   • Project complete.

4) Drain rodding at the Animal Control facility
   • Drains in the kennel area were backing up.
   • KCFM staff also tried to rod these drains out and could not get them clear.
   • So, Jim called out a plumber with a better machine.
   • They ended up finding the drains were full of dog food. Once the food got wet it expanded and plugged the drains along with feces and play balls that got into the drains.
   • Kennel staff was made aware of the issues and were asked to keep balls out of the cages, at least until drain screens could be put in to prevent them from going down the drains.
   • Jim also made County Administrator Wilkin’s aware of the situation since there is currently no Director or Assistant Director in the facility on a regular basis.

5) State’s Attorney Cubicle Project
   • Eric Weis asked Jim if he could look into the ability to make the current clerical staff cubicles larger and more similar to the cubicles at the main entrance to his department.
   • Jim called Hendricksen where the original cubicles were purchased from to come up with a design.
   • Designs have been presented to Eric and his staff to review and approve.
   • If this project goes forward KCFM staff will need to pull out the existing power, data and phone wiring so the cubicles can be reconfigured. Then put back in place once the reconfiguration is completed.

6) Sheriff’s Office Records Dept. move to Courthouse project
   • Sheriff Baird is planning to relocate two of his staff from the Records department to available workspace in the Circuit Clerk’s office.
   • As part of this move they want to move the copier from the Records file room to the new Records space in the former KenCom space. They want the copier from that area to be relocated to the Circuit Clerks office for the Sheriff’s staff to be able to use.
   • The Sheriff’s office also wants to retain the existing phone numbers and add a fax to the area their staff is relocating to at the Circuit Clerk’s office.
   • The Sheriff’s office is paying for all of the associated costs with this move.
   • Director Smiley assigned KCFM staff to run wiring for the copier and made arrangements for the phones to be reprogrammed and copier to be moved.
   • This is all scheduled to be done this Thursday.
NEW BUSINESS/PROJECTS CONTINUED

7) Miscellaneous Equipment - Approval to recycle or dispose of non working units:
   a. Dishwasher – Old PSC Unit
   b. Water Heater
   c. Four Refrigerators – 2 small, 2 large units
   d. Microwave
   • Director Smiley is looking for approval to dispose of or recycle these items.

8) ICMRT Loss Control Recommendations
   a. Historic Courthouse Boiler room piping
      • Jim checked on the concern and found this piping is from the sprinkler and main water supply to the facility. The piping has been in place since the building was remodeled and we have not experienced and issues. So, this is a non-issue.
      • Item complete.
   b. Courthouse Water Pump Insulation
      • The insulation was reinstalled.
      • Item complete.

9) Public Safety Center Elevator Shaft Failure
   • Director Smiley had the elevator service technician out so he could inspect the situation himself.
   • Jim found the piping to the shaft to be above ground with no appearance of leaking fluid.
   • The technician showed Jim the area between the collar and the column to have fluid sitting in it and the appearance of fluid that has run over to the sump pit in the past.
   • So, it appears the issue is with the column as the elevator company reported.
   • Jim has received two bids for the replacement.
   • One bid is just under $30,000.00 and the other is $46,897.00.
   • Both companies have clauses for possible extra costs if the shaft has to be re-drilled.
   • If this is found to be needed the costs could exceed $60,000.00.
   • The service companies are also cautioning Jim that the adjacent elevator could suffer the same fate.
   • See pictures of pit area.
   • Jim is looking for direction on the repair of this elevator.

10) Cell glass damage in the Public Safety Center Jail
    • The jail has been housing a prisoner from DeKalb County for a while who is very unruly and unpredictable. Including calling out names and cursing jail and KCFM staff when near his cell.
    • This prisoner took a small piece of aggregate he found next to the wall and severely scratched up all of the windows in the cell.
    • Jail Commander Jennings asked for a quote for the damage as they will be filing Kendall County charges to this prisoner as well.
    • Jim received a quote of $3,979.84 including labor to remove the scratched up glass and reinstalling the new glass.

July 2015

Staffing/Training/Safety:

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<th>Jul-15</th>
<th>Jun-15</th>
<th>May-15</th>
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<tr>
<td>Possible Work Hours (6 employees @ 8 hrs)</td>
<td>1,056.00</td>
<td>1,056.00</td>
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<td>Paid/Unpaid Leave</td>
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<td>68.00</td>
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<td>WC/TTD</td>
<td>136.00</td>
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<td>128.00</td>
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  Regular Productive Hours

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<th>Regular Productive Hours</th>
<th>720.00</th>
<th>812.00</th>
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<td>Overtime Worked</td>
<td>6.75</td>
<td>14.00</td>
<td>12.00</td>
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  Total Productive Hours

| Total Productive Hours           | 726.75  | 826.00  | 716.00  |
Completed Work Orders July 2015

Reported Work Orders by Location July 2015

- Public Safety Center: 118 (28.78%)
- Historic Courthouses: 30 (7.44%)
- Highway: 1 (0.25%)
- Health & Human Services: 54 (13.40%)
- Courthouse: 73 (19.03%)
- Facilities Management/Coroner: 32 (7.94%)
- Other Specified: 3 (0.74%)
- Annex Building: 7 (1.74%)
- Annex Building #2: 5 (1.24%)
- County Office Building: 45 (12.18%)

Reported vs Completed 2007 - Current

- 2011 Completed: 397, 386, 518, 394, 450, 431, 412, 459, 461, 426, 446, 421
- 2012 Reported: 442, 405, 497, 380, 380, 314, 427, 388, 349, 384, 379, 403
- 2013 Reported: 405, 335, 438, 380, 314, 427, 388, 349, 384, 403
- 2013 Completed: 405, 335, 348, 457, 380, 314, 427, 388, 349, 384, 403
- 2014 Completed: 383, 358, 369, 403, 410, 359, 374, 430, 424, 456
- 2015 Reported: 346, 325, 420, 388, 348, 380, 403
EXECUTIVE SESSION
Not Needed.

ADJOURNMENT
The next regular Facilities Management committee meeting is scheduled to be determined at this meeting due to the upcoming Labor Day holiday. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.