

Buildings & Grounds
Committee Meeting
February 20, 2013
9:00 a.m.

Members Present

Mr. Dodge, Mr. LaGessee, Mr. Byrne, Mr. Tripp, Mr. Hess, Mr. Wheeler, Mr. McConnell, Ms. Polk, and Mr. Snipes

Members Absent

Mr. Whitis, Mr. Skutt, and Mr. Liehr

In Attendance

- **Board Members**

Mr. Bossert, Mr. Arseneau, Mr. Reid, and Mr. Hildebrand

- **Department Heads**

Brian Gadbois

- **Media**

1. Call to Order

The meeting was called to order by the Vice-Chairman, Mr. McConnell, at 9:00 a.m. Quorum present.

2. Public Comment

3. Approval of Minutes –January 14, 2013

Mr. LaGessee made a motion to approve the minutes and Mr. Tripp seconded it. Motion carried with a voice vote.

4. Buildings and Grounds – Brian Gadbois

- **Facility Dude Reports**

Mr. Gadbois stated that they are doing a lot of lighting work at Jerome Combs and also a lot of plumbing work at both jails.

- **Finance Reports**

Mr. Gadbois stated that the numbers for the Admin Building are up because they keep that building as a central location for all of their supplies. They have been having a lot of issues with the air handling system at Jerome Combs breaking down. They are about seven years old so those repairs are all ongoing.

Mr. Gadbois stated that they are currently under negotiations with the Teamsters. They have had two meetings and it is going very well.

- **Staff Updates**

Mr. Gadbois stated that he is in the process of doing staff evaluations and will have that done by the end of March. He has relocated a couple of employees; he moved one of his newer mechanics to the old jail. The old jail has been thoroughly cleaned out. They found a lot of old material that they were using over and over again in an effort to cut cost but they eliminated all of that. They have started upgrading the plumbing inside that building back to where it should be. Things have really improved since they moved some staff around.

- **Building Updates**

Mr. Gadbois stated that he met with a company about water testing on the boiler systems. They have not had one problem with the boilers since they were all redone. The water test went really well; we were above the mediocre line on the water samples.

Mr. Gadbois stated that the repairs on the sprinkler systems in all the buildings have been completed and the fire department was sent all the records.

Mr. Gadbois stated that they paid \$58,885.99 for the air handling unit to be replaced at the courthouse. He worked with the insurance company who denied that claim and they ended up being reimbursed \$33,980.52. The total cost for replacing that air handler was \$24,905.00. It would have cost about \$40,000 if they had bought that out right and had it replaced so it was well worth the effort to stay after them. He met with Pat Gilmore yesterday and he was complimentary of the job they did regarding the reimbursement.

Mr. Gadbois stated that on February 13 they had a fire in the courthouse basement. One of the employees was using a toaster oven, grabbed a hold of the hot plate with a towel, and then placed the towel on a file cabinet. The towel was on fire which started some books on fire. Although it was not a big fire, it was a situation. It brought a lot of things that was going on to light. The fire department showed up. The next day he called Ron Young who sent the two assistant fire chiefs over and they went through the whole thing. Lack of training was probably the number one issue with this situation. The fire alarm was not pulled when the fire was started. They are going to bring in training by the Kankakee Fire Department for all departments and they are going to be trained in fire extinguisher use and in what the procedures are when there is a fire. All buildings and departments are going to be required to do this. The chairman will be sending out an email stating what cooking appliances can be used in these buildings. They are going to eliminate all cooking appliances in all of the office spaces. They will designate areas that those items can be used as recommended by the fire department.

Mr. McConnell asked if the insurance company has anything to say about that.

Mr. Gadbois stated that he has not talked to the insurance company about this.

Mr. Hess asked if there was an extinguisher in the area of the fire.

Mr. Gadbois stated that it was right outside the door but the employee did not know how to get the extinguisher out of the cabinet.

Mr. Wheeler congratulated Mr. Gadbois on the insurance reimbursement. He asked if the entrance for the State's Attorney's Office is going to be the entrance that was used by Catholic Charities and is so will the cameras be pointed at that doorway.

Mr. Gadbois stated that it will be the same entrance and it is his understanding that cameras will be installed there as well as at the rear door.

Mr. Wheeler stated that this is the first time that he is hearing about the fire. He is hoping that in the future, if something like this would happen, that an email would be sent out notifying them of the incident.

Mr. Bossert stated that the board probably should have been notified of the incident. Up until Friday, they were talking through their response and what they were going to do to eliminate that type of situation in the future. He thought with the Building Committee meeting this week that that would be a chance to inform the board of the incident. He is going to be issuing an order stating what will be allowed and what will not be allowed with regards to cooking appliances.

Mr. LaGesse asked if it will be for all buildings.

Mr. Gadbois stated that it will be for all buildings. Every building has a place for people to go eat in and that is where cooking appliances will have to be kept and used.

Mr. Snipes stated that he thinks only county approved devices should be allowed to be used. It would also reduce electricity use which will save money.

Mr. Gadbois stated that the courthouse has a Johnson Controls panel in it which was upgraded about three years ago. He met with Johnson Controls and they walked the entire building and identified all the devices that are in it. Johnson Controls is going to bring back to him an updated version of what they will need to do. They recommend a seven-year rotation of devices.

Mr. McConnell asked if they have an annual review of the fire systems.

Mr. Gadbois stated that by law it has to be done every year.

Mr. Gadbois stated that a new camera system is going in at the old jail. They are adding cameras in several of the areas. The maintenance staff is doing as much of the work as possible in order to save money.

Mr. Gadbois stated that the cabinets in the guard's desks are in poor shape and they got a price to replace them through the commissary fund for \$6500 so they will move ahead with that.

Mr. Gadbois stated that they have a new burglar system at the Annex Building. He was getting several calls on it but it was all human error. The door was not latching all the way which triggered the alarm.

Mr. Gadbois stated that he has instructed all of his maintenance mechanics to do a walk around on the buildings once a week and they have been doing it. On January 29, one of his mechanics called him and said that the roof on the Annex Building has separated from the membrane. They put landscape blocks on it to hold it down. It rained four inches that night and water leaked into the State's Attorney's Office on the second floor but they were able to find it in plenty of time and no damage was done. They made the necessary repairs around the roof drains which is where the leaks were. They brought sand bags over from the Sheriff's to hold down the roof. He has called the insurance company. That roof was completed in 1992 and repaired in 1996 and 2011. He received a

bid from Langlois Roofing to completely replace one-half of the roof for \$48,000. Mr. Tripp asked what the warranty on it would be.

Mr. Gadbois stated that he does not have that info with him. He thinks that it is a 10-year or 15-year warranty. It was just a rough estimate for the insurance company. His thought is to completely redo the roof. It is 22 years old and needs to be replaced. He will be working with the insurance company.

Mr. McConnell stated that when they had trouble with the Health Department roof he asked that same question about a warranty and basically there is no long-term warranty. There may be a one-year warranty but because they are hooking onto an existing roof they are not going to warranty it.

Mr. Tripp asked if they would go with a fully-adhered roof.

Mr. Gadbois stated that the Annex is a flat roof because it was concrete poured for additional floors so that roof has to be built with 5" of insulation down to the drains at 1 1/2".

Mr. Gadbois stated that he is also having issues with outside lighting at the courthouse and old jail. All those light poles outside have ballasts that are no longer made. He did find one place online that had them for \$385; he can replace the entire poles for that. He does not know how much longer they can sustain those outside lights. He would say that a plan needs to be put together to start replacing those lights. There is no money in his budget for this. They will do whatever they can to keep them operational.

Mr. Hess asked if he has looked into the new LED's. He thinks that an 80 watt LED light compares to a 400 sodium vapor.

Mr. Gadbois stated that Commonwealth Edison just contacted him and they have a deal going on right now where Exelon will send out an engineer to walk down the lighting systems and they will also help us write a DCEO grant for this. He is working with them on this and they should be getting back to him in the next two weeks.

Mr. Hess stated that the pay back on those lights is three years. The only downfall that he has seen on them is that they don't build up enough heat to keep the ice melted off of them so you have to keep that in mind.

Mr. Gadbois stated that he is working on getting some free money.

Mr. Gadbois stated that when he had the water tested at the old jail he also had the antifreeze tested in the condensing unit and the antifreeze is only good to about 15 degrees. He received a recommendation to take it completely out and replace it all. He will have to look into this some more. He is keeping that water circulating when the temperature drops down so it will not freeze. He may go ahead and change it out in the spring.

Mr. McConnell stated that Mr. Gadbois has been extremely busy and has done a great job and needs to be commended.

Mr. LaGesse asked if the county has defibrillators.

Mr. Gadbois stated that all the buildings have defibrillators. They are tested every six months.

Mr. LaGesse asked if there are people who know how to use them.

Mr. Gadbois stated that he believes training has been done.

Mr. Snipes asked if he had any younger mechanic shadowing the older ones so when people retire they will already be trained.

Mr. Gadbois stated that he is rewriting job descriptions right now for the Mechanics I and II. There was never a defined case course to get the employees trained where they need them to be. He identified four things that they need each Mechanic II to have. When custodians are doing Mechanics II jobs, he is being asked to pay them Mechanics II pay. His recommendation was that they take four classes in order to become a Mechanic II – Basic Electricity, Safety, Heating and Air Conditioning, and Fundamentals of Air Handling Systems, which can all be taken at KCC and through the county's education program they could go through the classes for free. He proposes that until they finish the first two classes that are required they do not get the pay. If they complete those two classes, he will bump them up halfway and then once they complete the second two and they work as a mechanic they will get paid mechanics pay. There are four additional classes to move up to Mechanic I. He is encouraging his employees to do this.

Mr. Wheeler asked if they have to pass the class.

Mr. Gadbois stated that they have to pass it with at least a C.

- **Courthouse ADA Issues**

Mr. Gadbois stated that he was asked by Mr. Whitis to identify, through the violations that were presented to us by the Attorney General, what can be done using staff, what can be done using outside contractors, and what can be done using the grant. He sat down with Bob Bohlmann and identified all of them and they are addressing these things. They are getting ready to move the State's Attorney from the third floor of the courthouse and when they do that area will be brought up to code. They will start making these corrections a little bit at a time as they start relocating people.

- **State's Attorney's New Office Update**

Mr. Gadbois stated that he is working with LLC Inc. on the changes being made to accommodate the State's Attorney at the Graham Building. They added four new offices there and a new phone system is going in. There will be new carpeting going in, as well. He met with the Sheriff last week on security issues and they are addressing those. He has a March 15 deadline to complete everything. He thinks that is a little aggressive but he hopes that they will be done by the end of the month and start the move the first of April. Kevin Duval from the IT Department has gone over there and identified all of the cabling that they can do through the data internet system.

Mr. Gadbois stated that he went out to bid on the vending machine contract and the deadline date on those are March 18.

4. Buildings & Grounds – Mike Bossert

- **Update on Possible Office Relocation**

Mr. Bossert stated that he wanted to update the committee on the relocation process. When the space in the Graham Building became available at a very reasonable rate it looked like a logical step to take to let the State's Attorney get out of the courthouse and get his operation under one roof. It will also vacate half of the Annex. By doing this, it will open things for several steps that can be taken to do some relocation in an economical manner and address some of our ADA issues and other issues surrounding our courthouse. We are not going to solve the problem and we need to try to emphasize that with the public – this is not a fix, it is a Band-Aid. Currently, we rent space in the PNC Bank Building for the Public Defender's Office and we are paying probably \$12.00/sq. ft. for that space. By freeing up space in the Annex, we now have some place to take the Public Defender's Office and move them back to the Annex which means we no longer have to pay outside rent on that space. Doing that would utilize part of the upstairs in the Annex and we would still have some space available for perhaps a department in this building or perhaps somebody else from the courthouse could move out to the Annex if that would make some sense. By freeing up the space in the courthouse that the State's Attorney currently has, it gives us the room to think about some relocation of the Circuit Clerk, which is probably the department that is the most crowded in terms of staffing and worker area. It also gives us an opportunity to think about another courtroom. Is there some way that we can reconfigure some rooms in that building to get that 10th courtroom that we need? It won't be the full size and it will not comply with Supreme Court Standards but it would give us an opportunity to at least get some design for a courtroom. We might have the option now to turn a courtroom on the first floor into a fully compliant room, in terms of handicap accessibility. We could end up with a nice configuration that we could point at and say that we do have a compliant area in the building.

Mr. McConnell asked if they have been in contact with the Attorney General to let them know what we are doing.

Mr. Bossert stated that the State's Attorney is in contact with the Attorney General's representative frequently. They have to update them with regards to our actions. By taking this action and pointing out that we have a thought process here to take a few more steps, we keep them satisfied.

Mr. Bossert stated that they will not get the whole building remodeled or up to Supreme Court Standards and certainly not fully up to ADA standards but at least a number of the services provided in the building they could get close, if not fully compliant, at least in a courtroom. We will always have a problem getting into the building but we can at least take a few steps to get closer. Part of freeing up some space in the basement may allow us to use that area for prisoner holding which was what the plan was back when they moved the Public Defender out of the basement. We could use the back ramp as a prisoner access into the basement which would be a good, secure way to get people in and out of that basement.

Mr. Bossert stated that they have Mr. Bohlmann thinking about some suggestions on design as to how we can attack this and do it fairly economically. There is no doubt we are going to have to borrow some money to get all of this done. A couple years ago we were on the verge of borrowing some money to do some energy efficiency things and in the end we held off because we were trying to think through exactly where we were going to go with that building. We are probably back to that point to

Buildings & Grounds
Committee Meeting
February 20, 2013
9:00 a.m.

help finance some of these improvements that we want to take care of in that building. They are working on those plans and will be bringing some more detail as they go forward.

Mr. Bossert stated that once they get the State's Attorney moved the next step will be the Public Defender move which should be an easy move.

Mr. Wheeler asked if we were month-to-month on the rent for the Public Defender space.

Mr. Bossert stated that the lease actually comes up in May and they are not going to be held up on that. They want to move forward.

6. Old Business

7. New Business

8. Adjournment

A motion was made by Mr. LaGesse and seconded by Mr. Hess to adjourn the meeting at 9:45 a.m. Motion carried with a voice vote.

Pat McConnell, Vice-Chairman
Joanne Langlois, Executive Coordinator