

Buildings & Grounds
Committee Meeting
October 16, 2013
9:00 a.m.

Members Present

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

Members Absent

Mr. Skutt

In Attendance

- **Board Members**
- **Department Heads**
- **Media**

1. Call to Order

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

2. Public Comment

3. Approval of Minutes – September 18, 2013

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

4. Presentation

5. Buildings and Grounds – Brian Gadbois

- **Monthly Financial Reports**

Mr. Gadbois stated that they went down considerably in spending and are in good shape budget-wise.

- **Facility Dude Reports**

Mr. Gadbois stated that the jails have the bulk of the work orders. The work orders are going very well.

- **Building Updates**

Mr. Gadbois stated that at 189 E. Court Street the Recorder's Office is completely done and it is really nice. He told the committee members that they should go down and take a look at it. He has met several times with the architect and the department heads regarding the first floor relocation process. They are all on board and they have a plan all put together. Yesterday he received the plans for the counters for the Assessor's Office and they are ready to get that started now.

Mr. Gadbois stated that yesterday he called Ideal Solutions and they came and did asbestos testing at 189 E. Court. They did about 30 tests on the first floor and are waiting for the test results which should be back in about a week. They may have to do some abatement in this building as they move forward.

Mr. Tripp asked if it could be encapsulated.

Mr. Gadbois stated that it is a pretty big area – about half of the first floor.

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Mr. Gadbois stated that the medical accreditation office at the old jail was inspected and found to be almost unusable so they gutted it and fixed it using their own staff. They got a 100% on that and it really looks nice. They removed the rolling files from Jerome Combs and brought them down to the vault in Vital Records. By the end of the week they should have the vault about completed.

Mr. Gadbois stated that he was dismissed from the accreditation out at Jerome Combs in the inspection portion of it because of everything that they have done there, regarding cleanliness, and they passed 100%. They told him he no longer needed to be part of the accreditation. He gives credit to his staff out there for getting it up to standards. They get a lot of good comments on JCDC; it is very well kept.

Mr. Gadbois stated that Precision Controls has completed the purchase of the Johnson Control air handling system computer hardware out at Jerome Combs. They have downloaded it on to their own computers and have a laptop for backup. They no longer have to call Johnson Controls to do any programming out at Jerome Combs which is going to save a lot of money. Now if a board goes bad inside one of the units, they are going to install the new updated version of the board and they are going to create another computer system and start fresh with the updated system. Right now they are carrying about a 7-year old computer system and they will update it as they move forward. Right now all the air handling units are operational. It will save thousands of dollars by not having Johnson Controls coming down as they were unbelievable expensive.

Mr. Gadbois stated that he is currently doing business with Illini Power Products out of Carol Stream. They charge him \$389 to come down here and do work on our generators if they need to have service work done. They are under contract with them but it expires in April. He told them that he is eliminating them because they will not get rid of their travel fees. They charge \$189 each way to come down to do work for us and they are not willing to work with us on that price. He will find another company to work with us when Illini's contract is up.

Mr. Gadbois stated that they have been working with the Circuit Clerk on the relocation of her files in the basement.

Mr. Gadbois stated that the flag is up at the Police Memorial and the pavers are in. He has lights on the way to light up the flagpole. That is all paid for by the Police Memorial fund.

Mr. Gadbois stated that the revolving door at the courthouse is a little bit of an issue. It is a wood door on the front side with all the other doors being anodized aluminum. Michelle Sadler from the Historical Preservation Committee called the state and they said that they do not do anything unless it is state or federally funded so they went back to the Historical Preservation Committee locally and explained the situation with the door but they did not have a quorum at the meeting so they could not make a decision. They are meeting with him on October 22, 2013, to look at the door at the courthouse. If they fix the wood door, there is no guarantee with it. He suggested putting the brown anodized aluminum in but that will be a decision made by the county board. After he meets with the Historical Preservation Commission on October 22 he will have a better answer as to how they want to proceed on the door. They may want to lock it down and never fix it. They will move forward with whatever the county board decides.

Mr. Gadbois stated that the roof is complete on the Annex Building. He called the insurance company and the additional \$10,000 check is on its way which makes a grand total of \$47,000 in recouped money from the \$114,000 to replace that whole roof.

Mr. Gadbois stated that they have established a handicap parking place down at the Annex Building and he is also replacing all the smoke detectors in the Annex Building. They are 12 years old and the recommended replacement time is 10 years. He approved \$1500 to Protection Associates to replace all the smoke detectors. That will make that fire alarm system brand-new as the new panel was put in last year.

Mr. Gadbois stated that there were some heating issues in the VAC. Originally, that was a building that was wide open, with no walls dividing it up, and the heating system was installed for that. Now with the offices that were built in they had some heating problems so they are reworking the heating system right now. It cost about \$500 to fix it and get control of the heat over there. It should be done by the end of the week.

- **Illinois Energy Incentives: SEDAC ENERGY ASSESSMENT**

Mr. Gadbois stated that he attended a very good workshop last week on energy. DCEO has grant money available, \$55 million in electrical and about \$35 million in gas. They asked if anybody wanted to have an energy audit done. It is called SEDAC and they come and do it for free. He asked Mr. Bossert about doing this. He would like to have the committee approve an energy audit being done on the Annex Building and the Admin Building at 189 E Court. He is going to pass on the courthouse for right now as they move forward with the work to be completed there. Once the energy audit is done, they will establish through their reports what we can get money for through the DCEO grants. He does have a DCEO grant in process right now to replace all the exit lights in this building, the courthouse, the annex, and the old jail. He was told that there would be no problem with getting that. Now the south sally port out at Jerome Combs also needs new lighting put up in it and he expects to get approval for that, also, because they are going to all energy saving light fixtures.

Mr. Tripp made a motion to approve moving forward with a SEDAC audit on the county buildings and Mr. Wheeler seconded it. Motion carried with a voice vote.

Mr. Wheeler asked if there is any expectation of action at the end of the audit. Are we required to do things if they find things that are needed?

Mr. Gadbois stated that we are not required to do anything. They are just trying to show us where we can make improvements.

Mr. Wheeler asked about the Health Department building.

Mr. Gadbois stated that Ms. Schaafsma would have to do that as he does not have control over that building.

Mr. Gadbois stated that they ran 36,000 pieces of mail from the Assessor's Office through their new folder/inserter machine for the first time. They saved the county somewhere between \$3500 and

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\$4000 by doing it in-house. Two of his mail couriers and Ms. Draper from the Auditor's Office ran all that mail and everything ran smoothly. It was a good practice run for future mailings.

Mr. Gadbois stated that they went into a backflow prevention system in the county which was required by Aqua Illinois. They received a bill from Aqua which is called "Fire Support" because backflow prevention got put on their log and we are now required to pay for fire service. He asked them why they have to pay them in case there is a fire. Why can't they pay when there is a fire? They told him that it doesn't work that way. He pays \$40 a month for Jerome Combs in case they have a fire which is called the "Fire Support Bill" from Aqua. Any time that he submits backflow on the fire prevention system he starts getting billed monthly for it. That just started because there was no backflows on any of our fire prevention systems up until a year ago.

Mr. Whitis stated that now they know every service that you have and are putting a fee on every service. Before there were no fees on fire services because it was not being used. Now there is a monthly fee for every service just in case it is needed.

Mr. Gadbois stated that they are getting their winter equipment ready to go. They have a 1989 Chevy Blazer with a plow that finally died. Antifreeze started leaking into the oil so the decision was made by the Sheriff's Department to get rid of it and they were able to acquire a 2000 Chevy pick- because he has to have a back-up plow. Currently, they only have one truck here and the dump truck out at Jerome Combs.

Mr. Gadbois stated that they are redoing some signage around the county eliminating any signs that indicate who is parking in those spots. They will now say "Authorized Parking Only". They are doing this for security reasons.

Mr. Gadbois stated that they are transitioning from punching time clocks to using Time Force on the computer.

Mr. Snipes asked how much the memorial bricks are for the police memorial.

Chad Gessner stated that he is the contact person. They are \$25 for a brick and \$50 for a large brick. He will get him the information.

5. Buildings & Grounds – Mike Bossert

Mr. Bossert was not able to attend the meeting so Chris Brown addressed the committee.

Mr. Brown stated that they are hoping to go out for bids for the bathrooms at the courthouse and open them up at next month's meeting so they can get the full board's approval to move forward. They did a count of all the toilets and sinks in the courthouse and they believe that they are going to be able to eliminate the one in the men's bathroom in order to accommodate moving everything around. They have been working with Doug Bright on a lot of things and he has been wonderful to work with in Mr. Bohlman's absence. He has been very responsive.

Mr. Brown stated that they are getting ready to move forward with the basement of the courthouse. They will have the asbestos people check things out before they move forward. They are going to

knock out the wall in the jury room to give the jurors more room. They will move some of the Circuit Clerk's traffic staff to a different area and then give the recorders and reporters of the courts a little more room towards the front of the courthouse where all of their equipment is. They will also have some secure facilities for the Sheriff. They will be able bring inmates right now the ramp and make things much more secure. Also, they are going to be able to add a bathroom next to the existing ones for the inmates to use.

Mr. Brown stated that they are still fixing ADA violations and making updates as they are able to. That list is growing smaller and smaller as they keep moving forward with things.

Mr. Brown stated that they are contacting a company that does aluminum ramps as part of getting some of the things done that that Attorney General would like for them to look at and a ramp on the front of the building is one of those things. They were able to save significant money with the parking lots and they might even be able to attach this ramp with the grant that they are still waiting on to get released.

Mr. Brown stated that they are working with the Circuit Clerk on a plan to move her office up to the third floor and then she would utilize the third floor, as well as, the second floor where she is currently. She would be vacating her space in the basement but will pick up about 1300 more sq. ft. and they are looking into the possibility of having kiosks on the first floor to make payments by the public a little easier. They are trying to look at different ideas to move forward and make her office a little easier and more workable for her instead of being located in five different areas.

Mr. Brown stated that they had a meeting with DLR two weeks ago and they are scheduled to meet with them October 28. It is going to be a much more in-depth conversation. They will probably have a more definite number of what they think things are going to be. They are pretty much through meeting with the department heads updating space needs. Dennis Kimme has been up here meeting with all the different offices and they are probably going to get ready to start having the discussion of what they are doing with the referendum in November.

6. Old Business

7. New Business

8. Adjournment

A motion was made by Mr. Snipes and seconded by Mr. LaGesse to adjourn the meeting at 9:30 a.m. Motion carried with a voice vote.

Matt Whitis, Chairman
Joanne Langlois, Executive Coordinator