

WILL COUNTY BOARD
CAPITAL IMPROVEMENTS COMMITTEE MEETING
MINUTES

April 6, 2010

302 North Chicago Street
County Board Committee Room
Joliet IL 60432

CALL TO ORDER

Mr. Maher called the meeting to order at 9:32 a.m.

ROLL CALL

Present were Members: Dralle, Anderson, B. Smith, L. Smith, Traynere, Winfrey, and Maher.

Absent were Members:

Also Present: County Board Chair Jim Moustis

Present from State's Attorney's Office: Mary Tatroe.

PLEDGE OF ALLEGIANCE

Mr. Maher led the committee in the Pledge of Allegiance.

APPROVAL OF MINUTES

A motion was made by Mrs. Dralle, second by Mrs. Traynere, to approve the minutes from the March 2, 2010 meeting. All in favor. MOTION CARRIES.

OLD BUSINESS

Update RE: Wight & Company Facility Needs Study

This issue was discussed after New Business.

Other Old Business

NEW BUSINESS

Request to Approve Renewal of EMA Garage Lease

Harold Damron, the Emergency Management Director, stated he was seeking approval to renew a lease for a garage that we have been renting. It is vehicle storage for

some of our special response vehicles. We have been in this location for 2 years and are renewing the lease. He advised that the rent amount would be the same. It is a 12 month lease with an option to renew for 12 additional months. It is in unincorporated Joliet, near the Laraway and Route 52 area.

Mr. Smith arrived at this juncture.

Mr. Damron advised that the main garage is on the County complex.

Mr. Maher inquired if EMA had any other areas for storing vehicles since it is such a large county.

Mr. Damron advised that they are stored at Laraway and this location which are relatively close to each other. We need to keep them within the same area so the appropriate vehicles can respond. The dollars for this lease are in EMA's budget.

Ms. Smith suggested that the committee members visit the EMA offices within the county building.

Mr. Maher advised that we can add this as part of the facility needs tour.

Mr. Moustis inquired if Mr. Damron had looked into expanding the Laraway building or building another facility to house all the vehicles. He suggested that this committee include this issue in the master plan that they will be considering.

Mr. Maher inquired how many vehicles were stored in the garage we are renting.

Mr. Damron replied that we have 5 vehicles and 5 trailers at the rented garage. At the main garage there are about 8 pieces.

Mr. Maher stated that is about \$24,000.00 that we are using for rental here.

Ms. McPhillips stated it was \$15.00 a square foot un-insulated. We would need about 3600 square feet.

Mr. Damron stated both facilities are insulated, they are heated. We keep them warm because most of them are diesel which need to be kept warm.

Mr. Moustis agreed with Mr. Moustis that we should look within the next year at housing all the vehicles in one spot.

Mr. Palmer suggested they tour the facility before moving forward.

Mr. Smith inquired if this falls into the Will County Communication and Command Center garage area plan.

Mr. Damron replied that plan includes having a garage facility and if the Caton Farm area project would go forward, part of the EMA project includes a garage there as well.

A motion was made by Mrs. Dralle, second by Mrs. Traynere, to recommend approval of the renewal of EMA garage lease agreement. All in favor.

MOTION CARRIES.

OLD BUSINESS

Update RE: Wight & Company Facility Needs Study

Jason Dwyer of Wight & Company distributed a table of contents of the Facility Needs Analysis report to review. We would have a final draft of the final Needs Assessment draft to the committee by next Monday in hard copy and electronic format for review. We have targeted some dates moving forward for mini workshops, non-judicial county government and judicial. We are running an Executive Summary and can fine tune that as we go through the review. The demographics component is an important piece where we did a more detailed analysis of population projections which plays into personnel and space. This committee had previously received a physical condition assessment. We have summarized this into an executive summary so it is an overview in the full packet. That will be an appendix that we will issue so you have all the information in one spot.

Mr. Maher requested that Mr. Dwyer also send out the building report in electronic version.

Mr. Dwyer stated that it will probably be two separate PDF files but it can be in one zip drive.

Mr. Dwyer reviewed that section 4 talks about the methodology of how they made the projections. It is not intended to be a hiring model but to look at how the staffing might be based on historical trends and work load analysis for the future to make a good projection. We want to project a little bit more on the staffing side because that translates directly into the space are going to be and we don't want to under project the facility size. We talk about space standards in there also and we use the nationally accepted space standards.

Mr. Dwyer stated that Sections 5 and 6 are detailed tables for each department that lists background information such as where they are located, why they are located where they are at, number of visitors, what their standard day to day work is which helps project their spaces. It lists out the personnel projections and how that translates into space. We list some priorities and we identify why some of these might be priorities. This is the initial framework. We have broken it up into non-judicial and judicial which includes the courts and sheriffs operations except for the Adult Detention Facility.

Mr. Dwyer advised that Section 7 covers parking with a detailed analysis on the court complex including graphics and data. We looked at how some of the groups could be consolidated. We refer to net space, department gross space and building gross. The space within this meeting room for example would be net square footage. A department suite such as the County Executive offices would be a department gross. To figure out building gross you have to figure in mechanical space, circulation, elevator, stairs and bathrooms, etc. We look at concepts at what departments might be organized together. If you put all the department gross together you apply a factor of what the overall size of the building is and you can use that to figure what your square footage might be and apply dollars to the square footage to give you an idea of what the budget might be. We have made some preliminary recommendations of ways things can be consolidated.

Mr. Maher clarified that on the Capital Improvement Meeting on May 4th they would cover items in Sections 1 through 4 as a prelude to the non-judicial and then combine the judicial and the overall planning together in the second workshop.

Mr. Dwyer stated he has some planning thoughts that he might tie in with the non-judicial. Sections 1, 2, 3 and 4 would not need a presentation just provide the detail and answer questions. We would spend more time with the demographics and tie that into Section 5 and the planning concepts so we can look at them side by side. At the second meeting in May we focus on Section 6 that would be the judicial portion.

Ms. Winfrey arrived at this juncture.

After discussion it was agreed that both workshops would be 3 hours each.

Mr. Dwyer advised that they would not be going through the profiles; they would hit the summary tables and projections with a comprehensive overview. Then he would answer any questions from the committee.

ANNOUNCEMENTS BY CHAIRMAN

- April 7, 2010 Tour Laraway Complex beginning at 10:30 a.m.
- May 4, 2010 Finance at 9:30 a.m. Capital at 10:30 a.m. to accommodate Non-Judicial 2 Hour Workshop
- May 18, 2010 Judicial 2 Hour Workshop beginning at 9:00 a.m.

Mr. Maher advised that the tour scheduled for April 7th would be cancelled because the Forest Preserve meetings normally scheduled for April 7th had been held at the end of March.

After discussion, it was agreed that the tour would take about 1½ to 2 hours and would be held after the Forest Preserve meetings on Wednesday, May 5th, 2010 from 10:00 a.m. to 12:00 p.m. beginning at the Laraway/Sheriff substation area and the EMA site.

Mr. Maher reviewed that the next Capital Improvement Committee Meeting will be switching times with the Finance Committee Meeting and will be held on May 4, 2010 at 10:30 a.m. to accommodate the non-judicial workshop. The Capital Improvement Committee Meeting would hold another meeting on May 18, 2010 at 9:00 a.m. Please plan for 3 hours for each meeting.

EXECUTIVE SESSION

ADJOURNMENT

A motion was made by Ms. Smith, second by Ms. Dralle, to adjourn the meeting at 10:12 a.m. All in favor. MOTION CARRIES.