



Kane County

KC Administration Committee

Meeting Minutes

Government Center
719 S. Batavia Ave., Bldg. A
Geneva, IL 60134

KIOUS, Juby, Arroyo, Berman, Garcia, Gumz, Young, ex-officios Roth (County Vice Chair)
and Pierog (County Chair)

Wednesday, January 15, 2025

10:30 AM

County Board Room

1. Call To Order

Chairman Kious called the meeting to order at 10:40 AM.

2. Roll Call

PRESENT:	Board Member Chris Kious, Board Member Leslie Juby, Alex Arroyo, Dale Berman, Sonia Garcia and Bill Roth
REMOTE:	Michelle Gumz
ABSENT:	David Young and Corinne M. Pierog

Also present: Co. Bd. Members Bates*, Strathmann*; Fin. Exec. Dir. Hopkinson; ITD/BLD Exec. Dir. Fahnestock & staff Lasky, Files, Kash, Tedder; OEM Dir. Buziecki; ASA Cermak; Chief Judge Villa; Court Admin. O'Brien & staff Mathis; and members of the press and public.

3. Remote Attendance Requests

Chairman Kious announced the remote attendance requests for today's meeting. He asked the Committee if there were any objections to Committee Member Gumz attending today's meeting remotely. There were no objections.

4. Approval of Minutes: November 13, 2024

RESULT:	APPROVED BY UNANIMOUS CONSENT
MOVER:	Leslie Juby

5. Public Comment

None.

6. Finance Report

A. Monthly Finance Reports

Chairman Kious stated the monthly financial reports were on file.

Fin. Exec. Dir. Hopkinson presented Building Management's 2024 Financial Highlights. She stated that the rental income is typically budgeted higher than over previous years. Building Management's salaries were below budget. Contractual services were over budget specifically in building repairs and

janitorial services. Hopkinson reviewed Building Management's commodities. Commodities were slightly below budget specifically in water utilities and electric. However, commodities were over budget in cleaning supplies. Referencing the Capital Fund, building improvements cost \$6.4M versus the adopted budget of \$10.75M. The Capital Fund paid out \$6.5M for the new election equipment.

Hopkinson reviewed the Information Technologies Department's 2024 Financial Highlights. She stated that computer service fee revenue was over the adopted budget - \$362,530 to \$75,248. She noted that salaries were at the allotted budget. She explained that the actual contractual services are 47.8% of the adopted budget, specifically lower in computer repairs, maintenance, and consulting services. Pertaining to the Capital Fund, actual computer purchases were \$833,149 versus the adopted budget of \$2,089,500, which was 37.8% of the budget.

7. Executive Director's Report (R. Fahnestock)

ITD/BLD Exec. Dir. Fahnestock welcomed the new Board Members and offered to sit down with them to explain what the Building Management Department and Information Technologies Department does for the County. He summarized the presentations that would be given at today's meeting. The first presentation would be on the capital projects with a main focus on the Judicial Center Campus improvements. The second presentation would show the County's ADA website compliance regarding upcoming law changes. Fahnestock stated over the last two years, Building Management has focused on the improvements and enhancements of the Judicial Center Campus. He explained that this campus is the largest operating facility that the County owns and has the most visitors everyday.

A. Capital Projects Presentation (not attached)

BLD staff Files presented the Kane County Capital Projects Highlights. At the Judicial Campus, the Judicial Center's chiller replacement is underway. This project entails the installation of two new air-cooled chillers. This replacement will cost \$2M, which will be paid for by the American Rescue Plan Act (ARPA) funds. In January 2025, demolition of the existing chillers and cooling towers will occur, along with the delivery of new equipment, piping, pump installation, and commissioning. The anticipated completion date is March 2025. Files presented the 2025 Pavement Management Program. This project entails milling and resurfacing at the Judicial Campus and seal coating and striping other County facilities. The program will cost \$1,200,000, which will come from the County's Capital Fund. In January 2025, the Judicial Center construction documents are being finalized for bid solicitation. The concept planning for a secure impound lot for the Sheriff's Office is underway. At the Judicial Center, water quality improvements are being done. In January 2025, water testing, planning, and project kick-off will begin. Additionally, the Judicial Campus will undergo a fire alarm system upgrades. The new fire alarm system with mass communication announcements over four judicial buildings. The Judicial Center's elevators will receive a modernization. The modernization will include new microprocessor controllers, power unit and hydraulic oil, submersible power unit. Files spoke on the Judicial Center Exterior Lighting project. This project will address security

concerns. Throughout the entire Judicial Campus new underground utilities have been done. Exterior lighting has been done outside of the Judicial Center and will be completed around the Sheriff's Office. All of the parking lot and landscaping lighting has been completed. Files stated that the new roof has been completed on the Juvenile Justice Center. Building Management is in the process of completing all of the HVAC rooftop units. Files stated that this project is Capital and ARPA funded. She spoke on the newly renovated Public Defender's Office. This space is now providing adequate privacy for the attorneys and their clientele. Files presented the projects that are occurring at the Adult Justice Center. She noted that this building has lacked maintenance and has dire capital projects needed. One large project is to replace the domestic hot water system in the jail towers. This project is projected to be completed in nine months. Files stated that a kick-off meeting will be held on January 16, 2025 for the \$12M project that will address installation, sealants in the pipe-chase, and a new HVAC system throughout the entire building. Additionally, the HVAC system will be replaced in the Sheriff's Office's shooting range to improve the air quality. Files stated that the Adult Justice Center will receive new HVAC units, kitchen and laundry equipment, trenching, plumbing, electrical, and ceiling replacement. She noted that this will be funded by ARPA and Capital. Currently, the plan review is being completed, in which they are looking at equipment ordering for the HVAC. She presented the new Elgin Building improvements that will accommodate satellite offices for the Health Department, Clerk's Office, and Court Services. Currently, concept planning for the space utilization and engineering of the HVAC system. Additionally, the roof will be replaced to address the leaking issues. The completion of these projects should be within six months. Files spoke on the Third Street Courthouse's new jury lounge and entryway improvements. In the jury lounge, new technology installation and furniture placement is being completed. The current entryway is not accommodating to ADA. The new entryway will be installed this weekend, which will be a double door and ADA accessible. Files provided a list of additional 2025 capital projects that will be implemented and are currently in the planning phase, such as a new roof replacement on Building B at the Government Center, Child Advocacy Center tuckpointing to address the leaks, and a new HVAC system for the Third Street Courthouse Information Technologies space. Files stated that the new capital projects' website is under development to improve public information. This website will show the capital projects, funding, and planning. Files provided a demonstration of the website. ITD/BLD Exec. Dir. Fahnestock and Files addressed questions and comments from the Committee. Much discussion ensued.

B. County ADA Website Compliance Regarding Upcoming Law Changes (not attached)

ITD staff Tedder spoke on the County's Americans with Disabilities Act (ADA) website compliance regarding upcoming law changes. He provided a presentation on the Roadmap for Website Compliance with the New ADA Accessibility Rules. He noted that all Kane County websites and mobile apps must be in compliance by April 2025. He provided an overview of the new ADA rules. In April 2024, the U.S. Department of Justice (DOJ) issued a final rule

requiring state and local government websites and mobile applications to comply with the Web Content Accessibility Guidelines. This rule aims to ensure that digital content is accessible to individuals with disabilities, enhancing equitable access to public services. Tedder reviewed the timeline of the County's website becoming ADA accessible. He provided examples of the current website's compliance. Kane County websites are currently scanned by one paid service and a few free services to have a complete understanding of its current ADA compliance. Overall, the County's ADA scores are good to excellent, but document scores need significant improvement. According to the County's latest Skilltide analytics scan for the KaneCountyIL.gov website, Kane County's accessibility score is problematic, in regards to the WCAG 2.1 accessibility standards. Tedder reviewed the recommendations for the ADA compliance, such as Kane County staff reviewing all content on websites and archiving older materials, if necessary. He shared the possible penalties if ADA compliance is not followed, such as lawsuits being filed by the DOJ or private persons, which could result in fines from \$75K to \$150K. ITD CIO Lasky added that while the Information Technologies Department (ITD) is doing everything they can to build the compliant structure, most of the PDF documents and data that is being uploaded is happening in various County offices/departments. This will be a joint effort from the entire County to complete this compliance.

8. Building Management (R. Fahnestock)

A. Authorizing Updated Capital Projects from the Capital Fund

ITD/BLD Exec. Dir. Fahnestock explained that the Building Management Department (BLD) has been trying to provide an authorization for the capital funds as matter of transparency, so that the Committee knows when a project is initiated, in planning, and when a project is being executed. Additionally, BLD would like to consistently show how the various funds are being utilized to complete these projects. Fahnestock provided additional information on the multiple capital projects that are being completed throughout the County.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Dale Berman
SECONDER:	Alex Arroyo
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- B.** Authorization of a Contract Extension with F.E. Moran, Inc. for Kane County Building Automation System (BAS) & Repair Services (BID# 52-021)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Michelle Gumz
SECONDER:	Leslie Juby
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- C.** Authorizing Additional Expenditure of Funds from FY2025 Budget for Annual Roof Inspection, Repair, and Replacement Services with Weatherguard Roofing Company (BID# 23-054)

ITD/BLD Exec. Dir. Fahnestock provided additional information on this resolution.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Dale Berman
SECONDER:	Michelle Gumz
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- D.** Authorizing an Agreement with Wight and Company for the Third Street Courthouse Window Replacement Project (RFQ# 42-020)

ITD/BLD Exec. Dir. Fahnestock spoke on the conditions of the windows at the Kane County Third Street Courthouse and the need for a plan to replace and/or repair them. Chief Judge Villa addressed the project's scope and the need for it. Fahnestock and Villa addressed questions and comments from the Committee.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Dale Berman
SECONDER:	Leslie Juby
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman and Board Member Garcia
NAY:	Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- E. Authorizing an Agreement with Wight and Company for the Pavement Management Design for Kane County (RFQ# 42-020)
ITD/BLD Exec. Dir. Fahnestock provided additional information on this resolution.

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Leslie Juby
SECONDER:	Dale Berman
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- F. Authorizing Number of Procurement Cards Issued to the Building Management Department and Each of Their Transaction Limits

KC Finance and Budget Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Finance and Budget Committee
MOVER:	Dale Berman
SECONDER:	Leslie Juby
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

9. **Information Technology (C. Lasky)**

- A. Authorizing a Three-Year Enterprise Agreement with Esri for Desktop and Server Platform for the Kane County GIS-Technologies Department

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Dale Berman
SECONDER:	Leslie Juby
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- B.** Authorizing an Extension for Professional Services for Consulting and Project Management with Defin.net Solutions for the Information Technologies Department (BID# 05-020)

KC Executive Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Executive Committee
MOVER:	Dale Berman
SECONDER:	Alex Arroyo
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

- C.** Authorizing Number of Procurement Cards Issued to the Information Technologies Department and Each of Their Transaction Limits

KC Finance and Budget Committee

RESULT:	MOVED FORWARD BY ROLL CALL VOTE
TO:	KC Finance and Budget Committee
MOVER:	Dale Berman
SECONDER:	Leslie Juby
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

10. Mill Creek SSA (R. Fahnestock)

None.

11. Vehicles

Chairman Kious explained that all purchases of vehicles per County Code are to be presented and voted upon by the Administration Committee.

12. New Business

OEM Dir. Buziecki introduced the discussion on Continuity of Operations planning for the Kane County departments. In October 2024, it was identified that a majority of departments do not have these type of plans. Buziecki explained that a Continuity of Operations Plan is put into place to address the possible issue of a department not being able to operate for some reason, such as a loss of a building or office space

and/or staff. The Office of Emergency Management (OEM) has recommended a planning process for all County departments. Buziecki stated that a policy has been developed and he plans to present it to department heads for review. He would like to know if this is something the County Board and committees would entertain as a County policy. To make this planning as easy as possible, the policy and a template was created for all County departments to review and utilize that covers the essential parts of each department's operations. Once the plans are established, they would be sent to OEM in order to have all of them in one place for reference. Buziecki addressed questions and comments from the Committee. Discussion ensued. The Committee provided consensus to move forward with the County policy on Continuity of Operations planning.

Chairman Kious stated that a memo was presented at the Human Services Committee regarding the discussion of the Building Management Executive Director position. He explained that this memo addressed the possible review of the consolidated position of the Information Technologies and Building Management Executive Director position. Kious stated that this memo should be addressed in the Administration Committee meeting. Discussion ensued. Kious stated that this discussion would be forwarded to next month's Committee meeting. Further discussion ensued. ITD/BLD Exec. Dir. Fahnestock provided an update on vacant positions.

13. Old Business

None.

14. Reports Placed On File

RESULT:	APPROVED BY UNANIMOUS CONSENT
MOVER:	Dale Berman

15. Executive Session

The Administration Committee entered in Executive Session at 12:00 p.m. to discuss the release of closed session minutes on a motion made by Juby, Berman seconded. Motion carried unanimously by roll call vote.

RESULT:	APPROVED BY ROLL CALL VOTE
MOVER:	Leslie Juby
SECONDER:	Dale Berman
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

A. Release of Closed Session Minutes

16. Open Session

The Committee returned to Open Session at 12:05 p.m. on a motion made by Berman, Juby seconded. Motion carried unanimously by voice vote.

RESULT:	APPROVED BY VOICE VOTE
MOVER:	Dale Berman
SECONDER:	Leslie Juby

A. Vote on Release of Closed Session Minutes

RESULT:	APPROVED BY ROLL CALL VOTE
MOVER:	Michelle Gumz
SECONDER:	Dale Berman
AYE:	Chris Kious, Board Member Juby, Board Member Arroyo, Board Member Berman, Board Member Garcia and Board Member Gumz
ABSENT:	Board Member Young and Ex-Officio County Board Chair Pierog

17. Adjournment

RESULT:	APPROVED BY VOICE VOTE
MOVER:	Dale Berman
SECONDER:	Alex Arroyo

This meeting was adjourned at 12:08 PM.

Savannah Zgobica

Sr. Recording Secretary