Long Range & Strategic Planning Committee
Tentative Minutes
March 13, 2012

1. Call to Order: Vice-Chairman White called the meeting to order at 4:00 p.m. Present: Gouker (arrived at 4:07), Heuer, Barnes, Simms and Kilker. Others: Hopkins, Gronewold, DeArvil, Finfrock, County Engineer Curtis Cook, Fred Cederholm and Marty Typer. Absent: Williams.

2. Approval of February 2012 minutes: Motion by Barnes to approve the minutes as presented, 2nd by Simms. Motion carried.

3. Old Business
   - 4 Year Projection Plan Update: Heuer stated she has received the majority of department reports. White questioned how many computers would be able to be purchased from dedicated funds; Gronewold stated they estimated 23%. County Engineer Cook stated he would purchase his own computers because he felt that is a department expense; however he would like to be included in the plan so he is able to obtain the discount. White felt the laptops should be replaced first since they are the oldest; it was mentioned that the State's Attorney's office has old equipment as well. Gouker felt that the computers/laptops are not considered infrastructure. Heuer mentioned that Health dept. computers are bought with grants; Animal Control, Solid Waste and Highway are all internal purchases as well. They questioned where the E911 and OCEMA computers would fall. Heuer suggested they contact the departments that are due for first year replacement and find out if any will be covered by dedicated funds.
   - Projects Schedule Update: Kilker questioned the status of a ladder for the County Clerk's office; it was noted that it will be addressed in the Finance Committee. Gronewold questioned how the plan is going to be maintained; Gouker stated the list will have to be prioritized and implemented into the budget. Discussion was held regarding the list from departments; it was determined that Health Dept. items 3 & 4 should be addressed in Buildings & Ground, Judiciary Dept. item 1 is a budget issue and item 2 is Buildings & Ground. Discussion will continue next month.

4. New Business
   - Courthouse Masonry Restoration Bid package: DeArvil stated the bid plan has been put together; White stated Sheriff Harn will handle the publication.

5. Discussion & Approval of Long Range Invoices: Motion by Gouker to approve the bills in the total of $5,369.62, 2nd by Heuer. Heuer asked Finfrock to explain what is happening with NITT; Finfrock stated that DeKalb County is ready to come on board and that NITT has made some amendments to the contract. Discussion continued; Finfrock stated they are questioning some verbiage in the contract. Heuer felt that the NITT dues should not be paid since NITT has not lived up to their end of the contract; she mentioned the project was to be running in 2011 and as of today it is not. Roll call: Gouker-no, Heuer-no, Simms-no, Barnes-no, Kilker-no, White-no. Motion failed. Motion by Heuer to approve the bills in the total of $3,369.69 with omission of the NITT invoice, 2nd by Kilker. Motion carried.

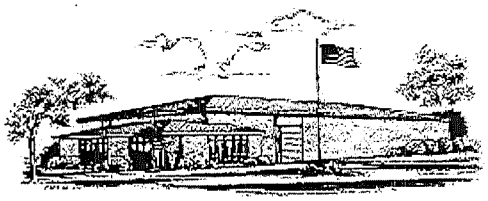
6. Public Comment: Kilker questioned what budget the Moring contract would be taken from; Gronewold stated it is budgeted under Buildings & Ground.

7. Adjourn Meeting: With no further business, Vice-Chairman White adjourned the meeting. Time: 4:59 p.m.

Respectfully submitted,
Tiffany O'Brien

Computers

Building	Departments		Desktop		Laptop		
Courthouse							**Desktop**
	Maintenance		1		0	1st Year	30
	Animal Control		3		1	2nd Year	57
	Clerk		9		2	3rd Year	46
	Treasurer		7		0	4th Year	48
	Assessments		7		1		181
	Coroner		3		0		
	Administration		2		0		**Laptop**
						1st Year	4
Judical Center							
	Court Security		2		0	2nd Year	38
	Probation		22		3	3rd Year	2
	State Attorney		13		2	4th Year	5
	Maintenance		1		0		49
	Circuit Clerk		26		2		
	Judges		8		0	Other Desktop	38
	Courts		8		0	Other Laptop	9
Pine Road							
	Zoning		4		1		
	Solid Waste		3		1	Total Desktop	219
	Health		24		3	Total Laptop	58
Highway	Highway		6		2	Total	277
Corrections	Corrections		11		0		
Sheriff	Sheriff		18		31		
	OCEMA		2		2		
	Maintenance		1		0		
	Morgue		1		0		
	E911		1		0		
	Comm Center		6		0		
	EOC		30		7		
Total			181		49	230	230



Ogle County Highway Department

Curtis D. Cook, P.E., County Engineer
1989 South IL Route 2
Oregon, IL 61061

February 14, 2012

Ogle County Highway Department Facility Improvement Plan

Item	Year	Amount ($)	Funding by
Material Storage pad	2012	$10,000	Department
Equipment Storage Building pad	2012	$5,000	Department
Equipment Storage Building	2013-14	$1,000,000	Long Range Planning
Shop Floor repair	2015	$15,000	Department
Fire detection system	2016	$40,000	Department
Gale Creek bridge	2017	$275,000	Department
Building boiler	2018	$10,000	Department

Phone: 815-732-2851 E-mail: highway@oglecounty.org Fax: 815-732-9094

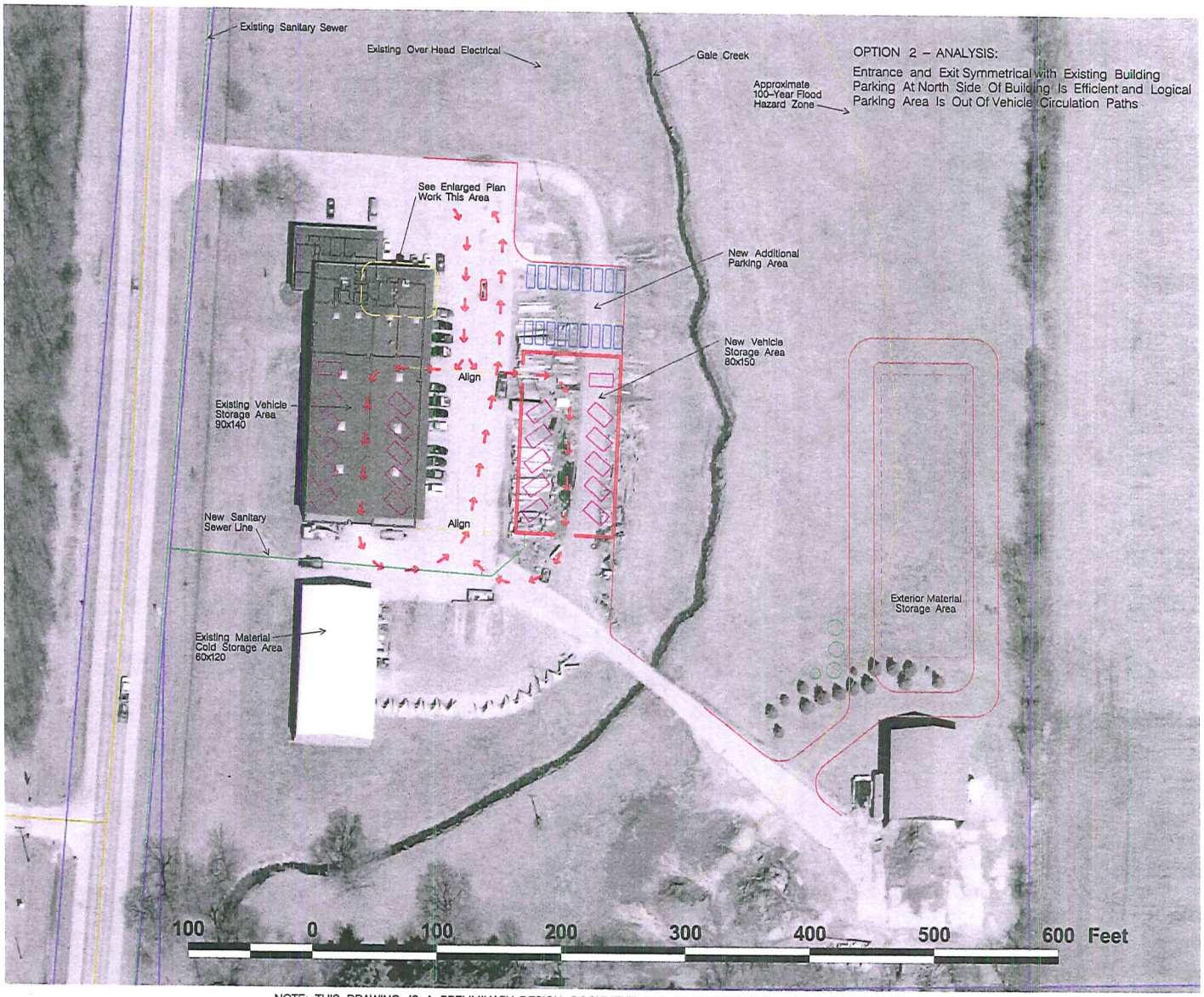
OGLE COUNTY HIGHWAY DEPARTMENT

1989 ILLINOIS ROUTE 2 SOUTH
OREGON, ILLINOIS 61061

PRELIMINARY STUDY FOR
NEW VEHICLE STORAGE GARAGE

DECEMBER 2006

OPTION 2

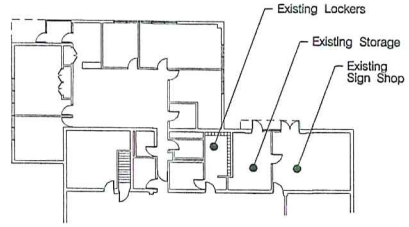


OPTION 2 – ANALYSIS:

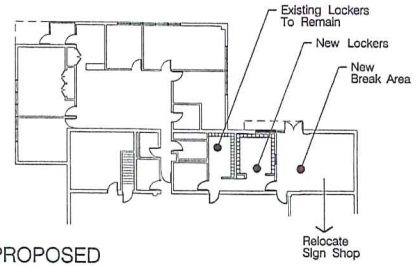
Entrance and Exit Symmetrical with Existing Building
Parking At North Side Of Building Is Efficient and Logical
Parking Area Is Out Of Vehicle Circulation Paths

NOTE: THIS DRAWING IS A PRELIMINARY DESIGN DOCUMENT AND IS NOT INTENDED FOR CONSTRUCTION

INTERIOR IMPROVEMENTS:



EXISTING



PROPOSED

CreateMezzanine in Existing Paint Bay
Upper Level = Sign Shop
Lower Level = Compression Testing
Existing Break Area to become Storage

WILLETT, HOFMANN & ASSOCIATES, INC.
CONSULTING ENGINEERS
Land Surveying - Transportation - Structural
Environmental - Architecture

809 East Second Street Dixon, Illinois 61021
Phone 815/284-3381 Fax 815/284-3385
www.willetthofmann.com

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SUPERVISOR OF ASSESSMENTS
Ogle County Courthouse
P.O. BOX 40
OREGON, ILLINOIS 61061-0040

JAMES HARRISON
SUPERVISOR OF ASSESSMENTS

PHONE (815) 732-1150
FAX (815) 732-6273

March 2012

Long Range Departmental Expenses (5 year)

Personnel: No change in the number of personnel is anticipated. Staffing levels are now adequate, and the same as they were 10 years ago. Current level should be maintained.

Space needs: No change in space needs is anticipated. This Department has adequate space to conduct its business and accommodate the needs of the public.

Computers: The Department will likely need to replace three to four computers within the next five years. At current prices, this should be less than $2,000. This Department shares a computer network and server with the County Clerk and County Treasurer. I am not certain of the current age or capacity of this server (IT probably has the necessary information).

Software: This Department currently operates a proprietary tax and assessment software called "DevNet". This software is shared with the County Clerk and Treasurer. I anticipate utilizing this software over the period. The office also utilizes various mapping software which may require updates over the period.

Furniture: This Department currently has enough furniture (desks, chairs, tables, file cabinets, etc.) – I anticipate no new major purchases in the next 5 years.

Copiers/
Printers: This Department is on the multi-year plan with RK Dixon negotiated by the County Board. This plan covers copiers and printers (including toners and maintenance) in the office with a monthly cost of approximately $200. There are an adequate number of printers and one photocopier. No increase in the number of these machines should be necessary

Ogle County Planning & Zoning Department

911 W. Pines Road
Oregon, IL 61061
815.732.1190
Fax: 815.732.2229

Planning & Zoning Department 4-Year Capital Plan/Needs

Solid Waste
Health Department

Immediate capital needs (years 1-2) include:

- Storage shelves for storage area in south end of Pines Road Annex building.
- Office furniture (computer work station for Administrative Assistand and Deputy Zoning Administrator).
- Updated network switch for Pines Road Annex building to fully leverage network speed and efficiency.

Future capital needs (years 3-4) include:

- Departmental vehicle
- Garage (five-stall minimum) for inside parking of all vehicles assigned to Pines Road Annex facility (Planning & Zoning, Solid Waste Management and Health Department).

OGLE COUNTY HEALTH DEPARTMENT

907 WEST PINES ROAD, OREGON, IL 61061
(815) 732-7330 Fax: (815) 732-7458

MEMORANDUM

Date: February 16, 2012

To: Jim Barnes & Marcia Heuer

From: Doreen O'Brien, Public Health Administrator

Long Range Planning: IT &Building Issues at 907 West Pines Road Annex:

1. Internet & Email system extremely slow-spend a lot of time waiting, logging out, losing emails, not being able to access sites-**this system needs to be improved-extremely inefficient.**
   21 PC's-newest one purchased 2011-oldest one purchased 2008: Server-new, purchased 2010:

2. Garage needed to store County vehicles: Presently an old dilapidated garage exists which holds 2 vehicles. Three remaining vehicles sit out on the parking lot in all weather conditions, not to mention with easy access to mischief or damage, as the lot is open, isolated and poorly lighted.

3. Drainage issues (Roof? Land slope? Plumbing?): Water drips from roof onto entry sidewalk with every rainfall and snowfall. In the winter this is particularly hazardous for the public, as well as for County employees (a couple years ago we had 3 falls, two requiring Worker's Comp payouts). In the last year, water has also started seeping into the building, and we have experienced soaking wet carpet requiring wet vac, dehumidifier and fans. There are three problems with this: 1.)Moldy carpet which will need to be replaced sooner. 2.) increased energy costs running fans and dehumidifiers 3.)Destruction of County property-furniture, public records, files, folders and notebooks which can be ruined sitting on the floor.

4. Heating/Air Conditioning issues: No caulk around outdoor windows. Poor temperature regulation in the building. When the wind blows, it blows right through the windows. Costly.

5. We have two beautiful County buildings in the center of town. Then we come to County property on Pines Road, and we have old, beat up green siding next to new green siding on the west end. This is strictly cosmetic.

Marcia

MEMO

TO: Juvenile, Probation & Judiciary Committee
Ogle County Board

FROM: Judge Stephen C. Pemberton

DATE: March 8, 2012

RE: Four-year long range planning.

We in the judiciary feel that the following items should be priorities of any four-year long range planning undertaken by the county:

1. Increase the number of full-time court security officers in the Judicial Center from 3 to 4.
2. Fix the air conditioning problems in the Judicial Center.
3. Install a centralized clock system with public address capabilities in the Judicial Center.

chillers not big enough - over 90° it doesn't work

OGLE COUNTY PROBATION DEPARTMENT
FIFTEENTH JUDICIAL CIRCUIT

106 SOUTH FIFTH STREET, SUITE 100, OREGON, ILLINOIS 61061
OREGON OFFICE: (815) 732-1180 ROCHELLE OFFICE: (815) 562-2287
FAX: (815) 732-1281

March 6, 2012

TO: Bobbie Colbert
FROM: Greg Martin
RE: Building Improvements

Attached is the list of maintenance requests for the Probation Department located at the Judicial Center.

On another matter, I would like Long Range Planning to consider paying the construction loan associated with the last building project. I sent a letter directly to Buildings and Grounds last year. My position is the resolution outlines that the host fee money is to be used for capital improvements. I would assume that a building project at Focus House would be covered by this resolution. The current pay-off of the loan is $140,730.30.

Please advise as to the next step.

focus house

Friends Of Children Under Supervision

March 7, 2012

Dennis Williams
Chairman
Long Range Planning Committee
Ogle County Board

Mr. Williams,

Attached you will find the anticipated capital expenses for the Ogle County Probation Department and Focus House over the next few years. As requested by the Long Range Planning Committee, these projects were presented to our committee at the February 2012, committee meeting and are now being forwarded to you.

The estimates for the projects at Focus House are based on estimates we have received over the past few years for these projects. These estimates may need to be adjusted as there may be some changes with material costs and prevailing wages at the time of completing the project.

If you have any questions regarding these projects or committee members or yourself would like to visit these sites to review these projects, please contact me at 815-562-5881. Thanks.

Respectfully Submitted,

Michael V. Dale
Director

Administrative Offices/School Campus * 3279 Illinois Route 251 * Rochelle, Illinois 61068
Telephone: (815) 562-5881 * Fax Number: (815) 562-5653
E-Mail: focus@focushouse.net * Web Site: www.focushouse.net

United Way
Community Partner

To LK

Upcoming Focus House Capital Improvements

Capital Improvement	Year of Installment	Estimated Cost	Anticipated Year of completion
Miller House Kitchen Remodel 322 North 9th Street	Prior to 1988	$10,000	2012
Cafeteria Tables in Gymnasium 3279 Hwy 251	1991	$20,000	2012-2013
Parking lot demolition and pavement of new parking lot 3279 Hwy 251	1993	$55,000	2013
Miller House Roof 322 North 9th Street	Prior to 1988	$20,000	2014
New Residences at Farm Campus 3279 Hwy 251		$2,200,000	5-10 years

OFFICE MAINTENANCE LIST

Change lock on conference room door

Change lock on Elaine's office

Light switch in Elaine's office

Clean carpets including waiting rooms and stains by Brian's office

Touch up paint in office and waiting rooms

Fix water damage in Greg's office including ceiling tiles

Replace ceiling tiles over break table in back of the office from water damage

Fix lights by front door