

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, April 7, 2005 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Dean, Selzer, Ahart, Harding and Moss

Members Absent: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/
Elected Officials

Present: Mr. Bill Wasson, Director, Parks and Recreation, Mr. Jack Moody, Director, Facilities Management Department

Members of the
Public Present: None

Chairman Bostic called the meeting to order at 3:00 p.m.

Chairman Bostic presented the Minutes of the March 3, 2005 Property Committee meeting. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Bill Wasson, Director, Parks and Recreation, presented a request for approval of a Lease Agreement between the County of McLean and Cross Implement to Lease a Tractor. He explained that a request for proposals was issued and the low lease cost was provided by Cross Implement at \$3,500.

Mr. Moss asked how the tractor is utilized. Mr. Wasson replied that it is used to move docks, gravel, dirt, light excavation, landscape work and mowing. He reported that the lease agreement is for unlimited hours of use.

Motion by Dean/Ahart to recommend approval of a Lease Agreement between the County of McLean and Cross Implement to Lease a Tractor for the Parks and Recreation Department.
Motion carried.

Chairman Bostic asked if there were any additional questions or comments. Hearing none, she thanked him.

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Mr. Jack Moody, Director, Facilities Management, presented an update on the McLean County Museum of History located at the old McLean County Courthouse. He reported that the protective netting, as requested, was installed at the opening of the dome area to prevent plaster from falling in public areas. Mr. Moody stated that the netting is so fine that it cannot be seen and it can withstand 2,400 pounds.

Mr. Moody reported on the status of the fire at the old Courthouse. He noted that the United Fire Group recommended Serve Pro to do the restoration work to clean the soot on the upper areas under the dome. However, after evaluating the area and the necessary scaffolding, the company was not comfortable with doing the restoration work and declined the offer to submit a proposal. The insurance company then recommended that Mr. Moody contact Wiss, Janney, Elstner, whom they have worked with in the past. Mr. Moody reported that Wiss, Janney, Elstner is preparing a proposal that will be submitted to the Insurance company for their review and approval.

Mr. Moody indicated that he requested a proposal from Emmett-Scharf Electric Company to replace the burned out halogen light fixture that caused the fire after a sweatshirt was left on it. They will also install and replace the wiring that was damaged by the fire. He reported that the \$370 proposal from Emmett-Scharf's has been forwarded to the insurance company for their approval to proceed.

Mr. Moody suggested that, once the restoration firm is awarded the bid, it will probably take only a few weeks to complete the restoration and repairs.

Chairman Bostic shared her concern that, when the fire occurred, the smoke and heat detectors did not sound an alarm. Mr. Moody indicated that he had been told there were four smoke alarms available, but there was just one heat sensor at the time of the fire. However, there are now two smoke heads installed and they have been tested and work fine.

Chairman Bostic asked if there was a different type of light that would not produce so much heat that it could cause a fire. She also asked if the light needed a screen or signage necessary to avoid another incident. Mr. Moody replied that it is a secured area, noting that no one goes into the area unless repairs need to be made to the clock. He further stated that there is no other lighting element that could achieve the necessary light. Mr. Moody indicated that he will keep the Committee apprised of the restoration and repairs.

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Ms. Harding commented on the landscaping around the old Courthouse. Mr. Moody responded that Mr. Koos would like to look at a landscaping detail for the outside of the Courthouse, which has not been done in perhaps 40-50 years. Mr. Moody indicated that many of the flowering trees that were planted decades ago are beginning to die.

Mr. Selzer asked for an update on the Streetscape project the City was doing. Mr. Moody replied that the Streetscape project was funded by a \$500,000 grant award to the City by the State. He reported that the project was completed approximately a year ago. Mr. Moody noted that some of the mature trees were to be replaced, but he does not know the status on that part of the project.

Chairman Bostic asked if there were any more questions. There were none.

Mr. Moody reviewed the status on the Law and Justice Center remodel. He reported that the proposed project went before the Public Building Committee (PBC) on Tuesday, April 5, 2005 for approval. Mr. Moody announced that the PBC formally adopted and approved the project and formally approved the contract with Young Architects for their professional services, both architecture and engineering. He noted that Young Architects will now spend several months preparing the biddable documents, drawings, plans and specifications for the entire project.

Mr. Moody discussed the outside parking area by the Health Department and Sheriff's Office that will be renovated to make 22 more parking spaces. Mr. Selzer asked when the work will begin on the parking. Mr. Moody replied that it could begin concurrently with the inside renovation. After some discussion regarding possible damage done to the parking lot by large trucks and renovation equipment used for the remodel, it was suggested that the parking lot be the last project completed.

Ms. Ahart asked how the employees will be protected environmentally during the renovation in the Law and Justice Center. Mr. Moody replied that, since the 7th floor is almost empty, that part of the renovation should not bother anyone. Also, the general contractors have experience remodeling large commercial office space that is occupied and they have techniques to do the work without being disruptive environmentally or sound-wise.

Chairman Bostic asked if there were any more questions. There were none.

Mr. Moody presented a status report on the bid specifications for replacing the 1976 roof over the jail area. This project was approved in the Fiscal Year 2005 adopted budget. He noted that this project will replace the roof over one section of the jail that is currently a poured tar and pea gravel roof. Mr. Moody reported that the roof is almost

30 years old and in very poor condition. The roof will be replaced this summer with a fully-adhered EDPM rubber membrane roof with a 20-year warranty.

Ms. Harding asked about the condition of the rest of the roof over the Law and Justice Center. Mr. Moody informed the Committee that the main roof of the Law and Justice Center is a non-adhered moving roof, which will be replaced as part of the remodel project.

Chairman Bostic asked if there were any further questions. There were none.

Mr. John Zeunik, County Administrator, presented a request for approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Budget and Appropriation Ordinance. This Emergency Appropriation would be used to complete four additional capital improvement projects that were not included in the original bid specifications and plans for the Government Center, as follows:

- Addition of a private office for the Chief Deputy in the Recorder's Office. When final plans were developed for the Recorder's Office, the incumbent County Recorder did not request a private office for the Chief Deputy Recorder. The new Recorder has changed the job description for that position and has asked that a private office be added within the Recorder's Office. The Facilities Management staff would be able to complete some of the work required to add this private office and some work would need to be contracted out. There is adequate space available. Facilities Management estimates the cost to be \$7,700.00.
- Addition of Carpeting in the Local Records Vault in the County Clerk's Office. The final plans for the Local Records Vault in the County Clerk's Office did not include carpeting the existing tile floor. Most of the vaults in the building are designed to store items and are not used regularly. However, the County Clerk's Office uses the Local Records Vault every day. Since moving into the office in August, 2004, employees in the County Clerk's office have slipped on the tile floor and caught the heel of their shoes on the transition ramp between the outer office and the local records vault. The lowest quote received is \$3,080.00.
- Addition of Solar Insulation Draperies. Since moving County offices into the Government Center in August, 2004, the offices on the east and west sides have experienced significant glare and very warm offices from the morning and afternoon sun. With the heat of summer expected to intensify in less than 60 days, the glare and room temperature in these offices will increase significantly. To alleviate this problem, Facilities Management recommends that an interior solar insulation drapery be hung between the window and the interior decorative

drapery. This type of solar insulation drapery was installed by Champion Federal in the Chairman's office and in Eric Ruud's office. Facilities Management has obtained quotes to make and install the solar insulation drapes on the east and west sides of the building. The lowest quote received is \$8,595.00.

- Addition of Exterior Signage on South and East Marble Panels. County Board Chairman Mike Sweeney has requested and suggested that additional exterior signage be added on the marble panels on the south and east sides of the building. The proposed exterior signage would be positioned to be easily seen by traffic heading north on East Street and by traffic heading west on Front Street or Washington Street and would clearly identify the building as City of Bloomington and McLean County. Facilities Management has obtained quotes to make and install the additional exterior signage on the south and east marble panels. The lowest quote received is \$6,125.00.

Mr. Zeunik reported that the signage will be even more pertinent as the County recently learned that National City Bank will be vacating their space on the third floor on or before October 31, 2005. The City Engineering Department will occupy the vacated space.

Ms. Ahart asked if the City would then get all of the parking spaces. Mr. Zeunik responded that the spaces will be divided between the City and the County.

Mr. Zeunik reported that the estimated costs for the capital improvement projects are quotes Facilities Management has solicited or are estimates that Facilities Management has prepared. The total amount is \$25,500. He explained that the PBC has advised that the bond issue funds used to renovate and remodel the Government Center have been exhausted. Therefore, in order to complete the projects in a timely manner, an Emergency Appropriation Ordinance from the County's General Fund is recommended for your review and consideration. Mr. Zeunik stated that if the Committee chooses not to approve the Emergency Appropriation, it would roll into the FY'2006 budget and the PBC would reimburse the County for the projects.

Chairman Bostic asked if there was \$25,500 in the General Fund to be spent. Mr. Zeunik replied that there is not \$25,500 in the General Fund, rather this would be money appropriating from the Fund Balance or Fund Reserve.

Ms. Ahart asked if the money would be reimbursed from the PBC. Mr. Zeunik responded that PBC would not reimburse the County; it would be a County expense.

Mr. Selzer asked how much money was in the Unappropriated Fund Balance. Mr. Zeunik stated that there is around \$2.1 million available in Cash and Investments.

The Committee members discussed each project in terms of immediate need versus waiting until next year. Ms. Ahart expressed her opinion that these projects need to be done right away. Mr. Selzer agreed. Chairman Bostic and Mr. Dean suggested they could all wait until the next budget cycle

Mr. Zeunik offered to take the Committee members on a tour of the offices involved in the improvement projects. Three members agreed to the tour; Chairman Bostic and Members Dean and Moss.

Ms. Ahart left the meeting at 3:55 p.m.

Following the tour, the discussion continued regarding each project and whether they needed immediate action or could be postponed to the next budget cycle. Ms. Harding recommended that all the projects be approved. She noted the safety issues regarding the heat and the lack of carpet, and also indicated that the signage would be helpful when she sends interns to the Government Center. Mr. Moss agreed that the signage is needed on the building and the Solar Insulation Draperies are a necessity.

Mr. Selzer and Mr. Moss recommended that the signage list the County as "County of McLean" instead of McLean County.

Chairman Bostic recommended that each project be voted on individually:

Motion by Harding/Moss to recommend approval of the Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance General Fund 0001, Facilities Management Department 0041 for the addition of a private office for the Chief Deputy in the Recorder's Office.

Chairman Bostic asked for a roll call vote on the motion made by Ms. Harding and Mr. Moss. Chairman Bostic stated that she would vote on the motion.

Member Selzer	"Yes"
Member Dean	"No"
Member Harding	"Yes"
Member Moss	"Yes"
Chairman Bostic	"No"

Motion carried on a vote of 3-2.

Motion by Moss/Harding to recommend approval of the Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance General Fund 0001, Facilities Management Department 0041 for the addition of carpeting in the Local Records Vault in the County Clerk's Office.

Chairman Bostic asked for a roll call vote on the motion made by Mr. Moss and Ms. Harding. Chairman Bostic stated that she would vote on the motion.

Member Selzer	"Yes"
Member Dean	"No"
Member Harding	"Yes"
Member Moss	"Yes"
Chairman Bostic	"No"

Motion carried by a vote of 3-2.

Motion by Dean/Harding to recommend approval of the Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance General Fund 0001, Facilities Management Department 0041 for the addition of Solar Insulation Draperies.

Chairman Bostic asked for a roll call vote on the motion made by Mr. Dean and Ms. Harding. Chairman Bostic stated that she would vote on the motion.

Member Selzer	"Yes"
Member Dean	"Yes"
Member Harding	"Yes"
Member Moss	"Yes"
Chairman Bostic	"Yes"

Motion carried by a vote of 5-0.

Motion by Moss/Selzer to recommend approval of the Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance General Fund 0001, Facilities Management Department 0041 for the addition of Exterior Signage on the South and East Marble Panels of the Government Center.

Chairman Bostic asked for a roll call vote on the motion made by Mr. Moss and Mr. Selzer. Chairman Bostic stated that she would vote on the motion.

Member Selzer	"Yes"
Member Dean	"No"
Member Harding	"Yes"
Member Moss	"Yes"
Chairman Bostic	"No"

Motion carried by a vote of 3-2.

Chairman Bostic presented the March 31, 2005 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee Fund total is \$342,910.17 and the prepaid total is the same.

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Motion by Selzer/Dean to recommend approval of the bills as of March 31, 2005, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Chairman Bostic asked if there was any other business or communication for the Property Committee. There was none. The meeting was adjourned at 4:13 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary