

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, December 4, 2003 at 3:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

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

Members Absent: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Mrs. Carmen Zielinski, County Administrator's Office

Department Heads/
Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management Department

Members of the

Public Present: Mr. Greg Koos, Executive Director, McLean County Historical Society; Mr. Gene Asbury, Young Architects

Chairman Bostic called the meeting to order at 3:00 p.m. Chairman Bostic called the roll and declared that a quorum was present.

Chairman Bostic presented the Minutes of the November 6, 2003 meeting. Hearing no objections or amendments, Chairman Bostic accepted and placed the minutes on file as submitted.

Chairman Bostic informed the Committee that agenda item regarding the Government Center County Board Room and Oversight Committee Conference Room would be reviewed later in the meeting since Mr. Gene Asbury, Young Architects, had not yet arrived.

Mr. Moody presented a request for approval of the Bid Schedule for Renovation and Restoration of Dome and Roof Areas of the McLean County Museum of History funded through an Illinois Public Museum Capital Grant. Mr. Moody noted that in September 2003, Wiss, Janney and Elstner, Architects, submitted 100% complete construction documents to Facilities Management were submitted to the Illinois Department of Natural Resources and Illinois Historic Preservation Agency. Mr. Moody stated that all of the required procedural steps have been completed. At this time, Mr. Moody requested Committee authorization to advertise for bids. Mr. Moody informed the Committee that the initiation of work has been estimated to start in May 2004.

Mr. Moody reminded the Committee that during the course of the grant, expenses related to this project will be submitted to the Public Building Commission for payment. When bills and expenses total \$250,000.00, a request for reimbursement will be processed and turned into the grant agency for their review and reimbursement of the money. Per grant specifications, two lump payments will be issued for this project. One at the \$250,000.00 level, the other at the end of the project for another \$250,000.00.

Mr. Dean referred to the project time line listed on the agenda. Mr. Dean asked what would happen if one of the interested bidders was not able to attend the December 16th mandatory pre-bid meeting. Mr. Moody answered that all interested bidding parties have to be present. A representative of the company needs to be in attendance because this is a very unique project with very specific detail requirements that will be explained and specified at the pre-bid meeting.

Mr. Greg Hoos, Executive Director, McLean County Museum of History, noted that the only companies bidding on this project are general contractors. There should not be an issue of individual crafters or sub-contractors.

Mr. Moody also noted that the McLean County Facilities Management Department will be the repository for the project bid specs which will cost \$100.00 per set.

Chairman Bostic asked if there were any other trade journals that should be considered for advertisement of this project. Mr. Moody answered that this project will also be advertised on the internet by the architectural firm.

Motion by Moss/Ahart to recommend approval
of a Bid Schedule for Renovation and
Restoration of Dome and Roof Areas of the
McLean County Museum of History as recommended
By Wiss, Janney and Elstner, Inc. Motion carried.

Mr. Moody referred to a request for approval to install a Data Aire Unit at the McLean County Museum of History. Mr. Moody updated the Committee that about two years ago, the County replaced the Data Aire Unit located on the south side of the McLean County Courthouse. At this time, the McLean County Museum of History proposes to have a Data Aire Unit installed by Hermes Sales and Services. The proposal includes that the current unit, which services Room 102, be moved to service Rooms B-1 and B-2. A new and larger unit would be installed to service Room 102. With the conversion of existing ductwork, it will also service B-3. All necessary power and plumbing connections have been previously stubbed in. Because of the terms of the lease

between the County and the Museum of History, approval from the Property Committee and the County Board is required before the work can begin.

Mr. Koos clarified that the Data Aire Units provide the museum with the equipment necessary to preserve the historic collections in the building for perpetuity. Mr. Koos explained that the Fell Foundation agreed to donate \$25,000.00 to the Museum's Capital Fund designated to improve the HVAC for basement collection storage areas. With this funding support, the Data Aire Unit from the Farming Gallery will be shifted to another location to treat the furniture collection. A new unit will be placed to support the Farming Gallery and with some minor duct work changes, will also serve the Archive Annex.

Motion by Selzer/Ahart to recommend approval
of the Museum of History's request to Install a
new Data Aire Unit at the McLean County
Museum of History.

Mr. Dean asked how Hermes Sales and Services was chosen. Mr. Koos explained that because the funding for this project represents a gift to the museum, the formal bidding process was not followed. Hermes Sales and Services have done installation and maintenance of these units in the past.

Mr. Selzer asked if the new Data Aire Unit would be considered the property of the County or the Museum. Mr. Koos answered that the unit will become the property of the County once it is installed. The Facilities Management Department will maintain the unit.

Chairman Bostic asked if there were any other questions. Hearing none, Chairman Bostic called for the vote on the previous motion.

Motion carried.

Mr. Moody presented a request for approval of a Lease Agreement for the Veterans' Assistance Commission at 200 West Front Street – (Health Department Building). Mr. Moody noted that with the selling of the McBarnes Memorial Building, the one County office residing in the building needed to be moved. On December 8th, the Veterans Assistance Commission plans to start moving into the third floor of the McLean County Health Department Building. The term of the lease agreement is from January 1, 2004 through December 31, 2004. The annual rent payment is \$3,904.00.

Mr. Selzer wondered if the Veterans Assistance Commission was comfortable with this move. Mr. Moody answered that he is not aware of any objections from the Veterans Assistance Commission.

Mr. Selzer asked if there are any plans to relocate the Veterans Assistance Commission to the new Government Center. Mr. Zeunik answered that at the present time, no office space has been allocated for the Veterans Assistance Commission in the Government Center. Mr. Zeunik explained that the Veterans Assistance Commission was created by referenda, which required that the County Board adopt a property tax levy to fund the Veterans Assistance Commission. The County is responsible for providing suitable office space for the Veterans Assistance Commission. The Veterans Assistance Commission was housed in the Courthouse through 1991, then they were moved to the first floor of the Law and Justice Center. A number of years ago, the Director of the Veterans Assistance Commission and a group of Veterans asked that they be relocated to the McBarnes Memorial Building when space became available. The move of the Commission to the Health Department Building provides some immediate benefits for them, such as immediate and adequate space available for the Commission, available parking for clients, proximity to bus routes and the main bus transfer point, and the provision of health care clinic services already existing in the building. At this time, Mr. Zeunik stated that the third floor of the Government Center is leased to National City Bank, and, therefore, no space has been allocated for the Veterans Assistance Commission.

Ms. Harding asked if the County is obligated to find office space for the other tenants in the McBarnes Building. Mr. Zeunik answered that the County is under no obligation to find office space for the other tenants. Ms. Harding asked if there was an approved plan for the relocation of departments into the new Government Center. Mr. Zeunik replied that there is an approved plan that he will make available to her. Mr. Zeunik quickly described the relocation of departments presently in the Law and Justice Center scheduled to be moved to the new Government Center. Mr. Zeunik pointed out that the move will provide better customer service by relocating departments that would complement the City of Bloomington's departments with the County Departments, such as the Election Board authorities, and the Building and Zoning and Planning Commission.

Motion by Selzer/Dean to recommend approval
of a Lease Agreement for the Veterans Assistance
Commission at 200 West Front Street, Health
Department Building. Motion carried.

Mr. Jack Moody, referred to a review of the Government Center's County Board Room and Oversight Committee Conference Room being presented by Mr. Gene Asbury, Young Architects. Mr. Asbury presented numerous floor plans of the Fourth Floor with the County Board Meeting Room and the Conference Room for use for Board Committee meetings. Mr. Asbury described the different options for the County Board Room and the available entrances and exits.

Mr. Asbury described three proposed furniture and traffic layouts for the County Board Room. The major difference between the layouts is the placement of County Board member seating and the public seating. Another difference in the plans is the positioning of furniture and partial walls to facilitate traffic in and around the room.

Mr. Asbury presented two options for the possible furniture layout for the Oversight Committee Conference Room. One of the options uses only one large meeting table, the second adds a second large meeting table to increase the number of seating, and the third was a U-shaped table arrangement.

Mr. Zeunik commented that the purpose of the presentation regarding the County Board Room and the Oversight Committee Conference Room was to convey the need for flexibility because the rooms will be used by multiple entities at various times of the day. At the last County Board some concerns were raised regarding the need to have a good audio system and good sight lines. Mr. Zeunik stated that Mr. Asbury is looking for input from the Property Committee as to the best option for the County Board Room and the Oversight Committee Conference Room.

Mr. Selzer pointed out that one of the benefits of starting out with just one table at a time in the Oversight Committee Conference Room is the possibility of adding the second table if there is a need. Mr. Selzer liked the first option displayed regarding the County Board Room because it provides a professional look to the County Board Room. Mr. Selzer commented that during the Board, spectators are not expected to participate.

Ms. Harding asked if someone from the public is scheduled to appear in front of the Board, where would they stand. Mr. Zeunik answered that they walk up to the lectern and address the Board accordingly. Further discussion on some details presented on the layouts of the County Board Room continued, paying close attention to where the spectators would sit so as not to disrupt the meeting in progress.

Discussion moved to the sound system for these rooms. Mr. Zeunik directed the Committee to the handout distributed regarding the Shure Conference One Discussion Systems. Since the County Board Room and the Oversight Committee Conference

Room need to be flexible for use by numerous entities, the Conference ONE System is a digital complete PA system with hassle free setup. It conveniently combines gooseneck microphones, mixer, amplifiers, and high-quality loudspeakers. This wireless system will fully integrate with the projection system planned for the County Board Room. With this system, it may be possible to use this system, through the use of antennas, in the Oversight Committee Conference Room.

Chairman Bostic asked if there would be a good time to walk-through the Government Center. Mr. Asbury answered that a walk-through can be arranged at any time but, the Government Center is just an empty shell at this time.

Mr. Moody noted that the remodeling of the building would start on the Fourth Floor and work its way down as each phase is completed per floor. So, the Fourth Floor would be completed first.

Mr. Zeunik indicated that Mr. Asbury would like to present the Property Committee with a color board for the Government Center project. Mr. Zeunik suggested that Mr. Asbury make a presentation of the color board in a stand-up before the December 16th County Board. Mr. Asbury agreed to provide the necessary color board for the demountable interior walls and carpeting throughout the Government Center at the stand-up meeting of December 16th.

Ms. Harding asked if new furniture was going to be purchased for these rooms. Mr. Moody answered that the present furniture will be used in the County Board Room and the Oversight Committee Conference Room.

Chairman Bostic asked if there were any more questions regarding Mr. Asbury's presentation. Hearing none, she referred to the Status Report listed on the agenda.

Mr. Moody referred to the Status Report on the Repairs and Renovation to the Law and Justice Center. Mr. Moody informed the Committee that the status list for the Law and Justice Center has dwindled down to just two pages. Mr. Moody explained that at 7:00 a.m., Saturday, December 6th, the power to the Law and Justice Center is going to be turned off in order to heat up the south transformer. Illinois Power is going to surge power into the new system and perform a full load test on the new emergency generator through the automatic transfer switch. This will allow for the calculation of time spent between the time the power goes off and the emergency generator turns on. The knowledge of this time span is necessary for the Jail to meet an Illinois Department of Corrections requirement of security and safety.

Mr. Moody stated that the outside fencing surrounding the new entrance will be removed and the area cleared of debris. Mr. Moody noted that the work in the basement of the Law and Justice should be completed in about two weeks.

The last remaining item to be completed will be the construction of the Circuit Clerk's Office cabinetry and the replacement of the files.

Chairman Bostic asked if there were any questions regarding the Status Report. Hearing none, Chairman Bostic referred to the National Association of Counties (NACo's) "The County Energy Efficiency Center."

Mr. Moody made reference to the NACo's "The County Energy Efficiency Network." Mr. Moody informed the Committee that the network serves to provide energy efficiency technical assistance to County officials, building engineers, energy managers and other County Government employees focusing on energy, with the collaboration of the United States Department of Energy's Rebuild America Program. The intentions of the County Energy Efficiency Network is to foster peer-to-peer communication and assistance between Counties that are interested in beginning or expanding energy efficiency programs and those with successful energy-saving initiatives already in place. By becoming a member of the network, McLean County will receive regular updates from NACo with information about energy issues, county success stories and future events and workshops. No fees are incurred with this network. Mr. Moody will keep the Property Committee informed of any new energy saving ideas.

Mr. Moody updated the Committee on the McBarnes Memorial Building sale. Mr. Moody stated that the attorneys are finishing up the documents prior to establishing the closing date for this sale.

Mr. Zeunik informed the Committee that he received notice from Moody's Investor's Service that the County's credit rating has been raised from AA3 to AA2. Not only has it been raised, but it was raised with the comment of "stable outlook". If you read the entire credit report, there are several instances where McLean County is commended for their financial operations consistently well managed, maintenance of a comfortable reserve level, strong diversified tax base and low debt. Mr. Zeunik noted that this is good news for several reasons. One, if the County would need to go to the capital markets, the County would receive a much more favorable interest rate. Also, this is not a time when a lot of state and local governments are seeing their credit ratings raised because of the recent financial struggles. This rating is a credit to the Treasurer's Office in terms of day to day management and investment of funds, and the Auditor's Office for managing the accounts payables. On balance, it reflects the good financial judgement of the County Board, in

Minutes of the Property Committee Meeting
December 4, 2003
Page Eight

terms of the good, conservative, prudent approach that McLean County has historically taken in addressing issues that come before them.

Chairman Bostic presented the bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.

Motion by Ahart/Moss to recommend approval of the bills as of November 30, 2003, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.
Motion carried.

Mr. Zeunik reminded the Committee that the next Property Committee meeting would move from January 1, 2004 to January 8, 2004, at 3:00 p.m., due to the New Years Holiday.

Minutes of the Property Committee Meeting
December 4, 2003
Page Nine

There being nothing further to come before the Committee at this time, Chairman Bostic adjourned the meeting at 4:05 p.m.

Respectfully submitted,

Carmen I. Zielinski
Recording Secretary

E:\Ann\Min\P_Dec.03