

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, December 8, 2005 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Vice Chairman Selzer; Members Harding, Ahart and Moss

Members Absent: Chairman Bostic and Member Dean

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

Department Heads/
Elected Officials

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

Vice Chairman Selzer called the meeting to order at 3:05 p.m.

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

Mr. Jack Moody, Director, Facilities Management, reported on the progress of acquiring a coffee vendor for the Government Center. He stated that he had approached several different vendors in the community to see if there would be an interest in establishing a coffee shop service at the Government Center. Mr. Moody reported that several vendors toured the building, particularly the dining area in the basement and the Washington Street entrance lobby. He stated that all of the vendors expressed the opinion that the lobby would be the best location for a coffee station, as the basement dining area was too remote for walk-in customers, even with adequate signage.

Mr. Moody advised that only one vendor has expressed an interest in continuing to investigate opening a coffee shop in the lobby area. He cited the expense of putting in the necessary infrastructure as the main reason the other vendors declined to consider the venture. Mr. Moody indicated that the Coffee Depot investors and owner paid for the plumbing and electrical needs of the coffee area in the lobby of the Law and Justice Center, which was a few thousand dollars.

Mr. Moss asked what infrastructure needs to be done to accommodate a coffee shop in the lobby. Mr. Moody replied that plumbing would need to be put in to meet Health Department standards, as well as more electrical outlets.

Vice Chairman Selzer suggested that the County provide the infrastructure for a coffee kiosk as a permanent improvement to the building. Mr. Moody requested that, if the County supplied the infrastructure, he be allowed to approach the Coffee Depot for a bid. He noted that the reason the Coffee Depot declined to submit a bid was due to the initial cost of the infrastructure.

Ms. Harding asked if Mr. Moody approached Starbucks or McDonald's. Mr. Moody replied that he did not approach McDonalds. Ms. Harding suggested that there may be other entities in the community that would submit a bid if they were aware of the opportunity. Mr. Moody agreed that there may be other vendors who would be willing to submit a bid.

Ms. Harding asked if it is anticipated that there may be an influx of customers due to the Arena traffic, and if so, will the building be open late. Mr. Moody replied that, in conversations with the potential vendor, he indicated the building could be open in the evening by locking other doors and barricading certain sections from the public.

Vice Chairman Selzer recommended that the Property Committee go to the Board with a proposal to provide the necessary infrastructure to support a coffee kiosk in the lobby of the Government Center. Upon the approval of the Board, he suggested that Mr. Moody be authorized to publish a request for bids considering the improvements the County will make.

Mr. Moss asked if the Committee is asking Mr. Moody to research the cost for improvements to accommodate a coffee kiosk. Vice Chairman Selzer replied that we can continue to negotiate and see what proposal the vendor brings to the Committee, or we can take a proposal to the Board for approval of a request to make the improvements necessary to accommodate a coffee kiosk in the lobby. Mr. Moody stated that the Facilities Management Department can do the actual work on the infrastructure at a much reduced cost.

Mr. Moody stated that, if the County provides the infrastructure for a kiosk, the Coffee Depot may be interested in being considered. There was some discussion on what the criteria will be in choosing a vendor. Mr. Moody stated that it should be advertised for bid. Ms. Harding asked what will the bid be, based on the County providing the infrastructure. Mr. Zeunik noted that if the County makes those kinds of improvements, in addition to rent, there can be a negotiated point where the vendor agrees to give a percentage of the total sales to the landlord, if they reach a certain sales level.

Mr. Moss asked what will happen to the basement area since it is not viable as a space for a vendor. Mr. Moody responded that some employees in the Government Center use the dining area for lunch, noting that a cooler exists to keep cold lunches, and vending machines are available. Other suggestions included the possibility of renovating the area for office space.

There was some discussion about the use of the Community Room and other available meeting space in the Government Center Building. Mr. Moody advised that the Administrator's Office schedules the rooms.

The Committee discussed what vendors should be included in the bid process and whether or not the large franchise groups should be included. Ms. Harding pointed out that, given the flavor of the downtown, she would think a local vendor would be preferable to a national chain. Vice Chairman Selzer pointed out that the franchises to the national chains are owned by local individuals.

Vice Chairman Selzer reviewed the steps for Mr. Moody and the Property Committee to take, namely:

- Prepare a price list of what it would cost to build the infrastructure for a coffee kiosk area in the lobby of the Government Center;
- The Property Committee members are to talk to other members of the County Board seeking their support;
- Send out a request for bid, including what the County will provide towards the infrastructure.

Mr. Moss suggested that the cost of the infrastructure be broken down into sections. Mr. Moody recommended that the County provide only the basic infrastructure in the lobby and the vendor provide everything else.

Ms. Ahart asked if this proposal could be mentioned at the County Board meeting. After some discussion, it was decided that it would be most beneficial to talk to individual Board members to solicit their support. Vice Chairman Selzer suggested that Ms. Bostic could mention the proposal at the Executive Committee meeting as an informational item.

Mr. Moody reported that, in the mid-90's there was hand-carved signage at Fairview Park in Normal identifying the different buildings and functions that were County-operated at that location. The signage deteriorated and was replaced. However, the lettering is very small and difficult to read, and does not adequately list all of the County entities.

Mr. Moody reported that he has investigated new signage for the area in front of Fairview Park. He presented a scale model signboard that he recommends be used. The sign would include the County logo and the name of the building. Mr. Moody suggested that, below the logo, removable strips be used to list the current occupants of the Fairview campus. The information would be included on both sides of the sign to accommodate the view of travelers going either north or south.

Vice Chairman Selzer recommended that there be landscaping done at the base of the sign.

Mr. Moody announced that he will begin working on the signage project in January, including gathering data, investigating the current sign codes in the Town of Normal, etc. He stated that, once he gets the sign codes from the Town of Normal, he will write bid specifications, advertise in the newspaper for bids, collect their proposals, conduct a bid opening and bring the results back to the Committee.

Mr. Moss asked what is the projected cost. Mr. Moody replied that he did not know, but he expected it to be under \$10,000.00.

The Committee discussed the landscaping issue, suggesting the following:

- Use high school students or Boy Scouts on a volunteer basis to do a community project;
- Involve the Farm Bureau's Master Gardeners to act as supervisors.

Mr. Moody informed the Committee that he and a member of his staff were deposed by Illinois Power Company last week regarding the Law and Justice Center explosion and fire. He noted that it is now in the hands of the insurance company to decide on financial settlements.

Mr. John Zeunik, County Administrator, presented a request for approval of a Second Lease Agreement Amendment between the Public Building Commission (PBC), the City of Bloomington and McLean County for 115 E. Washington Street, 201 E. Washington Street and the Abraham Lincoln Parking Lot. He noted that the Second Lease Amendment involves the City of Bloomington, the County and the Public Building Commission. Mr. Zeunik advised that this is the modification to the Debt Service Payment on the Government Center. He stated that the bids on the Lincoln Parking Deck Expansion came in considerably under what had been allocated when the Public Building Commission Bonds were sold. The City pays 100% on the Debt Service on the Parking Deck and the City and County split the Debt Service on the Government Center building.

Mr. Zeunik stated that, since the Parking Deck cost so much less, the Debt Service payment had to be readjusted and the Debt Service Payment on this building had to be readjusted to reflect what the actual cost was.

Mr. Zeunik advised that the County's payment, as is consistent with the 2006 Adopted Budget, is a little higher to make up for the last two years when the payment on the Government Center building was less than it should be. The County's payment will drop down beginning in the Fiscal Year 2007. He stated that the City's payment is higher because the City's payment includes the payment on this building and also the payment on the Debt Service for the Parking Deck.

Motion by Ahart/Moss to recommend approval of a Second Lease Agreement Amendment between the Public Building Commission (PBC), the City of Bloomington and McLean County for 115 E. Washington Street, 201 E. Washington Street and the Abraham Lincoln Parking Lot.
Motion carried.

Mr. Zeunik informed the Committee that the next three action items are the Operation and Maintenance Agreements on the three buildings owned by the Public Building Commission. He noted that the County staff agrees to maintain and operate those buildings. The Agreements carry that forward into our next Fiscal Year and the amount in each agreement corresponds to the amount in the 2006 Adopted Budget. There is one for the old Courthouse, the Law and Justice Center and the Government Center. The request are for:

- Approval of a Lease and Contract Extension Agreement No. 3 extending the Lease of the Courthouse Building and the Contract for Operation and Maintenance all dated December 3, 2002.
- Approval of Attachment Number 15 to the Amendment to the Lease and Operation and Maintenance Agreement for the Law and Justice Center.
- Approval of Attachment No. Four to the Amendment to Lease and Operation and Maintenance Agreement for the City/County Office Building.

Motion by Ahart/Harding to recommend approval of a Lease and Contract Extension Agreement No. 3 extending the Lease of the Courthouse Building and the Contract for Operation and Maintenance all dated December 3, 2002; to recommend approval of Attachment No. 15 to the Amendment to the Lease and Operation and Maintenance Agreement for the Law and Justice Center and to recommend approval of Attachment No. Four to Amendment to the Lease and Operation and Maintenance Agreement for the City/County Office Building.

Motion carried.

Vice Chairman Selzer asked if there were any further questions for Mr. Zeunik. Hearing none, he thanked him.

Vice Chairman Selzer presented the November 30, 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 \$363,036.34 and the prepaid total is the same.

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Motion by Ahart/Moss to recommend approval of the bills as of November 30, 2005, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Vice Chairman Selzer asked if there was any other Business or Communication for the Property Committee. Hearing none, Vice Chairman Selzer adjourned the meeting at 3:52 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary