

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, December 6, 2007 at 3:45 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Vice Chairman Harding, Members Dean, Sweeney, Moss and Ahart

Members Absent: Chairman Bostic

Other Members

Present: None

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

Department Heads/
Elected Officials

Present: Mr. Don Lee, Director, Nursing Home; Mr. Jack Moody, Director, Facilities Management Department; Mr. Bill Wasson, Director, Parks and Recreation

Others Present: Ms. Connie Johnson, Auditor's Office; Ms. Michelle Anderson, Financial Reporting Specialist, Auditor's Office

Vice Chairman Harding called the meeting to order at 3:45 p.m.

Vice Chairman Harding presented the Minutes of the Thursday, November 1, 2007 Property Committee meeting to the Committee for approval.

Motion by Dean/Sweeney to approve the Minutes of the November 1, 2007 Committee Meeting.
Motion carried.

Mr. Don Lee, Director, Nursing Home, presented a request for approval of the 2008 approved Vendor List for Janitorial and Paper Supplies for the County. He advised that each year the Nursing Home coordinates this recommended vendor list. Mr. Lee stated that these are the companies that have submitted the lowest price for the bid specification that were prepared. He recommended that this list be forward to the Board for approval.

Mr. Dean asked if these supplies are for the entire County. Mr. Lee replied that it is for the entire County. He explained that the bid specification document was sent to all Departments for their input.

Motion by Dean/Ahart to recommend approval of the 2008 approved vendor list for Janitorial and Paper Supplies for the County.
Motion carried.

Vice Chairman Harding asked if there were any additional questions. Hearing none, she thanked Mr. Lee.

Mr. Bill Wasson, Director, Parks and Recreation presented a request for approval of an Ordinance Amending an Ordinance Adopting and Enacting Rules and Regulations pertaining to the public use of all County Parks and Recreational Areas, and providing for the enforcement of said Ordinance and the Fixing of Penalties for its Violation – Amending Chapter 35 of the McLean County Code Parks (fee increases).

Mr. Wasson recommended the adoption of the following fee changes consistent with the budget recommended and approved for Fiscal Year 2008:

<u>Campsite Fees</u>	<u>County Residents</u>		<u>Non-Residents</u>	
Non-electric campsites	\$11.00	<u>\$12.00</u>	\$13.00	<u>\$14.00</u>
Electric campsites 30 amps	\$14.00	<u>\$15.00</u>	\$16.00	<u>\$17.00</u>
Electric campsites 50 amps	\$17.00	<u>\$18.00</u>	\$19.00	<u>\$20.00</u>

Glasener Beach

Daily Fee

Adult:	\$3.00	<u>\$4.00</u>
6-12 yrs.	\$2.00	<u>\$2.50</u>
Under 6	\$.50	

Mr. Wasson stated that these fee changes are reflective of the Department's recommended budget. He indicated that these changes are based upon fees surveys of similar facilities within the region, an assessment of impact upon usage, increases in operating cost, and considers relevant associated improvements to facilities during the past and current year.

Motion by Ahart/Sweeney to recommend approval of an Ordinance Amending an Ordinance Adopting and Enacting Rules and Regulations pertaining to the Public use of all County Parks and Recreational Areas, and providing for the Enforcement of said Ordinance and the Fixing and Penalties for its Violation – Amending Chapter 35 of the McLean County Code Parks (fee increases).
Motion carried.

Mr. Wasson presented a request for approval of an Agreement for engineering design service for the White Oak Area Campground facility at COMLARA County Park with the Farnsworth Group. He advised that, in 2004, the McLean County Department of Parks and Recreation reviewed qualifications from a large number of electrical engineering firms. Mr. Wasson stated that the Department found that the Farnsworth Group's mechanical electrical engineering division and its engineers have a wide range of experience with underground electrical distribution systems, including campgrounds in public agency parks.

Mr. Wasson reported that the Farnsworth Group designed the 2005-07 electrical renovations for COMLARA County Park's Main Recreation Area Campground and also the low pressure sewer system that services COMLARA Park's Main Recreation Area. He noted that both projects have proven to be effectively designed from an installation, operational and maintenance standpoint. Mr. Wasson added that the Farnsworth Group has also shown an effective working relationship with the Department's electrical provider, Corn Belt Electric.

Mr. Wasson indicated that, as with the Main Recreation Area Campground electrical renovation from 2005-2007, the Department of Parks and Recreation anticipates completing this project using in-house staff for a majority of the work, necessitating a lump sum service agreement. The Department of Parks and Recreation has reviewed the current budget status and sufficient funds are available to complete the design work at the contract amount.

Mr. Wasson recommended that McLean County enter into an agreement for electrical design services with the Farnsworth Group in the amount of \$9,000.00 for the COMLARA County Park White Oak Area Phase 1 Campground electrical engineering for 40 campsites.

Motion by Moss/Sweeney to recommend approval of an Agreement for Engineering Design Service for COMLARA County Park with the Farnsworth Group.
Motion carried.

Vice Chairman Harding asked if there were any additional questions or comments. Hearing none, she thanked Mr. Wasson.

Mr. Jack Moody, Director, Facilities Management, presented a status report on Phase 2 of the restoration of the exterior of the McLean County Museum of History located at the Old McLean County Courthouse. He advised that the mandatory pre-bid conference was held today at 10:00 a.m. for all interested general contractors and sub-contractors. Mr. Moody indicated that he, Mr. Greg Koos, Director, McLean County Museum of History, and Mr. Ed Gerns, Structural Engineer, Wiss Janney Elstner, coordinated and administered the meeting. He stated that they explained the scope of work of the project, expectations of the project, things to point out in the bid specifications, timing, schedules, when the work will start, how often the contractors will be paid, etc.

Mr. Moody advised that the scope of work for this project is to address the limestone on the building, the outside steps into the building and the balustrades.

Mr. Moody reported that nine representatives, six general contractors and three sub-contractors attended the Pre-bid Conference.

Mr. Moody indicated that the Bid Opening date is January 15, 2008 and will be held in the second floor courtroom of the Old Courthouse. He noted that the bids will then be reviewed, meetings will be held with the general contractors, and the sub-contractor list will be reviewed, etc. Mr. Moody advised that all of this information will be submitted to the February Property Committee meeting for review and consideration. It will then be forwarded to the County Board for approval. Mr. Moody stated that the work cannot begin until April.

Mr. Moody reviewed the status of the renovation of the Law and Justice Center, as follows:

- 6th Floor
 - Occupied by State's Attorney, Law Library and Public Defender;
 - Small punch list that needs to be addressed;
 - Should be completed by Friday, December 7th or Monday, December 10th.

- 3rd Floor
 - Occupied by Circuit Clerk's Office and Children's Waiting Room Area;
 - Asbestos removal was completed two weeks ago;
 - Counter in Circuit Clerk's area needs to be remodeled;
 - Concrete vault has been removed;
 - Should be completed in January.

- 1st Floor
 - East side remodel has been completed;
 - West side where the Sheriff's Department administrative office was previously located;
 - Men's Work Release/Weekend Dormitory
 - Jail Booking
 - To be completed in January, 2008.

- Outside projects:
 - Waiting for handrails, parking gates and a brick surround for a trash dumpster
 - Concrete is all poured;
 - Lights are installed.

Mr. Moody stated that he expects the entire project to be completed by the end of January or early February. He noted that the project has been in progress for over a year.

Vice Chairman Harding asked if there were any questions. Hearing none, she thanked Mr. Moody.

Vice Chairman Harding presented the November 30, 2007 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee bill includes a Pending Total of \$40,142.83, a Prepaid Total of \$394,465.99 for a Fund Total of \$434,608.82.

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Motion by Moss/Dean to recommend approval of the bills as of November 30, 2007, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Vice Chairman Harding asked if there was any other business or communication for the Property Committee. Hearing none, Chairman Bostic adjourned the meeting at 4:05 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary