

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, February 2, 2006 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: Member Harding

Staff Present: Mr. John Zeunik, 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

Chairman Bostic called the meeting to order at 3:13 p.m.

Chairman Bostic noted that there was not a quorum present to consider any action items. Therefore, she asked Mr. Moody to proceed with his informational reports while awaiting the arrival of an additional Committee member.

Mr. Jack Moody, Director, Facilities Management, presented the 2005 McLean County Utilities Year-End Report. He reported that the utility bill increases were a result of local and national weather, which caused an increase in utility prices nationwide. Mr. Moody offered to answer any questions concerning his written report as submitted in the Property Committee packet.

Mr. Moody advised the Committee that he intends to conduct an energy audit of all McLean County facilities. Chairman Bostic asked what would be the cost of an energy audit. Mr. Moody replied that he intends to develop and conduct the audit in-house at no cost to the County. He noted that he has researched other energy audit programs and is most impressed by the one published by the U.S. Department of Energy. Mr. Moody indicated that he will prepare his own energy audit report using the material he has gathered.

Mr. Dean asked if he collected the audit report examples from the Internet. Mr. Moody stated that he downloaded them from the Internet. He indicated that the research studies he copied will assist him as he inspects McLean County Buildings to determine if they are energy efficient.

Chairman Bostic asked how long it will take to conduct the energy audit. Mr. Moody responded that it will take two weeks to write the audit plan and he will then work with the various department heads to schedule the inspections.

Mr. Moody presented an update on the potential coffee shop in the lobby area of the Government Center. He stated that he met with the architects, engineers and plumbers to determine viable options for the infrastructure to allow for the development of the coffee shop. Mr. Moody reported that the project for the coffee shop has been incorporated into the third floor remodel project in the Government Center. Mr. Moody asked if the Committee wished him to proceed to contact possible vendors requesting them to develop and submit a business proposal.

Ms. Cathy Ahart arrived at 3:22 p.m. and Mr. Dave Selzer arrived at 3:25 p.m. Chairman Bostic provided them with an overview of the reports presented at the meeting thus far, including Mr. Moody's report on the potential development of a coffee shop and his request to proceed with contacting vendors for business proposals. The Committee concurred that Mr. Moody should contact the potential vendors and request business proposals.

Mr. Zeunik explained that, since the bids and drawings for the third floor remodeling were not yet completed, the cost of the infrastructure for a coffee kiosk could be added into the building plans. He advised that the Committee does not need to continue its efforts to look for funding for the coffee shop project. Mr. Moody added that the potential vendor will have input in the construction of the coffee shop.

Chairman Bostic presented the Minutes of the January 5, 2006 Property Committee meeting. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Moody stated that the remodeling efforts by the engineers and architects for both the Law and Justice Center and the Government Center third floor are proceeding as planned. He noted that bids have not gone out as yet, but they should go out in the next month.

Mr. Moody reported on the potential replacement of the McLean County sign located at the Fairview Building. He passed around a picture of the current sign and an example of the sign he proposes as a replacement, noting that he is scheduled to meet with the person in charge of the sign code for the Town of Normal. Mr. Moody stated that the new sign is bigger than the current sign. The letters will be larger and will be halogen ground-lighted for night time. He noted that landscaping can be added around the base of the sign in the spring,

Chairman Bostic asked if the lettering on the sign can be changed when necessary. Mr. Moody replied that the lettering will be in strips and can easily be changed.

Mr. Selzer stated that he has been approached by several constituents in regard to the renovation of the Law and Justice Center, particularly the first floor space to be used for the Work Release Center. He asked if the remodeling plans have been postponed to consider more space for Drug Court and Day Check-in. Chairman Bostic informed the Committee that Ms. Carol Reitan attended the January Justice Committee Meeting to express her concerns regarding adequate space for Drug Court and electronic monitoring. Chairman Bostic stated that, subsequently, she met with Ms. Reitan and Father Tom Shea and informed them that the floor layouts have been finalized and the remodeling will proceed as planned. She noted that the Department Heads have had hours of input with Mr. Moody and the architects and the plans will not be altered.

Chairman Bostic advised the Committee that the Law and Justice Center remodeling plans allow for flexibility and will provide the opportunity for changes in the future if and when necessary. She stressed that it will be the Department Heads, including the State's Attorney, the Chief Judge, Court Services, the Probation Office and the Public Defender's Office, who will determine when alterations to the spaces need to be made.

Mr. Zeunik added that the previous Chief Judge, Judge John Freeze, was also very involved in the design, including the first floor of the remodeled Sheriff's area where the new Work Release and booking areas are to be placed. He stated that Judge Freeze envisioned the area to have multiple uses, including Work Release, a Day Reporting Center and an Electronic Monitoring area. Mr. Zeunik advised that the Justice Committee explained this flexibility to Ms. Reitan and Father Shea at their January meeting.

Mr. Zeunik noted that Chief Judge Elizabeth Robb, Mr. Bill Yoder and Ms. Roxanne Castleman recently expressed their approval of the plans as reviewed and approved by the Property Committee and the Board. They stated they believe sufficient planning has been done and the flexibility in the plans will allow for any changes that may need to be made in the future.

Ms. Ahart asked when the work is scheduled to begin. Mr. Moody replied that the work on the first floor will begin after the work on the 7th floor is completed. He advised that the work will be done in several phases. Mr. Moody stated that the project drawings are done and they are currently working on the manual with the specifications. When that is complete, it will be sent out for bid.

Mr. Dean asked what is the Justice Committee's stand on electronic monitoring. Mr. Zeunik replied that electronic monitoring continues to be a priority issue. He explained that there are two types of electronic monitoring in use throughout the country. One type is where electronic monitoring can be put on an individual who is sentenced to work release, weekend detention or home confinement and could be implemented immediately. This individual can continue to conduct business with the electronic monitor and not be required to report for work release or weekend detention in the jail. Mr. Zeunik explained that this would not require additional staff as these individuals are already being monitored by a Probation Officer. He stated that the State's Attorney must agree that this is an acceptable sentence in lieu of Work Release or weekend confinement before it can be implemented. Mr. Zeunik noted that the State's Attorney, at this time, is not in favor of using electronic monitoring for sentenced individuals.

Mr. Zeunik advised that the State's Attorney is in support of using electronic monitoring for pre-trial detainees, which is the second type of electronic monitoring. This is when individuals can be monitored electronically if they have been arrested and charged with a crime that is not serious enough to require them to remain in jail until they go to trial. Mr. Zeunik stated that this is where the funding issue arises. To provide electronic monitoring for these individuals, it would require four additional Probation Officers. Two officers would conduct pre-trial screening of all individuals booked into the jail and present a report as to who would be a good candidate for electronic monitoring. Two Probation Officers would be assigned to follow the individuals assigned to electronic monitoring. Mr. Zeunik explained that this additional staff could monitor approximately 40-50 individuals. He reminded the Committee that the County has experienced a tight budget over the past few years. Mr. Zeunik advised the Committee that Probation Officer's salaries are to be reimbursed by the State of Illinois and the State has not appropriated the funds to do that. If positions are added, the County would need to pay for the positions 100% and the County does not have the resources to do so.

Mr. Dean asked what currently happens to pre-trial individuals. Mr. Zeunik replied that a large number of individuals are released on Personal Recognizance Bonds (PR Bonds). If the Court sets a high Bond or refuses to set a Bond, the individual will stay in jail until the case comes to trial.

Chairman Bostic asked if there were any further questions for Mr. Moody. Hearing none, she asked Mr. Wasson to present his action items.

Mr. Bill Wasson, Director, Parks and Recreation, presented a request for approval to apply for an Illinois Department of Natural Resources Grant for a COMLARA County Park Trail Signage Project.

Mr. Wasson informed the Committee that he has not heard from the Illinois Department of Transportation in regard to a Route 66 Transportation Enhancement Program Grant application. It was anticipated the grants would be announced in December, but that has been changed to the end of March. Mr. Wasson explained that he has a March 1st deadline with the Department of Natural Resources for grant applications through their program for bikeways and trails. For that reason, he does not recommend submission of a grant proposal for Route 66 at this time to the Department of Natural Resources (DNR). Mr. Wasson stated that there is funding in the budget to provide the local match without the DNR grant for Phase I of the project. He noted that he hopes to be able to bring the grant request back to the DNR in 2007.

Mr. Wasson recommended that the Trail Signage Project grant be approval by the Property Committee. He advised that, should he hear from the Department of Natural Resources prior to the County Board Meeting, he would ask for a Stand-up Meeting to approve the Route 66 project.

Mr. Wasson reported that he anticipated spending approximately \$1,000.00 on trail signage maintenance this year to install fiber glass posts, which are less labor intensive than old wooden posts, but more expensive. The grant from the DNR will allow Parks and Recreation to do the anticipated maintenance project and provide the funding to do a complete revision of posts in one year.

Mr. Wasson noted that the total cost of the project is \$4,491.00 and he is requesting approval to apply for a grant of \$2,694.00.

Motion by Selzer/Ahart to Recommend Approval to apply for
a Department of Natural Resources Grant for a COMLARA
County Park Trail Signage Project.

Mr. Dean asked if Mr. Wasson looked for a less expensive vendor for the fiberglass posts or a less expensive material. Mr. Wasson replied that he looked at a number of different suppliers. He advised that the fiberglass posts are much stronger than wooden posts, less dangerous than metal posts and the easiest to install.

Motion carried.

Mr. Wasson presented a request for Approval of a Watercraft Lease Agreement with Illinois State University. He stated that the ISU Recreation Services Department had a turnover in staff, necessitating a review of the Lease Agreement. Mr. Wasson reported that the terms of the Agreement will remain the same. He noted that the dates of the Agreement changed from a one-year Agreement to a three-year Agreement. However, Lease payments within the Agreement are still required on an annual basis.

Motion by Moss/Ahart to Recommend Approval of a Watercraft Lease Agreement with Illinois State University.
Motion carried.

Mr. Wasson reported that he is working with the State's Attorneys Office, the Treasurer's Office and the County Clerk's Office on licensing. He stated that over the last few years, Parks and Recreation has been providing licenses for hunting and fishing. Mr. Wasson noted that the State of Illinois is switching to electronic licensing and Parks and Recreation will be required to comply with that change. He indicated that it may be a simple process to change the Interdepartmental Agreement between the State of Illinois and the County Clerk. If not, it may be necessary to get approval from the Property Committee to make the change.

Chairman Bostic asked if there were any further questions for Mr. Wasson. Hearing none, she thanked him.

Mr. John Zeunik, County Administrator, reported on the status of the parking issue at the Health Department parking lot. He stated that he and Mr. Moody met with Mr. Bob Keller to discuss after-hours and weekend clinics and programs offered by the Health Department. Mr. Zeunik noted that Mr. Moody has been working on a "DRAFT" policy that addresses the use of this Parking Lot for Coliseum events, including the alternative to permit not-for-profit organizations to manage the parking lot during Coliseum events. He indicated that the "DRAFT" policy is under review by the Civil Assistant State's Attorney and the Health Department.

Mr. Zeunik indicated that he spoke with Mr. John Butler to see if the Coliseum management group would be interested in leasing spaces in this parking lot. He reported that Mr. Butler indicated that the Coliseum management is extremely interested in the parking lot for VIP parking, club seat reserve parking or for families of team members or performing celebrities.

Due to the construction of the parking lot, Mr. Zeunik cautioned that the County will not be in a position to enter into a long-term lease at this time. He asked the Committee to permit staff to continue to explore and discuss these alternatives and report back to the Committee when they are able to clarify with the Health Department, the architect and Coliseum management specific needs, scheduling, construction timeline and contract/policy terms and conditions. There was some discussion on the timeline and Mr. Moody gave a brief report on the various phases of the construction. Mr. Zeunik stated that he expects the construction to begin in the spring and be completed by the end of the summer.

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The Committee members expressed their approval of pursuing an Agreement with the Coliseum management when the parking lot is available for use.

Chairman Bostic asked if there were any further questions for Mr. Zeunik. Hearing none, she thanked him.

Chairman Bostic presented the final December 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 \$95,600.00 and the prepaid total is the same.

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

Chairman Bostic presented the January 31, 2006 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 \$813,140.62 and the prepaid total is the same.

Motion by Dean/Moss to recommend approval of the bills as of January 31, 2006, 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. Hearing none, Chairman Bostic adjourned the meeting at 4:12 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary