

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, February 7, 2008 at 3:45 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: Members Ahart and Sweeney

Other Members

Present: None

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

Department Heads/

Elected Officials

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

Others Present: Mr. Daniel Bagley, Restoration Division Manager, Otto Baum Company, Inc.; Mr. Edward A. Gerns, RA, Principal, Wiss, Janney, Elstner Associates, Inc. and Mr. Greg Koos, Executive Director, McLean County Museum of History

Chairman Bostic called the meeting to order at 3:48 p.m.

Chairman Bostic presented the Minutes of the Thursday, January 3, 2008 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 an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance, Department of Parks and Recreation, General Fund 0001 (for COMLARA Park Visitor Center Electrical Service Feed), Parks and Recreation 0040.

Mr. Wasson explained that, on January 14, 2008, the COMLARA County Park Visitor Center Building experienced a catastrophic failure of its underground electrical service feed, which runs from the service meter base approximately 150 feet to the building. He stated that this electrical service feed was direct bury aluminum cable installed in 1978. Mr. Wasson indicated that, due to below freezing temperatures, a temporary on-ground installation was made to prevent permanent damage to the facilities and to restore

operations. He advised that, with the assistance of County Facilities Maintenance staff and a licensed electrician, electrical service was restored to the building by the end of the day on January 14th utilizing service feed wire that the department had in inventory for campground electrical service repairs. The cost of the contractual labor for this temporary installation was \$413.60.

Mr. Wasson stated that specifications for the permanent replacement of the service feed were made with the assistance of the Facilities Management Department. To meet current National Electrical Code (NEC) requirements, the permanent replacement of this service feed will include disconnects for each of the buildings currently fed from this meter base and will include the installation of conduit from the meter base to the Visitor Center Building. Mr. Wasson advised that the cost of this permanent installation is estimated at \$8,500.00. In addition, the Parks and Recreation staff will construct and install a four foot by six foot wooden panel for the mounting of the meter base and disconnect boxes.

Mr. Wasson reported that the total cost of over \$9,000.00 is approximately 40% of the department's Fiscal Year 2008 Budget for contractual building/ grounds/equipment maintenance. He requested consideration of an Emergency Appropriation of \$9,000.00 from the unappropriated fund balance of the General Fund 0001 to provide for this expense.

Mr. Moody stated that the Facilities Management staff worked with Mr. Wasson to provide temporary service on an emergency basis. Mr. Moody advised that the work will be completed this month.

Mr. Moss asked if direct bury work was more common in 1978. Mr. Wasson replied that he did not know if it was more common for building installations, but he noted that it is similar to what is found in the recreational/vehicle campground facilities. Mr. Wasson added that the major issue is getting conduit installed to pull wire through.

Motion by Moss/Dean to recommend approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance, Department of Parks and Recreation, General Fund 0001 (for COMLARA County Park Visitor Center Electrical Service Feed), Parks and Recreation 0040.

Motion carried.

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

Mr. Wasson passed around a copy of a promotional map, which is part of the partnership for the lake mapping project. He stated that the map was put together for the Outdoor Show and sold at a discounted price. Mr. Wasson indicated that the department has sold 31 maps, which generates \$2.00 in revenue for each map. He noted that he believes the maps will be very popular.

Mr. Jack Moody, Director, Facilities Management, presented a request for an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, Facilities Management Department 0041, Health Department Building 0046 (for a new HVAC Energy Management Control System). He explained that, on Tuesday, January 8, 2008, the HVAC energy management master control system failed at the McLean County Health Department rendering control of temperature requirements inoperable for the first three floors of the Health Department Building, which caused at least 12 frozen water pipes and leaks on the first floor exterior walls. It was necessary to purchase a new non-proprietary system to replace the old system.

Mr. Moody reminded the Committee that, on January 15, 2008, the McLean County Board approved an Emergency Appropriation Ordinance amending certain Health Department Special Revenue Funds to provide sufficient funds to purchase and install a new HVAC energy management control system in the Health Department Building. He advised that it is necessary to amend the Fiscal Year 2008 Adopted Budget of the Facilities Management Department, Health Department Building, to recognize the increased reimbursement to be received from the Health Department and to provide sufficient funding to cover the expense to purchase and install a new HVAC energy management control system in the Health Department Building.

Motion by Dean/Harding to recommend approval of an
Emergency Appropriation Ordinance Amending the McLean
County Fiscal Year 2008 Combined Annual Appropriation
and Budget Ordinance General Fund 0001, Facilities
Management Department 0041, Health Department Building
0046.

Motion carried.

Mr. Moody requested approval of the bid received from Otto Baum for Phase II of the Renovation Project at the McLean County Museum of History located at the Old McLean County Courthouse. He introduced Mr. Daniel Bagley, Restoration Division Manager, Otto Baum Company, Inc.; Mr. Edward A. Gerns, RA, Principal, Wiss, Janney, Elstner Associates, Inc. and Mr. Greg Koos, Executive Director, McLean County Museum of History.

Mr. Moody stated that the process for Phase II began a year ago, working with the baseline report of August 28, 2002, prepared by Wiss, Janney, Elstner Associates, Inc. ("WJE"). The report identified the estimated repair cost to perform needed interior and exterior structural repairs to the Old McLean County Courthouse to be \$2,770,401.00. Mr. Moody advised that WJE recommended that the repairs be completed in several phases.

Mr. Moody stated that Phase I, the "award-winning" Restoration and Renovation of the Dome and Roof areas of the Old McLean County Courthouse, was completed in January, 2005 for a total cost of \$1,112,885.00. He indicated that, since then, they have been working on developing the specifications, on a priority basis, for Phase II.

Mr. Moody pointed out the following:

- June 19, 2007, the McLean County Board approved an appropriation ordinance to complete Phase II for \$1,750,000.00;
- WJE completed all project drawings and specifications;
- A mandatory pre-bid conference was held for all interested bidders on December 6, 2007;
- January 15, 2008, a bid opening was conducted for all bids received;
 - Two bids were received, namely Otto Baum Company, Inc., Morton, IL and Felmley-Dickerson Company, Bloomington, IL

Mr. Moody advised that the two bids received are included in the Property Committee Meeting Packet. He stated that the low base bid of Otto Baum was \$776,300.00. Mr. Moody indicated that the bids were reviewed and discussion was held with the architect, contractor and with the Museum regarding the project and all alternates. The following project budget is recommended:

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| Project Budget: | \$1,750,000.00 |
| Base Bid (Otto Baum): Items 1-27 on the bids | 776,300.00 |
| Alternates A1, A2, A3, A6, A8, A9, A10, A11 | 239,554.00 |
| WJE Contracted Fees | 190,000.00 |
| Contingency (31%) | <u>544,146.00</u> |
| TOTAL: | \$1,750,000.00 |

Mr. Moody explained that the base bid will complete the exterior masonry and roof repairs recommended at this time by WJE. The following alternate bids, which total \$239,554.00 are also recommended to be performed in Phase II:

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| A1: Clean and coat basement window security bars, install alternative security devices. | 9,175.00 |
| A2: Install 50 stainless steel helical pins in limestone façade. | 1,480.00 |
| A3: Concrete repairs at south entry stairs. | 14,145.00 |
| A6: Interior scagliola panel pinning-1100 helical pins on 1 st , 2 nd and 3 rd floors | 99,664.00 |
| A8: Interior main stair repairs – additional railing bracing members. | 87,234.00 |
| A9: Replace existing fixtures in east and west vestibules, rewire throughout vestibules to fixtures | 4,997.00 |
| A10: Remove existing lamp standards at each entry stair (8 total), rewire fixture and reinstall lamp standards | 17,766.00 |
| A11: Repoint Joints between 12 arches (3 per entry X4 fixtures). | <u>5,093.00</u> |
| Total of all alternates: | \$239,544.00 |

Mr. Moody indicated that a meeting was held to review the bids for the above alternates on a priority basis. He noted that there are several alternates that are not being recommended.

Mr. Moody advised that, due to the nature of all repairs, WJE recommends and County staff concurs that a project contingency of \$544,146.00, representing the remaining dollars, should be established. He indicated that it is not the intent of this project to spend all of these dollars during the Phase II repairs. However, County staff recommends that the remaining dollars be used for Phase III repairs and any remaining dollars be encumbered into FY'2009 at the conclusion of Phase II. Mr. Moody advised that what are contained in Phase II are the priority items that the professional structural engineering firm recommends.

Mr. Moody stated that Otto Baum is prepared to begin Phase II repairs as soon as their contract is accepted by the County Board. It is estimated that repairs will take 200 work days and can be completed in 2008.

Ms. Harding asked if the list in Phase II is in the order that it will be done or will they work on several at the same time. Mr. Moody replied the list is in a random order. He also noted that several projects will be worked on at the same time.

Chairman Bostic asked if the numbers not identified on the alternate list will be done during Phase III. Mr. Moody responded that those items do not need to be done in Phase II.

Ms. Harding asked if the interior stairs are marble and, if the stairs are repaired, will they be replacing marble with marble. Mr. Moody replied that the stairs are marble, but the repairs are to the stair handrails that are loose, not the marble. Mr. Bagley indicated that the repair is on the brackets that reinforce the stair rails. He noted they will replicate the decorative brackets, but will not be doing anything to the marble.

Mr. Bagley advised that some of the alternates that are not on the list for Phase II will not likely be done in Phase III. He stated that they were put in as stop-gap measures. Mr. Bagley noted that, if no unexpected expenses come up, the money will not be spent. It is a method of controlling the cost.

Mr. Moss expressed surprise that the difference in the base bids were so far apart. Mr. Bagley replied that Felmley is a General Contractor and 90% of the work would be subcontracted out, while Otto Baum will do most of the work themselves.

Motion by Harding/Moss to recommend approval of the bid received from Otto Baum and the listed alternates for Phase II of the Renovation Project at the McLean County Museum of History located at the Old McLean County Courthouse.
Motion carried.

Mr. Koos expressed his appreciation to the Property Committee for their on-going commitment to the facility. He noted that they are now reaching about 30,000 people per year. Mr. Koos advised that the work done on Phase II will have very little impact on the tours and programs offered by the Museum.

Mr. Moody referred to page 15 of the Packet, number 7.2 of the AIA contract, noting that it needs to be corrected to add the figure "18% per annum" which was accidentally omitted (within the brackets). Additionally, on page 16, number 7.6 "other provisions" needs to be followed by "none" as there are no other provisions. Mr. Moody stated that he will correct the contract that is forwarded to the County Board for approval.

Mr. Gerns referred to the cost of the installation of the estimated 1100 helical pins in the scagliola panels on first, second and third floors. He stated that there were some issues on how to adjust the price if more or less than 1100 helical pins are installed. (NOTE: On Friday, February 08, 2008, Mr. Moody reported that the contract was amended to reflect the actual pricing of the pins, which alleviated this issue.)

Mr. Moody reported that, during the FY'2007 budget year just ended, utility bills for all County facilities including electric, gas, water and trash removal were reviewed. Mr. Moody pointed out that the Property Committee meeting packet contains a report entitled "2007 Summary of McLean County Utilities" for January – December, 2007. It also contains an individual sheet for each County facility which shows the actual monthly utility cost by category of expense experienced in 2007.

Mr. Moody advised that 2007 was one of the hottest years on record. He also pointed out that the ten-year rate freeze ended with Ameren IP. If the County had stayed with Ameren IP and elected not to go with a third-party, we would have spent considerably more for our electricity. Mr. Moody stated that the County saved \$123,000.00 by not buying electricity from Ameren IP. He noted that the County also experienced a savings of \$14,000.00 on gas.

Mr. Moody reported that rates and usage are both factors in determining a utility bill. He indicated that most of the County buildings have well-programmed and monitored energy-management systems that turn off at odd hours of the day. Mr. Moody noted that there are some buildings that cannot be turned off due to the nature of the facility, such as the Nursing Home and the all-electrical powered MetCom facility.

Mr. Moody stated that there is a page in the report for every building. He indicated that they looked at the cost per square foot, noting that some buildings were over what they were the previous year and some were over the pegged rate per the Building Operators and Maintenance Association ("BOMA") Experience Exchange Report. Mr. Moody explained that this report is compiled by the nation's building operators who report their actual utility costs each year to BOMA on an annual basis.

Chairman Bostic asked if there continues to be enough space at MetCom. Mr. Zeunik replied that there is space on the site if expansion were necessary, but there is no need at this time.

Mr. Moss asked how many more years will the contract continue with Vanguard. Mr. Moody replied that we are in the second contract year. Mr. Moss commented that, at the time, he was skeptical of the program. However, he acknowledged that he is pleased with the results of the program.

Mr. Moody reviewed the status report of the remodel project in the Treasurer's Office. He indicated that the new office is now complete, except for hanging the draperies. Mr. Moody stated that Ms. Becky McNeil, County Treasurer, has moved into the new office.

Mr. Moody reported that this was a Public Building Commission (PBC) funded project. He stated that the cost was just under \$40,000.00 and was completed in eight weeks.

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

- 6th Floor
 - Completed.
- 3rd Floor
 - Children's Foundation Room is complete;
 - Circuit Clerk area will be completed February 11-13 following installation of carpeting behind the counter and polishing the glass uprights on top of the counters;
 - There is now a security wall with teller-window holes to protect the employees.
- 1st Floor
 - Concrete block is being completed to build the men's dormitory and the jail booking area/holding area;
 - Will be completed in a couple of months.
- Outside projects:
 - Handrails need to be installed when the temperatures get warmer;
 - Parking Lot is finished, including the gates;

Mr. Moody invited the Committee to take a tour of the renovated Law and Justice Center.

Mr. Moss asked when the entire project will be completed. Mr. Moody replied that there will be a construction meeting next Thursday. He noted that the project manager is expected to produce a revised completion schedule. Mr. Moody guessed that it may be completed by April.

Mr. Moss suggested that when the Law and Justice Center project is completed that the Property Committee meet in the building and take a tour. Chairman Bostic recommended that the Committee members tour the facility individually to avoid any problems with the Open Meetings Act.

Mr. Moody reviewed the status report on the emergency replacement of the Energy Management Control System at the McLean County Health Department. He indicated that most of the work has been completed. Mr. Moody noted that they are working on the east side of the Health Department, which is the clinical area. He expects the project will be completed by the end of the month.

Mr. Moody advised that Friday, February 8th is the anniversary of the Boy Scouts of America, which was founded 90 years ago. He informed the Committee that Jeremy Fahling is a member of the local Boy Scout Troup in Towanda and is beginning to complete his Eagle Scout status. Mr. Moody indicated that Jeremy would like to do a landscaping project at the Nursing Home, which will complete his Eagle Scout requirements. He stated there will be a meeting at the Nursing Home, with Mr. Lee, to determine an area for the landscaping.

Mr. Moody indicated that our Eagle Scout candidate, Anthony McCauley either received his Eagle Scout badge last week or will sometime this month. He suggested that, at an appropriate time this summer, we could bring Anthony back and present him with a plaque.

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

Chairman Bostic presented the final December 31, 2007 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 \$312,078.46 and the prepaid total is the same.

Motion by Dean/Harding to recommend approval of the bills as of December 31, 2007, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Chairman Bostic presented the January 31, 2008 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee bills include a Fund Total of \$501,046.79 and a Prepaid Total that is the same.

Motion by Moss/Harding to recommend approval of the bills as of January 31, 2008, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

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Chairman Bostic asked if there was any other business or communication for the Property Committee. Hearing none, Chairman Bostic adjourned the meeting at 4:40 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary