

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, July 1, 2004 at 3:00 p.m. in Room 700 of the Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

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

Members Absent: Members Selzer and Ahart

Staff Present: Mr. John Zeunik, County Administrator, Ms. Lucretia Wherry, Human Resources Assistant

Department Heads/
Elected Officials

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

Others Present: Mr. Kevin Crutcher, Owner, The Coffee Depot

Chairman Bostic called the meeting to order at 3:03 p.m.

Chairman Bostic presented the Minutes of the June 4, 2004 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 the General Report for the Parks and Recreation Department. Camping reservations numbers are close to those in past years. Watercraft registration numbers are in line with year-to-date numbers from last year. Boat rentals have fluctuated due to the weather. However, the numbers are starting to increase the last couple of weekends. There have been a lot of activities at the Park. During the last two weeks, the Park hosted the Cub Scouts Day Camp with over 500 participants.

Ms. Harding asked how much is the cost to camp. Mr. Wasson replied that the fee for camping is \$18.00 a night for a camp with electricity, and \$16.00 for a camp without electric. There is a \$6.00 reservation fee. McLean County residents receive a \$2.00 discount.

Chairman Bostic asked if reservations and fees could be made over the Internet. Mr. Wasson replied that he is working with the State of Illinois Treasurer's Office to make Internet reservations available. Now that the E-Pay system is in place in the McLean County Treasurer's Office, the State of Illinois is evaluating the Internet Camping Reservation proposal. The McLean County Information

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Services Department is also working on this project with the Parks and Recreation Department to insure that reservations paid for via the Internet would link to the reservation calendar in order to avoid campsites being double booked.

Chairman Bostic asked if there would be a fee associated with Internet Reservations. Mr. Wasson replied that there is a fee, however it is likely that the fee would be lower than the current fee charged for reservation fees paid by credit card.

Chairman Bostic asked what is the timetable for installing an Internet Reservation program. Mr. Wasson replied that he would like to have an agreement in place by winter in order to test the program before camping season begins.

Mr. Jack Moody, Director, Facilities Management, presented a request for approval of a lease between the *Coffee Depot* and the County. Mr. Moody stated that he and Mr. Crutcher have been working with the McLean County Health Department and the City of Bloomington to make sure that all codes and regulations are met. Mr. Eric Ruud, Chief Civil Assistant State's Attorney and Ms. Jennifer Ho, Risk Manager, have reviewed and approved the proposed lease agreement. If the McLean County Board grants approval of the lease, The Coffee Depot is scheduled to open August 1, 2004. Chairman Bostic asked Mr. Crutcher if he understood that the upper floors of the Law and Justice Center would be relocating to the Government Center. Mr. Crutcher replied that he is aware of the relocation plans. Chairman Bostic stated that the Law and Justice Center will still have a lot of traffic due to court traffic and the remodeling of the upper floors.

Motion by Moss/Harding to recommend approval of an Agreement between The Coffee Depot and McLean County.
Motion carried.

Mr. Moody stated that there is interest in expanding The Coffee Depot to the Government Center, which already has a cafeteria in place.

Chairman Bostic advised Mr. Crutcher that the lease would be presented to the McLean County Board at the July 27, 2004 County Board Meeting.

Ms. Harding asked who would supply The Coffee Depot with donuts. Mr. Crutcher replied that he is working with Krispi Kreme. Mr. Crutcher stated that if it is not possible to work out an agreement with Krispi Kreme, other businesses would be contacted.

Mr. Moody presented a request for approval of a bid for a moving company to move County Offices slated to relocate to the Government Center during August 2004. Bid documents were sent to 10 companies and the bid opportunity was advertised in the local newspaper per legal requirements. Only two companies sent bid proposals. Federal Johnson is the low bidder for proposals A through C. North American is the low bidder for the usage of boxes. The Facilities Maintenance Department recommends that the bid be awarded to Federal Johnson. The City of Bloomington Elections Commission and the Regional Planning Commission will review the bid as well to make a determination as to which company each will award the bid for moving their respective offices. For FY' 2004, \$35,000.00 is budgeted for the move of the non-justice offices from the Law and Justice Center to the Government Center.

The move is expected to go smoothly. All Facilities Maintenance staff will be on hand to supervise the movers and help with moving confidential materials. Most file cabinets and shelves units will not need to be emptied. The units will be taped shut and transported as is.

Motion by Dean/Moss to award Professional Moving Services for the relocation of non-justice offices from the McLean County Law and Justice Center and other buildings to the Government Center to Federal Johnson , the low bidder meeting specifications. Motion carried.

Mr. Moody informed the Committee that the repairs on the McLean County Museum of History's dome and roof are about to begin. Weekly meetings are held with the Project Manager for Kajima and the representatives from Wiss, Janey and Elstner. The scaffolding is in place and work has begun. Once the plaster is removed from the dome, the dome will be moved to another location for renovation. The dome would be removed from the site, the site would be secured, and roof repairs would be able to begin around the dome area. The dome would be placed in a secure location where the contractor would be able to work on it. Once the work is complete, the dome will be returned and lifted back onto the base of the drum. During the time that the dome is removed and being renovated, repairs will be made to the drum. In case of poor weather, a temporary roof will be installed to insure no damage will be done to the Old Courthouse.

The copper on the dome will be shining at first and then turn to a brownish color. Due to advances in technology, the new copper dome may never turn green.

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Chairman Bostic asked if the contractor has indicated any changes in the total costs budgeted for this project. Mr. Moody replied that the contractors are on schedule and within budget. Chairman Bostic asked if the contingency funds would be needed. Mr. Moody replied that the contingency funds are not needed at this time.

Ms. Harding asked if operations or staff have been affected by the renovations. Mr. Moody replied that the Museum has remained open and has not heard of any problems.

Chairman Bostic asked when the weekly meetings are held. Mr. Moody replied that the meetings are held at 10:00 a.m. every Friday.

Mr. Moody updated the Committee on the status of the remodeling of the Government Center. He stated the remodeling project is on schedule and departments will be able to begin moving into their new locations during the month of August. The first departments to be moved will be Information Services and Facilities Management. On August 13, 2004, the Treasurer's Office, County Clerk's Office, the Supervisor of Assessments Office, the County Administrator's Office and County Board Offices will be moved. Monday, August 16, 2004, the City of Bloomington is moving the Department of Parks and Recreation for the City of Bloomington. On August 20, 2004 the Auditor's Office, Risk Management, Building and Zoning and City of Bloomington Election Commission will move. The Recorder's Office and the Regional Planning Commission will move the last weekend in August.

The 2nd and 4th floors of the Government Center were inspected this past Monday. There is a five-page punch list of corrections to be made, which P.J. Hoerr is working to complete. On Tuesday, July 6, 2004 the first floor and mezzanine will be inspected. Work in the basement is still in the process of being done.

Ms. Harding asked if the August Board meeting would be at the Government Center. Mr. Zeunik replied that if the sound system is in place, the August Board meeting would take place at the Government Center.

Chairman Bostic thanked Mr. Moody for the information he presented to the Committee.

Mr. Zeunik stated that next week, Gene Asbury will begin meeting with Department Heads to look at how the vacated space in the Law and Justice Center should be allocated. As early as September, Mr. Asbury may bring

concept drawings to the Committee for review and comparison to the LZT study. Mr. Dean asked what is the LZT study. Mr. Zeunik replied that the LZT Space Study was done in 1999 to predict space needs in the Law and Justice Center 10 to 15 years out. When the Government Center Building was purchased, the County had to make sure that the space available in the Government Center met the space needs projected in the LZT study. The same needs to be done as the space is filled in the Law and Justice Center.

Mr. Moss asked if all the space created by the relocation of the non-Justice offices would be used when the Justice offices expand. Mr. Zeunik replied that there should be some remaining space, which in the future could be used for a non-traditional court space.

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

Motion by Harding/Dean to recommend approval of the bills as of June 30, 2004, which have been reviewed and recommended for transmittal by the County Auditor.
Motion carried.

With no other items to be brought before the Committee, Chairman Bostic adjourned the meeting at 3:51 p.m.

Respectfully Submitted,

Lucretia A. Wherry
Recorder Secretary