

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, July 7, 2005 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: Members Ahart and Dean

Staff Present: Mr. John Zeunik, County Administrator; Mr. Terry Lindberg, Assistant 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; Mr. Bill Yoder, State's Attorney

Members of the

Public Present: Mr. Lucas Hellmer, Illinois State University Intern; Mr. James Malic, Illinois Wesleyan Intern; Ms. Catherine Woosley, Bloomington Municipal Credit Union

Chairman Bostic called the meeting to order at 3:00 p.m.

Chairman Bostic presented the Minutes of the June 9, 2005 Property Committee meeting. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Jack Moody, Director, Facilities Management, presented three items for action. The first is a request for approval of a Lease Agreement between the County of McLean and McLean County State's Attorney for office space located on the 4th floor of 200 West Front Street (Health Department Building), Bloomington, Illinois for the Child Support Enforcement Division. He referred to the diagram of the 4th Floor of the Health Department Building, noting that the State's Attorneys office currently occupies 4,588 square feet on that floor. Mr. Moody indicated that Mr. Yoder is requesting that this space be cut in half and that the new lease reflect the change in square feet. He noted that a wall can be constructed to divide the space, so that the Child Support Enforcement Division will have 2,476 square feet and there will be available space of 2,112 square feet. The new space will continue to include a reception area for clients and members of the public.

Mr. Moody compared the current lease and square footage with the revised lease proposal data. He noted that the monthly rent will go from \$2,979.53 currently for 4,588 square feet to \$1,607.34 per month on a 12-month lease for 2,476 square feet. The new annualized rent will be \$19,288.04 at the current rate of \$7.79 per square feet.

Mr. Moody reported that the only cost will be the construction of one single wall dividing the space. He indicated that there is a hallway door already available for both sides of the space. Mr. Moody suggested that the move be made before the wall is constructed. He noted that he will make sure that the HVC and lighting controls are available for both sides of the space.

Ms. Harding asked if the rent comes out of Mr. Yoder's budget. Mr. Yoder replied that the funds come from the State as part of the Title IV Child Support Enforcement Program. Ms. Harding asked what happens to the rent saved by cutting the space in half. Mr. Yoder responded that the funds can be diverted to salaries. He explained that giving up the space will help them supplement salaries for this year and perhaps next year. Mr. Yoder advised that State funding has been held constant the last two years. Reducing the rent expense will give the program more flexibility with the limited State dollars.

Mr. Moss asked how the space is used. Mr. Yoder replied that it is a big, open room with a few desks for four employees, a Department of Public Aid employee and a couple of interns. He noted that a smaller space will be more functional.

Mr. Moss asked what will happen with the vacated space. Mr. Moody replied that there are no immediate plans for its use. Mr. Moss asked if any other County Departments might need the space. Mr. Moody replied that he did not believe so.

Motion by Moss/Harding to recommend approval of a Lease Agreement between the County of McLean and McLean County State's Attorney for Office Space located on the 4th Floor of 200 West Front Street, Bloomington, Illinois for the Child Support Enforcement Division.
Motion carried.

Mr. Selzer asked if there are any plans for this space or any other vacant space in County buildings to be rented to the private sector. Mr. Moody replied that he did not believe so. He indicated that private tenants in the building were in the building when it was purchased by the County. Mr. Selzer suggested that this might be a good revenue source for the County.

Mr. Zeunik informed the Committee that one benefit of having extra space at this time is the ability to use the space for storage or as temporary offices as renovations are being completed at the Law and Justice Center.

Mr. Moss asked if the Child Support Enforcement Program is a growing division with a large client base. Mr. Yoder replied that it works in conjunction with the Department of Public Aid and anyone can use the service. He noted that there are an unlimited number of people who need the services of Family Law. Mr. Yoder stated that it is at capacity. Mr. Moss asked if the employee base in that division has held steady. Mr. Yoder replied that the employee base has declined as a result of the lack of State funding for increased salaries.

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

Mr. Moody presented a request for approval of a Lease Amendment for additional space for Collaborative Solutions Institute. He reported that Ms. Carol Reitan, Executive Director, Collaborative Solutions Institute ("CSI"), a tenant on the 4th floor of 200 W. Front Street (Health Department Building), requested additional office space located to the north of her current suite. Mr. Moody reported that this space has been vacant since the City of Bloomington Board of Elections Commission relocated to the Government Center in August, 2004. He noted that the CSI currently occupies 1,694 square feet of office space and the new space is 514 square feet.

Mr. Moody advised that the space will be easy to prepare for their use. He noted that the cost of the remodeling is \$1,000, which CSI agrees to pay. Mr. Moody indicated that the monthly rent would go from \$962.56 per month to \$1,254.69 per month.

Motion by Selzer/Harding to recommend approval of a Lease Amendment for Additional Space for Collaborative Solutions Institute.
Motion carried.

Mr. Moody presented a request for approval of an Agreement between McLean County and the Bloomington Municipal Credit Union to provide an ATM Machine to be located at the Government Center. He introduced Ms. Catherine Woosley, Bloomington Municipal Credit Union representative. Mr. Moody reminded the Committee that an ATM Machine was recently installed on the third floor of the Law and Justice Center. He noted that the machine will be located on the first floor of the Government Center, near the Reception Desk. Mr. Moody indicated that the only thing needed to make it functional is a phone line.

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Mr. Moody reported that Bloomington Municipal Credit Union members will not be charged a fee for the use of the machine. However, after a period of 90 days, anyone other than Credit Union members will be charged a fee. He advised that the County will pay a monthly service fee of \$100.00 a month for maintenance of the machine. This fee, in addition to the phone line, is a total of \$130.00 per month.

Ms. Harding asked if anyone can come into the Government Center and use the machine. Mr. Moody replied that they could.

Mr. Selzer asked if other financial institutions were offered the chance to supply an ATM machine without a service charge. Mr. Moody replied that several years ago, bid packets were sent to 25 banks in McLean County. He stated that three banks expressed an interest, one of which agreed and then backed out. Mr. Moody noted that a Credit Card/ATM Machine Company placed an ATM machine in the Law and Justice Center for eight months before pulling it out due to lack of usage.

Mr. Selzer pointed out that there are several banks downtown and asked if the Credit Union ATM machine would be an infringement on their rights. Mr. Zeunik replied that the Circuit Clerk, the judges and the Court were interested in having an ATM machine in the Law and Justice Center on the third floor. He stated that the Circuit Clerk's Office does a considerable amount of business with National City Bank. National City was approached and they declined, citing they did not believe there was sufficient traffic. Mr. Zeunik noted that another downtown bank was approached and they, too, declined. He reported that the Bloomington Municipal Credit Union was the only institution interested, partly because the County is a member of the Credit Union and many County and City employees bank with them.

Mr. Zeunik stated that the Credit Union was the only institution willing to install the ATM machine and monitor its effectiveness. He noted that the Circuit Clerk reported to the Justice Committee that the ATM Machine in the Law and Justice Center has been very successful. The machine has already exceeded the number of foreign transactions per month and is already paying for itself. Ms. Woosley added that most of the transactions have been foreign transactions, rather than member transactions.

Ms. Woosley stated that ATM machines are very expensive to purchase and it is expensive to replenish the cash. The Credit Union can replenish the cash itself, thereby saving on the expense of an armored car company.

Mr. Zeunik explained that many County offices and departments approached him with a request to install an ATM machine in the Government Center.

Mr. Selzer asked that the Committee receive an update in the future. Mr. Moody replied that there will be monthly reports available.

Motion by Selzer/Harding to recommend approval of an Agreement between the Bloomington Municipal Credit Union to provide an ATM Machine to be located at the Government Center.

Motion carried.

Mr. Moody reported that the Coffee Depot has informed him of its intention to exercise its lease option to renew for another year, August 1, 2005 – July 31, 2006. He noted that they are currently paying \$250.00 per month, which they request be maintained. Mr. Moody indicated that it will be evaluated again in another year.

Mr. Selzer asked if they are going to open a station in the Government Center. Mr. Moody responded that he believes they will open one in the near future that will be located in the Dining Room space in the basement. Mr. Selzer stated that he believes it would be a benefit to the employees in the Government Center. He suggested that if the Coffee Depot is not interested, another vendor should be approached.

Mr. Moody presented a status report on the February 14th fire damage and repairs of the Old Courthouse. He indicated that he is working with Wiss, Janney, Elstner and Greg Koos, Director of the Museum of History. Mr. Moody stated that he received the report prepared by Wiss, Janney, Elstner, which includes an analysis of the soot and residue damage and the recommended restoration process for the various historic elements which comprise the underside of the dome. He stated that he is waiting for an appropriate time to convene a meeting to review the report before it is submitted to the insurance company. Once it has been reviewed and agreed upon, it will be forwarded to the Union Insurance Group, the insurance company for the sub-contractor, for their review. Mr. Moody indicated that the next step will be a complete bid specification, which will be done by either the insurance company, the County or as a joint effort. He advised that the process is lengthy.

Chairman Bostic asked for a review of the incident. Mr. Moody reported that it was caused by a sub-contractor who laid a hooded sweatshirt on top of a halogen light lens. The hooded sweatshirt caught fire and set fire to a piece of plastic which wafted down and caused the fire alarm to sound. The firemen were able to put the fire out in just a few minutes. The burning plastic very slightly charred the inside of the underside of the dome.

Mr. Moody stated that it will be very expensive to do the work that is necessary to clean and restore the area. He noted that the largest expense and logistical problem is the method used to get to the area for restoration and repairs, whether it be scaffolding or spanning each floor.

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

Mr. Bill Wasson, Director, Parks and Recreation presented his General Report. He noted that watercraft reservations have rebounded to levels nearly as high as prior to the fee increases of two years ago. Mr. Wasson reported that shelter reservations have been very high on weekends, with most shelters being at capacity. He stated that equine registrations increased to levels comparable to 2000, 2001 and 2002 levels.

Mr. Wasson updated the Committee on the status of the Triathlon proposal. He reported that the Parks and Recreation Department met with the Sheriff's Department to develop a plan for the event. The Convention and Visitors Bureau hired a Sports Marketing Manager who has begun work on this project. Mr. Wasson indicated that they hope to meet with the Sports Manager within the next two weeks to go over an extensive list of items. He stated that he hopes to have a proposal to bring to the Committee sometime in the future. Mr. Wasson advised that they will need an exemption to the "swimming in the lake" Ordinance for the event.

Ms. Harding asked if there is a confirmed date for the event. Mr. Wasson replied that he believes the date is Saturday, July 22, 2006.

Mr. Selzer asked if the event will be revenue neutral, revenue generating or an expense for the County. Mr. Wasson replied that the Department intends to, at the very least, be revenue neutral for the County, including the Sheriff's Department. He stated that the Committee previously talked about the possibility of generating revenue, which he will continue to explore with CVB representatives. Mr. Selzer asked if that will be through concession stands. Mr. Wasson replied that there will be some costs in terms of restriction on facilities. He reiterated that almost every shelter is reserved on the weekends. This event may prevent the shelters from being reserved, thereby causing a loss in revenue. Mr. Wasson pointed out that there may be some costs for the Sheriff's Department and the Parks Department, due to the water safety issue with putting boats and deputies in the water for that specific portion of the event. He reported that the event organizers will provide a significant amount of assistance, but there will be some costs involved. Mr. Wasson indicated that he has been working with the Sheriff and his staff in determining the costs associated with the event. He noted that these estimated costs will be passed along to the event organizers when they meet with them.

Mr. Wasson expressed his hope that the event can be an asset to the community, as well as a benefit to the Parks and Recreation Department in generating revenue. Mr. Selzer suggested that the event will draw campers from Chicago. Mr. Wasson suggested that, with the camp at almost full capacity now, it might be possible to set up some primitive camp areas for tent campers to attend special events such as this.

Ms. Harding asked if they are working with Tri-Shark. Mr. Wasson replied that Tri-Shark has been involved in the meetings along with the Convention and Visitors Bureau, but he does not know what contractual arrangement CVB has with Tri-Shark.

Ms. Harding asked what is the fee to participate in the Triathlon. Mr. Wasson replied that he believes it is approximately \$40.00-\$50.00.

Mr. Moss asked how many shelters there are. Mr. Wasson responded that there are three large-group shelters in the main recreation area and two small shelters. He stated that the large-group shelters can hold a maximum of 100-125 people. Mr. Wasson stated that they are reviewing the possibility of an additional, larger shelter that could be placed in a location to assist with this event and other such events. He advised that a request for additional shelters will be provided in the budget proposal.

Mr. Wasson reported that the County picnic is scheduled for Thursday, July 28.

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

Mr. John Zeunik, County Administrator, presented a request for approval of a Lease Agreement between McLean County and the City of Bloomington for parking in the Lincoln Parking Lot. He reviewed the history of the Lease, noting that when the County purchased the Health Department Building in 1995-1996, First of America had an existing lease with the City of Bloomington for the parking lot immediately west of the Health Department Building. The Agreement inured to the benefit of the County which continued to pay the City rent for those parking spaces. The Lease Agreement ran through April of 2005 and also provided that, in the event, the City chose to relocate the County parking, they agreed to find suitable substitute parking for the County. That parking lot is now the site of the Coliseum. When the City decided to construct the Coliseum, they moved County employees who were parking in that lot to the Lincoln Parking deck and continued to collect the same \$25.00 fee. Mr. Zeunik stated that the County negotiated with the City to renew that Lease to continue to provide parking for 80 Health Department employees and 90 other County employees. After some negotiations, the City agreed to a five-year extension. The monthly fee will remain \$25.00 per month through the balance of this year and, over the next five years, there will be a \$3.00 increase per month until it reaches \$40.00 per month in 2010.

Mr. Zeunik advised that the current monthly rate for the Lincoln Deck is \$40.00 per month when spaces are available.

Mr. Zeunik reported that Mr. Tom Hamilton, City Manager, indicated that space will continue to be provided in the Lincoln Deck or in the new parking deck located south and west of the Coliseum.

Ms. Harding asked if any County employees get free parking. Mr. Zeunik replied that free parking is supplied for employees that work at the Highway Department, the Animal Control Shelter, the Nursing Home, the Juvenile Detention Center and COMLARA Park. All employees in the downtown area must either pay for parking or park on residential streets three blocks east or four blocks west of downtown.

Motion by Selzer/Moss to recommend approval of an Agreement between McLean County and the City of Bloomington for Parking in the Lincoln Parking Lot.
Motion carried.

Mr. Selzer asked for an update on the renovation of the parking lot located by the Health Department. Mr. Zeunik stated that it is part of the Law and Justice Center Project. Mr. Moody indicated that there is no certain date on the renovation at this time.

Mr. Selzer asked why the parking lot renovation is being done last. Mr. Moody replied that the funding is being done by the PBC through bonds and they have not let the bonds yet.

Mr. Moody noted that there are currently 68 parking spots in the space and 21 new stalls will be added as part of the renovation.

Mr. Zeunik stated that PBC hopes to be able to sell bonds this fall. He noted that Mr. Gene Asbury and Mr. Paul Young, Young Architects, are working diligently to get specs out on the street sometime after Labor Day. Once that is done, the work can be scheduled anytime. Mr. Selzer suggested that the County develop a policy on parking in the lot by patrons at the Coliseum. He further suggested that the policy include a charge for parking, which can be revenue generating to the County or have a policy allowing not-for-profit groups to collect the fee. Mr. Zeunik reported that he asked Mr. Tom Hamilton about charging for parking in the Lincoln Lot for Arena events. He noted that Mr. Hamilton said there would be no charge for parking in any City parking facilities, but rather there would be a surcharge for parking folded into the event cost.

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Chairman Bostic presented the June 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 \$1,567,402.77 and the prepaid total is the same.

Motion by Moss/Selzer to recommend approval of the bills as of June 30, 2005, 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 4:05 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary