

Minutes of the Property Committee

The Property Committee of the McLean County Board met on Thursday, June 7, 2001 at 4:30 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Salch, Members Bostic, Hoselton, Selzer, Owens, Nuckolls

Members Absent: None

Staff Present: Mr. John M. Zeunik, County Administrator;
Mr. Terry Lindberg, Assistant County Administrator;
Ms. Martha B. Ross, County Administrator's Assistant

Department Heads/
Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management;
Mr. Bill Wasson, Director, Parks and Recreation;
Mr. Jack Mitchell, County Engineer, McLean County Highway Department; Mr. Don Lee, Administrator, McLean County Nursing Home; Mr. Bill Boline, Plant Supervisor, McLean County Nursing Home

Others Present: Ms. Barbara Stuart, Co-Chairman, Alternatives to Jail Committee, League of Women Voters

Chairman Salch called the meeting to order at 4:33 p.m. Chairman Salch presented the minutes of the May 3, 2001 meeting for approval. Hearing no objection from the Committee Members, Chairman Salch declared the minutes of May 3, 2001 approved to be placed on file.

Mr. Bill Boline, Plant Supervisor, McLean County Nursing Home, presented the Nursing Home's request for the replacement of a combination heating/air conditioning unit, to be provide heat and cooling for the entire area that is occupied by YWCA Senior Services. He explained that the proposed unit is a 7 1/2 ton evaporator coil with 2 pass heating coil and air handler.

Mr. Boline stated that three quotes were obtained for the replacement of the current unit. The replacement unit is proposed to be of the same heating and cooling capacity as the present unit. Quotes were obtained from The Trane Company for a Trane unit at \$3,995.00, Roger Supply Company for an ICP Commercial unit at \$4,145.00, and Johnstone Supply for a York International unit at \$3,255.00. He commented that the

York unit presented a problem in that the unit's actual footprint would fit within the existing space, but the size of the unit would not allow for maintenance by the staff.
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Mr. Boline remarked that the Trane unit is exactly the same size as the existing unit. Therefore, it would be serviceable within the same space as the existing unit, as opposed to the York unit, which would not allow for such service space. The objective is to acquire the unit that is the most cost-effective, but that will also allow for safe and effective service and maintenance of the unit, whenever necessary. Therefore, the Trane unit is more desirable, even though it is somewhat more expensive, and is the unit that is requested.

Mr. Boline stated that an additional estimated cost associated with the installation of the new heating/air conditioning unit is that of the adaptive equipment to make the transition from the existing unit to the new unit. A plenum must be made to connect the new unit to the existing ductwork, new piping and insulation from condensing unit to evaporator and refrigerate. Mr. Boline commented that a generous estimate for this adaptive work would be \$650.00, although the actual costs may be less. The \$650.00, or actual cost of the adaptive work, would be in addition to the cost of the new unit.

Mr. Hoselton asked who determines the bidders. Mr. Boline responded that all three proposals are from local companies. Mr. Hoselton then asked where Johnstone Supply is located. Mr. Boline responded that it is located in the building formerly occupied by U.S. Electric. The Trane Company is located in Peoria, but they install and service all units that are sold in their area. Mr. Boline stated that the purchase would be made directly with the manufacturer, not through a contractor.

Mr. Selzer asked what is the dollar amount that requires a competitive bid prior to a purchase. Mr. Zeunik responded that Illinois State Law requires that purchases in excess of \$10,000.00 must be formally advertised, formal written specifications provided, and a formal date certain for bids to be received and publicly opened and read. The County's Ordinance requires that any purchase in excess of \$2,500.00 must have three formal written quotes received.

Mr. Nuckolls asked whether the Committee was required to approve the lowest bid under all circumstances. Mr. Zeunik responded that the Committee is required to take the lowest bid that meets specifications.

Mr. Hoselton asked whether the York unit met the Nursing Home's specifications. Mr. Boline responded that Johnstone Supply, the supplier of the York unit for the lowest quoted price, was cognizant of the tight restrictions inherent in the existing space for the unit. However, they were supplying a price for other units requested by the Nursing

Home, and so, opted to supply a quote for this unit as well, in the hope that it might be accepted.

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Mr. Hoselton noted that Mr. Boline had stated in his memorandum to the Committee, that the Amana unit and the Trane unit are the same. Mr. Boline remarked that this information was supplied within the Nursing Home's second request to the Committee for 4 Packaged Terminal Air Conditioner ("PTAC") units. Mr. Boline explained that Trane makes both large commercial units and residential units. The residential units are manufactured by General Electric, but marketed under the Trane name.

The PTAC units, differing from residential units, are through-the-wall units similar to those found in motels. Amana manufactures such units and labels them with either the Trane brand name or the Amana brand name. Chairman Salch asked whether there was any difference between warranties for either unit. Mr. Boline responded that everything was the same except for the name label on the unit. Replacement parts are easily available.

Mr. Hoselton asked what brand were the existing units on site at the Nursing Home. Mr. Boline remarked that the existing units are Singer, and are no longer manufactured. Mr. Hoselton noted that he had noticed the existing units on a previous facility tour and noted at the time that they were aged. Mr. Boline stated that the existing units were installed during a renovation in 1980, and have since outlived their lifespan.

Motion by Selzer/Nuckolls to approve a request to purchase a heating/air conditioning unit from The Trane Company for \$3,995.00, authorize the McLean County Nursing Home to expend up to a maximum of \$650.00 to construct a plenum to connect the new unit to the existing ductwork, new piping and insulation from condensing unit to evaporator and refrigerate, and to approve the purchase of 4 Amana Packaged Terminal Air Conditioner units from Johnstone Supply for a total amount of \$4,432.00. Motion carried.

Mr. Bill Wasson, Director, Parks and Recreation Department, presented a report on general park usage using Year To Date figures. He noted that the numbers are relatively consistent from previous years. Any fluctuations in the numbers that may be observed are attributed to weather conditions.

Mr. Wasson reported that McLean County Parks and Recreation Department received notice that its grant request to the Illinois Department of Natural Resources (DNR) for the

Boating Access Grant was not selected this year. The grant would have provided funds for replacement of floating docks at the Main Recreation Area of COMLARA Park. He explained that the DNR offered some suggestions for preparing next year's application.

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McLean County, with its abundance of other facilities, does not qualify as a "underserved" population. Mr. Wasson explained that this grant has not increased its available monetary amount in the recent past, and there is increasing competition for the funds that are available.

Chairman Salch asked whether a 10 horsepower limit on the lake was still appropriate. Mr. Wasson responded that from a staff and law enforcement standpoint, the limit is appropriate. It helps restrict problems that may occur. He explained that when the City of Bloomington raised the lake level and increased the surface acreage, there was a public comment process available to the public, which entailed both public meetings and a year-long survey of users. The overwhelming response as a result of that process, was to retain the 10 horsepower limit.

Chairman Salch asked whether erosion is still a problem. Mr. Wasson remarked that it is always a problem with a manmade reservoir. The City of Bloomington is required to meet certain standards for erosion control and they are in the process of developing those plans and funding those projects.

Mr. Wasson stated that the Route 66 Bikeway Project has reviewed qualifications from 12 firms for Preliminary Engineering for phase I of the project. The Committee consists of Parks and Recreation and Engineering staff from McLean County, City of Bloomington, Town of Normal, representatives from the Regional Planning Commission, a representative from the rural communities involved in the project, and representatives from the Illinois Department of Transportation (IDOT) and Illinois Department of Natural Resources (IDNR). The representatives will soon review proposals and begin interviewing consultants for the project.

Mr. Hoselton asked whether COMLARA Park was part of the Route 66 Bikeway project.

Mr. Wasson responded that the County's Parks and Recreation Department is the sponsoring department for the project. It is funded through the Department's budget and overseen by the Property Committee.

Mr. Owens asked whether there is a time limit as to when the Route 66 project should begin the preliminary engineering work. Mr. Wasson stated that approximately 18 months will be required for the preliminary engineering. Preliminary Engineering Phase II and construction will follow, and required additional time.

Mr. Hoselton stated that paths are scheduled to be replaced at the Park and asked what material would be utilized. Mr. Wasson explained that the paths to be replaced, with concrete material, are limestone access paths in a number of locations throughout the Park. Under heavy use, the paths tend to deteriorate and are high maintenance issues. Concrete walkways will provide better maintenance and longevity, as well as better

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access. There may be a slight increase in costs for this material, and it will be done in-house.

Mr. Wasson remarked that the Parks and Recreation Department has recently installed twelve new electrical sites in the COMLARA Park Campground, as well as rebuilding two large service panels and installed an additional 200 amp service, which now provides a full 400 amp service. The Department is in the process of receiving responses to a request for qualifications for engineers. The Department hopes to have a recommendation on a contract for the design on the final renovations for that project for the August Property Committee meeting. There is funding available for the remainder of this fiscal year.

Mr. Wasson invited the Committee members to view the Parks and Recreation's Internet Home Page. He noted that the Information Services Department has designed the page to include on-line registration for a number of the Park's programs, including canoe trips, boating safety classes, archery programs, and fishing programs for children. It is hoped that on-line registration will soon be available for program reservations and facilities.

Chairman Salch asked when the annual summer program at the park would be held.

Mr. Wasson explained that COMLARA FEST Pioneer Days will be held the weekend of June 8-9th. He suggested accessing the web site for information on future events.

Mr. Bill Gamblin, Administrator, E-911, who was scheduled to report on the status of the modifications to the MetCom Facility, did not appear before the Committee.

Mr. Jack Moody, Director, Facilities Management, presented a Lease Agreement proposal for the office space designated for the Children's Advocacy Center ("CAC"), located on the 5th floor of the McLean County Health Department Building. He noted that July 16, 2001 is the projected date for the CAC to move out of the second floor of the McBarnes Building and into its new facility. Therefore, since the current lease covers

only the space at the McBarnes Building, a new lease for the new space in the Health Department Building must be developed. Currently, the CAC pays no rent in its present location, only a reimbursement to the County for actual utilities, and maintenance expenses incurred on a square footage basis. That arrangement will continue in the new lease.

Mr. Moody remarked that the proposed new lease would commence on August 1, 2001 and be in force for a one year term, to expire on August 1, 2002. The County would bill the CAC through July 31, 2001 for its standard charges per the lease agreement on the current space. The new lease charges would then go into effect on August 1, 2001.

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Motion by Owens/Bostic to approve the new Lease Agreement for Office Space for the Children's Advocacy Center at the McLean County Health Department Building.

Mr. Hoselton asked how the CAC is funded and whether they are billed for any of the remodeling in the Health Department Building. Mr. Moody deferred to Ms. Billie Larkin to address the funding method(s) for the CAC. (Ms. Larkin was not in attendance at the meeting.) He remarked that the remodeling budget for the CAC is \$79,000.00, of which a large portion is from the CAC budget.

Mr. Zeunik explained that the leasehold improvements that are specific to the CAC space are being charged to the CAC. Any common improvements to the building, which would remain even in the event that the CAC would vacate the space at some point in the future, would be assessed to the County. The CAC funding comes primarily from three sources: levy of a property tax; receipt of grant funding from the Department of Children and Family Services and the Illinois Criminal Justice Information Authority; and, receipt of funding for the Court Appointed Special Advocate (CASA) Program through the United Way of McLean County.

Motion carried.

Mr. Moody presented the Request for Approval of an Amendment to the Office Space Lease Agreement for PATH Crisis Center at the McBarnes Memorial Building. The request comes to the Committee from Mr. Joe Gibson, Director of PATH Crisis Center, a 2nd floor tenant in the McBarnes Building. There is a space on that floor that will be vacated when the CAC leaves to move into the Health Department Building, that PATH would like to utilize. Mr. Moody stated that the additional 160 square feet would be

added to the existing PATH lease, thus increasing the rent, and would also increase the utilities and maintenance, for which the County bills PATH.

Mr. Selzer asked the Committee to consider tabling action on this issue until a time in the future. He noted that the 3rd floor of the McBarnes Building has been empty for the past nine years. With the CAC soon to vacate a significant portion of the 2nd floor, there is now a surplus of available office space for which the County receives no proceeds.

Mr. Selzer suggested that the County needs to make a decision on whether the County wants to continue maintaining and owning the McBarnes Building. He noted that it is difficult to justify the expense of further real estate acquisitions without commitments to fully occupy the McBarnes Memorial Building.

Mr. Selzer noted that the McBarnes Building might be a prime location for the establishment of the Untied Way's Training Institute for Non-Profit Organizations.

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He noted that United Way or another not-for-profit organization could take over responsibility for the building, and its maintenance. In return, the United Way could guarantee that it will maintain the historical significance of the building and maintain the Veteran's landmark, which is so important to the County. Mr. Selzer explained that the building then, in its entirety, could be more productively utilized and could also benefit the taxpayers more fully.

Mr. Selzer cited the land that the Bloomington-Normal Chamber of Commerce and Economic Development ("EDC") Building occupies is owned by the County. He noted that a larger building could benefit the EDC, but that the EDC is not free to dispose of the site because it does not own the land.

Mr. Owens stated that he would second the motion to table the issue to an unspecified point in the future. He asked what would happen to the land in its entirety if a portion of it were deeded to the EDC, while the McBarnes Memorial Building remains on the rest of the site. Mr. Selzer suggested that the land could be subdivided.

Mr. Selzer noted that he was aware of the emotional and nostalgic place that the McBarnes Building holds in the hearts of the Veteran's groups within the County. He suggested that the available conference space that exists within the building might be considered very advantageous to the various Veteran's groups. He noted that, with the future movement of different departments into the newly acquired Government Center Building located at 115 East Washington Street, there are further space usage issues with regard to the McBarnes Building that should be considered.

Mr. Owens stated that perhaps the County should look very seriously at what facilities the County actually needs to own, as opposed to what it could merely utilize under other arrangements.

Mr. Selzer remarked that the Old Courthouse has a full-time Director of Development who can look to various different grants to assist in raising money for his facility's utilization. Mr. Selzer urged the Committee to consider what course of action is most cost-effective all around.

Mr. Hoselton stated that this subject has been discussed a number of times. He suggested that the issue be brought before the full Board. Mr. Selzer remarked that at the very least, the Executive Committee should be consulted. He asked how long the 3rd floor of the McBarnes Building has sat vacant. Mr. Moody responded that the vacancy has existed since 1991.

Chairman Salch commented that there are many legal considerations that will need to be addressed before action of this nature could be made a reality. He noted that the Property

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Committee alone could not effectuate such changes. Chairman Salch explained that the 3rd floor has been vacant because the County Board at that time declined to spend the necessary dollars to make it useable and accessible to all.

Mr. Selzer remarked that, had the Board voted in 1991 to install an elevator and any other renovations that might be necessary to comply with the Americans With Disabilities Act ("ADA"), the space could have been renovated and leased by the County to generate revenue.

Mr. Owens asked how the process of deeding over one or more County properties to other organizations would work. Mr. Zeunik explained that, under Illinois law, the County must first declare that the property is surplus. That requires action by the Oversight Committee and the County Board. Once the property is declared surplus, the County must make a decision as to how that property will be disposed of. One of the criteria, upheld by caselaw, is that disposal of government property must be done via an "arm's length" transaction. There can be no perception that there is an impropriety or favoritism in that transaction. He stated that the State's Attorney's Office must be consulted in the event that real property is given to a non-profit organization. With regard to the money that is still owed on the building, the County Board would need to determine how to handle that balance. Mr. Zeunik stated that when the Historical Society moved out of the McBarnes Building, their repayment plan for the post-fire renovations

was forgiven. Without their contribution, which was at one time the lion's share, the repayment will take much longer than was originally anticipated.

Mr. Selzer remarked that he will prepare a presentation for the June Executive Committee meeting to consider alternative uses for some County buildings.

Mr. Owens asked what should come first, the presentation to the Executive Committee or legal research into what options are available. Mr. Zeunik responded that the nature of the Property Committee's objective should be considered. If the objective is to merely raise the issue in order to get a sense of how Board members feel about it, then the legal options need not be thoroughly researched first. Mr. Selzer commented that such would be his objective, in that he would like to determine how the Board feels about the subject before asking the staff in the Administrator's Office to prepare and present all of the available options to the Property Committee.

Mr. Nuckolls stated that he would like to determine how much each of the County-owned buildings cost the County in real dollars on an annual basis. Mr. Zeunik responded that each building's costs are presented in the annual Adopted Budget. The McBarnes Building has its own budget, which shows the annual operating expense. The Old Courthouse's operating budget is delineated within Program 49 of the Facilities

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Management Budget. However, those budgets address only maintenance and custodial issues only. They do not account for any large capital improvement projects.

Mr. Zeunik stated that proposed capital improvement projects at the Old Courthouse and the McBarnes Building are so expensive that the County would likely need to entertain an increase in the tax rate, or authorization to sell tax-exempt bonds to finance these improvements. He explained that the General Fund Operating Budget does not have the capacity to absorb these kinds of projects on an annual basis. Rather, large capital improvement projects are more appropriately funded over the life of the project, which may be as much as 20-30 years, depending upon the nature of the project.

Mr. Nuckolls asked how long the Committee planned to ask Mr. Gibson to wait to determine whether he may acquire the additional office space. Mr. Selzer stated that he would prepare a presentation for the Executive Committee's June 2001 meeting, and, based upon the Executive Committee's response, the lease amendment could either be granted at the July Property Committee meeting, tabled further or denied.

Motion by Selzer/Owens to table the Request for Approval of an Amendment

To Office Space Lease Agreement for PATH Crisis Center at McBarnes Memorial Building to the July 2001 Property Committee meeting.
Motion carried.

Mr. Moody remarked that the next scheduled tour date of County-owned and operated facilities is Thursday, June 21st at 2:00 p.m. The facilities to be toured are the County Highway Department and the Animal Control Center. He suggested that the tour group assemble at the Highway Department and reassemble at the Animal Control Center. The remaining facilities to be toured are the MetCom Building and COMLARA Park, which will take place on July 26th at 2:00 p.m.

Mr. Owens noted that the Transportation Committee was to tour the Highway facility a few months ago, but was unable to do so because they lacked a quorum. He asked if an invitation to the members of the Transportation Committee could be extended for them to join the Property Committee on its June 21st tour of the Highway Department. Mr. Moody concurred with that request and will issue the requested invitation.

Mr. Zeunik stated that one result of the Joint Special Meeting of the Justice Committee and the Property Committee, held May 30, 2001, was a request for further information to be provided by LZT Associates, Inc. with regard to a bibliography or some other form of substantiation regarding sources consulted in the preparation of the Comprehensive Space Study. Also requested by the two Committees were copies of the Intergovernmental Agreements for Centralized Booking between the City of Bloomington, Town of Normal,

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and Illinois State University. Additionally, Sheriff Owens has assembled statistical information that delineates booking and admissions activity in the jail over a specified period of time.

Mr. Zeunik remarked that the Justice Committee felt there were specific items of information that they needed with regard to the space study: 1) a more comprehensive methodology utilized by LZT Associates, Inc. to project the number of beds; 2) a bibliography or citations for the materials consulted in preparing the study; 3) the outcome of the meetings of the McLean County Criminal Justice Advisory Council.

He explained that LZT delivered a large volume of materials that were utilized in the preparation of the space study report, but that they have not been compiled into a bibliography.

Mr. Zeunik announced that the McLean County Justice Advisory Council assembled by Chief Judge of the Eleventh Judicial Circuit, John Freese, will conduct their first meeting

on Monday, June 11, 2001 at 4:30 p.m. in Room 700 of the Law and Justice Center. He noted that the County Board Justice Committee is very interested in observing what direction that Committee takes with regard to the issue of alternatives to incarceration. He explained that the Justice Committee has not set a time frame by which they expect to end their consideration of space issues and subsequently take action.

Mr. Selzer stated that it is his understanding that the Justice Committee's primary role is to determine what programs and how many beds are needed for the future. The Justice Advisory Committee is to study how some of those numbers can be reduced by finding alternative programs. The Property Committee, then, is charged with the responsibility of providing the facilities that are needed. Mr. Selzer noted that LZT Associates, Inc. emphatically stated that they were not charged with the responsibility of designing space, but rather, they were to determine how much space would be needed.

Mr. Selzer remarked that the Property Committee should begin now to figuratively sketch out different options for the use of space in various different configurations. He noted that there may be several different possibilities for the Law and Justice Center as well as other County buildings. The objective in this would be to be prepared with options to present to Board as soon as final studies draw to a close.

Mr. Owens noted that bed space is currently sought out-of-County at any given time when the Adult Detention Facility is at capacity. He asked whether there is a type of alternative to incarceration that could reduce space in the jail. Mr. Zeunik explained that current research indicates that, depending on the types of alternatives that are available, and the degree to which the State's Attorney and Courts support and implement alternatives, there can be a 10% impact on the inmate population. He stated that McLean Minutes of the Property Committee Meeting
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County is licensed for 205 beds, and the potential is for 20 people who might otherwise be detained, might not be detained by utilizing an alternative.

Mr. Selzer remarked that, even with the consideration of the alternatives to incarceration, it is clear that the jail facility is no longer sufficient in size to accommodate the needs of the community. That should be kept uppermost in the minds of the Committee as they consider both size and alternatives to incarceration.

Mr. Owens noted that he is concerned that the medical facilities and kitchen facilities available for current usage are not adequate to serve the needs of the those who both work in and reside in the Adult Detention Facility. He remarked that he would like to make sure that space needs for the staff are accommodated as completely as possible.

Motion by Selzer/Bostic to move into Executive Session to

discuss Real Estate matters. Those participants to remain in Executive Session include the members of the Property Committee, Mr. Zeunik, Mr. Moody, Mr. Mitchell, and Ms. Ross. The Executive Session will Convene in Room 703 of the Law and Justice Center immediately.
Motion carried.

The Committee went into Executive Session to discuss Real Estate matters at 5:35 p.m.

The Committee came out of Executive Session and returned to regular session at 5:40 p.m. The location of the reconvened regular session remained as Room 703 in the Law and Justice Center.

Chairman Salch presented the May, 2001 bills which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.

Motion by Nuckolls/Owens to recommend payment of the May, 2001 bills as presented by the County Auditor. Motion carried.

Motion by Hoselton/Selzer to authorize Mr. Jack Mitchell, County Engineer, to commence negotiations with representatives of the Deneen Trust for the acquisition of five acres of real property located adjacent to the present Highway Department facility. Mr. Mitchell is further authorized to continue open communications with the City of Bloomington in their separate negotiations for real estate acquisition with representatives from the Deneen Trust. Motion carried.

Motion by Selzer/Bostic to adjourn the meeting. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Salch adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary