

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, June 5, 2008 at 3:45 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Dean and Moss

Members Absent: Members Harding and Ahart

Other Members

Present: None

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

Department Heads/

Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management; Mr. Mike Steffa, Acting Director, Parks and Recreation and Mr. Will Scanlon, Trial Court Administrator - Eleventh Circuit Court

Others Present: Mr. Virgil Hovar, Owner, Fusion Brew Coffee, Normal, Illinois; Ms. Michelle Anderson, Financial Reporting Specialist, County Auditor's Office

Chairman Bostic called the meeting to order at 3:50 p.m.

Chairman Bostic presented the Minutes of the Thursday, May 1, 2008 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 a request for approval of a Mutual Release Agreement between McLean County and Mr. Kevin Crutcher of Coffee Depot, LLC. He also presented a request for approval of a Lease Agreement between McLean County and Virgil Hovar for Coffee Depot, LLC. Mr. Moody explained that Mr. Crutcher recently informed the County that he is selling his Coffee Depot business, located in the Law and Justice Center, to Mr. Virgil Hovar.

Mr. Moody indicated that Mr. Hovar would like the purchase to become effective July 1, 2008. The current lease with Mr. Crutcher expires July 31, 2008. Mr. Moody advised that it is mutually beneficial to the current owner and the buyer of Coffee Depot to permit this sale and transfer of ownership to go forth with an effective date of July 1, 2008.

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Mr. Moody stated that Mr. Eric Ruud, Assistant State's Attorney, drafted a Mutual Release Agreement between McLean County and Mr. Crutcher to permit the final month of the current lease to be vacated. Also, a new lease for Mr. Hovar, the new owner of Coffee Depot has been written to begin July 1, 2008 and continue for two years. The new lease will be identical to the current lease except for the dates and the owners.

Mr. Moody stated that he met with Mr. Hovar to discuss his purchase of Coffee Depot. He indicated that he explained the lease arrangement with Mr. Hovar, including hours of operations, and restrictions and limitations for the Coffee Depot. In addition, Mr. Hovar has no plans to change the name of the Coffee Depot.

Mr. Moody indicated that Mr. Hovar owns and operates the Fusion Brew Coffee Shop located in Normal, Illinois. He introduced Mr. Hovar who presented his plans to operate the Coffee Depot.

Mr. Hovar informed the Committee that he and his family have been in Bloomington for the last 24 years. He noted that he has worked with Hewlett-Packard for the last 21 years. Mr. Hovar advised that two years ago they opened a specialty drink business, Fusion Brew, in Normal. He indicated that he has known the owners of the Coffee Depot for several years. Mr. Hovar added that the plan to purchase the Coffee Depot has been in discussion for the past year.

Mr. Hovar stated that he has no plans to change the business structure as it currently exists. He noted that he offers a variety of unique drinks at Fusion Brew, which may eventually be available at Coffee Depot.

Chairman Bostic pointed out an error in the Mutual Release Agreement. She noted that the Agreement states "...that the agreement shall terminate at 12:00 p.m." and it should say 12:00 a.m.

Motion by Dean/Moss to recommend approval of a Mutual Release Agreement between Mclean County and Mr. Kevin Crutcher of Coffee Depot, LLC as amended.
Motion carried.

Mr. Moody reiterated that the new Lease is identical except for the dates and the name of the owner.

Motion by Moss/Dean to recommend approval of a Lease Agreement between McLean County and Virgil Hovar for Coffee Depot, LLC.
Motion carried.

Mr. Moody presented a request for approval of the low bid received for a new Sound System for the third floor courtrooms in the Law and Justice Center. He indicated that, contained in the Capital Improvement section of the Adopted McLean County FY'2008 budget under Facilities Management, is an item entitled "Replace Courtroom Audio Systems" for \$48,304.00. Mr. Moody advised that the current Courtroom sound systems on floors three and four were installed when the building opened on December 27, 1976. The fifth floor sound system was installed in August, 1990. Mr. Moody indicated that the current sound systems are analog systems that use audiotape cassettes. The new systems will be digital with the ability to interface with a central sound system control.

Mr. Moody stated that he and Mr. Will Scanlon, Trial Court Administrator, Eleventh Circuit Court, developed the bid specifications. He noted that there were only two bids received. The low bid was from Pro Sound Center, Normal, Illinois, at a cost of \$29,254.72 to replace the sound systems in all five Courtrooms located on the third floor of the Law and Justice Center.

Mr. Moody indicated that, since the low bid is under budget, the Court would like to replace the amplifiers in Courtrooms 3A, 3B, and 3D, which were not included in the base bid. Therefore, he requested that the Committee allow the purchase of the amplifiers at a cost of \$3,888.00. The total requested project cost is \$33,142.72.

Mr. Moody requested that Pro Sound be awarded the bid to be the sound engineering contracting firm to replace the sound systems in the Courtrooms on the third floor of the Law and Justice Center.

Chairman Bostic asked if the new sound system will create a digital record of the court proceedings. Mr. Scanlon replied that the sound system will change from a current analog tape recorded system to a digital system. Chairman Bostic asked if the digital recording will stand up in Court. Mr. Scanlon responded that a transcript will still be produced by a Court Reporter from the digital system.

Mr. Dean asked if there is a Court Reporter in the Courtroom at all times. Mr. Scanlon replied that there are only 7.5 Court Reporters available for 12 judges. He noted that there are usually 12 Courtrooms operational five days per week.

Mr. Moss asked why were the amplifiers not included in the original request. Mr. Scanlon replied that there was a belief that the old amplifiers could be reused with refurbishment. He noted that he did not believe the amplifiers could be repaired efficiently to be usable. Mr. Scanlon advised that, since the funds were available, it was prudent to purchase the new amplifiers at this time.

Motion by Dean/Moss to recommend approval of the bid received from Pro Sound Center, Normal, Illinois for the purchase of a new Sound System for the third floor Courtrooms in the Law and Justice Center.
Motion carried.

Mr. Moody reviewed the status of the Phase 2 renovations at the Old Courthouse. He reminded the Committee that the renovation is being done by the contracting firm of Otto Baum Masonry and Stone Company and Wiss, Janney, Elstner Associates, the project architect. Mr. Moody reported that the project is going very well.

Mr. Moody advised that the work is progressing ahead of schedule and a completion date of September 12, 2008 is projected. He indicated that both change orders approved by the Board last month have been completed. Mr. Moody reported that Change Order #1 was \$29,446.00 and Change Order #2 was \$6,325.00 for a total of \$35,771.00. No other Change Orders are expected.

Mr. Moody announced that the work on the Old Courthouse is being done around the schedule of the Historical Museum, which has remained open. Accommodations have been made to allow for the downtown summer schedule of events.

Mr. Moody updated the Committee on the status of the remodeling at the Law and Justice Center. He stated that the only major item left is the jail booking area on the first floor. Mr. Moody noted that the renovation is a complicated process as they have to maintain operations of the jail booking area.

Mr. Moody reported that the project should be completed by early August.

Mr. Moody reviewed the status of the construction of the new Garage at the County Highway. He indicated that the completion date has moved from September 12 to September 19.

Mr. Moody indicated that the Eagle Scout project is moving forward. He stated that he met with Jeremy Fahling, an eighth grade student who is working on his Eagle Scout badge by doing a landscaping project in front of the Fairview Building. The landscape project will begin on September 17th with the preparation of the area around the front entrance to the Fairview Building. The installation of the landscaping materials will be done on September 21st. Mr. Moody advised that the budget for the project is \$339.00.

Mr. Dean asked why did the completion of the garage move back a week. Mr. Moody replied that it was a combination of the weather and the necessity to get a variance for the set back of ten feet.

Mr. Dean asked if Mr. Moody was involved with the installation of the new generator at the Highway Department. Mr. Moody replied that he is not involved in the plans for the generator, but he intends to monitor the progress.

Mr. Bill Wasson, Administrative Services Director, introduced Mr. Mike Steffa, Acting Director, Parks and Recreation. Mr. Wasson indicated that Mr. Steffa has been the Operations Supervisor for the Department of Parks and Recreation for 18 years and is the Assistant Director of the Department. He noted that Mr. Steffa deals with the normal operations of all areas of the department during that time.

Mr. Steffa reviewed the Parks Facility usage as of May 26, 2008. He pointed out that camping nights and shelter reservations are average. However, he noted that the Watercraft Registrations for 2008 are down slightly this year, which he attributed to the weather. Mr. Steffa advised that he will continue to monitor the statistics and revenue.

Mr. Steffa indicated that he looks forward to the opportunity to continue to serve the citizens of McLean County. He noted that the Parks and Recreation Department has a very competent staff.

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

Mr. Moody advised that it will be necessary to have a Stand-up Committee meeting on June 17th to discuss and recommend approval of the release of bid specifications to repair the damage done to the Juvenile Detention Center.

Chairman Bostic asked if the structural damage will be covered by insurance. Mr. Moody replied that insurance will not pay for the repairs. He indicated that the County's insurance policy has a \$100,000.00 deductible on earthquake damage. Mr. Moody advised that the cost to repair the damage to the JDC makes it mandatory to seek professional bids, but the cost is slightly under \$100,000.00.

Mr. Moody stated that the JDC is in violation of the Illinois Department of Corrections codes. He noted that the Illinois Department of Corrections mandates that the JDC have an outdoor recreational area. Mr. Moody informed the Committee that the JDC's reaccreditation is scheduled for September.

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Chairman Bostic asked if the previous architect and contractor that built the JDC were surprised at the amount of damage the JDC incurred. Mr. Moody replied that they were sad that it happened.

Mr. Dean asked if the floor will have to be torn out. Mr. Moody replied that the floor will need to be removed and replaced exactly as it was put in originally.

Chairman Bostic presented the May 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 \$809,392.20 and a Prepaid Total that is the same.

Motion by Moss/Dean to recommend approval of the bills as of May 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 4:25 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary