

## Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, November 7, 2002 at 3:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

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

Members Absent: None

Other Board Members Present: None

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Lucretia Wherry, Human Resources Assistant, County Administrator's Office

Department Heads/  
Elected Officials Present: Mr. Don Lee, Administrator, McLean County Nursing Home; Mr. Bill Wasson, Director, Parks and Recreation Department; Mr. Jack Moody, Director, Facilities Management Department

Others Present: None

Chairman Salch called the meeting to order at 3:03 p.m. Chairman Salch called the roll and declared that a quorum was established. Chairman Salch presented the minutes of the October 3, 2002 meeting. The minutes were approved and placed on file as submitted.

Chairman Salch called Mr. Don Lee, Administrator, McLean County Nursing Home, to present a request for approval of an approved Vendor List for Purchase of Janitorial and Paper Products for County Offices and Departments. Mr. Lee advised the Committee that the Nursing Home has reviewed the bids submitted for the purchase of paper supplies and janitorial products. In every case, the low bidder meeting specifications has been recommended. Mr. Lee advised the Committee that 13 vendors have been recommended for Fiscal Year 2003.

Motion by Hoselton/Owens to recommend approval of an approved Vendor List for Purchase of Janitorial and Paper Products for County Offices and Departments.  
Motion carried.

Mr. John Zeunik, County Administrator, presented a review of the Fiscal Year 2003 Departmental Budget for the Parks and Recreation Department. The Camp Ground Fees revenue line item account has increased from \$110,000 in the FY'2002 Adopted Budget to \$116,000 in the

FY'2003 Recommended Budget. This increase is based on a review of the year to date revenue, as of the date the Recommended Budget was prepared.

The Boat Registration revenue line item account has been increased from \$38,000 in the FY'2002 Adopted Budget to \$68,000 in the FY'2003 Recommended Budget. This increase is based on a review of the year to date revenue, and several new recreational initiatives being proposed in FY'2003.

The Transfer from Other Funds revenue line item account has been added in the FY'2003 Recommended Budget. The proposed transfer of \$15,000 comes from the Solid Waste Management Fund 0159. The Parks and Recreation Department maintains a compost area that is used by local schools and community organizations as a resource to learn about recycling. In addition, the Parks and Recreation Department provides opportunities for outdoor education in conservation, resource management, and recycling. In order to offset the department's expense for these programs, a transfer from the Solid Waste Management Fund has been included in the FY'2003 Recommended Budget.

The FTE Staffing Level in the FY'2003 Recommended Budget has been reduced from 9.34 FTE to 8.27 FTE. The proposed reductions are reflected in the Occasional/Seasonal positions.

All of the Materials and Supplies line item accounts are budgeted either at the same level or less as in the FY'2002 Adopted Budget with the following exceptions. The Clothing/Employees line item account has increased from \$2,150 in the FY'2002 Adopted Budget to \$3,050 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Food line item account has increased from \$6,200 in the FY'2003 Adopted Budget to \$6,800 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared. This line item account reflects the increase in the recreational activity level at the Park. This expense line item account generates revenue for the Park, which is reflected in the Food Concession revenue line item.

The Operational Supplies line item account has increased from \$7,750 in the FY'2002 Adopted Budget to \$10,750 in the FY'2003 Recommended Budget. This increase is based on the proposed changes in the Boat Concession, Boat Registration recreational programs. The proposed changes will necessitate the purchase of additional operational materials in order to be able to offer the full complement of services.

The Buildings/Grounds/Equipment Supplies line item account has increased from \$11,500 in the FY'2002 Adopted Budget to \$13,000 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the

Recommended Budget was prepared. This increase is also based on the proposed changes in the Boat Concession, Boat Registration recreational programs. The proposed changes will necessitate the purchase of additional building/grounds/equipment supplies in order to be able to offer the full complement of services.

All of the Contractual Services line item accounts are budgeted either at the same level or less as in the FY'2002 Adopted Budget with the following exceptions:

The Engineering/Design Services line item account has been added in the FY'2003 Recommended Budget. The recommended budget appropriation of \$8,000 will cover the Engineering and Design services for the proposed Route 66 greenway/bike trail.

The Radio/Communications Equipment line item account has increased from \$700 in the FY'2002 Adopted Budget to \$900 in the FY'2003 Recommended Budget. This increase is based on the annual radio/communications maintenance contract expense.

The Software License Agreement line item account has increased from \$ 0 in the FY'2002 Adopted Budget to \$200 in the FY'2003 Recommended Budget. This increase is based on the annual software license expense for software used by Parks and Recreation.

The Laboratory Service line item account has increased from \$2,800 in the FY'2002 Adopted Budget to \$2,900 in the FY'2003 Recommended Budget. This increase is based on the annual expense for laboratory testing of the wastewater treatment system at COMLARA Park.

The Equipment Rental line item account has increased from \$6,950 in the FY'2002 Adopted Budget to \$8,200 in the FY'2003 Recommended Budget. This increase is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared. This line item covers the rental payment for various equipment and materials that the department uses during the year for maintenance and operations and for special recreational events. This line item also covers the rental expense for the end loader.

The Gas Service line item account has increased from \$4,200 in the FY'2002 Adopted Budget to \$4,500 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses as of the date the Recommended Budget was prepared.

Mr. Bill Wasson, Director, Parks and Receptions explained the changes recommended in the Fiscal Year 2003 budget. Hunting program modifications have been proposed in an attempt to recover the cost of necessary wildlife management efforts, while insuring sufficient participation to accomplish the goals of the program. Preference in these programs would be provided to McLean County residents.

It is anticipated that nominal application and hunting fees will meet with minimal resistance from participants, coupled with an expanded program. The Deer hunting program's goal would be to retain the number of antlerless deer taken during a season and allow for an additional number either sex deer to be taken from the site. Extending the current archery program dates will be necessary. Deer population surveys conducted annually by the IDNR have shown that the population on site during the spring has stabilized at approximately 60-70 deer per square mile or approximately 3 times the recommended carrying capacity. Limits on availability and higher fees would be imposed for either sex permits.

Chronic Waste Disease has been found in Illinois for the first time. Although the disease is not expected to effect the 2003 hunting season, the Committee may need to address program changes at a later date as the Illinois Department of Resources continues testing in our area.

The limited waterfowl-hunting program is designed primarily to assist in reducing resident goose populations. Quality of waterfowl hunting may be marginal at times, but the lack of public waterfowl hunting in this area should generate use. The waterfowl program is anticipated to use only a section of the Lake south and east of the Main Recreation Area Boat Launch and associated shoreline, allowing fishing and other recreational activity to remain available in the remaining areas of the Lake and Park. Boats and blind materials are already available for use in the waterfowl program. As with the Deer Management Program instituted 7 years ago, the expansion of fall hunting programs will further restrict departmental manpower, further impacting in-house construction/ development projects that have historically been completed during this period of the year.

The Committee discussed ways to manage the goose population. Mr. Wasson explained that thus far, methods used to deter geese from specific area results in the geese moving to another location near by. The Department of Parks and Recreation have used Goose be Gone, which was not effective. Areas near the lake have not been mowed, because the geese do not like the tall grass. However, this method resulted in the geese occupying camp grounds.

Mr. Wasson introduced the proposed changes to the watercraft registration. The implementation of a trial "unlimited horsepower (H.P.) no-wake limit" program, similar to that instituted by the IDNR at some 10 H.P. limited lakes in 2002, is recommended as a method to increase recreational usage of the facility and generate additional revenue. The IDNR has had the program in place for 6 months. During the 6 months time period, enforcement has not been an issue. The impact on Fisheries is not yet known. The program initially saw an increase in fishing, however, over time, the increase has slowed.

The availability of seasonal mooring has been periodically requested under the 10 H.P. limit. It is anticipated that a majority of users would be pontoon boats, which generally have larger than 10 H.P. motors, but commonly operate at low speeds. The docks would initially be renovated courtesy docks from other locations on Evergreen Lake and adjoin the recently replaced boat rental docks. This will reduce the availability of courtesy docks, other than fishing piers, in

2003. If the pilot program is unsuccessful, courtesy docks could be returned to their former locations. Forty 10-foot mooring locations would be available for \$250 annually for residents/ \$350 non-residents.

These changes are expected to come with some concern for the Park user. The Department would like to conduct Public Meetings to address the changes and smooth the transition. The Committee suggested that fees be structured for residents and non-resident use.

Motion by Selzer/Owens to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Parks and Recreation Department, pending the out come of the public meetings regarding the changes in watercraft registration. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for Parks and Recreation Evergreen Lake Lease Fund 0147. The Evergreen Lake Lease Fund 0147 is a Special Revenue Fund, which must be balanced within the Fund. The Fund was established to promote conservation and development of natural resources within the Park.

The FY'2003 Recommended Budget projects no change in the Ag/Conservation Revenue from the FY'2002 Adopted Budget. The FY'2003 Recommended Budget projects no change in the Forestry Cost Share Revenue from the FY'2002 Adopted Budget.

The FY'2003 Recommended Budget includes an appropriation of \$1,546 from the Unappropriated Fund Balance in order to balance the budget. On December 31, 2001, the Evergreen Lake Lease Fund had an audited Fund Balance equal to \$38,533.00.

There is a minimal change in the FTE Staffing level in the FY'2003 Recommended Budget. The total FTE Staffing level decreases from 0.75 FTE to 0.52 FTE.

Mr. Selzer asked how the decrease in lifeguards would be handled. Mr. Wasson stated that there will be reduced hours. The positions are hard to fill and have a high turnover rate.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Operational Supplies line item account has been added in the FY'2003 Recommended Budget. The Auditor's Office has charged expenses to this line item account in FY'2001 and FY'2002. Therefore, in FY'2003, the line item account has been added and an appropriation of \$500 has been budgeted.

The Conservation Expense line item account has increased from \$2,100 in the FY'2002 Adopted Budget to \$3,000 in the FY'2003 Recommended Budget. This increase is based on the year to date

expense, as of the date the Recommended Budget was prepared.

Motion by Selzer/Bostic to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for Parks and Recreation Evergreen Lake Lease Fund 0147. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for Facilities Management, Juvenile Detention Center, Program 0022. There is no change in the FTE Staffing Level in the FY'2003 Recommended Budget.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Clothing/Employees line item account has decreased from \$160 in the FY'2002 Adopted Budget to \$ 0 in the FY'2003 Recommended Budget. In FY'2003, the Facilities Management staff at the JDC will not need to purchase a uniform shirt, winter snowplow clothing and boots.

The Gasoline/Oil/Diesel Fuel line item account has decreased from \$500 in the FY'2002 Adopted Budget to \$275 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Buildings/Grounds/Equipment Maintenance Supplies line item account has decreased from \$6,020 in the FY'2002 Adopted Budget to \$5,700 in the FY'2003 Recommended Budget. This line item account includes funding for the following expenses:

- Locks and Replacement Locks:	\$1,430.00
- HVAC Filters/Grease/Oil:	\$2,450.00
- Grease Trap Maintenance:	\$ 400.00
- Light Bulbs:	\$ 420.00
- Electrical Supplies:	\$ 550.00
- Miscellaneous Building Supplies:	\$ 450.00
Total:	\$5,700.00

All Contractual line item accounts have been budgeted at the same level or less as in the FY'2002 Adopted Budget with the following exceptions. The Pest Control Services line item account has decreased from \$1,200 in the FY'2002 Adopted Budget to \$600 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Vehicle Maintenance/Repair line item account has decreased from \$330 in the FY'2002 Adopted Budget to \$300 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Maintenance Building/Grounds line item account has decreased from \$7,400 in the FY'2002 Adopted Budget to \$6,400 in the FY'2003 Recommended Budget. This line item account includes funding for the following contractual service expenses:

- Generator Maintenance	\$ 1200.00
- Fire Extinguisher	\$ 450.00
- Chiller Maintenance	\$ 2250.00
- Range Hood Cleaning	\$ 1100.00
- Sprinkler Maintenance	\$ 1400.00
Total:	\$ 6,400.00

The Equipment Maintenance Contracts line item account has increased from \$18,306 in the FY'2002 Adopted Budget to \$18,656 in the FY'2003 Recommended Budget. This line item account includes funding for the following contractual service expenses:

- Simplex Fire and Security: \$17,856.00 and ADT Service \$ 800.00 = Total: \$18,656.00

The Electric Service line item account has decreased from \$42,950 in the FY'2002 Adopted Budget to \$41,635 in the FY'2003 Recommended Budget. This decrease is based on a review the year to date expenses, as of the date the Recommended Budget was prepared.

The Gas Service line item account has decreased from \$26,550 in the FY'2002 Adopted Budget to \$20,000 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Water Service line item account has decreased from \$2,310 in the FY'2002 Adopted Budget to \$2,100 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

Motion by Selzer/Bostic to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for Facilities Management, Juvenile Detention Center, Program 0022. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Metro McLean County Centralized Communications Center, Program 0045. The Facilities Management - Metro McLean County Centralized Communications Center program budget is presented as a self-balancing program within the General Fund in the FY'2003 Recommended Budget. The program's revenue fully funds the projected maintenance and operating expenses of the Metro McLean County Centralized Communications Center.

The revenue source is the reimbursement received from the Metro McLean County Centralized Communications Center (please see Metro McLean County Centralized Communications Center

Fund 0452, Department 0030, Line-item Account 0706.0001 Contract Services). Pursuant to the Intergovernmental Agreement between the Emergency Telephone Systems Board (ETSB), City of Bloomington, Town of Normal, and McLean County, the annual operating budget for the Centralized Communications Center is funded by the three local governments and the ETSB on a per capita formula basis with ETSB assuming 100% funding for the positions and operating expenses which are essential to the operation of a 911 Call Center. Since the MetCom facility was financed and built with proceeds from a Public Building Commission bond issue, the County's Facilities Management Department is responsible for maintenance and custodial services.

There is no change in FTE Staffing level in the FY'2003 Recommended Budget.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Building/Grounds/Equipment line item account has decreased from \$7,500 in the FY'2002 Adopted Budget to \$6,400 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

All of the Contractual line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Pest Control Services line item account has decreased from \$800 in the FY'2002 Adopted Budget to \$400 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Maintenance of Buildings/Grounds line item account has decreased from \$8,346 in the FY'2002 Adopted Budget to \$8,278 in the FY'2003 Recommended Budget. This line item account includes funding for the following expenses:

- Emergency Generator Maintenance: \$2,000.00
- Fire Extinguisher Maintenance: \$ 478.00
- Sprinkler Maintenance: \$1,200.00
- Outside Contract Services: \$4,600.00
- Total: \$8,278.00

The Equipment Maintenance Contracts line item account has increased from \$1,092 in the FY'2002 Adopted Budget to \$1,125 in the FY'2003 Recommended Budget. This line item account includes funding for the following expenses:

- Simplex Security/Fire Alarm service: \$1,125.00

The Electric Service line item account has decreased from \$33,110 in the FY'2002 Adopted Budget to \$28,000 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's



actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Water Service line item account has decreased from \$571 in the FY'2002 Adopted Budget to \$450 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

Motion by Selzer/Bostic to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Metro McLean County Centralized Communications Center, Facilities Management Department. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for 200 West Front Street, Program 0041. The Facilities Management 200 West Front Street Building program budget is presented as a self-balancing program within the General Fund in the FY'2003 Recommended Budget. The program's anticipated revenue fully funds the projected maintenance and operating expenses of the 200 West Front Street Building.

The primary revenue source is the utilities and maintenance reimbursement received from the Health Department and TB Care and Treatment Clinic. In accordance with the Lease Agreements with the tenants, the FY'2003 Recommended Budget reflects the scheduled increases in the rent payment due the County from the tenants.

The other revenue source is the projected income from renting the parking spaces in the Annex Parking Lot at the corner of Front and Madison Streets.

There is no change in FTE Staffing level in the FY'2003 Recommended Budget.

All of the Materials and Supplies line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Buildings/Grounds/Equipment line item account has decreased from \$28,300 in the FY'2002 Adopted Budget to \$26,000 in the FY'2003 Recommended Budget. This increase is based on a review of the year to date expenditures, as of the date the Recommended Budget was prepared.

The Photo Supplies/Film line item account has decreased from \$200 in the FY'2002 Adopted Budget to \$100 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenditures, as of the date the Recommended Budget was prepared.

All of the Contractual line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

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The Pest Control Services line item account has decreased from \$1,872 in the FY'2002 Adopted Budget to \$936 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenditures, as of the date the Recommended Budget was prepared

The Maintenance Buildings/Grounds line item account has decreased from \$31,530 in the FY'2002 Adopted Budget to \$23,130 in the FY'2003 Recommended Budget. This line item includes funding for the following expenses:

- Fire Extinguisher Maintenance:	\$ 480.00
- Chiller Maintenance:	\$4,800.00
- Pump Maintenance:	\$2,750.00
- Generator & Electrical Maintenance:	\$6,450.00
- Sprinkler Maintenance:	\$ 650.00
- Domestic Lift Pump Repair:	\$8,000.00
Total:	\$23,130.00

The CWB Parking Lot Expense line item account has been budgeted at \$52,800 in the FY'2003 Recommended Budget. This amount is based on the negotiated lease payment due to the City of Bloomington for the Annex Parking lot.

The Equipment Maintenance Contracts line item account has decreased from \$10,990 in the FY'2002 Adopted Budget to \$8,651 in the FY'2003 Recommended Budget. This line item includes funding for the following expenses: Simplex Fire Alarm Maintenance Contract, ADT Security Contract, and Kone Elevator Maintenance Contract:

The Electric Service line item account has decreased from \$118,680 in the FY'2002 Adopted Budget to \$115,000 in the FY'2003 Recommended Budget. This increase is based on a review of the year to date expenditures, as of the date the Recommended Budget was prepared.

The Gas Service line item account has decreased from \$35,087 in the FY'2002 Adopted Budget to \$33,000 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenditures, as of the date the Recommended Budget was prepared.

The Water Service line item account has decreased from \$2,900 in the FY'2002 Adopted Budget to \$2,100 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenditures, as of the date the Recommended Budget was prepared.

The Capital Improvements line item account includes funding for the following capital improvement expenses: Replace existing exterior signs with County standard for exterior signs. Mr. Hoselton noted that the replacement of the signs was voted on two years ago. Ms. Bostic stated that it is nice

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that the signs are being replaced as needed. The balance of funds in this account represent a Capital Replacement set aside for future Building replacement of the exterior dryvit panels of the Building.

Motion by Selzer/Bostic to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the 200 West Front Street Building, Facilities Management Department. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Law and Justice Center, Program 0050. The Facilities Management - Law and Justice Center program budget is a self-balancing program within the General Fund. The program's revenue fully funds the maintenance and operating expenses of the Law and Justice Center.

The primary revenue source is the reimbursement received from the Public Building Commission for the maintenance and operation of the Building. Pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Law and Justice Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Law and Justice Center. The line-item account PBC L & J Reimbursement (450.0009) is budgeted at **\$1,723,833** in the FY'2003 Recommended Budget. This represents a 1.4% increase over the FY'2002 Adopted Budget amount of \$1,699,434.

The other revenue source is the reimbursement for custodial services provided by Facilities Management personnel to the Coroner's Office for cleaning the morgue on weekends and after hours.

There is no change in the FTE Staffing level in the FY'2003 Recommended Budget.

All Materials and Supplies line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Gasoline/Oil/Diesel Fuel line item account has decreased from \$2,850 in the FY'2002 Adopted Budget to \$2,700 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Books/Videos/Publications line item account has decreased from \$710 in the FY'2002 Adopted Budget to \$500 in the FY'2003 Recommended Budget. This decrease is based on a review of last

year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

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The Photo Supplies/Film line item account has decreased from \$200 in the FY'2002 Adopted Budget to \$100 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

All Contractual line item account have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget.

The Pest Control Services line item account has decreased from \$2,300 in the FY'2002 Adopted Budget to \$1,150 in the FY'2003 Recommended Budget. This decrease reflects the cost of pest control services to be provided to the Law and Justice Center.

The Maintenance Buildings/Grounds line item account has decreased from \$69,330 in the FY'2002 Adopted Budget to \$61,330 in the FY'2003 Recommended Budget. This line item includes funding for the following expenses:

- Chiller Maintenance:	\$11,500.00
- Fan and Pump Maintenance:	\$ 3,000.00
- Fire Extinguisher Maintenance:	\$ 2,000.00
- IS Halon Maintenance:	\$ 520.00
- Jail Kitchen Ansul Maintenance:	\$ 410.00
- Roof maintenance:	\$ 5,000.00
- Generator Maintenance:	\$ 2,700.00
- Carpet and Tile Maintenance:	\$20,000.00
- Plumbing Maintenance:	\$ 6,200.00
- Grease Trap Cleaning:	\$ 1,500.00
- Kitchen Hood Cleaning:	\$ 1,200.00
- CFC Reduction:	\$ 3,400.00
- Exterior Maintenance:	\$ 3,900.00
Total:	\$61,330.00

The Equipment Maintenance Contracts line item account has decreased from \$121,205 in the FY'2002 Adopted Budget to \$117,642 in the FY'2003 Recommended Budget. This line item includes funding for the following expenses: Simplex Control Systems (Jail & Fire Alarm), Kone Elevator Maintenance, Pitney Bowes Postage Meter, and LiveScan Maintenance.

The Gas Service line item account has decreased from \$182,400 in the FY'2002 Adopted Budget to \$160,000 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Water Service line item account has decreased from \$63,000 in the FY'2002 Adopted Budget to \$60,000 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

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The Purchase of Furnishings/Office Equipment line item account includes the following furniture and equipment expense: purchase of new and replacement office furniture and equipment for the offices in the Law and Justice Center. Since the Public Building Commission bond issue paid for the original office furniture and equipment in the Law and Justice Center, through the Operations and Maintenance agreement, the Public Building Commission purchases new furniture and equipment and replaces office furniture and equipment for the offices and departments in the Law and Justice Center.

The Purchase of Kitchen/Laundry Equipment line item account includes the following machinery and equipment purchases in FY'2003: Replacement Food Carts for Adult Jail - \$17,000.00; Convection Oven for Adult Jail - \$10,120.00; and a Dishwasher for Adult Jail - \$5,000.00, for a total of \$32,120.00.

The Purchase of Machinery and Equipment line-item account includes the following machinery and equipment expense: Purchase of new LiveScan X-Ray Screening Unit. The recommended budget appropriation assumes a three-year Lease/Purchase agreement for the new screening device.

The Purchase of Vehicles line-item account includes the following vehicle expense: Purchase of used County Highway Maintenance pick-up truck to replace 1984 truck.

Motion by Nuckolls/Selzer to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Law and Justice Center Program 0050, Facilities Management Department. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for Government Center, Program 0015. The Facilities Management – Government Center program budget is a self-balancing program within the General Fund. The program's revenue is expected to fully fund the maintenance and operating expenses of the Government Center.

The primary revenue source is the reimbursement received from the Public Building Commission for the maintenance and operation of the Building. Pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Government Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Government Center. The line-item account PBC L & J Reimbursement (450.0009) is budgeted at **\$58,115** in the FY'2003 Recommended Budget. It is anticipated that the City of Bloomington will be responsible for the same amount.

National City Bank leases the entire third floor and a portion of the basement. National City Bank pays \$144,000 in rent for the space they occupy.

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The FTE Staffing level for the Government Center during FY'2003 has been reduced to 1.00 FTE Building Maintenance Worker II. Since it is anticipated that the Government Center will be under construction throughout FY'2003, the FTE Staffing level has been adjusted to reflect the workload during the next 12 months. This position responds to daily maintenance requests from National City bank, the tenant in the building.

All Materials and Supplies line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level as in the FY'2002 Adopted Budget or at \$ 0. This reflects the anticipated expense based on the construction and renovation scheduled during FY'2003.

All Contractual line item accounts have been budgeted in the FY'2003 Recommended Budget at the same level or less as in the FY'2002 Adopted Budget. This reflects the anticipated expense level based on the construction and renovation scheduled during FY'2003.

As a result of the renovation and improvements to be made to the Government Center, no Capital Outlay expenses are anticipated to be necessary in FY'2003.

Motion by Bostic/Selzer to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Government Center, Program 0015, Facilities Management Department. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the McBarnes Building Capital Lease, Fund 0350.

The McBarnes Memorial Building Capital Lease Fund is a self-balancing Fund. The revenue from the tenants in the McBarnes Building supports the annual maintenance and operating expenses of the McBarnes Memorial Building.

The Building's three tenants (United Way of McLean County, Veterans Assistance Commission, and PATH Crisis Center) share the total maintenance and operating expenses based on the Lease Agreements approved by the County Board.

All Material and Supplies line item accounts have been budgeted at the same level as in the FY'2002 Adopted Budget.

All Contractual line item accounts have been budgeted at the same level or less as in the FY'2002 Adopted Budget.

The Pest Control Services line item account has decreased from \$600 FY'2002 Adopted Budget to \$300 in the FY'2003 Recommended Budget. This decrease is based on the anticipated expense in FY'2003 for pest control services.

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The Garbage Disposal Services line item account has decreased from \$1,080 FY'2002 Adopted Budget to \$780 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Equipment Maintenance Contracts line item account has been decreased from \$3,768 in the FY'2002 Adopted Budget to \$3,400 in the FY'2003 Recommended Budget. This line item account includes funding for the following contractual service expenses: Simplex Fire and Security, Security Link Service, and Kone Elevator Service.

The Electric Service line item account has increased from \$23,910 in the FY'2002 Adopted Budget to \$25,000 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Gas Service line item account has decreased from \$12,122 in the FY'2002 Adopted Budget to \$11,000 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Water Service line item account has increased from \$1,000 in the FY'2002 Adopted Budget to \$1,100 in the FY'2003 Recommended Budget. This increase is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Capital Improvement line item account represents a Capital Replacement set aside for any necessary mechanical and/or building repairs or replacement of existing systems.

The Budget Balance Account line item account represents the annual loan repayment due to the County's General Fund.

Motion by Selzer/Nuckolls to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the McBarnes Building Capital Lease, Fund 0350. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Fairview Building, Fund 0360. The Fairview Building Maintenance Budget is a self-balancing Special Revenue Fund. The program's revenue supports the maintenance and operating expenses of the Fairview Building.

The Building's three tenants (the Regional Office of Education, the GED Program, and the YWCA Senior Citizens' Service Center) share the total maintenance and operating expenses based on a the Lease Agreements approved by the County Board. In addition, a portion of the FICA and IMRF  
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expenses for the Nursing Home's maintenance and custodial staff who are assigned to the Fairview Building is transferred into this budget from the FICA and IMRF funds.

There is a very slight change in the FTE Staffing level in the FY'2003 Recommended Budget.

A Building Maintenance Worker has been added at a 0.10 FTE level.

All Material and Supplies line item accounts have been budgeted at the same level as in the FY'2002 Adopted Budget.

All Contractual line item accounts have been budgeted at the same level as in the FY'2002 Adopted Budget with the following exception:

The Water Service line item account has decreased from \$1,390 in the FY'2002 Adopted Budget to \$600 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Depreciation, pursuant to the terms of the Lease Agreement with the Regional Office of Education, GED, and the YWCA Senior Citizens' Service Center, each tenant pays a fixed amount monthly to be set aside as a Capital Replacement Fund for future improvements and/or capital replacement needs at the Fairview Building.

The Committee discussed the use of the garage on the Fairview property. ESDA and the Volunteer Rescue Squad use this facility.

Motion by Selzer/Nuckolls to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Fairview Building Capital Lease Fund 0350. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Old Courthouse, Program 0049. The Historical Society revenue line item account reflects the annual rent payment of \$10,000, which the McLean County Historical Society pays to McLean County. The lease between the County and the Historical Society is for a term of 30 years at a fixed annual rent of \$10,000 per year. The lease also stipulates that McLean County shall be responsible for the maintenance and operating expenses of the Old Courthouse.

The PBC Reimbursement revenue line item account has been added in the FY'2003 Recommended Budget. McLean County may transfer ownership of the Old Courthouse building



and the land to the Public Building Commission (the "PBC"). The PBC will then lease the Old Courthouse Building and the land to the County. Pursuant to the terms of the Lease Agreement, the annual lease expense will be equal to the County's costs for maintaining and operating the Old Courthouse Building. This financing arrangement permits the County to cover the FY'2003

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annual maintenance and operating expenses for the Old Courthouse Building. This arrangement also provides the County with several alternatives for financing the necessary improvements to the exterior of the Old Courthouse Building. One alternative would be for the PBC to access the capital markets financing for the full amount of the anticipated costs to complete the necessary exterior renovations. A second alternative would be an annual Capital Improvement line item account that would be incorporated as a part of the annual lease renewal. A third alternative would be a combination of a PBC financing with an annual Capital Improvement appropriation.

The FY'2003 Recommended Budget includes an appropriation of \$123,580 in this line item account. This amount plus the rent paid by the Historical Society will cover the annual maintenance and operating expenses of the Old Courthouse Building.

There is no change in the FTE Staffing level in the FY'2003 Recommended Budget.

All Material and Supplies line item accounts in the FY'2003 Recommended Budget have been budgeted at the same level or less as in the FY'2002 Adopted Budget.

The Clothing/Employees line item account has decreased from \$160 in the FY'2002 Adopted Budget to \$ 0 in the FY'2003 Recommended Budget. In FY'2003, the Facilities Management staff at the Old Courthouse Building will not need to purchase new uniform shirts or pants.

The Gasoline/Oil/Diesel Fuel line item account has decreased from \$120 in the FY'2002 Adopted Budget to \$40 in the FY'2003 Recommended Budget. This decrease is based on a review of the year to date expenses, as of the date the Recommended Budget was prepared.

The Cleaning Supplies line item account has decreased from \$1,400 in the FY'2002 Adopted Budget to \$1,000 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses, as of the date the Recommended Budget was prepared.

The Building Equipment Maintenance Supplies line item account has been budgeted at \$6,000 in the FY'2003 Recommended Budget. This line item includes funding for the following expenses:

- Data Aire Units:	\$ 3,900.00
- Replacement Filters/Greases:	\$ 480.00
- General Repair Items:	\$ 1,620.00
Total:	\$ 6,000.00

All Contractual line item accounts in the FY'2003 Recommended Budget have been budgeted at the same level or less as in the FY'2002 Adopted Budget.

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The Maintenance of Building line item account has decreased from \$2507 in the FY'2002 Adopted Budget to \$2500 in the FY'2003 Recommended Budget. This line item includes funding for the following expenses:

- Fire Extinguisher Maintenance:	\$ 650.00
- Outside Contract Services:	\$ 1,850.00
Total:	\$ 2,500.00

The Equipment Maintenance Contract: This line item account has decreased from \$4,739 in the FY'2002 Adopted Budget to \$3,561 in the FY'2003 Recommended Budget. This line item includes funding for the following maintenance contracts: Simplex Fire Alarm System and Kone Elevator Contract.

The Electric Service line item account has decreased from \$39,780 in the FY'2002 Adopted Budget to \$39,000 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses at the time the Recommended Budget was prepared.

The Gas Service line item account has decreased from \$22,700 in the FY'2002 Adopted Budget to \$18,960 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses at the time the Recommended Budget was prepared.

The Water Service line item account has decreased from \$1,010 in the FY'2002 Adopted Budget to \$900 in the FY'2003 Recommended Budget. This decrease is based on a review of last year's actual expenses and the year to date expenses at the time the Recommended Budget was prepared.

Chairman Salch asked when does the Committee needs to transfer the Old Courthouse to the PBC. Mr. Zeunik replied that the Committee could wait until the end of the year to make the transfer.

The Committee discussed how the Historical Society received money. Ms. Bostic stated that the Historical Society receives a lot of endowments. These endowments are usually restricted and often specify what the money can be used for.

Chairman Salch asked for an illustration of how the Public Building Commission has assisted McLean County in the past. Mr. Zeunik explained that the PBC purchased the 200 W. Front Street Building for the County's use and constructed the Juvenile Detention Facility, the Lincoln Parking Deck, and the lobby expansion and completion of the 5th floor courtrooms. The PBC is paying to the removal of the asbestos at the Government Center. All of these projects were

done without an increase in the County's tax rate and without incurring any additional indebtedness.

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Motion by Selzer/Owens to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Old Courthouse, Program 0049, Facilities Management Department. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Law and Justice Building, Additional Rental, Fund 0162. The Facilities Management - Law and Justice Center program budget is a self-balancing program. The program's revenue fully funds the maintenance and operating expenses of the Law and Justice Center. The Law and Justice Building Rent, Fund 0162, is the Special Revenue Fund which funds the maintenance and operating expenses of the Law and Justice Center.

Pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Law and Justice Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Law and Justice Center. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$1,723,833.00 in the FY'2003 Recommended Budget. This represents a 1.42% increase over the FY'2002 Adopted Budget amount of \$1,699,434.00.

Motion by Selzer/Nuckolls to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Law and Justice Building Additional Rental, Fund 0162. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Law and Justice Center Debt Service, Fund 0161. The Public Building Commission Debt Service Fund 0161 is the Special Revenue Fund that is used to levy a property tax equal to the annual debt service payment due to the Public Building Commission for the General Obligation Bonds, which were issued to finance the improvements to the Law and Justice Center.

Pursuant to the Ordinance approved by the County Board, the County Board annually levies an amount sufficient to pay the annual debt service due to the Public Building Commission. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$2,115,613.00.00 in the FY'2003 Recommended Budget. This represents a 0% increase over the FY'2002 Adopted Budget amount of \$2,115,613.00.

Motion by Selzer/Owens to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Law and Justice Center Debt Service, Fund 0161. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Government Center Debt Service, Fund 0161. The Public Building Commission Debt Service Fund 0161 is the Minutes of the Property Committee Meeting  
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Special Revenue Fund that is used to levy a property tax equal to the annual debt service payment due to the Public Building Commission for the General Obligation Bonds, which were issued in 2001 to finance the acquisition and improvements to the Government Center.

Pursuant to the Ordinance approved by the County Board, the County Board annually levies an amount sufficient to pay the annual debt service due to the Public Building Commission. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$293,093.00 in the FY'2003 Recommended Budget. This represents a 0% increase over the FY'2002 Adopted Budget amount of \$293,093.00.

Motion by Selzer/Owens to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Government Center Debt Service, Fund 0161. Motion carried.

Mr. Zeunik presented a review of the Fiscal Year 2003 Departmental Budget for the Government Center Rent, 0162. The program's revenue fully funds the maintenance and operating expenses of the Government Center. The Government Center Rent, Fund 0162, is the Special Revenue Fund, which funds the maintenance and operating expenses of the Government Center.

Pursuant to the Lease Agreement with the Public Building Commission, the County is responsible for the maintenance and operation of the Government Center. The County Board annually levies an amount sufficient to pay the Additional Rent to the Public Building Commission (Fund 0162). This payment is equal to the amount to be reimbursed to the County for the maintenance and operating expenses of the Government Center. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$58,115.00 in the FY'2003 Recommended Budget. This represents a 66.93% decrease over the FY'2002 Adopted Budget amount of \$175,734.00.

Motion by Owens/Selzer to recommend tentative approval of the Fiscal Year 2003 Recommended Budget for the Government Center Rent, 0162. Motion carried.

Chairman Salch called Mr. Bill Gamblin, Administrator, Emergency Telephone Systems Board ("ETSB"), to present his report. Mr. Gamblin stated that the rewrite of the ICC Rule 725, Subpart G is complete. The final amended Rule has been forwarded to the Joint Committee on Administrative Rules for review and approval.

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

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Motion by Selzer/Bostic to recommend payment of the bills  
as presented by the County Auditor. Motion carried.

The Committee as a whole and individual members expressed their appreciation for Chairman Salch's leadership of the Property Committee and thanked Chairman Salch for his years of service to the Board and citizens of McLean County.

There being nothing further to come before the Committee at this time, Chairman Salch adjourned the meeting at 4:58 p.m.

Respectfully submitted,

Lucretia A. Wherry

## Recording Secretary

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