

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, November 6, 2003 at 3:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Selzer, Dean, Ahart, Moss, and Kalapp

Members Absent: None

Staff Present: Mr. Terry Lindberg, Assistant County Administrator;
Ms. Lucretia Wherry, County Administrator's Office

Department Heads/
Elected Officials

Present: Mr. Bill Wasson, Director, Parks and Recreation
Department; Mr. Jack Moody, Director, Facilities
Management Department; Mr. Brain Hug; Civil Assistant
State's Attorney

Chairman Bostic called the meeting to order at 3:01 p.m. Chairman Bostic called the roll and declared that a quorum was present.

Chairman Bostic presented the Minutes of the October 7, 2003 meeting. Hearing no objections or amendments, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Bill Wasson, Director, Parks and Recreation, presented a request for approval of a Watercraft Lease Agreement with Illinois State University. The Watercraft Lease Agreement is an annual agreement with the University to lease watercrafts for 17% of the watercraft rental revenue. This agreement is based on past years when the University ran the program for the Parks and Recreation Department. The projected watercraft rental net revenue is \$10,000.

Motion by Selzer/Moss to recommend approval of a request
for a Watercraft Lease Agreement with Illinois State University.
Motion carried.

Mr. Don Lee, Director, McLean County Nursing Home, presented a request for approval of the 2004 vendor list for janitorial and paper supplies. Most janitorial and paper supply costs have remained at the same level, except for those products that are petroleum based.

Minutes of the Property Committee Meeting
November 6, 2003
Page Two

Motion by Selzer/Ahart to recommend approval of the 2004 approved vendor list for janitorial and paper supplies. Motion carried.

Mr. Moody presented a report on the October 30, 2003 bid opening for the McBarnes Building, and a request for approval of a contract to sell the McBarnes Memorial Building. The highest bidder was Mr. David Bentley, who bid \$400,000.00. Mr. Brain Hug presented the contract agreement for the Committee's review. Chairman Bostic stated that she would be voting present since Mr. Bentley is a relative by marriage.

Motion by Moss/Dean to recommend approval of the contract for sale the McBarnes Memorial Building.

Mr. Selzer asked the Committee to include direction for the funds received from the sale of the McBarnes Memorial Building. This money should be earmarked for capital improvements to County properties. Mr. Terry Lindberg, Assistant County Administrator, explained that a separate motion would be needed. Barring action by this Committee, the money generated from the sale of the McBarnes Building will be placed in the General Fund, which would result in an increase in the Fund Balance.

Chairman Bostic asked if there were any other questions or comments. Hearing none, Chairman Bostic asked for a roll call vote on the previous motion.

Mr. Moss voted "yes".
Mr. Dean voted "yes".
Ms. Ahart voted "yes".
Mr. Kalapp voted "yes".
Mr. Selzer voted "yes".
Chairman Bostic voted "present".

Motion carried.

Mr. Selzer asked if there is any property that needs to be removed from the building prior to the sale of the building. Mr. Moody replied that no property needs removed. A plaque with the etching of the McBarnes Memorial Building will be hung in the McLean County Historical Museum.

Mr. Moss asked how long the current leases were extended on the building. Chairman Bostic replied that the leases were extended through the end of March, 2004. Mr. Moody added that the Veteran's Assistance Commission Office will be

Minutes of the Property Committee Meeting
November 6, 2003
Page Three

moving to the Health Department Building in December. The temporary location is on the third floor of the Health Department. Once the Government Center is open, the Veteran's Assistance Office will move to the space vacated by the Bloomington Elections Commission.

Chairman Bostic stated that the money from the sale of the McBarnes Building is a cash cushion for the General Fund, which has suffered decreases the past few years. Mr. Lindberg reminded the Committee that by County Board policy, one time dollars could not be used to fund on going projects.

Mr. Moody presented a status report on the Repairs and Renovation to the Law and Justice Center. On November 10, 2003 the EM Circuit Transformer boxes will be switched over. The switch gear for temporary electrical service will be removed the week November 17, 2003. The Fire Pump Assembly Controller needs to be tested and certified. The permanent transformers should be in place by November 26, 2003.

In the spring, the exterior wall on the west side of the building will need to be repaired remodeling, as there are cracked bricks from the heat of the fire. Felmley Dickerson will be responsible for the repairs.

Mr. Kalapp asked if the old system is being entirely replaced. Mr. Moody replied that the only work being done is a result of the damage from the explosion and fire.

Mr. Selzer asked if security practices have changed as a result of the explosion. Mr. Moody replied that all offices are locked at night as in the past. Mr. Selzer asked if there are any surprises in the bills and if the insurance adjusters are paying the expected amounts. Mr. Moody replied that as far as he knows, there are no problems having bills paid. Ms. Jennifer Ho, Risk Manager is working with the Public Building Commission, Insurance Companies and contractor on this matter. The insurance adjusters have recently visited the site. Chairman Bostic asked what is the deductible. Mr. Moody replied that the County's Tort Judgement Fund is responsible for the \$10,000.00 Property Insurance deductible.

Mr. Moody presented a status report on the Exterior Envelope Replacement at the 200 West Front Street Health Department. The project was started on Monday, August 4, 2003 and will be finished on Wednesday, November 13, 2003. The roof cap, parapets, roof molding and caulking need to be completed before general clean-up can begin. Landscaping will be repaired with dirt until seed can be sown in the spring. The project will be paid at 95% complete until a punchlist is complete.

Mr. Moody presented a status report on the Illinois Public Museum Capital Grant Project at the McLean County Museum of History. The Illinois Department of Natural Resources has reviewed the bid specifications and the blueprints and approved them. The final bid specifications and project schedule will be delivered next week by Wiss, Janey and Elstner. The grant is funding amount is \$500, 000.00. After the architectural fees, \$400,000.00 remains for the renovations and repair work.

Mr. Moody presented the Committee with an update on the remodeling of the Government Center. November is a busy month. Work is beginning on the sprinkler system, roof, windows, stairwells, and wheel chair lifts. The contractors are ahead of schedule. Mr. Selzer asked if the Committee could review the final plans to see that the requested changes were made. Mr. Moody replied that he is certain that all of the requested changes were made, but would bring the plans to the December Property Committee meeting. Mr. Selzer stated that in the new office, he would like to have a place to leave budget books and other items.

Mr. Moss asked Mr. Moody for an update on the Lincoln Parking Deck. Mr. Moody replied that the last time he spoke to the City of Bloomington, the City told him that the mag card reader was not working. Hopefully, the deck will be open in the next week or so.

Mr. Moody advised the Committee that the City of Bloomington Township Assessor's Office has officially moved out of the Health Department Building. The space has been cleaned and is ready for the Veteran's Assistance Commission Office to move in.

Mr. Terry Lindberg, Assistant County Administrator presented a review of the Fiscal Year 2004 Recommended Budget Facilities Management Department for the Government Center.

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 **\$151,056.00** in the FY'2004 Recommended Budget. The City of Bloomington will be responsible for the same amount.

National City Bank leases the entire third floor and one room in of the basement. National City Bank pays \$128,136.00 in rent for the space they occupy.

The FTE Staffing level for the Government Center during FY'2004 has been increased to reflect the anticipated occupancy of the Government Center during the fourth quarter of FY'2004.

All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level as in the FY'2003 Adopted Budget. This reflects the anticipated expense based on the construction and renovation scheduled during FY'2004. Several new line-item accounts have been added (see accounts highlighted with a **) to account for expenses to be incurred during the fourth quarter of FY'2004.

All Contractual line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget. This reflects the anticipated expense level based on the construction and renovation scheduled during FY'2004. Several new line-item accounts have been added (see accounts highlighted with a **) to account for expenses to be incurred during the fourth quarter of FY'2004.

Line item account 840.0001 Purchase of Radio Equipment includes funding for the purchase of the following items: 2-way radios for use by the maintenance and custodial staff.

Mr. Lindberg presented a Review of the Fiscal Year 2004 Recommended Budget Facilities Management for the Law and Justice Center. 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

Minutes of the Property Committee Meeting
November 6, 2003
Page Six

and Justice Center. The line-item account PBC L & J Reimbursement (450.0009) is budgeted at **\$1,817,411** in the FY'2004 Recommended Budget. This represents a 5.4% increase over the FY'2003 Adopted Budget amount of \$1,723,833.

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'2004 Recommended Budget.

All Materials and Supplies line item accounts have been budgeted in the FY'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget with the following exception:

Line item account 621.0001 Operational Supplies has increased from \$10,200 in the FY'2003 Adopted Budget to \$11,448 in the FY'2004 Recommended Budget. This increase 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'2004 Recommended Budget at the same level or less as in the FY'2003 Adopted Budget with the following exceptions:

Line item account 742.0001 Vehicle Maintenance Repair has increased from \$2,410 in the FY'2003 Adopted Budget to \$3,600 in the FY'2004 Recommended Budget. This increase reflects the age and number of miles on the vehicles assigned to Facilities Management.

Line item account 744.0001 Maintenance Buildings/Grounds has decreased from \$61,330 in the FY'2003 Adopted Budget to \$51,000 in the FY'2004 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:	\$ 500.00
- Jail Kitchen Ansul Maintenance:	\$ 400.00
- Roof maintenance:	\$ 5,000.00
- Generator Maintenance:	\$ 2,700.00
- Carpet and Tile Maintenance:	\$10,000.00
- Plumbing Maintenance:	\$ 6,200.00
- Grease Trap Cleaning:	\$ 1,500.00

Minutes of the Property Committee Meeting
November 6, 2003
Page Seven

- Kitchen Hood Cleaning:	\$ 1,200.00
- CFC Reduction:	\$ 3,400.00
- Exterior Maintenance:	\$ 3,600.00
Total:	\$51,000.00

Line item account 750.0001 Equipment Maintenance Contracts has increased from \$117,642 in the FY'2003 Adopted Budget to \$122,349 in the FY'2004 Recommended Budget. This line item includes funding for the following equipment maintenance contracts:

- Simplex Control Systems (Jail & Fire Alarm):	\$80,845.00
- Kone Elevator Maintenance:	\$36,854.00
- Pitney Bowes Postage Meter:	\$ 4,650.00
Total:	\$122,349.00

Line item account 795.0003 Telephone Service has increased from \$10,000 in the FY'2003 Adopted Budget to \$12,100 in the FY'2004 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.

Line item account 801.0001 Capital Improvements includes the following capital improvement projects: Jail Security Intercom System - \$60,540.00; Replacement Hot Water heaters - \$21,000.00.

Line item account 832.0001 Purchase of Furnishings/Office Equipment 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.

Mr. Lindberg presented a Review of the Fiscal Year 2004 Recommended Budget Public Building Commission for the Government Center Debt Service. The Government Center Building Debt Service Fund 0161 is the Special Revenue Fund which 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 2002 to finance the purchase and remodeling of the Government Center Building.

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'2004 Recommended Budget. This represents a 0% increase over the FY'2003 Adopted Budget amount of \$293,093.00.

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 \$151,056.00 in the FY'2004 Recommended Budget. This represents a 159.9% decrease over the FY'2003 Adopted Budget amount of \$58,115.00.

Mr. Lindberg presented a Review of the Fiscal Year 2004 Recommended Budget Public Building Commission Lease for the Law and Justice Center for the Law and Justice Center's Debt Service. The Law and Justice Building Debt Service Fund 0161 is the Special Revenue Fund which is used to levy a property tax equal to the annual debt service payment due to the Public Building Commission for the Certificates of Participation which were issued in 1991 to finance the additions 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. In 1991, the PBC restructured the original Series 1987A and 1988B tax-exempt bond issue by issuing Certificates of Participation. The line-item account Public Building Commission Reimbursement (768.0001) is budgeted at \$2,115,613 in the FY'2004 Recommended Budget. This represents a 0% increase over the FY'2003 Adopted Budget amount of \$2,115,613.

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 \$1,817,411.00 in the FY'2004

Recommended Budget. This represents a 5.43% increase over the FY'2003 Adopted Budget amount of \$1,723,833.00.

Mr. Lindberg presented a Review of the Fiscal Year 2004 Recommended Budget Facilities Management for the Fairview Building. The Fairview Building Maintenance Budget is a self-balancing Special Revenue Capital Lease 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 expenses for the Nursing Home's maintenance and custodial staff who are assigned to the Fairview Building are budgeted in this Fund.

The FY'2004 Recommended Budget includes a slight decrease in the number of hours budgeted for the maintenance staff of the Nursing Home to handle the routine and preventive maintenance tasks at the Fairview Building.

The Materials and Supplies line-item account is budgeted at the same dollar amount as in the FY'2003 Adopted Budget.

Line item account 750.0001 Equipment Maintenance Contracts has been increased from \$3,233 in the FY'2003 Adopted Budget to \$6,185 in the FY'2004 Recommended Budget. This increase is for the annual maintenance agreement on the elevator and security system at the Building.

Motion by Selzer/Dean to recommend approval of the Fiscal Year 2004 Recommended Budget for Facilities Management's Government Center and Law and Justice Center, Public Building Commission Lease for the Government Center Debt service and Additional Rent, Public Building Commission Lease for the Law and Justice Center Debt Service and Additional Rent, and the Facilities Management for the Fairview Building. Motion carried.

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

Motion by Owens/Moss to recommend approval of the bills as of October 31, 2003, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. Motion carried.

There being nothing further to come before the Committee at this time, Chairman Bostic adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Lucretia Wherry
Recording Secretary