

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, November 4 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Vice Chairman Selzer, Members Harding, Dean, Ahart and Moss

Members Absent: Chairman Bostic

Board Members

Present: Member Berglund

Staff Present: Mr. John Zeunik, County Administrator,
Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/ Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management Department;
Mr. Bill Wasson, Director, Parks and Recreation; Mr. Don Lee,
Nursing Home; Mr. Bill Yoder, State's Attorney; Mr. Bob Keller,
Director, Health Department

Members of the

Public Present: None

Vice Chairman Selzer called the meeting to order at 3:06 p.m.

Vice Chairman Selzer presented the Minutes of the October 7, 2004 Property Committee meeting. Hearing no objections or corrections, Vice Chairman Selzer accepted and placed the minutes on file as submitted.

Mr. Don Lee, Administrator, Nursing Home, presented one item for action, namely a request for approval of the 2004 approved vendor list for janitorial and paper supplies for the County. The bid specifications were prepared by the Nursing Home. Bids received were reviewed and analyzed. He noted that 18 bids were received this year, 13 of which were approved.

Motion by Moss/Harding to recommend approval of the 2004 approved vendor list for Janitorial and Paper Supplies.
Motion carried.

Mr. William Yoder, State's Attorney, presented one item for action. He requested approval for the State's Attorneys Office to use the former County Auditor's Office space on the sixth floor of the Law and Justice Center to temporarily house the Domestic

Violence Unit. This is a unit that will expand because of the recently received Domestic Violence Grant. Mr. Yoder further explained that there would be little to no alterations needed.

Ms. Ahart asked if there would be any problems with Domestic Violence being located on an upper floor and in a separate area than the State's Attorneys Office in regards to communication. Mr. Yoder replied that the space is on the same floor as the State's Attorneys Office and will not cause any problems with communication. He noted that his only concern was with security, as there is no front desk. Mr. Yoder stated that they will handle that by keeping the door locked going into that area. The reception area in the State's Attorneys Office will call the Domestic Violence Unit when it needs to be accessed. The space will also be used to hold meetings with the different partners of the Domestic Violence Grant.

Motion by Dean/Ahart to recommend approval for the State's Attorneys Office to use the former County Auditor's Office space on the Sixth Floor of the Law and Justice Center for the Domestic Violence unit.

Motion carried.

Mr. William Wasson, Director, Parks and Recreation, presented the General Report for September and October, 2004. He stated that the fish containment structure was completed at the Spillway at Evergreen Lake, with the assistance of volunteer organizations. Mr. Wasson reported that the installation has been completed to bring the Parks and Recreation credit card processing in line with the services in place in the Treasurer's Office.

Mr. Dean asked about the removal of non-native Autumn Olive from areas near roadways and along active use areas. Mr. Wasson explained that encroachment into the right of ways has been fairly significant and has been a concern for sight-line. He further explained that, if the vegetation is cut or mowed down, it will come back twice as heavy and the only way to remove it is to cut and remove it by the root or cut it and apply herbicide. Mr. Wasson indicated that they are using both methods.

Vice Chairman Selzer asked Mr. Moody to discuss items 3(D)1)a) and b) together.

Mr. Jack Moody, Director, Facilities Management, reviewed the relocation of the Veterans Assistance Commission to the fourth floor of the McLean County Health Department. He noted that Veterans Assistance has been using space on the third floor of the Health Department after the sale of the McBarnes Building where it was previously housed. With the relocation of the City of Bloomington Board of Election Commissioners from the fourth floor of the McLean County Health Department building

to the Government Center, the Veterans Assistance Commission will move to that vacated space. The estimated remodeling cost is \$7,000 and the Veterans Assistance Commission fund has the necessary funds to remodel the space. The work will be done by in-house staff except for carpeting and the rough-in plumbing for the sink. The work should take 2-3 weeks and could be performed as early as January, 2005.

Mr. Moody reviewed the use of the space on the third floor of the Health Department which is being vacated by the Veterans Assistance Commission. Plans for the space include moving the Health Department Assistant Administrator along with two accounting specialists to that space. In addition, the Americorp staff member working in the bioterrorism area, now located on the first floor, would be relocated to the new suite. In the plan, the office support specialist handling animal vaccination records and fee collections would move to the east side of the newly occupied space to more appropriately handle public transactions. Mr. Moody reported that the minimal remodeling work will be approximately \$12,000. The Health Department will utilize a portion of its bioterrorism grant as well as unexpended 2004 utilities and maintenance funds to underwrite the cost of this project.

Motion by Ahart/Moss to recommend approval of the Relocation of the Veterans Assistance Commission to the Fourth Floor of the McLean County Health Department and to recommend approval of the Relocation of the McLean County Health Department Bio-Terrorism Unit to Third Floor of the McLean County Health Department.

Motion carried.

Vice Chairman Selzer indicated that the Committee would act on items 3(D)1)b), d), e), f), g), and h) together as they are annual lease renewals. Mr. Moody reviewed the renewals, noting that Mr. Eric Ruud, Assistant State's Attorney, and Mr. Bill Yoder, State's Attorney have both reviewed and approved the Lease Agreement between the County and the State's Attorney's Child Support Enforcement Division. Mr. Moody explained that the G.E.D. Adult Education Literacy Program, the Regional Office of Education and the YWCA of McLean County are all joint occupants of the Fairview Building in Normal. Mr. Moody reported that the rent was increased by 3% to help cover the cost of utility increases. Mr. Moody, stated that the Children's Advocacy Center is also on a one-year Lease Agreement and they do not pay rent. Rather, the Children's Advocacy Center pays a pro-rata monthly share of the utility bills for the building, which averages about \$950 per month.

Motion by Ahart/Moss to recommend approval of the Tenant Lease Agreements for the Veterans Assistance Commission, the State's Attorneys Child Support Enforcement Division, the G.E.D. Adult Education Literacy Program (Fairview Building), the Regional Office of Education (Fairview Building), the YWCA of McLean County (Fairview Building), and the Children's Advocacy Center.

Motion carried.

Mr. Moody presented a status report on the Old Courthouse Dome and Roof Restoration and Repair project. He highlighted the following:

- the installation of the limestone is nearing completion,
- the dome's seams are completed up to the flashing,
- the bell strike is wired for the bell,
- the installation of the glass for the clock face is due for completion this week,
- the detailing on the flashing and roof sections is being completed,
- they have completed the power coating of the cast iron door hinges,
- they are slowly removing the scaffolding,
- electrical items will be installed next week,
- the clock face and hands are being installed,
- the bell is installed,
- the 90 pound hammer strike is done

Mr. Moody reported that the projected date for completion is Thanksgiving week. He noted that there have been some weather-related delays. Vice Chairman Selzer asked when the bell will be set to ring. Mr. Moody indicated that it is set to ring every hour and half hour, beginning at 7:00 a.m. and finishing at 8:00 p.m.

Ms. Ahart asked if the County is planning a ceremony. Mr. Moody replied that a ceremony is being planned for January. Vice Chairman Selzer indicated that it would have been nice to have a ceremony by the first of December to kick off the Holidays. Mr. Moody replied that he does not know if everything will be completed in time to plan an early December event.

Mr. Moss asked if the lantern part of the dome is still a green copper. Mr. Moody stated that the lantern part of the dome is the most upper portion of the structure which holds and supports the flagpole. He explained that a section was not re-coppered or cleaned because it is against State guidelines, architectural guidelines and historical preservation guidelines.

Mr. Zeunik introduced the review of the Fiscal Year 2005 Recommended Budget for the following departments under the oversight of the Property Committee:

Parks and Recreation Department – 0001-0040 can be found on pages 111-115 of the Recommended Budget and pages 91-94 of the Summary. He reported that there is an increase in Revenue in FY'2005 of \$271,150, which is a 6% increase of revenue. He noted a very nominal increase in Expenses, going from the Adopted Budget this year of \$411,649 to a Recommended Budget of \$412,718, which is a 0.26% increase. Mr. Zeunik highlighted that there are no changes recommended in the staffing level in FY'2005 and, and as was done last year, there is a transfer of \$15,000 from Solid Waste to the Parks and Recreation Budget to help maintain their compost area and also to do recycling educational programs at the Park for various schools and community organizations. Mr. Zeunik explained that the County has only one enterprise fund, which is the Nursing Home. The Parks and Recreation Department is not an enterprise fund, but it is operated much like an enterprise fund, wherein expenses are adjusted according to revenue.

Parks and Recreation Department Evergreen Lake Lease Fund – 0040-0147 can be found on pages 116-118 of the Recommended Budget and pages 95-97 of the Summary. Mr. Zeunik indicated that the Parks and Recreation General Fund and Evergreen Lake Lease Fund can be acted upon together. He noted that the Evergreen Lake Lease Fund is a Special Revenue Fund with a very small budget of \$18,869. This budget, because it is a special revenue budget, must be balanced – the revenues must equal the anticipated expenses. There is a small amount of expenses in this budget related to personnel and the rest of the budget relates to conservation at the Park. Mr. Wasson added that the personnel in this budget are used specifically for conservation projects and the conservation expense is the fishery stocking expense.

Motion by Moss/Dean to recommend tentative approval of the Parks and Recreation Department – 0001-0040 and the Parks and Recreation Department Evergreen Lake Lease Fund – 0040-0147 FY'2005 Recommended Budgets as submitted.
Motion carried.

Facilities Management – Fairview Building Capital Lease Fund – 0360-0041 can be found on pages 243-245 of the Recommended Budget and pages 98-100 of the Summary. Mr. Zeunik reported that this is referred to as a Capital Lease Fund and most of the expenses are derived from the tenants at the building. The largest revenue comes from the Regional Office of Education, which includes the G.E.D. Program housed at the Fairview Building. The YWCA Senior Citizens Service Center is also housed at the Fairview Building. Mr. Zeunik stated that the personnel expenses are

for the maintenance staff at the Nursing Home, as a portion of their time is allocated to handle the maintenance and custodial services at the Fairview Building. Other expenses are utility expenses, contract service expenses and building and ground maintenance supplies and equipment. He noted that there is a Sinking Fund which was set up when the County Board agreed to rent the space to the Regional Office of Education, G.E.D. and the YWCA Senior Citizens Center. The Sinking Fund consists of the Regional Office of Education paying \$200 per month or \$2,400 per year, and the YWCA paying \$50 per month or \$600 per year, which is the \$3,000 listed as the Budget Balance Account. It is basically a sinking fund intended to accumulate so that, as capital expenses are needed at the building, there is money available for those purposes. Ms. Harding asked if the building would eventually become cost-prohibitive to maintain. Mr. Zeunik replied that the biggest future capital expense will be the replacement of the roof and replacing some of the exterior windows.

Motion by Harding/Ahart to recommend tentative approval of
Facilities Management – Fairview Building Capital Lease
Fund – 0360-0041 Recommended Budget as submitted.
Motion carried.

Vice Chairman Selzer stated that Facilities Management—Law and Justice Center
Facilities Management -- Government Center will be acted upon together.

Facilities Management – Law and Justice Center – 0001-0041 can be found on pages 128-130 of the Recommended Budget and pages 101-105. Mr. Zeunik reviewed the operating budget for the Law and Justice Center, noting that there is a 3.16% increase over the FY'2004 Adopted Budget for a total operating budget of \$1,879,634. He stated there are three sources of revenue. The County Morgue facility is heavily used by other counties. The Coroner charges a fee to those counties who use the morgue facilities and a portion of that fee goes to Facilities Management as the custodians who work for Mr. Moody clean the facility after the out-of-County cases are finished. He reported that next year that fee will increase to \$5,400 and is based on utilization. The other new fee of \$2,800, under Unclassified Revenue, is the rent the County receives from the Coffee Depot at the Law and Justice Center. The largest revenue source is the Public Building Commission reimbursement which will appear again in Fund 0162. Mr. Zeunik stated that the Law and Justice Center and the Government Center are both owned by the Public Building Commission (PBC). The Board is allowed to levy a dollar amount, in this case, \$1,871,434, which is paid to PBC as rent for the space that the County occupies. The PBC then contracts with the County to provide all of the maintenance and custodial services in that building and agrees to reimburse the County for the cost of maintaining the building, which is equal

to the payment of \$1,871,434. Mr. Zeunik reported that there are no changes in the staffing level at the Law and Justice Center, and the Material and Supply Accounts are down 1%. The two largest expense line items under Contractual Services are line item 744.0001, Maintenance for Building and Grounds, and line item 750.0001, Equipment Maintenance Contracts. Mr. Zeunik stated that there is one large capital expense of \$65,000 in line item 801.0001 to replace the original roof over the Linear Jail, which is the old jail facility. He indicated that line item 840.0001 is an anticipated purchase of a used minivan, budgeted at \$14,000, to be used as a mail courier vehicle and by Facilities Management to move tools and equipment for maintenance and repairs to County buildings. Mr. Moody confirmed that, after numerous repairs over the past five years, the roof over the Linear Jail needed to be replaced.

Vice Chairman Selzer asked how the Coffee Depot is doing. Mr. Moody replied that the owners and staff are quite pleased with the volume of customers. He further stated that there are future plans for a Coffee Depot in the basement of the Government Center building. Mr. Zeunik stated that he has heard many compliments regarding the Coffee Depot from the people who do regular business in the Law and Justice Center.

Facilities Management – Government Center – 0001-0041 can be found on pages 131-133 of the Recommended Budget and pages 106-111 of the Summary. Mr. Zeunik noted that there are a few changes in the summary. The budget as it was presented was \$744,736, which reflects a significant increase over the FY'2004 Adopted Budget. The increase is attributable to the staffing necessary to provide all of the maintenance and custodial needs now that all of the offices are in the building. Mr. Zeunik indicated that there are two changes in the summary. One, the County staff in the budget includes one full-time mail processing clerk who handles the mail for all the County offices in the Government Center. That position does not service the City of Bloomington offices. The way the budget was presented, one-half of that cost was allocated to the City. That has been taken out and put back into the County's share so that the County's expense would change from \$311,800 to \$321,076. Mr. Zeunik explained that the City had not included any expense for maintenance of the parking lot across the street. Per an agreement between the City and the County, the City is responsible for the maintenance of the parking lot next to Central Station and across the street from the Government Center, which includes the meter readers, maintenance of the snow and ice, signs, striping and repair of the asphalt. The City requested that the County budget \$16,500 next year for maintenance, which will then make the City's cost \$302,023. Mr. Zeunik reviewed the other revenue in this budget, which is the lease payment from National City Bank, which still occupies the third floor of the Government Center building. He noted that the big expense is staffing and operating the building year round, including utilities and operating expenses.

Vice Chairman Selzer asked for an explanation of the parking lot across the street by Central Station Restaurant. Mr. Moody replied that the lot has 100 stalls and, in the lease with National City, 33 stalls are reserved for National City. Vice Chairman Selzer indicated that he was concerned about the stalls reserved for Central Station Restaurant patrons. Mr. Moody replied that there are nine stalls for Central Station along the brick wall. Vice Chairman Selzer said he believed there were more than just those designated along the brick wall. There was some discussion regarding the spaces reserved for Central Station.

Mr. Dean asked when to expect a reduction in expenses at the Law and Justice Center. Mr. Zeunik responded that there is very little reduction expected. He noted that the increase is only up 3% next year in terms of total operating costs, including the \$65,000 roof. Mr. Zeunik reported that it is anticipated that there will be remodeling of the first, sixth and seventh floors of the Law and Justice Center. When those projects are completed, the entire building will be occupied again. He explained that currently only the seventh floor is unoccupied, except for the southwest corner which is occupied by Information Services staff. The Boardroom and Conference Room are being used for meetings. Mr. Zeunik further noted that the bulk of traffic at the Law and Justice Center was and remains court related. Mr. Moody explained that expenses are less in terms of utilities. Mr. Zeunik reported that the entire building will be occupied again following the remodeling.

Motion by Dean/Moss to recommend tentative approval of the Facilities Management – Law and Justice Center – 0001-0041 and Facilities Management – Government Center – 0001-0041 FY'2005 Recommended Budgets as submitted.
Motion carried

Mr. Zeunik stated that the Debt Service Fund for the Law and Justice Center and the Debt Service Fund for the Government Center will be acted upon together. He noted that this Special Revenue Fund includes the debt service payment due to the Public Building Commission (PBC).

Law and Justice Center Debt Service Fund – 0161-0015 and Government Center Debt Service Fund – 0162-0115 can be found on pages 232-235 of the Recommended Budget and pages 112-115 of the Summary. Mr. Zeunik reported that there is no increase to the PBC for the Law and Justice Center and the payments are level payments of \$2,115,613 every year. The Government Center payment is \$407,593. He noted that the Law and Justice Center Bonds will be paid off in 2007 and the Government Center Bonds will be paid over the next 20 years.

Vice Chairman Selzer asked if the levy will be affected when the Law and Justice Center is paid off. Mr. Zeunik responded that the levy for the debt service on the bonds will go down. Vice Chairman Selzer asked if it could be retained so that the Government Center could be paid off earlier. He stated that the payments to the PBC could be increased for the Government Center and, depending on how the indenture is written and the prepayment options, it could be paid off earlier. He indicated another option that has been discussed, particularly related to the Old Courthouse, is increasing the amount of the Old Courthouse operating budget, which is also done through a PBC Rental Agreement, to fund more of the capital renovation needs at the Old Courthouse without impacting the County's overall tax rate. The County's overall tax levy and overall tax rate could still decrease but it would be possible to increase expenses for the Old Courthouse without increasing the tax levy or tax rate to the property tax payer.

Vice Chairman Selzer asked what is the total debt load for the Government Building. Mr. Zeunik replied that it is \$400,000 per year or a total principal amount of approximately \$9,000,000. Vice Chairman Selzer expressed concern with the \$2,000,000 per year that will be available in two years when the Law and Justice Center is paid off. He suggested that the Property Committee needs to begin to think about what to do when this money becomes available. Mr. Zeunik indicated that the County is looking at a financing structure for renovation of the Law and Justice Center that will be neutral until the Law and Justice Center Bonds are paid off, so that the financing can be rolled in after the bonds are retired so that there is no impact on the taxpayer. Vice Chairman Selzer asked if the County could go out for another Bond issue with the PBC for whatever is needed to finish the Old Courthouse, to remodel the Law and Justice Center and for the balance of the current Law and Justice Center Bonds, thereby effectively paying these off two years early by rolling that into a new bond offering. Mr. Zeunik replied that the Law and Justice Center Bonds were refinanced in 1991 by the PBC and, under the Tax Reform Act of 1986, a tax exempt bond issue can only be refinanced once during the life of the bonds. Therefore, the County could not refinance this bond issue again.

Mr. Dean asked Mr. Zeunik how he came up with the \$9,000,000 figure for the principal of the Government Center and what is the share. Mr. Zeunik replied that the first bond issue sold for the Government Center was an \$11,000,000 bond issue, which included the additions to the Lincoln parking deck (\$4.8 million of the \$11 million). The balance of \$6.2 million included the purchase price for the building and the initial cost for the renovation. There was a second smaller bond issue for \$2.6 million for replacement of all of the mechanical equipment in the building as recommended by the architect and engineering firm. Mr. Zeunik explained that \$11,000,000 minus \$4.8 million for the deck, which is the City's responsibility, equals \$6.2 million plus \$2.6 million for the mechanical issue equals \$8.8 million, which he rounded off to \$9,000,000. The City and the County each pay 50%. Vice Chairman Selzer asked to whom the title would pass. Mr. Zeunik replied that it would revert to the City and County jointly. However, he noted that there would be

some advantages to the PBC continuing to own the property as it relates to maintenance and operating expenses.

Motion by Harding/Dean to recommend tentative approval of the Law and Justice Center Debt Service Fund – 0161-0050 and the Government Center Debt Service Fund – 0162-0115 FY'2005 Recommended Budgets as submitted.

Motion carried

Law and Justice Center Additional Rent Fund – 0161-0050 and Government Center Additional Rent Fund – 0162-0115 can be found on pages 238-240 of the Recommended Budget and pages 116-119 of the Summary. Mr. Zeunik reported that these funds are the additional rental funds. The Law and Justice Center would be \$1,871,434 and the Government Center, noting the change, would be \$321,076.

Motion by Ahart/Moss to recommend tentative approval of the Law and Justice Center Additional Rent Fund – 0161-0050 and the Government Center Additional Rent Fund – 0162- 0115 FY'2005 Recommended Budgets as submitted.

Motion carried

Mr. Zeunik announced that on Sunday, November 7th, the Government Center will be open between 1:30-4:30 p.m. for an Open House. He noted that there will be representatives in the City and County Offices to answer questions. There is also a brochure with information regarding the Government Center, including original use of the building, the joint purchase, the cost of renovation and floor plans.

Mr. Moss asked if there is a process whereby County Board Members and Elected Officials could get personal name tags. Vice Chairman Selzer suggested that it would be beneficial for all officials and employees to wear a name tag for both service and security issues. Mr. Zeunik indicated that he would investigate getting name tags for Board members. Vice Chairman Selzer also suggested polo shirts for the County Board members. Ms. Harding asked if the Board members are expected to attend the Open House. Mr. Zeunik replied that the Board is welcome to come for any or all of the Open House. He noted that Chairman Sweeney and Mayor Markowitz did not want to have a formal dedication ceremony. Mr. Zeunik also noted that the renovation of the Government Center building, including purchase price, was completed for approximately \$80 per square foot for a 126,300 square foot building.

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Vice Chairman Selzer presented the bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee Fund total is \$2,375,974.35 and the prepaid total is the same.

Motion by Ahart/Dean to recommend approval of the bills as of October 31, 2004, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

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Vice Chairman Selzer asked if there was any other business or communication for the Property Committee. Hearing none, the meeting was adjourned at 4:25 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary