

## **Minutes of the Property Committee Meeting**

The Property Committee of the McLean County Board met on Thursday, October 7, 2004 at 3:00 p.m. in Room 400 of the Government Center, 115 East Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Dean, Ahart, Moss and Harding

Members Absent: Member Selzer

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;  
Ms. Jennifer Ho, Risk Management; Ms. Roxanne Castleman, Court Services Director

Chairman Bostic called the meeting to order at 3:03 p.m.

Chairman Bostic presented the Minutes of the September 2, 2004 Property Committee meeting. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Jack Moody, Director, Facilities Management, presented four items for information. First, was a status report on the Government Center. He noted the following items that need to be addressed:

- Noise from the HVAC equipment room, above the Board Room
- Air balancing
- A unit not holding temperature set-point
- Two of the 15 boilers in the building are down, with parts on order--should be corrected next week
- Two wireless exit lights need to be installed
- Light fixture in basement needs to be replaced
- Painting of stairwells
- Sink in counter in Assessor's Office needs to be installed
- October 18 is the date that interior curtains should be received
- Working on close-out documents and final reports

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Chairman Bostic asked if the boilers were old. Mr. Moody replied that they are, and he anticipates that they should be fixed by next week. Mr. Gene Asbury commented that the boilers are small and set up so that only the number needed come on. In the summer, only a few will operate, while in the winter they may all be working. It is part of an energy saving system. Mr. Moody reported that the Law and Justice Center has 40 boilers.

Mr. Moody applauded the work done by Mr. Gene Asbury and Mr. Paul Young on the Government Center remodel project.

Mr. Moody reported on the status of the old Courthouse Dome and Roof Project. He said that the project is almost completed, noting the following:

- The copper is 75% completed
- The clock faces are completed
- The stone work will be finished by October 22
- The bell is going in next week
- The drum and lantern are going in next week, as well as the flagpole
- The bulk of the work will be done by the end of October
- All of the motors are working for the clock faces

Mr. Moody reported on the status of the grant. He noted that the grant check from the State in the amount of \$403,000 should be received in six to eight weeks and will then be given to the Public Building Commission. Mr. Moody reported that there will be one more payment application made and the final payment should be received by early 2005, for a total of \$500,000.

Mr. Moody indicated that the project went smoothly and was very enjoyable. Following Mr. Moody's report on the Old Courthouse, there was some discussion regarding the history of the bell and the recent community interest focused on the bell.

Mr. Moody reported on an increase in the City of Bloomington water rates for the Storm Water Utility Ordinance, which affects only the Bloomington facilities. In summary, the water bill for the County will increase monthly by \$401.65, annually by \$4,819.80. Mr. Moody noted that this increase was not considered during the preparation of the FY 2005 Recommended Budget.

Mr. Moody introduced Mr. Gene Asbury who updated the Committee on the remodeling of the Seventh Floor of the Law and Justice Center. Mr. Moody indicated that the Seventh Floor is 96% vacant, except for Information Services in the southwest corner of the floor. Mr. Asbury highlighted the remodeling project, noting the following:

Seventh Floor, Law and Justice Center

- The entire Court Services Department will be consolidated and moved to the Seventh Floor. Currently, they occupy space on the first floor, sixth floor and in the Health Department Building.
- Information Services will occupy the southwest corner of the floor.
- The Juvenile Court Services Area is on one side of the floor and includes:
  - clerical offices
  - waiting room
  - interview rooms
  - extended day care with a meeting room, kitchenette and classroom
  - storage room
- The Adult Court Services area occupies the other side of the floor and includes:
  - Waiting room
  - Clerical offices
  - Private offices
  - Director's office and two Deputy Directors
  - Conference Room
  - Storage Rooms
  - Testing lab for drugs
  - Restroom
  - Break room
  - Large meeting room
- There are two elevators on the north side of the floor as well as the main elevators

Ms. Castleman reported that the floor plan will give them two separate entrances -- one for Juvenile and one for Adult Court Services. This will allow for confidentiality with juveniles and it will keep them from being in direct contact with adult offenders.

Mr. Asbury gave a brief description of some of the other areas of possible revision on other floors of the Law and Justice Center, including:

Sixth Floor, Law and Justice Center

- The current State's Attorneys Office will be expanded
- The Public Defender's Office will be expanded
- There will be a new Grand Jury Room
- There will be a room for minor children (Mr. Zeunik explained that the Children's Foundation received a grant to build a waiting area for children and to staff and operate the room)

Mr. Asbury reported that nothing would be changed on the Fifth Floor, which is primarily courtrooms and the Jury Assembly room. He also noted that nothing would be done on the Fourth Floor, which includes courtrooms, Circuit Clerk area and judges' chambers. On the Third Floor, there are four courtrooms, judges' chambers and Circuit Clerk area. Mr. Asbury noted that the judges have asked for another courtroom, which may be considered for that floor.

Mr. Asbury indicated that the Sheriff's Department will move their administrative offices from the section they now occupy on the first floor to the area which is currently Adult Court Services. The space vacated by the Sheriff's Administrative Offices will become a large booking area and expanded work release facility.

Mr. Asbury reported that the entire Second Floor is all jail space. He explained that another change to the first floor will be the work release area, which will be designed for easy access from the booking area. Mr. Zeunik explained that the idea of the work release/weekenders area is to keep those detainees out of the hard jail. He noted that it is hoped that the number of work release and weekender beds can be expanded on the first floor, which should address some of the population issues. He also noted that the plans call for two pod areas, partly to accommodate female detainees, as their population has been increasing. Ms. Harding asked if the work release area is dormitory-like. Mr. Zeunik replied that it is and holds about 12 bunk beds, accommodating 24 people. Mr. Zeunik noted that one of the two new pods will be used for male work release and weekenders and the other pod will be for female detainees, as needed.

Mr. Moss expressed concern about the security of the Seventh Floor now that it is empty, but still accessible by the central elevators. Mr. Moody explained that the doors are locked, and security personnel continually monitor the floor. Ms. Ahart asked if there was a date for completion. Mr. Zeunik replied that no date has been set. Mr. Dean asked about the cost of the project. Mr. Asbury

explained that the cost was projected to be \$900,000 if the work was done by County employees, but it was recently learned that the project will have to be contracted out, which will increase the cost. Mr. Zeunik explained that the PBC learned from their Bond Counsel that the PBC's bid requirements, under the law, mandate that a project such as this, which is a major capital renovation, must be competitively bid and it must to be done in accordance with the provisions of the PBC Act.

Chairman Bostic asked if there were any questions for Mr. Moody or Mr. Asbury. Hearing none, she thanked him for his report.

Ms. Jennifer Ho, Risk Management, presented a request on behalf of the Corporate Alliance to End Partner Violence (CAEPV) and Community Action. They are asking for permission to have the Silent Witness exhibits in the lobby of the Law and Justice Center and to have purple ribbons placed on trees in the north courtyard of the Law and Justice Center on October 25, 2004 to promote awareness of the silent victims of partner violence as part of the activities in October for promoting Domestic Violence awareness.

Ms. Elizabeth Collier, Court Advocate for the Countering Domestic Violence Unit of Community Action, addressed the Committee and gave a brief history of the Silent Witness Program. She also indicated that the Silent Witness exhibits are 4-5 life-size silhouettes of domestic violence victims who were murdered or died as a result of domestic violence. Each silhouette will include a brief history of their lives and will describe how they died. Ms. Collier indicated that there will be representatives from the Countering Domestic Violence Unit of Community Action present during the time of the exhibits.

Ms. Ahart suggested that a sign be posted outside the Law and Justice Center to explain that the purple ribbons represent domestic violence awareness. Ms. Collier agreed that signs were a good idea. Mr. Moss reported that the Bloomington police would also be displaying purple ribbons on their squad cars.

Motion by Ahart/Harding to recommend approval for the Corporate Alliance to End Partner Violence (CAEPV) to display the Silent Witness exhibits in the lobby of the Law and Justice Center and to have purple ribbons placed on trees in the north courtyard of the lawn of the Law and Justice Center on October 25, 2004, to promote awareness of Domestic Violence.

Motion carried.

Mr. Zeunik presented two items for action. The first is a Request for approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance – Public Building Commission Lease Fund 0161, Government Center Building 0115.

Motion by Dean/Ahart to recommend approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2004 Combined Annual Appropriation and Budget Ordinance – Public Building Commission Lease Fund 0161, Government Center Building 0115  
Motion carried.

Mr. Zeunik then presented the review of the Fiscal Year 2005 Recommended Budget for four Facilities Management areas. The first is the Juvenile Detention Center Program, 0041-0022. He noted that there is no change in the FTE staffing level for 2005. The Materials and Supplies line item accounts have been budgeted at the same level or less as in the FY '2004 Adopted Budget, except for Gasoline/Oil/Diesel Fuel, which is due to the increase in prices, and Buildings/Grounds/Equipment Maintenance Supplies, which is due to the need for a water sealant to be applied to the exterior bricks of the Juvenile Detention Center, as well as other minor maintenance and repair needs. Mr. Zeunik indicated that all Contractual line items have been budgeted at the same level or less than the FY'2004 Adopted Budget, except for vehicle maintenance repair, building and ground maintenance and equipment maintenance.

Mr. Zeunik next reviewed Metro Centralized Communications 0045 (MetCom), noting that the MetCom program budget is a self-balancing program within the General Fund in the FY'2005 Recommended Budget. The program's revenue fully funds the projected maintenance and operating expenses of MetCom. He reported that, 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 service. Mr. Zeunik reported that there is no change in FTE staffing.

Mr. Zeunik reviewed the FY'2005 Recommended Budget for the 200 West Front Street Building, which is also a self-balancing program within the General Fund in the FY'2005 Recommended Budget. The program's anticipated revenue fully funds the projected maintenance and operating expenses of the building. Mr. Zeunik indicated that the primary revenue source is the utilities and maintenance reimbursement received from the Health Department and TB Care

and Treatment Clinic. The FY'2005 Recommended Budget reflects the scheduled increase in the rent payment due the County from the tenants. Mr. Zeunik noted that there is no change in FTE staffing.

Mr. Zeunik conveyed that the Materials and Supplies budget is at the same level or less than in the FY'2004 Adopted Budget, except for Gasoline/Oil/Fuel. Also, the Contractual line item accounts have been budgeted at the same level or less. The Maintenance/Buildings/Grounds line item account decreased from \$23,130 in the FY'2004 Adopted Budget to \$21,130 in the FY'2005 Recommended Budget. The Parking Lot Expense line item account, budgeted at \$13,200, is based on the negotiated lease payment due to the City of Bloomington for the Annex Parking lot. The present lease agreement with the City is scheduled to end in March, 2005, and a new lease will need to be negotiated with the City. Mr. Zeunik reported that the Equipment Maintenance Contracts line item account increased from \$9,204 to \$10,251. The Lease/Purchase Improvement account includes the payment in the amount of \$35,000 due to the Public Building Commission (PBC) to repay the \$350,000 interest free loan that the PBC approved for replacing the exterior dryvit at the Health Department Building.

The final Facilities Management review was the Courthouse Maintenance program. Mr. Zeunik reported that revenue is received from the annual rent payment of \$10,000 from the McLean County Historical Society. The PBC Reimbursement line item account was added in the FY'2003 Adopted Budget as the County transferred ownership of the Old Courthouse building and the Land to the Public Building Commission (PBC), which then leases the Old Courthouse building and the land back to the County. The lease expense equals the County's costs for maintaining and operating the Old Courthouse Building. The FY'2005 Recommended Budget includes an appropriation of \$178,546 in this line item account. Mr. Zeunik indicated that there is no change in FTE staffing. Materials and Supplies have been budgeted at the same level as last year, as have Contractual line item accounts. Mr. Zeunik noted that the Equipment Maintenance Contract has increased from \$3,703 to \$4,815 for maintenance contracts with Simplex Fire Alarm System and Kone Elevator. The Electric Service line item account increased from \$37,000 to \$42,500. The Lease/Purchase Improvements line item account includes the payment of \$50,000 due to the Public Building Commission to repay the \$500,000 10-year, interest free loan that the PBC approved to finance the renovation and repair of the Old Courthouse dome and roof.

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Motion by Moss/Ahart to recommend tentative approval of the following Facilities Management Budgets: Juvenile Detention Center Program 0041-0022; Metro Centralized Communications 0041-0045; 200 West Front Street 0041-0046; and Courthouse Maintenance 0041-0049 FY 2005 Recommended Budget as submitted.  
Motion carried.

After some discussion, the Committee decided to finish the budget reviews at their November 4, 2004 meeting.

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

Motion by Moss/Ahart to recommend approval of the bills as of September 30, 2004, which have been reviewed and recommended for transmittal by the County Auditor.  
Motion carried.



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With no other items to be brought before the Committee, Chairman Bostic adjourned the meeting at 4:22 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recorder Secretary

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