

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, October 6, 2005 at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: Chairman Bostic

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

Department Heads/
Elected Officials

Present: Mr. Bill Wasson, Director, Parks and Recreation; Mr. Jack Moody, Director, Facilities Management Department

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

Vice Chairman Selzer presented the Minutes of the September 1, 2005 Property Committee meeting. Hearing no objections or corrections, Vice Chairman Selzer accepted and placed the minutes on file as submitted.

Vice Chairman Selzer suggested that the Committee make a motion to accept each budget item previous to discussion.

Vice Chairman Selzer indicated that the Committee would act on items 3(A)1)a)b)c)d)e) and f) together as they are annual lease renewals. Mr. Moody reviewed the renewals, noting that Mr. Eric Ruud, First Assistant State's Attorney, reviewed and approved the Lease Agreements. 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.

Motion by Ahart/Harding to recommend approval of the Tenant Lease Agreements for the Children's Advocacy Center, the Institute for Collaborative Solutions, Inc.; the Veterans Assistance Commission, the YWCA of McLean County (Fairview Building), the Regional Office of Education (Fairview Building), the G.E.D. Adult Education Literacy Program (Fairview Building).

Ms. Ahart asked if the rent will be increased further to accommodate the increase in gas prices. Mr. Moody replied that rent will not be increased above the 3%. He reported that he has been tracking the gas prices and expects the prices to come down.

Motion carried.

Vice Chairman Selzer asked if there were any further questions for Mr. Moody. Hearing none, he thanked him.

Mr. John Zeunik, County Administrator, presented a request for approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance for Facilities Management 0041 – Parking. He reminded the Committee of the County Board's approval, in July 2005, of an Intergovernmental Agreement with the City of Bloomington, which was a renewal of the Parking Agreement that was in place before the construction on the Arena began. The Agreement is for 176 spaces and runs from April 1st of this year for a period of five years. Mr. Zeunik explained that the Budget Amendment is correcting this year's budget, which budgeted revenue from parking fees through March 31st when the old Agreement expired. The request is to budget revenue for parking fees from April 1st through the end of the year, and the corresponding expense. He noted that the parking fee revenue is paid by the employees who park in the Lincoln Lot and the lot just south of the Lincoln Lot. The balance for this year is \$25.00 per month and the money due is owed to the City of Bloomington for the balance of this year.

Motion by Harding/Ahart to recommend approval of an
Emergency Appropriation Ordinance Amending the Fiscal
Year 2005 Combined Annual Appropriation and Budget
Ordinance – Facilities Management – Parking.
Motion carried.

Mr. John Zeunik, County Administrator, introduced the review of the Fiscal Year 2006 Recommended Budget for the following departments:

Parks and Recreation Department – 0001-0040 can be found on pages 117-121 of the Budget Book and pages 77-81 of the Summary. Mr. Zeunik reviewed the budget, noting that there is a slight increase in revenue over the current year Adopted Budget. On the expense side, the Budget is up from \$412,718.00 to \$554,623.00, in large part due to the Capital Outlay category where the budget goes from \$20,350.00 to \$108,000.00. Mr. Zeunik reported that there is very little to report in way of changes in terms of revenue. There is no change in the Full-Time Equivalent Staffing level. He noted that there are a few changes in the 600 Material and Supply accounts, particularly the Gasoline, Oil and Diesel Fuel account, which is due to the increase in gas prices.

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He pointed out that Line Item 620-0001, Operating and Office Supplies, appears to have jumped significantly from \$1,750.00 to \$4,075.00. Mr. Zeunik explained that this is a change the Auditor's Office made and is consistent with all of the budgets, wherein it reallocates where some of the expenses will be charged. If you add that line item and Line Item 621-0001, there is very little budgetary change. Line Item 621-0001 is now a Non-Major Equipment account.

Mr. Zeunik pointed out that under Maintenance there is a breakdown of some of the specific maintenance projects scheduled in 2006. He noted that Contractual Services, Engineering and Design, increased from \$0.00 to \$20,000.00. This increase is for the Construction Engineering and Design for Phases 1 and 2 of the south leg of the Route 66 trail. Mr. Zeunik stated that, under Capital Expenses, the largest increase is in Capitalized Assets, which is a new Line Item this year in the budget and was added by the Auditor to account for those items which are required to be depreciated under GASB 34. The two items in this category are the Campground Electrical upgrade and the Phase 1 and 2 Construction of the Route 66 trail for \$80,000.00.

Mr. Wasson stated that he is comfortable with the Budget Proposal as presented. He noted that, included in the 700 lines, there is an increase of about \$15,000.00 in maintenance of buildings, grounds and equipment. This increase is for the expense of seal coating and chip and oil of the interior roads at COMLARA Park. Mr. Wasson advised that he will work with the Highway Department to complete this project.

Mr. Wasson pointed out that the largest portion of the increase in the Parks and Recreation Department budget can be attributed to the Route 66 Intergovernmental Agreement. He advised that the County Engineer submitted a grant proposal to the Illinois Department of Transportation (IDOT) this fall and, in accordance with that agreement, IDOT should report back in November or December on the status of that proposal. Mr. Wasson stated that the funding would provide engineering and construction costs for the County's share of the project for the first two legs. He noted that IDOT asked the County Engineer to revise the proposal once the budget is complete and to include the third leg under the first contract. This was included in the proposal, but he does not expect to see full funding for all three phases, but it is possible. Mr. Wasson indicated that, upon receiving the grant from IDOT, he will return to the Illinois Department of Natural Resources (IDNR) in early March with a grant proposal for 50% of this funding under the Bikeways Grant Program. It is his hope that 50% of these monies will not be used for this project, but for other projects.

Mr. Wasson stated that, under the Capital Budget, \$10,000.00 was included to continue the electrical upgrade project for the Campground facilities. He noted that \$35,000.00 was the requested initial level for that project and, if they receive the grant funding from IDNR, they will request that some of those funds from the Route 66 project be transferred to the electrical project.

Mr. Wasson pointed out that there is a slight increase of \$4,000.00 in Building, Grounds and Equipment to do some rehab work, including replacement of concrete patio areas, renovation of restrooms, replacement of playground surfaces, replacement of one trail bridge, renovation of food concession area and renovation of aeration system at the Wastewater Treatment plant.

Ms. Ahart asked if there will be additional costs for the Triathlon. Mr. Wasson replied that he does not anticipate additional costs to be added to the Budget, although there may be some minor costs, which will be reimbursed by the Convention and Visitors Bureau (CVB). He noted that he has not yet received the completed application form, but expects to receive it soon.

Motion by Ahart/Dean to recommend tentative approval of
the Parks and Recreation Department – 0001-0040 FY'2006
Recommended Budget as submitted.

Mr. Dean asked if the roads were in major disrepair. Mr. Wasson replied that many of the roads will need to be patched, seal coated and chipped over.

Mr. Moss asked for a report on the electrical upgrade. Mr. Wasson responded that the front section of the campground will be completed this fall, which is about 15%-20% of the total electrical upgrade that needs to be done. He reported that, with \$10,000.00, they will be able to complete the first loop of the second section of the campground, which will include 17 sites.

Motion carried.

Parks and Recreation Department, Evergreen Lake Lease Fund – 0040-0147 can be found on pages 122-124 of the Budget Book and pages 82-84 of the Summary. Mr. Zeunik reported that this is a very small Special Revenue Fund, which was created to promote conservation and development of natural resources within the Park. The total budget decreased from \$18,869.00 to \$17,193.00. He noted that the major change is that most of the Revenue is coming out of a new Line Item 450.0004, Farm Land Rental. Mr. Zeunik stated that Expenses are nominal, with no change in staffing and expenses go to promote conservation and preservation of natural areas.

Mr. Wasson explained that this is a change requested by the Outside Auditor. He stated that the funding received by the Parks and Recreation Department is under a Conservation Reserve Program, which is a Federal Farm Program. Mr. Wasson indicated that, in 15 years, the Contracts have been renewed only once. As part of the program, the farm owners, who cash rented the property prior to entering into the Conservation Reserve Program contracts, get to participate in revenue received from the contracts. He stated that in the seventh year of the contract, the USDA made a finding that the Parks and Recreation Department was part of the State government instead of an individual government entity. As such, the State already received their maximum share for the Conservation Reserve Program, so he was told the County could no longer receive any revenue. Mr. Wasson advised that he worked with the local Farm Service Agency office and with the landowners who now receive the entire payment and then pay the County back its percentage of the contract, which raised the question of whether this is rental or a federal program payment. The Outside Auditors, therefore, asked him to move that Line Item to Farm Land Rental.

Vice Chairman Selzer asked what is the property to which he is referring. Mr. Wasson replied that these are properties within COMLARA Park, on property the County leases from the City of Bloomington on a 100-year lease. He explained that the reason for the Lake Evergreen Lease Fund is that the contract with the City of Bloomington for the property says that any revenue derived from these lands must go into a dedicated fund for conservation purposes.

Motion by Moss/Harding to recommend tentative approval of the Parks and Recreation Department, Evergreen Lake Lease Fund – 0040-0147 FY'2006 Recommended Budget as submitted.
Motion carried.

Vice Chairman Selzer asked why Mr. Wasson did not have a budget request for a new shelter. Mr. Wasson replied that, before he requests a new shelter, he wanted to make sure that this was not just an unusual year of requests for shelters. He also stated that he would like to find other funding sources to assist with a new shelter.

Facilities Management – Juvenile Detention Center Program – 0001-0041 can be found on pages 125-126 of the Budget Book and pages 85-88 of the Summary. Mr. Zeunik reported that this is strictly an expense program, noting that the operating cost for Fiscal Year 2006 is projected to be down by 2.7%. He stated there is no change in the staffing level at the Juvenile Detention Center.

Mr. Zeunik again pointed out the change in Line Items 620.0001 and 621.0001, per the Auditor's Office. If both line items are added together, they equal what was in one of the lines a year ago.

Mr. Zeunik reported that, Line Item 625.0001, Building, Grounds and Equipment Maintenance Supplies, expenses are listed on page 87 of the Summary, as are the expenses for Line Item 744.0001, Maintenance of Buildings and Grounds.

Mr. Moss asked how many full-time employees are included in the budget. Mr. Moody replied that there is one custodial position.

Mr. Moss asked why Equipment Rental was way up last year. Mr. Moody responded that it was for unusual repairs, including equipment rental. Mr. Zeunik explained that the exterior brick needed to be sealed, necessitating the rental of equipment to apply the sealant.

Motion by Harding/Ahart to recommend tentative approval of
Facilities Management, Juvenile Detention Program
0001-0041 FY'2006 Recommended Budget as submitted.
Motion carried.

Facilities Management – MetCom Program – 0001-0041 can be found on pages 127-128 of the Budget Book and pages 89-92 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2006 Recommended Budget. He noted that the program's revenue fully funds the projected maintenance and operating expenses of MetCom. Mr. Zeunik reported that, this year, the total cost is \$88,153.00, which is a decrease of 1.97%.

Mr. Zeunik advised that, in the Contract Services Line Item of the MetCom Budget (reviewed at the Justice Committee), dollars are budgeted to reimburse the County for providing maintenance and custodial services. He noted that there is no change in the staffing level because the staff that goes to MetCom is comprised of part-time employees.

Mr. Zeunik indicated that many of the line items are unchanged from prior years.

Motion by Harding/Ahart to recommend tentative approval of
Facilities Management, MetCom Program 0001-0041
FY'2006 Recommended Budget as submitted.
Motion carried.

Facilities Management – Old Courthouse Program – 0001-0041 can be found on pages 131-133 of the Budget Book and pages 93-96 of the Summary. Mr. Zeunik reported that there is a slight increase over the FY'2005 Adopted Budget, with a total operating budget of \$192,553.00. He pointed out that there are two revenue sources in the Old Courthouse Budget. One revenue is Line Item 420.0010, Historical Society, which reflects the annual rent payment of \$10,000.00 that the McLean County Historical Society pays to McLean County, per the 30 year Lease the County Board approved in 1988. The balance of the revenue is from Line Item 450.0009, PBC Reimbursement. Mr. Zeunik explained that this reimbursement allows the County to levy a Property Tax, noting that this year the Property Tax is \$182,553.00, which will be turned over to the Public Building Commission (PBC). He stated that the PBC then pays the County for the actual expense of maintaining the building. Mr. Zeunik reported that there is no change in the staffing level. He advised that the \$50,000.00 payment under Lease/Purchase under Capital Outlay is to repay the interest-free, ten-year loan that the PBC made to the County to finish the renovation and repair of the dome and the roof. He noted that this is the second year of paying the loan back.

Vice Chairman Selzer commented that he would like to urge the Committee to evaluate the Old Courthouse Lease with the Historical Society when it comes due. He pointed out that this is a lot of money the County pays to help supplement the Museum. Vice Chairman Selzer suggested that it is important to continue to encourage the Museum to find funding other sources.

Motion by Dean/Ahart to recommend tentative approval of
Facilities Management, Old Courthouse Program 0001-0041
FY'2006 Recommended Budget as submitted.
Motion carried.

Mr. Zeunik reported that the remainder of the budget will be reviewed at the November meeting. He stated that there are three more Facilities Management budgets to look at, namely the Law and Justice Center, the Government Center and the Health Department budgets. Mr. Zeunik indicated that the lease and debt service funds with the Public Building Commission will also be reviewed.

Vice Chairman Selzer presented the September 30, 2005 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee Fund total is \$1,906,694.62 and the prepaid total is the same.

Motion by Moss/Harding to recommend approval of the bills as of September 30, 2005, which have been reviewed and recommend for transmittal by the County Auditor.
Motion carried.

Vice Chairman Selzer asked if there was any other Business or Communication for the Property Committee. Hearing none, Vice Chairman Selzer adjourned the meeting at 3:43 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary