

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, September 28, 2006 (for the October Meeting) at 3:00 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

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

Members Absent: None

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. Jack Moody, Director, Facilities Management Department

Others Present: None

Chairman Bostic called the meeting to order at 3:30 p.m.

Chairman Bostic presented the Minutes of the September 7, 2006 Property Committee meeting and the August 22, 2006 Stand-up 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 a request for approval of a proposed Vending Contract between Joe Abraham and Sons Vending and McLean County for vending service to County facilities.

Mr. Moody advised that proposals were solicited from area vending machine service companies, followed by a pre-proposal conference attended by ten firms. He advised that eight proposals were received from interested firms. Mr. Moody stated that 90 references for the eight firms were contacted. Based upon their proposal, level of commission and reference checks, four firms were interviewed by Mr. Moody and Mr. Zeunik.

Mr. Moody asked that the Committee approve the Contract with Joe Abraham and Sons Vending at a commission rate of eighteen percent (18%) of total sales to the County. He indicated that the County Buildings affected by this contract are the Law and Justice Center, the Government Center, the Health Department and the McLean County Nursing Home.

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Mr. Selzer asked what will be the price on the soda if the commission rate is 18%. Mr. Moody replied that he believes the prices on frequently purchased items will remain the same, noting that some of the healthy-choice products will be a little higher, as they are more costly products.

Mr. Dean joined the meeting at 3:46 p.m.

Motion by Selzer/Harding to recommend Approval of a Proposed Vending Contract between Joe Abraham and Sons Vending and McLean County for Vending Service to County Facilities.

Mr. Moss asked for an explanation on the 18% commission. Mr. Moody reported that the County will receive 18% on everything sold except the perishable items.

Ms. Harding asked if the County is changing vending companies due to dissatisfaction with the service provided and was the current company given an opportunity to improve. Mr. Moody replied that both statements were accurate.

Motion carried.

Chairman Bostic indicated that the Committee would act on items 3.A.1)b)c)d)e) and f) together as they are annual lease renewals for January 1, 2007 through December 31, 2007. Mr. Moody presented the renewals, noting that Mr. Eric Ruud, First Assistant State's Attorney, reviewed and approved the Lease Agreements. Mr. Moody pointed out 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. The Children's Advocacy Center and the Veterans Assistance Commission are in the Health Department Building. Mr. Moody reported that the rent was increased by 3% to help cover the cost of utility increases.

Mr. Moody noted that the Children's Advocacy Center (CAC) does not pay a monthly rent. He stated that the County receives all of the invoices for utilities, including elevator repairs and maintenance for each month and then sends an invoice for payment to CAC based upon actual cost and their occupied square footage.

Motion by Ahart/Harding to recommend approval of the Tenant Lease Agreements for the Children's Advocacy Center, the Veterans Assistance Commission, the YWCA of McLean County, the Regional Office of Education and the G.E.D. Adult Education Literacy Program.

Mr. Moss asked why the CAC Lease is done in this manner. Mr. Moody replied that CAC used to occupy space in the McBarnes Building and was invoiced this way. When CAC moved to the Health Department Building, the method of payment was retained.

Motion carried.

Mr. Moody presented a status report on the renovation of the third floor of the Government Center. He stated that Bishop Brothers has begun the renovation, noting that demolition has been completed, including demolition of the walls, ceiling tile, carpeting, lights, etc. Mr. Moody indicated that construction is in progress, such as putting up walls, running electrical conduit through the studs, HVC, plumbing, ductwork, ceiling grid, ceilings, light fixtures etc. He reported that a project meeting is held every two weeks to review the progress.

Mr. Moody reported that Bishop Brothers expects to be completed by February 1, 2007.

Mr. Moody reviewed the status report on the multiple-phase renovation of the Law and Justice Center. He noted some of the following aspects of the renovation:

- Demolition has been completed on the 7th Floor and all demolition materials have been removed (77 tons); and markings have been placed on the floor for wall locations;
- Roof on Penthouse has been completed;
- Floor tile has been removed from areas in the Sheriff's Department and a wall erected in the Control Room;
- Will likely not start work on the parking lot this year;
- Following completion of the 7th Floor early in 2007, the Court Services Department will move to the 7th Floor.

Mr. Moody reported that everything is going well and is on schedule. Completion of the remodeling of the Law and Justice Center is expected to be late December, 2007.

Mr. Moss asked how much space will be available in the Health Department Building when Court Services moves out. Mr. Moody replied that there will be 1260 square feet. He noted that the space will be used, when necessary, throughout the construction project. Mr. Moody indicated it would be 2008 before future use of the space will be determined.

Chairman Bostic asked if there were any further questions regarding the projects. There were none.

Mr. John Zeunik, County Administrator, introduced the review of the Fiscal Year 2007 Recommended Budget for the following departments:

Facilities Management – Juvenile Detention Center Program – 0001-0041 can be found on pages 127-130 of the Recommended Budget Book and pages 85-89 of the Summary in the Agenda packet. Mr. Zeunik reported that this is strictly an expense program. The Recommended FY'2007 Budget is \$226,366.00. He stated there is no change in the staffing level at the Juvenile Detention Center.

Mr. Zeunik reported that the anticipated major increases in 2007 will be gasoline, oil and diesel fuel expenses. He noted that this will be a consistent issue throughout the budget in all County departments. Mr. Zeunik also informed the Committee that utility expenses will be increasing for both natural gas and electricity.

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

Mr. Zeunik advised that there are some capital expenses this year, including \$8,600.00 for Capital Improvements, Line Item #801.0001, as listed on page 88 of the Summary. He also noted the purchase of a new dishwasher under Line Item #835.0001, Purchase of Kitchen/Laundry Equipment, and the purchase of shelving for the Records Storage archive in the basement of the JDC under #838.0001, Purchase of Machinery & Equipment.

Mr. Zeunik reported that, on the top of page 88, a Mandatory Backflow Prevention Device was placed in the budget. He explained that both the Town of Normal and the City of Bloomington are mandating that this device be installed in all facilities as a code requirement. This will be listed in the budget for any building that does not already have the system in place. Mr. Moody indicated that this is a one-time cost and all commercial buildings are required to install the system. He also noted that this special plumbing valve must be installed by a licensed plumber.

Chairman Bostic asked if this system is to make sure that drinking water does not get contaminated. Mr. Moody concurred that it was to keep drinking water from getting contaminated by outside sources.

Motion by Selzer/Moss to recommend tentative approval of
Facilities Management, Juvenile Detention Program
0001-0041 FY'2007 Recommended Budget as submitted.
Motion carried.

Facilities Management – MetCom Program – 0001-0041 can be found on pages 130-132 of the Recommended Budget Book and pages 90-93 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2007 Recommended Budget. It is the first of the budgets that you will see where the revenue matches the expenses. He indicated that, pursuant to an Intergovernmental Agreement, the County, the City, the Town and ETSB fund the annual operating budget of MetCom. MetCom then reimburses Facilities Management for maintenance and custodial services. In FY '2007, the total is \$118,598.00.

Mr. Zeunik noted that there is no change in the staffing level. He indicated that this budget also has an increase in the expense for gasoline, oil and diesel fuel. Mr. Zeunik reported that expenses for Line Item 744.0001, Maintenance of Buildings and Grounds, are listed on page 93 of the Summary.

Mr. Zeunik advised that there is a significant expense under Capitalized Assets for the mandatory plumbing backflow, which is \$15,300.00. He noted that, since this is an all-electric building, the electric expense is projected to be up. The expenses for water rates have increased as well.

Mr. Moody pointed out the UPS Battery Replacement expenses noted on page 93 is a replacement which is done approximately every five years. This battery filters the quality of the power coming into the building.

Mr. Moss asked if there are vehicles associated with the expense for gasoline, oil and diesel fuel. Mr. Moody replied that Facilities Management does not have a vehicle at MetCom; rather the expense is associated with the emergency generator and lawn mowers.

Motion by Selzer/Ahart to recommend tentative approval of
Facilities Management, MetCom Program 0001-0041
FY'2007 Recommended Budget as submitted.
Motion carried.

Facilities Management – Health Department Building – 0001-0041-0046 can be found on pages 133-136 of the Recommended Budget Book and pages 94-98 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2007 Recommended Budget. The program's anticipated revenue fully funds the projected maintenance and operating expenses of the Health Department Building at 200 West Front Street.

Mr. Zeunik noted that 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'2007 Recommended Budget reflects the scheduled increases in the rent payments due the County from the tenants.

Mr. Zeunik stated that there is no change in the FTE staffing level. The major expenses are listed on page 97 of the Summary and include Line Item 744.0001, Maintenance Buildings/Grounds and Line Item 750.0006, Equipment Maintenance Contracts. He noted that electrical service has increased from \$121,000 in the FY'2006 Adopted Budget to \$132,000.00 in the FY'2007 Recommended Budget.

Mr. Zeunik advised that there are two capital expenses, namely the reimbursement to the Public Building Commission (the "PBC") for the \$350,000.00 interest free loan that the PBC approved for replacing the exterior dryvit at the Health Department Building and the expense for an ADA door operator for the South Door of the Health Department.

Mr. Dean asked what outside expenses are included in the Maintenance Buildings/Grounds. Mr. Moody replied that they include outside plumbing expenses, lock and control systems for the doors, elevator repairs, etc. He noted that the \$6,000.00 allocated to Outside Contract Services is for a multitude of expenses.

Mr. Moody reported that, following an incident when an employee got stuck on an elevator at the Law at the Justice Center, a new ADA compliant emergency telephone system was placed in all of the County buildings with elevators. While the previous system was not faulty, the new system is very simple and only requires a person to open the door and push a button. Once the button is pushed, the monitoring service responds and help will be sent. Chairman Bostic suggested that instructions for use of the new elevator emergency telephone system be passed on to Department Heads so they can share the instructions with their employees.

Motion by Selzer/Harding to recommend tentative approval of the Facilities Management – Health Department Building – 0001-0041-0046 FY'2007 Recommended Budget as submitted.

Motion carried.

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Mr. Zeunik informed the Committee that the City of Bloomington added an additional alderman and are concerned that their council chamber may not be large enough to accommodate 13 people on the dais. Therefore, they are considering moving their Council Meetings to the McLean County Board Room. Mr. Zeunik noted that the County

Board Room will accommodate more people and there are plenty of parking spaces available as well.

Chairman Bostic presented the September 30, 2006 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee Prepaid Total is \$4,050,259.90 with a Fund Total that is the same.

Motion by Selzer/Moss to recommend approval of the bills as of September 30, 2006, which have been reviewed and recommended for transmittal by the County Auditor.
Motion carried.

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Chairman Bostic asked if there was any other business or communication for the Property Committee. Hearing none, Chairman Bostic adjourned the meeting at 4:17 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary