

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

The Property Committee of the McLean County Board met on Thursday, October 4, 2007 at 3:30 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic, Members Sweeney, Dean and Ahart

Members Absent: Members Harding and Moss

Other Members

Present: None

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

Department Heads/

Elected Officials

Present: Mr. Jack Moody, Director, Facilities Management Department

Others Present: Ms. Connie Johnson, Auditor's Office

Chairman Bostic called the meeting to order at 3:37 p.m.

Chairman Bostic presented the Minutes of the Thursday, September 6, 2007 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 a request for approval of items 3.A.1)a)b)c, which are the annual lease renewals for tenants in the Fairview Building, which houses the Regional Office of Education, GED Adult Education Literacy Program and the YWCA Senior Citizens' Service Center Program. He stated that all of the monies included in the leases have been programmed into the FY'2008 Recommended Budget. Mr. Moody advised that there have been no changes to the leases, except for the dates on the leases.

Motion by Dean/Sweeney to recommend approval of the Tenant Lease Agreements between the County and the Regional Office of Education, G.E.D. Adult Education Literacy Program and the YWCA Senior Citizens' Services Center of McLean County.

Motion carried.

Mr. Moody presented a request for approval of the Lease Agreement between the County and the Veterans Assistance Commission, which is housed in the McLean County Health Department Building at 200 W. Front Street. He stated the Veterans Assistance Commission pays all of their annual lease monies on the Monday following the date of the arrival of the second tax installment. Mr. Moody indicated that the lease amount has been appropriated to reflect increases in utility costs.

Motion by Ahart/Dean to recommend approval of the Tenant Lease Agreement between the County and the Veterans Assistance Commission.  
Motion carried.

Mr. Moody presented a request for approval of the Lease Agreement between the County and the Children's Advocacy Center ("CAC"), which is located in the McLean County Health Department, 200 W. Front Street. Mr. Moody noted that the Children's Advocacy Center 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/Dean to recommend approval of the Tenant Lease Agreement between the County and the Children's Advocacy Center.  
Motion carried.

Mr. Moody reported that Anthony McCauley and a group of other Boy Scouts have completed the Fairview Sign Landscape Project. Mr. Moody stated that the expense for the materials was \$718.00. He advised that the parents of several of the Boy Scouts indicated that their sons would be interested in doing other landscape projects for the County to earn their Eagle Scout Badges. Mr. Moody added that Anthony should receive his Eagle Scout within the next six months.

Mr. Moody asked that the Property Committee send a letter to Anthony McCauley thanking him and his local Scout Troop for their donated services in beautifying the Fairview Sign area. Chairman Bostic agreed to sign a letter prepared by Mr. Moody.

Chairman Bostic pointed out that there is a new sign at the Nursing Home. She asked Mr. Moody to check to see if other signs are needed around that facility.

Mr. Moody reviewed the status of the renovation of the Law and Justice Center, as follows:

- 6<sup>th</sup> Floor
  - Occupied by State's Attorney, Law Library and Public Defender;
  - Will be completed within next three weeks.
  
- 3<sup>rd</sup> Floor
  - Meeting scheduled with Sandy Parker, Circuit Clerk; staff, general contractor, architects, etc. to discuss 3<sup>rd</sup> floor renovation;
  - Occupied by Circuit Clerk's Office;
  - Remodel needs include:
    - Counter needs remodeling;
    - Removal of a vault;
    - Install carpet;
    - Asbestos removal (coordinated with asbestos removal from 1<sup>st</sup> Floor)
    - Children's Foundation child care waiting room.
  
- 1<sup>st</sup> Floor
  - Moves took place on September 25<sup>th</sup> and 26<sup>th</sup> to move all of the Sheriff's Department and staff from the west side of the building to their newly remodeled area on the east side of the building;
  - Remodel will then begin on the west side of the 1<sup>st</sup> floor where the Sheriff's was located;
    - Men's Work Release/Weekend Dormitory
    - Jail Booking
  
- Stairs
  - Poured new steps adjacent to the parking deck;
  - Handrails are ordered;
    - when arrived and installed, steps will be open
  
- Outside Lights
  - All lights installed except for a few pole lights
  
- Parking Lot (three phases)
  - Will pour asphalt on Monday on the south side of the Health Department, which will finish Phase 2;
  - Phase 3 is the south end by the Sheriff's Department and Coroner's Office.
    - Will be done in phases

Mr. Moody stated that he expects the entire project to be completed by the end of January. He noted that the project has been in progress for over a year.

Chairman Bostic asked if there were any questions. Hearing none, she thanked Mr. Moody.

Mr. John Zeunik, County Administrator, introduced the review of the Fiscal Year 2008 Recommended Budget for the following departments:

**Facilities Management – Juvenile Detention Center Program – 0001-0041** can be found on pages 128-130 of the Recommended Budget Book and pages 64-67 of the Summary in the Agenda packet. Mr. Zeunik reported that this is strictly an expense budget, with no revenue. He stated that the Facilities Management personnel maintains the Juvenile Detention Center. Mr. Zeunik advised that there is no change in the staffing level at the Juvenile Detention Center.

Mr. Zeunik reported that most of the 600 line items are budgeted at the same amount. He pointed out the following changes:

- 608.0001 Gasoline/Oil/Diesel Fuel: This line item account has increased from \$610.00 in the FY'2007 Adopted Budget to \$1,110.00 in the FY'2008 Recommended Budget.
- 624.0001 Cleaning Supplies: This line item account has increased from \$5,850.00 in the FY'2007 Adopted Budget to \$7,159.00 in the FY'2008 Recommended Budget.
- 625.0001 Buildings/Grounds/Equipment Maintenance Supplies: This line item has increased from \$9,080.00 in the FY'2007 Adopted Budget to \$9,244.00 in the FY'2008 Recommended Budget. A review of the expenses is listed on Page 66 of the Summary in the Agenda packet.

Mr. Zeunik stated that, for the Contract lines, many of the lines are budgeted at exactly the same amount as proposed in Fiscal Year 2007. He noted that line items 744.0001 Maintenance Building/Grounds and 750.0001 Equipment Maintenance Contracts are summarized on pages 66 and 67.

Mr. Zeunik advised that there are some capital expenses this year, including purchase of a new Walk-Thru Metal Detector and a gymnasium-Pan Tilt zoom (TPZ) camera system.

Mr. Zeunik indicated that the total operating budget for the Juvenile Detention Center program is \$224,179.00, which is a 0.97% decrease over the FY'2007 Adopted Budget.

Chairman Bostic asked if the "grease trap maintenance" is shared with the kitchen at the Nursing Home. Mr. Moody replied that the Juvenile Detention Center has its own kitchen. Therefore, the grease trap is not shared with the Nursing Home. Mr. Moody indicated that the grease traps must be cleaned out by professionals. He added that the majority of the food prepared for JDC is prepared in the Nursing Home.

The Committee had a brief discussion on the meals prepared at the Nursing Home, as well as special meals prepared in the JDC kitchen or ordered for the children at JDC.

Motion by Ahart/Dean to recommend tentative approval of  
Facilities Management, Juvenile Detention Program 0001-  
0041 FY'2008 Recommended Budget as submitted.  
Motion carried.

**Facilities Management – MetCom Program – 0001-0041** can be found on pages 131-133 of the Recommended Budget Book and pages 68-71 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2008 Recommended Budget. The program's revenue fully funds the projected maintenance and operating expenses of the Metro McLean County Centralized Communications Center. Mr. Zeunik 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 '2008, the projected Revenue is \$106,133.00 and the Expenses are \$106,133.00. Mr. Zeunik noted that the FY'2008 Recommended Budget is \$12,465.00 less than the FY'2007 Adopted Budget, which is a 10.51% decrease.

Mr. Zeunik noted that there is no change in the staffing level. He indicated that most of the 600 Supply line items are down, with the exception of line item 608.0001 Gasoline/Oil/Diesel Fuel, which increased from \$730.00 in the FY'2007 Adopted Budget to \$1,210.00 in the FY'2008 Recommended Budget.

Mr. Zeunik stated that, under Contractual expenses, many of the lines are exactly the same. He noted that a breakdown in expenses on line item 744.0001 Maintenance of Buildings/Grounds is on Page 70 of the Summary in the Agenda packet. This line item account is budgeted at \$11,318.00 in the FY'2008 Recommended Budget.

Mr. Zeunik advised that the line item 750.0001 Equipment Maintenance Contracts has increased from \$6,572.00 in the FY'2007 Adopted Budget to \$6,847.00 in the FY'2008 Recommended Budget.

Mr. Zeunik indicated that a large expense in this building is the electrical service, as this is an all-electric facility.

Mr. Dean asked what is the "UPS Maintenance Contract." Mr. Zeunik explained that this maintenance contract is to maintain the UPS system. He indicated that the purpose of the system, because it is an all-electric building and because of the nature of the building, is to make sure that the electric service delivered to the building maintains a clean, constant balance. Mr. Zeunik added that if the electrical services get interrupted, the UPS system allows the emergency generator to come on to power the building and deliver the power at a constant threshold without any spikes in the service.

Motion by Sweeney/Dean to recommend tentative approval of Facilities Management, MetCom Program 0001-0041 FY'2008 Recommended Budget as submitted.  
Motion carried.

**Facilities Management – Health Department Building – 0001-0041-0046** can be found on pages 134-137 of the Recommended Budget Book and pages 72-76 of the Summary. Mr. Zeunik stated that this program budget is presented as a self-balancing program within the General Fund in the FY'2008 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 advised that the FY'2008 Recommended Budget is \$546,230.00, which is a 6.79% increase.

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 addition, the County receives a nominal rent payment from the Health Department of \$36,000.00, which is \$1.00 per square foot.

Mr. Zeunik indicated that the other revenue source is the projected income from leasing 176 parking spaces from the City of Bloomington in the Lincoln Parking Deck and the on-grade surface parking lot immediately south of the Lincoln Parking Deck. He noted that the Contractual expense to pay the City for the Parking Lot is also in this budget.

Mr. Zeunik pointed out line item 0450-0038 Animal Control under "Charges for Services" on page 134 of the FY-2008 Recommended Budget is new this year. He indicated that it began this year when the Health Department asked Facilities Management if they would be able to do maintenance at the Animal Control Facility. Mr. Zeunik stated that Mr. Moody and his staff agreed that they would do so. The Health Department reimburses 100% of that cost. Mr. Zeunik noted that Facilities Management has done a good maintaining the Animal Control Facility.

Mr. Zeunik stated that there is no change in the FTE staffing level.

Mr. Zeunik pointed out that the major expenses are listed on pages 74-75 of the Summary, noting the following:

- 608.0001 Gasoline/Oil/Diesel Fuel which has increased from \$845.00 in the FY'2007 Adopted Budget to \$1,385.00 in the FY'2008 Recommended Budget.
- 625.0001 Building/Grounds/Equipment, which has increased from \$26,000.00 in the FY'2007 Adopted Budget to \$32,470.00 in the FY'2008 Recommended Budget. This increase is based on the additional expenses of \$4,060.00 for maintenance work projected to be done at the Animal Control Center in 2008.

Mr. Zeunik stated that, under Contractual, many of the lines are budgeted at the FY'2007 level. He indicated that the significant lines include 744.0001 Maintenance Buildings/Grounds and 750.0001 Equipment Maintenance Contracts.

Mr. Zeunik advised that the capital expense includes 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.

Motion by Ahart/Sweeney to recommend tentative approval of the Facilities Management – Health Department Building – 0001-0041-0046 FY'2008 Recommended Budget as submitted.

Motion carried.

**Facilities Management – Old Courthouse 0001-0041-0049** can be found on pages 138-141 of the FY'2008 Recommended Budget Book and pages 77-80 of the Summary in the Committee Packet. The FY'2008 Recommended Budget Revenue decreased from \$228,487.00 to \$222,477.00, which is a decrease of 2.63%. Mr. Zeunik reviewed the following Revenues:

- 420.0010 Historical Society reflects the annual rent payment of \$10,000.00 which the McLean County Historical Society pays to McLean County. The lease between the County and the Historical Society is for a term of 30 years at a fixed annual rent of \$10,000.00 per year. The lease also stipulates that McLean County shall be responsible for the maintenance and operating expenses of the Old Courthouse.

- 450.0009 PBC Reimbursement: This revenue line item was added in the FY'2003 Adopted Budget. In 2003, McLean County transferred ownership of the Old Courthouse building and the land to the Public Building Commission (the "PBC"). The PBC leases the Old Courthouse Building and the land to the County. Mr. Zeunik added that, pursuant to the terms of the Lease Agreement, the annual lease expense will be equal to the County's costs for maintaining and operating the Old Courthouse Building. Mr. Zeunik stated that this arrangement also provides the County with several alternatives for financing the necessary improvements to the exterior of the Old Courthouse Building.

Mr. Zeunik advised that the total expenses in the FY'2008 Recommended Budget are \$222,477.00, which is a decrease of 2.63% over the FY'2007 Adopted Budget.

Mr. Zeunik reported that there is no change in staffing level.

Mr. Zeunik noted that in the 600 lines, the lines have either decreased or been budgeted at the same level. He pointed out that Gasoline is up slightly from \$165.00 to \$230.00. He stated that the Building Equipment Maintenance Supplies line item is listed on Page 79 of the Summary attached to the Agenda packet.

Mr. Zeunik indicated that, under Contractual, the Maintenance of Building and the Equipment Maintenance Contract line item accounts are broken out in detail on page 79 of the Summary.

Mr. Zeunik reported that, under Capital Outlay, the Lease/Purchase Improvements includes the payment in the amount of \$50,000.00 due to the Public Building Commission ("PBC") to repay the \$500,000.00 10-year, interest free loan that the PBC approved to finance the renovation and repair of the Old Courthouse dome and roof.

There was a discussion regarding the Salaries line item account, which increased 8.68%. Mr. Zeunik explained that this was mostly driven by overtime, which increased from \$500.00 in the FY'2007 Adopted Budget to \$2,500.00 in the FY'2008 Recommended Budget. Mr. Lindberg stated that the employees are getting the same 2.5% across the board increase as all other County employees.

Motion by Dean/Ahart to recommend tentative approval of the Facilities Management – Old Courthouse – 0001-0041-0049 FY'2008 Recommended Budget as submitted.  
Motion carried.



Mr. Zeunik announced that the budgets for the larger buildings under Facilities Management, such as the Law and Justice Center and the Government Center along with the Fairview Building will be presented at the November Property Committee Meeting.

Chairman Bostic presented the September 30, 2007 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee total is \$1,607,101.56 and the prepaid total is the same.

Motion by Ahart/Dean to recommend approval of the bills as of September 30, 2007, which have been reviewed and recommend for transmittal by the County Auditor.  
Motion carried.

Chairman Bostic also presented a Transfer of Funds for Parks and Recreation in the amount of \$16,700.00. Mr. Zeunik explained that this is a transfer of funds from Parks and Recreation line item accounts that are under-spent during the year to line items where they need additional money.

Motion by Ahart/Dean to recommend approval of the Transfer of Funds for the Parks and Recreation Department, which has been reviewed and recommend for transmittal by the County Auditor.  
Motion carried.

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Ms. Ahart informed the Committee it is necessary for her to drive from her office in Dwight to the Committee meeting. She asked that the time of the Property Committee Meetings be moved to 3:45 p.m. rather than 3:30 p.m. After a brief discussion, the Committee agreed to change the time of the Property Committee Meetings to 3:45 p.m.

Chairman Bostic asked if there was any other business or communication for the Property Committee. Hearing none, Chairman Bostic adjourned the meeting at 4:24 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary