

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

The Property Committee of the McLean County Board met on Thursday, October 2, 2008 at 3:45 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Bostic; Members Dean, Moss and Wendt

Members Absent: Members Harding and Ahart

Other Members

Present: None

Staff Present: Mr. John Zeunik, County Administrator; Mr. Bill Wasson, Director, Administrative Services; and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/

Elected Officials

Present: Mr. Don Lee, Director, Nursing Home; Mr. Eric Schmitt, McLean County Engineer; Mr. Jack Moody, Director, Facilities Management; Mr. Mike Steffa, Director, Parks and Recreation; Ms. Lori McCormick, Director, Court Services; Ms. Cathy Waltz; Superintendent, Juvenile Detention Center

Others Present: Mr. Eric Kline, Maintenance Supervisor, Nursing Home; Ms. Michelle Anderson, Financial Reporting Specialist, County Auditor's Office

Chairman Bostic called the meeting to order at 3:45 p.m.

Chairman Bostic presented the Minutes of the Thursday, September 4, 2008 Property Committee meeting. Hearing no objections or corrections, Chairman Bostic accepted and placed the minutes on file as submitted.

Mr. Don Lee, Director, Nursing Home, presented a request for approval of the bid recommendation for the replacement of the 300 Wing Nurse Call System for the Nursing Home. He introduced Mr. Eric Kline, Maintenance Supervisor, Nursing Home, to answer any technical questions.

Mr. Lee stated that the current call system is the original system (1974), and it is becoming difficult to get parts for the system. He indicated that this project consists of the first phase of a multi-year project for the complete replacement of the Nursing Home call system. Mr. Lee advised that the Nursing Home budgeted \$60,000.00 in Fiscal Year 2008 to begin the first phase of the project by replacing the call system in one wing of the Nursing Home.

Mr. Lee explained that the 1974 call system allows voice communication between staff at the nurses' station and the resident room, visual lighting above the resident's room door and full remote control of resident room televisions. He noted that the current system capabilities were used as the basis for developing bid specifications for a replacement system. It was necessary that the new system be capable of future expansion into additional areas now available in more sophisticated systems. Mr. Lee stated that these future expansion costs were considered in determining the successful bidder for this phase.

Mr. Lee reported that, on August 26, 2008, an Invitation to Bid was placed in The Pantagraph which included a mandatory pre-bid meeting and tour on September 3, 2008 at 10:00 a.m. He indicated that the following contractors attended the pre-bid meeting:

- Oberlander Alarms;
- Twin City Electric;
- Anderson Electric;
- Thompson Electronics;
- GE Security-Healthcare;
- Webtech Solutions-Weber Electric;
- Simplex-Grinnell,
- DM Mattson, Inc.;
- Bennett Electronic Service.

Mr. Lee reported that, after extensive review of all bids and bidder references, it was determined that Simplex, Thompson Electronics and DM Mattson can provide systems that handle all of the Nursing Home needs for today and the future. He advised that DM Mattson is the low bidder for the initial phase consisting of the base bid, computer equipment, patient information software, UPS battery backup and 10 Y2 connectors.

Mr. Lee recommended that the McLean County Nursing Home 300 Wing Nurse Call Project be awarded to DM Mattson in the amount of \$56,251.00. He indicated that he believes it will be possible to purchase the computer to power the system through the County's Information Technologies Department, which means the final cost may be reduced by a small amount.

Chairman Bostic asked if DM Mattson is a local business. Mr. Lee replied that it is a local business from McLean.

Motion by Dean/Wendt to recommend approval of the Bid received from DM Mattson in the amount of \$56,251.00 for the McLean County Nursing Home 300 Wing Nurse Call Project.  
Motion carried.

Mr. Eric Kline, Maintenance Supervisor, Nursing Home, reviewed the roof replacement project at the Nursing Home. He noted that the roof should be completed in two and a half weeks. Mr. Kline added that there have been no problems with the installation. The project should be completed by October 31<sup>st</sup>.

Mr. Lee advised that there was a slight problem with a steel plate where the air conditioning systems were previously located on the roof. Mr. Kline explained that the old chillers mounted on the roof had a steel plate underneath them instead of the standard support for chillers. He indicated that the roof must be attached mechanically and the roofers cannot get screws through the steel plate. Mr. Kline stated that the roofers will need to use a special adhesive, which is very expensive. This will add approximately \$1,500.00 to the overall cost of the project. Mr. Lee added that the plates were unanticipated and the roofers did not know to include the special installation in their bid.

Chairman Bostic asked if there were contingency funds in the bid. Mr. Lee replied that there were no contingency funds, rather the company will bill separately for this work. He noted that the original bid came in significantly less than expected and funds are available for this additional expense.

Mr. Zeunik advised that if the money is approved in the budget and they don't need to request additional funds, the additional work can be billed against the total amount approved in the budget. He noted that if it is a change-order to the original contract and bid, the change order needs to go through the Committee and to the Board for approval. Mr. Lee stated that the company will separately bill the Nursing Home and it will be paid through accounts payable.

Chairman Bostic asked if there were any additional questions. Hearing none, she thanked Mr. Lee and Mr. Kline.

Mr. Mike Steffa, Director, Parks and Recreation, presented a request for approval to add Late Firearm (Shotgun only) Deer Management Season at COMLARA County Park. He explained that, under McLean County Ordinance 35.16-3 Special Authorization of Hunting, Trapping and Firearms, the McLean County Department of Parks and Recreation conducts two Firearm (Shotgun only) Deer Management seasons

at COMLARA Park/Evergreen Lake for a total of seven days. The Department has held deer management hunts since 1997. Mr. Steffa requested authorization for a third season, also known as the Late Firearm Deer Management Season to be opened at COMLARA County Park/Evergreen Lake starting in January 2009. This three-day season is generally held the third weekend of January.

Mr. Steffa advised that the Illinois Department of Natural Resources (IDNR) wildlife biologists state that the recommended number of a healthy deer herd is 30-35 deer per square mile. The Parks' deer herd numbers continue to be slightly more than double that amount. Mr. Steffa stated that a third management season could assist in reducing deer herd levels.

Mr. Steffa reported that the IDNR designates this hunt as an antlerless only hunt for the late firearm season. He added that the Parks Department only conducts antlerless hunts.

Mr. Steffa indicated that January is a very low usage month for the Park. He noted that park usage at that time of year is mostly ice fishermen. Mr. Dean acknowledged that ice fishermen usually fish at their own risk. Mr. Steffa concurred.

Chairman Bostic asked if the Park is open during the traditional hunting season. Mr. Steffa replied that the Park is open during the firearm hunting season. The hunt in January will be an additional hunting season for antlerless deer.

Motion by Dean/Wendt to recommend approval to add a  
Late Firearm (Shotgun only) Deer Management Season at  
COMLARA County Park.  
Motion carried.

Chairman Bostic asked if there were any questions or comments. Hearing none, she thanked Mr. Steffa.

Mr. Eric Schmitt, McLean County Engineer, reviewed the cost of the electrical work associated with the Highway Department Standby Generator. He explained that the generator has required some additional work. Mr. Schmitt advised that the cost of the initial generator and installation, as bid by Twin City Electric on August 26, 2008, was \$56,800.00. Due to additional expenses, the cost has increased to \$80,113.00.

Mr. Schmitt advised that the automatic transfer switch, which was quoted at \$7,885.00 in May of 2008, is the switch needed to switch the power over to the generator when the power goes out. It acts as the transfer between the generator and the power source. Mr. Schmitt stated that the installation of that switch is \$9,100.00.

Mr. Schmitt indicated that there was a difference of interpretation of the code between the contractor, the design engineer and Cornbelt Energy. Cornbelt Energy will not hook up the transfer switch until a "disconnect" is installed. Mr. Schmitt explained that, as the system exists now, the point of service is the individual buildings. With the new generator, the automatic transfer switch becomes the point of service, and there needs to be a disconnect in front of it. This is an additional expense of \$6,328.00.

Mr. Schmitt stated that the engineering firm offered to pay 10% of that cost because it was an omission on their part.

Mr. Schmitt concluded that the total cost of the project will be \$80,100.00, which is well within the budgeted amount of \$100,000.00.

Chairman Bostic asked if Cornbelt Energy is satisfied with the work. Mr. Schmitt replied that Cornbelt Energy is satisfied with the work.

Chairman Bostic asked how is the new building progressing. Mr. Schmitt replied that the new building will be turned over to the Highway Department next Friday. He noted that the construction project has been uneventful.

Chairman Bostic suggested that members of the Committee, if they wish, can visit the Highway Department for a tour of the new building.

Chairman Bostic asked if there were any further questions or comments. Hearing none, she thanked Mr. Schmitt.

Mr. Jack Moody, Director, Facilities Management, presented a request for approval of the Bid received from Core Construction (Otto Baum) in the amount of \$57,450.00 to replace the Outdoor Exercise Deck at the McLean County Juvenile Detention Center. He noted that Ms. Lori McCormick, Director, Court Services and Ms. Cathy Waltz, Superintendant, Juvenile Detention Center, were in attendance at the meeting.

Mr. Moody reminded the Committee that on Friday, April 18, 2008, Central Illinois experienced a minor earthquake, which caused damage to the outdoor recreation yard at the Juvenile Detention Center. Mr. Moody stated that the concrete cracked and broke into small pieces. This project is to make the necessary repairs at the Juvenile Detention Center.

Mr. Moody reported that bids for this work were received at 2:00 p.m., Tuesday, September 23, 2008. He announced that the low bidder was Core Construction (Otto Baum). Mr. Moody stated that he is well acquainted with Core Construction and highly recommends this firm for this project.

Mr. Moody advised that this project will be completed this year, hopefully before November 21<sup>st</sup>.

Mr. Moody indicated that he also recommends that a contingency of 15% in the amount of \$8,617.50 be accepted by the County Board for a total contract, with contingency, in the amount of \$66,067.50.

Mr. Moody stated that Otto Baum is the firm that is doing the project at the Old Courthouse. They also did the stonework around the dome in 2005.

Motion by Moss/Dean to Recommend Approval of the Bid received from Core Construction (Otto Baum) in the amount of \$57,450.00, plus a 15% Contingency of \$8,617.50 for a total of \$66,067.50, to replace the Outdoor Exercise Deck at the McLean County Juvenile Detention Center.  
Motion carried.

Mr. Moody presented a request for approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, Facilities Management Department 0041. This Emergency Appropriation Ordinance is to appropriate funds for the Juvenile Detention Center project.

Motion by Dean/Moss to Recommend Approval of an Emergency Appropriation Ordinance Amending the McLean County Fiscal Year 2008 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, Facilities Management Department 0041.  
Motion carried.

Mr. Moody presented a request for approval of the bid from SimplexGrinnell, Co. in the amount of \$10,241.00 for a new security camera system in the Circuit Clerk's Office. He stated that the FY'2008 Adopted Budget for the Circuit Clerk's Office contained \$20,000.00 for a new security camera system. The department request provides security cameras to cover the Circuit Clerk counter areas on the 3<sup>rd</sup> and 4<sup>th</sup> floors of the Law and Justice Center and all evidence security vaults.

Mr. Moody stated that, because all security alarm and camera systems at the Law and Justice Center are proprietary and are provided by SimplexGrinnell, Co., a meeting was held with the County's Simplex representative and the Circuit Clerk and her staff to review and discuss all camera locations and event recording systems on the proposed digital security camera equipment.

The Circuit Clerk's office currently has a very old video system that does not record well and does not cover all needed counter and vault locations.

Mr. Moody advised that the SimplexGrinnell proposal, dated September 12, 2008, provides three cameras at each counter, one camera for the accounting area, four cameras for the evidence vaults, and all necessary cables and installation using a Digital Video Recorder (DVR) and an LCD split-screen high resolution monitor for multi-viewing. This proposed system meets the approval of the Circuit Clerk. Mr. Moody stated that the Circuit Clerk and the Facilities Management Department request approval to proceed with the order pending Board approval.

Mr. Moody stated that the \$10,241.00 will cover the entire system, including the equipment, the cabling and labor. He noted that his office will assist with some of the minor work.

Ms. Sandy Parker, Circuit Clerk, is in favor of this system and this company, and will be instrumental in determining camera location.

Mr. Moss asked what is the location of the cameras that cover the counters. Mr. Moody replied that the small cameras are installed on the ceiling. Mr. Moss asked if the cameras are intended to capture people's faces. He expressed concern that most bank cameras are too high to focus on faces. Mr. Moody replied that Ms. Parker will assist in determining the placement of the cameras so that they will be able to get the image of the faces of people at the counter.

Mr. Moss asked if the current camera system has a monitor. Mr. Moody replied that the current system has a nine inch monitor in Ms. Parker's office. Mr. Moody indicated that the new cameras have digital computer memory.

Motion by Moss/Wendt to recommend approval to purchase a new Camera System in the amount of \$10,241.00 from SimplexGrinnell, Co. for a New Security Camera System in the Circuit Clerk's Office.  
Motion carried.

Mr. Moody presented a request for approval of the 2009 Lease Agreements to begin on January 1, 2009 between McLean County and the following entities:

- Regional Office of Education for McLean/DeWitt/Livingston County (Fairview Building);
- G.E.D. Adult Education Literacy Program (Fairview Building),
- YWCA of McLean County (Fairview Building),
- Veterans Assistance Commission (200 W. Front St. – Health Department Building),
- Children's Advocacy Center (200 W. Front Street) ,
- Collaborative Solutions Institute, Inc. (200 W. Front Street).

Mr. Moody indicated that the leases are the same as last year except for the lease payment and the dates on the lease. He noted that the lease payments have increased 3% to cover the increases in utility costs.

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 Dean/Moss to recommend approval of the Tenant Lease Agreements between the County and the Regional Office of Education for McLean/DeWitt/Livingston Counties, G.E.D. Adult Education Literacy Program, the YWCA of McLean County, Veterans Assistance Commission, Children's Advocacy Center and Collaborative Solutions Institute, Inc.  
Motion carried.

Mr. Moody reported on the status of the Phase II renovations at the Old Courthouse. He reminded the Committee that the renovation work is being done by Otto Baum Masonry and Stone Company and Wiss, Janney, Elstner Associates, the project architect. Mr. Moody reported that the project is scheduled to be completed on October 17<sup>th</sup>. Mr. Moody noted the following items have yet to be completed:

- Mosaic tile on the west side (tile coming from Italy),
- Dutchman repairs to the limestone on the east side of the structure (Indiana limestone),
- Replace globe light fixtures on light post,
- Take fencing down and fill in the potholes.

Mr. Moody reviewed the status of the remodeling at the Law and Justice Center. He stated that the project should be completed October 30<sup>th</sup>. The areas that remain to be completed are, as follows:



- Jail booking area on the first floor of the Sheriff's Department,
- Bunkbeds for the new men's Work Release area,
- Complete renovation of J-Block in the linear jail.

Mr. Dean asked if the new construction results in more bed space for inmates. Mr. Zeunik replied that the renovation provides space for an additional 24-28 beds. Mr. Dean asked if this will take some of the pressure off out-of-County housing of inmates. Mr. Zeunik responded that it will take some of the pressure off. He indicated that when the renovation was planned, the need was based on the census at that time. Mr. Zeunik stated that if we continue to average 250-260 inmates per day, the Sheriff's Department will continue to need to send people out of County. He advised that we are on a pace this year to exceed \$600,000.00 in out of County costs for prisoner housing.

Mr. Moss asked if there are festivities planned for the completion of the renovation. Mr. Moody replied that no formal ceremonies are planned.

Chairman Bostic recommended that Committee members contact Mr. Moody for a personal walking tour of the Law and Justice Center.

Mr. Moody reminded the Committee that two years ago, for all of the County's Ameren IP accounts, he was able to purchase electrical energy service from a third party vendor. For the past 24 months, the County has been locked in at .05624 cents per kilowatt hour. Mr. Moody advised that the County has saved thousands of dollars by purchasing its electricity from a third party vendor.

Mr. Moody advised that this contract runs out in December. He stated that he intends to replicate this same process, wherein he will rebid this to every electrical supplier that can sell electricity to Central Illinois. Mr. Moody explained that when the bid is made, it is only good for 24 hours. He indicated that he will schedule the bid opening on the day before the November County Board meeting so that the contracts will be ready for signature at a Stand-up Committee meeting. Mr. Moody anticipated that he may be able to get a lower rate.

Mr. Dean asked if Cornbelt customers can purchase electricity in this manner. Mr. Moody replied that only Ameren IP customers can do so. He noted that the County Highway Department, COMLARA Park and MetCom are Cornbelt customers and cannot take advantage of this lower rate.

Mr. Moss commented that he recalls expressing concern with this program at the time. He expressed pleasure that his doubts were misplaced.

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

Mr. John Zeunik, County Administrator, recommended that the Committee schedule a Special Property Committee meeting to review the Fiscal Year 2009 recommended departmental budgets. After a brief discussion, the Committee asked Ms. LaCasse to contact the Committee members with a couple of recommended dates and times, and then determine the date.

Chairman Bostic presented the September 30, 2008 Property Committee bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor. The Property Committee bills include a Fund Total of \$4,171,232.76 and a Prepaid Total that is the same.

Motion by Moss/Dean to recommend approval of the bills as of September 30, 2008, which have been reviewed and recommend 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 4:40 p.m.

Respectfully Submitted,

Judith A. LaCasse  
Recording Secretary