

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, September 6, 2001 at 4:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Chairman Salch, Members Hoselton, Bostic, Owens and Nuckolls

Members Absent: Mr. Selzer

Other Board Members
Present: None

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Martha B. Ross, County Administrator's Assistant

Department Heads/
Elected Officials
Present: Mr. Jack Moody, Director, Facilities Management;
Mr. Sammy Ferrara, Superintendent, Veteran's Assistance
Commission

Others Present: A representative contingent of Veterans of Foreign Wars in McLean County; Mr. Rick Austin, Carpet Weaver's

Chairman Salch called the meeting to order at 4:01 p.m.

Chairman Salch presented the minutes of the August 2, 2001 meeting for approval. Hearing no corrections or additions to the minutes, Chairman Salch declared the minutes of the August 2, 2001 meeting of the Property Committee to be approved as submitted.

Mr. Jack Moody, Director of Facilities Management, presented a bid by Carpet Weaver's of Bloomington, Illinois to recarpet Pods A and B in the Adult Detention Facility. He noted that the original carpet that was placed in both pods in 1990 remains at this time, although it is exceedingly worn in several places. Mr. Moody remarked that there are sufficient funds available in the current budget that have been earmarked to fund the project.

Mr. Moody explained that in preparing for the bid process, every carpet company listed in the local telephone book was contacted in order to give all an opportunity to bid on the job. It was determined during this process that most of the listed firms provide residential service, rather than commercial service. An advertisement was also placed in The Pantagraph regarding the upcoming bid process. A pre-bid conference was scheduled for the benefit of any carpet installers to come to the Adult Detention Facility to take their own measurements. Representatives from two (2) companies availed themselves of that opportunity.

Mr. Moody explained that a public bid opening was then scheduled, with only one (1) bidder, Carpet Weaver's, submitting a bid. That bid was in the amount of \$19,811.00.

The new carpet will be installed in the early autumn, a time when good outside ventilation will be optimal. The glue used is one that has a low emission of noxious fumes.

Mr. Moody remarked that \$20,000.00 was earmarked in the Fiscal Year 2001 budget for new carpet installation in the Adult Detention Facility. He further remarked that all installers will be required to submit to security checks prior to the commencement of the project, and all materials and tools used will be inventoried and monitored to comply with jail security measures.

Mr. Owens asked who are the other firms that attended the pre-bid conference but did not actually submit a bid. Mr. Moody responded that Mr. Jack Ensenberger was the only other interested person attending the pre-bid conference.

Mr. Owens then asked what is done to clean and maintain the carpet after it is installed. Mr. Moody responded that the County utilizes an extractor unit for carpet cleaning that will not ruin the carpet or the glue. He stated that a vacuum cleaner is also utilized.

Mr. Owens asked whether the new carpet is the same grade of material that is presently utilized in the Detention Facility. Mr. Moody responded that the new carpet will be of slightly higher quality than the original carpet. Mr. Owens then asked what the warranty provisions are for the newly installed carpet. Mr. Moody responded that there is a warranty that covers labor and installation by Carpet Weaver's as well as a manufacturer's warranty. Additionally, since all carpet material for both Pods A and B has been ordered at the same time, consistency of the dye lot is also assured.

Ms. Bostic stated that on the bid for Pod A, the quoted price is \$12.60 per square yard. When Pod B is added, the quote rises to \$14.61 per square yard. Mr. Moody responded that the larger figure includes all transitions.

Chairman Salch asked whether this project utilizes the same specifications as are utilized throughout the County. Mr. Moody responded affirmatively. He noted that much of this same type of carpeting is used all throughout the various County buildings. He explained that the installation of the carpet should be quite efficient in that it can be glued directly to the floor, without the use of a pad under the carpet. The underlying floor is in good shape, and therefore should provide a good surface to which the glue can adhere.

Mr. Moody commented that, in order to save money, Facilities Management staff will remove all of the old carpet and prepare the floor area for the installation of the new carpet. Chairman Salch asked whether there is much preparation expected for the existing floor in order to provide a

good surface to install the new carpet. Mr. Moody responded that the floor is already in good condition and therefore, he does not anticipate any problems with the carpet installation.

Mr. Hoselton asked what is the length of warranties with regard to this project. Mr. Austin responded that the Carpet Weaver's warranty is one year from the time of installation. Mr. Hoselton then asked for the length of the manufacturer's warranty. Mr. Austin stated that the manufacturer's warranty on the installation is ten years, with labor and materials being warranted in the event that anything must be removed or altered.

Mr. Nuckolls asked what the life span of the existing carpet has been. Mr. Moody responded that the current material dates to 1990. He explained that the proposed material has been utilized in other locations for about 6-7 years with good success. Mr. Nuckolls expressed hope that the same level of longevity will be apparent for the newly installed carpet in Pods A and B.

Mr. Owens asked what the timeline of installation is expected to be. Mr. Austin responded that the installation will be coordinated as fully as possible with the activities in the Adult Detention Facility. It is expected that two (2) days per pod will be the installation time.

Motion by Nuckolls/Hoselton to Recommend Approval of the bid submitted by Carpet Weaver's, Bloomington, Illinois to Recarpet Pods A and B in the Adult Detention Center. Motion carried.

Mr. Moody reported on the estimates for the repairs to the exterior of the Old Courthouse. He stated that 10 years ago, a report was done regarding the condition of the Old Courthouse at that time. The report was commissioned by the McLean County Historical Society and conducted by the firm of Wiss, Janney, Elstner Associates, Inc. in Chicago, Illinois. He contacted the firm to request an update of the original report, and spoke with Mr. Jeffrey Koerber. Mr. Koerber met with Mr. Moody and Mr. Greg Koos, Executive Director of the McLean County Historical Museum on August 29, 2001, touring the entire facility including the dome and roof.

Mr. Moody remarked that Mr. Koerber's observations included that the deterioration of the Old Courthouse had continued over the last 10 years, since the initial report was submitted. Major structural areas of concern for Mr. Koerber include the balusters and cornices, which were not addressed in the initial report. Mr. Koerber's report includes a recommendation that a personal lift be utilized to access the upper portions of the exterior walls. Mr. Moody stated that the report illuminates both the scope of Wiss, Janney, Elstner Associates proposed services and their recommended budget of \$2,500.00. Additionally, Wiss, Janney works with a professional cost estimating service, to whom they will submit their data following the inspection of the Old Courthouse. The data will then be analyzed and returned to McLean County with a recommendation.

Mr. Moody explained that he does not have funds identified as a line item in the current budget. However, since time is of the essence, the funds might be identified in another line item so that authorization to proceed could be issued right away.

Mr. Hoselton asked whether the McLean County Historical Society will be involved in the inspection and proposed renovation of the Old Courthouse. Mr. Moody assured the Committee that the Historical Society will be completely involved during the entire phase of the analysis by Wiss, Janney. Monetary participation by the Historical Society will be subject to funds availability.

Motion by Hoselton/Nuckolls to Recommend Approval of the
Proposal received from Wiss, Janney, Elstner Associates, Inc. of
Chicago, Illinois, for an updated study of the Old Courthouse.

Chairman Salch remarked that it seems reasonable to expect that the stated budget of \$2,500.00 will ultimately be more than that. He asked both the maker of the motion and the seconder of the motion whether they approve of such a change. Both Mr. Hoselton and Mr. Nuckolls stated their approval.

Motion carried.

Mr. Moody explained that the exterior fuel tank for the emergency generator, located underground on the grounds of the Law and Justice Center, has now been rendered inoperable. He noted that some time ago, the Office of the State Fire Marshall identified the tank as being non-compliant and required the existing tank to be rendered inoperable. That work was accomplished two (2) weeks ago. Mr. Moody explained that a new tank was installed and the original tank was drained and capped. It has now satisfied the requirements of the Office of the State Fire Marshall.

Mr. Owens asked for a status report regarding the replacement of the 4th floor window in the Law and Justice Center. Mr. Moody responded that the window is scheduled to be replaced on Friday, September 7, 2001.

Mr. Zeunik stated that he has now had an opportunity to meet with all the current tenants in the McBarnes Building. He explained that the tenants have expressed an interest in looking at longer term leases, but nothing has been finalized to date. Discussions are continuing with those tenants, and it is hoped that a complete report will be available for the Property Committee at its regular October meeting.

Mr. Gene Asbury has been retained by the Public Building Commission to serve as the architect for the renovations to the 115 East Washington Building, also known as the Government Center.

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Mr. Zeunik stated that he was advised last week by Mr. Asbury that all of the floor plans and drawings for the renovations are almost completely entered into the architect's Computer Aided Design System ("CAD"). Once the CAD system has received all the necessary data, gross space allocations between the City of Bloomington and the County can begin. It is hoped that the October Property Committee agenda packet will contain information on the status of this project.

Mr. Zeunik remarked that the Public Building Commission has finalized a calendar with regard to the bond sale for the financing of the new Government Center Building. The bonds are expected to be sold on November 6, 2001, with the sale being subject to the approval of the Bloomington City Council and the County Board at the County Board's regular meeting on November 20, 2001. The bond issue will include the purchase of the building and the renovation costs associated with that building.

Mr. Owens asked whether the Property Committee will experience a dramatic shift in funds for any of its areas, as a result of tight funds in the upcoming proposed budget for Fiscal Year 2002. Mr. Zeunik responded that most of the buildings that are under the oversight of the Property Committee, with the exception of the Old Courthouse and the Juvenile Detention Center, fund 100% of their operation, thus paying for themselves. The mechanisms used for self-funding are: rental payments from tenants; utility and maintenance payments from tenants; or funding obtained through the Public Building Commission. Mr. Zeunik stated that balanced budgets for County facilities are possible by virtue of these methods.

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

Motion by Nuckolls/Bostic to approve payment of the bills as presented by the County Auditor. Motion carried.

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There being nothing further to come before the Committee at this time, Chairman Salch adjourned the meeting at 4:27 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary

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