



Property Committee Agenda
Room 400, Government Center

Thursday, April 7, 2005

3:00 p.m.

1. Roll Call
2. Chairman's Approval of Minutes – March 3, 2005
3. Departmental Matters:
 - A. William Wasson, Director, Parks and Recreation
 - 1) Items to be Presented for Action:
 - a) Request Approval of Lease Agreement between the County of McLean and Cross Implement to Lease a Tractor 1-2
 - 2) Items to be Presented for Information:
 - a) General Report
 - b) Other
 - B. Jack Moody, Director, Facilities Management
 - 1) Items to be Presented for Information:
 - a) Status Report on Fire Clean-up at McLean County Museum of History located at the old McLean County Courthouse
 - b) Status Report on Law & Justice Center Remodel
 - c) Status Report on Bid Specifications for Replacing the 1976 Roof over Jail
 - d) General Report
 - e) Other

C. John Zeunik, County Administrator

- 1) Items to be Presented for Action:
 - a) Request Approval of an Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Budget and Appropriation Ordinance – Government Center

3-6

- 2) Items to be Presented for Information:
 - a) General Report
 - b) Other

4. Other Business and Communications

5. Recommend Payment of Bills and Transfers, if any, to County Board

6. Adjournment



DEPARTMENT OF PARKS AND RECREATION
(309)726-2022 FAX (309)726-2025 www.mclean.gov
13001 Recreation Area Dr. Hudson, IL 61748-7594

TO: Honorable Chairman and Members, Property Committee

FROM: Bill Wasson, Director of Parks and Recreation *WRW*

DATE: 02/29/05

RE: Loader Lease

The Department of Parks and Recreation recently solicited lease proposals from tractor dealers for a 1 or 2 year lease, minimum 400 hours, a 65 PTO HP mechanical front wheel drive tractor with a minimum 2500 lbs. lift capacity loader. The most recent quotations received for loader lease are as follows:

	Annual Lease Cost
Cross Implement Inc.	\$3500.00
Martin Implement, Inc	\$7644.81
Birkey's Farm Store	\$5950.00

All tractors included in proposals met specifications.

I recommend the approval of the lease agreement with Cross Implement for a \$3,500.00 1 year lease, which is the same amount as 2004-2005.

RENTAL AGREEMENT

861282

Name	LESSEE McLEAN COUNTY PARK + REC	DATE 3-31-05	RENTAL TERM 3-1-05	STARTS ON 3-1-06	ENDS ON	
Street or RFD	13001 REC DRIVE	BRANCH/REGION	ACCOUNT NO.	Do NOT write in shaded areas. For Office use only.		
City, State ZIP Code	HUDSON IL	LESSOR NAME AND ADDRESS 309-392-2150		NUMBER OF MONTHS		
Telephone Number	309-726-2022	703 S MINIER AVE		APPLIED DATE		
Contact	BILL WASSON	MINIER IL 61759		PAYMENTS APPLIED		
Rental Rate	Tax	Service Charge	TOTAL RENTAL RATE			
\$ 3500	+	+	=	Per	Hour Day Week Month	
Minimum RENTAL PERIOD Guaranteed by Lessee	Minimum RENTAL AMOUNT Guaranteed by Lessee	Rental are payable in advance of use of equipment: Weekly Rental - one week's rent in advance Hourly and Daily Rental - entire amount in advance Monthly Rental - one month's rent in advance				
EQUIPMENT WILL BE USED AT: (County)		(City)	(State)	Lessee will not remove the Equipment from this location without written permission from Lessor.		
Document Reference No.	Qty.	Model	Size & Description of Equipment (Give Product Identification/Serial No.)	Hour Meter Reading	Present Value	%
	1	5425	MFWD TRACTOR			
	1	542 SH	LOADER			
						TOTAL VALUE PRESENT

RENTAL AGREEMENT

The above-named Lessor hereby leases to the above-named Lessee the equipment listed herein ("Equipment") for the term and with the rental payments set out above. Rental payments shall be made to Lessor at his address shown above. Lessee will pay the cost of transporting the Equipment from Lessor's place of business and returning it thereto. Such transportation shall take place during the term hereof.

It is contemplated that the Equipment will be operated for not more than _____ hours in any one day; _____ hours in any one week; _____ hours in any one month, and Lessee agrees that he will pay additional rental prorated at the applicable daily, weekly or monthly rate for each hour the Equipment is used in excess of such time. The additional rent for excess hours shall be paid at the time the Equipment is returned or, if the Equipment is leased for more than thirty days, on the first day of the month following such use. If there is an hour meter furnished, Lessee agrees to keep it connected to the Equipment and in good working condition at all times and it is to be used as the conclusive basis of the number of hours of operation. If Lessee fails to return the Equipment promptly at the end of the term, additional rental shall be payable for each day prorated at one and one-half times the normal rental.

Lessee shall indemnify Lessor against all loss or damage to the Equipment while it is out of Lessor's possession, and the amount of any such loss or damage shall be based on the value shown above. Damage to the Equipment, other than a total loss, shall not abate or excuse the making of prescribed rental payments.

Lessee agrees to use and care for the Equipment in a careful and prudent manner, to pay all operation and maintenance expenses while the Equipment is out of the possession of Lessor, and to make, at his expense, any and all repairs. The Equipment shall be returned to Lessor in as good condition as received, reasonable wear and tear excepted. If, upon its return to Lessor, the Equipment is not in such good condition, Lessor may repair it and Lessee will pay the cost of any such repairs at Lessor's regular shop rates.

Lessee assumes all risk and liability for and shall hold Lessor and its assigns harmless from all damages for injuries or death to persons and property arising out of the use, possession or transportation of the Equipment. Lessee, at his own expense will carry public liability insurance with minimum liability limits in the amount of \$100,000 per person and \$300,000 per occurrence for bodily injury, including death, and in the minimum amount of \$50,000 per occurrence for property damage. Neither Lessor, its assigns, the wholesaler distributor, nor the Manufacturer shall be liable for any incidental or consequential damages which may result from any failure or use of the Equipment.

Upon expiration of the term of this Rental Agreement or at any time during such term, Lessee may elect to purchase the Equipment for the "Total Present Value" shown above, and may apply to such purchase price _____ % of all rentals theretofore paid. Such election shall be evidenced by execution of a purchase order form supplied by Lessor, together with payment of the remainder of the purchase price in cash or settlement for the Equipment in some other manner agreed to by the parties.

THIS RENTAL AGREEMENT IS SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET OUT ON THE REVERSE SIDE HEREOF WHICH ARE HEREBY MADE A PART HEREOF.

LESSEE (Customer)
 McLean County

LESSOR (Dealer)
CROSS Imp
 BY **John Schroeder**



OFFICE OF THE ADMINISTRATOR
(309) 888-5110 FAX (309) 888-5111
115 E. Washington, Room 401

P.O. Box 2400

Bloomington, Illinois 61702-2400

April 4, 2005

Memo to: The Honorable Chairman and Members of the Property Committee

From:

John M. Zeunik

Re: Emergency Appropriation Ordinance: Government Center Capital Improvements

For your information and review, attached please find an Emergency Appropriation Ordinance Amending the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance, General Fund 0001, Facilities Management Department 0041, Government Center Program 0115. Since moving the County offices and departments into the Government Center in August, 2004, we have identified four additional capital improvement projects that were not included in the original bid specifications and plans. Here is a brief summary of each project.

(1) Addition of a private office for the Chief Deputy in the Recorder's Office

When final plans were developed for the Recorder's Office, the incumbent County Recorder did not request a private office for the Chief Deputy Recorder. Shortly after taking office, Mr. Lee Newcom requested that a private office be added within the Recorder's Office for his Chief Deputy. Since the Chief Deputy Recorder directly supervises and evaluates employees in the office and often meets with various businesses and citizens served by the office, a private office would afford the Chief Deputy with the necessary privacy to conduct such meetings. The Facilities Management staff would be able to complete some of the work required to add this private office. There is adequate space within the Recorder's Office to add this private office. Facilities Management estimates that this capital improvement project will cost \$7,700.00.

(2) Addition of Carpeting in the Local Records Vault in the County Clerk's Office

The final plans for the Local Records Vault in the County Clerk's Office did not include carpeting the existing tile floor. Since moving into the office in August, 2004, employees in the County Clerk's office have slipped on the tile floor and caught the heel of their shoes on the transition ramp between the outer office and the local records vault. After reviewing the problem and meeting with the County Clerk, the best solution to correct this problem is to carpet the local records vault. Facilities Management has obtained quotes to purchase and install carpeting in the local records vault. The lowest quote received is \$3,080.00.

The Honorable Chairman and Members of the Property Committee
April 4, 2005
Page Two

(3) Addition of Solar Insulation Draperies

Since moving County offices into the Government Center in August, 2004, the offices on the east and west side have experienced significant glare and very warm offices from the morning and afternoon sun. With the heat of summer expected to intensify in less than 60 days, the glare and room temperature in these offices will increase significantly. To alleviate this problem, Facilities Management recommends that an interior solar insulation drapery be hung between the window and the interior decorative drapery. This type of solar insulation drapery was installed by Champion Federal in the Chairman's office and in Eric Ruud's office. Facilities Management has obtained quotes to make and install the solar insulation drapes in the County offices on the east and west side of the building. The lowest quote received is \$8,595.00.

(4) Addition of Exterior Signage on South and East Marble Panels

County Board Chairman Mike Sweeney has suggested that additional exterior signage be added on the marble panels on the south and east side of the building. For your information and review, a drawing of the proposed new signage has been enclosed. The proposed exterior signage would be positioned to be easily seen by traffic heading north on East Street and by traffic heading west on Front Street or Washington Street. Facilities Management has obtained quotes to make and install the additional exterior signage on the south and east marble panels. The lowest quote received is \$6,125.00.

As noted in the enclosed Emergency Appropriation Ordinance, the PBC has advised that the bond issue funds used to renovate and remodel the Government Center have been exhausted. Therefore, in order to complete these projects in a timely manner, an Emergency Appropriation Ordinance from the County's General Fund is recommended for your review and consideration.

The Director of Facilities Management and the County Administrator respectfully recommend approval of the following four additional capital improvements to be completed within County offices in the Government Center and to the exterior of the building: (1) addition of a private office for the Chief Deputy Recorder in the Recorder's Office, (2) addition of carpeting in the local records vault in the County Clerk's Office, (3) addition of solar insulation draperies in County offices and departments; and (4) addition of new signage on the east and south exterior marble panels of the building.

Should you have any questions concerning this item, please call me at 888-5110.

Thank you.

**An EMERGENCY APPROPRIATION Ordinance
Amending the McLean County Fiscal Year 2005
Combined Annual Appropriation and Budget Ordinance
General Fund 0001, Facilities Management Department 0041**

WHEREAS, the McLean County Board, on November 16, 2004, adopted the Combined Annual Appropriation and Budget Ordinance, which sets forth the revenues and expenditures deemed necessary to meet and defray all legal liabilities and expenditures to be incurred by and against the County of McLean for the 2005 Fiscal Year beginning January 1, 2005 and ending December 31, 2005; and,

WHEREAS, the Combined Annual Appropriation and Budget Ordinance includes the operating budget for the General Fund 0001, the Facilities Management Department 0041, Government Center Program 0115; and,

WHEREAS, the Director of Facilities Management and the County Administrator have identified four additional capital improvements that need to be made within County offices in the Government Center and to the exterior of the building; and,

WHEREAS, the Public Building Commission of McLean County, Illinois (the "PBC") has advised the County Administrator that the PBC bond issue funds to renovate and remodel the Government Center have been exhausted; and,

WHEREAS, the Director of Facilities Management and the County Administrator recommend that the following four additional capital improvements be completed within County offices in the Government Center and to the exterior of the building: (1) addition of a private office for the Chief Deputy Recorder in the Recorder's Office, (2) addition of carpeting in the local records vault in the County Clerk's Office, (3) addition of solar insulation draperies in County offices and departments; and (4) addition of new signage on the east and south exterior marble panels of the building; and,

WHEREAS, the Property Committee, at its regular meeting on Thursday, April 7, 2005, recommended approval of an Emergency Appropriation Ordinance amending the McLean County Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance, Facilities Management Department 0041, Government Center Program 0115; now, therefore,

BE IT ORDAINED by the McLean County Board as follows:

- (1) That the County Treasurer is hereby directed to make an Emergency Appropriation from the unappropriated fund balance of the County's General Fund 0001 in the amount of \$25,500.00 and to amend the Fiscal Year 2005 Combined Annual Appropriation and Budget Ordinance as follows:

(2)

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
County Board Department 0001 0001-0001-0001-0400.0000 Unappropriated Fund Balance:	\$ 0.00	\$25,500.00	\$25,500.00

(2) That the County Auditor is hereby directed to add to the appropriated budget of the Facilities Management Department 0041, Government Center Program 0115 the following appropriation:

	<u>ADOPTED</u>	<u>ADD</u>	<u>AMENDED</u>
Facilities Management Department 0041 0001-0041-0115-0801.0001 Capital Improvements:	\$ 0.00	\$25,500.00	\$25,500.00

(3) That the County Clerk shall provide a certified copy of this ordinance to the County Administrator, County Auditor, County Treasurer, and the Director of Facilities Management.

ADOPTED by the County Board of McLean County this 19th day of April, 2005.

ATTEST:

APPROVED:

Peggy Ann Milton, Clerk of the County Board,
McLean County, Illinois

Michael F. Sweeney, Chairman
McLean County Board