Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, December 5, 2013 at 4:45 p.m. in Room 400, Government Center, 115 E. Washington Street, Bloomington, Illinois.

Members Present: Chairman Segobiano; Members Schafer, Brandt, Harris, Wendt and Robustelli

Members Absent: None

Other Members Present: None

Staff Present: Mr. Bill Wasson, County Administrator; Ms. Hannah Eisner, Assistant County Administrator; and Ms. Jude LaCasse, Assistant to the County Administrator

Department Heads/Elected Officials Present: Mr. Jack Moody, Director, Facilities Management; Mr. Mike Steffa, Director, Parks and Recreation Department

Others Present: None

Chairman Segobiano called the meeting to order at 4:45 p.m.

Chairman Segobiano presented the Minutes of the Thursday, November 7, 2013 Property Committee meeting for approval. Hearing no objections or corrections, Chairman Segobiano accepted and placed the minutes on file as submitted.

Ms. Harris acknowledged the death of Nelson Mandela.

Mr. Jack Moody, Director, Facilities Management, presented a request for approval of a grant from the Illinois Department of Commerce & Economic Opportunity for 2013 emergency recessed lighting retrofit at the Nursing Home. He noted that the grant amount is $1,335.00. Mr. Moody indicated that re-ballasting the lighting is an energy saving step and will save the County money.

Motion by Robustelli/Harris to recommend approval of a Grant from the Illinois Department of Commerce & Economic Opportunity for 2013 Emergency Recessed Lighting Retrofit at the Nursing Home. Motion carried.
Chairman Segobiano encouraged Committee Members to call Mr. Moody should they ever have any questions about items that Mr. Moody has on the agenda.

Mr. Moody presented a request for approval of a CIRBN Lease Agreement. He noted that CIRBN (Central Illinois Regional Broadband Network) wishes to rent space in the 200 W. Front Street Building. He reminded the Committee that the 200 W. Front Building houses the Health Department on the first three floors and tenants on floors 4 and 5. Mr. Moody stated that the space CIRBN will lease has been vacant for several years.

Mr. Moody advised that the rent will be $720 per month for approximately 250 square feet of office space.

Motion by Brandt/Harris to recommend approval of a CIRBN Lease Agreement.

Ms. Harris referred to the following language in the CIRBN contract: “…Tenant shall remove all office and/or food waste from the Leased Premises upon a reasonable schedule…” She expressed concern that the use of the word “reasonable” in this contract as well as other contracts is not specific enough. Mr. Moody replied that the spaces are monitored occasionally during general maintenance and there has never been a problem with the spaces being trashed. Ms. Eisner noted that the word “reasonable” is often used in legal documents. She indicated that if there was ever any evidence that they were hoarding food or creating problems, they would be advised that it is a breach of the lease.

Ms. Harris expressed concern that the lease contracts have re-occurring errors, including spelling errors, different uses of commas, and sentences that are fragmented. Chairman Segobiano suggested that if errors are discovered, it would be prudent to call the Administrator’s Office so that it can be reviewed.

Ms. Brandt asked what the formula is to determine the amount of the rent. Mr. Wasson replied that the rent is determined by the basic rates paid by current tenants as well as the square footage of the space. There was additional discussion on lease agreements.

Mr. Wasson noted that CIRBN is a non-profit organization whose members are the Town of Normal, the City of Bloomington, Illinois State University, and Heartland Community College. He indicated that CIRBN needed only a small space, which made this location a good fit for them.

Chairman Segobiano called for a vote on the Motion.

Motion carried.
Mr. Moody informed the Committee that he continues to meet with prospective tenants for the Fairview Building. He stated that he is giving a second tour to the potential tenant on Monday.

Mr. Mike Steffa, Director, Parks and Recreation Department, presented a request for approval of the purchase of a 2013 replacement vehicle. He indicated that he would like to purchase a one ton full medium truck from Ridings Ford in Springfield at a price of $23,290, with additional equipment at a cost of $13,295. Mr. Steffa stated that the current one ton dump truck is 21 years old and has required expensive repairs.

Mr. Wasson advised that there are sufficient funds in the fleet management budget for the replacement of this vehicle.

    Motion by Schafer/Harris to recommend Approval of the Purchase of a 2013 Replacement Vehicle.

Mr. Wasson stated that local vendors were contacted for quotes. He noted that the Fleet Maintenance Supervisor at the Highway Department assisted Parks and Recreation in the coordination of this. Mr. Wasson advised that we were unable to get a quoted price for these different components that would have totaled less or equal to the price that we received under the state contract.

Mr. Robustelli stated that the bottom line is to get the best price for the equipment that we can, but secondarily, it is important to do what we can to support the local economy. A discussion followed on the importance of using local vendors whenever possible.

Chairman Segobiano called for a vote on the motion.

    Motion carried.

Mr. Bill Wasson, County Administrator, advised that the next three items are housekeeping matters related to the PBC operational leases relating to the Government Center (City/County Office Building), the Law and Justice Center and the Courthouse Building. The first two will be acted upon together. The first is a request for approval of Attachment Number Twelve to Amendment to Lease and Operation and Maintenance Agreement for the City/County Office Building; and the second is a request for approval of Attachment Number 23 to the Amendment to Lease and Operation and Maintenance Agreement for the Law and Justice Center.
Motion by Harris/Wendt to recommend approval of Attachment Number Twelve to the Amendment to Lease and Operation and Maintenance Agreement for the City/County Office Building; and to recommend approval of Attachment Number 23 to Amendment to Lease and Operation and Maintenance Agreement for the Law and Justice Center. Motion carried.

Mr. Wasson presented the third request, namely a request for approval of Attachment Number 11 to the Amendment to Lease and Operation and Maintenance Agreement for the Courthouse Building.

Motion by Wendt/Harris to recommend approval of Attachment Number 11 to Amendment to Lease and Operation and Maintenance Agreement for the Courthouse Building. Motion carried.

Mr. Wasson reviewed his memorandum regarding the NIC Jail Mental Health Assessment Report, which is available in the packet. He noted that on November 5, 2013, the Justice Committee concurred with the findings of the National Institute on Corrections (NIC) Jail Mental Health Report from a site visit in January, 2013 and the Jail Mental Health Design and Programming report from a site visit of July 23-26, 2013 for the McLean County Sheriff’s Adult Detention Facility (MCADF). Mr. Wasson indicated that the NIC Report identified specific areas relative to the Jail physical environments and accommodations, as included in his memorandum.

Mr. Wasson advised that the conclusion of the report was that the jail must expand operationally and structurally to appropriately house the mentally ill population according to recognized standards. He reviewed the responsibilities of the Property Committee under County Board Rule 5.17-5, which is included in his memo.

Mr. Wasson reviewed the milestone recommendations provided by the NIC report involving expansion and construction of the facilities, which include:

- Engage Corrections/Mental Health Planner
  - Conduct a needs assessment,
  - Develop an operational and architectural preliminary plan
- Project Information and Funding determination
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- Hire an Architect/Engineer  
  - Architectural design,  
  - Contract documents,  
  - Bidding and award,  
  - Construction.

Mr. Wasson noted that he provided a time-line in his memo that shows that the typical construction time line is a 36 to 48 month process for a building project.

Mr. Wasson stated that the County has resources and information provided through both a Jail Mental Health Report and the Jail Mental Health Design and Programming reports provided during 2013 by the NIC. He added that there is also the LZT Comprehensive Space Study from 2000. Mr. Wasson reminded members that the LZT space study was done prior to the Administration and many other offices moving to the Government Center Building and prior to changes made at the Law and Justice Center at that time. He noted that the report may be minimally helpful. Mr. Wasson stated that the Administrator’s Office is working on converting the very large LZT report into an electronic form to be provided to the Committee.

Mr. Wasson indicated that, through the CJCC (Criminal Justice Coordinating Counsel), a lot of data has begun to be assimilate, which will be very helpful and may help shorten the time line.

Mr. Wasson advised that the next step in the process will be for this Committee to talk about the general concepts of the report and its recommendations for possible expansion or addressing these physical requirements. He recommended that this be done through the process of developing an RFP to do the needs assessment. Mr. Wasson stated that the NIC Report is a good starting point, but the NIC Report and other documents point to the need for a much more in-depth needs assessment, which will require hiring someone to go through that process.

Mr. Wasson recommended that the Administrator’s Office prepare a draft RFP requesting proposals for a Needs Assessment and pre-architectural plan to be reviewed at the January Property Committee meeting.

Chairman Segobiano stated that it will be important to be cognizant of the needs and wishes of all of the committees involved in this project, including the Community Advisory Committee that has two separate issues to face. He indicated that the Property Committee will be addressing the issue of those who need to be incarcerated and those who need a “home for the night.”
Mr. Wendt stated that it is his understanding that we are considering either a separate building for the mentally ill inmates, or adding on to the current Jail. Mr. Wasson replied that the NIC Report includes options, including a facility for inmates that require mental health assistance; and a crisis stabilization facility for non-incarcerated individuals that could be at a different location. He noted that there could be an expansion to the jail and a crisis stabilization location somewhere, or they could be together. Mr. Wasson pointed out that the County has the capability on the current Jail pods to build up vertically. He stated that the LTZ Study never used that capability in their proposals. One of the issues being faced is what to do with the current inmates while an expansion is undertaken and the related significant cost. Mr. Wasson noted that one of the other options is to have a crisis stabilization and corrections mental health facility at another location, but the operational costs could be substantial.

Mr. Wendt expressed concern with having two separate locations because of the operational costs.

Mr. Wasson advised that it will also be necessary to evaluate the capacity for general population which has been at, or close to, maximum capacity for several years.

Ms. Harris asked when we can begin to educate the community to de-stigmatize mental illness. Mr. Wasson replied that this would not fall under the responsibility of the Property Committee; rather, it would likely be the Advisory Group on Community Mental Health.

Chairman Segobiano stated that there are many issues that will need to be reviewed and considered regarding this issue.

Mr. Wasson indicated that it is important to focus on the Property Committee’s responsibilities. He noted that input from other committees will come to the Property Committee that will need to be evaluated within the planning of the specific design.

Ms. Schafer had questions on the timing of the RFP part of the project. Mr. Wasson noted that it will take about 60 days to obtain the RFP for the assessment. He noted that it is hoped that a six-month time frame is adequate for the assessment because of information that is already available from the NIC. Mr. Wasson stated that during that time period, the Advisory Group will be working. He added that there is already information being put together on many different fronts, including the League of Women Voters.

Ms. Harris asked if other facilities in the state will be visited. Mr. Wasson replied that there may be facilities for potential site visits.
Mr. Robustelli suggested that energy efficiency be part of the consideration in the planning.

Mr. Wasson advised that there has been some conversations from the Land Use Committee about returning the Land Use and Property Committees back to their original times, with Property at 3:30 p.m. and Land Use at 4:45 p.m. Chairman Segobiano stated that the Property Committee may need additional time for meetings due to the Jail project, and would recommend that no changes in meeting time be decided until it is determined how much time may be necessary for future meetings.

Chairman Segobiano presented the November 30, 2013 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 Prepaid Total of $47,998.06 and a Fund Total that is the same. Chairman Segobiano also noted that the Auditor reports that the Fairview Building Fund is at 158% of the 2013 appropriation and Facilities Management Health Department Building is at 95% of its 2013 appropriation. Mr. Wasson advised that at the end of the fiscal year, clean-ups are made after the books are closed.

Motion by Schafer/Harris to recommend approval of the bills as of November 30, 2013, which have been reviewed and recommended for transmittal by the County Auditor. Motion carried.

Chairman Segobiano adjourned the meeting at 5:40 p.m.

Respectfully Submitted,

Judith A. LaCasse
Recording Secretary