



Minutes approved 07-22-14

Property Committee Meeting

James Carius Community Room
Tuesday, June 17, 2014 – 3:30 p.m.

Committee Members Present: Chairman Dean Grimm, Jim Donahue, John Ackerman, Darrell Meisinger, Tim Neuhauser, Nancy Proehl, Jerry Vanderheydt

Others: Dan Gillette, Building and Grounds Superintendent

MOTION **MOTION BY MEISINGER, SECOND BY PROEHL** to approve the minutes of the May 20, 2014 meeting.

On voice vote, **MOTION CARRIED.**

Chairman Grimm invited Bond Wagner and Don Forrest of the Farnsworth Group to discuss their recent Space Needs Study with the Committee. Wagner advised all had received a copy of their report and he wanted to clarify a few items. The executive scope was on both current and projected needs. Suggestions they made were based on the best information that was made available. They are not encouraging any particular action. Recommendations were based on needs as opposed to wants, however wants were incorporated into the report. He also provided a blown up map of downtown which had been requested previously.

Harris asked about industry standards and the size of office space per employee. Wagner stated there is no standard set in stone. They came up with numbers based on discussions with administrators. The square footage recommended was based on the number of staff and what their daily work requires. Wagner stated that some departments are currently out of space now.

Ackerman inquired of the blueprints for the future and the addition of two buildings with the Times lot and destruction of the Arcade building. Ackerman inquired of the cost of a three story building and use of the McKenzie building for the Courthouse annex. Wagner stated that a 4 story building would be more economical than two buildings. Ackerman stated he would like to eliminate the two building option.

Proehl inquired of the plans for the Tazewell Building. Their recommendation is to demolish and put in a parking deck. Wagner stated that renovation of that building would be more costly.

Ackerman asked if Farnsworth could come back with new figures for a one building floor plan with options to expand. Neuhauser stated that it was the Boards responsibility to take the plan and decide how to prioritize the needs and remove from the plan items that are not comfortable. Chairman Grimm stated he would ask Chairman Zimmerman if it was possible to schedule a ½ day meeting in open form to look at the priorities before moving forward.

Chairman Grimm thanked Wagner and Forrest for coming to the meeting to discuss.

MOTION
P-14-16

MOTION BY DONAHUE, SECOND BY MEISINGER to recommend to County Board to approve the contract for roof replacements at the Health Department and the Old Post Office.

On voice vote, **MOTION CARRIED.**

MOTION
P-14-17

MOTION BY VANDERHEYDT, SECOND BY PROEHL to recommend to County Board to approve contract for exterior repairs to the McKenzie Building.

Chairman Grimm stated the bid accepted was not the lowest bidder but the one that can complete the work most timely.

On voice vote, **MOTION CARRIED.**

MOTION
P-14-18

MOTION BY NEUHAUSER, SECOND BY MEISINGER to recommend to County Board to approve contract for repair of the Courthouse skylight.

Donahue inquired if the contract included cleaning of the clear glass that covers the skylight and painting. Gillette stated this contract is for repairs to the exterior skylight to stop a leak. There is no cleaning or painting included with this project.

On voice vote, **MOTION CARRIED.**

MOTION

P-14-19

MOTION BY VANDERHEYDT, SECOND BY DONAHUE to recommend to County Board to approve the contract for replacement of the accessibility ramp at the Old Post Office.

On voice vote, **MOTION CARRIED.**

MOTION

P-14-20

MOTION BY ACKERMAN, SECOND BY VANDERHEYDT to recommend to County Board to approve designation and use of the former Pekin Times lot for parking.

Chairman Grimm stated this will be a temporary parking lot for our jurors. The lot cannot be blacktopped until it settles. The intent is to put up signs indicating juror only parking and our jury commission will send out placards. Grimm stressed this is temporary only.

On voice vote, **MOTION CARRIED.**

MOTION

P-14-21

MOTION BY MEISINGER, SECOND BY PROEHL to recommend to County Board to approve advertising for a Buildings and Grounds Superintendent and creation of a Candidate Selection Committee.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY VANDERHEYDT, SECOND BY PROEHL to approve soliciting quotes for HVAC replacement at the Health Department.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY ACKERMAN, SECOND BY NEUHAUSER to approve soliciting quotes for sidewalk replacement at the Health Department.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY NEUHAUSER, SECOND BY DONAHUE to approve going out for bids for Mechanical Service Agreement for HVAC service and repairs.

Gillette explained that the current contract had expired. This is a contract for HVAC for all of the buildings with the exception of the Justice Center.

On voice vote, **MOTION CARRIED.**

MOTION

MOTION BY ACKERMAN, SECOND BY VANDERHEYDT to approve going out for bids for the demolition of the buildings located at 407, 409 and 411 Elizabeth Streets.

On voice vote, **MOTION CARRIED.**

Chairman Grimm opened a discussion for the County to receive a donated memorial bench for the McKenzie Building. Mr. Larry Lancaster has asked to donate a bench, matched to others, with a memorial plaque honoring his mother who was a County employee for 28 years. The consensus of the Committee is to accept the gift.

MOTION

MOTION BY MEISINGER, SECOND BY ACKERMAN to move the Committee into Executive Session under 5 ILCS 120/2(c)(11) – Pending Litigation at 4:04 p.m.

On voice vote, **MOTION CARRIED.**

Chairman Grimm moved the Committee out of Executive Session at 4:31 p.m.

UNFINISHED BUSINESS

Grants Manager, Dawn Cook, provided the Committee members with information on a recent grant which was approved for the EOC. The grant will assist with communication improvements which includes a new telephone system. It will also fund workstations on the main floor when EOC activation occurs.

She reported what she had requested and was not funded was a security system. She stated she will include that request in FY15 budget discussions.

REPORTS AND COMMUNICATION

Gillette stated that the fuel tank replacement at Highway was going well. The old tanks are out, the new tanks are in and filled with fuel. The completion date is estimated for mid-July. He stated the asbestos removal on Elizabeth Street property will start next week and should be completed within ten days.

Proehl reported on the Courthouse landscaping project. She stated it has been completed and blends in very well.

MOTION

MOTION BY MEISINGER, SECOND BY VANDERHEYDT to recommend to County Board to approve the bills as presented.

On voice vote, **MOTION CARRIED.**

Chairman Grimm recessed the meeting at 4:40 p.m.

(transcribed by S. Beeney)