

Property Committee Meeting
Monday August 15, 2016
Courthouse Annex, Room 319, 5:00 PM

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Wes Bieritz called the meeting to order at 5:04 p.m. Upon the call of roll, the following members were present: Adam Hart, Darren Duncan, Cari West-Monson and Wes Bieritz. Tom Morse and A.J. Wright were absent and excused. John Criswell was absent. 4 present, 3 absent

Also present were: Mike Marron, County Board Chairman; Bill Donahue, Assistant State's Attorney; Doug Toole, Health Department; Dave Peirson, Building & Grounds and Jennifer Jenkins, Building & Grounds/Administrative Assistant.

Agenda Item 2 - Adoption/Amendment to the Agenda

A motion was made by Hart, second by Duncan, to adopt the agenda as presented. Motion was carried by acclamation.

Agenda Item 3 - Approval of Minutes from April 18, 2016

A motion was made by Duncan, second by West-Monson, to approve the minutes as presented. Motion was carried by acclamation.

Agenda Item 4 - Audience Comments

None

Agenda Item 5 - Resolution: Surplus Property (Items A through D)

Items from Building and Grounds were discussed. Motion to declare these items as surplus by West-Monson and 2nd by Hart. Discussion ensued.

Peirson explained that the John Deere tractor does run however, it would be costly to repair for use for the County. He did explain that it would be an item that we could put up for bid on the website by following proper protocol.

He also discussed the Ford Van and that the County does not have any further use for this item however, once again, by following proper protocol this would be an item for bid. Donahue indicated that the value of these items does not constitute a public auction due to the fees associated with this type of sale. Donahue indicated that the County would proceed with sealed bids for these items.

The chairs and the lift are not salvageable and it was advised that the Building and Grounds staff will go through the chairs and determine if there are any that could be used and/or donated. Otherwise the chairs and the lift will be disposed of properly. Upon the call of roll, the following members voted yes, to-wit: Adam Hart, Darren Duncan, Cari West-Monson and Wes Bieritz. 4 yes, 3 absent.

Agenda Item 6A – Building and Grounds 2016-2017 FY Budget

Committee Chairman Bieritz requested a motion to adopt the budget. Motion by Hart, 2nd by Duncan. Bieritz discussed that there were areas of the budget that were not close to proposed budget. Marron discussed that due to staff changes and a better focus on the budget that there were significant cost savings. Bieritz also questioned the cost of employment and why it was not included. Marron explained that there were not amounts in the payroll on the proposed budget due to a miscommunication and that we will need to do an amendment so that the numbers are accurate. Marron further explained that the payroll numbers that we will use will be the same as last years until union contract negotiations are completed. The amendments will be as follows; Salary/Personnel \$188,164, \$0.00 for overtime, Department Head \$103,000, Cleaning- \$152,630. Total

amount of payroll added was \$443,794. Motion to amend the main motion by Darren Duncan 2nd by Cari West-Monson. Upon the call of roll, the following members voted yes, to-wit: Adam Hart, Darren Duncan, Cari West-Monson and Wes Bieritz. 4 yes, 3 absent.

Back to original motion. Upon the call of roll, the following members voted yes, to-wit: Adam Hart, Darren Duncan, Cari West-Monson and Wes Bieritz. 4 yes, 3 absent.

Agenda Item 6B – Capital Improvements Budget

Bieritz requested that the previous Fiscal Year's Capital Improvement budget be handed out for review. Bieritz request a motion to accept the Capital Improvements Budget.

Motion by West-Monson, 2nd by Duncan. Marron explained that the Capital Improvements budget is basically money from the nursing home sale and farm money. This year does show \$400,000 for the upcoming Federal Courthouse move. Bieritz asked Dave Peirson, Building and Grounds Superintendent, to elaborate on some of the expenses. Peirson explained that on this budget, which includes the 5 year plan, that some of this work has been completed and/or moved to a different fiscal year. For example the service elevator at the court house has been moved to the next year. Peirson went on to explain that the budget for the upcoming year for the annex is actually costs for the Federal Courthouse not the current annex.

The committee discussed the current EMA building and the plans within the 5 year plan for demolition upon movement to the Federal Courthouse.

The EMA building and its presence is covered by a grant. Part of the application process for acquiring the Federal Courthouse was to apply the Department of Homeland Security for headquarters for our EMA facility.

Upon the call of roll, the following members voted yes, to-wit: Adam Hart, Darren Duncan, Cari West-Monson and Wes Bieritz. 4 yes, 3 absent.

Agenda Item 6C – 5 Year Plan

Bieritz request a motion to accept the the Building and Grounds 5 year plan. Motion by Hart, 2nd by Duncan. Marron explained that sometime, mid-year of year 4, it has been determined

that we will start to run out of this nursing home sale money. Marron would like to see some sort of allocation for Capital Improvements so that we are not back in this same situation. Most of this money was spent for improvements and we are seeing that we are using less and less of this money as time moves forward. Moving forward from year to year we will need to gradually transition from expending money from the nursing home sale into a committed revenue stream from the general revenue fund. Hopefully by that point it will be a significantly lower amount then what we are spending on these projects now. Marron also explained that there has been discussion about the current Annex building and its future after the move to the Federal Courthouse. Marron did speak to our current insurance agent who advised that potentially if we were to abandon the building we would still have liability insurance on it which would probably be more expensive then it would be to actually use it as storage or some type of footprint here. It may make sense to utilize this building as a storage facility for now. Discussion ensued regarding several options for the Annex building and its future. Marron also shared that he received a letter from GSA indicating that they would be nominating the Federal Courthouse building to be on the National Historic Preservation Role. Marron has forwarded this information on to Congressman Shimkus to inform him of this intention. Donahue explained that the State agency recognizes the building and that would put us on the list for the Federal level.

Upon the call of roll, the following members voted yes, to-wit: Adam Hart, Darren Duncan, Cari West-Monson and Wes Bieritz. 4 yes, 3 absent.

Agenda Item 7 – Items of Information and Committee Concerns

Marron shared that we are all diligently working on budgets that is moving along. We are anxiously awaiting Bellwether report. There should be some positive items within this report that can be used to have an increase in revenue, user fee increases, efficiency changes, and some items for the upcoming union contract negotiations. Peirson shared that Building and Grounds will be moving over to the Health Department to begin renovations sometime in the next few weeks. Currently, Building and Grounds have been working at the Hazel Street building and replacing windows, painting, etc. These renovations have made a significant change to this building.

Agenda Item 8 - Executive Session

Not necessary.

Agenda Item 9 - Adjournment

Bieritz adjourned the meeting until the next meeting schedule for September 19, 2016.

Minutes by: Jennifer Jenkins, Administrative Assistant