

Building and Grounds Committee Meeting
Logan County Safety Complex
February 5, 2013

Present: Terry Carlton; Kevin Bateman; Bob Farmer; Chuck Ruben; Jan Schumacher

Absent: Andy Meister

Guests: Bill Hoagland

Mr. Carlton called the meeting to order at 7:00 pm.

A motion was made by Mr. Bateman, seconded by Mr. Farmer, to approve the minutes from the January 8, 2013 meeting. Motion passed.

Old Business:

- 1) Courthouse phone system: Mr. Carlton has spoken with McLean, Tazewell and Sangamon counties regarding their phone systems. He believes each office needs to be consulted to determine what they anticipate their future needs will be and what functionality they use. Mr. Ruben suggested the County may be able to identify a local individual who could recommend services. Mr. Bateman suggested that all County offices, with the exception of the Health Department, should be on one phone system that is overseen by this committee. Mr. Ruben suggested each office be consulted about this possibility in order to gain their support. Mr. Carlton will research consultants that may be available. If he finds affordable options, they will be invited to the March committee meeting for discussion.
- 2) Sidewalk repairs: Mr. Bateman reported the repairs will be completed by Rick Whiteman when the weather allows.
- 3) Landscaping for courthouse grounds: The city's consultant will be presenting the proposals at a public forum. Following that, Mrs. Schumacher recommended the County review the plans for the Courthouse grounds and parks. At that time, this committee could determine how to move forward. Mr. Bateman expressed concerns with the future maintenance of any landscaping. The committee previously discussed removal of the existing tree stumps and rings. Mr. Ruben expressed concerns about the removal of the stumps and leaving the electrical boxes exposed for potential damage. Mrs. Schumacher discussed the planting of new trees. The consultant had recommended clusters of trees in various areas; including redbuds, dogwoods, elms, etc. She received a recommendation from Barry King, previous owner of a landscaping business, for Growing Grounds in Bloomington as a potential source for the purchase of trees. For the March meeting, Mrs. Schumacher will obtain a copy of the plan, as well as prices of trees, so a decision can be made at that meeting.
- 4) Veteran names in Courthouse: No action is necessary on this item at this time.
- 5) Retro-commissioning for Safety Complex: Mrs. Schumacher reminded the committee of the retro-commissioning project that was recently performed at the Courthouse. She received a call that there was additional funding in this grant. However, she has discovered that the Safety Complex building does not meet the program requirements of 150,000 square feet and requirement for climate controls. She also recently received information that grant funding may be available for replacement of the Courthouse boiler in the future.

New Business:

- 1) Bill from Tower Clock Company for bell/clock repair/maintenance: Tower Clock Company was called to perform repairs to the bell when it recently malfunctioned. The repairs were under warranty, but we received a bill for \$500.00. Mrs. Schumacher called Phil and he indicated he performed routine maintenance while he was here for the warranty repairs. He acknowledged he hadn't received approval prior to performing the routine maintenance. The bell is again malfunctioning. Mr. Carlton recommended holding payment of the bill until the warranty repairs are completed satisfactorily.
- 2) Office furniture for Treasurer's office: Mr. Carlton discussed the appearance of the furniture in the Treasurer's office. Mrs. Dugan identified revenues that have been received that could be used toward

- replacement of this furniture. She will be presenting a proposal in the near future. Mrs. Schumacher also discussed furniture that may be available when the Regional Office of Education office closes.
- 3) Mowing: The committee reviewed the invitation to bid that was published in 2012. It will be updated to include bid requirements from the current Board policies. **A motion was made by Mr. Ruben, seconded by Mrs. Schumacher, to approve publishing the invitation to bid as revised. Motion passed.**
 - 4) Committee responsibilities: The sub-committee that is currently revising Board policies is developing information regarding the responsibilities of each committee. A draft for this committee was shared. Members were asked to review and provide feedback at a future meeting.
 - 5) Property inventory: Formal inventories have not been done for several years, but consideration needs to be given to resuming this practice.

Requests:

- 1) Lincoln Jaycees Easter Egg Hunt – Latham Park – March 23, 2013 – **A motion was made by Mr. Bateman, seconded by Mr. Farmer, to approve this request. Motion passed.**
- 2) Farmer's Market – Latham Park – May 11th through October 30th – **A motion was made by Mr. Bateman, seconded by Mr. Farmer, to approve this request. Motion passed.**
- 3) Request from individuals to place monument bench on Courthouse grounds – A request was received from individuals that is raising funds for construction of a marble bench as a memorial to the youth who lost their lives in a vehicle accident on Polecat Hill. The committee discussed concerns with placing the bench on the Courthouse grounds, but thought placement in the park might be more appropriate. Mr. Carlton will contact the group and ask a representative to attend a future committee meeting to discuss options.

Report from Dennis Reves: Nothing to report.

Budget Review: No concerns.

A motion was made by Mr. Ruben, seconded by Mr. Bateman, to approve the bills. Motion passed.

A motion was made by Mr. Bateman, seconded by Mr. Ruben, to adjourn the meeting. Motion passed. Meeting ended at 8:29 pm.