

Property Committee Meeting
Monday September 16, 2019
5:00 P.M., Vermilion County Administration Building
2nd floor conference room

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to Agenda
3. Approval of Minutes – August 19, 2019
4. Audience Comments
5. Ordinance: Amendment to the Combined Annual Budget and Appropriation Ordinance for Building & Grounds – Total \$42,300
6. Executive Session:
 - A. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.
 - B. Pursuant to Open Meetings act 5 ILCS 120/2 (c) (6) The setting of a price for sale or lease of property owned by the public body.
 - C. Pursuant to Open Meetings Act 5 ILCS 120/2 (c) (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
7. Items of Information and Committee Concerns
8. Adjournment

Property Committee Meeting
August 19, 2019
VCAB, 2nd Floor, Chambers, 5:00 PM

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Wes Bieritz called the meeting to order at 5:00 p.m. Upon the call of roll, the following members were present: Wes Bieritz, Greg Thatcher, Dan Wright, & Diana Frazier-Brenneman. 4 present, 3 absent. Joe Eakle, Adam Hart, and Mitch Weaver were excused.

Also present were: Larry Baughn- Chairman, Craig Golden- Vice-Chairman, Doug Toole- Health Department, Bill Donahue- Risk Consultant, Erika Briggs- Financial Resources Director, and Jennifer Jenkins -CB Office Manager.

Agenda Item 2 - Adoption/Amendment to the Agenda

A motion was made by Wright, second by Frazier-Brenneman, to adopt the agenda as presented.

Agenda Item 3 – Approval of minutes- June 17, 2019

A motion was made by Frazier-Brenneman, second by Thatcher, to approve the June 17, 2019 minutes as presented.

Agenda Item 4 - Audience Comments

None.

Agenda Item 5A – Budget- Building and Grounds 2019-2020 Fiscal Year Budget

Bieritz explained that the item in front of the committee is the 2019-2020 Fiscal Year Building and Grounds budget proposal. Bieritz explained to the committee that there is savings across the board with this budget due to the reduction in work force. There was one position that was not filled after a departure of an employee as well as the Superintendent position that was not filled however, the job responsibilities were divided. Bieritz also asked about the cost of the “telephone” line on the budget. It was significant at the previous fiscal years budget however, it is now zero. That is due to the IT Dept. working with Call One, our current provider, to decrease this line as we are replacing phone circuits, etc. throughout the Courthouse, etc. This line will decrease immensely over the next year. The IT Dept. has taken over the phone system therefore, they will be responsible for paying the monthly bill.

Overall the 2019-2020 Building and Grounds budget is \$243,000 less than the prior year.

Frazier-Brenneman made a motion to approve the 2019-2020 B&G budget proposal, seconded by Wright. Upon the call of roll, the following members voted yes to-wit: Bieritz, Thatcher, Wright, and Frazier-Brenneman. 4-yes and 3-absent.

Agenda Item 5B – Budget- 2019-2024 Capital Improvements Plan Budget/B&G 5 Year Plan

Bieritz provided a description of what the Capital Improvements Plan/5 year Budget plan is. He explained that we design this plan for the upkeep/maintenance to our buildings and properties. It is somewhat of a wish list but, also, a plan for the County Building and Grounds team. Currently our Capital Fund has a total balance of \$1,075,000 remaining. Several items on this list have already been started or will soon be started. Otherwise this money will be utilized for any upcoming significant projects within the County as needed.

Wright made a motion to approve the 2019-2024 B&G Capital Improvements Plan Budget/B&G 5Year Plan., seconded by Thatcher. Upon the call of roll, the following members voted yes to-wit: Bieritz, Thatcher, Wright, and Frazier-Brenneman. 4-yes and 3-absent.

Agenda Item 6 – Discussion – Rose Cemetery – Consideration of Transfer or Lease to Rose Cemetery Association

Bieritz asked Baughn Jr. to explain what this is actually for. Baughn Jr. advised the committee that this is a discussion of Rose Cemetery, located in rural Bismarck. Back in 1990 Rose Cemetery approached the County as they were unable to manage the upkeep of the cemetery. They provided the County with 50% ownership of the cemetery and the County agreed to maintain the landscaping, mowing, etc. for them. However, now they have come into funds and are able to manage the property without the need of assistance from the County. Discussion ensued.

Agenda Item 7- Executive Session

Not necessary.

Agenda Item 8- Items of Information and Committee Concerns

Chairman Baughn shared a quick update of the EMA facility located on Georgetown Road. It has been estimated at \$106,000 worth of hail damage. This includes two buildings at this location.

Also, the IT Dept is currently working on our telephone system which will provide a significant decrease in our monthly charges.

Agenda Item 9 – Adjournment

Bieritz adjourned the meeting at 5:34, until the next meeting scheduled for Monday September 16th @ 5:00 P.M.

Minutes by: Jennifer Jenkins, CB Office

ORDINANCE

**RE: AMENDMENT TO THE COMBINED ANNUAL BUDGET AND APPROPRIATION
ORDINANCE FOR THE COUNTY BUILDINGS AND GROUNDS DEPARTMENT**

WHEREAS, the County Buildings and Grounds Department is in need of additional funds for electricity, gas, and water, and these are expenses for the remainder of 2019 budget year, carried over from the 2017-2018 budget; and

WHEREAS, such change is required to facilitate payment; and

WHEREAS, the budget therefore needs to be amended accordingly and this need was not known when the budget was prepared, and thus was not included.

NOW, THEREFORE BE IT ORDAINED by the County Board of Vermilion County Illinois that the County Auditor and County Board Chairman and Office be authorized and instructed to amend the budget for fiscal year 2018-2019 as set out below:

001.610.61.4315	Electricity/Gas	\$30,000.00
001.610.61.4316	Water	\$5,000.00
001.610.62.4316	Water	\$2,500.00
001.610.63.4316	Water	\$1,500.00
001.610.66.4315	Electricity /Gas	\$2,500.00
001.610.66.4316	Water	\$800.00

And the totals be adjusted accordingly.

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the October 8, 2019 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 8th day of October 2019 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY Property Committee:

<u>Wesley Bieritz</u>	Y	N	A
Committee Chairperson			
Joe Eakle	Y	N	A
Adam Hart	Y	N	A
Greg Thatcher	Y	N	A
Dan Wright	Y	N	A
Mitch Weaver	Y	N	A
Diana Frazier-Brenneman	Y	N	A

**Request for Amendment
Fiscal Budget
2018 - 2019**

Dept: Building & Grounds

Date: 09-16-2019

Account Number	Account Description	Original Appr.	Additional	To Read
001.610.61.4315	Electricity/Gas	\$ 95,000	\$ 30,000	125,000
001.610.61.4316	Water	\$ 15,000	\$ 5,000	20,000
001.610.62.4316	Water	\$ 10,000	\$ 2,500	12,500
001.610.63.4316	Water	\$ 6,000	\$ 1,500	7,500
001.610.66.4315	Electricity/Gas	\$ 15,000	\$ 2,500	17,500
001.610.66.4316	Water	\$ 2,500	\$ 800	3,300
		\$	\$	
		\$	\$	

Narrative:

Additional funds requested due to reconciliation of 2017-2018 amounts that were unpaid carried over into 2018-2019 budget



Department Head: 

Approved By:

_____ Committee

 Chairman

Finance Committee

 Chairman

Dated: _____

Dated: _____