

Property Committee Meeting
June 26, 2023
Joseph G. Cannon Building, 2nd Floor, 5:00 PM

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Kevin Green called the meeting to order at 5:00 p.m. Upon the call of roll, the following members were present: Kevin Green, Crisi Walls, Britny Hoag, Todd Johnson, Mark Steinbaugh, and Becky Stark. Billy Ryan and Greg Shepard were excused. 6 present and 2 absent. Also present were: Bruce Stark – CB Member, Kyle Richards- Vermilion County Building & Grounds Supervisor, and Jennifer Jenkins -CB Office Manager.

Agenda Item 2 - Adoption/Amendment to the Agenda

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

Agenda Item 3 – Approval of minutes- November 28, 2022

A motion was made by Green, second by Johnson to approve the November 28,2022 minutes. Motion was carried by acclamation.

Agenda Item 4 - Audience Comments

Kyle Richards was introduced to the committee as the Vermilion County Building and Grounds Supervisor.

Agenda Item 5 – Resolution- Discussion of RFP Presentation – Joseph G. Cannon Building -entry doors-first floor, passenger elevator upgrade/replacement a, and the roof

The committee, along with Building & Grounds staff, Kyle Richards, and Jennifer Jenkins, explained that the RFP's presented were drafts that they would like to place on the County website to start the bid process for upcoming projects that need to be bid on and then approved by the committee and then on to the National Park Service for their consent. The projects are to be funded by ARPA funds. The committee agreed that the RFP's need to be posted so that we can move forward.

Agenda Item 6- Discussion Animal Shelter Storage Building

Richards explained that the building at the Animal Shelter is in disrepair and that he could move forward in researching for a replacement building. He anticipates that this could cost under \$10,000 if they build the building themselves. There was discussion of flooring options as well. Richards will present an actual dollar amount in next months Property Committee meeting. The idea is to utilize ARPA funds for this project.

Agenda Item 7- Annex – 6 N Vermilion Street

The committee members questioned what utilities are paid for this building. Jenkins explained that it was minimal electricity costs and that the elevator had been disconnected.

Agenda Item 8- Executive Session

Not necessary.

Agenda Item 9- Items of Information and Committee Concerns

Johnson asked about the windows RFP at the Joseph G. Cannon building. It was explained that previously the Finance committee had requested 3 RFP's to start the building(s) update process. The JGC; elevators, front entry way doors, and the shredding for the Circuit Clerk. However the Circuit Clerk RFP was not required and since has been completed. It was discussed that the RFP for the windows will be done and once completed will be brought back to the committee.

Agenda Item 10 – Adjournment

Green adjourned the meeting at 5:48.

Minutes by: Jennifer Jenkins, CB Office Manager