

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to Agenda
3. Approval of Minutes – October 23,2023
4. Audience Comments
5. Update- Status- Centrica – Investment Grade Audit- Blaine Meadows
6. Service Order - Reifsteck Reid Wakefield Fanning- Dan Wakefield (Project Architect)-
7. Resolution: RE: Vermilion County Highway Department Surplus Equipment
8. 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.
9. Items of Information and Committee Concerns
10. Adjournment

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, Mark Steinbaugh, Becky Stark, and Larry Baughn Jr. Crisi Walls, Todd Johnson and Billy Ryan were excused. Greg Shepherd was absent. 5 present and 4 absent. Also present were: Blaine Meadows- Centrica Business Solutions, Kyle Richards- Vermilion County Building and Grounds, Kasey Snyder- Animal Regulations, and Jennifer Jenkins -CB Office Manager.

Agenda Item 2 - Adoption/Amendment to the Agenda

A motion was made by Green to add an item between agenda items 4&5. He would title it "Old Business", second by Stark, to adopt the agenda as with changes. Motion was carried by acclamation.

Agenda Item 3 – Approval of minutes- August 21, 2023

A motion was made by Green, second by Hoag to approve August 21, 2023 minutes. Motion was carried by acclamation.

Agenda Item 4 - Audience Comments

There were no audience comments.

Agenda Item 5- ARPA Request Honorable Judge O'Shaughnessy

Judge O'Shaughnessy referred the committee back to a previous Property meeting where the Judiciary needs were discussed. Immediate needs remain the same. They are the courtrooms on the 3rd floor. These rooms are not conducive to the needs of the court. Renovation is required especially with upcoming Technology grants that were received for these courtrooms. There is also a need for future expansion that will eventually arise and will be discussed in the future. He would like the committee to consider the County to proceed with the hiring of an architectural firm to ensure that we proceed properly. Jenkins will move forward to seeking and scheduling an architect firm to prepare blueprints, remodeling plan.

- A. Update Roof Repair- JGC- Richards explained that this is a couple of weeks out. There will be another update at the next committee meeting.
- B. Repair of Southeast staircase of the JGC Building- Concrete stairs are completed, custom handrail is currently being fabricated. There will be another update at the next committee meeting.
- C. Hoag advised that the City of Danville is ready to move forward with the demolition. They will be developing an intergovernmental agreement in which the Chairman will turn over to State's Attorney Lacy once received.

Agenda Item 6 – Guest Speaker- Blaine Meadows- Centrica Business Solutions

The Committee welcomed, once again, Blaine Meadows from Centrica Business Solutions. The energy feasibility study in PDF form was provided to the committee. This is an estimate, and a high level, preliminary, analysis of the possibilities of energy efficiency plans. The committee decided to move this item as a presentation to the Finance committee and the full County Board.

Agenda Item 7- Property Improvement Discussion- Animal Shelter

Green advised that the Animal Shelter Planners of America have provided a 3 step process. The first starting with an assessment to determine the needs of the Animal Shelter. Snyder spoke of her desire for this company to come help us. She is supposing that a whole new shelter will be the suggestion of this company. She doesn't think repair/remodel is an option. Green asked Baughn if this is something to be considered to be paid from ARPA. Baughn agreed. Baughn will have the State's Attorney, Lacy to review this contract.

Agenda Item 8- Resolution RFP- C-N Custom Steelwork-JGC

Jenkins along with Richards advised that this is for the door repair/replacement at the JGC building. This was the only bidder. Motion by Stark, seconded by Steinbaugh. Upon the call of roll the following voted yes to wit: Green, Hoag, Steinbaugh, Stark, and Baughn 5 Yes 4 Absent

Agenda Item 9- Signage- JGC Building

Green explained that this is for the replacement of the signage of the current signage of the previous Vermilion County Administrative Building. Baughn advised that he has not yet received a final estimate for the cost of these signs. This will have to be brought back to the committee.

Agenda Item 10- Surplus- Non-Operable and Non- Repairable 1974 Hyster Forklift

Richards advised that this is the forklift that is not able to be repaired. The B&G team will dispose of it at Mervis. Stark motioned, Hoag seconded for the surplus of this item. Upon the call of roll the following voted yes to wit: Green, Hoag, Steinbaugh, Stark, and Baughn 5 Yes 4 Absent

Agenda Item 11- Executive Session

Not necessary.

Agenda Item 12- Items of Information and Committee Concerns

Snyder advised that the County sold a vehicle to a citizen that still has the remnants of the Vermilion County Animal Shelter logo on it. There have been complaints regarding this from other citizens as it no longer belongs to the County. Jenkins advised that this citizen has been contacted and that he advised he will remove it. Richards advised that they even offered to assist him with the removal. They will try to contact him again.

Agenda Item 13 – Adjournment

Green adjourned the meeting at 6:02.

Minutes by: Jennifer Jenkins, CB Office Manager

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Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 2024-01 made as of the eleventh day of April in the year two thousand twenty-four
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Vermilion County Board, Other
201 N Vermilion St, 2nd FL
Danville, IL 61832
Telephone Number: 217.554.6006
Fax Number: 217.554.6010

and the Architect:
(Name, legal status, address, and other information)

Reifsteck Reid & Company Architects db/aReifsteck Wakefield Fanning & Company,
Subchapter S Corporation
909 Arrow Road, ste #4
Champaign, IL 61821
Telephone Number: 217.351.4100

for the following **PROJECT**:
(Name, location, and detailed description)

Vermilion County Retainer

Provide Professional Services for various projects owned by Vermilion County. Each project will be added to this contract with amendments on an as needed basis.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the eleventh day of April in the year two thousand twenty-four
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121™–2018, Standard Form of Master Agreement Between Owner and Architect

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User Notes:

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TABLE OF ARTICLES

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- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
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- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

Vermilion County Courthouse Renovation Study

Provide architectural services including structural, mechanical, electrical and plumbing engineering services for the renovation study for the courtrooms in Vermilion County Courthouse.

Scope of Work:

Study: Investigate existing conditions and provide preliminary feasibility study for expanding one courtroom and renovating an additional courtroom. This phase will include preliminary opinions of the effect mechanical and structural systems have on the proposed expansion. I have asked the structural engineer to provide a preliminary estimate of probable construction cost for any structural fixes during this phase. All other estimates of construction cost will be done in later phases. This phase will narrow the scope of work for the renovation, which will afford a more precise fee estimate for the design work for the remaining phases.

Project Team:

- Reifsteck Wakefield Fanning & Company
- GHR Engineers
- BFW Engineers

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

Study with deliverables including written report and schematic layout of proposed solution.

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§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

none anticipated

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

~~§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:~~

~~NOT
USED~~

~~.1 Commencement of construction date:~~

~~.2 Substantial Completion date:~~

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

fixed fee of \$13,250 (thirteen thousand two hundred fifty dollars)

~~.2 Percentage Basis
(Insert percentage value)~~

~~— () % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.~~

~~.3 Other
(Describe the method of compensation)~~

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

none anticipated

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

We anticipate some reimbursable expenses for printing costs. Any required printing will be invoiced at firm's standard rates.

Travel will be reimbursed at industry standard rates.

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§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

no change

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage	Limits
<u>no additional</u>	

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Larry Baughn
201 N Vermilion St, 2nd FL
Danville, IL 61832
Telephone Number: 217.554.6006
Fax Number: 217.554.6010

Email Address: lbaughn@vercounty.org

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

(List name, address, and other information.)

Bridgett R. Wakefield
909 Arrow Road, ste #4
Champaign, IL 61821
Telephone Number: 217.351.4100

Mobile Number: 217.721.6862
Email Address: bwakefield@rwf-arch.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

n/a

- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

n/a

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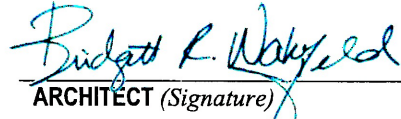
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User Notes:

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This Service Order entered into as of the day and year first written above.

OWNER *(Signature)*
Larry Baughn, County Board Chairman
(Printed name and title)



ARCHITECT *(Signature)*
Bridgett R. Wakefield, Principal
(Printed name, title, and license number, if required)

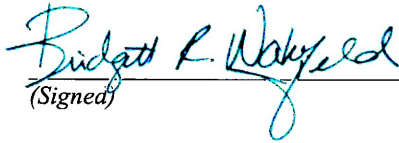
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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Bridgett Wakefield, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification 08:41:54 CT on 04/11/2024 under Order No. 3104240189 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B221™ - 2018, Service Order for use with Master Agreement Between Owner and Architect, other than changes shown in the attached final document by underscoring added text and striking over deleted text.


(Signed)

Principal

(Title)

April 11, 2024

(Dated)

RESOLUTION

RE: VERMILION COUNTY HIGHWAY DEPARTMENT SURPLUS EQUIPMENT

WHEREAS, the County of Vermilion, Illinois has certain equipment at the Highway Department listed in the attached Exhibit "A"; and,

WHEREAS, the listed equipment is of such an age that the County has no further need of said equipment; and,

WHEREAS, it is appropriate to declare this equipment as surplus property; and,

WHEREAS, it is estimated that the current value of said equipment is approximately as follows:

- 1989 John Deere 672B Grader

WHEREAS, the process for disposing and selling surplus property is provided for by ordinance and the committee recommends using its discretion in following the procedure of posting a notice on the County website and Board Office as allowed in the County ordinance, and at the Chairman of the Board and Committee's discretion posting a notice in a local newspaper or other local media depending upon the cost.

NOW, THEREFORE BE IT RESOLVED by the County Board of Vermilion County, Illinois, that the equipment described in Exhibit "A" are declared surplus and shall be placed on the appropriate market for sale and if not sold or if the reserve price, if any, is not met, to be disposed of for the maximum benefit of the public in a manner determined by the County Board Chairman, and the County Board Chairman is authorized to sign any required paperwork to sell such equipment and/or transfer ownership as required under the circumstances.

PRESENTED, APPROVED AND RESOLVED by the County Board of Vermilion County, Illinois at the April 16, 2024 A.D. Session.

DATED this 16th day of April, 2024 A.D.

AYE _____ NAY _____ ABSTAIN _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY Property Committee: April 15, 2024

<u>Kevin Green</u>	Y	N	A
Committee Chairperson			
Crisi Walls	<u>Y</u>	<u>N</u>	<u>A</u>
Britny Hoag	<u>Y</u>	<u>N</u>	<u>A</u>
Todd Johnson	<u>Y</u>	<u>N</u>	<u>A</u>
Billy Ryan	Y	N	A
Mark Steinbaugh	Y	N	A
Greg Shepard	Y	N	A
Becky Stark	Y	N	A

Exhibit A

Surplus County Highway Department Property

1989 John Deere 672B Grader

New batteries. Tires good.

