

Property Committee Meeting
Monday, June 16, 2025
5:00 P.M., Joseph G. Cannon Building, 2nd FL.

AGENDA

1. Call to Order and Roll Call
2. Adoption/Amendments to Agenda
3. Approval of Minutes – April 21, 2025
4. Audience Comments
5. Ordinance RE: RE: Disposition of Excess, Obsolete or Unusable County Personal Property
6. Update- Joseph G. Cannon Elevator
7. Ordinance: RE: Employee parking lot/Gas & Electricity - Health Department
8. Discussion- Tuckpointing- Rita B. Garman Vermilion County Courthouse & Joseph G. Cannon Building
9. Executive Sessions:
 - A. **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2.06**
To determine whether or not to release minutes from executive sessions of the County Board.
 - B. **Pursuant to Illinois 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.
 - C. **Pursuant to Illinois Open Meetings Act 5 ILCS 120/2 (c) (2)**
Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
 - D. **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.
 - E. **Pursuant to Illinois 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
10. Items of Information and Committee Concerns
11. Adjournment

Property Committee Meeting
April 21, 2025
Joseph G. Cannon Building, 2nd Floor, 5:00 PM

MINUTES

Agenda Item 1 - Call to Order and Roll Call

Committee Chairman Mark Steinbaugh called the meeting to order at 5:00 p.m. Upon the call of roll, the following members were present: Mark Steinbaugh, Larry Baughn, Kevin Bodine, and Tim McFadden. Phil Jackson arrived @ 5:04. Dan Wright, Billy Ryan and Becky Stark were absent. Kevin Green was excused. 4 present and 5 absent. Also present were: Nate Byram – Supervisor of Assessments, Matt Long – Recorder of Deeds, and Jennifer Jenkins -CB Office Manager.

Agenda Item 2 - Adoption/Amendment to the Agenda

A motion was made by Bodine to accept the agenda as presented, second by Baughn to adopt the agenda. Motion was carried by acclamation.

Agenda Item 3 – Approval of minutes- January 21, 2025

A motion was made by Baughn, second by Bodine to approve the January 21, 2025 minutes. Motion was carried by acclamation.

Agenda Item 4 - Audience Comments

Nate Byram wanted to inform everyone of the situation at Bresee Tower/Annex. He is concerned because there is still part of the Annex, 4th floor, that is still standing and has not been touched yet. He is concerned that this is a problem as once they start with this part of the demolition that there will be additional paperwork from the Supervisor of Assessments office flying around downtown. Long advised the committee that he had reviewed minutes from October 23, 2023, item # 5, repair of southeast staircase, JGC Building, concrete steps completed and custom handrail to be completed. He advised that this has not been completed, and that the hand rail is short and not connected. Jenkins advised that she would inform the Maintenance Supervisor for repair.

Agenda Item 5- Discussion- Tuckpointing – Rita B. Garman Vermilion County Courthouse

Steinbaugh advised that the Courthouse is in desperate need of repair as chunks of the building are coming off. Jenkins advised that Maintenance Supervisor, Richards, has been researching for repair of this issue. He has been communicating with local professionals regarding the issue. He should have additional information within next 2 months so that we can move forward for a Request for Proposal. Steinbaugh advised that around a month ago he was able to get a tour of the Courthouse with the Maintenance Supervisor and got to see the North side where there is a definite need for repair. Bodine advised that he has been working with a crew that does this type of work and he will send their information to Jenkins. McFadden asked if this is the entire building or just particular areas of concern. Jenkins advised that when the RFP is displayed it will be for the whole building however, the North side is the primary concern at this point.

Agenda Item 6 – Discussion – Mail Distribution Locker System

Jenkins advised the committee that the current mail distribution that is in place is not working. There are multiple interruptions in the front office area of the County Board office. This is where the Financial Resources Director sits and each time someone comes in they

interrupt her. She is also getting multiple calls a day asking if the mail has arrived yet. Jenkins advised that she has sent out several emails asking that these interruptions be limited however, they are increasing. The locker system, ideally, would be placed in the basement of the JGC building. It would be accessible to all departments and they would have their own access codes to their individual mailboxes. There would also be a space for packages, etc. This would alleviate the amount of interruptions to the Financial Resources Director. Jenkins received a quote however, it is outdated, therefore, she will request a new one and then bring it back to committee for approval.

Agenda Item 7- Joseph G. Cannon Elevator

Steinbaugh advised that we have been waiting for the engineer to update our numbers for the repair/upgrade of the passenger elevator at the Joseph G. Cannon Building. Jenkins advised that on April 16th the engineer came to the JGC Building and did a thorough inspection of the elevator. This inspection will assist Reifsteck, Wakefield, and Fanning in preparing a Request for Proposal. McFadden advised the committee and audience that when this project begins, the County will do whatever they can to make the proper accommodations for the public and employees. Steinbaugh also advised that we would look at the proper timeline for this project to accommodate the public during the busier times at the JGC Building.

Agenda Item 8- Executive Session

Not necessary.

Agenda Item 9- Items of Information and Committee Concerns

Jackson addressed the committee on the subject of how to make Vermilion County lots of money. And save us lots of property taxes. This is on the subject of the small, modular, reactor. This would be a drop in at our Vermilion County power station. This is already ready to go as all of the power transfer lines are in place. You wouldn't need any additional approvals as everything is already in place. All the covenants and all of the right ways for those lines are in place. The present owner of this facility is Luminant. They own 100%. The County has been dealing with this entity for years over the coal ash. This company will pay us to take everything there if we wanted it. They want out due to the clean up that is required. Nuclear energy is what we need. How can we get Springfield on board for permits, etc.? Jackson suggested creating a new committee or Ad-Hoc per say to further this conversation. McFadden advised that a whole new committee is not necessary. As they would do the same thing as the current committee by bringing the subject matter before the County Board.

Jenkins advised that the EMA demolition has begun and will be completed in May.

Agenda Item 10 – Adjournment

Meeting adjourned @ 5:41 P.M.

Minutes by: Jennifer Jenkins, CB Office Manager

ORDINANCE

RE: DISPOSTION OF EXCESS, OBSOLETE OR UNUSABLE COUNTY PERSONAL PROPERTY

WHEREAS, the County Board is responsible for the care and custody of personal property of the County pursuant to 55 ILCS 5/5-1015; and

WHEREAS, the County from time to time has excess, obsolete or unusable personal property of relatively small value which can and should be disposed of in an efficient manner which will ensure the County obtains fair value, if any, of such excess, obsolete or unusable personal property; and

WHEREAS, the current Ordinance is in need of amendment to update certain sections;

NOW, THEREFORE, BE IT ORDAINED by the County Board of Vermilion County, that Section 2-6 of the Vermilion County Code, is hereby amended as outlined in words below;

Sec. 2-6. Sale of excess, obsolete or unusable County personal property.

- Scope and purpose. This Section shall apply to disposition of all excess, obsolete or unusable County personal property. It is the policy of the County of Vermilion to dispose of any excess, obsolete or unusable personal property by sale for fair market value whenever economically feasible. All sales of excess, obsolete or unusable County personal property shall be based upon competitive bids, except as provided in this Section.
 - Definitions:
 - i. Personal property shall have the meaning stated in Section 1-2 of this Code.
 - ii. County personal property means personal property which, by law, is owned by or in the care and custody of the County Board.
 - iii. Surplus property is excess, obsolete or unusable County personal property declared to be surplus by the Property Committee.
 - iv. Surplus property has economic value when it may be used or reused for any purpose, other than recycling. Property which is reasonably determined to have no potential use or reuse, and which cannot be economically recycled, shall be considered waste, and is not subject to the requirements of this Section.
 - v. A sale of surplus property is economically feasible when an item or group of items can be sold for more than the cost of sale.
 - vi. Sale by competitive bid means a sale by sealed bid or at public auction.
 - vii. Recycling shall have the meaning prescribed in the Illinois Environmental Protection Act, 415 ILCS 5/3.30.
 - viii. Unit of local government shall have the meaning prescribed in Article VII, Section 1 of The Illinois Constitution of 1970, and for the purposes of this Section shall include school districts.
1. **Reuse by County offices or departments.** Before offering to transfer or sell surplus property, the Department Head shall notify Building Grounds, Technology Services, or the County Board Office of any applicable items that the department will be claiming as surplus. Office furniture should be notified to Building & Grounds, technology items should be notified to the Technology Services Department, and all other items should be notified to the County Board Office. All vehicles unless currently under the inventory of the Vermilion County Sheriff's department need to be declared surplus by the Property Committee before sale or trade. The County Board office, Building & Grounds, and Technology Services will be able to assist if the items could be used by another department. Surplus property which can be reused shall be transferred to County offices or departments upon request. In the event that there is no immediate response from County elected officials or department heads, and that such property may be usable by the County in the future, the Building & Grounds, Technology Services, or the County Board office can commit the property to storage and inventory.
 2. **Declaration of Surplus.** After completion of (1.), elected officials or department heads who have excess, obsolete, or unusable County personal property in their office or department which is believed to have \$250 or less value

determined by the Department Head shall move forward with procedures listed in (4.) below. If the value of the excess, obsolete, or unusable County property have a value of possibly \$250 or more determined by the Department Head, then the Department Head shall notify the County Board Chairman and request the Property Committee to declare it surplus. The Property Committee will seek additional assistance as needed by departments or outside sources when determining economic value. If the property is declared surplus and has no economic value, as determined and valued by the Property Committee, the property shall be disposed of in accordance with this Ordinance. Surplus property shall be recycled if economically feasible or if not economically feasible, shall be considered waste and delivered for proper disposal.

3. **Transfer of Surplus Property to Unit of Local Government.** When surplus property cannot be reused by any County office or department, the Property Committee may recommend that the property be transferred to another unit of local government in lieu of sale. The Property Committee must authorize any transfer of surplus property pursuant to this subsection.
4. **Excess, obsolete or unusable County Property with a Surplus Value of \$0 - \$250.** Any excess, obsolete, or unusable County personal property in which the Department Head or Property Committee finds to hold value of \$0 - \$250 may be donated, recycled, scrapped, or disposed of by the Building & Grounds Department.
5. **Procedures for sale of Surplus Property by Competitive Bid for property valued at \$250 or more.** When surplus property is to be found to have economic value of \$250 or more, the Property Committee shall determine whether a sale of surplus property shall be by sealed bid or public auction. The Property Committee shall provide public notice of the sale as provided below:
 - i. **Notice of Sale for Surplus Property Valued at less than \$250 or more.** When surplus property estimated by the Property Committee to have a total value of less than \$250 or more is to be sold, the Committee shall cause notice of the sale by sealed bid to be posted by the County Board Office, and the sale shall be posted on the County website. The Property Committee shall cause notice of the sale to be printed in a newspaper of county wide circulation. Printed notice may consist of an advertisement in the classified section of the newspaper directing the public to a website listing surplus property. The advertisement shall be printed on at least two (2) separate days, the last of which shall be not more than ten (10) days prior to the sale. Notice of the sale shall be posted at the County Board Office and the County website, and the sale shall be announced at the County Board meeting preceding the sale where feasible and timing allows. The Property Committee may require additional notice of sale be posted on the County's website and at the County Board Office. Such postings shall include photos of the property, when appropriate, and the postings will be made for at least seven (7) consecutive days.
 - ii. **Sales by Sealed Bid.** Notice of sale by sealed bid shall specify the form of the bid, and the date and time by which bids must be submitted. Sealed bids shall be opened at a meeting of the Property Committee, and the Committee shall vote immediately after the opening of bids to accept the high bid or reject all bids. A report shall also be posted to the County website for a period of seven days after such bids are opened. Payment must be made within seven (7) County business days after acceptance of a bid.
 - iii. **Auction Sales (Includes Online Auctions).** Notice of auction sales shall specify the time and place of the auction and whether the sale is with or without reserve. Auctions may be conducted by the Chairman of the Property Committee or a Committee appointed by the Chairman or an auctioneer hired for that purpose. The Property Committee may secure the services of an auctioneer, to be compensated solely from the proceeds of the auction, if the Committee determines it would be in the best interest of the County to do so. Surplus property sold at auction for \$1000.00 or less must be paid for on the date of sale. Surplus property sold for more than \$1000.00 must be paid for in full within three (3) County business days after the sale, and a minimum deposit of ten percent (10%) of the purchase price or \$100.00, whichever is greater, must be deposited on the day of sale: if the sale is not completed by payment of the full purchase price within three (3) County business days after the sale, the minimum deposit shall be retained by the County as liquidated damages and not as penalty. If a successful bidder cannot pay the purchase price or the required minimum deposit on the day of the sale, their bid

shall be void and of no effect, and the Property Committee may re-auction the property, accept the next highest bid, or reject all bids, as may be in the best interest of the County.

- iv. **Terms and conditions of sale.** Sales of all County surplus property are final. County surplus property shall be sold "as is" and no warranties, expressed or implied, shall attach to any County surplus property. Payments and deposits for County surplus property shall be by cash, certified check or money order. No person may take possession of County surplus property until the full amount of the sale price has been paid. All costs of pick up and transportation of surplus property sold under this ordinance is the responsibility of the bidder and the County has no responsibility to provide for transportation or shipping of any item.

- 6. **Deposit of Sale Proceeds.** Sales proceeds from County surplus property shall be deposited by the direction of the Finance Committee and County Board Chairman. The Department Head will notify the County Auditor of the disposal, transfer, or sale of surplus property so that the inventory of County property may be accurately kept.

- 7. **Limitation on Purchase by County Officials and Employees.** No member of the County Board shall be eligible to purchase, directly or indirectly, any surplus County property. No elected or appointed County official shall be eligible to purchase, directly or indirectly, any surplus property which was excess, obsolete or unusable property of their office or department. No County official or employee who is a member of the Department or Office which has declared such property surplus shall be eligible to purchase such surplus County property. Any purchase by an ineligible person shall make the sale void and the property shall either be re-sold as provided for in this ordinance, or accept the next highest bid, or reject all bids, as may be in the best interest of the County. Ineligible persons who purchase surplus County property in violation of this Section shall be subject to a fine not to exceed \$500.00 if the surplus property is not returned to the County in the same condition as sold within (24) twenty-four hours.

- 8. **Delegation of Authority to Property Committee.** The County Board hereby delegates authority to the Property Committee to act on behalf of the County Board with respect to surplus property in the manner set forth in this Section, except with respect to those matters in which County Board approval is specifically required.

Approved by Property Committee
Date:

Mark Steinbaugh	Y	N	A
Chairman			
Larry Baughn	Y	N	A
Phil Jackson	Y	N	A
Kevin Bodine	Y	N	A
Dan Wright	Y	N	A
Becky Stark	Y	N	A
Kevin Green	Y	N	A
Christine Lamar	Y	N	A

OPINION OF PROBABLE CONSTRUCTION COST

Vermilion Co Cannon Building - Elevator Modernization

PD

DATE: 5/8/2025



GENERAL CONTRACT

Item Description	Quantity	Unit	Cost/Unit	Total
GENERAL CONDITIONS	1	LS	\$3,000.00	\$3,000
ARCHITECTURE	1	LS	\$15,000.00	\$15,000
ELEVATOR	1	LS	\$363,300.00	\$363,300

\$378,300

GENERAL WORK SUBTOTAL

\$378,300

5% DESIGN CONTINGENCY

\$18,915

GENERAL TOTAL

\$397,215

CONSULTANTS

MECHANICAL/ELECTRICAL/PLUMBING

Item Description	Quantity	Unit	Cost/Unit	Total
FIRE PROTECTION	1	LS	\$8,000.00	\$8,000
PLUMBING	1	LS	\$23,000.00	\$23,000
HVAC	1	LS	\$36,000.00	\$36,000
ELECTRICAL	1	LS	\$76,000.00	\$76,000

MEP WORK SUBTOTAL

\$143,000

5% DESIGN CONTINGENCY

\$7,150

2% GC COORDINATION ON MEP

\$3,003

CONSULTANTS TOTAL

\$153,153

WORK SUBTOTAL

\$550,368

2 MONTHS SUPERVISION PART TIME

\$15,000

10% G. CONTRACTOR - OVERHEAD AND PROFIT

\$55,037

2.5% G. CONTRACTOR - BONDS & INS.

\$13,759

0.6% LOCATION ADJUSTMENT/CITY COST INDEX FACTOR

\$3,302

TOTAL

\$637,466

5.0% BID CONTINGENCY

\$31,873

5.0% CONSTRUCTION CONTINGENCY

\$33,467

ESTIMATE OF PROBABLE CONSTRUCTION COST

\$702,806

OPINION OF PROBABLE CONSTRUCTION COST

Vermilion Co Cannon Building - Elevator Modernization

PD

DATE: 5/8/2025



NOTES

1. Estimated pricing in this Opinion of Probable Cost is based on our understanding of market conditions as of the date listed above. We have no control over the cost or availability of labor, materials, or equipment, or over market conditions or the contractors' method of pricing. Estimated costs are intended to be a fair determination of market value for construction costs related to this project and is not intended to predict the low bid. Pricing assumes competitive bidding from at least 3 responsible bids for each trade or subcontract.
2. Labor rates are based on the average wage rate that would be expected for the general geographic area in which the project is located. Labor rates are based on straight time, with no premium time or overtime considered, unless otherwise noted.
3. Pricing assumes a single phase project with work proceeding continuously. Any delay in the start of the project has not been factored. Construction phasing requiring multiple mobilizations would likely result in higher costs.
4. Pricing assumes the contractor(s) will have full access to the site during normal working hours. Any special working time constraints or access limitations could result in higher costs.
5. The method for determining prices in this Opinion of Probable Construction Cost is based on standard available construction cost data, industry practice, and our professional experience. The estimated costs contained herein represent our best judgment on a reasonable construction price that could be expected from a competitive bidding process. There is no warranty or guarantee, express or implied, that bids received will not vary from the estimate of probable construction cost.

EXCLUSIONS

1. Costs related to hazardous materials investigation, sampling, abatement, or remediation, unless otherwise noted.
2. Professional Services Consultant design fees.
3. Furniture, Fixtures, and Equipment, unless otherwise noted
4. Realtor fees, land acquisition, or other property costs.
5. Costs associated with utility companies providing new or updated service or metering.
6. Audio Visual equipment, unless otherwise noted.
7. Telephone, Data, or Security equipment, unless otherwise noted.
8. Items indicated on documents as NIC (Not In Contract) or N/A (Not Applicable).
9. Permit fees.
10. Owner contingency or scope changes.

MEP SCOPE

Elevator Modernization Cannon Building
Vermilion County
201 North Vermilion Street
Danville, Illinois

GHR No. 7759

MAY 8

GHR Engineers and Associates, Inc.
Authored by: Lucas E. McGill, PE



Mechanical, Electrical, Plumbing and Fire Protection Scope

The scope of work involves the replacement of an existing pneumatic elevator system with a new hydraulic elevator. This upgrade triggers multiple code compliance requirements across fire protection, plumbing, mechanical, and electrical systems, as outlined below.

Fire Protection Compliance

In accordance with NFPA 13 and ASME A17.1, conversion to a fully sprinklered building necessitates installation of a sprinkler head within the elevator pit. This requires draining the existing system and extending new steel branch piping to the pit. The addition of a pit sprinkler further triggers elevator shunt-trip requirements under NEC 620 and fire alarm integration per NFPA 72.

Plumbing Compliance

Per ASME A17.1 Section 2.2.2.5 and the Illinois Plumbing Code, a hydraulic elevator pit must include an oil-sensing sump pump system. Work will include:

- Excavation for a new sump at the elevator pit floor.
- Installation of a fiberglass sump basin with duplex oil-sensing pumps.
- Installation of a control panel located outside the elevator pit and machine room.
- Integration of pump alarm contacts with the building automation system.

Mechanical Compliance

ASME A17.1 and manufacturer requirements specify elevator environmental conditions between 45°F–90°F and humidity <95%. The elevator machine room lacks dedicated conditioning, requiring:

- Installation of a refrigerant-based mini-split HVAC system serving the machine room.
- Connection of temperature control and setpoint monitoring to the existing BAS.

Electrical Compliance

Electrical system upgrades are necessary to support the new 20 HP, 480V, 3-phase elevator motor and to comply with NEC 620 requirements:

- Provision of a new dedicated electrical feed sized for the new elevator motor.
- Installation of an elevator shunt-trip disconnect to de-energize power upon sprinkler activation, as required by NEC 620.51(C) and NFPA 72.

New lighting in the elevator machine room and pit to meet required illumination levels per ASME A17.1.

Dedicated 120V, 20A circuit for elevator cab lighting with a fused disconnect installed in the machine room.

Power and signal connections to an owner-furnished, owner-installed two-way communication device in the elevator cab to satisfy ASME A17.1 Section 2.27.1.

Electrical connections will also be provided for the oil-sensing sump pump system. In compliance with ASME A17.1, the sump pump control panel will not be located within the elevator pit or machine room.

Fire Alarm System Compliance

Elevator recall and shunt-trip activation require fire alarm system integration per NFPA 72. The existing system is obsolete and cannot accommodate the necessary modifications. Therefore:

- A new main fire alarm control panel will be installed.
- All existing field devices will be reconnected to the new panel.
- Additional heat detectors (elevator machine room and pit), smoke detectors (lobby), monitor modules, and control modules will be installed to support elevator recall, shunt-trip, and supervisory functions.

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 employee parking expenses. These are expenses for the remainder of 2024-2025 budget year, carried over from the 2023-2024 budget; and

WHEREAS, such change is required to facilitate payments; 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 2024-2025 as set out below:

001.610.63.4315	Electricity/Gas	\$36,500.00
001.610.62.4295	Contractual/Maint & Repair	\$20,750.00

And the totals be adjusted accordingly

PRESENTED, APPROVED AND ORDAINED by the County Board of Vermilion County, Illinois at the July 8, 2025 A.D. Session.

This amendment takes two thirds majority for passage.

DATED this 8th day of July 2025 A.D.

AYE _____ NAY _____ ABSENT _____

Chairman, Vermilion County Board

ATTEST:

Clerk of the County Board

APPROVED BY Property Committee:
Date: June 16, 2025

<u>Mark Steinbaugh</u>	<u>Y N A</u>
Committee Chairperson	
Larry Baughn	Y N A
Phil Jackson	Y N A
Kevin Bodine	Y N A
Dan Wright	Y N A
Becky Stark	Y N A
Kevin Green	Y N A
Christine Lamar	Y N A

