

Property Committee Meeting
January 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, Kevin Bodine, Becky Stark, Kevin Green, and Steve Miller. Larry Baughn, and Billy Ryan were excused. Phil Jackson, and Dan Wright were absent. 5 present and 4 absent. Also present were: Sheriff Hartshorn, Dan Wakefield – Reifsteck, Reid, Wakefield, and Fanning, and Jennifer Jenkins -CB Office Manager.

Agenda Item 2 - Adoption/Amendment to the Agenda

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

Agenda Item 3 – Approval of minutes- October 21, 2024

A motion was made by Stark, second by Bodine to approve the October 21, 2024 minutes. Motion was carried by acclamation.

Agenda Item 4 - Audience Comments

There were no audience comments.

Agenda Item 5- Discussion- Reifsteck, Wakefield, Fanning, and Company- Joseph G. Cannon Elevator Study

Dan Wakefield presented the committee with the Elevator Design Development for the Joseph G. Cannon building. The County requested two options from Reifsteck, Wakefield and Fanning, which were to determine if the existing elevator could be refurbished and if not then what options could be done to do an addition. And what would it take to do that. Reifsteck, Wakefield, and Fanning had an elevator consultant come in and determine the condition of the existing elevator. With their analysis and review they did determine that the exiting elevator could be refurbished. It does meet accessibility requirements for a wheelchair. It meets the Federal Government requirements. Back in 2018 the State of Illinois basically incorporated the Federal requirements. From this information, it was determined that some of the parts of the elevator can be reused and some will need replaced. There is estimated costs within the handout. The estimated costs are just for the refurbishment of the current elevator however, additional costs will come with the electrical upgrade as well as heating and cooling for the system. Those costs were not included. If refurbishment is the way the committee would want to go then Wakefield advised that they would then provide a full cost estimate that would include everything. Steinbaugh asked what Wakefield thought about refurbishment. Wakefield indicated he thought this would be the way to go due to cost and additions to the current building. Green asked where we would access funds for this project. Miller replied, general fund. Miller added that the money is not currently budgeted however, it can be in the future when we are ready to move forward. Either this fiscal year or next. Miller added that he asked for this agenda item as time is of the essence due to the elevators possibility of being inoperable. That would not work well considering the Supervisor of Assessments office is on the 3rd FL. It also needs to be taken into consideration of when this project will be done and how we will accommodate the access to additional floors while the elevator is under construction.

Miller added that his idea would be possibly after the 2nd installment of real estate taxes are due. The traffic in the building would then decrease. Miller added that he did not think that we were ready to put this out for bid however, what is the next step? Wakefield advised that Reifsteck, Wakefield, and Fanning would provide the committee with a full estimate that would include all of the costs. And from there it would then go for proposal with their designs, and documents for an RFP. Wakefield asked what fiscal year is the committee looking at for this project and Miller advised that the County is not limited to a specific fiscal year whether it be this year or next. He added that he does not see a huge rush but would like to see the full estimate sometime. Wakefield also will include a general timeline as it would be beneficial for the planning of the project. Wakefield will speak to his engineering consultants and see if their schedule will allow for the preparation of this estimate for the February or March meeting.

Agenda Item 6 - Discussion – EMA Facility, 2507 Georgetown Road- Possible Future Development

Miller addressed the committee explaining that the County has made use of the facility on Georgetown Road for a number of different purposes. Currently it is being utilized for storage of records. Those records have been removed and are being temporarily stored at the Maintenance Shop on Hazel Street. Sheriff Hartshorn spoke regarding the adjacent building to the East of the EMA facility. He advised the committee that he had spoken with Chairman Miller earlier in the week regarding previous conversations that he had had with the former Chairman regarding the potential of building a facility in place of the existing EMA building. When the County bought that building from the owners of South Danville T.V. it included a pole barn in which is currently being used by the Sheriff's Department. This is where they store their additional emergency inventory. His thoughts were to utilize an additional storage building, such as a pole barn, for the County. With that it would be beneficial for their to possibly be a couple of bays for the Deputies to work on their vehicles, etc. They currently install their own equipment within their squad cars. It would be ideal for the bays and additional secure storage for each department that they could lock. With the new Safety Act it includes new laws are being passed on orders of protection. With that if you are given an order of protection they are going to order you to turn over your guns to the Sheriff's Department. This could end up being a significant amount of guns in which they would need proper, secure, storage for them. This building could be an option. The Sheriff's Department needs a quality storage area. The suggested new building would need to be heated/cooled properly for proper storage of any of these items and for the Deputies to have a decent work area. Once the EMA Facility is torn down we could come back and revisit this discussion. Miller suggested that we could discuss with Department Heads of their storage needs as well. Steinbaugh agreed with Hartshorn that as the other buildings that the County is tearing down will create the need for additional storage.

Agenda Item 7- Annex, 6 N. Vermilion Street, Removal of County Property

Steinbaugh explained that he himself witnessed the quantity of books that the County needs to remove from the planned demolition of the Annex. The ledgers that are currently in the basement of the Annex belong to the Treasurer and are considered historic and can not be disposed of. There are over 1000 of them. Steinbaugh explained that he attended a meeting with Dr. Danso, Public Health Administrator, and he agreed to the use of the basement of the Health Department for proper storage of these ledgers. Maintenance Supervisor, Kyle Richards, and staff, will organize the removal of the ledgers and proper

storage afterwards. They will be temporarily stored at the Maintenance shop on Hazel Street until he and his staff can properly construct bookshelves in which the books can be displayed. Jenkins will obtain a quote from Two Men and a Truck moving company for assistance with these ledgers.

Agenda Item 8- Executive Session

Not necessary.

Agenda Item 9- Items of Information and Committee Concerns

Green mentioned that in the past there were expenses related to the updates to 2 courtrooms at the Courthouse and he wasn't sure what became of that. Miller advised that he met with Judge O'Shaughnessy just today @ 4:00 regarding this matter. There are two courtrooms on the 3rd floor that need renovations. This goes hand in hand with the technology modernization grant that was received. Mr. Dan Wakefield, Reifsteck, Wakefield, Fanning & Company, will be revisiting plans for these courtrooms and represent to the Judges and will then come back to the Property Committee.

Green also asked for an update on the Animal Shelter. He suggests a 1 year, 2 year, 5 year plan be put in place for this structure. Miller advised that has had some extensive meetings with the Animal Regulations Director, and Jennifer Jenkins regarding current and upcoming projects involving the Animal Shelter. He also recently visited the Animal Shelter with Property Chairman Steinbaugh, and Health and Education Chairman, Lon Henderson. He explained it was an experience and he learned a lot while visiting. The Animal Shelter has several hundreds of animals that are being fostered by potential adopters or just good hearted citizens that want to help. The problem at hand is our current contract with the City of Danville. It is an old contract from 2014 and desperately needs updated. Snyder has advised that 3 out of 4 animals that are brought to the Shelter are from the City of Danville. The Intergovernmental Agreement signed in 2014 with the City of Danville indicates that the Department of Animal Regulations was contracted by the City of Danville to enforce the City's leash laws as well as other City ordinances. In the past Ms. Snyder did not feel as if she could come back and try to renegotiate anything with the City of Danville. Miller advised that we need to make this our focus so that we can improve our situation with the Department of Animal Regulations. Jenkins also advised that the additional funds within the Building and Grounds Budget for the 2024-2025 Fiscal Year are for significant improvements to the Animal Shelter building. The idea is to prepare an RFP when the Centrica project is nearing completion so that the focus will begin with the Animal Shelter HVAC & Ventilation systems as well as the exterior garage, amongst other additional improvements inside of the Shelter.

Agenda Item 10 – Adjournment

Meeting adjourned @ 6:38 P.M.

Minutes by: Jennifer Jenkins, CB Office Manager