

Property Committee Meeting  
June 16, 2025  
Joseph G. Cannon Building, 2<sup>nd</sup> 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, Tim McFadden, and Steve Miller. Dan Wright, Becky Stark, and Kevin Green were absent. Chris Lamar and Phil Jackson were excused. 5 present and 5 absent. Also present were: Dan Wakefield – Reifsteck, Wakefield, and Fanning, Sheriff Hartshorn, CB Member – Jerry Hawker, Vermilion County Auditor – Erika Ramsey, Maintenance Supervisor – Kyle Richards, and Jennifer Jenkins -CB Office Manager.

### **Agenda Item 2 - Adoption/Amendment to the Agenda**

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

### **Agenda Item 3 – Approval of minutes- April 21, 2025**

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

### **Agenda Item 4 - Audience Comments**

There were no audience comments.

### **Agenda Item 5- Ordinance RE: RE: Disposition of Excess, Obsolete or Unusable County Personal Property**

Vermilion County Auditor Ramsey explained that the ordinance has not been updated since 2014. She also added that the Auditor's office has a newer inventory system in place and this is what had prompted her to update this surplus property procedure. She also advised that it didn't seem as if everyone was following the current procedure so it was a good time to update this ordinance. The departments update the Auditor's office when there is a purchase made or when they need to remove property. This prompts the Auditor to update the inventory. She provided a flow chart to the committee. Steinbaugh advised that after reviewing the inventory in previous months he now knows that the County has a rolling stock that we must track. Ramsey also added that any items over \$250 must be in the inventory and would also need to come to committee upon disposal. Motion by Miller, second by Bodine to approve the ordinance. Upon the call of roll the following voted yes to wit; Steinbaugh, Baughn, Bodine, McFadden, and Miller. 5 yes 5 absent Miller added that we have no trouble with what the Sheriff does with the numerous amount of vehicles that he has. The Sheriff added that he purchases all vehicles through the State program.

### **Agenda Item 6 - Update- Joseph G. Cannon Elevator- Dan Wakefield**

Dan Wakefield from Reifsteck, Wakefield and Fanning advised the committee that the last meeting was a general elevator report. He is here today to discuss the estimate that the committee members have. The estimate of probable construction cost is \$702,806.00.

The MEP (mechanical, electrical, plumbing, and fire protection) is included in this cost as well. Wakefield further explained that the fire protection scope would include the installation of a sprinkler head in within the elevator pit. This would require draining the existing system and extending new steel branch piping to the pit. This is in accordance with NFPA 13 ASME A17.1. The plumbing would require a new sump pump in the elevator pit which would also require a new control panel on the outside of the pit and machine room. Mechanical related items are to ensure the proper cooling and temperature control. The current elevator machine room lacks dedicating conditioning. Electrical compliance requires that we have a new, dedicated, electrical feed, as well as new lighting with dedicated circuits. The fire alarm system compliance requires a new main fire alarm control panel to be installed. Any existing field devices will be reconnected to the new panel. Steinbaugh asked if these items on the MEP Scope are included in the projected cost and Wakefield advised yes they are. Hawker asked if this is refurbishing what we currently have. Wakefield replied that this is a refurbishment to get the elevator up to date. It is compliant with ADA requirements. The measurements of the cab are consistent with ADA requirements. Federal regulations are more accommodating for the size of the cab.

Steinbaugh asked if there were some type of time frame he could provide. Wakefield advised that probably the construction part would be anywhere from 36-38 weeks. This starts when the bid is awarded. Around 9 months to a year for completion. Miller asked how long it would be out of commission. Wakefield replied that

it could be down for approximately 6-8 weeks. Steinbaugh added that November through February tends to be a bit of a slower time than other months. Especially because this will have quite an effect on the 3<sup>rd</sup> floor (Supervisor of Assessments) during the other months. This is something that we will look forward to doing in the next fiscal year.

**Agenda Item 7- Ordinance: RE: Employee parking lot/Gas & Electricity - Health Department**

Jenkins advised the committee that the attached budget amendment is for the employee parking lot lease. The additional amount is for the remainder of the fiscal year. It was not budgeted prior as we did not have a new lease nor payment plan in place with the leasor. The leasor also agreed to not go back in the past to bill us for any previous amounts. She also added that the second budget amendment was for additional money for the Health Department Electricity/Gas bills. The reason that this additional amount is required is due to an overlapping invoice from one fiscal year to the next. It will be caught up for the next fiscal year of 2025-2026. Motion by Miller, second by Baughn to approve the ordinance. Upon the call of roll the following voted yes to wit; Steinbaugh, Baughn, Bodine, McFadden, and Miller. 5 yes 5 absent

**Agenda Item 8- Discussion- Tuckpointing- Rita B. Garman Vermilion County Courthouse & Joseph G. Cannon Building**

Steinbaugh advised the committee that he had an opportunity to walk through the Rita B. Garman Vermilion County Courthouse and he viewed the tuckpointing issues. This issue is in need of repair. Maintenance Supervisor Richards advised the committee that when the window project started at the Courthouse the window foreman advised that Richards needed to see the damaged tuckpointing. There is water getting behind the walls and it is popping out the tuckpointing. Richards had a local vendor take a look so he could find out what was needed. He advised that there is masonry repair, painting of the North wall, and a lift rental. It would probably cost us around 80,000.00 for total repair of the tuckpointing. Richards also added that there is internal damage that would also need repaired once this is fixed. He will ask for pictures of the tuckpointing issue. Richards moved on to the tuckpointing issue for the Joseph G. Cannon building which turned out to be good news after all. What they thought to be a tuckpointing issue turned out to be plugged filters that are placed around the top of the roof. He provided the photos to the committee to show them what looked to be some type of moss that plugged these filters. He removed them all to stop the overflow of the water. He would like to find some kind of fabricator to redo these filters to prevent additional buildup and to prevent clogging. He would like to periodically check these areas to ensure there is no additional plugging. The Sheriff advised that a drone could be used to inspect the roof of this building. Steinbaugh thinks that we must move forward with the repair of the Rita B. Garman Vermilion County Courthouse. Miller agreed that we could come back to committee next month to discuss and move forward with an RFP.

**Agenda Item 9- Executive Session**

Not necessary.

**Agenda Item 10- Items of Information and Committee Concerns**

Miller advised the committee of a possible project at the current EMA site. Miller advised that he would like to see a pole barn or similar structure, that would be environmentally controlled, with 2 bays in which his deputies could do work on vehicles, etc. The Deputy's area would be separate from the rest of the pole barn in which he thought would be a great solution for the County's storage issue.

**Agenda Item 11 – Adjournment**

Meeting adjourned @ 6:21 P.M.

Minutes by: Jennifer Jenkins, CB Office Manager