

MINUTES OF THE RESCHEDULED QUARTERLY MEETING
OF THE
PUBLIC BUILDING COMMISSION OF McLEAN COUNTY, ILLINOIS

Tuesday, June 2, 2020, at 2:45 p.m. CDT

The Public Building Commission of McLean County, Illinois (the "Commission") was called to order by Chairman Novosad on June 2, 2020. As a result of the COVID-19 pandemic, Governor J.B. Pritzker's Executive Order 2020-07, as well as pertinent regulations issued by the Illinois Department of Commerce & Economic Opportunity as a part of its "Restore Illinois" Plan, the meeting was held virtually. The Commission utilized McLean County's Go-To-Meeting platform, which allowed the general public to view the meeting via McLean County's Facebook Live and YouTube pages. The general public was invited to submit written questions or comments to the Commission in advance of its meeting.

Acting Secretary Robert Porter called the roll with the following members answering "present": Novosad, Zimmerman, Farnsworth, Schultz, Harris, Reid, Fruin, and Fazzini. Mr. Morel was absent.

Also present were Commission Attorney Robert Porter; Commission Treasurer James Mulligan; County Administrator Camille Rodriguez; Assistant County Administrator Cassy Taylor; Assistant County Administrator Cathy Dreyer; County IT Director Craig Nelson; and Dawn Carlson of MCK CPAs & Advisors.

Chairman Novosad began the meeting by presenting the Minutes of the January 7, 2020 Regular Meeting of the Commission for approval. Chairman Novosad asked if there were any questions, additions, and/or revisions to the Minutes. Hearing none, Chairman Novosad asked for a Motion to approve the Regular Meeting Minutes. It was moved by Mr. Harris and seconded by Mr. Farnsworth that the Minutes of the January 7, 2020 Meeting be approved as submitted. Chairman Novosad asked for a vote on the Motion to approve the Minutes and the Motion was unanimously approved by voice vote.

Chairman Novosad then called on Commission Treasurer James Mulligan to present the Treasurer's Report for the fiscal year. Mr. Mulligan initially noted that the Treasurer's Report was current as of April 30, 2020. Mr. Mulligan indicated that the Treasurer's Report featured up-to-date interest earnings on all of the Commission's bank accounts. Mr. Mulligan stated that the Commission's interest earnings ranged from .25% to 1.8%.

Mr. Mulligan reminded the Commission that it had previously made November 1, 2019 interest and principal payments on its Series 2010 and 2013 Public Building Refunding Bond Issues.

Mr. Mulligan next noted that the Commission previously made a December 1, 2019 interest and principal payment on its Series 2015 Public Building Revenue Bond Issue. More recently, Mr. Mulligan stated that the Commission made May 1, 2020 interest and principal payments on its Series 2010 and 2013 Public Building Refunding Bond Issues. Mr. Mulligan relayed that the Commission then made a June 1, 2020 interest and principal payment on its Series 2015 Public Building Revenue Bond Issue. Mr. Mulligan noted that the Commission was able to make this most recent interest and principal payment after it received the County's first (1st) 2020 lease payment. Mr. Mulligan then stated that the Commission had paid down approximately two million four hundred fifty thousand dollars and 00/100 (\$2,450,000.00) in principal since last October.

Mr. Mulligan lastly noted that the Commission would need to make upcoming payments to McLean County for operation and maintenance. Mr. Mulligan indicated that the Commission would be in a position to tender said payment once it receives additional lease payments from the County and City.

Chairman Novosad asked if there were any questions or comments for Mr. Mulligan on the Treasurer's Report. Hearing none, Chairman Novosad asked for a Motion to approve the Treasurer's Report and proposed payments as submitted. It was moved by Mr. Fazzini and seconded by Mr. Zimmerman to approve the Treasurer's Report and proposed payments as submitted. Upon a roll call vote, all Commissioners voted in favor of the Motion.

Chairman Novosad next turned to the Commission's Fiscal Year 2019 Audit Report and asked Dawn Carlson of MCK CPAs & Advisors to report on the same. Ms. Carlson began by thanking the Commission for the opportunity to work on its annual Audit Report. Ms. Carlson then noted that MCK CPAs & Advisors was able to issue a clean and unmodified opinion. In terms of the Commission's "net position," Ms. Carlson noted that the Commission experienced significant changes due to the completion of the construction of the addition to the Jail and renovations to the existing Jail. Ms. Carlson stated that the Commission's income for Fiscal Year 2019 stood at slightly over ten million dollars and 00/100 (\$10,000,000.00). Ms. Carlson noted that the Commission's Fiscal Year 2019 net position was approximately one million two hundred thousand dollars and 00/100 (\$1,200,000.00) less than at the conclusion of Fiscal Year 2018.

Ms. Carlson next addressed the Notes to the Commission's Fiscal Year 2019 Audit Report. Ms. Carlson stated that Note One (1) provided organizational information as well as a delineation of accounting policies. Ms. Carlson then indicated that Note Two (2) provided details on the Commission's cash deposits and investments.

Mr. Fazzini noted that he had provided a number of suggested revisions to the Audit Report. Mr. Fazzini inquired as to whether his proposed revisions had been incorporated into the Report. Mr. Porter responded by noting that Mr. Fazzini's proposed revisions had been furnished to Ms. Carlson and that Ms. Carlson incorporated those revisions into the final Report.

Returning to the Audit Report's Notes, Ms. Carlson indicated that Note Three (3) provided background information on the Commission's note receivable tied to a loan to McLean County. Ms. Carlson noted that this loan was utilized by the County to repair the roofs on both the Government Center and Juvenile Detention Center. Ms. Carlson next relayed that Note Four (4) detailed the Commission's long-term obligations and debt service requirements. Ms. Carlson stated that Note Five (5) provided additional details on the Commission's lease with McLean County and the City of Bloomington. Ms. Carlson noted that these additional details included future minimum lease payments. Ms. Carlson then added that Note Six (6) delineated the Commission's outstanding commitments related to the Law & Justice Center Expansion Project. Ms. Carlson next stated that Note Seven (7) pertained to the Commission's prior period adjustment and that Note Eight (8) concerned subsequent event reporting.

Mr. Porter then noted that a copy of the Commission's Fiscal Year 2019 Audit Report had been placed on file with the County Clerk's Office. Mr. Porter indicated that the Audit Report is available for public inspection at the Clerk's Office. Mr. Porter further relayed that a Notice of the Audit Report's public availability has been run in *The Pantagraph*. Mr. Porter noted that this notice enabled the Commission to satisfy its obligations under the *Illinois Public Funds Statement Publication Act*.

Mr. Porter next noted that a copy of the Commission's Audit Report had been furnished to McLean County, the City of Bloomington, the Bloomington-Normal Airport Authority, the Bloomington-Normal Water Reclamation District, and the District 87 School Board in accordance with Section Ten (10) of the *Illinois Public Building Commission Act*.

Chairman Novosad then asked if there were any additional questions or comments for Ms. Carlson on the Fiscal Year 2019 Audit Report. Hearing none, Chairman Novosad asked for a Motion to approve the Fiscal Year 2019 Audit Report. It was moved by Mr. Harris and seconded by Mr. Fazzini to approve the Fiscal Year 2019 Audit Report. Upon a roll call vote, all Commissioners voted in favor of the Motion.

Chairman Novosad next asked Ms. Carlson to address the Commission's Fiscal Year 2019 Annual Financial Report. In response, Ms. Carlson noted that the Annual Financial Report contained the same information as the Fiscal Year 2019 Audit Report.

Mr. Porter then reminded the Commission that its Annual Financial Report normally had to be submitted to the Illinois State Comptroller's Office on or before March 30, 2020. Mr. Porter nonetheless indicated that the Commission received a filing extension to May 27, 2020. Mr. Porter noted that this was in part necessitated by the COVID-19 Shelter-In-Place Order and attendant slowdown in government and business activities. Mr. Porter noted that the Annual Financial Report was timely submitted to the Comptroller's Office and that the Commission would need to ratify the submission of the same.

Chairman Novosad then asked if there were any questions or comments for Ms. Carlson on the Fiscal Year 2019 Annual Financial Report. Hearing none, Chairman Novosad asked for a Motion to ratify submission of the 2019 Annual Financial Report to the Illinois State Comptroller's Office. It was moved by Mr. Farnsworth and seconded by Mr. Harris to ratify submission of the Fiscal Year 2019 Annual Financial Report to the Illinois State Comptroller's Office. Upon a roll call vote, all Commissioners voted in favor of the Motion.

Chairman Novosad turned to the Commission's "Old Business" and asked County Administrator Camille Rodriguez to address the capital improvements to the Old Courthouse. Ms. Rodriguez began by noting that she did not have any estimated costs for the work. Ms. Rodriguez stated that the County previously did not realize that the Old Courthouse's cisterns and gutter system, as well as the roof, needed to be replaced. Ms. Rodriguez stated that she, County Board Chairman John McIntyre, and others have been meeting with a local architect firm to discuss the work. Ms. Rodriguez stated that the County intends to explore all options for a long-term solution to this problem. Ms. Rodriguez stated that she did not want to recommend a "quick fix."

Mr. Fazzini commented that correctly performing the work was far more important than quickly performing the work.

Chairman Novosad then inquired whether the elevators had been completely replaced at 200 West Front Street. In response, Ms. Rodriguez stated that the elevator replacement work at 200 West Front Street had been completed.

Chairman Novosad asked if there were any additional questions or comments regarding the capital improvements to the Old Courthouse. Hearing none, Chairman Novosad turned to the Commission's "New Business" and asked Ms. Rodriguez to address the subject of future Public Building Commission projects. Ms. Rodriguez responded by noting that the County was working on an assessment of all of its elevators. Ms. Rodriguez also indicated that the County was exploring re-locating the Animal Control Shelter.

Mr. Porter asked Ms. Rodriguez about the status of the Fairview Building. In response, Ms. Rodriguez indicated that McLean County was engaged in preliminary talks with the local chapter of the Laborers' International Union of North America ("LIUNA") about converting the Fairview Building into housing for retired laborers.

Mr. Fazzini then left the meeting.

Chairman Novosad then asked Ms. Rodriguez to speak to any ongoing operations and maintenance concerns with County-occupied facilities.

Ms. Rodriguez initially responded by indicating that space for files and equipment is always an issue confronting the County.

Mr. Porter then asked Ms. Rodriguez to speak to any operations and maintenance issues involving the new addition to the Jail. Ms. Rodriguez responded by indicating that staff has experienced some “growing pains.” Ms. Rodriguez specifically stated that staff has had some challenges fixing systems that have not been working properly. Ms. Rodriguez stated that she has been working with County Director of Facilities Management Tim Daugherty and the County legal department in an effort to resolve these issues. Ms. Rodriguez further added that the County was working hard to build a relationship with sub-contractors to make sure systems are properly fixed.

Chairman Novosad then asked if there were any additional questions or comments regarding future Commission projects or operation and maintenance issues. Hearing none, Chairman Novosad indicated that McLean County was requesting reimbursement from the Commission in the amount of twenty-five thousand six hundred forty-eight dollars and 79/100 (\$25,648.79) for FF&E items purchased as a part of the Law & Justice Center Expansion Project. Chairman Novosad asked the County Administration to address this matter further with the Commission.

Assistant County Administrator Cathy Dreyer noted that, since January 7, 2020, the County spent one hundred two dollars and 82/100 (\$102.82) on television wall mounts, seven hundred seventy-nine dollars and 66/100 (\$779.66) on two (2) forty-nine inch (49”) ultra HD smart LED televisions, fifty-five dollars and 98/100 (\$55.98) for two (2) iPad Pro 12.9 cases, one hundred thirty-eight dollars and 98/100 (\$138.98) for two (2) wringer combo packs with casters, thirty-eight dollars and 97/100 (\$38.97) for three (3) privacy signs, seven hundred ninety-seven dollars and 75/100 (\$797.75) for a connexion pedestal, eight hundred ninety-one dollars and 48/100 (\$891.48) for a twenty-four inch by forty-eight inch (24” x 48”) rectangular computer and training table, one thousand eight hundred ninety-nine dollars and 43/100 (\$1,899.43) for a twenty-four inch by seventy-two inch (24” x 72”) rectangular computer and training table, seventy-seven dollars and 32/100 (\$77.32) for a vinyl window covering, five thousand two hundred fifty-five dollars and 96/100 (\$5,255.96) for a radio repeater, three hundred two dollars and 07/100 (\$302.07) for a forty-three inch (43”) 7000 flat 4k UHD smart television, ninety-seven dollars and 84/100 (\$97.84) on a twenty inch (20”) square coffee table, one hundred twenty-three dollars and 04/100 (\$123.04) for a rectangular coffee table, two hundred fifty-eight dollars and 21/100 (\$258.21) for a lounge chair, six hundred thirty-nine dollars and 66/100 (\$639.66) for a lounge guest chair, eight hundred fifteen dollars and 23/100 (\$815.23) for a sofa, five hundred thirty-six dollars and 20/100 (\$536.20) for a restaurant table, four hundred fifty-five dollars and 84/100 (\$455.84) for stacking chairs, seven hundred fifty-six dollars and 31/100 (\$756.31) for a three (3)-tier locker, five hundred forty-three dollars and 92/100 (\$543.92) on bookcases, two thousand sixty-two dollars and 19/100 (\$2,062.19) for a borell flipper training table, one hundred eight dollars and 42/100 (\$108.42) for a soap dispenser, four hundred seventy-nine dollars and 94/100 (\$479.94) for an F110 bucket with rotating brand strap, ninety-five dollars and 00/100 (\$95.00) for IFC-69 break-a-way track, two thousand eighty-six dollars and 81/100 (\$2,086.81) for storage room shelving units, five hundred nineteen dollars and 96/100 (\$519.96) for four (4) task chairs, seven hundred ninety-nine dollars and 95/100 (\$799.95) for a forty-eight inch (48”) diameter round table, one thousand nine hundred nineteen

dollars and 84/100 (\$1,919.84) for sixteen (16) black mesh chairs, three hundred ninety-five dollars and 30/100 (\$395.30) for two (2) IP phones, ninety-five dollars and 00/100 (\$95.00) for an HP laserjet printer, one thousand eight hundred ninety-five dollars and 44/100 (\$1,895.44) for two (2) 12.9 iPad Pros, one hundred thirty-two dollars and 52/100 (\$132.52) for two (2) USB-C digital AV multipost ADPT, thirty-four dollars and 95/100 (\$34.95) for two (2) step ladders, one hundred six dollars and 53/100 (\$106.53) for five (5) television wall mount brackets, thirty-five dollars and 00/100 (\$35.00) for a television wall mount, twenty dollars and 99/100 (\$20.99) for a DVD DVR VCR wall mount bracket, sixty-seven dollars and 80/100 (\$67.80) for six (6) 4k HDMI cables, fifty-seven dollars and 98/100 (\$57.98) for two (2) fifty foot (50') 4k HDMI cables, seventy-three dollars and 14/100 (\$73.14) for a surge protector cord strip, one hundred twenty-five dollars and 94/100 (\$125.94) for six (6) 4k HDMI cables, seventy-nine dollars and 32/100 (\$79.32) for two (2) full motion television wall mount brackets, and six hundred seventy dollars and 37/100 (\$670.37) for a floor sound lectern.

Chairman Novosad asked if there were any questions or comments regarding the reimbursement request. Hearing none, Chairman Novosad asked for a Motion to approve reimbursing McLean County in the amount of twenty-five thousand six hundred forty-eight dollars and 79/100 (\$25,648.79) from the Series 2015 Public Building Revenue Bond Issue's Project Fund. It was moved by Mr. Zimmerman and seconded by Mr. Harris to reimburse McLean County in the amount of twenty-five thousand six hundred forty-eight dollars and 79/100 (\$25,648.79) from the Series 2015 Public Building Revenue Bond Issue's Project Fund. Upon a roll call vote, all Commissioners voted in favor of the Motion.

Chairman Novosad then turned to the Commission's "Other Business" and asked Mr. Porter whether he had any "Other Business" to discuss. Mr. Porter indicated that, in the coming months, the Commission would be looking at investing the remaining funds in its Project Fund Checking Account at Morton Community Bank. Mr. Porter noted that the Commission has a little less than seven hundred thousand dollars and 00/100 (\$700,000.00) in that account earning annual interest of .25%. Mr. Porter indicated his belief that these funds should be invested at a higher yield once the Commission closes the Project out. Mr. Porter noted that this would enable the Commission to have greater resources for future capital improvement needs.

Mr. Porter next noted that he was exploring the possibility of creating a Commission website. Mr. Porter indicated that this would enable the Commission to make its public documents readily accessible to the public.

Chairman Novosad ultimately indicated that the July meeting would be canceled. Chairman Novosad indicated that the Commission was scheduled to meet again in October, but could meet earlier on an as-needed basis.

Mr. Farnsworth then asked Ms. Rodriguez whether the issues with the Jail addition would necessitate action against a contractor or sub-contractor's performance bond. In response, Ms.

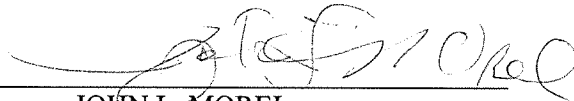
Rodriguez stated her belief that the issues did not rise to that level.

Chairman Novosad then asked whether any Commissioner had any other "Additional Business" to discuss before the Commission. Hearing none, Chairman Novosad asked for a Motion to adjourn. It was moved by Mr. Harris and seconded by Mr. Reid that the meeting adjourn. The Motion was unanimously approved by voice vote and the Rescheduled Meeting was adjourned at 3:52 p.m.

The next meeting of the Commission will be Tuesday, October 6, 2020, at 3:30 p.m.

APPROVED:

October 6, 2020



JOHN L. MOREL,
Secretary, Public Building Commission