

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities Committee Meeting Room 1, Brookens

May 4, 2004

MEMBERS PRESENT: Beckett, Cowart, Smith, Greenwalt, Crozier, Jay

MEMBERS ABSENT: Brumback, Knott

OTHERS PRESENT: Sheriff Walsh, Captain Young, (Sheriff's Office)
Mike Stilger, Pat Dorsey (PKD, Inc.) Alan Reinhart
(Physical Plant)

CALL TO ORDER

Chair Beckett called the meeting to order at 7:01 p.m. A roll call confirmed a quorum present.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Jay to approve the agenda; seconded by Crozier. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Greenwalt to approve the minutes of April 6, 2004 as presented; seconded by Smith. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation

COURTHOUSE

Courthouse User Group List

Mr. Inman reviewed the list giving updates on the projects. He explained he heard from Kevin Cash of Simpson, Gumpertz and Heger who stated they will attempt to have the kickoff meeting for the Courthouse Masonry Project around May 15th.

Public Defender & Jury Assembly Seating Project

Mr. Inman explained the plan included is the initial map. He stated this map does capture a portion of the Jury assembly area but after consultation with the architects they believe they can still meet the 150 person capacity of that area.

Isaksen Glerum Pay Request #1

MOTION by Smith to recommend County Board approval of Pay Request #1 from Isaksen Glerum in the amount of \$3,650 for Professional Services provided through April 2, 2004 per agreement dated June, 1999. Pay Request is for Design Services provided for the expansion of the Public Defender Office; seconded by Jay. **Motion carried.**

Museum Update

Mr. Beckett stated he met with Cheryl Kennedy of the Early American Museum about the space at the Courthouse and she is very excited. She wanted the committee to see the information regarding mannequins and pointed out we could have a Lincoln figure in the space.

He also stated he sent a letter to Mrs. Erwin to report on the status of the project.

Volunteer Parking

Mr. Inman stated he had a discussion with Circuit Clerk Linda Frank regarding parking issues for volunteers that come and help in her office. He explained that both the City of Champaign and the City of Urbana have parking policies for volunteers and both involve giving out parking tags. He provided the committee with 4 options to review; the first option includes setting aside 4 spaces in the Courthouse lot dedicated to volunteers/interns who work in the Courthouse Complex. These volunteers/interns would apply for a unique parking sticker by providing information to the Physical Plant division; only four parking stickers will be available. The second option involves setting aside 5 parking spaces, one for each department, dedicated to volunteers/interns who work in courthouse complex. The third option includes providing a County parking tag to the volunteer which would allow them to park in city Lot 24 located on Illinois Street and utilize the shuttle for access to the Courthouse. The fourth option is to return the issue to the County Administrator, with direction for changes, to craft a new policy option for the June County Facilities Meeting.

Committee consensus to adopt option 4 and return this item back to County Co-Administrator Inman, with direction for changes, to craft a new policy option for the June County Facilities Meeting.

Juror shuttle

Mr. Inman stated Mr. Jay had a concern regarding Juror access to the Courthouse and the ability to use the shuttle. He met with Mr. Fletcher who voiced concern about cross trafficking with attorneys and jurors. He would like to speak to Circuit Clerk Linda Frank and do more research.

Committee consensus to return this item to County Administrator.

Proposed Policy on Donations

Ms. Greenwalt stated when the committee received a donation for the museum there was discussion about what kind of donation policy the County needed. She served on a subcommittee to review this issue and they came up with a policy which is included in the agenda for the committee's review.

MOTION by Greenwalt to adopt the proposed County Donation Policy; seconded by Jay. **Motion Carried.**

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT

Farnsworth Group Invoice #76291

MOTION by Crozier to recommend County Board approval of Invoice #76291 from Farnsworth Group in the amount of \$3,977.60 for Professional Services provided through March 19, 2004. Invoice is for Reimbursables; seconded by Smith. **Motion carried.**

Farnsworth Group Invoice #77082

MOTION by Greenwalt to recommend County Board approval of Invoice #77082 from Farnsworth Group in the amount of \$16,155.00 for Professional Services provided through April 23, 2004. Invoice is for Design Development; seconded by Crozier. **Motion carried.**

PKD Incorporated Pay Request #15

MOTION by Jay to recommend County Board approval of Pay Request #15 from PKD Incorporated in the amount of \$57,097.00 for Professional Services provided through April 3, 2004. (\$10,128 – Staff; \$6,751 – Construction Fee; \$40,218 – General Conditions) Seconded by Smith. **Motion carried.**

CCNH Sub Committee – Proposed Mission Statement

Mr. Inman presented the committee with two mission statements he created using internet research and notes from previous meetings

Ms. Greenwalt stated she feels the subcommittee can handle what the Justice and Facilities committees are not, such as potential fundraising, organizing volunteers, gardens and getting donations for art.

Mr. Jay asked if there is a serious need for this subcommittee. He is concerned that every issue that has been mentioned for this subcommittee could be dealt with through the Nursing home or through County Facilities.

Mr. Beckett stated the subcommittee can take the funds that are already in the budget and request more funds. This mission statement is straight from the minutes, the original subcommittee had a different mission, this is new and this mission statement needs to be followed.

MOTION by Greenwalt to adopt the second mission statement as offered by Mr. Inman; seconded by Cowart. **Motion carried** with a 5/1 roll call vote. Voting aye were Beckett, Cowart, Smith, Greenwalt, & Crozier. Voting nay was Jay.

Mr. Beckett stated this motion will go to the Justice Committee for their review and action.

Contract for CCNH/Scottswood Temporary Stormwater Detention Plan

Mr. Inman stated upon review of the project they discovered when trying to coordinate the Scottswood stormwater project and the Nursing Home project you end up with a condition by where the stormwater from the Nursing Home has to have a place to go. The City of Urbana has asked the County to come up with an interim plan for this stormwater issue. He suggests the committee approve phase A, the study, and Phase B, the design of this contract. We want to make sure all the parties are in place for this work, it will be incorporated into the final plan for the scottswood project.

Mr. Beckett explained that Berns & Clancy already has drawings and documents relating to this project. We could go through a QPS selection process but the County policy allows us to wave that if we already have a firm.

Mr. Inman stated there is a timing issue when phase 1 for the Scottswood project might be ready to bid, we could have a cost savings if we can get the 2 schedules to coordinate

MOTION by Jay to approve Phase A & B of the Contract for CCNH/Scottswood Temporary Stormwater Detention Plan; seconded by Smith. **Motion carried.**

Urbana Park District & County Intergovernmental Agreement

MOTION by Greenwalt to approve the Intergovernmental agreement between Champaign County and Urbana Park District for Stormwater Management and site issues; seconded by Smith.

Mr. Inman stated he was a co-author of this agreement; he encouraged the Park district to include all things in the agreement knowing that we would come back with some changes. Items 4, 8, 12 and 13 are the main parts of the agreement, he feels item #12 is the item for concern and will require a State's Attorney review.

Mr. Beckett offered a friendly amendment to the motion adding the language "Subject to our Attorney's review and continued negotiation with the Park district." Motioner and Secunder concur. **Motion carried**

Construction Project Update – Bid Group 2 Mailing List Phone/Data Bid Update

Mr. Stilger stated bid items 1 and 2 for utilities and earthwork were approved and the work has started, as of this morning a portion of the pad is near completion. The south parking lot and a portion of the access drives are being prepared as well, some portions will be ready for the rock to go down which is being done by the Highway department. None of the site utilities have been installed yet, but the temporary electric is installed. He explained the access road will be in a temporary fashion and gave 2 options for this entrance to the site.

Mr. Jay stated he has concerns about timing issues and commitments with the highway department, they will provide labor to put the road in and level the parking lots but they did not commit to buy the gravel or to do the plans. He reminded the committee that the highway department will need some lead time because they have other priorities, and asked PKD to please communicate with them.

Mr. Inman stated Mr. Unzicker had final approval on road construction documents; he just received the proposed contract for that work. The highway department will not be paying for the materials.

Minority Participation
Letter from Mr. Isaac Mapson
County Response Letter Dated April 29, 2004

Mr. Mapson presented the committee with a letter in response to the letter sent by Mr. Beckett.

Mr. Mapson stated he has been contacted by members of the NAACP and minority contractors that were concerned they were being deprived from work being done on County projects. They asked him to work with the County toward a resolution to this problem, some wanted to take legal action but he wanted to get involved to try and work the problems out. He feels it has to be worked out immediately, problems from past projects are in the past but he has looked at what has been awarded to minorities and he feels the County has been discriminating against minority contractors. He met with Mr. Inman in April, and he was told they had one minority contractor that bid on the Courthouse project but did not show up for work. He investigated this situation, met with the firm who told him they were awarded the contract for \$80,000 then the County expected them to complete the work for \$17,000. He feels the County should put an ordinance into effect that assures when a general contractor gets a contract the County be held accountable for giving them that amount of money. He spoke to the City of Urbana and they have an ordinance that he feels would be a good idea for the County to adopt. He stated his willingness to work with any County Board member or Administrator to get this issue resolved. He is requesting the committee extend the bid due date for bid group #2 60 days to allow time for the contractors to prepare their bid work, he has talked to different contractors and some just received their plans yesterday and they cannot have their bid in by the 13th. He reminded the committee the minority contractors need money just as bad as the County needs a nursing home.

Mr. Dorsey explained there was only one set of plans sent out to each company. In an effort to get the plans out quickly and ensure the broadest distribution they asked the printing company to send one set and then another followed. These plans went out to a significant number of contractors. He explained they have sent out 2 addendums which is normal practice, and the distribution was handled by the company who handled the distribution of the plans. He explained they have not received any complaints from any contractors; they followed up the mailing with a significant number of phone calls. For a large project like this, broken up the way it is in 15-16 bid packages 30 days is within the industry norm.

Mr. Smith stated he doesn't see how the committee could extend the due date. The price of steel has gone up 65% since the first of the year; any wait will cost us a lot of money.

Ms. Cowart stated she feels we owe it to the minority contractors to give them time to get their bids in. Some of the contractors she has talked to felt the drawings didn't tell them important information and contained a lot of discrepancies.

Nursing Home Cont.

MOTION by Cowart to suspend the rules, seconded by Greenwalt. **Motion failed** with a 3/3 roll call vote. Voting aye were Beckett, Cowart, Greenwalt. Voting nay were Smith, Crozier, Jay.

Mr. Dorsey stated the drawings were reviewed for at least 60 days looking for problems; it is not unusual to have a few discrepancies. He explained this is a very complex project and people must study and understand the plans, if they are missing information it may be that they don't know how to approach the drawings. He reiterated that none of the changes on the addendums were a result of contractors getting in touch with them. They checked with many minority contractors to make sure they received their plans and they got confirmation that they did. This was a huge job and there was not priority given to anyone.

Mr. Beckett informed the committee a printing firm in Peoria distributed the drawings directly so no one could say PKD didn't get their plans to them in a reasonable time.

Mr. Dorsey explained there were more documents printed on this project than any other project they have done, with the county investing 30-40 thousand dollars on distribution. This County is reaching out in a way unlike any he has ever seen, over 200 documents went out in a 2-3 day period, and they have received no complaints from people about not receiving plans.

Mr. Beckett stated in discussing if there was a benefit or need for an extension PKD suggested extending the due date for 6 days which would allow an extension and still meet a deadline to have bids to take to the board on the 20th.

MOTION by Smith to extend the bid group 2 bid due date to May 19th; seconded by Crozier. **Motion carried** with a 5/1 roll call vote. Voting aye were Beckett, Smith, Greenwalt, Crozier, Jay. Voting nay was Cowart.

Proposed Minority Participation Language – Certification

Mr. Dorsey recommended adding this affirmation language to the bid form right above the signature block so as the bidding contractor signs the bid form it is a reaffirmation that he is working and does business in accordance with the current regulations with respect to discrimination. They believe that bidding contractors will not view this as an impediment, and will sign.

MOTION by Jay to approve the recommended language to be added to the bid form; seconded by Crozier. **Motion carried** with a 5/1 roll call vote. Voting aye were Beckett, Smith, Greenwalt, Crozier, Jay. Voting nay was Cowart.

Mr. Beckett stated this item will go to full board on Thursday, May 6th.

CHAMPAIGN COUNTY SATELLITE JAIL

Sheriff Walsh explained to the committee he was at the Courthouse when people detected an odor similar to an electrical fire; they looked throughout the building, couldn't find anything but the smell remained. Captain Young entered a room that is virtually unused on the fourth story of the old building; there they found a box that the fire department determined had just been burned. Given other evidence they believe it was caused by careless smoking but feel it was accidental. The Courthouse has a no smoking policy.

Compressor Failure

Mr. Reinhart stated they were trying to get the air conditioning system for the jail running and had the third compressor failure. He explained that this unit was replaced 2 years ago and they had purchased an extended warranty on it. He contacted the company who was the original installer and they received a replacement compressor and are back to 75% cooling for the building.

Sheriff Walsh – Security Fence Request Letter

Sheriff Walsh stated he has some security concerns about the location of the new Nursing Home and the road that will be expanded. If there is a fire that puts the whole building at risk there is not a convenient place to exit and detain the inmates, he would like a perimeter fence put up in the back to enclose inmates and keep people away from the back of the building.

Mr. Inman stated he feels an architect would need to be involved to make sure all codes are complied with; he doesn't believe the fee would be over \$1,000. If we do a simple wire fence without any privacy issues the cost could be between ten and fifteen thousand dollars although we would be doing some of the work ourselves. Under County policy, an architect fee under \$5,000 could be explored by the County Administrator instead of having to go through a submittal process.

Committee consensus to direct Mr. Inman to obtain a proposal from an architect the County has done business with to address the building code issues and move forward with this project.

Mr. Inman stated he will pick 3 architects that the county has a positive relationship with, contact them to find out their work load, show them the site and let them come back with a proposal.

Mr. Jay stated he would like the Urbana Fire Department involved in this issue.

CHAMPAIGN COUNTY CORRECTIONAL CENTER

Water Heater Replacement Project

Mr. Reinhart stated this project is complete and contracts are awaiting final payment. During the upgrade they discovered the downtown jail was never designed to have the proper water temperature for the laundry system that they have now. Currently they are experiencing low water temperatures from the machines and he feels we will need to investigate repiping for the laundry if we are going to maintain it.

Sheriff Walsh stated that the plan when the downtown jail was designed in case of a fire was to exit into the outdoor recreation area on the north west end of the building, this area has chain link fencing and the idea was that the fire department would cut a hole in the fence and the prisoners would exit through the hole. He has talked to the City of Urbana, and although the future of that facility may come to other uses, he feels it is a safety issue for the inmates. He would like to look at building a door to the outside in that recreation area, and he would also like fencing put up in that area.

Committee consensus to allow Mr. Inman to include the downtown jail in his discussion with the architect.

BROOKENS ADMINISTRATIVE CENTER

County/UPD Remodel Project (Pod 400): Isaksen Glerum Pay Request #19

MOTION by Crozier to recommend County Board Approval of Pay Request #19 from Isaksen Glerum in the amount of \$298.65 for Project Observation Services; seconded by Smith. **Motion carried.**

CHAIR/ADMINISTRATOR ITEMS

Closed Session pursuant to 5 ILCS 120/ 2 (c) (5) to discuss the purchase or lease of Real property by Champaign County

MOTION by Greenwalt to enter into closed session to discuss the purchase or lease of real property by Champaign County pursuant to 5 ILCS 120/2 (c) (5) of the Open Meetings Act and that the County Administrator and the Supervisor of building maintenance remain present during the closed session; seconded by Crozier. **Motion carried** with a 6/0 roll call vote. Voting aye were Beckett, Cowart, Smith, Greenwalt, Crozier, Jay. There were no nay votes.

The meeting went into closed session at 9:30 p.m.

The meeting returned to open session at 9:42 p.m.

OTHER BUSINESS

Proposed Champaign County Animal Control Center

- i. **Approval to prepare proposed project & operation budget for new facility**
- ii. **Approval of Preliminary Discussion with City of Champaign and City Urbana to Determine Feasibility of Intergovernmental Animal Control Center**

Ms. Greenwalt stated the Humane Society board proposed a 3 month period for everyone to work on the issues and both sides are evaluating the relationship. She is concerned things may work smoothly for a while then go back to the way they are now. She is looking for a written plan to work out the systemic problems this relationship has suffered.

MOTION by Greenwalt to approve the preparation of a proposed project and operations budget for a new facility and to begin discussion with the City of Champaign and the City of Urbana to determine feasibility of Intergovernmental Animal Control Center; seconded by Smith. **Motion carried** with a 6/0 vote. Voting aye were Beckett, Cowart, Smith, Greenwalt, Crozier, Jay.

Mr. Crozier stated the County dealt with this same issue and had the same discussion years ago. He feels the current situation is not working at all and it is time to start discussions.

Ms. Greenwalt stated when they met with the Humane Society board there was candid discussion from both sides about staying together versus separating. If there is a separate Animal Control facility it will not be like an old fashioned pound, the County would set this up to be a place for animals to go and stay until they are claimed or adopted. We have no intention of competing with the Humane Society; and she feels if we are going to continue we need something more than a promise that it will be better.

Mr. Inman stated in 2003 the fines we received were \$7,421, registrations were \$160,387 and our budget for last year for the Humane Society contract was \$58,231.00.

Proposed Highway/ Fleet Maintenance Facility Project

Chair Beckett stated he and Mr. Inman met with representatives from both the City of Urbana and the City of Champaign regarding the potential of an agreement and highway facility. Champaign and Urbana are both very interested in this and we are looking at other Cities and Counties that have similar operations. He will keep the committee up to date.

Other Business Cont.

Ms. Greenwalt stated she had been asked about a morgue which at one time was to be considered with a new highway facility.

This item will be discussed next month.

Clock & Bell Tower Project: Update by County Facilities Chair

- i. **Web Site – Sample Page**
- ii. **Committee Appointment – Geoff Bant**

Mr. Beckett stated a copy of the web page was included in the agenda. This web site gives information about the project and he hopes within a week people will be able to make contributions on the site with a credit card.

MOTION by Jay to approve Geoff Bant as a member of the Clock and Bell Tower Committee; seconded by Greenwalt. **Motion carried.**

County Clerk – Election Equipment Storage

Mr. Inman stated he had been contacted by County Clerk, Mark Sheldon who wanted an update on where the County was on finding storage for his election equipment. He provided Mr. Sheldon with that information but has not heard back so he is assuming it was adequate. He suggests this issue stay on the agenda.

DETERMINATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

Committee consensus that items VC, VG, VI A, B, C, E, IX A, and XI C ii be included on the County Board consent agenda.

NEW BUSINESS

Next Meeting: Tuesday, June 8th @ 7:00 p.m.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 9:45 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary