

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

February 8, 2005 – 7:00 p.m.

Meeting Room 1, Brookens Administrative Center

MEMBERS PRESENT: Beckett, Avery, Cowart Hogue, James, Jay, Knott, Sapp, Weibel

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey, Denny Inman (County Administrators), Joel Fletcher (Assistant State's Attorney), Alan Reinhart (Supervisor of Maintenance), Barb Wysocki (County Board Chair)

CALL TO ORDER

Chair Beckett called the meeting to order at 7:00 p.m. Declaring a quorum present, the Chair proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Jay to approve the agenda and addendum; seconded by James. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Jay to approve the minutes of January 4, 2005, and the closed session minutes of August 25, 2004 & September 15, 2004 as presented; seconded by James. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation.

CHAIR'S REPORT/ISSUES

Minority Participation – Presentation by Helen Coleman

Helen Coleman, Director of Construction for the University of Illinois spoke to the committee explaining the process they use to award small construction jobs to pre-qualified firms. They found that in the past many minority contractors were not able to compete when large jobs were bid and awarded. They issued an RFP that would allow firms to be pre-approved, adding their name to a list that anyone at the University would have the ability to choose from, for solicitation of jobs under \$33,000.

Chair's Report Cont.

She explained that when they first started this process and created the pre-qualified list, they did not make any special effort to get minorities involved. Since that time, they have re-issued the RFP trying to provide to minorities and female owned businesses. They looked at all contractors in the area, meeting with them to help with the process; as a result they were able to increase the number of minority firms on the list by 3, bringing the total number to 4. She explained that departments that are interested in having construction work done help fund this project. Originally, they did not have the RFP process; anyone could ask any contractor for a quote. With this new process, they put in place the minority contractors identified who can do multiple jobs as long as they stay under the \$33,000 limit. She explained that overall the University, including all campuses, has exceeded the goal of having minorities on their jobs although the Champaign-Urbana campus has not met the goal by a dollar amount. She explained that they plan to reissue the RFP next year.

When asked if the University has ever performed a disparity study, she explained they have not. She pointed out that the University is not discriminating; they understand that this is a large process to maneuver and they have to ensure they make an effort to help all businesses succeed.

Mr. Beckett stated this is the best initiative the committee has heard to date; he suggested they have Mr. Fletcher draft a proposal that would raise the County's limit for requiring an RFP to \$20,000 for construction projects.

Disparity Study

MOTION by Weibel to move this item off the table and onto the agenda; seconded by Cowart. **Motion failed** with 5/3 a roll call vote. Voting aye were Cowart, Hogue, Weibel. Voting nay were Beckett, James, Jay, Knott, Sapp.

Proposed Highway Facility Update – Resume of Ron Hilton

Mr. Beckett explained that he and Mr. Inman have met with groups of representatives from the cities of Champaign and Urbana to discuss the possibility of developing a fleet maintenance facility. He has included with the agenda, the resume of Ron Hilton who completed a study for the City of Champaign's Public Works building. Along with both cities and the village of Savoy, they recently met with Mr. Hilton at which time it was agreed that each entity would provide information to him who, at no cost, would prepare some options for our review. He explained that each entity has done their own study; everyone needs a facility which means we are all going to spend a lot of money, it would be silly for their to be five places to wash trucks and buy fuel in the County when we could have one shared facility. Jeff Blue, Champaign County Engineer, suggested we meet before the March County Board meeting and has requested a joint meeting with the Highway committee at the time of our next County Facilities committee meeting.

Mr. Jay stated he is concerned there has not been enough discussion on this issue and reminded the committee that some people have reservations about it.

Lincoln Museum

Mr. Knott stated, after the recent trip to Springfield, they discovered that the \$5,000 we have to complete this project will not be sufficient and he suggested we look into the possibility of fundraising.

Ms. Wysocki stated she and Mr. Beckett have met with Cheryl Kennedy of the Early American Museum. She explained that "Looking for Lincoln" is an effort to unite counties that were part of the circuit Mr. Lincoln rode when coming through Champaign Urbana. She wants to make sure this project is unique to Lincoln's time in Champaign County and our effect on him; she believes "Looking for Lincoln" could provide significant resources to do that.

Clock & Bell Tower Project

No Action Taken

COURTHOUSE User Group List

Mr. Inman explained that he has included the report for masonry work with the agenda. In his discussion with the Architect, it has become apparent that there is a need to do a tower sound study, which was not included with the feasibility study. They are concerned with the design of the tower if the sound and vibration when the bell rings will affect people on the 2nd and 3rd floors.

In regards to the corner signs, he explained that the both the city of Urbana and the County worked on them together. In good faith, we placed the sign where and how the City advised, in light of the situation, they have decided that the City will dismantle the southeast corner brick sign and transport the brick to the Metcad building. The main sign on the Northeast corner will remain where it is.

Mr. Inman explained he had met with the Engineer regarding the security hand units at the Courthouse and the system is working fine. They discovered that the way that dates for holidays are put into the system, does not work well. With custodians coming to the Courthouse early, we will have a head start for people coming in and this should not happen again.

Land of Lincoln/Space Issues

Mr. Inman explained that the Land of Lincoln currently needs a computer, but they plan to open March 1.

Masonry Stabilization & Restoration Project

Mr. Inman explained that the current report is included with the agenda. He does not believe that the actual work on the building will cause a nuisance although the report mentions the possibility of having to vacate some offices. This would affect only the offices on the upper floor and he believes we could accommodate those employees at other locations in the building.

Simpson Gumpertz & Heger, Inc. Invoice #0047323

MOTION by Sapp to recommend County Board approval of Invoice #0047323 from Simpson, Gumpertz & Heger, Inc. in the amount of \$37,524.68 for Professional Services provided through December 3, 2004 per agreement dated March, 2003. Pay Request is for Program Verification and Schematic Design Services; seconded by Weibel. **Motion carried.**

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT

PKD, Inc. Pay Request #24

MOTION by Jay to recommend County Board approval of Pay Request #24 from PKD, Inc. in the amount of \$49,310 for professional services provided through January 20, 2005 per agreement dated February, 2003. (\$8,701- Staff; \$6,751 - Construction Fee; \$410 - Reimbursables; \$33,448 - General Conditions); seconded by Sapp. **Motion carried.**

Construction Project Update

Mr. Inman stated trades are working on the interior of the building, getting close to putting the first coat of primer on wing 1, and wing 3 soon after. They have had some difficulty getting the trusses in place for Wing 2 because of the weather; he believes Wing 1 should be done in April, and wing 4 will be done later in the Spring. December 2005 is still the anticipated date for occupancy.

Finishes Presentation

Mr. Inman presented the committee with the final color schemes that will be used in the different areas of the new building. He explained that the initial options were reviewed by the nursing home employees, resident councils and the Administrators.

BROOKENS ADMINISTRATIVE CENTER

Designation of Meeting Room 1 as "Lyle Shields Meeting Room" in recognition of long time County Board service.

MOTION by Knott to designate Meeting Room 1 as Lyle Shields meeting room; seconded by Jay. **Motion carried** with Hogue voting no.

Plaque in recognition of the County Board Acquisition and remodeling of Brookens

Mr. Beckett explained that this is the only County building that has public usage with no plaque.

MOTION by Knott to recommend County Board approval of the plaque in recognition of the County Board Acquisition and remodeling of Brookens; seconded by Sapp. **Motion carried.**

Relocation of Administrative Services/IT Division to Pod 400 Mezzanine

Mr. Inman explained that when we moved into the Brookens building in 1996, we were a smaller group. The air conditioning unit in the room that currently houses the IT department cannot handle all of the generated heat which is critical for the life of the equipment. The County Board allowed some money, along with the Urbana Park District, to take care of the roof top units so the environment in Pod 400 mezzanine is much better for the equipment. The cost of this move will be about \$700.00 and will come from the Administrative Services Budget.

MOTION by Knott to approve the relocation of Administrative Services/IT Division to the south mezzanine level in Pod 400; seconded by Jay. **Motion carried.**

Proposed Survey – Analysis of space usage, repairs and remodeling

Mr. Knott stated he supports looking at this survey again and wants to make sure we think about the big picture and what our needs will be in 5 years. He would like to see a space utilization plan for the Brookens building at the March meeting.

Mr. Beckett stated he agrees there is a need for an analysis of all our buildings, but he feels there is also a need to address the concerns of the employees of this building right away.

MOTION by Knott to direct the County Administrator to obtain an analysis of space usage, repairs and remodeling update on the Brookens building; seconded by James. **Motion carried.**

OTHER BUSINESS

Scottswood Drainage Project – Phase II Application

MOTION by Jay to recommend County Board approval of the Scottswood Drainage Project, Phase II Application; seconded by Knott. **Motion carried.**

Mr. Beckett explained that we are in the middle of phase I and this application would allow us to obtain another \$300,000 for this project.

ILEAS Lease – Request for additional space at Champaign County Emergency Operations Center

Mr. Inman explained that Jim Page, formerly of the Urbana Police Department, began working with ILEAS whose job it is to monitor grants for the State of Illinois. They had a need for space and came to the County; as a result we approved their lease at the Emergency Operations Center last year. They are now in need of additional space for a supply area and have come back to the committee. Mr. Inman stressed that our relationship with Mr. Page and this organization is a good one.

MOTION by Sapp to recommend County Board approval of the ILEAS request for additional lease space at the Champaign County Emergency Operations Center; seconded by Weibel. **Motion carried.**

T’NT Mechanical Contractors Pay Request – State’s Attorney’s Opinion

Mr. Fletcher stated this company was responsible for installation of the chillers at the jail. There were later issues with these chillers and as a result Assistant State’s Attorney Matt Hartrich looked into the County holding T’NT responsible for the cost of fixing the problems. We received a bill which Mr. Hartrich reviewed and concluded we are obligated to pay. This was brought to the committee to ensure that everyone is aware of the situation because this was an ongoing concern with the satellite jail.

Semi-Annual Review of Closed Session Minutes

MOTION by Hogue to concur with the recommendation of the Assistant State’s Attorney Joel Fletcher and maintain the closed session minutes of April 26, 1990; November 21, 1991; November 12, 1992; June 30, 1993; July 7, 1993; November 6, 2001 #1; November 6, 2001 #2; December 10, 2002; January 6, 2004; May 4, 2004; June 8, 2004; and October 5, 2004 as closed; seconded by Knott. **Motion carried.**

Physical Plant – Quarterly Budget Report

Mr. Reinhart stated this is not yet a complete report; it is a work in progress. The finished report will be an overview of how the physical plant budget is progressing throughout the year. Next month they will begin bringing the committee labor hours so we can understand how employee time is being spent.

NEW BUSINESS

Request for committee meeting Thursday, February 24th – Recommendation for Award of Contract for Animal Control Facility Kennels

Committee consensus to hold a meeting at 6:30 p.m. on Thursday, February 24th for the recommendation for award of contract for Animal Control Facility Kennels.

New Business Cont.

Joint Meeting: County Facilities & Highway Committee to discuss Fleet Management Facility.

Committee consensus that this joint meeting will be held on Tuesday, March 8, 2005 at 7:00 p.m.

CONSENT AGENDA ITEMS

Committee consensus to include items VI D, VII A; IX A & B on the February 24th County Board consent agenda.

ADDENDUM

Clock & Bell Tower Project – Appointment of Major Richard Ellenberger to the Champaign County Clock & Bell Tower Committee

MOTION by Knott to recommend County Board approval of the appointment of Major Richard Ellenberger to the Champaign County Clock & Bell Tower Committee; seconded by James. **Motion carried.**

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

Secretary's note: The minutes reflect the order of business conducted at the meeting and not necessarily the order of the agenda.