



Champaign County Board Facilities Committee
County of Champaign, Urbana, Illinois

MINUTES – APPROVED AS DISTRIBUTED 2/5/13

DATE: Thursday, January 10, 2013
TIME: 6:00 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Committee Members

Present	Absent
Stan James (Chair)	
James Quisenberry (Vice Chair)	
Josh Hartke	
Jeff Kibler	
Gary Maxwell	
Giraldo Rosales	
Rachel Schwartz	

County Staff: Alan Reinhart (Director of Facilities), Deb Busey (County Administrator), Beth Brunk (Recording secretary)

Others Present: Michael Richards, John Jay, Pattsy Petrie, Jim McGuire (Champaign Co Board)

MINUTES

I. Call to Order

Committee Chair James called the meeting to order at 6:02 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Agenda

MOTION by Mr. Rosales to approve the agenda as distributed; seconded by Mr. Kibler. Upon vote, **the MOTION CARRIED unanimously.**

IV. Public Participation

Jereme Bamberger

Mr. Bamberger stated that approximately \$190,000 was appropriated in 2012 for the downtown jail and the Lyle Shields Meeting Room renovations. That money could have gone toward 8-10 full-time positions in a pre-trial mental health diversion program.

Michael Richards

Mr. Richards was disappointed with the agenda and the Facilities overview. He would like County Facilities staff to look for opportunities to apply for Illinois Efficiency grants. The Department of Commerce has \$100 million in grants with no match provisions for local governments. These grants could increase the efficiency of county buildings and save tax payers money.

1 **V. Communications**

2 James Quisenberry

3 Mr. Quisenberry explained that he accepted Vice-Chair of the Facilities Committee position on a
4 temporary basis. He is hopeful that another individual will step forward to contribute to the leadership
5 of the Board.
6

7 **VI. Overview of Facilities**

8 Mr. Reinhart gave a brief summary of the County physical plant's structure and responsibilities. Due to
9 financial constraints, the current focus of the physical plant is on maintenance and repair of the
10 buildings to keep them functioning.
11

12 Mr. Rosales asked about liability insurance for the temporary workers. Mr. Reinhart responded that the
13 seasonal workers are covered under workmen's compensation. Mr. Maxwell inquired about the
14 advertising process for the seasonal help and if minorities are encouraged to apply. Mr. Reinhart
15 explained that the positions are advertised in the News Gazette. The County does not discriminate, and
16 hiring decisions are based upon experience and qualifications.
17

18 Mr. Kibler asked if there could be some synergy between the maintenance staffs at the Nursing Home
19 and the Physical Plant. Mr. Reinhart explained that the Nursing Home has their own budget for
20 maintenance. The physical plant supports the Nursing Home but not the other way around. Ms. Busey
21 noted that the Nursing Home has combined the custodial and maintenance positions. Mr. Quisenberry
22 commented that an environment where people live 24-hours per day is very different to support than an
23 office building.
24

25 Mr. Quisenberry asked if the County had looked into purchasing Maximo work order tracking software
26 and if there is some criteria for replacement of major systems such as the roofs every 20-30 years. Mr.
27 Reinhart replied that the work orders are tracked on Excel. At one point prior to the recession, he put
28 together a schedule of equipment replacement but as of now, no funding has been set aside for
29 equipment replacement. Mr. Quisenberry wondered how much time it would take to provide a
30 summary of the major systems including age and life expectancy. He would like to see a Facility Master
31 Plan which Committee members could use to make informed decisions. Mr. McGuire echoed the
32 importance of having a plan to understand what needs to be done.
33

34 Mr. James explained his vision of the Facilities Committee. He has asked Mr. Reinhart to evaluate each
35 of the 18 County-owned buildings as time allows and compile a list of major needs (research the age of
36 the roof, air-conditioning units, furnaces/boilers, etc.). Funds need to be set aside to maintain County
37 buildings. Grant opportunities for new upgrades can be assessed if no local match is needed and
38 additional staff time is considered. Mr. James commended the County staff for their efforts in
39 maintaining so many buildings and acreage on such limited resources. Mr. James is open to other
40 suggestions and ideas but hopes the focus of the Committee will be on the maintenance of the existing
41 buildings.
42

43 **VII. Physical Plant Monthly Reports**

44 **A. Expenditures**

45 The report represents invoices paid as of 11/30/12. This is not a final report for year-end since
46 additional invoices were posted in December for purchases made in the prior fiscal year. Mr.
47 Reinhart highlighted the savings in gas usage due to the mild winter. The Brookens Repair &
48 Maintenance line item had a remaining balance that was encumbered into the FY2013 budget for
49 the remodeling of the Lyle Shields Meeting Room. Mr. Quisenberry asked if the budget level for
50 utilities is stable from year to year. Ms. Busey responded that since 2010, the gas and electric
51 services have been budgeted at \$400,000 and \$900,000 respectively, and it has been sustainable.
52

1 Ms. Schwartz requested that the report include a budget column for prior fiscal year. She found it
2 relevant to see how close the budget was to actual. Mr. Quisenberry agreed. Mr. Kibler noted that
3 there was a difference in how the percentage column was computed for FY2011 and FY2012.
4

5 **B. Building Efficiency**

6 Mr. Reinhart presented a 3-year history of the building efficiencies for Brookens Administrative
7 Center and the Courthouse. Overall the trends in both buildings for electricity and natural gas
8 usage have decreased in total cost per square foot. Mr. Quisenberry inquired about the slight
9 increase in gas usage at Brookens when it was such a mild winter. Mr. Reinhart attributed it to the
10 age of the equipment at Brookens which include multiple gas-fired roof-top units. The Courthouse
11 has a large central heating/cooling plant which is more efficient. Mr. James noted that insulation
12 and windows come into play when looking at heating and cooling costs.
13

14 Ms. Schwartz asked why the newer Courthouse was more expensive per square foot when
15 compared to Brookens. Mr. Reinhart explained that the design of the Courthouse with its high
16 ceilings and dehumidification needs for record retention add to the utility costs.
17

18 Also included in the packet were building efficiency reports for electric and gas usage in the
19 sheriff's office and the Adult Detention Center (ADC). There is a higher utility cost per square foot
20 for the ADC since that building is used to centralize meal preparation for both jails and the Juvenile
21 Detention Center. Additionally, laundry was also centralized at the ADC in 2012.
22

23 **MOTION** by Mr. Kibler to receive and place on file the Facilities Expenditure and Building Efficiency reports;
24 seconded by Mr. Quisenberry.
25

26 Mr. Hartke understood that Department of Commerce & Economic Opportunity Illinois Energy Now
27 grants are available to public sector entities with no local match. He asked if anyone on staff could
28 write grants. Mr. Reinhart responded that no staff member has professional experience with
29 writing grants. Mr. Hartke hoped the County could find some resources in the future to look into
30 these opportunities. Mr. Quisenberry would support allocating resources to find a part-time grant
31 writer if it was needed. Ms. Petrie stated that the East Central Illinois Economic Development
32 District (ECIEDD) provides Champaign County with 60 free labor hours annually that could be used
33 to research/write grants. Ms. Busey noted that the County has applied for and received grants in
34 the past to upgrade the lighting systems in the Courthouse and Brookens.
35

36 Mr. James encouraged the Committee members to review specific grant applications to see if they
37 would be beneficial for the County then forward them to Ms. Busey, Mr. Reinhart or him to review.
38 He has found that some new upgrades may seem initially to be cost effective but may cost more for
39 replacement parts or staff training to maintain them.
40

41 Mr. Hartke inquired when the last time the major buildings had an energy audit. Mr. Reinhart
42 believed the last audit was in 2007. Mr. Hartke would like to look at that report.
43

44 Mr. Kibler asked if there could be cost savings in researching alternate suppliers of power in
45 aggregation co-ops. Mr. Reinhart noted that the County is currently with Integrys and has a future
46 contract with Fighting Illini Energy.
47

48 Upon vote, **the MOTION CARRIED unanimously.**
49

50 **VIII. Project Updates**

51 **A. Downtown Jail Facility**

52 Mr. Reinhart provided a summary of the projects currently in progress at the downtown jail. Mr.
53 James asked that another update of these projects should be provided at next month's meeting.
54 Mr. Hartke asked if these projects were competitively bid. Mr. Reinhart explained that he received

1 sealed bids from multiple contractors. After looking at the total amount of the bids on these jail
2 upgrade projects, Mr. Hartke wondered if hiring a trained mason/contractor on staff would be
3 advantageous rather than out-sourcing these jobs. Mr. Quisenberry asked if a cost summary from
4 contract work on masonry, plumbing, etc. in the last year would be helpful to compare the cost of
5 hiring a skilled tradesperson full-time. Mr. Reinhart commented that he would love to have a
6 mason or plumber on staff but doubted that he could keep that individual busy on their respective
7 skills year-round to make it worthwhile.
8

9 Last year, Mr. Kibler recalled a longer list of things to do for the jail that was deferred due to money
10 constraints. He would like to see those tasks delineated at the next meeting if they are still on the
11 wish list.
12

13 **IX. Chair's Report**

14 Mr. James thanked the Committee members for their participation. If there are any concerns or
15 improvements concerning this Committee, please forward them to Mr. James or Mr. Quisenberry for
16 inclusion on the agenda. Mr. James would like to tour the buildings that are overseen by the County.
17 Mr. Reinhart will coordinate the tours in the spring. Ms. Busey will discuss the touring of buildings with
18 the County Board Chair to see if other Board members would like to be included. Mr. James stated that
19 he looks forward to working with all the Committee members.
20

21 **X. Other Business**

22 Mr. Rosales asked if the Facilities Committee will be interfacing with the Community and Justice Task
23 Force and the consultant from the Institute of Law & Policy Planning (ILPP) to address his concerns. Mr.
24 James will see if Astrid Berkson or one of the Community and Justice Task Force members would like to
25 talk to this Committee. Mr. James will ask the ILPP consultant if he would like to speak at a future
26 Facilities Committee meeting.
27

28 **XI. Adjournment**

29 There being no further business, Mr. James adjourned the meeting at 7:08 p.m.
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