



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
County of Champaign, Urbana, Illinois
Tuesday, February 5, 2013- 6:00 p.m.

Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana

Committee Members:

Stan James - Chair

James Quisenberry – Vice-Chair

Josh Hartke

Jeff Kibler

Gary Maxwell

Giraldo Rosales

Rachel Schwartz

AGENDA

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

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MINUTES – SUBJECT TO REVIEW AND APPROVAL

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.
30
31
32

Capital Improvement Projections - Roofing

Jan-13

Building	Description	Year Installed	Existing Warranty Period/ Life Expectancy	Installation Cost	Projected Replacement Date	Estimated Replacement Cost
Existing Courthouse 101 E. Main	1/2 Shingle 1/2 Adhered EPDM	2009 1989 2010	30 yrs. Shingle only 10 yrs. TRS/20 years Membrane (Re-seamed and coated)	\$84,025 \$25,000 \$21,172	30yrs. - 2039 20 yrs - 2009 5 yrs - 2015	\$203,951 \$45,153
Courthouse Addition 101 E. Main	Ballasted EPDM Shingled Wind Screen	5/9/2002 4/15/2002	15 yrs. TRS 40 yrs. Shingle only	\$187,037	20 yrs. - 2022	\$337,810
Sheriff's Office 204 E. Main	Ballasted EPDM	2/2/1995	10 yrs. TRS/20 years Membrane	\$93,382	20 yrs. - 2015	\$168,658
E.O.C. 1905 E. Main	Adhered EPDM	1/11/2002	15 yrs. TRS	\$86,527	15 yrs. - 2017	\$134,806
J.D.C. 400 S. Art Bartell Drive	Adhered EPDM	11/11/1999	10 yrs. RSL	\$65,482	15 yrs. -2014	\$102,019
Adult Dent. Facility 502 Lierman Av.	Ballasted EPDM	10/28/1996	15 yrs TRS	\$70,383	20 yrs. - 2016	\$127,120
Brookens Admin. 1776 E. Washington Pod 100 Pod 200 Pod 300 Pod 400	Adhered EPDM Adhered EPDM Adhered EPDM Adhered EPDM	2/29/1996 (1993?) 1/9/2003 1/9/2003	10 yrs. TRS/20 years Membrane 10 yrs. TRS/20 years Membrane 15 yrs. RSL. 15 yrs. RSL.	\$78,782 \$75,000 \$105,552 \$117,216	20 yrs- 2016 20 yrs- 2015 20 yrs- 2023 20 yrs- 2023	\$142,289 \$135,458 \$190,639 \$211,705
Highway Fleet Maint. 1605 E. Main St. 2/3 Highway Cost 1/3 General Corp.	Standing Seam Metal	2008	20 yrs. Weather tightness	\$250,840 \$167,227 \$83,613	30 yrs.- 2038	\$608,855 \$405,903 \$202,952
Highwy Salt Dome 301 Art Bartell Rd.	Shingle (12,024 SF)	2011	30 yrs.-Prorated	\$43,608	2041	\$105,848
ILEAS 1701 E. Main 1971 Addition Original Two Story Annex's	Shingle (60,000 SF) Shingle (12,500 SF) Adhered EPDM (16,600)	2011 ? ?	30 yrs.-Prorated Unknown Unknown	\$244,288 Unknown Unknown	30 yrs.- 2041 2015 2016	\$592,951 \$87,500 \$116,200
Nursing Home 500 S. Art Bartell Rd	Shingle/EPDM	2006	25 yrs.-Prorated	\$413,202	25 yrs.- 2031	\$865,153
Animal Shelter 1909 E. Main	Metal (6,644 SF)	1989	30 -35 Years	Unknown	2019	<u>\$42,023</u>
Sheriff/ILEAS Bldg. 1705 E. Main	Metal (7,350 SF)	1969	30 -35 Years	Unknown	2009	<u>\$46,489</u>
Highway Storage Bldg. 1701 E. Main	Metal (6,336 SF)	1981	30 -35 Years	Unknown	2016	<u>\$40,075</u>
E.S.D.A. Garage 1709 E.Main	Metal (2,528 SF)	1970	30 -35 Years	Unknown	2010	<u>\$15,990</u>
Coroner, Clerk, PP 202 Art Bartell Rd.	Metal (25,657 SF)	2011	30 -35 Years	Unknown	2042	<u>\$162,281</u>

Notes: TRS = Total Roofing System RSL. = Roofing Systems Limited *Italicized & Underlined* = Estimated

Funding Model for Capital Improvement Plan for Roofs

Building	Replacement Date	Estimated Cost	Continuing Annual Reserve if Fully Funded	FY2014 Required Annual Fund Reserve	FY2015 Required Annual Fund Reserve	FY2016 Required Annual Fund Reserve	FY2017 Required Annual Fund Reserve	FY2018 Required Annual Fund Reserve
Existing Courthouse								
101 E. Main	30yrs. - 2039	\$203,951	\$6,798	\$8,158	\$8,158	\$8,158	\$8,158	\$8,158
	5 yrs - 2015	\$45,153	\$3,010	\$22,576	\$22,576	\$22,576	\$22,576	\$22,576
Courthouse Addition								
101 E. Main	20 yrs. - 2022	\$337,810	\$16,890	\$37,534	\$37,534	\$37,534	\$37,534	\$37,534
Sheriff's Office								
204 E. Main	20 yrs. - 2015	\$168,658	\$8,433	\$84,329	\$84,329	\$8,433	\$8,433	\$8,433
E.O.C.								
1905 E. Main	15 yrs. - 2017	\$134,806	\$8,987	\$33,702	\$33,702	\$33,702	\$33,702	\$8,987
J.D.C.								
400 S. Art Bartell Drive	15 yrs. -2014	\$102,019	\$6,801	\$102,019	\$6,801	\$6,801	\$6,801	\$6,801
Adult Dent. Facility								
502 Lierman Av.	20 yrs. - 2016	\$127,120	\$6,356	\$42,373	\$42,373	\$42,373	\$6,356	\$6,356
Brookens Admin.								
1776 E. Washington								
Pod 100	20 yrs- 2016	\$142,289	\$7,114	\$47,430	\$47,430	\$47,430	\$7,114	\$7,114
Pod 200	20 yrs- 2015	\$135,458	\$6,773	\$67,729	\$67,729	\$6,773	\$6,773	\$6,773
Pod 300	20 yrs- 2023	\$190,639	\$9,532	\$19,064	\$19,064	\$19,064	\$19,064	\$19,064
Pod 400	20 yrs- 2023	\$211,705	\$10,585	\$21,171	\$21,171	\$21,171	\$21,171	\$21,171
Highway Fleet Maintenance								
1605 E. Main St.	30 yrs.- 2038	\$608,855						
2/3 Highway Cost		\$405,903	\$13,530	\$15,612	\$15,612	\$15,612	\$15,612	\$15,612
1/3 General Corp.		\$202,952	\$6,765	\$7,806	\$7,806	\$7,806	\$7,806	\$7,806
Highway Salt Dome								
301 Art Bartell Rd.	30 yrs - 2041	\$105,848	\$3,528	\$3,920	\$3,920	\$3,920	\$3,920	\$3,920
ILEAS								
1701 E. Main								
1971 Addition	30 yrs - 2041	\$592,951	\$19,765	\$21,961	\$21,961	\$21,961	\$21,961	\$21,961
Original Two Story	30 yrs - 2015	\$87,500	\$2,917	\$43,750	\$43,750	\$2,917	\$2,917	\$2,917
Annex's	30 yrs - 2016	\$116,200	\$3,873	\$58,100	\$58,100	\$58,100	\$3,873	\$3,873
Nursing Home								
500 S. Art Bartell Road	25 yrs - 2031	\$865,153	\$34,606	\$50,891	\$50,891	\$50,891	\$50,891	\$50,891

Funding Model for Capital Improvement Plan for Roofs

Building	Replacement Date	Estimated Cost	Continuing Annual Reserve if Fully Funded	FY2014 Required Annual Fund Reserve	FY2015 Required Annual Fund Reserve	FY2016 Required Annual Fund Reserve	FY2017 Required Annual Fund Reserve	FY2018 Required Annual Fund Reserve
Animal Shelter 1909 E. Main	30 years - 2019	<u>\$42,023</u>	\$1,401	\$7,004	\$7,004	\$7,004	\$7,004	\$7,004
Sheriff/LEAS Building 1701 E. Main	30 yrs - 2014	<u>\$46,489</u>	\$1,550	\$46,489	\$1,550	\$1,550	\$1,550	\$1,550
Highway Storage Bldg. 1701 E. Main	30 yrs - 2016	<u>\$40,075</u>	\$1,336	\$13,358	\$13,358	\$13,358	\$1,336	\$1,336
E.S.D.A. Garage 1709 E. Main	30 yrs - 2014	<u>\$15,990</u>	\$533	\$15,990	\$533	\$533	\$533	\$533
Coroner, Clerk, PP 202 Art Bartell Road	30 yrs - 2042	<u>\$162,281</u>	\$5,409	\$5,796	\$5,796	\$5,796	\$5,796	\$5,796
Total Annual Reserve Funds			\$186,494	\$776,762	\$621,148	\$443,462	\$300,881	\$276,166
Total Annual Reserve for Courthouse Construction Fund			\$26,699	\$68,269	\$68,269	\$68,269	\$68,269	\$68,269
Total Annual Reserve for General Corporate Fund			\$106,795	\$624,711	\$469,098	\$291,412	\$160,853	\$136,138
Total Annual Reserve for Highway Fund			\$18,394	\$32,890	\$32,890	\$32,890	\$20,868	\$20,868
Total Annual Reserve for Nursing Home Fund			\$34,606	\$50,891	\$50,891	\$50,891	\$50,891	\$50,891

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

MEMORANDUM

DATE: 1-17-2013
TO: Stan James, Chair County Facilities Committee
FROM: Alan Reinhart, Facilities Director
RE: Sheriff Office/Correctional Facilities Improvements

During September of 2012, the County Board approved funding for the following building improvements to be completed by the end of the fiscal year, if possible. Five (5) separate small projects were funded:

PROJECT	CONTRACTOR	VALUE	STATUS
Roof Maintenance & Repair (South Office Section)	Nogle & Black Roofing	\$21,116.00	Completed
Masonry Repair (Upper Parapet)	R.D. Cox Masonry	\$21,500.00	Completed
Shower Stall Sheeting (Selective Stalls)	Roessler Construction	\$22,100.00	Completed
Dayroom Painting (Selective Dayrooms)	Roessler Construction	\$4,580.00	Completed
Corridor Security Lock Replacements	Physical Plant	\$4,201.60	Installation Continues

The following items were also considered, but were not completed due to the lack of funding and/or time:

PROJECT	DESCRIPTION	ESTIMATED VALUE
Shower Stall Sheeting	Cell Blocks C,D & E (remaining on east side)	\$12,000
Dayroom Painting	Dayrooms C, D, E, &F (remaining on east side)	\$10,000
Dayroom Natural Lighting	Increase the amount of natural daylight in the dayrooms	\$22,000
Indoor Recreation Floor Tile Replacement	Remove existing VCT and mastic and install new	\$15,000