



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
County of Champaign, Urbana, Illinois
Tuesday, June 4, 2013

Champaign County Nursing Home
500 S. Art Bartell, Urbana

Tour of the Nursing Home at 6:00 p.m. - meet at front lobby
Meeting starts at 6:30 p.m. in the In-Service Classroom

Committee Members:

Stan James - Chair

Gary Maxwell

James Quisenberry – Vice-Chair

Giraldo Rosales

Josh Hartke

Rachel Schwartz

Jeff Kibler

Pages

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
A. Facilities Committee Meeting – May 7, 2013 1-6
- IV. Approval of Agenda/Addenda
- V. Public Participation
- VI. Communications
- VII. Approval of Mandatory Elevator Repairs Required by 1/1/14 7-9
- VIII. DCEO Grant – Public Sector Energy Efficiency Program Update 10-11
- IX. Bell & Clock Tower Lighting
- X. Other Business
- XI. Chair's Report
- XII. Designation of Items to be Placed on the Consent Agenda
- XIII. Determination to Cancel July Facilities Committee Meeting
- XIV. Adjournment

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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: Tuesday, May 7, 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: John Jay, Patti Petrie & Jim McGuire (Champaign Co Board), Steve Beckett, Cassie Carroll & Ryan Wolber (Illinois Green Business Association)

MINUTES

I. Call to Order

Committee Chair James called the meeting to order at 6:01 p.m.

II. Roll Call

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

III. Approval of Minutes

A. March 5, 2013 – Regular Meeting

MOTION by Mr. Hartke to approve the minutes of the March 5, 2013 meeting as distributed; seconded by Mr. Quisenberry. Upon vote, the **MOTION CARRIED unanimously.**

IV. Approval of Agenda

Mr. Quisenberry asked that Item XII, Energy Efficiency Study Session – Next Steps, be moved after Communications to accommodate the guest speakers.

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

1 **V. Acceptance of Bequest to Citizens Committee for Restoration of the Clock & Bell Tower at**
2 **the Champaign County Courthouse from Mrs. Elva Greeson**

3 Steve Beckett gave a brief history of the Citizens Committee for the Restoration of the Clock & Bell
4 Tower at the Champaign County Courthouse. The restoration work was funded entirely from private
5 donations. Ms. Elva Hensley Greeson, who passed away in April 2013, included a bequest of an
6 estimated \$75,000-\$100,000 to the Citizens Committee for the Restoration of the Clock & Bell Tower for
7 its general charitable purpose. This bequest is subject to a provision which allocated \$15,000 to be used
8 for the sole purpose of the on-going maintenance of the Courthouse clock. Legally, the Champaign
9 County Board must accept this gift on behalf of the Citizens Committee. It was Ms. Greeson's wish that
10 this money should go to the clock and bell tower and not any other county need. The Facilities
11 Committee must recommend the acceptance of this restricted gift to proceed to the Champaign County
12 Board for approval.

13
14 **MOTION** by Mr. Rosales to recommend to the County Board to accept the bequest from the Alva Hensley
15 Greeson Trust and notify the executor that the County would create a separate designation of these funds
16 to be used for the Clock and Bell Tower in accordance with the provisions of the Trust; seconded by Mr.
17 Maxwell.

18
19 Ms. Schwartz asked if the money could be used to pay down the bonds issued to pay for the renovation of
20 the Courthouse. Mr. Beckett responded that \$15,000 had to be used for maintenance but the remainder
21 could be used to retire debt pending legal consultation. According to Ms. Greeson's attorney, she was
22 worried about the maintenance of the clock and bell tower. Mr. James thought that based on the will, the
23 money should be set aside for maintenance of the clock and tower as Ms. Greeson wanted. Mr. Beckett
24 added that if any clock parts had to be replaced, they must be specially machined as the clock was built in
25 1877.

26
27 **Upon vote, the MOTION CARRIED unanimously.**

28
29 **VI. Public Participation**

30 None

31
32 **VII. Communications**

33 Mr. Quisenberry noted that Carol Timms who spoke at the Energy Efficiency Study Session wanted to
34 clarify that the energy service companies guarantee the amount of energy that will be saved but do not
35 guarantee the utility rates paid by the County.

36
37 **VIII. Energy Efficiency Study Session – Next Steps**

38 Cassie Carroll and Ryan Wolber from Illinois Green Business Association (IGBA) discussed their program
39 and how it would benefit the County. Mr. Wolber described the IGBA Green Certification process which
40 included a checklist assessment for energy and water conservation, waste reduction, landscape design,
41 purchase awareness and community involvement for Brookens Administrative Center. A draft would be
42 developed for sustainable green practices and policy assistance.

43
44 Ms. Carroll discussed the connectivity to incentive programs through the Department of Commerce and
45 Economic Opportunity (DCEO) and other avenues like Illinois Energy Now. Additional initiatives may
46 include integrating prairie landscape, solar panels or rain gardens. As part of the project, IGBA staff
47 would evaluate the applicability and feasibility of some of these projects at Brookens Center to organize
48 a multitude of different partnerships and collaborations throughout the community. Should the County
49 decide to complete the certification process, IGBA will promote the County's effort for about 2-3 years in
50 their marketing efforts.

51
52 Mr. Hartke explained that Brookens Center could be the initial focus but hoped that some of these
53 practices could be used at other County buildings. Mr. James asked what the cost would be for this
54 study. Ms. Carroll replied that certification of Brookens Center would cost \$1,500 for all services

1 including the checklist, implementation and resource connectivity. The feasibility studies like the rain
2 garden would cost an additional \$1,000 to \$2,500. Mr. James inquired if the green products included
3 maintenance supplies. Ms. Carroll stated that IGBA staff would look for low toxic, low pollutant
4 alternatives. Mr. James would like to review a study developed for a local business to assess the savings.
5

6 Mr. Quisenberry thought that the \$1,500 cost for the study could be funded in this budget cycle if the
7 County Board was interested. Mr. Hartke felt that this study will save more than \$1,500 in the long run.
8 Ms. Busey asked for an assessment of expectations of the staff in Brookens Center as four of the offices
9 in the building are administered by elected officials. Ms. Carroll responded that employee education and
10 awareness are incorporated in the study. Mr. Quisenberry inquired about an estimation of the number
11 of hours IGBA would need to analyze Brookens Center. Ms. Carroll replied that on average the checklist
12 takes approximately 10-15 hours and the implementation 3-5 months.
13

14 Mr. McGuire commented that the County Board is looking at spending over \$300,000 in exterior
15 maintenance for the Courthouse that was not expected. Not only does the \$1,500 impact the budget
16 but also the time that County staff will have to do the study. Mr. Quisenberry noted that the \$1,500 is
17 for advice, and funding for study's action recommendations will have to be figured out. Mr. James
18 stated that an energy audit for the County was done in the past with many recommendations but no
19 money was available to do anything. Mr. Reinhart needs to assess if he has the time and money in his
20 budget to recommend this study to the Facilities Committee. Ms. Petrie asked for the Busey Bank
21 documents so Mr. Reinhart could talk with a local entity to assess the value of this program for the
22 County. She wanted to emphasize the value of looking at the savings in the long-term. Ms. Carroll will
23 talk to Busey Bank about releasing their IGBA study to the County for review.
24

25 **IX. IGW Architecture – Courthouse Masonry Report**

26 Riley Glerum, Principal/CEO at IGW Architecture, explained that his firm was tasked with analyzing the
27 cracking at the historic west portion of the Courthouse and identifying maintenance procedures needed
28 on the newer Courthouse addition. The majority of the damage which includes cracking of the brick
29 masonry and some open mortar joints is confined to the south and west facades. The damage is
30 believed to be the result of thermal expansion and contracting of the masonry materials. The proposed
31 plan to repair the damage is replacement of any cracked bricks and repointing of the mortar joints to
32 prevent water infiltration. In addition, Mr. Glerum recommended the installation of vertical expansion
33 joints to provide movement space.
34

35 Mr. Rosales wondered if the mortar was faulty or the heavy bus traffic vibrations were causing the
36 cracking. Mr. Glerum noted the south and west sides have the longest uninterrupted facades which
37 have the greatest potential for movement with the extreme fluctuations in temperature. In terms of the
38 bus vibrations, Mr. Glerum thought that more homework needed to be done on the dynamics. However,
39 if it is a structural shake, it would be unlikely to transfer to the face brick. Mr. James commented that
40 this situation needs to be fixed before more damage occurs and the repair costs increase. Mr. Hartke
41 inquired why vertical expansion joints were not used in the 2008 restoration. Mr. Glerum speculated
42 that the architect did not want to disrupt the historic building aesthetic and thought the measures used
43 for expansion would be adequate.
44

45 Mr. Kibler asked if there were any temporary solutions that could be employed that would not cost as
46 much. Mr. Glerum responded that the only option to address the thermal contraction/expansion is to
47 install expansion joints. Mr. Kibler wondered what the expense would be to patch the damage until
48 more money was available. Mr. Reinhart stated that he would need to get price quotes from contractors
49 to ascertain that cost. Mr. James commented that money is already available in the Courts Construction
50 Fund that has been set aside for Courthouse maintenance. He was strongly against trying to patch the
51 damage in that it would be just a temporary fix and more cost more in the future to repair. Mr. McGuire
52 opined that it is necessary to pay for the repairs now than let more water infiltrate the building and
53 cause catastrophic damage.
54

1 Ms. Schwartz verified that the money in the Court Construction Fund is from bonds issued for the
2 Courthouse construction. These bonds are paid for by the safety sales tax fund. It is Ms. Schwartz' view
3 that is should be used for whatever criminal justice facility has the highest priority for maintenance.
4 Until all these priorities are outlined, Ms. Schwartz could not support the using the money for the
5 Courthouse masonry repairs as presented. Mr. James noted that there would still be \$500,000 left in the
6 Court Construction Fund for other priorities if needed.
7

8 Mr. Glerum stated that a conservative estimate of the repairs to the historic west portion of the
9 Courthouse would be \$120,000. Ms. Petrie wondered why the mortar would crack now since the south
10 and west walls would have been exposed to thermal contractions/expansions for many years. Mr.
11 Glerum suspected that the walls had been cracking throughout the years – this is probably not
12 something new. Ms. Petrie asked how the vertical expansion joints would affect the integrity of the
13 historic façade. Mr. Glerum explained that part of the design process will be the semi-concealment of
14 the joints so they would not be so apparent. He also noted that these joints installed on the west façade
15 will be more carefully integrated in the historic appearance of the building due to its public visibility than
16 the ones on the south side which is less historically significant. Ms. Petrie did not want a County Board in
17 ten years to be facing similar issues.
18

19 With respect to the Courthouse's new addition which is now approaching ten years old, some masonry
20 maintenance is required such as replacement of failed joint sealants to keep water out. Sealants have a
21 serviceable life of approximately ten years. The project to remove and replace the joint sealants has an
22 estimated cost of \$75,000.
23

24 The final project at an estimated cost of \$110,000 for the Courthouse new addition includes the minor
25 masonry repair and masonry clean/seal. Mr. James asked what the shelf life is on the vapor permeable
26 water repellent sealer. Mr. Glerum thought it was 5-10 years before reapplication is needed. Mr. Kibler
27 inquired of the \$110,000 expense, what portion was allocated to minor repair. Mr. Glerum replied about
28 \$5,000-\$10,000. Mr. Hartke noted that shade trees planted on the south side may mitigate the extreme
29 summer temperatures on the Courthouse's south wall.
30

31 Ms. Petrie inquired if there was a relationship between a higher quality sealant and the extension of its
32 life span. Mr. Glerum said that the life span of sealants have more to do with external factors such as
33 temperature, UV exposure and humidity.
34

35 Mr. Reinhart recommended completing all the work outlined in the IGW Architecture analysis as soon as
36 possible to minimize the damage. He would need to get an RFP out quickly to get the work scheduled for
37 the summer construction season.
38

39 **MOTION** by Mr. James to recommend to approval of a contract not to exceed \$303,976 for Options A, B
40 and C with IGW Architecture for the design, bid and construction phases of the Courthouse Exterior
41 Maintenance Project; seconded by Mr. Rosales.
42

43 Mr. Maxwell commented that this situation at the Courthouse emphasizes the importance of
44 accumulating money on an annual basis for the maintenance of the entire County building system. Mr.
45 Kibler suggested funding Option A, B and \$10,000 of Option C for repairs only. Mr. Glerum stated that
46 repairing, cleaning and sealing the masonry should be done as a complete process. Without sealing the
47 brick, there is the risk that slight imperfections in the wall and/or mortar will allow moisture in thereby
48 deteriorating the brick. If there are funding limitations, it could be done in a phased manner over time
49 but that would lose some of the economy of scale with a larger job.
50

51 Mr. James noted that pending County Board approval, IGW Architecture will develop the all the bid
52 documents and send out the bids. Mr. Kibler affirmed that the bids would come back to the Facilities
53 Committee for approval.
54

1 Mr. Quisenberry called the question and requested a roll call vote.

2
3 Roll call vote:

4 Aye: 6 – Hartke, Kibler, Maxwell, Quisenberry, Rosales, James

5 Nay: 1 – Schwartz

6 **MOTION CARRIED.**

7
8 **X. Department of Commerce & Economic Opportunity (DCEO) grant for Public Sector Energy**
9 **Efficiency Program Update**

10 Mr. Reinhart indicated that the application was submitted to DCEO. After a preliminary review, DCEO
11 confirmed that all documents had been received. Mr. Reinhart anticipated that he will be notified of the
12 grant awardees by the end of May.

13
14 **XI. Rent versus Own for County Agencies in County Buildings**

15 Ms. Busey reported that Champaign County lacks a consistent occupancy policy for various County
16 agencies in County buildings. Since the Mental Health Board lease expired on March 31st, it would be
17 appropriate to evaluate how the County Board manages this issue at this time.

18
19 As outlined in the memorandum, a comparison of two County agencies, the Regional Planning
20 Commission (RPC) and the Mental Health Board (MHB) highlights this discrepancy. Taking into
21 consideration that RPC pays for its utilities, custodian services, remodeling/improvement projects and
22 the lost opportunity to reinvest the interest on 0% loan to the County, the real rental rate is
23 approximately \$11.18 per square foot. The MHB has been treated as a lessee similar to other non-
24 County agencies like the Urbana Park District. The MHB's rent cost per square foot is currently \$14.46
25 which is all inclusive including utilities and custodial services.

26
27 In talking with other counties, Ms. Busey found that county offices and agencies that reside in county
28 buildings are not charged rent but instead pay an occupancy cost. This alternative (Option 1) can be
29 achieved when the facilities management maintenance plan has been developed with the knowledge of
30 the pro-rata costs of the Brookens Building. Each of the County tenants will be charged their pro-rata
31 share on an annual basis. So when a system needs to be replaced like a HVAC system, the money is in
32 the fund to make that replacement. While there is not enough information for Option 1 at this time, Ms.
33 Busey wanted to introduce the concept.

34
35 Option 2 is to renew the MHB lease at the discounted rate of \$11.37 per square foot which is more in
36 line with what RPC is currently paying. Ms. Busey asked if the County needs to make money off County
37 agencies' rent or should the County charge less rent in an effort to invest in the services these agencies
38 provide.

39
40 Mr. James favored the rental Option 2 which charges a square foot price and raises it every year or two
41 as costs go up. If using Option 1, Mr. James wondered what would happen if an HVAC system needed a
42 replacement within a short time frame and a tenant decided to leave. Mr. Maxwell suggested timing
43 MHB lease to expire at the same time as RPC's lease. At that point, the County Board will have time to
44 work to toward developing an Option 1 Policy. Ms. Schwartz liked sharing the risk of facility
45 maintenance costs with the County agencies but wondered if these entities would have enough money
46 in their budget to handle pro-rata maintenance costs.

47
48 Mr. Kibler preferred Option 1 since it is easier to budget and assess risk. He suggested doing research to
49 determine a competitive market rate to be used for County leases. Mr. Quisenberry would prefer to
50 have the MHB lease rate based on a competitive rate. Mr. James commented that a State worker who
51 leases buildings stated that \$15 per square foot is a reasonable starting point. Ms. Busey responded that
52 until the building costs are determined, it is difficult to assess that number.

53
54 **MOTION** by Ms. Schwartz to recommend the authorization to renew the lease with the Mental Health

1 Board at \$11.37 per square foot for the first year, and then adjust it by next year's Consumer Price Index
2 (CPI) for the second year; seconded by Mr. Maxwell.
3

4 Mr. Hartke was concerned that the agencies like RPC and MHB would not be able to handle emergency
5 budget situations as the County can. Ms. Petrie likened Option 1 to a condo arrangement where the
6 lease could be structured so that each agency set aside 10% for potential special assessments. Also
7 some consideration should be given about possible scenarios if some agencies decide to not renew their
8 lease and go somewhere else.
9

10 Mr. Rosales was concerned that there are no opportunities to build reserves in Option 2 for major
11 repairs at Brookens from the rent payments. Mr. James and Mr. Hartke agreed with Mr. Rosales but
12 thought it should be a separate agenda item to recommend to Finance that all Brookens lease payments
13 less the cost of utilities go into the Capital Facilities Replacement Fund instead of the General Corporate
14 Fund. Ms. Busey noted that should this Committee approve this motion; the lease agreement will be
15 included on the County Board agenda – not the consent agenda.
16

17 Upon vote:

18 Aye: 6 – Hartke, Kibler, Maxwell, Quisenberry, Schwartz, James

19 Nay: 1 – Rosales

20 **MOTION CARRIED.**

21
22 **XII. Other Business**

23 None
24

25 **XIII. Chair's Report**

26 Mr. James recommended that the June 4th meeting will be located at the new Champaign County
27 Nursing Home with a tour of the building at 6:00 p.m. The Facility Committee meeting will begin at 6:30
28 p.m. The Committee agreed.
29

30 **XIV. Adjournment**

31 **MOTION** by Mr. Quisenberry to adjourn the meeting; seconded by Mr. Kibler. Upon vote, the
32 **MOTION CARRIED unanimously.**
33

34 There being no further business, Mr. James adjourned the meeting at 8:05 p.m.
35
36
37

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

MEMORANDUM

DATE: 5-20-2013

TO: Stan James, Chair – and Members of the County Facilities Committee

FROM: Alan Reinhart, Facilities Director

RE: Elevator Code Upgrades/Deficiencies

ISSUE:

The Public Act 096-0054, SB0149 mandates upgrade requirements to Title 41: Fire Protection, Chapter II: Part 1000 Illinois Elevator Safety Rules. This mandate requires that we complete several items pertaining to our elevators:

- Restricted opening of hoist way doors
- Car Illumination
- Emergency operation and signaling devices
- Phase reversal protection
- Car door reopening device restrictions
- Stop switches located in the elevator pits
- Permanent ladders in all elevator pits

The recently amended Public Act 096-0054 requires by **January 1, 2014**, the **Elevator car door opening restrictors –preventing the opening of the elevator car door when the elevator is away from the landing zone** be completed this year. There are 3 elevators of the 12 we have that are affected by this requirement.

There are 7 Elevators that will require more work during next year. They are located at the Sheriff's Office, ILEAS, Brookens and EMA. The remaining deficiencies must be completed by January 1, 2015. Following is a list of all upgrades that are and will be required for our elevators.

| Building | Elevator | Deficiency | Completed 1/1/2014 | Completed 1/1/2015 |
|---------------------------------------|---------------------------------|---|-----------------------|-----------------------|
| ILEAS 1701 E. Main | 161 Passenger | Car door opening restrictors ADA Compliant Telephone Pit Ladder Emerg. Light Alarm Bell Phase protection device | X | X X X X |
| | 162 Freight | ADA Compliant Telephone Pit Ladder Emerg. Light Alarm Bell Phase protection device | | X X X X |
| Sheriff 204 E. Main | 157 Corrections Passenger | Car door opening restrictors ADA Compliant Telephone Pit Ladder Phase protection device | X | X X X |
| | 158 Public Passenger | Car door opening restrictors ADA Compliant Telephone Pit Ladder Phase protection device | X | X X X |
| Brookens 1776 E. Washington | East LULA | ADA Compliant Telephone | | X |
| | West LULA | ADA Compliant Telephone | | X |
| EMA 1905 E. Main | Passenger | Pit Ladder Phase protection device | | X X |

Currently we have a service contract with Kone Inc. for the required annual inspections, maintenance and emergency services for all of our elevators. The mandated upgrades do not fall

within the parameters of this service contract. I have contacted 3 different companies to receive price quotes for the work required this year. The companies I have contacted are Kone Inc., Thyssen Krupp Elevators and Otis Elevator. At this time I have received one price quote from Kone Inc. for \$9,110.00.

The Physical Plant budget does not have sufficient funds to cover the extra cost of the amended Public Act 096-0054 this year.

RECOMMENDATION:

The County Facilities Committee recommends to the Finance Committee of the Whole to approve funding of \$9,110.00 for the mandatory Elevator repairs required this year.



Illinois
Department of Commerce
& Economic Opportunity

Pat Quinn, Governor

May 08, 2013,
Champaign County Government, IL -

Re: 6116 Champaign County Government

Dear Alan Reinhart,

The Department is in receipt of your Public Sector Energy Efficiency Final Application for the improvement of energy efficiency. Your **Application #6116** has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Please refer to **Application #6116** for all correspondence regarding this project.

If you have any questions regarding this application process, please contact Brian Katamay, Public Sector Energy Efficiency Program (PSEE), (312) 996-3495 or bkatam2@uic.edu.

Sincerely,

Brian Katamay
PSEE Program

www.ildceo.net

500 East Monroe
Springfield, Illinois 62701-1643
17/782-7500 • TDD: 800/785-6055

James R. Thompson Center
100 West Randolph Street, Suite 3-400
Chicago, Illinois 60601-3219
312/814-7179 • TDD: 800/785-6055

2309 West Main, Suite 118
Marion, Illinois 62959-1180
618/997-4394 • TDD: 800/785-6055

Alan Reinhart

From: b.katamay@gmail.com on behalf of Brian Katamay [bkatam2@uic.edu]
Sent: Wednesday, May 08, 2013 2:25 PM
To: Alan Reinhart
Subject: Champaign County Boiler Tune Up
Attachments: 6116 Champaign County Government Gas Grant App.doc

Alan,

The Boiler Tune Up final application for the Champaign County Physical Plant has been approved for a maximum incentive of \$3,355.50. The project number is **6116**.

Thank you for participating in the program, and we hope that you will continue to check up on future incentives to further improve your facilities and increase energy efficiency.

If you have any questions, please let me know.

Thanks,

Brian Katamay

--
Brian S. Katamay
Research Engineer - Energy Resources Center
University of Illinois at Chicago
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Fax: 312-996-5620
bkatam2@uic.edu