



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

MINUTES – APPROVED OCTOBER 8, 2013

DATE: Tuesday, September 3, 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 (Facilities Director), Deb Busey (County Administrator), Kirk Kirkland (Facilities Manager), Beth Brunk (Recording Secretary)

Others Present: John Jay & Patsi Petrie (Champaign Co Board)

MINUTES

I. Call to Order

Committee Chair James called the meeting to order at 6:00 p.m.

II. Roll Call

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

III. Approval of Minutes

A. August 6, 2013 – Regular Meeting

MOTION by Mr. Rosales to approve the minutes of the August 6, 2013 meeting as distributed; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously**.

IV. Approval of Agenda

MOTION by Mr. Hartke to amend the agenda to allow Mr. Richard Cahill from Preservation and Conservation Association (PACA) to speak to the Committee after Communications; seconded by Mr. Maxwell. Upon vote, the **MOTION CARRIED unanimously**.

Mr. Kibler entered the meeting at 6:01 p.m.

V. Public Participation

None

VI. Communications

This is Alan Reinhart’s last meeting at the Facilities Committee as he will be retiring.

VII. Salvage Effort by Preservation and Conservation Association (PACA) in the East Annex of ILEAS

Mr. Richard Cahill, a member of PACA, cited PACA’s successful cooperation in past salvage efforts with County buildings. PACA has been salvaging materials for over 30 years, and carries a \$1,000,000 general liability insurance policy. Mr. Cahill noted the benefits of diverting waste in the landfills and reusing material.

Mr. James stated that in his experience if there were individuals on the property that were not contractors or subcontractors, there was liability if someone was hurt. Mr. Cahill will review PACA’s Country Company’s policy but stated that the volunteers will sign a waiver. Mr. Quisenberry suggested allowing a walk-through with Mr. Cahill to see if there is anything worth salvaging. Mr. Kirkland will coordinate the tour with Mr. Cahill.

VIII. Illinois Law Enforcement Alarm System (ILEAS) Lease Renewal

Mr. Reinhart referenced the handout which is the updated lease after review by County and ILEAS attorneys. Mr. Reinhart and Ms. Busey met with Jim Page, Executive Director at ILEAS to negotiate the terms of the lease to \$5.25/ sq ft which is comparable to the Regional Planning Commission’s (RPC) cost.

MOTION by Mr. Hartke to recommend approval of the lease renewal between Champaign County and ILEAS; seconded by Mr. Quisenberry.

Ms. Schwartz asked the approximate value of utilities paid as that cost is included in the ILEAS rent. In RPC’s lease, they pay for their utilities. Mr. Reinhart responded that the annual average from the last three years totaled \$110,000 for gas, water, electric and sanitary. Mr. James noted that the contract terms will be reopened for discussion in 2017. Ms. Busey noted that ILEAS has made an up-front investment of \$2.8 million for improvements to the building which is why this contract differs from RPC’s lease.

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

IX. IGW Engineering Services Contract for Demolition of ILEAS East Annex

MOTION by Mr. James to recommend approval of the contract with IGW Architects for the design, bid and construction phases of the demolition of the east annex at 1701 East Main Street in Urbana; seconded by Mr. Kibler.

Mr. Reinhart noted on page 10 that IGW placed an emphasis on sustainable demolition. Mr. James commented that this demolition was requested by ILEAS as part of the lease agreement.

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

X. Capital Improvements Projections – County Parking Lots

MOTION by Mr. Kibler to recommend funding for capital improvements of County parking lots addressing the needs of the four lots in most need of repair – Brookens northeast lot, Brookens north lot, 1905 E. Main Street lot and 305 E. Main Street lot; seconded by Mr. Hartke.

Mr. Kirkland explained that his criterion in rating the condition of the lots was based on the surface area percentage that had large cracks and depressed areas with sub-structural problems. A seal coat will take care of the majority of the general maintenance. Cut and patch areas will be needed for the depressions.

Mr. James wondered when some of these lots were last repaired. Mr. Reinhart thought it may be five years ago where the Courthouse lot was sealed for cracks but it has been some time since the other County lots have received any maintenance. From his experience, Mr. James noted that seal coating generally lasts from 3-5 years before it needs to be reapplied. He has noticed weeds growing in the cracks at Brookens' lots which precipitate water seepage, soil erosion and indentations.

Mr. Kirkland assessed the northeast parking lot at Brookens as needing the most critical repairs with large potholes that are disintegrating from frequent traffic use. It would be beneficial to repair this lot before winter weather hastens the deterioration further. As a total mill and overlay on this lot would cost approximately \$165,000, it is more cost effective to do preventative maintenance. Mr. Kirkland estimated the cost for repair to the northeast lot at Brookens to be \$15,000. Mr. Maxwell asked about the process with a seal coat. Mr. Kirkland responded that a petroleum product is sprayed on to fill in the cracks. Ms. Busey explained that the first recommendation is to complete Brookens' northeast parking lot repairs in the current fiscal year. She thought there was some money in Contingent Expense that could be used. The second recommendation would be to provide direction to Finance Committee to budget \$32,000 for the other three parking lots – Brookens north, 1905 E Main and 305 E. Main – in FY2014. Mr. Kibler clarified that the budget presentation last week did not include any costs for the parking lot repairs.

Mr. Kibler inquired why the parking lot at 1905 E. Main Street listed as "fair condition" was included as one the lots needing critical repair. Mr. Kirkland stated that the lot at 1905 E Main parking has a large pothole off of Main Street that needs to be fixed. Ms. Petrie asked if any grants had been researched to do a least one of the parking lots with sub-structure problems in a sustainable manner. Mr. Kirkland answered that he has not done so but will look into it. Ms. Petrie thought it may be advantageous to see if grant money was still available. Mr. James noted that the parking lots repairs on the list are routine maintenance, and we are not ripping them out and starting all over. For the parking lots that service the criminal justice buildings, Ms. Petrie proposed looking at using Public Safety Tax money for their repair instead of the General Corporate Fund. Mr. James stressed that it is important to maintain our County properties where our employees work and serve the public.

AMENDED MOTION by Mr. Kibler to recommend to the Finance Committee a budget amendment to transfer \$15,000 from Contingent Expense and General Corporate Funds to the FY 2013 Physical Plant budget to cover the repairs needed to the northeast parking lot at Brookens Administrative Center.

Mr. Hartke agreed to the friendly amendment.

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

MOTION by Mr. Quisenberry to recommend to the Finance Committee that direction be given in the preparation of the FY2014 budget to include \$32,000 for the maintenance and repair of the following parking lots: north of Brookens Administrative Center, 1905 E. Main Street and 305 E Main Street; seconded by Ms. Schwartz.

Mr. Quisenberry perceived the second recommendation as something that should be put on the table for budget consideration.

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

XI. Other Business

Ms. Petrie asked why the ILEAS demolition contract was not put out for bid. Mr. Reinhart explained that the contract amount was below the bidding threshold as established by the County's Purchasing Policy. The Facility Committee gave direction/approval last month to use IGW Architecture to negotiate the scope of services. Ms. Busey commented that it is subject to Qualifications-Based Selection (QBS) process which is not a bidding process. Mr. Hartke stated that the Facilities Committee decided to go

with IGW Architecture in this case but in future projects will encourage more open bidding. Mr. Maxwell clarified that the Committee felt with time constraints that this is the best way to go rather than the lengthy QBS process. After the first of the year, Mr. Maxwell hopes the Committee with the Facilities Director can compile a list of two or three general contractors for engineering, electrical, mechanical and structural firms and rotate the list. Ms. Petrie was told by CMS that the County could use all the approved people on their list as well as the University of Illinois. She felt that we should take advantage of those options.

XII. Chair's Report

Mr. James stated that once we hire a new Facilities Director, the Committee can look at focusing on preventative maintenance for each building with the County Board's approval.

XIII. Special Facilities Committee Meeting – 9/19/13 at 6:30 p.m. in Meeting Room #3

A special Facilities Committee meeting is scheduled for Thursday, September 19th at 6:30 p.m. to discuss the award of contract for the Courthouse Exterior Maintenance Project. The meeting will be held in Meeting Room #3 at Brookens Administrative Center.

XIV. Semi-Annual Review of Closed Session Minutes

Ms. Busey stated that there is no change in the recommendation as to what Facilities Committee closed session minutes should remain closed.

MOTION by Mr. Hartke to maintain the current Facilities Committee closed session minutes as closed; seconded by Mr. Kibler. Upon vote, the **MOTION CARRIED unanimously.**

XV. Designation of Items to be Placed on the Consent Agenda

Items VIII & IX

XVI. Adjournment

MOTION by Mr. Hartke to adjourn the meeting; seconded by Mr. Kibler. Upon vote, the **MOTION CARRIED unanimously.**

There being no further business, Mr. James adjourned the meeting at 6:40 p.m.