



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

***MINUTES – Approved 2/7/2017***

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**DATE:** Tuesday, January 3, 2017  
**TIME:** 6:30 p.m.  
**PLACE:** Lyle Shields Meeting Room  
Brookens Administrative Center  
1776 E. Washington, Urbana, IL 61802

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**Committee Members**

**Present:** Josh Hartke (Chair), Jack Anderson, Stan Harper, Shana Harrison, Gary Maxwell,  
Giraldo Rosales  
**Absent:** James Tinsley

**County Staff:** Dana Brenner (Facilities Director), Linda Lane (Administrative Assistant)

**Others Present:** C. Pius Weibel (County Board Chair), Jim McGuire (County Board), Patti Petrie (County Board)

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**MINUTES**

**I. Call to Order**

Committee Chair Hartke called the meeting to order at 6:30 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; seconded by Mr. Harper. Upon vote, the **Motion Carried Unanimously.**

**IV. Approval of Minutes – November 1, 2016**

**MOTION** by Mr. Maxwell to approve the minutes of the November 1, 2016 meeting; seconded by Mr. Rosales. Upon vote, the **Motion Carried Unanimously.**

**V. Public Participation**

None

**VI. Communications**

None

**VII. Facilities Director's Report**

**A. Update on Interior ADA Projects (ITB #2016-009) – Courthouse and Brookens**

Mr. Brenner summarized the work done in two courtrooms at the Courthouse and said both are back in service. He said the next project is six of the eight bathrooms at Brookens, which will be done two at a time. He stated this project should be completed by the end of February. Mr. Brenner noted that these are the last series of ADA projects with the exception of the Satellite Jail and Sheriff's Office/Downtown Jail. He said there will need to be another discussion with this committee if there is no plan in place for those facilities by March 2018.

**B. Update on Building and Grounds Manager Hiring**

Mr. Brenner reminded everyone that Kirk Kirkland left this position in October. He said they received approximately 40 applications and did eight phone interviews. He said it was narrowed down to four

candidate that were brought in for intensive 4-5 hour interviews. Mr. Brenner said the offer to the top candidate was countered by his current employer, so they offered the position to their second choice, current skilled tradesman Chris Smith. He said Chris is very knowledgeable about the County's facilities and will be a good fit.

Mr. Hartke asked if hiring Chris created a vacancy. Mr. Brenner replied it did. He explained the different positions and said he would like to give a test for one of the maintenance people to move to a skilled trades person. He noted that when Kirk left the County lost its only employee with an electrician's license. He said one of the skilled trades people has the qualifications but needs to take the test. Mr. Brenner said having a licensed electrician on staff will save a lot of money. He said he plans to fill the maintenance position with their second choice from the pool that was used to fill a vacancy in December.

*C. Update on DCEO Rebate Process for Brookens Boiler Replacement and Nursing Home Boiler Replacement Projects*

Mr. Brenner reported that all pay applications have been received, but are waiting for County personnel signatures. He said once that is done, the paperwork will be sent to DECO. He summarized each of the rebates and amounts and said it takes about 60 days to receive a check back.

**VIII. Other Business**

None

**IX. Chair's Report**

**A. Future Meeting – Tuesday, February 7, 2017 at 6:30 pm**

Mr. Hartke informed everyone that the next Facilities Committee meeting is scheduled for Tuesday, February 7, 2017.

Mr. Hartke welcomed all new and returning committee members. He said he wants to be a transparent chair and wants people to bring their issues and concerns to him. He expressed a desire for all board members to be invited to the tours of facilities that have been done in the past.

**X. Designation of Items to be Placed on the Consent Agenda**

Mr. Hartke noted there are no items to be placed on the consent agenda.

**XI. Adjournment**

There being no further business, Mr. Hartke adjourned the meeting at 6:42 p.m.

*\*\*Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*