



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE AGENDA
County of Champaign, Urbana, Illinois**

MINUTES – Approved as distributed February 3, 2026

DATE: Tuesday, January 6, 2026
TIME: 6:33 p.m.
PLACE: Shields-Carter Meeting Room
Bennett Administrative Center
102 E. Main St., Urbana IL 61801

Committee Members

Present: Stephanie Fortado, Elly Hanauer-Friedman, Jenny Lokshin, Bethany Vanichtheeranont, Daniel Wiggs, and Dennise Arres

Absent: Jeff Wilson and Ben Crane

County Staff: Michelle Jett (Acting Facilities Director), Steve Summers (County Executive), Jennifer Locke (Board Chair), and Mary Ward (Recording Clerk)

Others Present: None

Agenda

I. Call to Order and Roll Call

Chair Lokshin called the meeting to order at 6:33 p.m. Roll call was taken and a quorum was declared present.

II. Approval of Agenda/Addenda

MOTION by Ms. Vanichtheeranont to approve the agenda; seconded by Ms. Hanauer-Friedman. Upon voice vote, the **MOTION CARRIED** unanimously.

III. Approval of Minutes –

- A. December 2, 2025 – Regular Meeting
- B. December 2, 2025 – Closed Session

MOTION by Mr. Wiggs to approve the December 2, 2025 Regular Meeting Minutes; seconded by Ms. Vanichtheeranont. Upon voice vote, the **MOTION CARRIED** unanimously.

MOTION by Mr. Wiggs to approve the December 2, 2025 Closed Session Minutes; seconded by Mx. Arres. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Input

There was no public input.

V. Communications

County Board Chair Locke spoke briefly on the Courthouse space issues. The report is back and there will be a meeting next week with all the stakeholders.

VI. New Business

A. Discussion and Approval of ILEAS AHU RFP

Ms. Jett presented the ILEAS AHU RFP. It now includes all the standard County procurement language. Representatives from GHR were present to answer any questions.

MOTION by Ms. Vanichtheeranont to approve the ILEAS AHU RFP; seconded by Mr. Wiggs. Upon voice vote, the **MOTION CARRIED** unanimously.

- B. Discussion and Approval of recommendation of award of contract pursuant to RFP 2025-014 for Mechanical, Electrical, Plumbing and Engineering Services
- C. Discussion and Approval of recommendation of award of contract(s) pursuant to RFP 2025-015 for Architectural Services

Ms. Jett presented the Memo stating the Facilities Department recommendations for both the Engineering and Architectural Services contract. The recommendation for the Engineering contract is GHR Engineers. The recommendations for the Architectural Services contracts are Reifsteck Wakefield Fanning & Company, IGW Architecture and Bailey Edward.

Mx. Arres asked for clarification on what was going to the County Board for approval. It is only the recommended firms.

Mr. Wiggs asked about what other companies applied. There was one other engineering firm, Dewberry Engineers, that applied. The other architectural firms included 1919 Architects, FutureFirm, Wold Architects and Senga Architects.

This will go to the full County Board.

D. Brookens Update

Ms. Jett just wanted to let the committee know that Brookens was officially on the market. Although, she figured most everyone knew as it was in the news over the weekend.

E. ARPA Spending Update

Ms. Jett passed out a spreadsheet showing ARPA spending. Ms. Fortado asked if it showed the actual amount spent or what was allocated. It shows the actual amount spent. Ms. Fortado would like to see a column added that shows what is allocated.

F. Department Structure Update

Ms. Jett passed out the proposed draft memo of what will be sent to the Policy, Personnel and Appointments committee. It proposed the elimination of the Facilities Director and Building and Grounds Manager and creating three positions: Maintenance Manager, Custodial and Grounds Manager and Facilities Project Manager. The proposed positions will go to the JEC on January 8th. It will then be presented to the Committee of the Whole and then to the County Board.

Ms. Hanauer-Friedman asked if it could include how this will impact the budget. Ms. Jett replied that the Memo says we are not requesting additional funds. Ms. Hanauer-Friedman asked if more emphasis could be put on that.

VII. Other Business

Ms. Fortado referred to item VI. B. and C and asked that when presented to the full Board if the rate sheets, including those not selected, could be included in the packet. This would allow the Board to see how prices compare. Ms. Lokshin said that she would like to see which ones are local or have a local presence.

Ms. Fortado asked for an analysis of the PLAs we've had. She would like them presented either at a Study Session or a future County Board meeting, once we get through the referendum issue. Ms. Jett added that she would also like a re-write of the resolution so it's part of our policy and would not need to come before the Board for a vote each time.

VIII. Presiding Officer's Report

There was no presiding officer's report.

A. Future Meeting – **February 3, 2026** @ 6:30 pm

Ms. Lokshin announced that the next meeting will be on February 3 at 6:30 p.m.

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

There were no items for the Consent Agenda.

X. Adjournment

Ms. Lokshin adjourned the meeting at 6:57 p.m.