

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities Committee
August 17, 2004
Meeting Room 1, Brookens Center

MEMBERS PRESENT: Beckett, Smith, Greenwalt, Crozier, Jay

MEMBERS ABSENT: Brumback, Cowart, Knott, Sapp

OTHERS PRESENT: Denny Inman, Deb Busey (County Administrators),
Sheriff Walsh, Joel Fletcher (Assistant State's
Attorney), Roger Holland (Court Administrator),
Alan Reinhart (Supervisor of Maintenance)

CALL TO ORDER

Chair Beckett called the meeting to order at 7:01 p.m. Declaring a quorum present, the chair proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Jay to approve the agenda and addendums; seconded by Greenwalt. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Greenwalt to approve the regular meeting minutes of June 24, 2004 and July 6, 2004 and the closed session minutes of June 8, 2004 as presented; seconded by Crozier. **Motion carried.**

PUBLIC PARTICIPATION

Chair Beckett received committee consensus to allow the members of the public present to speak, to do so at the time their issue is discussed.

COURTHOUSE

Courthouse User Group List

Chair Beckett stated due to the volume of complaints from Courthouse users regarding uncomfortable seating he and Mr. Inman have discussed the possibility of putting cushions on 2 rows of benches in a high volume courtroom to see if it would help alleviate the problem without making a major financial commitment.

Mr. Inman reported updates on various items on the list stating that the Exterior Masonry people are working on the building and completing further testing. There will be a larger kick-off meeting soon and he hopes to have a project schedule at that point.

Mr. Reinhart reported that they are well into the Jury Assembly/Public Defender project. They received an estimate from a contractor to install oak paneling in all areas previously discussed with a total of \$17,268.00. He explained there is an item called rub rail that could be an alternative, this item is used at Carle and would be beneficial for the head area in the jury box; he will have a sample to show the committee at the next meeting.

Mr. Beckett referred to a drawing created by Alan Reinhart which shows how the physical plant staff could do some reconfiguration, relocate Court security to the first floor and still have a vending area. Mr. Reinhart does not know the cost of this project stating there will need to be some painting done and some signage posted, the plan is to have the dog remain in the basement while using it for storage. The committee showed unanimous support for this project and gave Mr. Reinhart the direction to proceed.

Public Defender & Jury Assembly Seating Project Update

Addressed under item VA

Museum Update

Chair Beckett stated he and Mr. Inman had met with Cheryl Kennedy of the Early American Museum who presented them with 3 different models of Lincoln pieces that would rotate while on display, he will provide drawings of these models along with the cost to the committee in September. He pointed out that the Lincoln mannequin will be the most expensive part of this project and although the committee has \$5,000 from the Erwin family for this project they may find it is not enough.

Maintenance Inventory/Proposed Improvements

Addressed under item VA

Isaksen Glerum Pay Request #4

MOTION by Greenwalt to recommend County Board approval of Pay Request #4 from Isaksen Glerum in the amount of \$270.00 for Professional services provided through June 25, 2004 per agreement dated June, 1999. Pay Request is for Design Services provided for the expansion of the public defender office; seconded by Smith. **Motion carried** with Jay voting no.

Land of Lincoln Assistance Foundation Navigation Project – Request for Office Space: Letter dated July 27, 2004

Mr. Holland referred to a letter the representatives from the Land of Lincoln sent to the committee. They want to have a volunteer at the Courthouse to help people get from one point to another; this volunteer will also have access to the internet to print forms for the public. His suggestion is to have this person share space at the front desk with the RSVP volunteers and he reminded the committee they have a grant for computers so there will be no cost to the County, as far as he is concerned the Land of Lincoln is responsible for contacting the County to get specifics about internet use. He reminded the committee this person is not intending to provide legal services, just give the proper forms to people.

Mr. Jay stated he has serious concerns about this project. He is opposed to putting this person in the center lobby because he feels this is an area where the County should not allow a legal service to hand out information. He also reminded the committee the senior volunteer's help people navigate through the Courthouse.

Mr. Holland stated he also has concerns about legal representation. To the best of his knowledge the Land of Lincoln will make sure people know they are not receiving legal advice. He also shares the concern about putting this person in the center area of the lobby, and if the committee has an idea for a better place to put them he would like to know.

MOTION by Greenwalt to defer this issue; no second.

MOTION by Jay to disapprove the proposal; seconded by Crozier. **Motion carried** with a 3/2 roll call vote. Voting aye were Smith, Crozier, Jay. Voting nay were Beckett, & Greenwalt.

Children's Waiting Room

Ms. Busey stated the Justice committee discussed this issue and decided to send it back to the Facilities committee. They feel there is a family waiting room incorporated into the Courthouse and the only issue is the door being locked, they would like to open the room to allow it to be used for its purpose. There is a proposal being worked on by a local entity which services children which will be coming back to Justice in October dealing with the question of the need to staff a waiting room, if so the County would not staff it but would contract with this entity.

Mr. Beckett stated this committee has not locked that door and we don't control the lock. We sent it to justice so they could decide if there is a program needed to operate it, he doesn't feel the Facilities committee needs to do anything else. Any policy about the operation of the room would have to come from Justice, he pointed out there could be a small cost associated with the door of this room being open and the only funding for the operation for that room comes from the Circuit Clerk's budget. He stressed that this issue is not an issue for the Facilities committee.

Mr. Inman stated he has not heard from the responsible people stating it is ok to open the door; he would like the State's Attorney's office to do a legal review of this issue so it is done correctly. He also pointed out that some furniture will need to be purchased before the room is operational.

Ms. Busey stated the Justice committee views this as another room in the Courthouse, and they feel someone with children should be able to wait in that room instead of the hall. She agreed if there is a policy to be created it would come out of Justice.

Ms. Greenwalt pointed out that as a committee we hear from everyone about needs in other areas in the Courthouse and if this room needs some work the committee should ask that it be done.

MOTION by Greenwalt to direct Mr. Reinhart to properly furnish the room and to direct Mr. Fletcher to obtain a legal opinion regarding County liability; seconded by Smith. **Motion failed** with a 3/2 roll call vote. Voting aye were Greenwalt, & Smith. Voting nay were Beckett, Crozier & Jay.

Sheriff Walsh stated he never intentionally locked the door, it just has not been opened pending some sort of program. His concern is what will happen the first time a child is left alone in the room when the parent goes to court.

MOTION by Crozier to return this item to Justice for their review and determination of a policy and proper wording for signage once the room is open; seconded by Jay. **Motion carried** with a 5/0 roll call vote. Voting aye were Beckett, Smith, Greenwalt, Crozier, Jay.

Request to display carousel horses

Carol Scharlau from the United Way spoke to the Committee explaining that they are celebrating their 80th anniversary in Champaign County and to commemorate this event they have created the Carousel of Caring. Local businesses are sponsoring carousel horses which are being painted by local artists and will be on display at the sponsoring workplaces from September to February. On behalf of Jeff Wandell of Prairie Gardens who is sponsoring the Urbana Park District-Meadowbrook Park and Sculpture Garden carousel horse, she is requesting the horse be displayed from September 3, 2004 through February 11, 2005 at the Courthouse. She stated the horse will be indoors and will measure 36 inches long and 42 inches high.

Mr. Reinhart stated it would be possible to place the horse in the atrium, west side of security entrance.

Mr. Beckett questioned who would be responsible if damage were to occur to the piece while on display in this very public setting.

Ms. Scharlau stated there is a rider in their policy and the County would not be liable for the horse while on display.

MOTION by Crozier to approve the request of the United Way to place a carousel horse on display in the Courthouse from September 3, 2004 through February 11, 2005; seconded by Smith. **Motion carried.**

Alliance Illinois, Inc. Invoice #7

MOTION by Crozier to recommend County Board approval of Invoice #7 from Alliance Illinois, Inc. in the amount of \$39,400.00 for Professional Services provided for asbestos abatement; seconded by Smith. **Motion carried.**

Alliance Illinois, Inc. Invoice #8

MOTION by Jay to recommend County Board approval of Invoice #8 from Alliance Illinois, Inc. in the amount of \$3,186.15 for Professional Services provided from July 1, 2003 thru August 31, 2003. Invoice is for removal of Underground Storage tanks. Seconded by Smith. **Motion carried.**

Volunteer Parking – Letter from Vicki Stewart dated August 2, 2004

Mr. Smith, Council President of the RSVP Advisory Council spoke to the committee regarding the need for parking accommodations at the Courthouse for their volunteers. He informed the committee that their volunteers, who help staff positions in four offices at the Courthouse, range in age from 55–94 with the average being 75. They encounter problems with a lack of parking spaces, the distance to the Courthouse in inclement weather and the expense of parking for a four hour shift. He asked the committee to consider designating free spaces in the Courthouse lot to be used specifically for volunteers.

Linda Frank, Circuit Clerk suggested using hang tags for volunteers who park in the lot so they won't have to pay but so those patrolling the lot will know who the cars belongs to. She feels we need to accommodate the volunteers with this issue.

Chair Beckett stated he along with the committee love the volunteers and want to support them as much as possible given the restraints the County operates under. He determined it would cost a person \$4–\$5 to park in the lot per day and suggested the County Board authorize Ms. Frank to use her department's petty cash to reimburse volunteers for their parking expenses.

The committee needs to come up with a resolution without violating the intergovernmental agreement with the City of Urbana. He also mentioned changing the three spaces that belong to the Sheriff, one of which can be used by the volunteer at the help desk, to the northwest corner of the lot which will make them closer to the building. He stated there is no way to create spaces reserved for volunteers. Because the Auditors office allows petty cash the committee does not need a Finance or Policy decision, he explained that if a volunteer is working in an office other than the Circuit Clerk's, that office will be the responsible for reimbursing the volunteer.

Ms. Frank stated she would like to work with Ms. Busey and the Auditor's office to raise the amount of petty cash she will need.

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT

Farnsworth Group Invoice #78695

MOTION by Crozier to recommend County Board approval of Invoice #78695 from Farnsworth Group in the amount of \$5,385 for Professional Services provided through June 25, 2004 per agreement dated March, 2003. Pay Request is for Construction Administration Services; seconded by Smith. **Motion carried.**

Farnsworth Group Invoice #78688

MOTION by Crozier to recommend County Board approval of Invoice #78688 from Farnsworth Group in the amount of \$3,692.75 for Professional Services provided through June 25, 2004 per agreement dated March, 2003. Pay request is for Site Observation Services for Utilities installation (work is beyond the contractual scope of services and mandated by new construction utility governances); seconded by Jay. **Motion carried.**

Mr. Inman stated this extra work is for an engineer being on site for certain utility work, this was not planned but the law says it has to be done.

Farnsworth Group Invoice # 78820

MOTION by Jay to recommend County Board approval of Invoice #78820 from Farnsworth Group in the amount of \$1,831.41 for Professional Services provided through July 16, 2004 per agreement dated March, 2003. Pay request is for Reimbursable Expenses; seconded by Crozier. **Motion carried.**

PKD Pay Request #18

MOTION by Jay to recommend County Board approval of Pay Request #18 from PKD, Inc. in the amount of \$38,871 for Professional Services provided through July 20, 2004 per agreement dated February, 2003. (\$10,651 – Staff; \$6,751 – Construction Fee; \$1,299 – Reimbursables; \$20,240 – General Conditions); seconded by Crozier. **Motion carried.**

Construction Project Update

Mr. Inman stated they are about 85% done with the footings, ready to pour floor 1, wing 1 slab, with the foundations being complete by the 30th of August. They are a little behind schedule because of moisture collecting in the basement. The October County Facilities meeting would be the best time for the committee to visit the site.

Civil Engineering Services for Art Bartell Drive Extension – Proposed Contract

Mr. Inman stated he thought this had been approved. There was a subcommittee chaired by Mr. Crozier that reviewed this project and it was agreed upon that Berns, Clancy and Associates would do the design for the extension with final approval of road drawings and fees to come from Mr. Unzicker. We have received that approval and Berns, Clancy is in concurrence.

MOTION by Crozier to approve the contract with Berns, Clancy & Associates for Civil Engineering Services for the Art Bartell Drive Extension; seconded by Smith. **Motion carried.**

CHAMPAIGN COUNTY SATELLITE JAIL

Compressor Failure

Mr. Reinhart stated the adult detention facility is now back to 100% cooling. They have made some major and minor modifications to the existing systems, and what they need now is 90 degree weather to make sure everything holds up.

Cell Bunks Update

Sheriff Walsh stated after the recent suicides he along with Mr. Inman, Mr. Reinhart, and Captain Young went through the jail trying to find any hidden things that could assist a prisoner in a suicide attempt. They noticed the cell bunks, upper and lower are anchored about 1.5 inches from the wall, so Captain Young met with an architect who suggested we weld plates over those areas. They do not have complete view of the cells at all time, and he admits there are a dozen ways inmates could hurt themselves but feels this will take one away one.

CHAIR'S REPORT/ISSUES

No Report

OTHER BUSINESS

Facility Cleaning Services Contract – Letter dated July 9, 2004

Mr. Inman stated ServiceMaster began providing janitorial services for the County buildings in 2003, and since that time there have been issues with the cleaning at the Courthouse. Due to changing security protocols and work conditions required by the Sheriff, ServiceMaster has had difficulty in hiring and retaining cleaning staff at the Courthouse. Because of these issues and some recent thefts, he met with ServiceMaster to address these issues and they have presented the County with two options. The first would include increasing the contract for the Courthouse by \$1,950 per month to accommodate the additional requirements imposed by the County, this still includes cleaning 3 nights per week, or they could discontinue cleaning the building. In his opinion the only way to clean the Courthouse is to do it with County employees, it is difficult to get people to come in and abide by the screening rules, and it is a big job. To handle this work load he recommends the hiring of 3 full-time and 1 part-time custodian positions. The total projected cost for hiring this additional staff to clean the Courthouse 5 days a week is \$89,252.54 with the cost for janitorial services under the ServiceMaster agreement with their requested increase being \$107,819.852

Roger Holland stated Judge Difanis feels the services being provided are substandard. He agrees that the people who work in physical plant now are outstanding and dependable and he cannot say enough good things about them. The people at ServiceMaster are not doing their job.

Mr. Sheldon asked if there is a security provision in the contract with ServiceMaster. He explained that his office contains sensitive documents and although he appreciates the concern at the Courthouse he wants to make sure Brookens is also taken care of.

MOTION by Smith to recommend to the Finance committee approval for the addition of 3 full-time and 1 part-time custodian positions to provide janitorial services at the Champaign County Courthouse effective December 1, 2004 with the current contract and terms with ServiceMaster remaining in effect until November 30, 2004; seconded by Jay. **Motion carried.**

Proposed Highway/Fleet Maintenance Facility Project

Mr. Beckett stated they will continue to meet with the cities to explore options for this facility.

Clock & Bell Tower Project

Mr. Beckett reported the citizens committee is continuing to meet and asked the Facilities committee for input on a few of the issues that were raised at their last meeting. He explained they have been approached by an internet wireless service about placing a dish on the tower; a company would pay a rental fee for the placement which would provide revenue. The Citizens committee would also like the County to consider appointing a individual to serve as the keeper of the clock once everything is back in place and they questioned if an individual donates a huge amount of money is there would be a problem with them naming the tower.

Mr. Fletcher stated the placement of a wireless internet dish seems to raise the issue of using the clock tower for a private issue and he doesn't believe we have the power to do it. He explained that the naming of the tower is questionable, and he doesn't think we can allow that either although placing a plaque with a persons name on it would be reasonable.

Recommendation for award of contract for food, beverage, and snacks vending services

Mr. Inman explained that Cater-Vend has supplied vending services to County buildings for a number of years, through our transition with facilities we had extended their contract until we felt we were solid with our buildings. At this time we sent out an RFP to 6 total vendors and received responses from the Illinois Departments of Human Services/Office of Rehabilitation Services, Cater-Vend and Pepsi-Cola. There was an evaluation team who reviewed the proposals and responses came back overwhelmingly that the recommended firm would be Pepsi-Cola. He recommends to the committee the award of contract for food, beverage, and snack vending services for all County facilities to Pepsi Cola Champaign-Urbana Bottling Company, Incorporated.

Ms. Busey stated the revenue generated from vending services pay for the employee recognition program each year, and the revenue for the Nursing Home also goes for programs for the employees.

Mr. Inman stated all prices are very competitive. The bidders compared their prices with other local places. The commission offered is 20% on all snack and sandwich revenue and 25% on all beverage revenue.

Mr. Laros from Pepsi Cola stated their calculations were based on current vending levels already in place for the County, it is the same pricing but with a higher commission.

MOTION by Crozier to award the contract for food, beverage, and snack vending services for all County facilities to Pepsi Cola Champaign-Urbana Bottling Company Incorporated; seconded by Smith. **Motion carried.**

Animal Services Facility/Humane Society Update

Mr. Beckett reminded the committee that exploring the possibility of having an Animal Services Facility was tied to things that were going on at the humane society and the agreement we had with them, there have been recent changes at that facility which may change the direction the County will go.

Ms. Weatherford, interim director of the Humane Society spoke to the committee stating that the Executive Director has resigned and she was asked to step in. She met with the board and asked if their decision to cease contract with the cities and county was final, and she discovered they are open to discussion. They do support the County and cities having their own confinement facility, the Humane Society would prefer not to have to deal with fighting, vicious animals and the people who come to pick them up who tend to be abusive. She stressed that everyone needs to work together on the problem of stray animals and the goal, which will be to keep the public from becoming confused with both facilities open, should be to take them all to one location. She mentioned the land lease for the humane society property which is up in 2011; they would like to revisit that issue to see if they would have to move out at that time or if they could stay, there would need to be a feasibility study to remodel/enlarge that building, but anything is negotiable. She stated in July the shelter took in 555 animals, of those 283 were not brought in by owners, if the County took all the strays and impounds there would have been 283 new animals in our facility last month. She stated the humane society board will make this a smooth transition to allow the County to build a facility and get established.

Ms. Greenwalt stated coming from the history and knowing Ms. Weatherford will only be there for a few months, she is concerned that the new board will not be strong enough to direct the director to continue this positive relationship.

Ms. Weatherford stated she went into the humane society not knowing how she would be accepted, she sat down with the folks who are running the facility and basically they want the authority to do their job. They are working hard on medical issues and adoption issues, she is trying to energize the staff and she feels confident. She stated she knows everyone who is running for a position on the board and she will know next week how they all feel about this issue although she doesn't feel things will change much.

Mr. Jay suggested we look for a different location to have this facility other than the east campus next to a new nursing home and park.

DETERMINATION OF COMMITTEE ACTIONS TO BE PLACED ON THE COUNTY BOARD CONSENT AGENDA

Items V E, I, J; VI A, B, C, D; IX D; Addendum item IX G, and Addendum II item IX H will be addressed at the August 19th County Board Meeting. Committee consensus that no items be included on the County Board consent agenda.

NEW BUSINESS

There was no new business.

ADDENDUM

Custodial Services for the Courthouse

Addressed under Item IX A.

Clock & Bell Tower Project

Committee Appointments: Tom Berns, Tom Costello

MOTION by Greenwalt to recommend County Board approval of the appointments of Tom Berns and Tom Costello to the Clock & Bell Tower Citizen's Committee; seconded by Smith. **Motion carried.**

ADDENDUM II

Approval of Lease for certain space in the premises located at 400 North Broadway, Urbana, Illinois

Mr. Inman explained that physical plant would move out of the facility adjacent to the humane society and move to this location, even if the humane society building does not take place he would still be here asking for this lease due to the lack of space at Brookens.

Mr. Fletcher stated this lease was negotiated with Tom Harrington, owner of the property. It is for a fixed period of 5 years with the option of an extension with an increase. We would have the option to purchase at the end of the lease and that option would be based on appraisals at that time.

Ms. Busey stated the money for this lease will come from the general corporate fund and would require a budget amendment. She believes the physical plant would absorb the first months rent.

Mr. Reinhart stated there are few downsides to this move, his staff is very mobile now and they would function the same anywhere they are located.

MOTION by Crozier to approve the lease for certain space in the premises located at 400 North Broadway, Urbana, Illinois; seconded by Smith.
Motion carried.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 9:31 p.m.

Secretary's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.