

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

March 8, 2005 - 7:00

Meeting Room 1, Brookens Administrative Center

MEMBERS PRESENT: Beckett (Chair), Avery, Cowart, Hogue,
James, Jay, Knott, Weibel

MEMBERS ABSENT: Sapp

OTHERS PRESENT: Barb Wysocki (County Board Chair),
Denny Inman (County Administrator),
Joel Fletcher (Assistant State's Attorney),
Jeff Blue (County Engineer),
Deb Feinen, Ron Bensyl, Claudia Gross
(Highway Committee Members),
Chris Doenitz (County Board Member),
Alan Reinhart (Supervisor of Maintenance),
Bill Keller (ESDA Coordinator), Curt
Deedrich (Supervisor of Assessments)

CALL TO ORDER

Chair Beckett called the meeting to order at 7:02 p.m.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Jay to approve the agenda as presented; seconded by Cowart. There was no addendum for the meeting. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Weibel to approve the minutes of February 8, 2005 and February 24, 2005 as presented; seconded by Cowart. **Motion carried.**

PUBLIC PARTICIPATION

Carol Ammons, of C-U Peace and Justice, spoke to the committee regarding the disparity study. She stated she has looked at disparity studies to understand what they are asking for and she questioned if the County is ready to make changes necessary to ensure the County is respectful of all people.

**JOINT MEETING OF COUNTY FACILITIES & HIGHWAY COMMITTEE TO
DISCUSS PROPOSED FLEET MAINTENANCE FACILITY**

Presentation/Review of Existing Highway Facilities

Mr. Beckett explained that about 9 months ago the Cities of Urbana and Champaign met with our County representatives to discuss some form of intergovernmental cooperation. He believes that we currently have a unique opportunity that will not come again for years and he feels some sense of responsibility to see if there is any aspect of sharing between the entities that could occur.

Mr. Blue stated that he has attended some of these meetings and explained there is a point where there would be some economic benefit to sharing and our group must find what will work the best. He felt it was the County's responsibility to come up with a needs assessment for our own department so he received the programming analysis for the City of Urbana and in conjunction with that report and his past knowledge from building a facility in Minnesota, he developed his own needs assessment. He assessed the needs of our department alone with the understanding that everyone will be housed together in one building. He concluded that the office space needs total about 7800 square feet, the mechanic and shop space needs total about 14,790 square feet and vehicle and equipment storage total about 26,000 square feet. The outside space needs, which he explained are more difficult to analyze, total about 25,000 square feet. He believes we would need about 5 acres to accommodate a building of that size and have room to move. He used a cost estimate of \$100.00 per square foot for the office space, \$90.00 per square foot for the shop space \$80.00 per square foot. He assessed the equipments needs at a total estimated cost of \$600,000 explaining that there is not much that is salvageable from the current equipment we have. The total estimated cost of the building would be 5 million dollars. He stressed the need for the building to be on this campus and stated we need to think about building a facility that can accommodate future expansion.

Mr. Beckett stated he does not see any reason why we need to save the old JDC building, and suggested placing the new facility on that corner. He questioned if this new building would be large enough to handle the maintenance of the City of Urbana fleet.

Mr. Blue explained that we are still not sure what our workload will be, if we wanted to expand our workforce to contract with another entity this building would serve that purpose.

Mr. Doenitz commended Mr. Blue for the work he has done. He stressed that other than fuel or salt he doesn't see any advantage to having another entity involved, he encouraged the County to think about itself first.

Mr. Jay stated he believes the County highway funds are going to have some difficult times and he feels we need to get started on this building for the County, if other entities work out that is fine but he doesn't want to see us drag our feet and lose our funds. He is in agreement with the sharing of salt and fuel but feels the facility needs to be for our highway department.

Mr. Blue stated that the former County Engineer saved money for years for this project, in order to meet our road obligations we will now have to have some financial help to build it. He explained that Motor Fuel Tax can only pay for the maintenance and storage space we use to maintain County roads, not the office space.

MOTION by Jay to direct the County Highway Engineer and the County Administrator to jointly craft an RFP for Professional A & E Services to design a Fleet Maintenance Highway Department Facility; seconded by Cowart. **Motion carried** with an 8/0 roll call vote. Voting aye: Beckett, Avery, Cowart, Hogue, James, Jay, Knott, Weibel; voting nay were none - 0.

Review of Intergovernmental Group Meetings

Addressed under item V A.

Recommendation for New Highway Facility

Addressed under item V A.

The committee entered into a 5 minute recess.

CHAIR'S REPORT/ ISSUES

Disparity Study

Ms. Cowart, Ms. Avery and Ms. Hogue left the meeting.

MOTION by Weibel to move this item off the table and onto the agenda; no second. **Motion failed.**

University of Illinois Trades Academy Participation

Mr. Beckett stated he has talked with Helen Coleman of the University of Illinois who explained that in meeting with the Trades Council they have noticed very low participation in the trades due largely to the fact that high schools have dropped their programs. The University has come up with the idea of a Trades Academy which would include participation from local schools to provide trades training to students. While the student is in the trades academy they will be provided with employment as they learn with the idea being that by receiving this education the students will be ready to move into an

Chair's report cont.

apprenticeship program. The U of I has received a charter to move forward but Ms. Coleman is not at the point where she can share more information with us. He feels this is a good project that has support from all entities, his question is how much it will cost us and if we will receive any benefit.

Proposed Revisions to the County Purchasing Policy

Mr. Beckett stated that Helen Coleman spoke with the committee in February to explain how the University pre-qualifies contractors for construction projects under \$33,000. After her visit and the committee's discussion, he asked Joel Fletcher to see if we could revise our purchasing policy for construction and facilities maintenance.

Mr. Fletcher explained that this is still a work in progress, but it is clear that the University of Illinois's approach may not be cost effective for the County in terms of identifying all the projects once each year. The alternative approach we explored was opening up of the bid process for smaller contracts between \$5,000 and \$20,000. What he has developed here would be a bid process comparable to what we do for larger projects over \$20,000, we would also develop a preferred vendors list that people could opt into each year that would ensure they receive notice of the bid. There would be general criteria to be followed to be included on the list, but those vendors would be assured the County would open the process to anyone who wanted to submit a bid. He explained that how he has drafted this now we would be rewarding to the lowest bidder, which is not required by state statute.

Mr. Beckett stated he would like to change the phrase pre-qualified contractor to preferred vendors; the whole notion was to give us greater flexibility in dealing with people.

Mr. Inman stated currently the way we do business, we cannot mimic the University of Illinois. He believes this will have to work on a project to project basis but that the County could be where the University is within 3 years.

Mr. Beckett explained that at some interval during the year, we would ask contractors if they want to pre-qualify, if so, we would add their name to a list and on a project to project basis they would be notified and could submit a quote.

Committee consensus to include this item on the April agenda.

Clock & Bell Tower Project Project Update

Mr. Beckett stated the committee continues to work with architects, they have learned from that the main tower is in worse condition than the Wickersheimer study indicated. He has asked them to provide specific numbers and he will bring the committee more information as he receives it.

Appointment of County Administrators to the Champaign County Clock & Bell Tower Committee

Mr. Beckett explained that there are about 19 members of the committee, some whom have specific interests and do not attend each month. The Administrators attend each meeting and this appointment will provide the committee with flexibility to always have a quorum.

MOTION by Knott to recommend County Board Approval of the appointment of the County Administrators to the Champaign County Clock & Bell Tower Committee; seconded by Jay. **Motion carried.**

COURTHOUSE Masonry Stabilization & Restoration Project

Mr. Beckett explained they are expecting more work from the architects and he plans to have more information for the committee in April.

User Group List

Tina Gunsalsas of the League of Women Voters explained to the committee that they have a student union of their league. She thanked the committee for their responsiveness regarding the family waiting room, explaining that their student union has adopted the waiting room as a project.

Jessica Tarica, president of the student union of the League of Women Voters, explained that the League would like to make the family waiting room a welcome environment. They have a member who has offered to do murals, they would like a play mat for the floor as well as adult size chairs, better lighting and items or books for the children to keep. She explained that the student union will provide funding for the project.

Ms. Feinen stated she was under the impression that the bathroom there could not be utilized due to liability issues, if that is true, she suggested we open that space and remodel to make it bigger. Mr. Inman will look into that option and report back to the committee.

Simpson, Gumpertz & Heger, Inc. Invoice # 0047678

MOTION by James to recommend County Board approval of Invoice #0047678 from Simpson, Gumpertz & Heger, Inc. in the amount of \$14,928.29 for Professional Services provided through January 21, 2005 per agreement dated March, 2003. Pay Request is for Design Development Services; seconded by Jay. **Motion carried.**

CHAMPAIGN COUNTY NURISNG HOME CONSTRUCTION PROJECT
Farnsworth Group Invoice #82903

MOTION by Weibel to recommend County Board approval of Invoice #82903 from Farnsworth Group in the amount of \$2,707.00 for professional services beyond contract scope provided through January 21, 2005 per agreement dated March 2003. Pay Request is for Site Observation and Design Work for Plumbing & HVAC; seconded by Knott. **Motion carried.**

Farnsworth Group Invoice #82967

MOTION by Jay to recommend County Board approval of Invoice #82967 from Farnsworth Group in the amount of \$2,018.96 for Project Reimbursable expenses through January 21, 2005 per agreement dated March 2003; seconded by James. **Motion carried.**

Farnsworth Group Invoice #83266

MOTION by Jay to recommend County Board approval of Invoice #83266 from Farnsworth Group in the amount of \$67,312.50 for professional services provided through February 18, 2005. Invoice is for Construction Administration; seconded by James. **Motion carried.**

PKD, Inc. Pay Request #25

MOTION by Knott to recommend County Board approval of Pay Request #25 from PKD, Inc. in the amount of \$53,331 for professional services provided through February 20, 2005 per agreement date February 2003. (\$10,792 - Staff; \$6,751 - Construction Fee; \$3,033 - Reimbursables; \$32,755 - General Conditions); seconded by Jay. **Motion carried.**

Request for Reduction in Retainage

MOTION by Knott to recommend County Board approval of the Duce Construction Request for Reduction in Retainage; seconded by James. **Motion carried.**

Nursing Home Construction Cont.

Mr. Inman explained that our contracts are created so when a milestone is hit a contractor can request that their retainage be reduced.

Contract between County Board and Regional Planning Commission for Technical & Advisory Planning Services – Phase II Scottswood Drainage Project

Mr. Inman explained that Phase II of the Scottswood project is tied to the Nursing Home construction project, we are applying for a CDAP grant and as part of the County's contribution we use RPC to do the grant application and monitoring. This is the same thing we did for phase I.

MOTION by Knott to recommend County Board approval of the contract between County Board and Regional Planning Commission for Technical & Advisory Planning Services; seconded by Weibel. **Motion carried.**

Construction Project Update

Mr. Inman stated they have started placing trusses on the core area. Wing 1 is being painted and wing 2 is in the beginning stages and hopefully will be done in July. We will break ground for wing 4 in April. When asked about furniture needs, he explained that the beds in the residents rooms are on a replacement schedule already, many of the items they will need will be provided. They will determine needs for the office areas when we are closer to completion.

BROOKENS ADMINISTRATIVE CENTER

Plaque in recognition of the County Board Acquisition and Remodeling of Brookens

Mr. Inman provided the committee with samples of brass, acid etched aluminum and plastic. He explained that the anticipated size will be 3 X 3 with the cost of brass about \$2900, the acid etched about \$2200 and the plastic about \$100-\$300. He reminded the committee that these are just estimates from Trophy Time and they need to decide which option they want to look at.

Mr. Weibel stated he would like to see a sample of laser etching on a quality wood piece.

Committee consensus to explore the wood option and more specific cost options to report back to the committee at the April meeting.

Proposed Mental Health Board Lease

Mr. Inman explained that this is a continuation of the current lease with the Mental Health Board and reflects an increase in the CPI. They have requested more space due to the creation of the Developmental Disabilities Board and would like room to create an office for one person. He is in the process of talking with the State's Attorney's office about vacating one of the support enforcement areas and allowing the Mental Health Board to use that space.

MOTION by Knott to recommend County Board approval of the proposed Mental Health Board Lease; seconded by James. **Motion carried.**

Facility Survey Results

Mr. Beckett stated he would like to carry this item on the agenda, developing a priority list with costs. He asked Mr. Inman to contact the 6 departments that didn't respond to the survey and try again to get some information.

User Group List

Mr. Deedrich, Supervisor of Assessments, stated he has looked at the needs of his office, reminding the committee that the largest percentage of revenue for the County comes from property tax and that his office has a growing amount of work due to exemptions. He stated there are 3 cubicles on the other side of his wall that are not being used although he realizes they belong to RPC. He stressed that they need to maintain statutory requirements pointing out that meeting room 4 is near their office and although it is used by RPC and Head Start, his office currently does not have a handicapped area for people to utilize when visiting with the Board of Review. He explained that he is able to use tools to view properties from his desk which results in having to go to the basement to retrieve information; currently he has about 8 boxes in his office that were in the basement. He is asking for about 400 Square footage of space, he has not measured the space but is guessing at the number.

Mr. Inman explained they sent out a survey request to 12 departments with only the Treasurer, Recorder, Supervisor of Assessments, Administrative Services, County Clerk and the Auditor responding. He explained that the RPC cubicles that Mr. Deedrich is referring to are leased space which would require working through the RPC lease agreement with the County.

OTHER BUSINESS

Physical Plant: Monthly Budget Report

Mr. Reinhart stated this report is more accurate this month.

Physical Plant: Manpower Report - Capital Projects

Mr. Reinhart explained that the Courthouse is the largest user of utilities with the Sheriffs office being the second largest user. The list provided to the committee shows work that is requested of the physical plant that they cannot get to with the regularly daily maintenance, the large project that is not included on the list is the animal services facility which will keep them from doing any other capital improvement projects.

Mr. Jay stated he is concerned about the exterior paint on Brookens because it is already rusting and if we do not do something we will be replacing all the siding.

Mr. Inman explained that as we expand and add more facilities it will take more upkeep. We are closing in on having half a million net square feet with the majority of it running 24 hours a day. We are trying to get to the point where people are not calling Alan with requests but coming to the committee with their list of projects.

Emergency Contingency Plan Phase I

Mr. Keller, ESDA Coordinator, stated we should look at a contingency plan should something happen to the Brookens building. He stated we all need to determine which departments have to be open for business and which ones could remain closed for a short amount of time. He stressed that each department has to have a plan for contacting employees and determine how the critical needs and operations will need to happen.

NEW BUSINESS

Request for Committee Meeting Thursday, March 24th - Recommendation for Award of Contract for Animal Control Facility Kennels (Cats) and CCNH Resident Satellite/Cable TV System

Mr. Beckett stated the quit claim deed regarding the strip of ground at 5 points, needs to be included on the March 24 agenda. Mr. Inman stated the committee members will receive the information for these items prior to the meeting that night.

April County Facilities Meeting: CCNH Construction Site Meeting/Tour. Tuesday, April 5th at 6:30 p.m.

The committee will meet in wing 1 at 6:15 p.m. to tour the facility.

**DETERMINATION OF ITEMS TO BE PLACED ON THE COUNTY BOARD
CONSENT AGENDA**

Committee consensus to include items VI D ii; VII C; VIII A,B,C,D,E, F; and IX B on the March 24, 2005 County Board Agenda.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 9:38 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary