

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

May 3, 2005 - 7:00 p.m.

Meeting Room 1, Brookens Administrative Center

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

MEMBERS ABSENT: None

OTHERS PRESENT: Tom Betz, Chris Doenitz, Nancy Greenwalt, Claudia Gross, Ralph Langenheim, Jenny Putman, Jonathan Schroeder (County Board Members), Barb Wysocki (County Board Chair), Deb Busey, Denny Inman (County Administrators), Jeff Blue, Tracy Wingler, John Cooper (Highway Department), Alan Reinhart (Supervisor of Maintenance)

CALL TO ORDER

Chair Beckett called the meeting to order at 6:59 p.m. Declaring a quorum present the chair proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Sapp to approve the agenda; seconded by James. There was no addendum for the meeting. **Motion carried.**

APPROVAL OF MINUTES

MOTION by Sapp to approve the minutes of March 31, 2005 & April 5, 2005 as presented; seconded by James. **Motion carried.**

PUBLIC PARTICIPATION

There was no public participation

FLEET MAINTENANCE/HIGHWAY FACILITY: FORMAL PRESENTATIONS

Approval of Formal Presentation Rating Form

MOTION by Sapp to approve the formal presentation rating form; seconded by Hogue.

Fleet Maintenance Presentations Cont.

A Friendly amendment was offered to change item #10 on the rating form to include the language “gender neutral.” Mover and seconder concur. **Motion carried.**

Mr. Beckett explained that in order for the forms to count, each board member must be present for all three presentations and must sign each rating form they complete. They cannot use 0 as a value and no half numbers are allowed. After a short discussion, it was the committee’s consensus to modify the rating form so column one reads value, column two reads rating and column three reads weight. The committee entered into a 10 minute recess to allow for these changes.

Formal Presentations: A/E Services for Fleet Maintenance/Highway Facility

Legat Architects

Marc Rohde of Legat Architects introduced his fellow team members and explained they are a minority owned firm who has completed over 100 projects similar to this one. The team reviewed their credentials and explained their plan is to confirm and modify space needs and design and construct a new facility that supports the needs of the residents and creates the appropriate image for the County while partnering with minority owned business. He stated his team believes this project could be done from 3.8 million to 5.275 million, their cost estimates are based on actual projects similar to this one. The team stated they understand the importance of creating an energy efficient building that is also cost effective, they are LEED certified and explained they can make this building as certified as we would like offering a number of examples for ways to build a more cost effective, green building. Mr. Rohde explained that they have always been able to achieve the goals set for them when it comes to minority participation and plan to do so on this project. In conclusion, they expressed their desire to be a part of this project and work with Champaign County.

The committee entered into a 10 minutes recess

Earth Tech

John Echerle of Earth Tech explained he will be the principal in charge of this project and introduced his fellow team members. He explained that Earth Tech has a local and national presence and their project goals include maintaining County image, building for growth potential, creating a cost effective, functional building that will utilize the latest technology and ensuring MBE/FBE participation. They believe the budget could range from 2.5 million to 4 million, they will use square footage estimates to help determine the actual budget and they will recheck costs at each phase. They explained they have completed a project for a silver LEED rating offering examples of ways they can make a facility work better.

Fleet Maintenance Presentations Cont.

He explained they do a lot of Federal Government work and are constantly reviewing and working to meet their goals, he explained that Delon Hampton will be providing structural engineering services for the project. In conclusion, the team stressed that they are a very strong, full service design team who has completed over 40 municipal projects.

The committee entered into a 10 minutes recess.

BLDD

Gene Dillow, Principal in charge of this project, introduced his team members explaining the credentials of each and what their involvement in the project will be, in addition he reviewed the teams relevant project experience. He explained that they will conduct workshops, integrate innovative design features, provide for future growth, and schedule and manage project tasks. He explained they have a transition plan which will allow our current operation to continue uninterrupted. Mr. Dillow stated Delon Hampton, who will be Structural Engineer on this project, is a 35 year old minority owned business. His firm does work for many agencies who require MBE/FBE participation in the construction, if there is a need to add more to the job they have access to several other consultants they can bring on board. He explained that energy efficiency is very important and there is a LEED certified designer on this project. In conclusion, the team stated their desire to work with Champaign County and their commitment to create a facility that supports the County and all the users at the site.

The committee entered into a recess while Ms. Busey and Mr. Inman collected and tallied the evaluation forms.

RFP 2005-010: A/E Services- Recommendation of Top Ranked Firm

After all the results were tallied, Mr. Beckett explained that the top ranked firm was BLDD with 3121 points, Legat Architects was second with 3109 points and Earth Tech came in third with 2722 points. He explained that the evaluation sheets were totaled a second time due to the closeness in points between the first and second ranked firm.

MOTION by James to approve the selection of BLDD as the top rated firm; seconded by Jay. **Motion carried.**

Committee Chair Selection of the Contract Negotiating Team

MOTION by Weibel to approve the appointment of Mr. Blue, Mr. Inman, Mr. Beckett, Mr. Sapp, Mr. Jay and himself to the Contract Negotiating Team; seconded by James. **Motion carried.**

Fleet Maintenance Presentations Cont.

A Friendly amendment was offered to add Mr. Fletcher to the Contract Negotiating Team; mover and seconder concur. **Motion carried.**

COURTHOUSE

Simpson, Gumpertz & Heger, Inc. Invoice #49788

MOTION by Sapp to recommend County Board approval of Invoice #49788 From Simpson, Gumpertz & Heger, Inc. in the amount of \$65,571.64 for Professional Services provided through March 25, 2005 per agreement dated March 2003. Pay Request is for Design Development Services; seconded by Knott. **Motion carried.**

Simpson, Gumpertz & Heger Inc. invoice #49722

MOTION by Sapp to recommend County Board approval of Invoice #49722 in the amount of \$26,425.01 for Professional Services provided through April 15, 2005 per agreement dated March 2003. Pay Request is for Design Development Services; seconded by Knott. **Motion carried.**

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT

Farnsworth Group Invoice #83911

MOTION by Jay to recommend County Board approval of Invoice #83911 from Farnsworth Group in the amount of \$1,523 for Professional Services provided through March 25, 2005 per agreement dated March 2003. Pay Request is for site observation design work related to utilities and dental office; seconded by James. **Motion carried.**

Farnsworth Group Invoice #83910

MOTION by Jay to recommend County Board approval of Invoice #83910 from Farnsworth Group in the amount of \$234.59 for Project Reimbursable Expenses through March 25, 2005 per agreement dated March 2003; seconded by James. **Motion carried.**

PKD Inc. Pay Request #27

MOTION by Jay to recommend County Board approval of Invoice #27 in the amount of \$45,293 for Professional Services provided through April 20, 2005 per agreement dated February 2003 (\$11,018 - Staff; \$6,751 - Construction Fee; \$676 - Reimbursable; \$26,848 - General Conditions); seconded by James. **Motion carried.**

**Request for Reduction in Retainage
Mc Williams Mechanical & Reliable Mechanical**

MOTION by Sapp to recommend County Board Approval of the McWilliams Mechanical and Reliable Mechanical Requests for Reduction in Retainage; seconded by Knott. **Motion carried**

Champaign County & Ameren IP - Easement Agreement

Mr. Beckett stated this is needed for utilities in relation to the Nursing Home and is a time sensitive issue. He is asking that upon committee approval Mr. Inman inform the construction manager to move forward.

MOTION by Cowart to recommend County Board approval of the Champaign County & Ameren IP Easement Agreement; seconded by Weibel. **Motion carried.**

Alliance Environmental Group, Inc. Pay Request #1

MOTION by Sapp to recommend County Board approval of Pay Request #1 in the amount of \$3,894.80 from Alliance Environmental Group, Inc. for Professional Services provided through March 31, 2005; seconded by Weibel. **Motion carried.**

MOTION by Cowart to recess the meeting, to reconvene on Tuesday May 10, 2005 at 7:00 p.m.; seconded by Weibel. **Motion carried.**

The meeting was declared in recess at 10:42 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

May 10, 2005 - 7:00 p.m.

(Reconvened from May 3, 2005 meeting)

Meeting Room 1, Brookens Administrative Center

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

MEMBERS ABSENT: Avery, Hogue, Sapp

OTHERS PRESENT: Denny Inman (County Administrator),
Chris Doenitz (County Board Member),
Jeff Blue, Tracy Winger (Highway Department),
Sheriff Walsh, Bill Keller (ESDA Coordinator),
Steve Ziegler, Joel Fletcher (State's Attorney's
Office),
Curt Deedrich (Supervisor of Assessments),
Jeff Roseman (Planning & Zoning)

CALL TO ORDER

Chair Beckett called the meeting to order at 7:00 p.m. Declaring a quorum present, the chair proceeded with the meeting reminding the committee they approved the agenda at the meeting on May 3rd and this is a continuance of that meeting.

FLEET MAINTENANCE/HIGHWAY FACILITY

Fleet Maintenance - Business Plan

Mr. Inman presented each member with an amended version of this business plan. He explained that the County has 160 vehicles yet we have never had a fleet maintenance operation to take care of them and he feels we have a prime opportunity to do so now. There is a fleet maintenance portion to this new building although he is not sure what impact it will have on the facility, he also stressed fleet safety and feels we should have a safety program in place. This business plan includes an itemization of departments that could be affected and an itemization of the number of vehicles. He stated if you do a professional fleet maintenance you create a more efficiently run maintenance and your costs go down, this would be a brand new business and we would look at someone who had the background we need to come in with a very small staff to run this. He stated organizations the size of ours do this to save money over maintenance and over time for the efficiency of your fleet.

Mr. Ziegler stated his first concern with this project is the financing of the building itself, reminding the committee that MFT funds and highway funds cannot be used for things they are not legally allowed to be used for. He stated he has more concern about actual operations of a fleet maintenance facility; his advice is that we look at what we want to achieve and how we want to operate it. He wants to ensure we avoid co-mingling of funds that we cannot legally co-mingle although he believes this can be easily handled.

Fleet Maintenance/Highway Facility Cont.

Ms. Cowart stated the Highway committee, at their last meeting, directed the secretary to draft a memo stating the committee is not interested in the business plan at this time and we believe our County Engineer should be able to run his own department. That memo is before the Facilities members tonight.

Mr. Blue stated he is not sure if the business plan, as it is, includes the Highway Department vehicles or just all other outside the department. He believes fleet maintenance could be handled in a simpler way than creating an entire department and he suggested an open line item. He explained his department is currently and will continue to maintain other department's vehicles such as oil changes for the Sheriff's office and recently more heavy duty maintenance. He stated he wants to build the best facility that does the best job to maintain his roads, regardless of how many mechanics they have or if they are working on other departments vehicles. His concern is if the people working in that building are working for 2 different people in 2 different departments, he feels there could be territorial issues that could come into play. He believes we can staff appropriately to maintain all the vehicles and feels people are satisfied with the services we have been providing up to this point and he would like to continue providing those services. He explained that the mechanic they recently hired worked in a shop where they tracked vehicles and he believes he has the knowledge to do that for Champaign County.

Mr. Northrup stated although they only have 4 vehicles, he is concerned that under this plan he would be locked into one facility or service. He explained that sometimes he needs something done right away to get a vehicle back on the road, he believes from past conversations that the highway department is capable of doing something like that on request although there may be some things that they could have done cheaper or faster elsewhere. His budget has about \$2,500 for 4 vehicles per year, one of his vans has over \$100,000 miles on it but they have put off replacing it due to the money situation in the County. He feels the highway department does a good job with the upkeep on their vehicles and he would be willing to use the highway department for certain needs with the option to go elsewhere if needed.

Sheriff Walsh explained he is the largest fleet user in the County with over 70 vehicles and they have been happy with the quality of work the highway department is doing. Most of his vehicles are bought through the State so regardless of how many cars he buys he does not feel this plan would provide any savings. He stressed he does not want someone telling him that something has to wait and he would be willing to expand his use of the highway department.

Mr. Jay stated without question some of the responsibility lies with each department head for taking care of their vehicles. He is confident that Mr. Blue and his staff can keep the funds straight as well as do what they say. This plan was not part of the program when we started, and he questioned why we would want to create another department when we have a number of issues already in front of us. He is opposed to this plan and would like to lay it to rest until the new building is built.

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Fleet Maintenance/Highway Facility Cont.

Mr. Blue stated they are going to do their best to work on the diverse inventory of vehicles that we have in the county but he is not going to work with the other departments to help them purchase their vehicles. Risk management is something they can do regardless if there is a fleet maintenance department; fuel operations is a tough situation because it is an environmental problem to monitor fuel stations in this day and age and he doesn't believe we would see a great deal of savings in fuel. He doesn't deny there was a lot of effort put into this plan and if there was a fleet maintenance department it would take some of the work off of his shoulders but he doesn't see a great deal of savings in creating the department. Currently, he explained, they are billing other departments for the work they do, they are charging \$30.00 per hour for labor and they are doing transmission changes, oil changes and light changes. They have a solid mechanic that he has great confidence in and he can foresee the department doing more in the future.

Mr. Beckett stated the question he has is how this would impact the building they want to build. After listening to Mr. Blue he understands we need a facility that is well constructed and designed so we can do this if we need to in the future.

Mr. Weibel stated he believes this plan has merit but not at this time and suggested we could look into this again in a few years.

COURTHOUSE **Masonry Stabilization & Restoration Project Update**

Mr. Beckett explained the negotiating team has attempted to negotiate with Simpson, Gumpertz & Heger, Inc. asking them to submit a revised fee proposal and effort schedules. They have reduced their fee from \$180,000 to \$172,000 which is about the equivalent to what their original fee proposal was. His opinion, along with Mr. Sapp and Mr. Inman, is that we should terminate our relationship with them.

MOTION by Jay to direct legal council to prepare the necessary documents and advise in June of any legal risks associated with this proceeding; seconded by Knott.

Mr. Beckett stated everything the firm has completed to date belongs to us and we are about 30% through this project. We have different options for where we go from here; we could start all over, we could move to option #2, or we could go with someone we have worked with in the past and have a good relationship with. He stated he is hesitant to say anything until he hears back from Mr. Fletcher but if we terminate this agreement it will halt any hope of construction this year.

Motion carried.

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BROOKENS ADMINISTRATIVE CENTER
Facility Survey Results

Mr. Reinhart stated, at the committee's request, he has provided square footage numbers for different projects to be done at the Brookens building as a result of the facility survey.

Mr. Sheldon stated he has requested humidity control for his records room. They do have one humidifier in the election storage area where there is a drain and clearly they cannot run another one without a drain.

Mr. Knott stated the records in the County Clerks office are irreplaceable so he agrees with doing that project.

Mr. Beckett stated we have the money to complete every project listed above the additional office space item on the list which includes landscaping, personal dehumidifiers and a drain for existing humidifier. He explained there is a plan in place for the office space issues and any painting or carpeting to be done we would need to get an estimate for.

Mr. Jay stated the Brookens building needs to be painted before we have to replace everything. He believes the painting is more important than landscaping.

Mr. Reinhart explained they do not have enough time or money to do the painting in- house, we will have to plan and budget for next year.

Committee consensus to continue this item next month.

Debra Greist Memo - dated April 11, 2005

Mr. Weibel stated he spoke with Ms. Greist about this issue and she is looking for another meeting room to use for ZBA when MR 1 is occupied, he suggested the possibility of using a meeting room in the new highway facility stating her meetings need to be on County property and they have to be recorded. He explained this request is a result of ZBA getting bumped out of MR 1 by County Board meetings and he suggested we consider creating a rule stating that another group cannot be bumped when scheduling meetings. He doesn't believe she felt this was an immediate need.

Mr. Inman stated the only area equal in size to MR 1 is in the middle of JDC which raises concerns about accessing that building, there could be meeting space in the old nursing home although that is down the road.

Mr. Beckett stated one of the end Courtrooms would be large enough although it would require additional staffing and security and he does not believe there is recording equipment.

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Proposed Department Relocation

Mr. Inman stated this project will be completed in phases. The first would include a smaller impact phase where much of the work to be done includes refurbishing, carpeting and paint. When Animal Control moves to their new facility that space will be vacant, there is a division in Administrative Services called storage inventory which is a storage area for office supplies and we would move that area to the old animal control space, that space would not need any work. The old IT area would be vacated for the Civil Attorneys, he reported the State's Attorney is moving quickly on their new hires and there will eventually be 3 attorneys. Another project on the list is the Auditors remodel, when CASE audiology moved out of the building their space became available and it was determined the Auditor could use it for record storage.

We will then move the new County Administrator into the civil attorney area which will require only paint and carpet. The States Attorney support enforcement, which is located in Pod 200, would relocate to a lower level of pod 400. We would take Planning and Zoning and move them to the existing Supervisor of Assessment area moving the Supervisor of Assessments to the space vacated by support enforcement. He has talked with some of the department heads who have approved of this plan which is before the committee for discussion and concurrence or rejection. The move to the new space for Supervisor of Assessments would add 400 SF to their space and require some remodeling; we will have to work on the inclusion of the Board of Review with the ultimate goal to have Pod 200 as the real estate wing for the County.

Mr. Deedrich stated he is excited about the possibility of a real estate wing; his concern is that the office they would be moving into is a funny structure which separates

the area so much that he doesn't believe they could make it work without the removal of some walls. He spoke with the Treasurer and he is also excited about their offices being near each other, he suggested one step better might be putting the Treasurer and Assessors offices together in one big area.

Mr. Beckett stated this plan is close to getting everyone what they want. The only office that is still pending is the Coroner's office.

Committee consensus to move forward on the proposed department relocation. Mr. Inman will provide more detail in June.

PHYSICAL PLANT REPORTS

Monthly Budget Report

Mr. Reinhart stated this report is provided for information so the committee can understand why our percentages are so high so early in the budget year. He explained they are trying to provide more history each month. He has also included the gas and power bills.

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Physical Plant Reports Cont.

Manpower Report - Capital Projects

Mr. Reinhart stated this is a new report this month which shows four categories; repair maintenance, scheduled maintenance, special projects and Nursing Home. It also shows we are spending over half our time on repair and maintenance items and the other half on special projects when we would prefer to spend 50-60% of our time in scheduled maintenance.

Annual Generator Maintenance - Bid Recommendation

MOTION by James to recommend County Board Approval of the award of contract to Cummins Mid-States Power, Incorporated of Normal, Illinois for the annual Generator Maintenance Contract; seconded by Weibel. **Motion carried.**

Annual Elevator Maintenance - Bid Recommendation

MOTION by Knott to recommend County Board approval of the award of contract to Kone, Incorporated of Urbana, Illinois for the annual elevator maintenance contract; seconded by Weibel. **Motion carried.**

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT
Champaign County & SBC – Easement Agreement

Mr. Reinhart stated they are working with SBC, who is going to provide us with phones for the new Nursing Home and new Highway facility. The information provided for the committee is the best guess as to where we should place a small telephone box to supply lines for the new buildings. When asked why they didn't go closer to the power pole at the employee entrance of the Nursing Home, he stated there is an existing underground telephone manhole and the cover is right in the entry to the parking lot, SBC has requested the box be close to that manhole.

MOTION by Knott to recommend County Board approval of the Champaign County & SBC Easement Agreement; seconded by James.

A friendly amendment was offered to recommend approval, subject to State's Attorney's review and approval. Mover and seconder concur. **Motion carried.**

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CLOSED SESSION

MOTION by Jay to enter into closed session pursuant to 5ILCS 120/2 (c)(11) to address litigation on behalf of Champaign County which is probable or imminent because Negotiations to settle a construction contract claim relating to defective materials for the Champaign County Nursing Home construction project have broken down, with Legal Council, the County Administrator and Supervisor of Maintenance remaining present; seconded by James. Motion carried with a 6/0 roll call vote. Voting aye were Beckett, Cowart, James, Jay, Knott and Weibel.

The Committee entered into Closed Session at 8:32 p.m.

The committee entered open session at 8:50 p.m.

Mr. Beckett stated for the record, the committee has discussed an issue related to the construction of the nursing home and a potential claim in relation to it regarding the presence of mold in the construction process. He stated the public has a right to know

about this situation but he doesn't want that to compromise what we have to do in presenting our claim. He is also concerned that the Public Health district be informed about the situation, he doesn't believe it is a good idea to wait to tell them or keep it a secret because they are an agency that can have an impact on the opening of the building.

Mr. Knott stated he agrees, because word may already be out on the street he would like to address the situation with the facts.

Committee consensus, by show of hands, to support disclosing this information to public health.

CHAIR'S REPORT/ISSUES

Clock & Bell Tower Project Update

Mr. Beckett stated they are still fundraising and will have to see what impact the new situation with the Architects will have on the project.

League of Women Voters - Proposal for Upgrading Waiting Room

Mr. Beckett stated he met with the students who are doing the painting of the murals, as well as their supervisor and representatives from the Sheriff's office to ensure that what the students have in mind is acceptable with the Sheriff. He believes the group will be back in June, ready to begin this project.

MBE/FBE Update

Mr. Beckett stated at the last Policy meeting the committee agreed this is an item they should address. He stated Facilities has done a lot of work on this issue but he agrees it should now be before Policy.

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MBE/FBE Update Cont.

MOTION by Knott to refer this item to the Policy committee; seconded by Weibel. **Motion carried.**

OTHER BUSINESS

Illinois Attorney General Lease Renewal

Mr. Inman stated the Attorney General's office would like to make some security upgrades to their office space, which they will pay for. He believes they have been a good tenant and he would like approval to negotiate a new contract with them.

Mr. Beckett stated after looking at the pods, once we get the coroner the space they need, we could do something more dramatic with that section than just the attorney general space.

MOTION by Jay to recommend County Board approval to negotiate a new contract with the Illinois Attorney General Lease Renewal; seconded by Weibel. **Motion carried.**

ILEAS Grant Application

Sheriff Walsh stated Metcad is a combined organization for police and fire which includes Champaign-Urbana, the University of Illinois and the County. He has been asked to apply for this grant, which he explained you have to be a member of ILEAS to do. His office is a member and because he cannot apply for a grant without County Board approval he has come before the committee. He explained there are no matching funds from the County and ILEAS will directly pay the bill.

Mr. Keller stated this is for additional security measures that were started with the remodel but never completed because of the lack of funds; this will allow for completion of the project.

MOTION by Jay to recommend County Board approval of the ILEAS Grant Application; seconded by Knott. **Motion carried.**

Mark Shelden/Dan Welch Memo

Mr. Beckett stated this memo is requesting extra parking at the Brookens building on tax bill days in June and September and on election days. The County Board spots located at the south side of the parking lot would be used those days with temporary signage in place.

MOTION by Knott to approve utilization of the three County Board parking spaces as extra parking at the Brookens Building on the due dates for the first and second installment of taxes as well as the three days preceding those days and the Thursday, Friday and Monday preceding any election; seconded by James. **Motion carried.**

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

Committee consensus to include items VI B, C; VIII C, D; IX A, B, C, D, E, H and XI A, B on the County Board consent agenda.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 8:54 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

Secretary's note: Only agenda items addressed at the May 10, 2005 meeting are included in these minutes.