

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

June 7, 2005 - 6:30 p.m. - Tour of Brookens proposed remodel areas

7:00 p.m. - Monthly meeting, Meeting Room 1, Brookens Administrative Center

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

MEMBERS ABSENT: None

OTHERS PRESENT: Denny Inman, Deb Busey (County Administrators) Barb Wysocki (County Board Chair), Alan Reinhart (Supervisor of Maintenance), Ranae Wolken (Building Services Assistant), Julia Rietz (State's Attorney), Joel Fletcher, Susan McGrath (Assistant State's Attorney's), Duane Northrup (Coroner), Mike Frerichs (Auditor), Mark Shelden (County Clerk), Carol Vorel (Media)

CALL TO ORDER

Following a tour of the Brookens Administrative Center proposed remodel areas, Chair Beckett called the meeting to order at 7:01 p.m.

APPROVAL OF AGENDA/ADDENDUM

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

APPROVAL OF MINUTES - May 3, 2005; May 10, 2005, May 10, 2005 closed session

MOTION by Jay to approve the minutes of May 3, 2005, May 10, 2005 regular session and May 10, 2005 closed session as presented; seconded by Weibel. **Motion carried.**

PUBLIC PARTICIPATION

Mr. Fletcher introduced Susan McGrath, the new Assistant State's Attorney, to the committee.

FLEET MAINTENANCE/HIGHWAY FACILITY

Proposed Contract for A/E Services

Mr. Beckett reported the negotiating team has met with the top ranked firm, BLDD, on two occasions and have a third meeting scheduled for Monday, June 13th.

COURTHOUSE

**Masonry Stabilization & Restoration Project - Simpson, Gumpertz & Heger, Inc.
Additional Fee Request Negotiations**

Mr. Beckett explained Mr. Fletcher is addressing legal issues regarding this contract; there is no action to be taken tonight.

BROOKENS ADMINISTRATIVE CENTER

Proposed Department Relocation

MOTION by Cowart to approve the proposed relocation; seconded by Sapp.

Ms. Rietz stated she has not been very involved with the proposed move of the State's Attorney Support Enforcement Division. After the tour of the space she discussed the move with her staff and they are concerned they will not have enough space in the new location.

MOTION failed with a 4/4 roll call vote. Voting aye were Beckett, Cowart, Jay & Sapp. Voting nay were Avery, Hogue, James & Knott.

MOTION by Avery to reconsider the motion; seconded by Hogue.

Ms Avery explained she offered the motion to reconsider because although she doesn't want to delay the project itself, she would like to have more discussion and input from the State's Attorney's office.

Mr. Beckett stated approving the motion to reconsider doesn't mean they have adopted the motion it simply means the motion is back on the table.

MOTION carried with Sapp voting no.

Mr. Beckett continued, informing the committee they can address the issue now, they can defer to later in the evening or they can defer to another meeting. Ms. Rietz stated she would appreciate referring the issue to later in the evening so she can speak with Mr. Ziegler and report back. Without objection, the item was deferred to later in the evening.

The item was back on the table for discussion with the original mover and seconder remaining the same.

Ms. Rietz stated she spoke with Mr. Ziegler and the first concern with the proposed relocation of the Support Enforcement office is ensuring they will have enough space including sufficient file storage space.

Brookens Cont.

Mr. Deedrich stated the Mental Health Board needs 150 square feet of the current Support Enforcement space, because of that need and the cost of removing walls for his department to relocate he believes if he could use meeting room four for his filing and a small conference area his office could get by for a while. He is not opposed to moving but is willing to remain where he is if he can incorporate meeting room four.

Mr. Beckett explained the proposed relocation plan includes moving the Planning and Zoning department and under Mr. Deedrich's suggestion that would not happen, which would create a liability for the County because they cannot remain where they are. The moves were intended to be a domino effect which would solve the problem with that department.

Committee discussion continued regarding the proposed relocation. Mr. Knott stated the first moves in the plan make sense; they are the ones we should start with and allow the other issues to be worked out.

MOTION by Knott to approve phase I of the proposed department relocation; seconded by Avery. **Motion carried.**

Facility Survey Results

Mr. Beckett stated this has been discussed by the committee in the past.

Mr. Shelden stated all the issues he has raised have been included in the survey results. He did mention it would be nice to have carpet placed in the areas in his office that are not currently carpeted.

Mr. Northrup stated he had requested 2 office spaces which are part of the remodel for the Supervisor of Assessments, he also requested possible cleaning of the carpeting.

PHYSICAL PLANT REPORTS

Monthly Budget Report

Mr. Reinhart reported these are the same two monthly reports he has provided to the committee in the past.

Manpower Report

Addressed above

Physical Plant Reports Cont.

Designated Smoking Areas: Brookens Center & Courthouse/Estimate of Probable Cost

Mr. Reinhart stated he has provided costs for round concrete picnic tables, a concrete pad, a sidewalk to the area and concrete ashtrays that will comprise a designated smoking area. He has included some pricing from their supplier catalog and has determined a rough estimate of \$1,760 per location with the design of the areas matching what is currently in place for the employees at the satellite jail.

He explained there will be two locations at the Brookens building; one outside, to the west of the County Board room and the other to the east of the entrance by the County Clerks office. The Courthouse location will be close to where we had the original smoking shelter, behind the brick wing.

Mr. Jay stated he is not sure why we are designating smoking areas; he believes it is inappropriate to be spending money for people to smoke.

Mr. Beckett stated this is an issue that never seems to go away. At the Courthouse they have jurors invited to do their civic duty, some of which smoke, and he believes it is awkward to tell them to give us their time but not let them smoke while they are there. Without a designated area people smoke where they want, generally right outside the entrance, which means we have to walk through the smokers to get into the facility. He also pointed out that regardless if we designate an area, people will still smoke where they want and may not even use what we provide.

MOTION by James to approve the purchase of the items for the designated smoking areas; seconded by Cowart. **Motion carried** with a 5/3 roll call vote. Voting aye were Beckett, Cowart, James, Knott & Sapp. Voting nay were Avery, Hogue and Jay.

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT
PKD, Inc. Pay Request #28

MOTION by Knott to recommend County Board approval of Pay Request #28 from PKD, Inc. in the amount of \$53,765 for professional services provided through May 20, 2005 per agreement dated February 2003 (\$10,053 - Staff; \$6,751 - Construction Fee; \$2,641 - Reimbursables; \$34,320 - General Conditions) seconded by James. **Motion carried.**

Environmental Assurance Mold Remediation Invoice 200513A-IN

MOTION by Jay to recommend County Board approval of Invoice 200513A-IN From Environmental Assurance Mold Remediation in the amount of \$2,022.08 for professional services provided through May 20, 2005, remediation performed May 16, 2005; seconded by Sapp. **Motion carried.**

Nursing Home Cont.

Requests for Reduction in Retainage - Automatic Fire Sprinkler Inc., Borchers Decorating, Reliable Mechanical, Roessler Construction

MOTION by Knott to recommend County Board approval of the Automatic Fire Sprinkler, Borchers Decorating, Reliable Mechanical and Roessler Construction Requests for Reduction in Retainage; seconded by James. **Motion carried.**

Champaign County & SBC - Easement Agreement

Mr. Beckett stated they are waiting on documents for this issue.

Project Update - Environmental Remediation Bid Package

Each committee member was provided with the bid information. Mr. Beckett explained there are 2 different approaches; one which involves actually removing as built walls for testing and treatment and the other method includes drilling holes and spraying vapor into the facility. The bids will be returned on June 21st and he suggests the committee meet before the board meeting on June 23rd to receive and act on this item before it goes to the full board that evening. Committee consensus to meet on June 23, 2005 before the County Board Meeting.

Clock & Bell Tower Project Update

Mr. Beckett explained that one of the presentations he gave was to a 4th grade class at Thomas Paine School, all of the students adopted the clock as a project and the class donated \$50.00. The students looked at old pictures of the Courthouse and created drawings, he selected the best one and a plaque was created with that picture that will be hung in the Courthouse.

League of Women Voters - Proposal for Upgrading Waiting Room

Mr. Beckett explained he has not heard back from the League and he has nothing to present.

Museum Update

Mr. Beckett explained that Senator Dick Durbin is making a Central Illinois tour regarding the Lincoln Heritage Corridor which is an effort to get federal funding for Counties in Central Illinois to develop Lincoln projects. One of the projects directed to the Senator is the location in our Courthouse.

OTHER BUSINESS

Animal Services Facility - Award of Contract/HVAC Equipment

MOTION by James to recommend County Board approval of the award of contract to Connor Company, Urbana Illinois for HVAC equipment at the Animal Services Facility; seconded by Jay.

Mr. Reinhart stated there was a system in place which was 20 years old and did not meet the guidelines necessary for the animal shelter. Mr. Inman explained the standards for this building are put forth by the Department of Agriculture and are standards we have to meet to get a license. This money is coming out of the Animal Control facilities construction budget.

Motion carried.

Berns, Clancy & Associates Statement #4

MOTION by Knott to recommend County Board approval of Statement #4 from Berns, Clancy & Associates in the amount of \$13,611.38 for professional Engineering Services provided to January 31, 2005. This payment is processed in accordance with the intergovernmental agreement between Champaign County Board and Urbana Township dated December 16, 2004; seconded by Sapp. **Motion carried.**

Berns, Clancy & Associates Statement #5

MOTION by Jay to recommend County Board approval of Statement # 5 from Berns, Clancy & Associates in the amount of \$17,120.68 for Professional Engineering Services provided through March 30, 2005. This payment is processed in accordance with the Intergovernmental Agreement between Champaign County Board and Urbana Township dated December 16, 2004; seconded by James. **Motion carried.**

Regional Planning Commission Invoice

MOTION by Knott to recommend County Board approval of the Regional Planning Commission invoice dated March 7, 2005 in the amount of \$5,000 for Technical and Advisory Services in the CDAP grant process. This payment is processed in accordance with the Intergovernmental Agreement between Champaign County and Regional Planning Commission dated February 24, 2005; seconded by Sapp. **Motion carried.**

Corrections Facility - Power Point Presentation

Mr. Beckett stated he was contacted by the Sheriff stating who is still working on some information and is not ready to present tonight.

Other Business Cont.

Nursing Home Reuse – Power Point Presentation

Mr. Inman stated this will be the first part of a process, he explained there are 150,000 square feet in the existing facility of which he recommends the following sections be reused: the 1971 addition with 63,400 square feet and a partial basement, the annex which includes 12,000 square feet with a crawl space and the ARD addition with 4,500 square feet, the potential reuse space is over 80,000 square feet. He has recommended these areas for reuse because they are the newer building sections within the complex, they have the greatest flexibility to remodel and they are closest to meeting ADA requirements. Potential reuses for this space include a Coroner facility from 15,000 to 30,000 square feet, election space for the County Clerk of 1,500 to 2,500 square feet, a centralized kitchen facility to handle the corrections area and JDC, records management and a possible fitness and wellness facility for employees. He suggests we survey County Board members for suggested uses, as well as elected and appointed officials and invite comments from the public. At that point, we can create a recommendation for the Board to act upon, prepare a cost estimate and begin to address the funding issues.

Mr. Sapp stated if the needs and usage for the building change some of the codes could change which would lessen the deficiencies.

Ms. Wysocki asked if there has been any discussion about leasing space. If we are going to ask the public for input she believes there may be an organization that is in need of space.

Committee consensus to send a memo to department heads, with a return in August, to inquire if there is an interest in space.

Mr. Knott reminded the committee that when discussions began regarding a new nursing home facility versus remodeling the current one, the costs to remodel were very large. He stated once you get into remodeling you have to get up to code and that can be very expensive.

County Morgue – Power Point Presentation

Mr. Inman explained that until 2001 the Coroner's main office was located at 1905 with autopsies being performed in Bloomington and Peoria. We utilized Carle Hospital's limited morgue facility and inquests were performed off-site. From 2001 to present, the main offices are located at the Brookens building with autopsies still being performed in Bloomington and inquest proceedings at the Urbana Convention Center. He explained that a modern facility needs modern equipment for detailed examinations, air exchange and water hauling systems that protect from infection which means we would have 2 systems; one for the office area and one for autopsy area. An autopsy suit with 2 stations and a walk in freezer, a private entrance for people as well as a separate viewing space and adjoining space for inquest proceedings, jury orientation and training. A new building would range in space needs from 15,000 to 30,000 square feet, and have an elevated security system due to the fact that evidence is stored.

Other Business Cont.

He believes space allocation requests are going to become more prevalent so they have presented the committee with a request as the first step, the second step would be to use it to create an estimate of probable cost to bring back to committee.

Mr. Northrup stated he completed this form attempting to be as accurate as possible with current numbers and projections. Using the square feet of McLean County's morgue, his space estimate is 20,500 square feet which means there will be a lot of building space left over. From his past history, people don't want to be in the same building as the coroner; there are noise factors and odors that have to be considered if other offices are to be housed there. He explained that currently his office is spread out with the autopsies being performed in Bloomington, and storage in different parts of the Brookens building and a local funeral home. By law, Coroners cannot perform autopsies therefore we would have to pay a pathologist to do them, which is how it is done now. After looking at the numbers he determined they are spending \$25,000 - \$27,000 per year for rental of a facility for inquests and autopsy fees. He would be open to having other counties utilize our facility for autopsies, currently he knows there are 13 counties who travel to Bloomington. We would charge the same fees as we are charged but he doesn't believe doing that could make a profit for the County, it would only contribute to our expenses. If he had everything he needed except an autopsy facility, they would still travel to Bloomington.

MOTION by Jay to accept the Coroner's space allocation request and to move forward to the second phase; seconded by Knott. **Motion carried.**

Release of Custodial Services Bid Package or Alternate Service Plan

Ms. Wolken, building services assistant, explained that Servicemaster has been providing contracted cleaning services for the County and their contract will expire at the end of August. She explained they have had problems with them over the last year and she along with John Wooldridge feel we could do a better job utilizing our own employees. County employees have been cleaning the Courthouse and she stated they have received nothing but good comments about the quality of work they are doing there. Starting September 1, they would have just over \$24,000 left in the line item for custodial services and they have broken that down into salaries including benefits for 1 full time and 4 part time positions. They currently have one full time employee who goes between 2 and 3 County buildings as well as 1 full time employee at the Sheriff's office all day; she believes part time positions would be sufficient. Servicemaster cleans only 3 days per week and our employees could provide a 5 day service which would provide us with more control.

Ms. Avery stated she has always thought we should use our own employees and she is not sure why we decided to return to a contract for those services.

Other Business Cont.

Mr. Sheldon stated he feels the current contracted firm is a drop from the previous vendor in terms of quality; they have had issues with doors being unlocked. Mr. Frerichs stated they have also had problems with the current contract and were happy with the previous one.

Mr. Inman explained at the time, prior to the major construction projects starting with the satellite jail, there were three retirements. The decision at that time was to wait until the dust settled and look at the situation again. He stated some of the problems they have had with Servicemaster include doors being left open, misplaced items on desks and items missing from offices.

Mr. Beckett stated Policy would be the committee to decide if we need to transition to our own staff, he has concerns about the ability to hire staff members in time for the end of this contract to ensure coverage starting September 1st.

MOTION by Cowart to send this issue to the Policy committee for their review; seconded by Knott. **Motion carried.**

Show of hands showed full committee support for using employees of the County to perform custodial services for the county buildings, as opposed to going out for bid.

ILEAS Amendment to Lease Agreement

Mr. Fletcher explained the County Board has already approved this in concept. ILEAS has moved into this space and this is just formalizing that agreement.

MOTION by Knott to recommend County Board approval of the ILEAS Amendment to the Lease Agreement; seconded by Sapp. **Motion carried.**

NEW BUSINESS

Ms. Rietz explained there is a summer school program, run by Janice Mitchell who is affiliated with the Mental Health Center, which works with the Urbana School District to help prepare kids who will be going from 5th grade to middle school. She has been operating out of churches and she has approached the park district and the State's Attorney office regarding her space needs.

Mr. Inman stated he met with Ms. Mitchell and she is looking for a location in East Urbana to service close areas. He feels we can accommodate her space request by utilizing the space where the Support Enforcement division will be going. Because this is only a summer program and because of the proposed moves at the Brookens building, we will have to address the space issue again next summer.

New Business Cont.

A straw poll showed full committee support of this project. This item will be on the next committee agenda for action.

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

Committee consensus to include items IX A, B & C; XI B, C, D & I on the County Board consent agenda.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary