

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

September 4, 2007 – 7:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center

MEMBERS PRESENT: Beckett, Bensyl, Betz, Cowart, James, Jay
Richards, Sapp, Weibel

MEMBERS ABSENT: None

OTHERS PRESENT: Denny Inman, Deb Busey, Alan Reinhart,
Susan McGrath, Brad Jones, Mark Shelden

Agenda Item

Call to Order

Chair Beckett called the meeting to order at 7:00 p.m. A roll call confirmed a quorum present.

Approval of Agenda

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

Approval of Minutes – August 7, 2007

MOTION by Jay to approve the minutes of August 7, 2007 as presented; seconded by James. **Motion carried.**

Public Participation

There was no public participation.

Champaign County Nursing Home

Pay Requests

Duane Morris Invoice #1326396

MOTION by Cowart to recommend County Board approval of invoice #1326396 from Duane Morris in the amount of \$1,951.20 for professional services rendered through July 31, 2007 in connection with Certificate of Need; seconded by Weibel.

Richards arrived at 7:04 p.m.

Mr. Inman stated Karl Drake, our outside Auditor, has received all information and he has been in contact with Neville Bilimoria and Don Jones to get further feedback.

Motion carried with Jay voting no.

Duane Morris invoice #1326397

MOTION by James to recommend County Board approval of invoice #1326397 from Duane Morris in the amount of \$796.35 for professional services rendered through July 31, 2007 in connection with general representation; seconded by Betz. **Motion carried** with Jay voting no.

Mr. Beckett informed the committee that he received an email from Mr. McGinty asking him why we have items like this, where we are paying contractually obligated bills, on the agenda each month and if there is anyway we could do it differently.

Mr. Beckett stated he likes listing the bills like we do because it gives the committee members the chance to vote no but he believes they should have someone who is doing a critical analysis of the bills and who can point out any issues to the committee. Mr. Jay stated the committee has some obligation to be sure what they are paying is correct and just because it is a budgeted item doesn't mean it's always correct. Mr. Beckett stated he will check with some other counties to see how they handle contractual obligations like this to look for any alternatives. He reminded the committee that last year they had huge legal bills and he actually took them on a trip and reviewed them and he then negotiated with Nick Lynn to have them cut off thousands of dollars; he believes there has to be something we can do that serves as a check against these billings. Ms. Busey stated the County Administrators office reviews these bills before they are submitted for payment as well as the Auditors office who makes sure they are in compliance with the contracts.

Champaign County Nursing Home – Reuse
GHR Engineers & Associates, Inc. Invoice #0016438

MOTION by Weibel to recommend County Board approval of invoice #0016438 from GHR Engineers & Associates, Inc. in the amount of \$770.00 for professional services rendered for the period June 3, 2007 through July 28, 2007, invoice is for HVAC system review; seconded by Bensyl.

When asked about the condition of the HVAC in that building, Mr. Inman explained they are limping along, the upgrade will be taken care of in the ILEAS project.

Motion carried.

Fleet Maintenance/Highway Facility
BLDD Invoice #129475

MOTION by Cowart to recommend County Board approval of Invoice #129475 from BLDD in the amount of \$5,418.35 for professional services rendered for the period July 2, 2007 to August 1, 2007, invoice is for facility site observation; seconded by Betz. **Motion carried.**

BLDD Invoice #129476

MOTION by Betz to recommend County Board approval of Invoice #129476 from BLDD in the amount of \$6,300.00 for professional architectural/engineering services rendered for the period July 2, 2007 to August 1, 2007; seconded by James.

Mr. James stated these are the kind of bills they discussed earlier, the bills that are budgeted for with a contract and we know what they will be unless there is a change.

Motion carried.

Highway Maintenance Facility Project Expenses

Mr. Inman explained we are 44% through the project with the amount of money paid out to date. We are doing very well both financially and time wise and there is no reason why we won't meet our deadline of December 15, 2007.

Physical Plant **Monthly Reports**

Mr. Reinhart stated we are running very tight on utilities. He explained we received a credit for \$15,000 for the Courthouse from an over billing and we should start seeing more results from the purchasing agreement.

Ms. Busey stated we could have an analysis showing the results of the purchasing agreement around the end of the fiscal year.

Chair's Report/Issues **Renovation of Lyle Shields Meeting Room**

Mr. Beckett explained that over the years there has been discussion about Lyle Shields Meeting Room and if it could be altered in any way. One problem is that the people in the front of the room talk forward and those in the back talk to the back of their heads.

Mr. Inman explained that when this room was constructed it wasn't intended to be a long term solution, only used as is for 5 years or less. We are now running on about 10 years in this room as technology grows its easy to see some of the problems we are dealing with including camera issues when taping the meetings. The thought is to make the room a rectangle, making it smaller while keeping the public in the same area.

He will have more information about the public seating at a later date but it will be similar to the public seating in the jury assembly room at the Courthouse. What is not depicted is what will happen to the podium, in the presented design the podium would be at the end of the rectangle. Once the public participation portion is closed it would be moved out of the way so the public would have a clear view. Also not included with this information is the improvement of technology; in the back left corner of the room there would be a separate room with a glass window and the camera but that work would be a different phase. He mentioned the carpet which he feels has met its lifespan, he explained we do not charge for the use of the room and it is hard for our cleaning crews to keep on top of it. He suggests the carpet be replaced and the only construction portion of the project would be cutting the floor to extend the wiring.

Mr. Beckett pointed out that we sometimes ask people to speak after public participation and if the podium is put away, it could cause a problem. Mr. Inman stated when asked about the seating of the Administrators, he explained that is one drawback to the plan, the Board members backs would be to the Administrators.

Mr. James stated he doesn't like the proposed arrangement for presentations or speakers; he likes the way it is now because it allows Board Members to spread out. Mr. Betz stated the way it is now, people can't see what's going on, we can't see each other when we are speaking and it's not conducive to real discussion.

When asked how much space the members would lose between each other, Mr. Inman explained 3-4 inches. Mr. Bensyl stated although the carpet is worn, he doesn't want to spend the money to replace it. Ms. Cowart stated she doesn't like the idea of someone having their back to the Administrators or the camera.

A straw poll showed the committee is not in favor of moving forward with the renovation of Lyle Shields Meeting Room.

Reuse of Highway Department South Storage/Maintenance Facility

Mr. Inman explained that in the early part of 2006 the building was damaged due to winds, the insurance company came forward with approximately \$210,000 to be used for the relocation of those operations. Mr. Sheldon and Sheriff Walsh have identified the south highway maintenance facility as a good candidate for the relocation of their needs. The Highway department uses it now for maintenance and vehicle storage which will move to the new building in December. By dividing this building up as he has, the Sheriff is asking for 5040 square feet of space and to the left of that proposed area is the County Clerk proposed space which is 5640 square feet which meets their requested requirement.

The County Clerk area is open with 5 bay doors leading into it, the Sheriff's area has the break room, wash bay the open maintenance area, office area and parts area. On the top part of that space is the only restroom in the facility that will have to be shared and because of what the Sheriff is using the space for there would have to be doors and alarms put in. He has this project broken into two pieces; the first would be to get the operations in there by February 1, 2008. The roof of the building is the most critical issue and they will take it all off and put on one good one which will be the high ticket item in this phase and the project. In the Clerk area they would have to add insulation, drywall and paint and in the Sheriff's area there is need for a good cleaning and paint. There would also have to be security added to the facility. That phase would cost between \$71,500 and \$94,000.

Phase two will happen after March, 2008 and will include adding an air conditioning unit for the Clerk space only, this needs to be a conditioned area because of records and equipment. They would also like to upgrade the lighting in that space with a total estimate for that phase between \$111,000 and \$140,000. There is \$210,000 in insurance money out there and it is calculated that the Clerk occupied about 47.6% of the building that was demolished so if you take that from the \$210,000 that gives us \$100,414 to be used toward that space. Mr. Sheldon has indicated he would like to create a drive through for loading and unloading supplies; it is something we agree with and are trying to get it worked out in this part of the scheme. They will look at bay doors #4 and #8 for the possibility of creating a port to allow cars in. Bay doors #5, 6 and 7 are very old and are not what they would call energy efficient, down the line we could look at removing those doors and replacing the skin of the building. No kind of staging units for election equipment is included in this but there would be lifts that the sheriff could use for his vehicles.

Mr. James asked what kind of roof we will be putting on the building and pointed out that the skin on that building needs to be addressed. Mr. Inman stated they are using a metal roof on the fleet building so that is an option and the skin of the building will be addressed in the programming stage.

Mr. Beckett asked if the use of the \$210,000 in insurance money is up to us. Mr. Inman stated it is and it can be used any way we like. Mr. Sapp stated if the concrete slab is decent we could put up a new building for \$210,000 and he asked for that option to be investigated further.

When asked if this provides him with enough space, Mr. Sheldon stated it would be great for him but he thought the Sheriff wanted more space. Mr. Inman explained this gives the Sheriff two bays and a significant amount of storage space and he wasn't aware that he wanted more than two bays.

Mr. Sheldon stated the highway department is keeping their steel building that is north by about 8 feet so they couldn't do a drive through. He stated he understands it will not be completed by the February 5th primary so their timeframe to move into something is around August 1st.

Mr. Beckett stated he would like to see an option of demo of the building and constructing a new building.

Renewable Resources

Mr. Inman explained this is information from a seminar he attended put on by the Lt. Governors office and the Green Council. They are putting grants out there for energy efficient lighting the one item that caught their eye was that we were using geothermal at our new facility. The other item that is of interest is the fact that wind farms are going to be coming up more and more.

Courthouse Masonry Stabilization & Restoration Clock/Bell Tower project Project meeting schedule

Mr. Beckett stated the first thing they have to do is get the project timetable finalized, have meetings with department heads to make sure they know what will be happening as well as meetings with City of Urbana and MTD officials.

ILEAS update

Mr. Inman explained they had their kick off meeting last Friday; they will meet every Friday morning for the next four weeks to try and get work done to get the documents out on the street.

County Clerk Office Remodel Update

Mr. Inman explained they are going to interview two firms for the demo portion of this project and hope to start that in one week. Also want to take a look at those minority firms to get doors on the bathrooms. Once he finalizes everything the contractors he will have a better idea about meeting room two and how long it will be out of commission.

County Administrator Report

There was no report.

Other Business

Chair Weibel stated that the CAC plans to move stuff out of their building on September 14th. They have talked about having a crew from PACA, which is a non profit agency that takes stuff out of older buildings and sells it, on site. He will be on site the entire time.

Semi-Annual review of closed session minutes

Ms. McGrath reported that there have been no additional minutes added since the last review and she recommends they all continue to remain closed.

MOTION by Jay to maintain all County Facilities closed session minutes as closed; seconded by Weibel. **Motion carried.**

Mr. Beckett explained that DeKalb County has a Nursing Home Board similar to our Mental health board that runs their nursing home and there will be two informational meetings with people from DeKalb County who will explain to us just how it works. The idea is to take oversight of our nursing home as a separate board of officials who are responsible for just that.

Consent Agenda Items

Committee consensus that items VI A and VII A and B will be included on the County Board Consent Agenda.

Adjournment

Chair Becket declared the meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary