



**Champaign County Board Facilities Committee**  
**County of Champaign, Urbana, Illinois**

**MINUTES – APPROVED AS DISTRIBUTED 2/5/13**

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DATE: Thursday, January 10, 2013  
TIME: 6:00 p.m.  
PLACE: Lyle Shields Meeting Room  
Brookens Administrative Center  
1776 E Washington, Urbana, IL 61802

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**Committee Members**

| Present                        | Absent |
|--------------------------------|--------|
| Stan James (Chair)             |        |
| James Quisenberry (Vice Chair) |        |
| Josh Hartke                    |        |
| Jeff Kibler                    |        |
| Gary Maxwell                   |        |
| Giraldo Rosales                |        |
| Rachel Schwartz                |        |

**County Staff:** Alan Reinhart (Director of Facilities), Deb Busey (County Administrator), Beth Brunk (Recording secretary)

**Others Present:** Michael Richards, John Jay, Pattsy Petrie, Jim McGuire (Champaign Co Board)

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**MINUTES**

**I. Call to Order**

Committee Chair James called the meeting to order at 6:02 p.m.

**II. Roll Call**

A verbal roll call was taken and a quorum was declared present.

**III. Approval of Agenda**

**MOTION** by Mr. Rosales to approve the agenda as distributed; seconded by Mr. Kibler. Upon vote, **the MOTION CARRIED unanimously.**

**IV. Public Participation**

Jereme Bamberger

Mr. Bamberger stated that approximately \$190,000 was appropriated in 2012 for the downtown jail and the Lyle Shields Meeting Room renovations. That money could have gone toward 8-10 full-time positions in a pre-trial mental health diversion program.

Michael Richards

Mr. Richards was disappointed with the agenda and the Facilities overview. He would like County Facilities staff to look for opportunities to apply for Illinois Efficiency grants. The Department of Commerce has \$100 million in grants with no match provisions for local governments. These grants could increase the efficiency of county buildings and save tax payers money.

1 **V. Communications**

2 James Quisenberry

3 Mr. Quisenberry explained that he accepted Vice-Chair of the Facilities Committee position on a  
4 temporary basis. He is hopeful that another individual will step forward to contribute to the leadership  
5 of the Board.  
6

7 **VI. Overview of Facilities**

8 Mr. Reinhart gave a brief summary of the County physical plant's structure and responsibilities. Due to  
9 financial constraints, the current focus of the physical plant is on maintenance and repair of the  
10 buildings to keep them functioning.  
11

12 Mr. Rosales asked about liability insurance for the temporary workers. Mr. Reinhart responded that the  
13 seasonal workers are covered under workmen's compensation. Mr. Maxwell inquired about the  
14 advertising process for the seasonal help and if minorities are encouraged to apply. Mr. Reinhart  
15 explained that the positions are advertised in the News Gazette. The County does not discriminate, and  
16 hiring decisions are based upon experience and qualifications.  
17

18 Mr. Kibler asked if there could be some synergy between the maintenance staffs at the Nursing Home  
19 and the Physical Plant. Mr. Reinhart explained that the Nursing Home has their own budget for  
20 maintenance. The physical plant supports the Nursing Home but not the other way around. Ms. Busey  
21 noted that the Nursing Home has combined the custodial and maintenance positions. Mr. Quisenberry  
22 commented that an environment where people live 24-hours per day is very different to support than an  
23 office building.  
24

25 Mr. Quisenberry asked if the County had looked into purchasing Maximo work order tracking software  
26 and if there is some criteria for replacement of major systems such as the roofs every 20-30 years. Mr.  
27 Reinhart replied that the work orders are tracked on Excel. At one point prior to the recession, he put  
28 together a schedule of equipment replacement but as of now, no funding has been set aside for  
29 equipment replacement. Mr. Quisenberry wondered how much time it would take to provide a  
30 summary of the major systems including age and life expectancy. He would like to see a Facility Master  
31 Plan which Committee members could use to make informed decisions. Mr. McGuire echoed the  
32 importance of having a plan to understand what needs to be done.  
33

34 Mr. James explained his vision of the Facilities Committee. He has asked Mr. Reinhart to evaluate each  
35 of the 18 County-owned buildings as time allows and compile a list of major needs (research the age of  
36 the roof, air-conditioning units, furnaces/boilers, etc.). Funds need to be set aside to maintain County  
37 buildings. Grant opportunities for new upgrades can be assessed if no local match is needed and  
38 additional staff time is considered. Mr. James commended the County staff for their efforts in  
39 maintaining so many buildings and acreage on such limited resources. Mr. James is open to other  
40 suggestions and ideas but hopes the focus of the Committee will be on the maintenance of the existing  
41 buildings.  
42

43 **VII. Physical Plant Monthly Reports**

44 **A. Expenditures**

45 The report represents invoices paid as of 11/30/12. This is not a final report for year-end since  
46 additional invoices were posted in December for purchases made in the prior fiscal year. Mr.  
47 Reinhart highlighted the savings in gas usage due to the mild winter. The Brookens Repair &  
48 Maintenance line item had a remaining balance that was encumbered into the FY2013 budget for  
49 the remodeling of the Lyle Shields Meeting Room. Mr. Quisenberry asked if the budget level for  
50 utilities is stable from year to year. Ms. Busey responded that since 2010, the gas and electric  
51 services have been budgeted at \$400,000 and \$900,000 respectively, and it has been sustainable.  
52

1 Ms. Schwartz requested that the report include a budget column for prior fiscal year. She found it  
2 relevant to see how close the budget was to actual. Mr. Quisenberry agreed. Mr. Kibler noted that  
3 there was a difference in how the percentage column was computed for FY2011 and FY2012.  
4

5 **B. Building Efficiency**

6 Mr. Reinhart presented a 3-year history of the building efficiencies for Brookens Administrative  
7 Center and the Courthouse. Overall the trends in both buildings for electricity and natural gas  
8 usage have decreased in total cost per square foot. Mr. Quisenberry inquired about the slight  
9 increase in gas usage at Brookens when it was such a mild winter. Mr. Reinhart attributed it to the  
10 age of the equipment at Brookens which include multiple gas-fired roof-top units. The Courthouse  
11 has a large central heating/cooling plant which is more efficient. Mr. James noted that insulation  
12 and windows come into play when looking at heating and cooling costs.  
13

14 Ms. Schwartz asked why the newer Courthouse was more expensive per square foot when  
15 compared to Brookens. Mr. Reinhart explained that the design of the Courthouse with its high  
16 ceilings and dehumidification needs for record retention add to the utility costs.  
17

18 Also included in the packet were building efficiency reports for electric and gas usage in the  
19 sheriff's office and the Adult Detention Center (ADC). There is a higher utility cost per square foot  
20 for the ADC since that building is used to centralize meal preparation for both jails and the Juvenile  
21 Detention Center. Additionally, laundry was also centralized at the ADC in 2012.  
22

23 **MOTION** by Mr. Kibler to receive and place on file the Facilities Expenditure and Building Efficiency reports;  
24 seconded by Mr. Quisenberry.  
25

26 Mr. Hartke understood that Department of Commerce & Economic Opportunity Illinois Energy Now  
27 grants are available to public sector entities with no local match. He asked if anyone on staff could  
28 write grants. Mr. Reinhart responded that no staff member has professional experience with  
29 writing grants. Mr. Hartke hoped the County could find some resources in the future to look into  
30 these opportunities. Mr. Quisenberry would support allocating resources to find a part-time grant  
31 writer if it was needed. Ms. Petrie stated that the East Central Illinois Economic Development  
32 District (ECIEDD) provides Champaign County with 60 free labor hours annually that could be used  
33 to research/write grants. Ms. Busey noted that the County has applied for and received grants in  
34 the past to upgrade the lighting systems in the Courthouse and Brookens.  
35

36 Mr. James encouraged the Committee members to review specific grant applications to see if they  
37 would be beneficial for the County then forward them to Ms. Busey, Mr. Reinhart or him to review.  
38 He has found that some new upgrades may seem initially to be cost effective but may cost more for  
39 replacement parts or staff training to maintain them.  
40

41 Mr. Hartke inquired when the last time the major buildings had an energy audit. Mr. Reinhart  
42 believed the last audit was in 2007. Mr. Hartke would like to look at that report.  
43

44 Mr. Kibler asked if there could be cost savings in researching alternate suppliers of power in  
45 aggregation co-ops. Mr. Reinhart noted that the County is currently with Integrys and has a future  
46 contract with Fighting Illini Energy.  
47

48 Upon vote, **the MOTION CARRIED unanimously.**  
49

50 **VIII. Project Updates**

51 **A. Downtown Jail Facility**

52 Mr. Reinhart provided a summary of the projects currently in progress at the downtown jail. Mr.  
53 James asked that another update of these projects should be provided at next month's meeting.  
54 Mr. Hartke asked if these projects were competitively bid. Mr. Reinhart explained that he received

1 sealed bids from multiple contractors. After looking at the total amount of the bids on these jail  
2 upgrade projects, Mr. Hartke wondered if hiring a trained mason/contractor on staff would be  
3 advantageous rather than out-sourcing these jobs. Mr. Quisenberry asked if a cost summary from  
4 contract work on masonry, plumbing, etc. in the last year would be helpful to compare the cost of  
5 hiring a skilled tradesperson full-time. Mr. Reinhart commented that he would love to have a  
6 mason or plumber on staff but doubted that he could keep that individual busy on their respective  
7 skills year-round to make it worthwhile.  
8

9 Last year, Mr. Kibler recalled a longer list of things to do for the jail that was deferred due to money  
10 constraints. He would like to see those tasks delineated at the next meeting if they are still on the  
11 wish list.  
12

13 **IX. Chair's Report**

14 Mr. James thanked the Committee members for their participation. If there are any concerns or  
15 improvements concerning this Committee, please forward them to Mr. James or Mr. Quisenberry for  
16 inclusion on the agenda. Mr. James would like to tour the buildings that are overseen by the County.  
17 Mr. Reinhart will coordinate the tours in the spring. Ms. Busey will discuss the touring of buildings with  
18 the County Board Chair to see if other Board members would like to be included. Mr. James stated that  
19 he looks forward to working with all the Committee members.  
20

21 **X. Other Business**

22 Mr. Rosales asked if the Facilities Committee will be interfacing with the Community and Justice Task  
23 Force and the consultant from the Institute of Law & Policy Planning (ILPP) to address his concerns. Mr.  
24 James will see if Astrid Berkson or one of the Community and Justice Task Force members would like to  
25 talk to this Committee. Mr. James will ask the ILPP consultant if he would like to speak at a future  
26 Facilities Committee meeting.  
27

28 **XI. Adjournment**

29 There being no further business, Mr. James adjourned the meeting at 7:08 p.m.  
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