

**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
County of Champaign, Urbana, Illinois
Tuesday, May 7, 2013 - 6:00 p.m.

Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana

Committee Members:

Stan James - Chair

James Quisenberry – Vice-Chair

Josh Hartke

Jeff Kibler

Gary Maxwell

Giraldo Rosales

Rachel Schwartz

AGENDA

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I. Call to Order	
II. Roll Call	
III. Approval of Minutes	
A. Facilities Committee Meeting – March 5, 2013	1-5
IV. Approval of Agenda/Addenda	
V. Acceptance of Bequest to Citizens Committee for Restoration of the Clock & Bell Tower at the Champaign County Courthouse from Mrs. Elva Greeson	6-8
VI. Public Participation	
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X. DCEO Grant – Public Sector Energy Efficiency Program Update	
XI. Rent versus Own for County Agencies in County Buildings	18-21
XII. Energy Efficiency Study Session – Next Steps	
XIII. Other Business	
XIV. Chair’s Report	
XV. Adjournment	

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

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MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Tuesday, March 5, 2013
TIME: 6:00 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

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), Robert Kirkland (Buildings/Ground Manager), Beth Brunk (Recording Secretary)

Others Present: John Jay & Patti Petrie (Champaign Co Board)

MINUTES

I. Call to Order

Committee Chair James called the meeting to order at 6:01 p.m.

II. Roll Call

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

III. Approval of Minutes

A. February 5, 2013 – Regular Meeting

MOTION by Mr. Kibler to approve the minutes for the February 5, 2013 meeting as distributed; seconded by Ms. Schwartz. Upon vote, the **MOTION CARRIED unanimously**.

B. February 20, 2013 – Special Meeting

MOTION by Mr. Hartke to approve the minutes for the February 20, 2013 meeting as distributed; seconded by Mr. Kibler. Upon vote, the **MOTION CARRIED unanimously**.

IV. Approval of Agenda

Mr. Reinhart had two changes to the agenda:

- VIII – should read “Approve Courthouse Exterior Maintenance RFP” as it does not need to go to the Finance Committee.
- IX – should read “Recommendation to Finance Committee to apply for Department of Commerce & Economic Opportunity (DCEO) grant for Public Sector Energy Efficiency Program” – it is for informational purposes only.

1 **MOTION** by Mr. Kibler to approve the agenda as amended; seconded by Mr. Hartke. Upon vote, the **MOTION**
2 **CARRIED unanimously.**
3

4 **V. Public Participation**

5 None
6

7 **VI. Communications**

8 Mr. Hartke noted that he has created a draft agenda of the 3/26/13 Study Session on Energy Efficiency
9 and would welcome any edits or comments.
10

11 **VII. Approve Recommendation to Finance Committee for Funding Roof Replacement Projects**

12 Ms. Busey explained four funding scenarios for roof replacements on County buildings as outlined in the
13 memo. She recommended Option D which would equalize the costs for only the roof replacements
14 needed in FY2014, FY2015 and FY2016. In FY2017, the schedule would start to fully amortize for all the
15 remaining roof systems.
16

17 **Mr. Rosales entered the meeting at 6:05 p.m.**
18

19 Ms. Busey confirmed that the Courts Construction Fund has an approximate balance of \$830,000 which
20 is leftover money from the construction of the Courthouse. That money has been set aside for any
21 facility-related construction expenditures for the Courthouse. As the fund is drawn down, it is not being
22 replenished. Ms. Schwartz asked if we could borrow the money from this fund to help with the costs for
23 roof replacements. Ms. Busey affirmed that it could be done. Mr. James stated that the County Board
24 has looked at using the Courts Construction Fund in 2010 and 2011 but decided that it should stay
25 allocated for the maintenance costs at the Courthouse.
26

27 Mr. Hartke inquired if other line items would need to be cut to appropriate money for roof
28 replacements. Ms. Busey replied that at this point that would not be the case. Mr. Hartke was
29 concerned that this fund is dedicated for roof replacements only. Ms. Busey clarified that the Capital
30 Asset Replacement Fund in the Facilities Department Budget is not specifically for roofs. She is hopeful
31 that the County Board will decide to build the reserve for not only roof replacement but also HVAC and
32 maintenance needs as well.
33

34 Mr. Kibler wanted to consider Option A which provides a reserve for future roof replacements starting in
35 FY2014 if financially feasible. Ms. Busey commented that it would be highly unlikely that the General
36 Corporate Fund would be able to afford Option A (\$624,711) of new expenditure appropriation in
37 FY2014 based on other budget demands.
38

39 **MOTION** by Mr. Kibler to recommend to the Finance Committee that direction be given in the
40 preparation of the FY2014 budget, that Option A, \$624,711, or at a minimum Option D, \$313,908, be
41 budgeted in the General Corporate Fund as a transfer to the Capital Asset Replacement Fund Facilities
42 Budget to provide initial funding for a Capital Improvement Plan, specifically for the replacement of
43 roofing systems; seconded by Mr. Hartke.
44

45 Mr. Maxwell expressed his concern that even with new growth in the General Corporate Fund; Option A
46 would eventually require dipping into other line items. Mr. Quisenberry pointed out that with Option D,
47 there would be nothing in the reserve at the end of FY2016 for future roof replacements. He asked if
48 the County could spend General Corporate Fund balance with the commitment that it would be
49 replenished over time. Ms. Busey responded that there is no Fund balance to spend. Currently, \$1.5
50 million is borrowed from the Public Safety Sales Tax Fund to cover cash flow in the General Corporate
51 Fund until property taxes are deposited in May or June.
52

53 Mr. James was in favor of Option D because he felt it was attainable as a starting point. Ms. Schwartz
54 would feel more comfortable with equalizing the payments over 5 years. She agreed with maintaining a

1 flatter amount for budgetary considerations but would like to see higher payments than Option D.
2 Conceptually, Ms. Schwartz would like to see two numbers: what we should have and what we can have.
3 Mr. Quisenberry preferred Option D to leave room for additional HVAC equipment replacement
4 expenditures. Mr. Kibler would like to be proactive and have something in reserve for roofs after
5 FY2016 like increasing the annual payments to \$400,000.
6

7 Ms. Busey explained that the Capital Asset Replacement Fund also covers technology, vehicles and other
8 large capital needs for all County Departments – it not just for Facilities. Since 2009, the County has
9 largely depleted this fund. Ms. Busey would like to build the reserve fund for all these needs. The
10 Capital Asset Replacement Fund is managed so every item carries a balance and is carefully tracked for
11 auditing purposes.
12

13 Ms. Petrie hopes there will some flexibility in the prioritization of facilities projects. At the study session
14 on March 26th, one of the speakers, Don Fournier, will discuss grant opportunities which may shift the
15 project order emphasis. Ms. Petrie understood the constraints on the cash flow and pressures on the
16 reserve fund but thought it prudent to give consideration to using the money in the Courthouse Fund if
17 and when grant opportunities come along. The rate of return may be higher to invest in the grant than
18 the small interest accrual that the fund will earn in a bank account.
19

20 Upon vote: Aye – Kibler

21 Nay – James, Quisenberry, Schwartz, Hartke, Rosales, Maxwell

22 **MOTION Failed.**
23

24 **MOTION** by Mr. Quisenberry to recommend to the Finance Committee that direction be given in the
25 preparation of the FY2014 budget, that Option D, \$313,908, be budgeted in the General Corporate Fund
26 as a transfer to the Capital Asset Replacement Fund Facilities Budget to provide initial funding for a
27 Capital Improvement Plan, specifically for the replacement of roofing systems; seconded by Mr. Hartke.
28 Upon vote, the **MOTION CARRIED unanimously.**
29

30 **VIII. Approve Courthouse Exterior Maintenance Request for Proposal (RFP)**

31 Mr. Reinhart introduced Robert “Kirk” Kirkland, the County Buildings and Grounds Supervisor, who will
32 assist in the presentation. In photographs provided by Mr. Reinhart, small portions of the “old”
33 Courthouse’s south and west exterior walls have mortar missing between the brick joints. Water
34 infiltration is occurring in these parts. These fissures are in approximately the same location as the
35 cracks that needed to be repaired before the restoration was completed three years ago. Mr. Reinhart
36 explained that it may be due to the inferior consistency of the mortar or it is possible that there is
37 movement of the structure. He would like to contact the Architects of Record from the restoration work,
38 White & Borgognoni Architects or IGW, Inc. to assess the situation as consultants.
39

40 Mr. Reinhart recommended using \$125,000 that is in the FY2013 budget for capital projects specifically
41 for the exterior maintenance of the Courthouse. He recommended issuing a RFP for the cleaning, tuck
42 pointing and applying water repellent for the exterior of the “old” Courthouse. While the exterior of the
43 newer Courthouse addition is not showing premature signs of failure, it should also be cleaned, caulking
44 joints checked and water repellent applied.
45

46 Mr. Quisenberry asked if the headers above the windows were insufficient thereby causing the mortar to
47 crack. Mr. Reinhart replied that the headers are superficial. The interior building is a steel structure and
48 the separate brick/stone exterior was built from the foundation up.
49

50 **MOTION** by Mr. Hartke to authorize Mr. Reinhart to consult with the Architects of Record for their
51 recommendations on the repair of the Courthouse’s exterior then issue the RFP; seconded by Mr.
52 Quisenberry.
53

54 Mr. James commented that it is important to contact the architect that bid the job since he had insight

1 from the restoration work. It needs to be done soon to protect the building and get the job bid in the
2 spring as 2013 work is being scheduled by contractors. The least that needs to be done is to have the
3 bricks tuck pointed and resealed. Mr. James noted from past minutes that the repellent coating should
4 extend the life of the brickwork for approximately 50 years.
5

6 **Mr. Kibler left the meeting at 6:45 p.m.**
7

8 Mr. Maxwell suspected that this could be a foundation problem. Mr. Hartke commented that he
9 thought the problem is bigger than just tuck pointing. The first step is to contact the architects and
10 prepare the RFP. Once the responses are in from the RFP, we can refuse to issue the contract if need be.
11

12 Ms. Petrie commented that if the original architects did not correct the problem, we should get another
13 opinion that will be unbiased. The University of Illinois has the third-ranked Civil Engineering
14 Department in the country. We could get advice from them before writing the RFP. Mr. James noted
15 that another engineering/architect firm would have to do much of the preliminary work all over again
16 which would cost more money.
17

18 Upon vote: Aye – James, Quisenberry, Hartke, Schwartz, Maxwell
19 Nay – Rosales
20

21 **MOTION Carried.**

22 **IX. Department of Commerce & Economic Opportunity (DCEO) grant for Public Sector Energy Efficiency**
23 **Program**

24 Mr. Reinhart detailed the Public Sector Energy Efficiency Program 2012-2013 – Double up Natural Gas
25 from DCEO. He had evaluated the program last year and found the program rebates were not cost
26 effective. In January 1, 2013, DCEO increased the incentives of the program. Three boilers that qualify
27 for this program due to lower efficiency ratings are located at the Adult Detention Center and ILEAS.
28 They will be tuned up by an outside mechanical contractor for approximately \$4,085. With the projected
29 grant rebate from the program, the County will have invested \$1,257 which should be recovered within
30 six months from the saving in natural gas usage. The application deadline is May 15, 2013.
31

32 The Committee members were supportive of forwarding this grant application to the Finance
33 Committee.
34

35 **X. Downtown Jail Priorities**

36 Due to busy schedules, Mr. Reinhart was not able to talk the Sheriff about the prioritization of the
37 remaining four projects. He will bring it back to the Committee once he has conferred with the Sheriff.
38

39 **XI. Other Business**

40 None
41

42 **XII. Chair's Report**

43 Mr. James reviewed past minutes of the Facilities Committee and saw in 2010 a discussion about putting
44 money aside for a Capital Improvement/Replacement Plan. Three years later, this Committee is still
45 talking about it. Mr. James feels like a little start is better than nothing. The fund will grow over time.
46

47 **XIII. Semi-Annual Review of Closed Session Minutes**

48 Ms. Busey referenced the memo from the State's Attorney recommending the opening of seven closed
49 meeting minutes which is consistent with both the statute and the County Board's resolution about
50 when to open closed session minutes.
51

52 **MOTION** by Mr. Maxwell that pursuant to the statutory requirement to conduct a semi-annual review
53 of all closed meeting minutes that the closed meeting minutes of the County Facilities Committee be

1 maintained as closed to protect the public interest or the privacy of individuals, with the exception of
2 the minutes from:

- 3 • April 26, 1990
- 4 • November 6, 2001
- 5 • December 10, 2002
- 6 • January 6, 2004
- 7 • May 4, 2004
- 8 • June 8, 2004
- 9 • August 11, 2009

10 which may now be determined as open session minutes; seconded by Mr. Hartke. Upon vote, the
11 **MOTION CARRIED unanimously.**

12
13 **XIV. Adjournment**

14 **MOTION** by Mr. Hartke to adjourn the meeting; seconded by Mr. Maxwell. Upon vote, the **MOTION**
15 **CARRIED unanimously.**

16
17 There being no further business, Mr. James adjourned the meeting at 7:08 p.m.
18
19
20

MICHAEL R. BULINSKI
Estate Advisor
Estate Settlement Unit

April 18, 2013

Mr. Bruce Hannon
County Board Chair
Clock and Bell Tower Committee
1208 W. Union Street
Champaign, IL 61821

Re: Elva Hensley Greeson Trust

Dear Beneficiaries:

On behalf of JPMorgan Chase Bank, N.A., I would like to extend my sincere condolences to your organization on the passing of Mrs. Elva Greeson. JPMorgan Chase Bank, N.A. is named as the Executor in the Will and the Trustee of the Elva Greeson Trust (sometimes the "Trust"). My name is Michael Bulinski and I am the JPMorgan Estate Settlement officer responsible for overseeing the settlement of the estate. I am writing to you because your organization has been named as a beneficiary of the Elva Greeson Trust.

Will of Elva Greeson dated March 25, 2008

Enclosed please find a copy of the Will for your records. Article 2 contains the appointment of JPMorgan Chase Bank, N.A. as Executor of the Estate. Article 1 contains the "pour over" provisions. Specifically, all assets of the residuary estate are to be collected and delivered to the acting Trustee of the Trust created by Mrs. Greeson known as the Elva Hensley Greeson Trust. Assets that are titled in the name of Elva Greeson will need to be collected into the Trust. At this point, we have determined that we will not need to open a probate estate.

Elva Hensley Greeson Trust dated March 30, 1994

The Elva Hensley Trust dated March 30, 1994, was amended and restated on March 25, 2008. Article 2 of the Trust, contains the provisions for the division of the Trust, upon the death of Mrs. Greeson. There are several specific bequests of cash to family and friends including: Ms. Jean Kay Nutty (\$110,000); Ms. Carolyn Seeman (\$20,000); Ms. Jacqueline Duncan (\$10,000) and Mr. Eugene Brookman (\$5,000).

Upon Mrs. Greeson's death, the Trustee is directed first to pay the expenses of last illness and funeral, costs of the estate and trust administration, claims allowable against the estate, and estate and inheritance taxes assessed by reason of death.

Disposition of the Balance. Article 2.4 contains the dispositive provisions of the Trust residue. In summary, after the payments of taxes, debts and expenses, and the specific bequests listed above, the residue of the Trust is to be divided as follows:

- a) 35% to the Provena Covenant Foundation;
- b) 25% to the American Lung Association of Illinois;
- c) 15% to the Citizens Committee for Restoration of the Clock and Bell Tower at Champaign County Courthouse; and
- d) 25% to the Parkland College Foundation.

Please note the Trust agreement contains specific restrictions for some of these charitable distributions that may apply to your organization.

Duties of Executor/Trustee

In summary, as Executor/Trustee of Mrs. Greeson's Trust, JPMorgan Chase Bank, N.A will have the following responsibilities:

- (a) Review the estate planning documents, including the Will and Trust;
- (b) Assemble, inventory and take custody of all assets;
- (c) Review the decedent's financial records;
- (d) Administer the Trust, including providing record keeping for all Trust transactions, determine cash flow and liquidity needs, payment of debts of decedent, and coordination with the estate legal counsel on tax and legal matters;
- (e) Prepare and file tax returns including: the final Federal and state personal income tax returns for Mrs. Greeson for 2012 and 2013 (US Form 1040 and Illinois) in accordance with the applicable laws and regulations. Because the value of Mrs. Greeson's gross taxable estate does not exceed \$5,250,000, a Federal estate tax return (US Form 706) will not need to be filed and we also will not need to file an Illinois estate tax return;
- (f) Provide tax planning including selection of fiscal year, timing of income distributions, and allocation of expenses on income tax returns; and
- (g) Distribute the assets in accordance with the Trust.

Assets of the Trust and Distribution Timeframe

The Trust has a current balance of approximately \$711,000 in cash. There is also a savings account and some small insurance/annuities at MetLife that we are in the process of collecting into the Trust. At this point, we plan on making a partial distribution in July of 2013 to the beneficiaries.

IRS Circular 230 Disclosure:

JPMorgan Chase & Co. and its affiliates do not provide tax advice. Accordingly, any discussion of U.S. tax matters contained herein (including any attachments) is not intended or written to be used, and cannot be used, in connection with the promotion, marketing or recommendation by anyone unaffiliated with JPMorgan Chase & Co. of any of the matters addressed herein or for the purpose of avoiding U.S. tax related penalties.

MICHAEL R. BULINSKI
Estate Advisor
Estate Settlement Unit

Page 3 of 3

Beneficiary Forms

We will need the following forms to be completed and returned to me in the enclosed postage-paid envelope.

In order to receive any distributions from the Trust, I would appreciate if you could forward in the enclosed postage paid envelope the following documents:

- (1) an executed copy of the enclosed Internal Revenue Service Form W-9;
- (2) Beneficiary contact form – please complete this form so we have contact information on file and if you would like your distributions to be sent to your organization by wire transfer, please provide your the bank account information;
- (3) a copy of your 501(c)(3) tax exempt status letter; and
- (4) a corporate resolution from your organization indicating who is authorized to sign a receipt for distributions from the Trust.

Executor/Trustee Fees and Expenses

Our fee for administering and closing Mrs. Greeson's Trust, is based on a percentage of the value of assets in the gross estate and is determined according to our published estate settlement fee schedule (a copy is enclosed for your reference). You will be setup to receive monthly account statements that detail all of the activity in Trust until final distribution and termination. Attorney fees and other service providers to the Estate and/or Trust will be a separate charge to the Trust.

JPMorgan is committed to meeting your needs throughout the administration process while focusing on the Trust's efficient and timely administration. If you have any questions about the process, I encourage you to contact me by phone at (312) 732-7675 or email at michael.r.bulinski@jpmorgan.com or my assistant Kyna Horton at (312) 732-9580.

Sincerely,



Michael R. Bulinski
Sr Fiduciary Officer – Estates

Enclosures

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File: 1322

April 22, 2013

Mr. Alan Reinhart, Facilities Director
Champaign County Administrative Services
Brookens Administrative Center
1776 E. Washington
Urbana, IL 61802

Re: Preliminary Analysis-Exterior Masonry
at the Champaign County Courthouse

Dear Alan:

IGW Architecture (IGW) has completed the requested preliminary analysis of the exterior masonry at the Champaign County Courthouse which included both an assessment of the cracking recently observed at the old, historic portion of the courthouse and the identification of needed maintenance at the new addition, now approaching ten years old. Assisting IGW in the investigation of the cracking at the old courthouse was Klein and Hoffman, restoration architects and structural engineers from Chicago, Illinois. For identifying needed maintenance at the new addition, IGW was assisted by Midwest Restoration, Inc., a masonry restoration contractor from Paris, Illinois. As part of this investigation, the construction documents from both the 2001 New Courts Building/Renovation and 2008 Courthouse Masonry Stabilization and Restoration projects were reviewed. In addition, limited on-site inspections were conducted and photographs of the building were taken in order to examine pertinent existing conditions.

The information gathered above contributed to the following analyses, development of preliminary repair and maintenance work scopes and project budget estimates for the identified work. The budget estimates include estimated construction costs and an allowance for the County's other "soft" costs leading to a total project budget.

Old Champaign County Courthouse (Historic West Portion)

1. Face Brick Masonry

Localized cracking of the face brick masonry was observed primarily on the south and west facades. The cracks were generally limited to the spandrel zones between windows. Step cracks typically followed the mortar joints with very few cracked bricks observed. In a couple of instances, open joints were observed between the third floor double-arched masonry window heads on the west façade. A minor number of other mortar joints in isolated areas were observed to be cracked and open (See Attachment A).

The above damage is a result of the thermally-induced, volumetric expansion and contraction of the masonry materials which has been exacerbated by the wider temperature fluctuations affecting the south and west facades. Some of the cracking has occurred at areas of brick masonry rebuilt during the 2008 façade repair work. This damage is also attributed to thermal expansion and contraction as salvaged brick was reinstalled in these areas to avoid the irreversible expansion of new brick due to moisture absorption following manufacturing. None of the cracking appears to be caused by settlement of the building or deterioration of the masonry supporting elements.

We recommend the replacement of the cracked brick and repointing of the cracked and open mortar joints. In addition, expansion joints should be installed to accommodate the probable future movement of the brick due to thermal expansion and contraction, particularly on the south and west facades (see No.4 below).

2. Sandstone Masonry:

Limited cracking and some open mortar joints were observed at the sandstone base and water tables of the building, primarily on the south and west facades. While some of the deteriorated sandstone cladding and trim was replaced with new sandstone as part of the 2008 repair work, unlike new brick, sandstone does not expand irreversibly due to moisture. It does, however, expand and contract volumetrically due to temperature fluctuations which correlates with the observed damage being again limited to the south and west facades (See Attachment A).

We recommend grinding and sealing minor cracks and grinding and repointing open mortar joints. In addition, expansion joints, particularly on the south and west facades, as well as a cap flashing or sealant at the upward-facing "wash" joints of the south water table masonry should be installed to alleviate probable future damage as a result of thermal expansion and contraction of the sandstone masonry (see No. 4 below).

3. Terra Cotta Masonry:

Terra cotta masonry was used only at the building's cornice where no cracking or open joints were observed. During the 2008 repair work, the existing terra cotta masonry was fully pointed and cleaned with sealant joints (in lieu of mortar joints) installed at approximately 20'-0" on center. While terra cotta suffers from thermal expansion and contraction similar to other masonry materials, the installation of the "soft" sealant joints has evidently provided enough movement space to mitigate any problems.

4. Expansion Joints:

We recommend the installation of expansion joints in the brick and sandstone masonry veneer as none have ever existed and it's reasonable to assume that the pattern of repair and subsequent cracking would recur without them. That is, providing carefully placed expansion joints in the masonry would help accommodate the probable movement due to thermal expansion and contraction and thereby mitigating future damage and required maintenance. This action is recommended on the south and west facades at a minimum and possibly on the other exposures although no damage was observed in those locations. If expansion joints are added to the courthouse, special care should be given to their design and placement so as not to diminish the historic appearance of the building. To the extent possible, discrete locations should be found for new expansion joints such as at building offsets, window recesses, etc. and the sealants should match the color of the masonry and mortar as applicable.

5. Preliminary Project Budget Estimate and Schedule - Old Champaign County Courthouse

- A. \$ 83,340.00 - Construction Costs
- \$ 25,002.00 - 30% Allowance for other Owner's Costs
- \$ 10,838.00 - 10% Project Contingency
- \$119,176.00 - Total Project Budget (South and West Facades Only)

- B. 15-17 Weeks - Includes design, bid and construction phases.

New Champaign County Courthouse Addition (East Portion)

1. Remove and Replace Joint Sealant:

In addition to masonry, the exterior courthouse wall is comprised of many other components including copings, sills, lintels, expansion joints, doors, windows, louvers, etc. They all work together as a complete building enclosure system and are dependent upon joint sealants to prevent water penetration and all require periodic inspection and maintenance. With the new addition now approaching ten years old, the joint sealants in particular are approaching the end of their serviceable lives and showing some evidence of failure.

Joint sealants close the gaps between various substrates/components and are critical in preventing air, water and other environmental elements from entering a structure yet still permit needed limited movement of those same substrates (See Attachment B).

Recommended is the complete removal and replacement of the existing backing rods and sealant at all expansion joints, relief angles, doors, windows and louvers on the north, south, east and west elevations of the new addition. The compatibility with and adherence to the substrates, ability to accommodate the movement requirements of the joint, durability and service life for the type of exposure, and other installation and aesthetic factors are all important in selecting the proper sealant for application. It is our opinion that the joint sealant replacement work is more critical than the masonry clean and seal if funds are limited.

2. Minor Repair, Clean and Seal Masonry

When properly designed, detailed and constructed, an exterior masonry wall is known for its attractiveness, durability and reduced maintenance requirements. However, after numerous years of service, it is not uncommon for the appearance of the masonry to be compromised by air-born dirt and pollutants, efflorescence, various kinds of stains, organic growth and even graffiti. With the new addition now approaching ten years old, some of these conditions are starting to appear and should be addressed (See Attachment B).

Recommended is a low-pressure spray washing of the north, south, east and west elevations of the new addition with a multi-purpose masonry cleaner and de-greaser. It is important to understand the exact types of materials to be cleaned and the type of staining to be removed in order to select the proper cleaner. Further, it is important to test alternative products to find the least aggressive one that will achieve the desired results. Following the spray wash, the application of a vapor permeable water repellent is recommended to provide extended resistance against future staining and masonry deterioration. Note that prior to masonry cleaning and sealing any minor defects in the masonry need to be repaired. The protection and replacement of any damaged lawn or other surfaces and washing of windows after water repellent application would also be included in the scope of work. It is reasonable to think that this work could be phased over time to address funding limitations.

3. Preliminary Project Budget Estimate and Schedule – Remove and Replace Joint Sealants

- A. \$ 56,875.00 - Construction Costs
- \$ 11,375.00 - 20% Allowance for other Owner's Costs
- \$ 6,825.00 - 10% Project Contingency
- \$ 75,075.00 - Total Project Budget

B. 11-13 Weeks - Includes design, bid and construction phases.

Preliminary Project Budget Estimate and Schedule – Minor Repair, Clean and Seal Masonry

- A. \$ 83,125.00 - Construction Costs
- \$ 16,625.00 - 20% Allowance for other Owner's Costs
- \$ 9,975.00 - 10% Project Contingency
- \$109,725.00 - Total Project Budget

B. 17-19 Weeks - Includes design, bid and construction phases.

If you have any questions or require additional information, please call or write.

Sincerely:

ISAKSEN GLERUM WACHTER . LLC



Riley D. Glerum AIA, LEED® AP
Principal/CEO

ATTACHMENT A



Photo No. 1: West façade spandrel area – typical area of step cracking with cracked brick and open mortar joints.



Photo No. 2: South façade brick spandrel and sandstone horizontal bands – typical area of open mortar joints at brick spandrel areas and occasionally cracked and open mortar joints at sandstone bands.

ATTACHMENT A



Photo No. 3: West façade third floor arched window head – open joints at brick masonry.



Photo No. 4: South façade sandstone building base – limited open joints at sandstone masonry.

ATTACHMENT B



Photo No. 1: North façade cast stone base and horizontal band – minor cracked and open mortar joints and efflorescence. Note: Cast stone was used on the new addition to simulate cut natural stone.



Photo No. 2: North façade cast stone wall with cap at equipment intake/exhaust – organic staining.

ATTACHMENT B



Photo No. 3: North façade cast stone cornice – staining.



Photo No. 4: South façade cast stone building base – expansion joint sealant failure.

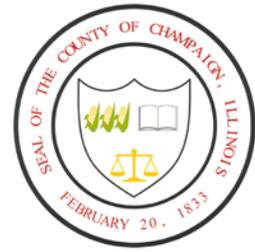


Photo No. 5: North façade grade level exit door – no sealant in joint between door frame and cast stone building base.

CHAMPAIGN COUNTY PHYSICAL PLANT

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

FACILITIES & GROUNDS MANAGEMENT SERVICES



Alan Reinhart, Facilities Director

MEMORANDUM

DATE: March 29, 2013

TO: Stan James, Chair – and Members of the County Facilities Committee

FROM: Alan Reinhart, Facilities Director

RE: Courthouse Exterior Maintenance Recommendation

Prior to last winter, there were no obvious signs of problems with the exterior of the old Champaign County Courthouse. The reported problems were found this spring during a site observation while preparing for the cleaning and sealing of the Courthouse addition. During a recent walk through and site observation with IGW to determine the cause of these failures, it is obvious that some of the areas are showing signs of further deterioration.

With the recommendations and the preliminary project budgets provided by IGW Architecture and the signs of further deterioration of the building, I believe it is necessary to complete all work specified in their report as soon as possible. If we allow the building to weather another winter, there will be more damage to be repaired and this will escalate the cost of repairs.

IGW Architecture has an excellent knowledge of the Courthouse. They designed the Courthouse Addition and the interior renovation of the original old building. They also have a proven and successful track record of working for the County on smaller projects.

In order to complete this extra unanticipated work during this summer's construction season it is necessary to move as quickly as possible. There is currently \$827,106 in the Courts Construction Fund of which \$125,000 has been allocated for FY13 Courthouse exterior maintenance. I recommend completing Options A, B and C as outlined in IGW's analysis of the exterior masonry for an estimated total of \$303,976.

Option A:

Old Champaign County Courthouse Historic West Portion –

\$83,340	Construction Costs
\$25,002	30% Allowance for other Owner's Costs
<u>\$10,838</u>	10% Project Contingency
\$119,176	Total Project Budget (South & West Facades only)

Option B:

New Champaign County Courthouse Addition (East Portion) – Remove & replace Joint Sealants

\$56,875	Construction Costs
\$16,625	20% Allowance for other Owner’s Costs
<u>\$ 9,975</u>	10% Project Contingency
\$75,075	Total Project Budget

Option C:

New Champaign County Courthouse Addition (East Portion) – Minor Repair, Clean & Seal Masonry

\$83,125	Construction Costs
\$16,625	20% Allowance for other Owner’s Costs
<u>\$ 9,975</u>	10% Project Contingency
\$109,725	Total Project Budget

RECOMENDATION

The County Facilities Committee directs the Facilities Director and the County Administrator to negotiate the scope of services and contract with IGW Architecture for the design, bid and construction phases of the Courthouse Exterior Maintenance project.

This will include the exterior repair of the Old Courthouse Building, including the installation of expansion joints. On the new addition the work will include the removal and replacement of the joint sealant and the repair, cleaning and masonry sealing.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 East Washington Street, Urbana, Illinois 61802-4581

*ADMINISTRATIVE, BUDGETING, PURCHASING, & HUMAN RESOURCE
MANAGEMENT SERVICES*

Deb Busey, County Administrator

MEMORANDUM

TO: Stan James, Chair & Members of the County Facilities Committee

FROM: Deb Busey, County Administrator

DATE: April 29, 2013

RE: Rent vs. Own for County Offices in County Buildings

ISSUE:

Champaign County currently has varying approaches to the payment of occupancy in county buildings for various county agencies. The purpose of this Memorandum is to point out to the County Board those various approaches, and request the County Board's direction in how this issue should be addressed moving forward.

HISTORY:

Highway: The Highway Facility was built with Highway Funds, except for the portion that was built for maintenance of the County's General Fleet, which was built with General Corporate Funds. The ongoing maintenance, repair and improvement of the Highway Facility is paid out of Highway Funds, with an appropriate pro-rata share for the portion of the building designated for general maintenance for non-Highway vehicles.

Nursing Home: The Nursing Home was built with bonds issued with approval of the voters of Champaign County, and which are repaid through property taxes. Ongoing maintenance, repair and improvement of the Nursing Home facility is paid from the Nursing Home Fund.

Animal Control: Animal Control and Animal Impound are housed in a building provided by the County. Custodial and utilities services, and ongoing maintenance, repairs and improvement are paid out of the Animal Control Fund.

Regional Planning Commission: The Regional Planning Commission has had a lease for office space in the Brookens Facility since 1996, and said lease extends through the year 2016. The lease rate is \$5.25/square foot for the original 10,000 square feet, and \$5.34/square foot for an additional 5,950 square feet, and does not include payment for custodial services and utilities, which are billed separately. The current average cost for custodial and utilities is \$3.30-

\$3.40/square foot, bringing the entire lease cost to \$8.50-\$8.59/square foot. The Regional Planning Commission has paid from its own funds for materials related to remodeling or upgrades of its space. Labor costs are sometimes provided by the General Corporate Fund through Physical Plant Staff and reimbursed by RPC, and are sometimes paid by RPC through outside contractors.

The rent collected from the base lease for the initial 10,000 square feet for the Regional Planning Commission at \$5.25/square foot, is used each year to repay the Regional Planning Commission for a zero percent \$1,050,000 loan it made to the General Corporate Fund when the County Board purchased the Brookens Administrative Center in 1995. The final loan payment is made in the year 2016, and the current lease ends in 2016.

The opportunity cost to the RPC for extending this zero percent loan is approximately \$544,435 over the 20 years period. The additional investment the RPC has made for improvements to its space is \$251,961 over the twenty-year period. These additional investments by RPC should be considered in calculating their actual cost over the 20-year period for the space they occupy. The actual base rent amount reflected is then \$7.78/square foot, which when adding custodial services and utilities results in a total cost of \$11.18/square foot.

Mental Health Board: The Mental Health Board has had a full lease with the County Board since 1996, when it moved into the Brookens Administrative Center. The lease for the 1,588 square feet of space in Pod 200 includes custodial services and utilities, and was originally \$11.37/square foot in 1996, and has been adjusted for inflation each year to the current rate of \$14.46/square foot. This and the lease for ACCESS Initiative which is largely similar to the Mental Health Board Lease, are the only leases for county office space by a county office that is treated as if the Lessee were an outside entity.

Special Revenue Funds: There are staff employed by various other special revenue funds throughout the County – examples include the Law Library, Courts Document Storage, Child Support Service Fund, Victim Advocacy Grant, Courthouse Museum, Jail Commissary, Recorder Automation, to name a few. Typically, these employees are housed within the office space of the elected official having jurisdiction over the fund. None of these special revenue funds are charged rent or building expenses for the county facility space occupied by the staff members working for those funds.

GIS Consortium: Since its move out of RPC in December 2012, the GIS Consortium is being charged its pro-rata share for custodial and utilities services.

ANALYSIS:

Because of the evolution of space use in county facilities over the past twenty years without the development of specific policy direction by the County Board, there is some discrepancy in current practice in how the County Board manages the assignment of space and responsibility for space among its various agencies. Because the current Mental Health Board Lease ended March 31, 2013, and because it is an example of the discrepancy – it seemed appropriate to evaluate how the County Board manages this issue at this time.

There is currently a fairly significant discrepancy between rent paid by the Regional Planning Commission at approximately \$8.59/square foot (including rent, custodial & utility services), and the current \$14.46/square foot paid by the Mental Health Board.

In checking with comparable counties, it was learned that Peoria and McLean Counties do not charge rent to any county department housed in a county facility, but those non-general fund departments do pay their pro-rata share of utilities and custodial services, and any ongoing maintenance, repair or improvement costs to the facilities.

To promote equity among all of the county offices and agencies, it seems appropriate to recommend that rather than charging rent, the County Board develop a policy that requires each of the special revenue funds currently paying for space to pay their pro-rata share of all space occupied. This could be accomplished as follows:

1. The special revenue fund office is billed monthly for utilities and custodial services, based upon the square footage occupied.
2. The special revenue fund office pays for any specific remodeling requests or upgrades to carpeting, painting, etc. requested or required within their space for their operation. This would include payment for all materials and labor, whether provided by Physical Plant, or by outside contractors.
3. The special revenue fund office contributes annually to facility maintenance and replacement costs, based upon a schedule as documented for building maintenance to cover systems such as roofs, HVAC, parking lots, etc. Examples:
 - a. The roof on Pod 200 (where the Mental Health Board Offices are located) is scheduled to be replaced in 2016. The anticipated replacement cost is \$135,458 for a 20 year roof, which when amortized equals \$6,773/year. The Mental Health Board office space represents 15.2% of the Pod 200 total square footage, resulting in an annual contribution from the Mental Health Board for roof replacement of \$1,029/year. The Mental Health Board would make this annual contribution in each year, if the current lease/rent system is discontinued by decision of the County Board.
 - b. When the County Facilities Committee and County Board can document the amortization schedule for HVAC, parking lots and any other building systems that will ultimately be replaced or scheduled for maintenance, those additional amortized costs need to be documented to the special revenue fund offices for their appropriate annual pro-rata contribution.

In addition to being a more equitable approach, this strategy can also be viewed as providing the special revenue funds the capacity to better plan their own space needs, to be viewed as part owners in the facility they occupy, and to potentially free up monies for the direct services they are created to provide – rather than making rent payment for the office space they occupy.

RECOMMENDATION

Bringing this issue to you identifies a void in the management of Champaign County – the fact that we do not have a fully developed Facilities Management Policy. I am not prepared at this time to present such a Policy, because that is a project that requires attention and resources beyond the scope of this current recommendation.

However, this recommendation is an attempt to correct an inequity in how we currently do business. I would recommend that instead of renewing the Lease with the Mental Health Board that expired on March 31, 2013, and the additional upcoming Lease with ACCESS Initiative which expires on May 31, 2013, that the County Board approve the allocation of the current space for those two leases to the Mental Health Board, with the understanding that they will be billed monthly for utilities, and custodial services, and that if they request or require any updates, or changes to that space – those changes will be a cost to the Mental Health Board. Additionally, regular maintenance that is required for the space will also be a cost to the Mental Health Board as documented in #3 above. This change could be documented through the adoption of a County Board Policy for the Pro-Rata Sharing of Facility Costs for County Offices Housed in County Owned Facilities.

With this change, the loss of revenue to the General Corporate Fund in moving the Mental Health Board from a rent to own policy appears to be \$34,500/annually. However, this will not be a total loss in revenue because the General Corporate Fund currently pays for Brookens maintenance costs which will in the future be reimbursed by the Mental Health Board, if relevant for the space they occupy.

OPTIONS for COMMITTEE ACTION:

OPTION 1 – The County Facilities Committee directs the County Administrator to develop a Resolution Establishing a Policy of Pro-Rata Sharing of Facilities Costs for Non-General Corporate Fund Offices Housed in County-Owned Facilities. This Policy would replace any lease terms as those current leases expire over the next few years.

OPTION 2 – The County Facilities Committee directs the County Administrator to prepare a traditional lease, as has been executed since 1996, for the space occupied by the Mental Health Board and ACCESS Initiative in the Brookens Administrative Center.

Thank you for your consideration of this issue.

Xc: Peter Tracy, Mental Health Board
Cameron Moore, Regional Planning Commission