



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

***MINUTES – Approved 12/3/13***

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DATE: Tuesday, November 5, 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**

<b>Present</b>	<b>Absent</b>
Stan James (Chair)	
James Quisenberry (Vice Chair)	
Josh Hartke	
Jeff Kibler	
Gary Maxwell	
Giraldo Rosales	
Rachel Schwartz	

**County Staff:** Dana Brenner (Facilities Director), Kirk Kirkland (Facilities Manager), Deb Busey (County Administrator), Linda Lane (Recording Secretary)

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

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***MINUTES***

**I. Call to Order**

Committee Chair James called the meeting to order at 6:00 p.m.

**II. Roll Call**

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

**III. Approval of Minutes**

A. October 8, 20013

**MOTION** by Mr. Kibler to approve the minutes of the October 8, 2013 meeting as distributed; seconded by Mr. Rosales. Upon vote, the **MOTION CARRIED unanimously.**

**IV. Approval of Agenda**

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

Mr. Hartke entered the meeting at 6:02 pm.

**V. Public Participation**

None

**VI. Communications**

Mr. James welcomed the new Facilities Director, Mr. Dana Brenner, was here tonight. Mr. Brenner stated that he was happy to be here and looked forward to working with everyone.

## **VII. Facilities Director's Report**

### **A. Courthouse Exterior Maintenance Timeline**

Mr. Kirkland referred to the handout with the timeline. He stated that cleaning had started this week and they would be working mainly on the lower, older sandstone first. He noted that the timeline runs for several months, but most is for four to five hour days. Mr. Kirkland noted that they aren't to work on any part of the courthouse that doesn't have sun on it and that the temperature has to be above 40° before they can apply the sealant. He said they are moving a construction trailer on site next week and will be mostly for storage of materials.

Mr. James stated his concern about rain and asked if one of our staff is involved in seeing how things are progressing. Mr. Kirkland answered that he will be there daily and that Mr. Brenner will be there as well. He said there have been no progress meetings so far, but they will probably start weekly meetings soon. Mr. Brenner commented that there is one scheduled for the end of the month.

Mr. Rosales asked if the sealant is expandable. Mr. Kirkland answered that it was. Mr. Rosales asked if it depends on the weathering. Mr. Kirkland said it is dependent on the weather only when it is applied and it will penetrate 1/8"-1/4" deep. Mr. Rosales asked if it was the same sealant that was used before. Mr. Kirkland answered that there are two different brands and thought they were using the one that has a mixture of silicone in it, but couldn't answer for sure because the material hasn't been received yet.

Mr. Maxwell commented that they have a certain amount of engineering set up with IGW and asked how often they would be on site. Mr. Kirkland said he wasn't sure but thought anytime we wanted them. He noted that they should be there at least whenever they have a meeting. Mr. Brenner said they don't have a lot to do with the process right now, but will be more involved later when the project involves mortar and mortar joints.

Ms. Petrie noted that she has several concerns that have been touched on, but she hasn't heard any guarantees about the schedule. She wanted to know how they can be assured that this won't be done when there is any chance of moisture. Mr. Kirkland stated that there will be one day of washing before inspecting the caulk and stated that he will be there checking occasionally. Ms. Petrie asked why this wasn't being done when the weather was better after the first of the year. Mr. James said he had also asked that question. He stated that they are dependent on the contractors and their other jobs and also noted that Mr. Brenner and Mr. Kirkland will be on top of the project. Ms. Petrie stated she didn't have a high comfort level since they are redoing something that was done five years ago, was brand new ten years ago, and that it was being done by the same group.

### **B. ILEAS East Annex Demo Update**

Mr. Kirkland noted that IGW is currently doing the design. He said they have been unable to find an asbestos study for the property. Mr. Kirkland stated he has contacted several companies for pricing on an asbestos survey and to get an estimate on abatement. He said they are also going to see what has to be done to recycle the concrete.

## **VIII. Lighting for Courthouse Clock Tower – Ongoing**

Mr. James noted they don't have a way to put old business and new business on the agendas. He stated that there will be items appearing on the agenda, even if there is nothing to report, so the committee is kept informed.

Mr. Kirkland stated that they are waiting for the money to be transferred and that he hadn't talked to anyone on the Clock Tower Committee. Mr. James asked if they had looked into LED lighting. Mr. Kirkland said they had but they are concerned the LED's don't provide enough lumens as what is currently there.

Ms. Petrie asked who was responsible for taking care of the clock when it isn't working. Mr. Kirkland stated that he has been doing it, but said he believes the Director is the keeper of the clock.

Mr. Quisenberry pointed out that it is good news that they have a funding model if there is something seriously wrong with the clock.

**IX. Other Business**

Mr. James commented that they are looking at some good changes and plans with Mr. Brenner on board and working with Mr. Kirkland. He continued by saying that they need a little more structure and to know more about their buildings so this committee can appropriately plan for updates and maintenance. Mr. James said hopefully they can also get some good grant money. He also felt that good customer service to the buildings they serve is important so employees can feel like they have ownership and are proud to be here.

Mr. Maxwell asked if they were at the point where it might be appropriate to bringing people back to talk about grants. Mr. James suggested that be left in Mr. Brenner's and Mr. Kirkland's hands and that they would present something to this committee when appropriate. Ms. Busey said she had talked to Mr. Brenner and felt the first thing they are going to do to move in that direction is to work on pre-qualifying architects and engineers and felt they needed to design a project before going for grants. She continued by stating that looking for the grants isn't the next step, but rather bringing the projects to the committee for approval to get them ready.

Ms. Petrie stated that she understands Ms. Busey's logic of process, but thinks it would be worthwhile to identify what grant monies are out there so they will have a more precise direction on where they should be putting the effort on designing projects. Ms. Busey agreed.

**X. Chair's Report**

Mr. James stated that as a committee that oversees the facilities they should go out once in a while to see the different buildings. He asked if the committee members would like to tour 202 S Art Bartell in December or January. The consensus was December. Mr. James had no other items for the chair's report.

**XI. Designation of Items to be Placed on the Consent Agenda**

None

**XII. Adjournment**

There being no further business, Mr. James adjourned the meeting at 6:20 p.m.