



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

***MINUTES – Approved 10/08/2014***

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DATE: Tuesday, September 2, 2014  
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); Deb Busey (County Administrator); Van Anderson (Deputy County Administrator of Finance); Linda Lane (Administrative Assistant)

**Others Present:** John Jay, Stan Harper, and Patti Petrie (Champaign County Board)

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***MINUTES***

**I. Call to Order**

Committee Chair James called the meeting to order at 6:07 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; seconded by Mr. Quisenberry. Upon vote, the **MOTION CARRIED unanimously.**

**IV. Approval of Minutes**

A. August 5, 2014

**MOTION** by Mr. Hartke to approve the minutes of the August 5, 2014 meeting; seconded by Mr. Quisenberry. Mr. James suggested a minor change. Upon vote, the **MOTION to approve minutes as amended CARRIED unanimously.**

**V. Public Participation**

None

**VI. Communications**

Mr. Hartke thanked Mr. Anderson and Mr. Brenner for their efforts regarding energy savings and obtaining grants.

**VII. Approval of the Contract for the Installation of a Generator Back-Up System for the IT Network at the Brookens Administrative Center**

**MOTION** by Mr. Quisenberry to approve; seconded by Mr. Hartke. Mr. Brenner handed out the bid tabulation with a letter of recommendation from GHR for Barber & DeAtley, the low bidder, to install the generator. Mr. Brenner noted the bid is for \$79,630 which is below the \$102,000 estimate by GHR. Mr. Maxwell asked if the engineer assured the generator fully meets the specs and is good quality. He also asked if they will pour a pad. Mr. Brenner replied yes to both questions. He also said that instead of installing it on the west side of the building they are going to place it in the courtyard, closer to electric panels and gas lines. Mr. Kibler asked if the consideration for Barber & DeAtley was based on price only. Mr. Brenner said yes. He noted that everyone bid from the same specs. Ms. Petrie asked if Mr. Rhodes had any concerns. Mr. Brenner replied that he did not and that Mr. Rhodes and his staff have been involved in the entire project. Mr. Jay asked what GHR's cost is. Mr. Brenner answered not to exceed \$10,400. Upon vote, the **MOTION CARRIED unanimously.**

#### **VIII. Approval of FY2015 Capital Facilities Recommendations**

Mr. Brenner referred to the memo from Mr. Anderson detailing the 2015 capital asset requests. He pointed out that most of the items are replacing the mechanicals at Brookens. He noted that several have probably been here since the building was built and require TLC to continue operation. Mr. Brenner stated that they will look for payback from DCEO. He explained that included in this is money to work on the pre-cast problems at the satellite jail, but the number is only an estimate and it could be more.

Mr. James asked how big the water heater at the satellite jail was. Mr. Brenner replied several hundred gallons. He said it has been repaired many times and continues to leak. Mr. James asked if there is equipment other than at Brookens that is also getting old. Mr. Brenner said the items listed are the older mechanical items for Brookens and once those are replaced the building will be in good condition. Mr. Maxwell asked if the water heater can be replaced in-kind or if it will require an engineer and possible re-plumbing. Mr. Brenner answered they can just plug one in regarding the plumbing but they may have to do some work for the vent hood.

Ms. Schwartz stated there is no money in the budget and asked if they are going to have list next week or will it show as one line item of \$800,000 coming from Facilities. Ms. Busey replied that \$532,610 is already in the 2015 budget. She said what they will have next week is a request from this committee for the funding they request be included in next year's budget. She said she was not planning on having a list, but one can be included as an attachment. Ms. Schwartz commented that she thought Ms. Busey said they fully funded capital asset replacement this year, unlike previous years. Ms. Busey stated that was correct. Ms. Schwartz asked if they will get a full list of everything that is beyond the usual 2%. She said they know they are going to have to cut something and would prefer to know what they were thinking of funding before they cut it. Ms. Busey explained that the Facilities capital budget summary includes everything that leads to that total number. She said that can be updated and provided. She said they don't provide the Board with the full list for every department capital budget of all items included because it would be several hundred pages. She stated they are funding all future reserves and it excludes Facilities for everything else that's funded through the capital fund. Ms. Schwartz said they will have to cut something and understands they don't want an overload of information, but would like to be able to make an informed decision. Ms. Busey said that if Finance decides to spend \$620,000 of the \$800,000 that this committee requests, she expects it to come back to Facilities to decide how the money will be spent.

Mr. Rosales asked if they use all of the future reserve is anything left for a rainy day. Ms. Busey stated that information was in the capital asset replacement fund budget summary they received last week. She said it is a fund balance that continues to decline if they don't budget for future reserve. She noted that when you budget the \$532,000 that's only for what Facilities will spend next year and that it doesn't cover what needs to be done next year. Ms. Busey stated there is no future reserve for Facilities. She said that it is for all the other items in the capital asset replacement fund such as technology, equipment and vehicles. She commented that Facilities is an isolated department within the fund.

Mr. Hartke commented he likes that four items deal with energy efficiency. He stated they could get DCEO and SEDAC funds and that it would eventually lower utility costs. He felt the four items were good to go at. He also noted that they are only budgeting an amount to request, not the specific items. Mr. Hartke commented that as a member of Facilities he's for requesting larger than they think they will get but wants to be reasonable as well. He stated that as a member of Finance it will be their job to decide how much they can give to Facilities.

Mr. Quisenberry asked if there were any projections of saving on energy cost when replacing the windows in the old courthouse. Mr. Brenner answered not yet, but that he hopes to have that.

Mr. James said that last year some projects got pushed aside because other jobs came up such as the chillers. He said that as old as this stuff is he doesn't mind asking for more money. He stated he has said before that there other things they can cut or have a moratorium on. He stated that he hopes Finance looks at it and sees the buildings have been let go and that the roofs keep getting pushed back. Mr. Brenner stated that roof leaks have been repaired many times and said the worst is the Sheriff's office. He noted that they were supplied with an estimate of \$350,000 to replace that roof but are waiting until the Master Plan is done. He stated that the old ILEAS annex is also in bad shape. Mr. Brenner said that the Brookens roof isn't in bad shape for its age and noted JDC doesn't have many leaks. He reported that he is putting together a comprehensive review of all roofs with estimates. He stated the list will be items in desperate need of replacement. Mr. James thought that Mr. Reinhart provided information at one time on all the roofs. Ms. Busey stated that was only a cursory study and that what Mr. Brenner is doing is a more comprehensive study with truer estimates.

Mr. Rosales asked if there is water in the courthouse basement where the evidence and old archives are. Mr. Brenner answered that leaks in the basement have been due to mechanicals. He said the leaks on the third floor are due to windows that need replaced. He stated the building is in good shape. Mr. Rosales asked if the evidence and archive files were safe and dry. Mr. Brenner replied yes as long as they keep up with the mechanicals.

**MOTION** by Mr. Kibler to put \$800,000 into the general corporate fund as a transfer to the capital asset replacement fund as well as \$255,000 to be budgeted in the courts construction fund for 2015; seconded by Mr. Quisenberry.

Ms. Petrie said she would like to better understand where the estimates came from. Mr. Brenner said the mechanical equipment is a combination of talking to vendors and some of Mr. Reinhart's previous work. Ms. Petrie felt that everything on the list is intricately involved in any decision the Board makes related to the jail and if expansion will happen or not. She stated she was relieved that there would be considerations on what repairs might be done in relation to the jails. Mr. Brenner said the only thing at the downtown jail is the roof and they are waiting on the Master Plan. He said all other items are for Brookens and the water heater at the satellite jail. Ms. Petrie said that a water heater purchased now may not work with future expansion. Mr. Brenner stated that they are not going to see removal of the existing showers and the water heater would only serve the existing area. He continued by saying the cracking needs some direction because water is penetrating the pre-cast panels and doing damage. He noted that another item is the seals that have gone completely bad and need replaced, not only at the satellite jail but also JDC. Mr. Petrie said she hopes they look at the total budget from a total perspective to see where money can be shifted because the motion is way over what they have in the way of money to do this. Mr. Hartke stated that isn't Facilities business but rather Finance business. Mr. Hartke reiterated that they are setting up a budget as an estimate. He noted that the list of projects are potential projects and none of them are being confirmed to by passing this list of recommendations. Mr. Hartke said each one will come before them in the Board next year where everyone will have an opportunity to decide if they want to do this. He said this is a guesstimate of what they will need and agrees that it is probably short. He felt this is a good list that moves forward recognizing the priorities of the Facilities Committee.

Mr. Maxwell stated he re-read Mr. Anderson's memo and thinks it is a good road map to follow with regard to what needs to be done at the Satellite jail.

Ms. Schwartz asked that if something is put in the budget and passes the Board, wouldn't the decision only come from Facilities to issue an RFP because there is no budget amendment necessary. Ms. Busey stated that is correct but the Board would still have to approve a contract resulting from the RFP. Ms. Schwartz asked if it would be like the contract today on the consent agenda. Ms. Busey replied that is correct. Ms. Schwartz said that because there are two big internal studied that aren't done they don't really know that these are the highest priorities. Ms. Busey pointed out that this year's capital asset replacement budget for Facilities is totally different than what was actually done. She said it is a way of documenting the budget and that Mr. Brenner would bring a reprioritization to Facilities if something not on the list came up and had to be done. Ms. Schwartz stated there is a blessing and a curse in putting things into the budget as items because one way you explain where the number comes from and in another you're semi-committed.

Mr. Quisenberry noted that the risk of the consent agenda only exists if something passes unanimously from this committee. He said that if someone has a concern they can vote no and it won't be put on the consent agenda, and said that any Board member can pull it off the consent agenda. He said the risk is only that Board members aren't

doing their job in reading the packet and letting things go by without acting on them. Ms. Busey explained the reason designation of items to be placed on the consent agenda is on every committee agenda if just for that reason. She said if the committee decides they don't want something on the consent agenda they can decide that at the committee meeting. She noted there is a second opportunity at the County Board meeting to pull anything off of the consent agenda.

Upon vote, the **MOTION to put \$800,000 into the general corporate fund as a transfer to the capital asset replacement fund as well as \$255,000 to be budgeted in the courts construction fund for 2015 CARRIED unanimously.**

#### **IX. Discussion of the Satellite Jail**

Mr. James said he thought they were going to receive a study including mechanicals and the overall condition of the building. He stated the scope was not in depth and what they are getting is an overview of the building envelope rather than an in-depth study like he thought.

Sheriff Walsh thought the Master Plan would take into consideration the recommendations received. He felt they should wait for the study to come in and was comfortable that the building won't fall down. Mr. Anderson noted that Gorski has both engineering studies and they may not need the RFQ for engineering services.

Mr. James commented that based on what they saw the committee needs to look at doing something to stop the water penetration and he realizes it won't happen before winter. Mr. Anderson suggested reading both reports again. He noted that both reports say there will need to be destructive materials testing to find out the real problem. Additional deterioration will be seen over winter since the problem will not be fixed before that time.

Mr. Jay commented that he is still concerned about the use of the word comprehensive. He wanted to make sure a comprehensive report would include an all-inclusive list of problems with old buildings and equipment. Mr. Jay read from the August 5 minutes and said that the committee did not receive a report that detailed whether or not repairs could be made to ensure that these buildings can be relied on for the next 20 years.

Mr. James stated a technical assessment will be provided that includes the life of the wiring and mechanical systems along with how much longer they can be used, the current cost of repairs and the future cost of repairs if they are not made. Mr. James' logic was that the study would look and say it needs tuck pointing, foundation work, etc. However, it wasn't. A study that explained each repair would cost much more money and include various amounts of materials testing. The current study will give an overall view and would notice cracking.

Mr. Anderson stated they will get an assessment of the envelope conditions that include tuck pointing. He stated the cracks at the jail are different and said they would note the problem and what needs to be done but would not include engineering assessment. He noted part of that is not part of master planning and would be an additional cost. For the rest of the envelope issues, the study will provide a repair plan to ensure the buildings are serviceable for the next 20 years.

Mr. Rosales asked if this is phase one of the master plan. Mr. Brenner replied that the study will give a roadmap of repairs to be made and it will come back to committee to decide what needs to be done. Mr. Rosales inquired if this conversation might be premature.

Sheriff Walsh said he is assuming they will make a recommendation following Mr. Fraenhoffer's recommendations. He felt it is prudent to wait until the study is received. Mr. James felt no study should stop repairs on joints that need to be completed. He stated that the building repairs should not be waited on even if repairs will be made in the future because the buildings will continue to deteriorate. Mr. Rosales felt if they do fix the crack in walls that could potentially be torn down they would be throwing money away. Mr. James stated that if a report cited that a specific portion of the building will be worked on, it will be completed.

Ms. Petrie commented that she feels a great need for more eyes on what goes out with the study due to the misinterpretations the committee has encountered thus far. Mr. James agreed and said it comes down to words and asking the right questions.

**X. Facilities Director's Report**

A. *Update on the Brookens Administrative Center Energy Efficiency Contract by Alpha Controls & Services, LLC*  
Mr. Brenner reminded everyone that they would only move forward with this project if they received DCEO funds. He stated they have received confirmation of DCEO funds, the contracts have been signed, and the project should kick off in about a month.

B. *Update on the Courthouse Masonry Project*  
Mr. Brenner reported that this project should be completed in the next day or so. He said they went over a punch list three weeks ago and will meet tomorrow to make sure all items are complete. He noted that the joints will need to be sealed again in 10 years.

Mr. James asked when the windows would be put in. He said that just because they are new windows doesn't mean they can't fail. Mr. Brenner said that most manufacturers and installers will give a very good warranty.

C. *Update on the Brookens Parking Lot Repair*  
Mr. Brenner apologized to those who could not enter the parking lot at the last meeting. He reported that about 60% of the work on the two north lots is completed. He said they found the lower level to be in good shape, but noted there is some water seeping into the upper lot that will need to be addressed in the future. He stated they still plan to reseal and restripe over a three day period during which employees and the public will be inconvenienced.

Mr. Quisenberry asked if there was any updated on the Illinois Green Business assessment. Mr. Brenner replied that they had taken a summer pause as their representative took another position. He said they have a new representative and will get back to it this fall.

Mr. Rosales asked about the Sheriff's alternate proposal for repairs to the satellite jail. Sheriff Walsh explained that after the first report was reviewed by the committee he went and consulted a national expert on the repairs that need to be completed. He said they shouldn't criticize themselves for awarding the first contract and felt they did a fine job to get a thorough walk through of the jail. Mr. Rosales asked for confirmation that they are putting the brakes on until the Master Plan is received or if it was going to come out of the Sheriff's budget and he would move forward on it. Sheriff Walsh said it will not come out of his budget. He stated that when they get the Master Plan recommendations they will need to decide how to proceed.

**XI. Other Business**

Mr. Maxwell asked when they might get the report back on what needs to be done at the Nursing Home. Mr. Brenner said that GHR had hoped to provide it by mid-summer but still doesn't have it. He said that one thing they asked for in the report was cost estimates to go with the repairs as well as priorities laid out.

**XII. Chair's Report**

A. *Future Meeting:*  
Tuesday, October 7, 2014 – Lyle Shields Meeting Room, 6:00 pm

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

**MOTION** by Mr. Kibler to keep the closed minutes closed under recommendation from the State's Attorney's office; seconded by Mr. Quisenberry. Upon vote, the **MOTION CARRIED unanimously.**

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

Mr. James stated that item VII is to be placed on the consent agenda.

**XV. Adjournment**

There being no further business, Mr. James adjourned the meeting at 7:12p.m.