



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

### ***MINUTES – Approved 2/3/15***

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DATE: Tuesday, January 6, 2015  
TIME: 6:30 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>   |
|------------------------------|-----------------|
| Gary Maxwell (Chair)         |                 |
| Giraldo Rosales (Vice Chair) |                 |
| Jack Anderson                |                 |
| Josh Hartke                  |                 |
|                              | Jeff Kibler     |
| James Quisenberry            |                 |
|                              | 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:** Patti Petrie (Champaign County Board); Mary Tiefenbrunn and Kathleen Holden (Champaign County Humane Society); member of the public

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### ***MINUTES***

#### **I. Call to Order**

Committee Chair Maxwell called the meeting to order at 6:31 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. Hartke. Upon vote, the **MOTION CARRIED**.

#### **IV. Approval of Minutes**

A. November 6, 2014

**MOTION** by Mr. Hartke to approve the minutes of the November 6, 2014 meeting; seconded by Mr. Rosales. Mr. Anderson abstained. Upon vote, the **MOTION CARRIED**.

Mr. Quisenberry entered at 6:34

#### **V. Public Participation**

Ms. Dorothy Vura-Weiss expressed concerns regarding the jail facility and the consultation contract. She said she hopes the report will include an option for lower jail population as well as projection and planning that is 20-30% lower. She noted that previous reports included measures that would lower the number of people in jail, which in turn lowers costs and leaves more money for prevention programs.

**VI. Communications**

None

**VII. Presentation by Mary Tiefenbrunn, Executive Director of the Humane Society**

Ms. Tiefenbrunn stated that the Humane Society sits on County land that they lease from the County, but they own their buildings and are responsible for grounds and improvements. She said they are an independent, not-for-profit agency and are not a government agency in any way. Ms. Tiefenbrunn said they would like to open negotiations for a longer term land lease. She said they are at a point where they need to make substantial investments in the building and would like to make sure they will be in the building long enough to see the return on those investments. Ms. Tiefenbrunn gave a brief background history then summarized the changes they want to make. She stated the improvements would promote animal health and promote adoption. She showed an example of the current building layout and discussed the difficulties with it, especially with regards to housing cats. Ms. Tiefenbrunn next showed an example of an approximate 1,200 square foot expansion on the east end of the building. She commented that the dog kennel is not in the addition but still needs a facelift and is a major investment for them. Ms. Tiefenbrunn said the expansion and improvements would make the animals happier and more adoptable.

Mr. Hartke asked how many years they were asking for in the new lease. Ms. Tiefenbrunn replied ideally 25 years. Mr. Maxwell said he is very supportive but would like to see a specific plan or agreement. Ms. Busey stated that she had talked to the State's Attorney about the County Board's capacity for entering into longer term leases and explained the options. Ms. Busey said that if all the criterion are met and it is approved by a three-fourths vote by the County Board, they can enter into a longer term lease, but the greatest length the State's Attorney thinks is reasonable is 10 years. She said the statutes were much different when the 25 year lease was entered into.

Mr. Rosales asked how the monthly charge is assessed. Ms. Tiefenbrunn replied that in 2011 they had an independent appraisal and then negotiated with Ms. Busey and the chair of this committee to come up with an amount. Mr. Quisenberry asked Ms. Busey if they are limited to a 10 year lease situation, are they able as a Board to sell property if that was of interest. Ms. Busey said yes.

Mr. Maxwell asked that Ms. Tiefenbrunn submit their request to the Administrator. He said if there are other options that might become available that they might want to study, they would be happy to do that.

**VIII. Facilities Director's Report**

*A. Update on ITB 2014-008 Installation of Boilers, Air Handlers, and Digital Controls at Brookens Administrative Center*

Mr. Brenner reported that at the last County Board meeting a resolution was passed to dismiss ITB 2014-008. He said three bids were opened on December 5, 2014 with the lowest being \$651,000, noting that these bids were significantly higher than the \$430,000-\$480,000 they anticipated. He stated that the contractors have been asked what caused their bids to come in so high. Mr. Brenner said he was told that the definition of several aspects of the drawings provided weren't defined enough so they increased their amounts regarding conduit and gas piping runs, insulation and ventilation piping from the boilers and water heaters. He also said that because of the short installation time frame, the contractors were forced to increase the wages 20-30% to cover overtime costs. Mr. Brenner also stated that the testing and balancing needed to be further defined. He said the information will be pulled together and they will talk to the digital controls contractor as well as Ms. Busey and Mr. Anderson, but will wait for the Gorski Reifsteck report relative to the integrity of the satellite jail. He commented that he would like to have the satellite jail pre-cast information before going back to this Brookens project. He said the project may have to be split due to costs.

*B. Update on the Brookens Administrative Center Mechanical Controls Project*

Mr. Brenner said this project is currently ongoing. He noted they estimate to save up to 29% on electric and 27% on natural gas, with costs annually providing an estimated project payback of 36

months. He noted they had been approved for a DCEO grant up to 75%, but also have a coupon for 15% they received when attending a trade rally. Mr. Brenner said this project is 99% complete and the maintenance staff is going through training. He stated there would be a walk-through Monday, a punch-list will be written up, and the project will be completed by the end of January.

C. *Update on the IT Services Back-up Generator Project at Brookens*

Mr. Brenner reported that this project is 90% complete with project costs of \$90,030. He said they are currently waiting on items that have a long lead time. He stated that a plumber is coming Thursday to hook up the natural gas, weather dependent. Mr. Brenner said they hope to do the initial startup next week. He said once that is done they will finalize a punch list and the project should be finalized by the end of January.

Mr. Quisenberry asked if there would be a regular testing schedule once completed. Mr. Brenner answered that they have a schedule they follow with all the buildings that have generators, testing them every month. He said they plan on running this one for at least an hour once a month, and two or three times a year it will be tested under a full load.

D. *Final Update on Courthouse Clock Tower LED Lighting Project*

Mr. Brenner provided a handout showing project costs of \$16,308.04. He said the only cost to the County will be for the 150' lift rental. He said the cost of the lights and installation is to be reimbursed by the Clock and Bell Tower Committee. Mr. Brenner said that all the comments he has received from the Clock and Bell Tower Committee on the lighting have been positive.

E. *Update on Illinois Green Business Association Project*

Mr. Brenner said they have had numerous meetings in the last three months. He noted that they have a few more things to verify before receiving certification and hopes to have those completed by the end of the month.

F. *Update on Gorski Reifsteck Presentation at the Tuesday, February 3, 2015 Facilities Committee Meeting*

Mr. Brenner reminded everyone that Gorski Reifsteck will be giving a presentation at the February 3 meeting. He also said that there will be a tour of the Satellite Jail before the meeting.

Mr. Quisenberry wanted to recognize the generosity of Mrs. Elva Greeson for the donation of money used by the Clock and Bell Tower Committee.

**IX. Other Business**

Mr. Quisenberry asked if there was going to be any assessment after the Illinois Green Business Association project is done about what they think we will get back based on their advice. Mr. Brenner said they will have meetings to discuss that, as well as how to get it out to the public to positively use in the community. Mr. Quisenberry said he would like to be able to see that the changes made paid for the study.

Mr. Rosales asked if there were any grant opportunities for green certifications or updates. Mr. Brenner replied there was DCEO, Illinois Act Now and one other agency that IGB is more than willing to help with.

**X. Chair's Report**

Mr. Maxwell thanked the committee members for agreeing to serve for the next two years. He said that county facilities are an important part of doing the people's business and noted that maintaining, upgrading and replacing obsolete facilities, when necessary, is a work in progress. He summarized the charges of the committee. Mr. Maxwell suggested the committee has several objectives and duties for the next two years. He said they need to oversee and provide for routine and unforeseen maintenance of the facilities. He said they would like to ask the facilities director to complete and assessment of needs for each building with an estimate of costs. Mr. Maxwell indicated he would like to see this done this year. He said that he would like to see them develop a strategic plan and prioritize a list of facility improvements for the next three to five years. He suggested the plan be part of the general strategic plan the County is working on. He acknowledged that funding is going to be a significant problem and felt it's important for

this committee to work with other committees, within the County Board, to try to find sufficient revenues for the most pressing needs and to implement priorities and portions of the strategic plan. Mr. Maxwell also said they need to keep the citizens informed of the progress and problems as they proceed. He asks for support, advice, and ideas, no matter how wild they seem, as this brings about innovation and change.

- A. Future Meeting – Tuesday, February 3, 2015 at 6:30 pm
- B. Tour of the Satellite Jail at 5:15 pm Prior to the February 3 Facilities Committee Meeting
- C. Development of a Strategic Plan for Facilities

Mr. Maxwell said in the coming months, and as the Board proceeds with its strategic plan of the overall County operation, he thinks they will have the topic of a strategic plan as part of the agenda. He noted that in the next two or three months they will get more involved in what their plan will look like.

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

Mr. Maxwell stated that there are no items to be placed on the consent agenda.

**XII. Adjournment**

There being no further business, Mr. Maxwell adjourned the meeting at 7:21 p.m.