



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

MINUTES – Approved 3/1/2016

DATE: Tuesday, February 2, 2016
TIME: 6:30 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington, Urbana, IL 61802

Committee Members

Present: Gary Maxwell (Chair), Giraldo Rosales (Vice Chair), Jack Anderson, James, Quisenberry,
Jon Rector, Rachel Schwartz
Absent: Josh Hartke

County Staff: Dana Brenner (Facilities Director), Deb Busey (County Administrator), Linda Lane
(Administrative Assistant)

Others Present: Pattsi Petrie (County Board Chair), John Jay (Board member), Karla Smalley and
Robin Whitehurst (Bailey Edward); Chris Billings (Berns Clancy)

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. Quisenberry. Upon vote, the **MOTION CARRIED unanimously**.

IV. Approval of Minutes- December 1, 2015

MOTION by Mr. Quisenberry to approve the minutes of the December 1, 2015 meeting; seconded by Ms. Schwartz. Mr. Maxwell said he would like line 111 to read “Mr. Maxwell replied the \$4.5 million is the annual backlog over the next 10 years.” Upon vote, the **MOTION to approve as amended CARRIED unanimously**.

V. Public Participation

None

Mr. Anderson entered at 6:38 pm.

VI. Communications

Mr. Quisenberry mentioned a fundraiser that C-U at Home is having Friday to raise awareness and funds for the homeless in the community. He said this organization helps the most critically needy homeless people in the community.

VII. Bailey Edward Architecture Presentation of DOJ's ADA Findings with Cost Estimates to Update County Facilities

Mr. Whitehurst summarized the two handouts and the topics to be covered in the presentation, then turned the floor over to Ms. Smalley. Ms. Smalley briefly explained the terms used throughout the

report and gave a summary of the scope of the settlement. She noted that not included in the presentation are Champaign County programs that are in leased spaces, specifically Head Start, but stated they did look at them and have estimated the cost to correct some of those issues at \$70,000. Ms. Smalley stated that all amounts in the report are estimated and rounded. She next gave a brief background of the settlement. She said Bailey Edward produced the reports that were sent to the DOJ for the October and January deadlines. She noted that the Facilities Department did a fantastic job correcting the issues to date. She said the remaining items with the March 2018 deadline are larger scale and will need to be designed and bid out.

Ms. Smalley briefly explained a sample report. She said items highlighted in green have been corrected, items not highlighted are part of the 2018 deadline, and items highlighted in yellow were part of previous deadlines but extensions were requested from DOJ. She said they requested DOJ respond by yesterday, but haven't heard back so they are proceeding as if the extensions are approved.

Mr. Quisenberry asked about the red highlights on the costs of item 2.26.2 that is highlighted in yellow. Ms. Smalley replied that they have requested a variance but she put a cost associated with some options to comply. She said they are hoping to receive the variance and remove the cost.

Ms. Smalley went over each building and area, explaining what still needs to be done, and the costs associated with each. When the courthouse was mentioned, she went into more detail about what needs to be done in the courtrooms and holding cells. Noting a conflict between ADA and the judiciary, Ms. Smalley said they will request a variance for the holding cells. Mr. Whitehurst said they will put in a request with DOJ to not have to do all courtrooms but only a percentage.

Ms. Smalley mentioned several of the parking lots and some sidewalks have cross slope issues. Mr. Billings said there could be cheaper alternatives to fixings these issues and they will know more when they get to the design phase. Ms. Petrie wanted to know if DOJ could come back in 10 years and tell them to fix the parking lot slope if it had moved. Mr. Billings replied they could.

Ms. Smalley reported that all of the October 2015 deadline items are done with a cost of about \$9,700 and 58 hours of time. She said the January 2016 items are also done with a cost of about \$6,100 and 120 hours. She said these items were completed by Facilities staff and gave examples of the items that were completed. She said that having Facilities complete the items is a big savings.

Ms. Smalley stated that the items with the March 2018 deadline are much larger scale. She said the list included parking lots, restrooms, the courtrooms, and more. She said they estimate the project costs (construction, contingencies, fees, printing, etc.) at \$534,000 to \$605,000, but this doesn't include the Sheriff's Office/downtown jail, Satellite Jail, JDC, Head Start, or the polling places. Mr. Whitehurst said a range is given because of how they package the projects and the different techniques used. He noted if they can identify an acceptable technique for less cost, that is what they will do. He said there are also items in discussion regarding variations and interpretations.

Ms. Smalley said they are recommending splitting the projects into at least two groups over two fiscal years. She said they are designing a package for this spring, doing construction in the summer and completed in the fall, and do the same thing for FY2017. She noted if they do it this way and have all projects complete in the fall of 2017, they will have time to document, write their report, and be ready to submit the report in March 2018 to DOJ.

Mr. Maxwell opened the floor for questions.

Mr. Quisenberry asked when a decision has to be made for the buildings not on the list and will they need to go back to the DOJ. Ms. Busey stated that if in the spring of 2017 there is no indication they will leave the downtown jail then they will have to address the issues, which will probably have to be completed by the March 2018 deadline. She said that also include the satellite jail. She feels the DOJ will work with them as long as they know the County is working towards a solution. Mr. Maxwell said he

understood they are in the process of looking at those costs and he hopes those are available for the next Board study session.

Ms. Petrie and Mr. Maxwell expressed thanks and appreciation for the work that Bailey Edward, Mr. Brenner, and his staff has done.

VIII. Discussion of Proposed Capital Asset Projects for FY2016

Mr. Brenner started by saying this list was compiled using the Facility Condition Assessment Report. He said they created a top list of projects for this year, and realize the costs exceed the budget. He said he will go through the list in order with #1 having the highest priority.

Mr. Brenner said the Coroner's office and election storage currently don't have backup power. He said because of autopsies and various storage entities they need to provide consistent power 24/7. Mr. Brenner said this is important for election storage as well. He said GHR did a study about a year ago for the Coroner's office and they felt it wouldn't cost much more to do the entire building since there is one main panel.

Mr. Quisenberry asked what losses and damages there have been from power outages to the Coroner over the past 10 years, and why this is so important now for an operation that's been functioning for decades. Mr. Brenner noted that the Coroner hasn't always been at this location. Ms. Busey pointed out that they do autopsies on site now and have a 10-body freezer, which she felt is a driving need for this at this time. Mr. Quisenberry voiced frustration that when the Board was asked to invest in those items there wasn't a future capital requirement needed to support them. Ms. Busey said that Mr. Quisenberry's point is well taken. She felt a comprehensive analysis of adding a morgue was never done and something for the Board to be aware of in the future when adding a function.

Mr. Jay commented that when the Coroner moved they didn't do autopsies and the Coroner's job has evolved. He agrees there should have been some planning for this. Mr. Quisenberry asked if the amount of money in the budget for these projects is the same money that's going to be used to pay for ADA. Ms. Busey said there are separate budgets and noted they have \$532,000 in Capital Facilities and \$175,000 in ADA Compliance. Mr. Quisenberry noted they are probably short \$75,000 of half the total for this year, which they will also need next year, for ADA so they will have to borrow from the Facilities budget to make up the difference. Ms. Busey said the other alternative is adding to the budget

Mr. Maxwell asked for a motion on whether to keep or remove this item. Mr. Quisenberry said he would like to hear the other items before voting.

Mr. Brenner reported that the roof on Pod 200 needs replaced and said there may be some DCEO money available. He said the estimate came in higher than anticipated at \$350,000 but thinks they can do better when a bid document goes out.

Mr. Brenner stated there are two boilers at Brookens that have been there since the building was built. He said the worst is in Pod 200 as there is some leakage out of the combustion chamber. He noted they can't replace the boilers with the same size, so each would be replaced with three smaller Lochinvar units. Mr. Brenner said the boiler in the basement of Pod 300 is a bit more problematic and costs more to take out.

Mr. Brenner said the parking lots at EMA and the Satellite Jail need to have cracks filled, be resealed, and be restriped. He said because there are some ADA issues the projects can be combined. He noted that the Satellite Jail lot hasn't been resealed since the jail was built.

Mr. Brenner commented that there are other projects, but there is no budget. He noted the boilers would be eligible for DCEO funds if they are available.

Mr. Brenner moved on to the Courthouse Capital Fund projects and said the courthouse is having issues with the automated building services system. He said the controllers are losing data and connectivity. He noted a second price they are still discussing with Alpha Controls is a Tridium controller that will

allow them to access the system remotely from smartphones rather than having to be at the courthouse.

Ms. Schwartz said she understands that it's nice to have backup, but wanted to know how frequently there are outages, how long are they, and how long before an outage becomes a problem. Mr. Brenner said there were at least three significant outages last year that affected the entire campus. He noted that many buildings do have generators, and said his guess the reason these three don't is because the County couldn't afford it at the time. He said operations have changed and the Coroner's office has added staff. He thinks it's also significant for County Clerk elections. Ms. Schwartz said she isn't disputing the importance, but they have a limited amount of money and feels they will have to give up something because of the DOJ settlement. Ms. Busey suggested keeping them separate and said if they need an additional \$75,000 this year for ADA, the committee will have to think about if they will take it out of Facilities \$532,000 budget or from General Corporate because that is where the original \$175,000 ADA budget came from. Ms. Schwartz said she wants to look at the bigger picture now and not repeat mistakes. Discussion continued regarding the generator for the Coroner's office.

Mr. Quisenberry asked what kind of assistance they could receive on a \$140,000 for replacing a boiler. Mr. Brenner replied that they haven't run the numbers so he doesn't know, but said they can research it. He said he would guess it would be in the \$20,000-\$30,000 category. Mr. Quisenberry asked if they can save money on the second, third and fourth projects, will that create enough space to do the top four projects. He commented that is sounds as if Ms. Schwartz is saying they will have to remove at least one item from the list. Mr. Quisenberry said they know they are risking a building failure with the boilers, and the longer they don't take care of a roof there will be more damage to take care of. He said the risk to the Coroner's office is a perceived and maybe very real risk, but what losses have they suffered with that risk so far, and what is the potential loss with that risk compared to leaving one of the other top three off. Mr. Quisenberry put it to the committee that they can't do all four so which one can they leave off without incurring more expense over time.

Mr. Anderson felt it's important to prioritize the projects, and if they can create savings through rebates or other means, maybe they can get all four in but if not then one has to drop off. Mr. Anderson said most times a generator is used for essential functions and wanted to know why get a generator for the whole building. Mr. Brenner replied the building is minor in terms of overall power and said it's easier to put a larger unit in and the cost difference is minimal. Mr. Anderson felt the refrigeration units were important but said he couldn't think of anything else they had to have. Mr. Brenner said the HVAC systems needs to be kept running as well as the computer room. He said this generator is small in comparison to ones used by Brookens or the Courthouse.

Mr. Quisenberry asked what size is being considered for a \$155,000 generator. Mr. Brenner replied 150KB. Mr. Quisenberry said they are talking about emergent need and supporting the clerk who only has that emergent need at specific times. He wanted to know the options for making modifications to support a drive-up generator and having a contract for any significant outages to rent a drive-up generator so they wouldn't have to invest in something they would potentially need three times a year and once every four years. Mr. Brenner said for election storage they have done it in the past at no cost because they use an EMA generator that isn't hooked up to the building. He said they put in spider boxes with multiple outlets so they can hook up some computers. He said they have to use portable. Mr. Brenner said to do what Mr. Quisenberry is suggesting they would need to put in automatic transfer switches and the generator would have to be carefully analyzed to fit the needs for the transfer switches, and it has to be cabled correctly. He said it is possible but is also an expense. Mr. Quisenberry asked if that expense could lead to the future purchase of a dedicated generator. He felt it might be a way of stepping into it instead of buying the whole thing this year. Mr. Brenner said he can price that out.

Mr. Rosales asked if they are working off a list the Board created with the plan just generated. Mr. Brenner said the list was created with Bailey Edward, Henneman, and Berns Clancy through the Facility

Condition Assessment and talking with them about what they thought the top priorities were. He said the needs obviously vastly outweigh the budget. He said the majority of these items were on their list as well as what was talked about within the department. Mr. Rosales asked if there is a contingency budget. Mr. Brenner answered no. Mr. Rosales asked if it was safe to say they should spend all the money on these projects and not have any on reserve before the year is out. Mr. Brenner said they do have annual budgets for each building for maintenance and repairs. Mr. Rosales asked if Mr. Brenner was looking for direction from the Board regarding this prioritized list. Mr. Brenner replied it is a prioritized list and yes, he is looking for direction. He said the priority would be doing the first project, getting the second project started, finding out what the true costs are after bidding, and seeing how far the remaining dollars could go. He said if they are able to secure DCEO funds they are applied into the pool.

Mr. Maxwell said he would like bring this phase of the meeting to a conclusion. He said he felt he was hearing that they would like to see alternatives for #1. Mr. Maxwell noted that the last two items at the courthouse are already funded. He would like to have the Committee direct Mr. Brenner to bring back numbers on the generator and to proceed with items 2, 3, and 4. Mr. Maxwell said Mr. Brenner can get started on the roof bid documents soon and they can make a decision on the generator at the next meeting. He would like the committee to give Mr. Brenner direction to start putting together costs and a bid document for #2, and to report back on items #3 and #4 once he gets some more firm numbers in on the bidding of the roof for Pod 200. **MOTION** by Mr. Rosales to move forward using the recommendations provided by Mr. Brenner and the Bailey Edward study. Mr. Maxwell if that was with some qualification of needing additional costs to stage the installations of the generator. Mr. Rosales said he understood Mr. Brenner is going to come back with estimates regarding that.

Mr. Brenner clarified that the Committee would like him to look at the option of staging #1 for a temporary generator. Mr. Maxwell replied that is correct. Ms. Schwartz thought they were thinking about getting an estimate for the roof. Ms. Busey suggested the Committee reprioritize the list to limit Mr. Brenner's research for a generator they may or may not be able to do. She noted they do have a temporary measure for a generator. Mr. Maxwell said he would like to entertain a motion to reprioritize the list and move the generator to #4, the roof in Pod 200 to #1, the boiler in Pod 200 to #2 and the boiler in Pod 300 to #3. **MOTION** by Mr. Quisenberry to reprioritize the list as suggested by Mr. Maxwell; seconded by Ms. Schwartz. Upon vote, the **MOTION CARRIED unanimously**.

IX. Facilities Director's Report

A. Update on Precast Concrete Panel Repair Project

Mr. Brenner stated that the satellite jail and JDC are 100% complete and water is staying outside. He said the north side of the Highway Fleet Maintenance building still needs to be done, but work stopped due to weather. He noted that the other sides of the building are complete and he expects the project to be completed in 2-3 weeks once work starts again in the spring. He also gave a summary of the project costs.

B. Update on CCNH Dryer Lint Project

Mr. Brenner reported three bids were submitted for this project with Reliable Heating & Plumbing coming in as the low bidder at \$149,490. He said there was a meeting on December 17, 2015 with Reliable, GHR, IGW, CCNH Administration, and Physical Plant staff to review the proposed project schedule and scope. Mr. Brenner said the project schedule will shut down only three of the dryers at any time, so CCNH will still have drying capabilities. He stated the substantial completion date should be March 11, with final completion on March 18.

C. Update on CCNH Fire Damper Project

Mr. Brenner said three vendors showed up for the mandatory pre-bid meeting on December 30, 2015. He said bids were opened on January 8, 2016 with A&R Mechanical coming in with the low bid at \$57,950.00. He reminded everyone that this is a mandatory project due to IDPH regulations. He said A&R was under contract in January and noted the substantial completion date for this

project is March 31, with final completion on April 8. He also stated that the CCNH report is due to IDPH on April 15.

X. Chair's Report

Mr. Maxwell stated the next meeting will be Tuesday, March 1, 2016 at 6:30 p.m. He said there will be a tour of the Juvenile Detention Center (JDC) at 5:15 prior to the meeting and that anyone wanting to take the tour should meet in the JDC parking lot by 5:10 pm.

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

None

XII. Adjournment

MOTION by Mr. Quisenberry to adjourn; seconded by Mr. Rosales. There being no further business, Mr. Maxwell adjourned the meeting at 8:25 p.m.

***Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*