



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

MINUTES – Approved 11/1/2016

DATE: Tuesday, October 4, 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), Jack Anderson, Josh Hartke, Jon Rector, Giraldo Rosales, Rachel Schwartz
Absent: James Quisenberry

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

Others Present: Patsi Petrie (County Board Chair)

NOTE: Facility Tour of METCAD was attended by Mr. Brenner, Mr. Maxwell, Mr. Rector, and Mr. Rosales.

MINUTES

I. Call to Order

Committee Chair Maxwell called the meeting to order at 6:30 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. Anderson. Upon vote, the **Motion Carried Unanimously.**

IV. Approval of Minutes – September 6, 2016

MOTION by Mr. Rector to approve the minutes of the September 6, 2016 meeting; seconded by Mr. Hartke. Upon vote, the **Motion Carried Unanimously.**

V. Public Participation

None

VI. Communications

Mr. Maxwell noted that County Administrator Mr. Snider had another function to attend and wouldn't be here tonight, and that Mr. Quisenberry also said he wouldn't be at the meeting.

VII. Motion to Adopt the County Facilities Action Plan

Mr. Maxwell felt it's important to get this plan before the Full Board at its October 20 meeting. He said he'd talked to Mr. Alix and they'd agreed that the special Finance/Facility committee had done its job and this is now a facilities issue. **MOTION** by Mr. Rosales to adopt the County Facilities Action Plan and move it forward to the Full County Board; seconded by Mr. Anderson. Mr. Rector requested a roll call vote; seconded by Mr. Anderson. Rector-no, Rosales-yes, Anderson-yes, Hartke-no, Maxwell-yes. **Motion passed 3-yes, 2-no.**

VIII. Approval of Contract for ITB #2016-009 Champaign County Interior ADA Improvements

Mr. Brenner reported that bids were opened last Thursday. He said they had four bidders and the low bidder was Felmley-Dickerson Co. at \$134,000 for the base bid. He reminded everyone that this project is for ADA compliance for interior work at the Courthouse and Brookens. He summarized what the work encompasses. Mr. Brenner said the budget for this project was \$170,000 and the bid came in at \$143,000, which includes an alternate for stall dividers that the County is accepting. Mr. Brenner said all the bids were within \$10,000 and he and Bailey Edward feel comfortable with Felmley-Dickerson's bid and their ability to do the work. **MOTION** by Mr. Rector to approve; seconded by Mr. Rosales. Upon vote, the **Motion Carried Unanimously.**

Ms. Schwartz entered at 6:36 p.m.

IX. Facilities Director's Report

A. Update on Highway Painting

Mr. Brenner said the painting was completed on September 16 and felt the contractor did an excellent job. He commented that they have received the final pay application for \$77,360 and it has been given to Highway to be paid out of their budget. He noted that Highway had budgeted for this project to be done this year.

B. Update on CCNH RTU-1 Replacement

Mr. Brenner reported that RTU-1 at CCNH was struck by lightning in August. He said the new RTU has been installed and has been supplying chilled air to the kitchen. He noted that a punch list was developed on September 30. He stated there will be staff training for the unit on October 5 and they anticipate the punch list will be complete by October 10. Mr. Brenner noted they have received the pay application but are holding it until the punch list is complete.

C. Update on CCNH Boiler Replacement Project

Mr. Brenner stated they rented two temporary boilers that arrived September 14. He said the new boilers have shipped, demo has begun on the old boilers, and they anticipate energizing the four new boilers on October 11. When that is done the temporary boilers will be dismantled and sent back. Mr. Brenner said a punch list will then be developed and the project will be completed by October 21. He felt that A&R Mechanical has done a good job of moving this project very quickly.

Ms. Petrie congratulated Mr. Brenner for the smoothness of getting this project done.

D. Update on Brookens Boiler Replacement Project

Mr. Brenner reminded everyone that this project was part of the capital plan. He noted that there are now two smaller boilers to replace the old ones, two (2) in Pod 200 and two (2) in Pod 300. He said the project is complete and the boilers were energized on September 21. He summarized the remaining punch list items and said the boilers are running and ready for winter. Mr. Brenner said we received a letter from DCEO stating that approximately \$18,000 is in our name, it's registered, and is good through 2017. He said we need to send the final paperwork to DCEO once the contractor has been paid.

Mr. Brenner noted they are also getting about \$55,000 in assistance for the CCNH boilers and anticipate receiving a similar letter from DCEO for that project.

Mr. Maxwell thanked Mr. Brenner and his staff for working hard to seek the outside grants.

E. Update on Exterior ADA Compliance Projects

Mr. Brenner said they are working at six facilities on handicapped parking and ramps, as well as the employee sidewalk at CCNH. He said five of the six facilities are complete and the Courthouse was started yesterday. He said they will have to wait until the weekend to put down the new striping.

Mr. Anderson said since the Courthouse parking lot was mentioned, he would like to know if they are still having continuing problems with the meter. Mr. Brenner said they get calls every day and

explained what some of the issues are. He stated it is 12 years old and getting parts for it is becoming difficult. He said it on the list of things to do over the next year or two. He said he has met with the City of Urbana about their pay app system and thought it might be possible that the County could join them with the U of I and maybe the City of Champaign, rather than replace the pay station which would cost about \$40,000. Mr. Brenner said they will take a hard look at it this winter.

X. Other Business

Mr. Brenner informed the committee that Kirk Kirkland has resigned his position to take a position with MTD as their facility director. He said Kirk has been a valuable employee, a terrific worker, and a great leader. He said Kirk's knowledge of the County will unfortunately be lost as he has been with the County for 34 years. Mr. Brenner said he will try to get an ad out this week to try to fill the position.

XI. Chair's Report

A. Future Meeting – Tuesday, November 1, 2016 at 6:30 pm

Mr. Maxwell informed everyone that the next Facilities Committee meeting is scheduled for Tuesday, November 1, 2016.

B. Tour of Sheriff's Office Garage, County Highway Garage, EMA Garage, and ILEAS Garages

Mr. Maxwell said there will be a tour of the Sheriff's, Highway, EMA, and ILEAS garages at 5:15 p.m. before the next Facilities Committee meeting.

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

Mr. Maxwell noted item VIII is to be placed on the consent agenda.

XIII. Adjournment

MOTION by Mr. Rosales to adjourn; seconded by Mr. Anderson. There being no further business, Mr. Rosales adjourned the meeting at 6:58 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.*