

**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE
County of Champaign, Urbana, Illinois**

MINUTES – Approved as distributed

DATE: Tuesday May 4, 2021
TIME: 6:31 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802
(ZOOM Meeting)

Committee Members

Present: Steve Summers, Jodi Wolken, Jordan Humphrey, Leah Taylor, Jenny Lokshin
(participated via Zoom) Stan Harper, Jim Goss (physically present)
Absent: Emily Rodriguez.

County Staff: Dana Brenner (Facilities Director), Dan Busey (Recording Clerk), (County Staff
physically present)

Others Present: Chuck Riefsteck and Dan Wakefield (Reisteck Reid Architecture), Jim Gleason and
Richard Van Note (GHR Engineering), Karla Smalley and Todd Higginbotham (Bailey
Edward Architecture), Kyle Patterson (County Board Chair)

Agenda

I. Call to Order and Roll Call

Committee Chair Summers called the meeting to order at 6:31 P.M.

II. Approval of Agenda/Addenda

Moved by Ms. Taylor to approve the agenda; seconded by Ms. Wolken Upon Roll Call
Vote, the **Motion Carried Unanimously.**

III. Approval of Minutes – April 7, 2021

IV. Public Participation

None.

V. Communications

None.

VI. New Business

A. Discussion and Approval of Contract Award for County Highway Maintenance and
ILEAS Roof Replacement Projects – Reifsteck & Reid Architecture. Dan Wakefield
and Chuck Reifsteck of Reifsteck Reid Architecture explained the bid process. The
intent was to allow bidders to bid on each roof or both to possibly bundle for a
lower bid. 31 different companies were contacted with 10 of the 31 being
interested on bidding on the projects. The companies were then narrowed down
Industrial Services of Illinois, Inc. was selected for the Highway and Maintenance
Facility and River City Roofing was selected to repair ILEAS. Chair Summers and Mr.
Brenner thanked Mr. Wakefield and Mr. Reifsteck for their outreach and their

presentation. **Moved** by Mr. Goss to award the Contract Award for County Highway Maintenance and ILEAS Roof Replacement Projects; seconded by Ms. Taylor Upon Roll Call Vote, the **Motion Carried Unanimously**.

- B. Discussion and Approval of Hail Damaged HVAC Equipment Replacement Project Bid Documents – GHR Engineers. Mr. Brenner explained Bid specification documents and drawings were provided in the meeting packet. The project consists of replacement of hail damaged rooftop equipment at Brookens, JDC, Courthouse, and METCAD. Additionally, project will purchase and install hail guards on all HVAC equipment currently without. Upon approval, bids will be post tomorrow on GHR website, County’s web site. Ads are scheduled to run over the next three weeks in the News Gazette on Saturday’s and Sunday’s. GHR and Physical Plant will reach out to local and regional contractors to inform them of the project. Jim Gleason and Richard Van Note of GHR Engineers addressed the Committee about the process. All the sites were surveyed for work that needs to be done and units that need to be completely replaced. Sales representatives were consulted with to determine what equipment would be needed. Quotes were received to place hail guards on equipment to avoid future hail damage. The bid documents are in place if the Committee chooses to move forward. Minority and female contractors will be reached out to as a part of the bidding process. Mr. Summers asked approximately how many units were to the point that they were to old to get parts for and needed to be replaced. Somewhere around eighty percent of the units need to be completely replaced. Mr. Summers thanked GHR for their worked and expressed his hopes of contracting minorities. Upon Roll Call Vote, the **Bid Documents were Approved Unanimously**.
- C. Discussion and Approval of Courthouse Asphalt Shingle Replacement Project Bid Documents – Bailey Edward Architecture. Mr. Brenner went over the Bid specification documents and drawings were provided in the meeting packet. Project consists of the following work: Remove existing asphalt shingle system and underlayment completely down to roof deck, Remove existing flashing and copings where indicated on drawings, install roof underlayment, ice/water shield, and asphalt shingle system, install metal flashings and coping, and to replace damaged copper copings and valley flashings. Upon approval, bids will be post tomorrow on Bailey Edward website, County’s web site. Ads are scheduled to run over the next three weeks in the News Gazette on Saturday’s and Sunday’s. Bailey Edward and Physical Plant will reach out to local and regional contractors to inform them of our project. Bid opening is scheduled for June 4, 2021. Karla Smalley and Todd Higginbotham of Bailey Edward employed a drone to take high rise photographs. This enabled them to do a thorough job of determining the damage. Mr. Higginbotham explained the safety measure that will go into the project. Discussion followed. **Moved** by Mr. Harper to approve the bid documents; seconded by Ms. Taylor Upon Roll Call Vote, the **Motion Carried Unanimously**.

- D. Discussion of Approval of Satellite Jail HVAC Replacement Project Bid Documents – GHR Engineers. Mr. Brenner told the Committee that the project consists of removal of four air handling units and associated air-cooled condensing units. Four new air handlers will be installed in the same location. Two new air-cooled chillers will be installed on the roof. Existing high efficiency boilers will be removed and replaced with high efficiency condensing boilers. New mechanical penthouse will be constructed for new equipment. Installation of new control valves will be provided by controls contractor. Upon approval, bids will be post tomorrow on GR’s website, County’s web site. Ads are scheduled to run over the next three weeks in the News Gazette on Saturday’s and Sunday’s. GHR and Physical Plant will reach out to local and regional contractors to inform them of our project. Jim Gleason and Richard Van Note of GHR Engineers addressed the Committee about the process. This included discussion of upgrades to the equipment and the plan to phase the process to hinder the twenty-four-hour facility as little as possible. Mr. Van Note went on to discuss Alpha Controls ability to bring an energy incentive to AMEREN which will save \$98,186. In addition, more efficient boilers will create an incentive of \$23,250. These upgrades will create a 46% savings on the HVAC System for the year. Mr. Gleason spoke about how the upgrades will greatly reduce outages to the facility. **Moved** by Ms. Taylor to approve the bid documents; seconded by Ms. Lokshin Upon Roll Call Vote, the **Motion Carried Unanimously**.
- E. Discussion and Approval of Lease Agreement with the Urbana Park District for Space at Brookens. Mr. Brenner laid out the details of the lease agreement. The new lease is really five one-year lease agreements beginning June 1, 2021 thru May 31, 2026. Rent increase from FY2020 to FY 2021 to \$54,848.00. Each subsequent year of the lease, the rate will increase by whatever is the CPI is for the coming year, which is usually distributed in January of each calendar year. There is a opt out clause for both parties 120-days prior to end of each year’s agreement. The County pays all utilities. UPD is responsible for custodial support. Insurance provision was increased from 1 million per occurrence to 2 million per occurrence and from 2 million in aggregate to 4 million. State’s Attorney’s Office has read the proposed agreement and signed off on the document. UPD administration has verbally approved the proposed document and forwarded to their attorney. **Moved** by Mr. Goss to approve the Lease Agreement with the Urbana Park District for Space at Brookens; seconded by Ms. Taylor Upon Roll Call Vote, the **Motion Carried Unanimously**.
- F. Discussion of World War II Service Plaques recently refurbished and hung at Brookens. Chair Summers pointed to the pictures in the agenda packet stating how nice they looked. Mr. Brenner mentioned that the company did them for free.

VII. Other Business

Mr. Brenner shared with the Committee Included in your handout information was two-page document titled Physical Plant Maintenance and Construction Projects May 1, 2020 thru April 30, 2021. I was asked by the County Executive to put together a list of projects and special maintenance that was performed during this period. I shared a similar document with the Committee about this same time last year. I have provided this document to the Committee so that you may get a better idea of what our depart does on an annual basis. Al this is accomplished with 10- maintenance staff members and 12 custodians. Mr. Brenner and Mr. Summers praised the Custodial Staff for their efforts throughout the pandemic. Mr. Harper and Mr. Brenner had a short discussion about issues with the Downtown Jail doors.

VIII. Presiding Officer’s Report

A. Future Meeting – **Tuesday, June 8, 2021 @ 6:30pm**

**IX. Designation of Items to be Placed on the Consent Agenda
VI. A and E.**

X. Adjournment

The meeting adjourned at 7:10 P.M.

All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue.

Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.