

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

**MINUTES – Approved as Distributed**

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**DATE:** Tuesday January 4, 2022  
**TIME:** 6:31 p.m.  
**PLACE:** Lyle Shields Meeting Room  
Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802  
(ZOOM Meeting)

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**Committee Members**

**Present:** Steve Summers, Jodi Wolken, Jenny Lokshin, Stan Harper, Emily Rodriguez, Jim Goss, Leah Taylor, Bethany Vanichtheeranot. \*all via ZOOM

**Absent:** None

**County Staff:** Dana Brenner (Facilities Director) \*Physically present, Chris Smith (Building and Grounds Manager), Dan Busey (Recording Clerk) \* Physically present, Kyle Patterson (County Board Chair)

**Others Present:** Todd Higginbotham (Bailey Edward Architecture), Richard VanNote (GHR Engineering)

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**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. Lokshin to approve the agenda; seconded by Mr. Goss. Upon Roll Call Vote, the **Motion Carried Unanimously**.

**III. Approval of Minutes – November 8, 2021**

**Moved** by Ms. Taylor to approve the minutes from November 8, 2021; seconded by Ms. Lokshin. Upon Roll Call Vote, the **Motion Carried Unanimously**.

**IV. Public Participation**

None.

**V. Communications**

None.

**VI. New Business**

A. Updates on ITB#2021-007 Brookens POD's #300 & 400 EPDM Rubber Roof Membrane Replacement. Mr. Brenner informed the Committee that Pod 300 would be delayed until the spring. Todd Higginbotham, Bailey Edward Architecture, explained that Pod 400 has been completed. Materials are ordered for Pod 300 so that when the weather breaks it will be able

to be completed in the spring. Mr. Brenner explained that this is due to be done in July but procuring materials continues to be an issue.

- B. Update on ITB#2021-010 Salt Dome Asphalt Shingle Replacement. Mr. Brenner explained that this work has been bid out and will begin in the spring. Mr. Higginbotham stated that Top Roofing is the contractor. Materials have been ordered and when the weather breaks the replacement process will begin.
- C. Update on ITB#2021-003 Satellite Jail HVAC Replacement. Richard VanNote, of GHR Engineering, gave an update on the progress. The roof penthouse is on the roof and the wall framing and chillers are there. Insulation of the wall panels will be done next, which will allow work to continue in colder weather. Structural and Architectural materials have been hard to secure. Specifically, there is an issue receiving the fans for the air handlers. GHR and the contractor have contacted the sales rep. and manufacturer to expedite the shipping. Everything else on the project is moving forward as designed from the original re-schedule. Mr. Brenner thanked the Sheriffs office for their patience and cooperation as the replacement has been ongoing.
- D. Updates on ITB#2021-004 Hail Damaged HVAC Replacement. Mr. Brenner updated the committee that some of the work has been done. Due to Illinois American Water having an ongoing project in Urbana it has caused some issues for work being done to the Courthouse. Mr. VanNote expressed that the intent this week is to have the Contractor and the crane company to be on site to see if they have as much access as they need to move forward with work to the Courthouse. Other than that, the project is dependent on warmer weather to complete other locations. Mr. Summers thanked Mr. Higginbotham and Mr. VanNote and mentioned he hoped the manufacturers of the air handlers would be sympathetic to the specific needs of the Satellite Jail HVAC Replacement project.
- E. Discussion and Approval of Changing Courthouse Parking Lot from Public to Staff. Mr. Brenner explained the current parking arrangement at the Courthouse. Being that there are a total 110 total spaces in the Courthouse parking lot (53 spaces allocated to staff; 52 spaces allocated to public pay; and 5 handicap spaces). The County rents 60 parking spaces from Nieman Foods (formerly the Save-A-Lot grocery and liquor store parking lot located just north of the Urban Civic Center) for \$18,720.00 per year for Courthouse staff to utilize. There is a 60-day notice of intent to terminate this agreement with Nieman Foods Additionally, the County owns approximately 20 parking spaces east of the former Illini Oil Change (located at the corner of Main Street and Vine). In addition, The County has a long-standing agreement with the City of Urbana for the rights of use to our Courthouse parking lot. There is a 60-day notice of intent to terminate this agreement with the city. The basis for the change is that Several our Courthouse staff members work early and/or late hours to fulfill their job obligations. This is especially difficult on those employees who are not able to park in the Courthouse lot and must walk to the Save-A-Lot parking lot after dark. Employees have been complaining about this fact in recent years. Conversely, the public always walks to and from the Courthouse during normal day light hours. Requiring the public to park in City of Urbana street meters nearby, Civic Center meters or the covered parking garage will have little impact as the parking rates are the same as our Courthouse rates. Mr. Brenner recommended that the County Courthouse parking lot would be changed to 105 staff parking spaces with 5 handicap spaces available to the public. The revenue income lost can be offset

by not having to pay Neiman Foods for parking space rental. Some discussion followed. **Moved** by Ms. Taylor to approve Changing Courthouse Parking Lot from Public to Staff; seconded by Ms. Wolken. Upon Roll Call Vote, the Motion Carried Unanimously.

**VII. Other Business**

Mr. Brenner explained the situation with the broken water main in Downtown Urbana and how it affected the Sheriff's Office.

**VIII. Presiding Officer's Report**

A. Future Meeting – **Tuesday, February 8, 2022 @ 6:30pm**

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

Items VI: E

**X. Adjournment**

The meeting adjourned at 7:01 P.M.

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