



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

Tuesday, April 5, 2022, at 6:30  
Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana, IL 61802

**Committee Members:**

Steve Summers – Chair     Emily Rodriguez  
Stan Harper – Vice Chair   Leah Taylor  
Jim Goss  
Bethany Vanichtheeranont  
Jenny Lokshin                     Jodi Wolken

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**Agenda**

- I. Call to Order and Roll Call
- II. Approval of Agenda/Addenda
- III. Approval of Minutes – March 8, 2022 1-3
- IV. Public Participation
- V. Communications
- VI. New Business
  - A. Update on ITB#2021-003 Satellite Jail HVAC Replacement (Field Report Attached) 4-7
  - B. Update on County Plaza and Program Statement Discussion for County Departments Space Needs
  - C. Update on Satellite Jail Consolidation Schematic Design Phase
  - D. Approval of Contract for ITB#2022-003 Circuit Clerk Carpet Replacement Project – Bid Results Attached 8
- VII. Other Business
  - A. Semi-Annual Review of Closed Session Minutes

VIII. Presiding Officer's Report

A. Future Meeting – **Tuesday, May 3, 2022 @**

6:30pm

IX. Designation of Items to be Placed on the Consent

Agenda

X. Adjournment

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.

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

**MINUTES – Pending Approval**

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**DATE:** Tuesday March 8, 2022  
**TIME:** 6:30 p.m.  
**PLACE:** Lyle Shields Meeting Room  
Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802

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**Committee Members**

**Present:** Steve Summers, Jodi Wolken, Jenny Lokshin, Jim Goss, Leah Taylor, Bethany Vanichtheeranot.

**Absent:** Emily Rodriguez, Stan Harper.

**County Staff:** Dana Brenner (Facilities Director) Dan Busey (Recording Clerk), Darlene Kloepfel (County Executive)

**Others Present:** Richard VanNote (GHR Engineering), Chuck Reifsteck (Reifsteck Reid Architecture), Karla Smalley (Bailey Edward Architecture).

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**Agenda**

**I. Call to Order and Roll Call**

Committee Chair Summers called the meeting to order at 6:30 P.M.

**II. Approval of Agenda/Addenda**

**Moved** by Ms. Lokshin to approve the agenda; seconded by Mr. Goss. Upon voice vote the **Motion Carried Unanimously.**

**III. Approval of Minutes – February 8, 2022**

**Moved** by Ms. Taylor to approve the minutes from February 8, 2022; seconded by Mr. Goss. Upon Roll Call Vote, the **Motion Carried Unanimously.**

**IV. Public Participation**

None.

**V. Communications**

None.

**VI. New Business**

A. Update on ITB#2021-003 Satellite Jail HVAC Replacement. Richard VanNote gave an update on the progress being made. Much of the infrastructure work is being completed as planned. Mr. VanNote believes that at the current pace the air handlers should be able to be installed in April. The controls are being upgraded as well, which

will allow for energy savings. Alpha Controls is currently on site beginning the upgrade process. Mr. Brenner reminded the committee that this project qualified for an AMEREN grant of one hundred and ten thousand. Ms. Lokshin and Mr. VanNote discussed the completion date, which is believed to be the end of April. Mr. Summers told Mr. VanNote that on a recent visit to the Satellite Jail he could tell that they were making great strides.

- B. Update on County Plaza and Program Statement Discussion for County Departments Space Needs. County Executive Kloeppel gave an update on parking at the County Plaza. Ms. Kloeppel also informed the Committee that there are a group of five that will be making the decision on who occupies what space in the building. This group includes the Treasurer, County Clerk, Sheriff, Public Defender, as well as the County Executive and the Facilities Director. Karla Smalley of Bailey Edward Architecture explained how the process will function in making the decision of how to divide the space. The process will include engagement, prioritization, visualization, and a communication plan. Mr. Summers asked how the needs of the offices are going to be determined. Ms. Smalley stated that the committee of five would determine this by a weighted vote or an even vote. Mr. Summers and Ms. Smalley had a conversation about the voice of offices who are not in the core group making the decisions and how their needs can be met. Mr. Goss said that the goal should be to get as many offices out of Brookens as possible. Ms. Smalley and Mr. Goss discussed square footages and how offices can convey their needs to the committee. Ms. Wolken seconded Mr. Goss stating that everyone should move into the County Plaza to not incur the maintenance costs of two buildings. Ms. Lokshin, Ms. Smalley, and Mr. Brenner discussed a loose timeline for Champaign County to begin occupying the building. Ms. Lokshin asked if the goal would be to get the Sheriff into the building first and out of the Main Street Jail, to which Mr. Brenner confirmed to be the goal. Mr. Summers asked if a list of County Entities that would like to move could be provided. Mr. Brenner explained further what information will be provided to the committee including forms and meeting minutes. Ms. Kloeppel spoke about some of the smaller offices and their needs.
- C. Update on Satellite Jail Consolidation Schematic Design Phase. Chuck Reifsteck delivered the update on the progress. The architect has been working very closely with the Sheriff to create functional space for their needs. This includes flexible small units, a health care clinic, mental health office, inmate program space, indoor and enclosed outdoor exercise space, and a secure rescue outdoor space. Mr. Goss enquired about the timeline. The schematic design phase is due next week. Design development is scheduled to be due May 18<sup>th</sup>. Construction documents are scheduled to be fifty percent complete by July 20<sup>th</sup> and the out to bid phase is scheduled by September 14<sup>th</sup>. A bid opening date would be sometime in October and would be brought to the board on the 17<sup>th</sup> of November for approval. Mr. Reifsteck added that he took a tour of recently completed jail project in McClean County, this was beneficial in considering the architecture of this project.

## **VII. Other Business**

None.

**VIII. Presiding Officer's Report**

A. Future Meeting – **Tuesday, April 5, 2022 @ 6:30pm**

**IX. Designation of Items to be Placed on the Consent Agenda**  
None.

**X. Adjournment**  
The meeting adjourned at 6:59 P.M.

Project Name: Satellite Jail HVAC Replacement

Date of visit: March 28, 2022

Time of visit: 2:30 pm

Weather conditions: 45°F, Overcast

Report by: Maxwell McGill

Observations:

1. Siding has been installed.
2. Water pump controls have been installed.
3. New rooftop supports for 3" water piping is installed.
4. Piping to the new boilers have been installed.
5. Doors on new penthouse have been installed.

Concerns:

1. Make sure any fire proofing that was scraped off of ceiling is replaced.
2. Provide and install cover to new electrical panel.

Photos:



Chilled water pump controls.



City water pump controls.

Photos (Continued):



Doors installed on new penthouse.



Hot water pump controls.



Inside of vent.



New panelboard.

Photos (Continued):



Pipes ran out of new penthouse.



Pipes ran out of old penthouse.



Siding.



Vent on new penthouse.

Photos (Continued):



New chillers hooked up.



New chillers.



Siding installed on new penthouse.



Wall penetrations to old penthouse.



Wall penetrations.



Welding in process.

MGM/smh

cc: Corr  
Chris Smith - CCAS  
Richard Van Note - GHR

Dana Brenner - CCAS  
Michael Brazelton - DHM  
Jim Gleason - GHR

2022.03.28 Field Report.MGM.wpd

**BID TABULATION**

PROJECT: Champaign County Courthouse  
Circuit Clerk Carpet Replacement

FILE NO: 2223  
 DIVISION: General

BID DATE: March 31, 2022  
 TIME: 11:00 AM

BIDDER'S NAME	ACKNOWLEDGED ADDENDUM #S	BID SECURITY TYPE / \$	SIGNED SEALED	BASE BID				REMARKS
<b>Carpet Weaver's Inc</b> 616 W Marketview Drive Champaign, IL 61822	NA	10% Bid Bond	X	\$42,388.00				
<b>Flooring America</b> 920 W Town Center Blvd Champaign, IL 61822								
<b>TSI Commercial Flooring</b> 3611 N Staley Road Champaign, IL 61822	NA	10% Bid Bond	X	\$39,300.00				
<b>Tiles in style, LLC</b> 16940 Vincennes Avenue South Holland, IL 60473	NA	10% Bid Bond	X	\$45,623.00				

I hereby certify that the bids submitted by the bidders whose names are recorded above \_\_\_\_\_ Owner's representative  
 were opened, read and recorded at the place and time specified in the bid information. \_\_\_\_\_ Architect's representative  
 \_\_\_\_\_ Cashier