



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

Tuesday, September 2, 2025, at 6:30p.m.

Shields-Carter Meeting Room  
Bennett Administrative Center  
102 E. Main St., Urbana, IL 61801

**Committee Members:**

Jenny Lokshin – Chair  
Jeff Wilson – Vice Chair  
Ben Crane  
Stephanie Fortado

Carolyn Greer  
Elly Hanauer-Friedman  
Bethany Vanichtheeranont  
Daniel Wiggs

**Agenda**

**Page #**

- I. Call to Order and Roll Call
- II. Approval of Agenda/Addenda
- III. Approval of Minutes – August 5, 2025 1 - 5
- IV. Public Input
- V. Communications
- VI. New Business
  - A. ARPA Capital Projects Update – Michelle Jett (*Discussion Only*)
  - B. Pope Jail Project Update - Michelle Jett (*Discussion Only*)
  - C. Brookens Use Discussion – Michelle Jett (*Discussion Only*)
- VII. Other Business
- VIII. Presiding Officer’s Report
  - A. Future Meeting – **October 7, 2025 @ 6:30 pm**
- IX. Designation of Items to be Placed on the Consent Agenda
- X. Adjournment

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

8 **MINUTES – *Subject to Approval***

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9 **DATE:** Tuesday, August 5, 2025  
10 **TIME:** 6:30 p.m.  
11 **PLACE:** Shields-Carter Meeting Room  
12 Bennett Administrative Center  
13 102 E. Main St., Urbana IL 61801

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14 **Committee Members**

15 **Present:** Ben Crane, Stephanie Fortado, Carolyn Greer, Elly Hanauer-Friedman, Jenny Lokshin, Bethany  
16 Vanichtheeranont, Daniel Wiggs and Jeff Wilson

17  
18 **Absent:** No one  
19

20 **County Staff:** Michelle Jett (Acting Facilities Director) and Mary Ward (Recording Clerk)  
21

22 **Others Present:** Steve Summers (County Executive), Aaron Esry (County Board Member)

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23 **Agenda**

24 I. Call to Order and Roll Call  
25

26 Chair Lokshin called the meeting to order at 6:30 p.m. Roll call was taken, and a quorum was  
27 declared present.  
28

29 II. Approval of Agenda/Addenda  
30

31 **MOTION** by Mr. Wilson to approve the agenda; seconded by Ms. Greer. Upon voice vote, the  
32 **MOTION CARRIED** unanimously.  
33

34 III. Approval of Minutes – June 3, 2025  
35

36 **MOTION** by Mr. Wiggs to approve the June 3, 2025 minutes; seconded by Mr. Crane. Upon voice  
37 vote, the **MOTION CARRIED** unanimously.  
38

39 IV. Public Input  
40

41 Mr. Esry noted that on the first page of the Project Labor Agreement, it says County Plaza  
42 Renovation Project instead of the Roof Replacement Project.  
43

44 V. Communications  
45

46 Ms. Lokshin announced that Michelle Jett is the Acting Facilities Director.  
47  
48

49 VI. New Business

50 A. Bennett Administrative Center Wrap Up – Michelle Jett

51  
52 Interior signs are going up identifying offices throughout the building. On the exterior, the  
53 corner sign has been dismantled and the new signage should be in soon and the Treasurer's  
54 payment box is now here, by the guard station. County departments are all moved, including  
55 Mental Health Board, who moved today. The Illinois Attorney General's Office is still to come  
56 this fall. Mr. Wilson asked about the Auditor. They have not moved. They will probably  
57 move at a later date. Ms. Lokshin asked if the Treasurer's drop box is on the upper deck, and  
58 it is.

59  
60 Ms. Vanichtheeranont joined the meeting at 6:33 p.m.

61  
62 B. Pope Jail Consolidation Wrap Up – Michelle Jett

63  
64 Everyone is back to our facility except those who are security concerns. No one is at another  
65 facility for space reasons. There is continuing work on a grease trap that needs to be replaced  
66 and relocated.

67  
68 C. Discussion and Approval of Pope Jail Roof PLA – Michelle Jett

69  
70 The Roof Replacement Project is a million dollars and falls under the PLA, the same as County  
71 Plaza.

72  
73 **MOTION** by Ms. Hanauer-Friedman to recommend County Board approval of a resolution  
74 approving the Project Labor Agreement for the Pope Jail Roof Replacement project; seconded  
75 by Ms. Vanichtheeranont.

76  
77 **MOTION** by Mr. Wiggs to amend page 1 of the Project Labor Agreement to read Champaign  
78 County Pope Correctional Facility Roof Replacement Project instead of County Plaza  
79 Renovation Project. The motion was seconded by Mr. Crane. Upon voice vote, the **MOTION**  
80 to **AMMEND CARRIED** unanimously.

81  
82 Ms. Fortado joined the meeting at 6:38 p.m.

83  
84 Mr. Crane asked for an estimated completion date. It should be finished yet this fall.

85  
86 Upon voice vote the **AMENDED MOTION CARRIED** unanimously.

87  
88 D. ARPA Capital Projects Update – Michelle Jett

89 a. Nursing Home Demolition – Michelle Jett

90  
91 We are working on the demolition. We are splitting the cost of the Nursing Home  
92 Demo with Highway.

93  
94 b. ILEAS – Air Handling Units – Michelle Jett

We are trying to coordinate the installation of the air handlers with the Nursing Home demo. We are working on getting quotes and setting a timeline. As part of the demo, the basement wall next to the air handlers will be open. They are big units and not sure they'll fit on the elevator and move in and out through regular means. It makes sense to take them out and replace them when the basement wall will be exposed. Ms. Fortado asked if this project is on the CARF list. It is, we're just moving it up. We'll hold off on replacing the generators. The air handler project will be about a million dollars.

Ms. Fortado asked about costs. Ms. Jett said along with the asbestos issue, the building is also covered in mold, and it will all have to go to a special dumpster. We are working on getting estimates for that.

Ms. Jett mentioned that Bailey Edward had suggested putting a spray coating on the roof of the old Champaign County Sheriff's Office at 204 E Main. There will be more information on that at a future meeting.

Ms. Fortado asked for an update to be sure we are spending our ARPA dollars and will we have it all spent before the deadline. The committee went over the project list and several are in progress. It was asked if any of these projects are seasonal/time sensitive. The ILEAS air handlers will take lots of timing and coordination.

Mr. Esry said on the ILEAS air handlers, it would be a benefit to have outside access doors for future use. Ms. Jett said she would ask about that.

Mr. Wilson asked if the amounts listed the ARPA project lists were actual costs or estimates. It would be helpful to have a column to show what we've actually spent.

Ms. Hanauer-Friedman asked about a timeline for the METCAD projects. We do not. They are not a priority. They are asking for some interior projects now. Mr. Summers added that there have been informal discussions with the METCAD director about selling the building before that work is done. With Eric's departure, that's been put off a bit but will look into getting those discussions going again.

#### E. Animal Control Capital Fund – Michelle Jett

Discussion turned to the Animal Control Capital Fund and the move to the old Humane Society Building. GHR has looked over the facility and made recommendations. They have identified about \$1.2 million in suggested work. The building will need major HVAC work. Animal Control has a healthy fund balance right now. The idea of a loan from the General Fund to the Animal Control Fund has been suggested. If this is something the committee is interested in, we will research and see if that is something we can do. It would be better if the building did not sit empty any longer than necessary.

Ms. Lokshin started the discussion by stating other departments are looking to move into the current Animal Control space once it is vacated. Ms. Hanauer-Friedman asked what amount would need to be lent from the General Fund. Ms. Jett said we are not sure of the amount yet. We will need to look at needs vs. wants. We will also need to see if we have to charge

144 interest on the loan. Mr. Wiggs asked about the current Animal Control space and if it would  
145 need to be remodeled. That will depend on the use of space once vacated. The committee  
146 would prefer to make minimal updates.

147  
148 The consensus of the committee is to have Administration look at the legal aspects of a loan,  
149 timelines, etc. Ms. Fortado added that this would have to go to the full County Board when  
150 the time comes.

151  
152 F. Brookens Tenants and JEC Position – Michelle Jett

153  
154 RPC is remaining at Brookens for now and until funding is more stable. They are taking over  
155 the I-CRT program from the U of I and are looking at a long-term lease including POD 400, the  
156 old Shields-Carter and Putman rooms and the Clerk's storage room. There would need to be  
157 a lot of remodeling done. They are asking for a 10-year lease.

158  
159 The Brookens Building would need to be financially self-sufficient. Rent would include costs  
160 for utilities, custodian, paper goods, capital projects, etc. Managing this takes a huge amount  
161 of time and work. Part of the rent costs would include the costs for a Building Supervisor.  
162 Eventually, this position would oversee all our rental properties including METCAD and ILEAS.  
163 This would be a new position that has passed the JEC.

164  
165 Rental income would go to a new Brookens Fund and not the General Fund. All costs would  
166 be paid from the Brookens Fund. We do not want to use any General Fund money to pay for  
167 anything at Brookens.

168  
169 Ms. Lokshin asked if the new Building Supervisor position would be covered with the income  
170 from current tenants? It is. Ms. Hanauer-Friedman asked what percent of the building does  
171 RPC use. They already have one whole pod, and they would like to rent out part of the admin  
172 hallway. There is still a lot left to rent out. We are talking with three other entities right now.  
173 We are less than market rate but charging enough to cover all expenses.

174  
175 Ms. Fortado stated that if RPC wasn't in the position they're in, she would get rid of Brookens.  
176 She doesn't want any General Fund money going to Brookens. Ms. Jett wondered if we could  
177 write a clause into the budget resolution in that in order to transfer any funds to a Brookens  
178 fund, would require a board vote. Mr. Wilson agrees with Ms. Fortado. Salary, fringes,  
179 everything needs to be wrapped into the square foot price. Ms. Greer asked if the person in  
180 the position would know it was funded by the building income. Yes, they would know that if  
181 there wasn't any income, they would lose their job. The committee's main concern is that  
182 everything be covered by rent, including capital projects. Ms. Fortado is concerned some big  
183 capital item blows up and blows the budget. The goal is the minimum costs cover everything  
184 with overages running into the capital fund. In the current funding model, at our rock bottom  
185 square footage price, we are contributing about \$450-500,000 a year to the capital fund. Ms.  
186 Hanauer-Friedman asked if we have to charge rock-bottom prices? The price we charge RPC  
187 is the minimum to cover all these costs. It should be called the RPC price. Mr. Crane said we  
188 still need to be competitive in the marketplace.

192 G. Maintenance Staff Structure – Michelle Jett

193  
194 We are looking at how the maintenance staff is structured. Right now we have three Skilled  
195 Trades positions, three Senior Maintenance Workers and the rest are Maintenance Workers.  
196 There is no ladder/incentive to move forward. We are looking at possibly going with  
197 Maintenance Worker I, II, III, and IV and using testing to move up the ladder. We are looking  
198 at ways to make it work.  
199

200 Ms. Fortado supports this move. We also need to think about an entry-level piece. How can  
201 we pre-apprenticeship a position. Government agencies should be a part of this. There was a  
202 short discussion on the pre-apprenticeship programs in the area and how we can work with  
203 them.  
204

205 VII. Other Business

206  
207 There was no other business.  
208

209 VIII. Presiding Officer's Report

210  
211 There was no presiding officer's report.  
212

213 A. Future Meeting – **September 2, 2025 @ 6:30 pm**

214  
215 Ms. Lokshin announced the date of the next meeting as Tuesday, September 2, at 6:30 p.m.  
216

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

218  
219 Items to be placed on the Consent Agenda include item VI. C.  
220

221 X. Adjournment

222  
223 Ms. Lokshin adjourned the meeting at 7:30 p.m.