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

MINUTES – *Approved as Distributed November 4, 2025*

DATE:	Tuesday, September 2, 2025
TIME:	6:30 p.m.
PLACE:	Shields-Carter Meeting Room Bennett Administrative Center 102 E. Main St., Urbana IL 61801

Committee Members

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

Absent: No one

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

Others Present: Jennifer Locke (County Board Chair)

Agenda

I. Call to Order and Roll Call

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

II. Approval of Agenda/Addenda

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

III. Approval of Minutes – August 5, 2025

MOTION by Mr. Crane to approve the August 5, 2025 minutes; seconded by Mr. Wiggs. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Input

There was no public input.

V. Communications

Mr. Wilson – today is VJ Day anniversary. This is the official date of Japan's surrender and the end of WWII.

VI. New Business

A. ARPA Capital Projects Update – Michelle Jett

Ms. Jett gave a brief update on some the projects being funded by ARPA. The Pope Jail roof project starts next week. This includes the foundation joint repair. There are also a couple smaller projects at the jail. We are waiting for parts to arrive to replace the grease traps and we are also replacing the floor of the walk-in cooler. At Bennett some 4th floor glass has been replaced by dry wall and the fountain is now gone. It will be leveled and concrete pad laid for the dumpster and a few extra parking spots. At the Courthouse, the boilers are problematic, one is leaking. JDC projects: windows, exterior fencing and parking lot are moving forward. The Nursing Home Demo project has Bailey Edward and GHR working together on plans for the demo.

Ms. Lokshin asked about the one's on the list that haven't been started and if we will have ARPA funds to cover them. We will not. We should have a better idea by the end of the year. Mr. Wilson asked what the target dollar amount of ARPA funds we have to spend. It is approximately $3 million.

B. Pope Jail Project Update - Michelle Jett

The update on the project was given by Ms. Jett. The roof project will be loud and disruptive. The kitchen will have to be shut down for a couple of days. Alternative plans are being made for meals. We have met with the contractor, and they will be starting soon. The project should be complete around Thanksgiving. Ms. Fortado asked if this is covered by the PLA and if so, she would like the numbers of the labor breakdowns. We do have a PLA on this project.

C. Brookens Use Discussion – Michelle Jett

Ms. Jett started the discussion on Brookens by saying that I-CRT is ready to move forward with Bailey Edwards for the renovations to POD 400 and RPC is ready to finalize the lease.

Ms. Lokshin asked about CAC looking for space and budgeting $0 for rental. Would it be possible to charge $0 for rent in 2026 and then begin charging rent if we continue to hold the building beyond the end of the 2026 when the RPC lease ends? It would be a way to support them without any outlay beyond the cost of the building as RPC is already there.

Mr. Crane asked about what kind of revenue would be generated when the building is rented at 50%, 75% or 100%? Discussion followed on how much space is already rent out to RPC and I-CRT and what extra they are looking to rent. RPC's lease is up at the end of 2026. I-CRT is looking for a long-term lease – possibly ten years.

The goal is to make Brookens self-sufficient with income covering the costs of utilities, custodial, a building supervisor, possibly a dedicated maintenance person and building up a capital fund for the building. At $14.86/sq. ft., $5.81 could go to capital. We also have METCAD and ILEAS. They should also be self-sufficient. It doesn't feel like we are getting out of the landlord business any time soon.

Ms. Fortado was trying to determine the full board's concern and felt it had to do with something catastrophic happening at Brookens and there would be no funds to cover it. Is there anyway to establish a nest egg capital fund to start and then add income from rent.

It was asked if the Facilities and Finance leadership were meeting to discuss this. The meeting is scheduled for next week.

Ms. Fortado said she had spoken with RPC about their efforts to find space. They have looked at multiple spaces and at building their own space. If they build, it's our bond, our risk. She doesn't feel like there are any other options for them. I-CRT has also looked at multiple spaces.
She would like to see a document for the board that shows capital projects and what's already done and what needs to be done, time frames, income options, etc. A lot of things were said at the meeting that lacked information.

Ms. Locke said to bring your questions. Mr. Sulamoyo will be at the Committee of the Whole next week to give a presentation.

Questions were raised as to how secure the I-CRT funding is and if RCP had a budgeted amount for a new building and if that could help seed a capital fund for Brookens. Multiple members stated that RPC is a division of the County that has to exist somewhere as it is statutorily required. It will have operating costs, utilities, capital projects, etc.

Mr. Wilson said it would be helpful to have the maintenance costs/forecasts, while on the website, it would be helpful to have in front of us while discussing these issues.

Discussion turned to the Building Manager position. It is a separate part of the total square foot cost. The position would depend on the building being self-sustained. If we are not filling space, we can eliminate the position.

This committee would like to see a one-page fact sheet come out of the joint Facilities/Finance leadership meeting regarding Brookens. It should show potential income, upcoming capital projects and costs, doom and gloom scenario with RPC/I-CRT as the only tenants vs the building being full, etc. This would aid in the discussion.

VII. Other Business

There was no other business.

VIII. Presiding Officer's Report

There was no presiding officer's report.

A. Future Meeting – **October 7, 2025** @ 6:30 pm

Ms. Lokshin announced the date of the next meeting as Tuesday, October 7, at 6:30 p.m.

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

There are no items for the Consent Agenda.

X. Adjournment

Ms. Lokshin adjourned the meeting at 7:32 p.m.