



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

8 **MINUTES – *Approved as Distributed August 6, 2024***

9 **DATE:** Tuesday, June 4, 2024
10 **TIME:** 6:30 p.m.
11 **PLACE:** Shields-Carter Meeting Room
12 Brookens Administrative Center
13 1776 E. Washington St., Urbana IL 61802

14 **Committee Members**

15 **Present:** Stephanie Fortado, Carolyn Greer, Jennifer Locke, Jenny Lokshin, Jeff Wilson
16 and Bethany Vanichtheeranont
17

18 **Absent:** Elly Hanauer-Freidman and Mike Smith
19

20 **County Staff:** Dana Brenner (Facilities Director), Chris Smith (Building and Grounds Manager),
21 Steve Summers (County Executive) Michelle Jett (Deputy Administrator) and Mary
22 Ward (Recording Clerk)
23

24 **Others Present:** Austin Barton (Broeren Russo), David Schnebly (Bailey Edward Design), Chris Bieser
25 (Reifsteck Reid Architecture), Colin Logue (P.J. Hoerr Construction), and Jim Gleason (GHR
26 Engineering)

27 **Agenda**

28 **I. Call to Order and Roll Call**
29

30 Committee Chair Lokshin called the meeting to order at 6:30 p.m. Roll call was taken, and a
31 quorum was declared present.
32

33 **II. Approval of Agenda/Addenda**
34

35 A. **MOTION** by Ms. Locke to approve the agenda; seconded by Ms. Vanichtheeranont. Mr. Brenner
36 stated he would like to remove Item F. Discussion and Approval of Change Orders for ITB#2022-
37 009 Satellite Jail Consolidation Project from the agenda as we did not receive them in time for the
38 meeting and they would be taken directly to the full County Board in June or July. Those who
39 made and seconded the motion approved the amended agenda. Upon voice vote, the **MOTION**
40 **CARRIED** unanimously.
41

42 **III. Approval of Minutes – May 7, 2024**
43

44 **MOTION** by Ms. Fortado to approve the May 7, 2024 minutes; seconded by Mr. Wilson. Upon
45 voice vote the **MOTION CARRIED** unanimously.
46

47 **IV. Public Participation**
48

49 There was no public participation.

50 **V. Communications**

51
52 Mr. Wilson thanked Mr. Brenner for organizing the tour of the Satellite Jail Consolidation Project.
53

54 **VI. New Business**

55 A. Update on ITB #2022-008 County Plaza Renovation Project – Bailey Edward
56 Design – David Schnebly, and Broeren Russo – Austin Barton
57

58 Mr. Barton presented pictures and an update of the County Plaza Renovation Project. They
59 are finalizing the Board Room. The display case is in outside the Board Room. Counter tops
60 are in and being installed. The upper parking deck is being striped. Water fountains are
61 installed. Doors and door hardware is being installed. The fifth-floor carpeting is going down.
62

63 Mr. Wilson asked for an update on worker safety. There are no concerns. The safety
64 consultant walked thru last week and there were no issues.
65

66 Upcoming work includes the exterior doors, installing the parking gates and wrapping up the
67 lower-level flooring. There will be a walk thru with the city for life/safety issues. There will be
68 a few odds and ends to finish up including signage and the blinds.
69

70 B. Discussion and Approval of Change Orders for ITB#2022-008 County Plaza Renovation Project
71 (Change Orders #45, #46, #47, #48, #49 and #50 and composite of change orders and pay
72 applications)
73

74 Mr. Barton went over the change orders for the project. Change order 45 is for ten additional
75 lock sets. This will help the building be keyed in the same lock set. Change order 46 is for an
76 additional card reader at the South main entrance. Change order 47 is for the exterior
77 painting of the large sign and the covered exterior stair well. Change order 48 is for
78 additional work on both rooftop penthouses. Change order 49 is to install vinyl treads on the
79 accent stairs from the 1st to 2nd floor. Change order 50 is for the disposal of 23 lower level
80 parking bumpers and replacing six instead of all 23 as indicated on the change order. This will
81 change the cost from \$3,846.75 to \$1,903.25.
82

83 **MOTION** by Ms. Locke to recommend County Board approval of a resolution approving
84 Change Orders 45, 46, 47, 48, 49 and 50 with the change to Change Order 50 making it
85 \$1,903.25 for the County Plaza Renovation Project; seconded by Ms. Greer. Upon voice vote,
86 the **MOTION CARRIED** unanimously.
87

88 C. Update on ITB #2023-005 County Plaza Elevator Renovation Project – Bailey
89 Edward Design – David Schnebly
90

91 Mr. Brenner reported that they were notified today that the controls and trailing cables will
92 be in production but will not be here until late June. At this time, OTIS plans to start work on
93 the elevators on July 15th. Ms. Lokshin asked about occupation of the building and if part of
94 the Sheriff's office would still be able to move in early. The Road Deputies could move into
95 the lower level.
96
97

98 D. Update on Courthouse Parking Lot Access Control Project – Bailey Edward Design – David
99 Schnebly

100
101 The parking lot coating and striping is completed. The barriers are in place and the gate
102 should be operational by the end of the week. Those parking in the lot include judges and
103 department heads, the rest of the spots are based on seniority. There are 93 total parking
104 spaces available.

105
106 E. Update on ITB#2022-009 Satellite Jail Consolidation

107
108 Ms. Lokshin thanked Mr. Brenner for the tour and said the facility looks fantastic. Mr. Bieser
109 shared photos and gave an update on the Satellite Jail Consolidation Project. Fencing for the
110 outdoor spaces is installed in some areas and going up in others. Case work is in in the
111 medical wing. Flooring is going in for the Exercise Room.

112
113 Mr. Wilson asked about the geothermal system; how it works and how deep the wells go.
114 They are approximately 350 feet deep. Mr. Gleason explained that it is a heat exchange
115 system and how it works.

116
117 Mr. Wilson also asked about safety programs/audits on this project. There have been zero
118 lost workdays. The in-house safety coordinator is out bi-weekly and more often if needed.

119
120 ~~F. Discussion and Approval of Change Orders for ITB#2022-009 Satellite Jail Consolidation~~
121 ~~Project (Change Orders and composite of all change orders and pay applications to date)~~

122
123 Removed from agenda.

124
125 G. Discussion of PJ Hoerr Minority Employment Reports for March and April of 2024

126
127 Colin Logue presented the Minority Employment Reports for March and April. In April there
128 were 84 employees, 2 were female and 11 were minorities. The number is trending slightly
129 down due to the type of work being done and that the project is winding down. Ms. Fortado
130 asked about the aggregate for the project to date. There were 16 females and 937 minority.
131 To date, the total project has had 53,000+ hours and approximately 7,000 hours were
132 minority hours.

133
134 H. Discussion and Approval Extension Letters of Understanding with Bailey Edward Design,
135 Reifsteck Reid Architecture and GHR Engineering

136
137 Mr. Brenner led the discussion on the Letters of Extension. He gave the background as to
138 how the original letters were issued. The original Letters of Understanding went from January
139 1, 2021 to December 31, 2023. We are asking to extend the letters for all entities for two
140 years, taking us thru December 31, 2025. A Request for Proposal will be done in the fall of
141 2025 for both Engineering and Architectural Services. It is important to have continuity with
142 our current projects and through the warranty period for them. We have consulted with
143 County legal about extending these letters of understanding. This protects the current
144 projects going forward.

146 Mr. Wilson asked if there had been any objections from other architect/engineers for not
147 being able to bid. Mr. Brenner said he was not sure he can really answer that question. He
148 can't speak for any architectural/engineering firms. It seems prudent to extend the contract
149 and protect the current projects going forward. Mr. Wilson also asked if we track the average
150 spend with these entities. We try to keep it to 10%, which is standard. We watch our funds
151 carefully and make them stretch as far as possible.

152
153 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of a resolution of
154 the Extension Letters of Understanding with Bailey Edward Design, Reifsteck Reid
155 Architecture and GHR Engineering; seconded by Ms. Greer. Upon voice vote, the **MOTION**
156 **CARRIED**. This item will not be on the consent agenda.

157
158 I. Discussion and Approval of Courthouse Boiler Burner Replacement Project ITB#2024-002 Bid
159 Documentation and Drawings – Capital Asset Fund Project– GHR Engineering – Jim Gleason
160

161 This project is just for the replacement of the burners. The boilers are being retubed as well.
162 There are incentives available from Ameren. Mr. Gleason of GHR Engineering said this should
163 add an extra 20 years to the boiler life. Ms. Fortado asked if this was part of the Master Plan
164 and if it was part of the plan for 2023. It was part of the 2023 plan. Staff revisits the plan
165 three to four times a year. The last major revision was after the hailstorm and at that time we
166 added painting and carpet replacement. The committee would like to re-visit the plan yearly.

167
168 **MOTION** by Ms. Locke to approve ITB#2024-002 Courthouse Boiler Burner Replacement
169 Project bid documents and drawings; seconded by Mr. Wilson. Upon voice vote, the **MOTION**
170 **CARRIED** unanimously.

171
172 J. Discussion and Award of Contract for Moving Services
173

174 Ms. Jett led the discussion on the Contract for Moving Services. She said there were six
175 submissions and that they would like to award the contract to Hutchcraft Van Service. They
176 are a local company with over 70 years of service and have moved the Champaign County
177 government offices before. They also offer “green moving” by providing reusable totes, carts,
178 and other moving materials. Their pricing is competitive, and they are committed to paying
179 their employees a fair wage.

180
181 Ms. Locke asked if they bid for a staggered move. Everyone bid for both a staggered move or
182 if we moved all at once. The preferred option was the staggered move.

183
184 **MOTION** by Ms. Vanichtheeranont to recommend County Board approval of awarding the
185 contract to Hutchcraft Van Services and for the Executive's Office to begin negotiating the
186 contract; seconded by Ms. Greer. Upon voice vote, the **MOTION CARRIED** unanimously.

187
188 Mr. Summers added that they are planning on hiring a Moving Coordinator to oversee the
189 move as it will be a big project. It was also mentioned that the A/V tech used in Shields-
190 Carter may not be moved. They cannot find anyone to move and then re-install the existing
191 A/V tech.

192
193

194 **B. Other Business**

195
196 Ms. Fortado noted that with the building projects winding down, the PLA's will be ending. The
197 committee needs to assess and make a report to the full County Board on how it went and what
198 we can do to make it better. One suggestion was to add those with handicaps as well as
199 Veteran's.
200

201 **C. Presiding Officer's Report**

202
203 A. Future Meeting – **August 6, 2024 @ 6:30pm**
204

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

206
207 Items to be placed on the Consent Agenda include 6. B. and J.
208

209 **E. Adjournment**

210
211 Chair Lokshin adjourned the meeting at 7:39 p.m.
212