

**CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES**

COUNTY FACILITIES COMMITTEE

November 17, 2009

**Meeting Room 3, Brookens Administrative Center
1776 E. Washington St., Urbana, Illinois**

MEMBERS PRESENT: Beckett, Bensyl, James, Jay, Smucker

MEMBERS ABSENT: Coward, Richards, Sapp, Weibel

**OTHERS PRESENT: Deb Busey, Alan Reinhart, Andrew Buffenbarger, Mark Shelden
Scott Wachter (IGW), Virginia Reinhart**

Chair Beckett called the meeting to order at 7:00 p.m. He noted that a quorum was present.

APPROVAL OF AGENDA/ADDENDUM

MOTION by James to approved the agenda for the meeting; seconded by Smucker. Motion carried. There was no addendum for the meeting.

APPROVAL OF MINUTES

MOTION by Smucker to approve the minutes of October 6, 2009 as presented; seconded by Bensyl. Motion carried.

PUBLIC PARTICIPATION

None.

PHYSICAL PLANT

In Building Tour of County Clerk Election Equipment Storage

The Committee recessed at 7:25 to conduct a tour of the space located in Brookens Pod 400. They returned to meeting at 7:32 p.m.

Determination to Move Forward on County Clerk Election Storage Facility

Chair Beckett stated he felt the space in the South Garage is not amenable and asked for the Committee's thoughts. Ms. Busey said the County Clerk election equipment significantly needed an area that is climate controlled and the south garage does not currently have that. She noted that even if the County Clerk did not use that space, other County departments would be able to use that space for storage. Bensyl asked what the cost would actually be. He stated his concern about

spending money on A/E fees and that would be more than what the County could afford. Beckett asked Mr. Sheldon to describe his overall need – whether it is okay for the equipment to be in different areas or does all the equipment need to be in one space. Sheldon said he needed a space that would allow his staff to do their testing in one time frame. He said there are over 200 pieces of equipment that need to be tested prior to an election and there are 8 of his staff, IT staff, media plus others sometimes present during the testing. He said he may be able to get use of the Gym area during that time. He also said that per the maintenance contract of the equipment, it is tested annually and preventative maintenance is done, usually in December. If he were to have more space than what is available now, the testing would be done much more efficiently. Sheldon stated the South Garage space has enough square footage to be able to handle the storage and the testing process. He also stated that the best time to have the project completed is by Labor Day, but August 1st is better yet to allow the time necessary for equipment testing by a general election date. Beckett asked if there were any grants available for this and Sheldon said no, not for this type of thing.

James stated he didn't think the work that needed to be done could be covered by the amount of dollars available in the Capital Improvement reserves. He also said it seems the County piece meals and then departments are always moving around because there is no long range plan. Beckett asked Reinhart if the Physical Plant staff would be able to do some of the work. Reinhart said yes, however A/E services would have to be done outside the County. James stated he really wanted to see a better long range plan because of the demand of work by the Physical Plant staff and keeping all the existing buildings maintained. Busey recognized the need for long range planning, but stated there has already been a significant investment in the South Garage and it just needs to be finished. Bensyl agreed, but stated the A/E assessment may differ with what is already happening. Beckett said that is what those assessments are for. Jay noted he is concerned with moving forward, but doesn't know what the alternative would be. Kurtz noted his concern on the timeline of being able to do this following a primary election. Beckett said there is enough time to get an assessment now and proceed from that point.

MOTION by James to authorize the County Administrator to negotiate a tentative agreement for approval by the County Board in December for the hiring of the architectural/engineering team of IGW and GHR to do the architectural/engineering planning, design and build-out of this project at a cost not to exceed \$15,000; seconded by Smucker. Smucker said there's really no other good alternative on the table. Beckett noted his concern that the County Clerk really needs a storage solution, just as the Coroner has needed so they can function as best they can. Motion carried by roll call vote with Beckett, Bensyl, James and Smucker voting yes and with Jay voting no.

Monthly Reports

Mr. Reinhart stated that utilities spending looked good, primarily because of the good autumn weather. Smucker thanked Reinhart for including with the agenda the report concerning kilowatt and therm usage. He would like additional information that includes past history, possibly going back as far as five or even ten years. Ms. Busey interjected that because of the County's financial situation, there is less staff now and she proposed including this information from this point forward, rather than using valuable staff time going through old files. Smucker stated he

would come and go through the files himself if someone could show him the information requested on the invoices. Brief discussion continued.

MOTION by Bensyl to receive and place on file the Physical Plant Monthly Reports for October, 2009; seconded by Jay. Jay also noted that he feels that while the information is helpful, there are other County needs with a higher priority and County staff shouldn't be going back for old information and should simply move forward as Ms. Busey stated. Motion carried.

Update on Implementation of Energy Policy for Champaign County Facilities

MOTION by James to receive and place on file the report on utility data; seconded by Jay. Motion carried.

COUNTY ADMINISTRATOR

Recommend approval of Award of Contract – CCNH Smoke Barrier Issues

This item was moved to the front of the agenda to allow Mr. Wachter to address the committee with the bid information. Scott Wachter, from IGW, said that about ten bids were received, which is very good for a project of this size. It says that contractors are hungry for work. The lowest bid received was from Bolton Construction, however they did not include all the required forms in the package. The second lowest bidder was East Central Construction and they too did not include all the forms necessary for bid consideration. The third lowest bidder, Commercial Builders, Inc. did include all the necessary information and their bid was for \$56,990, which still falls very near the estimate that IGW had given. It was noted that the highest bid was for \$87,640. Kurtz questioned if the bidders knew about the necessary forms that need to be submitted with their proposals and it was noted that there was a pre-bid meeting held and inclusion of the forms was discussed. It was also noted that there is a disclaimer in the package about including all necessary forms with proposals. Beckett asked about past experience with the three lowest bidding contractors. Reinhart stated that Bolton Construction had done some of the work in the remodel of the 1905 E. Main building and that job had not gone as smoothly as it could have. The County hasn't worked with East Central Construction, so there is no history there. Commercial Builders was the contractor on the ILEAS remodel project which went well and even came in under budget. Smucker asked why there would be such a difference between the lowest and the highest bids placed and Wachter said it will be a difficult job because the entire project is to be done in the attic. Brief discussion continued.

James mentioned that his experience is that bidders will sometimes bid higher because they may either think they will be the only bidder and then it can be negotiated or they also bid a little higher to allow for changes. Bensyl stated that Commercial Builders has a good reputation. Brief discussion continued. Kurtz requested a copy of the bid package.

MOTION by James to recommend award of contract to Commercial Builders, Inc. in the amount of \$56,990.00 for construction of additional smoke barriers in the Champaign County Nursing Home; seconded by Jay. Motion carried.

COURTHOUSE MASONRY/BELL TOWER PROJECT

Ms. Busey stated for the committee's information that there are some additional change orders that will be added in the near future. Reinhart stated there are open change orders that include repairing the roof gutter line and premium overtime for the contractor's employees. The first includes \$711 for window blinds for offices located in the clock tower. The next is to maintain the integrity of the roof coating, which includes seaming the existing joints to make it last as long of the coating itself, a cost between \$7,000 and \$7,740. He also noted that tuck pointing and a coating of the front courthouse curved facade needs to be addressed. It needs to be cleaned because it is leaking and taking on water in the cracks and this work needs to be done soon as winter is coming. An approximate cost for this is \$21,180. The total then for these change order is in the area of \$32,000 and will bring the project total over \$7 million. Ms. Busey stated these funds are available in the courts construction fund. When asked, Reinhart said that water was coming in on the top through the top stone on the curved portion of the façade and the brick sides. James questioned the need for overtime. Reinhart said it was added because there were several complaints from the offices about the noise and the County had to ask the contractor to adjust their schedule. James said he hoped the work on the exterior lasts longer than seven years. Beckett said he had learned the coating should extend the life of the brickwork for approximately fifty years. It was originally hoped this project would end by December 1, 2009, unfortunately however there is still some stone pieces still waiting to be delivered. This project will likely not end prior to the winter season as hoped.

CHAIR'S REPORT

Determination of Whether to Hold December Committee meeting

Consensus of committee to cancel the December County Facilities Committee meeting.

OTHER BUSINESS

None.

DESIGNATION OF CONSENT AGENDA ITEMS

No items for consent agenda. Anticipated action regarding the CCNH Smoke Barriers Issue already placed on the County Board regular agenda for Thursday, November 17, 2009.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 8:09 p.m.

Respectfully submitted,

Ranae Wolken
Recording Secretary