



Champaign County Board Facilities Committee
County of Champaign, Urbana, Illinois

MINUTES – Approved as Distributed 3/5/13

DATE: Tuesday, February 5, 2013
TIME: 6:00 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E Washington, Urbana, IL 61802

Committee Members

Present	Absent
Stan James (Chair)	
James Quisenberry (Vice Chair)	
Josh Hartke	
Jeff Kibler	
	Gary Maxwell
Giraldo Rosales	
Rachel Schwartz	

County Staff: Alan Reinhart (Director of Facilities), Deb Busey (County Administrator), Beth Brunk (Recording Secretary)

Others Present: Michael Richards, Pattsy Petrie, Jim McGuire (Champaign Co Board)

MINUTES

I. Call to Order

Committee Chair James called the meeting to order at 6:05 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Minutes

A. January 10, 2013 Regular Meeting

MOTION by Mr. Kibler to approve the minutes for the January 10, 2013 meeting as distributed; seconded by Ms. Schwartz. Upon vote, **the MOTION CARRIED unanimously.**

IV. Approval of Agenda

MOTION by Mr. Hartke to approve the agenda as distributed; seconded by Mr. Quisenberry. Upon vote, **the MOTION CARRIED unanimously.**

V. Public Participation

None

VI. Communications

James Quisenberry

Mr. Quisenberry inquired about the date for a meeting with the Institute of Law & Policy Planning (ILPP) consultant. Ms. Busey replied that the meeting is set for Wednesday, February 20, 2013 at 5:30 p.m.

VII. Capital Improvement Projections

A. Roof Analysis

Mr. Reinhart gave a brief explanation of the capital improvement template summarizing the roofs on various County buildings. The projected roof replacement dates were based on the manufacturer's life expectancy of the roofing system. The estimated replacement costs were computed by compounding a 3% annual increase over the roof's life expectancy. These estimates will vary with changes in technologies and oil prices.

Mr. Rosales entered the meeting at 6:09 p.m.

Roofing information was relatively easy to compile since the bids are separate in construction projects. It will be much more difficult to determine heating and cooling systems data for the County buildings since that information is usually part of an overall job bid.

Mr. James noted that the weather conditions in central Illinois are particularly hard on roofs with wind, sun and acid rain. As a result, roofs usually fail before the stated warranty. Generally, the roofing contractor will guarantee the installation of the roof for one year, and the stated warranty on the roofing product is pro-rated by the number of years it has been installed on the roof. Mr. Rosales wondered if there was a roofing standard we should be using for county buildings. Mr. James responded that shingled and metal roofs in today's market have a standard range in warranties from 30 to 50 years respectively. Rubber (EPDM) which is installed on flat roofs has a much shorter life span. There are a host of other factors which could shorten the product warranty.

Mr. Hartke was interested in exploring green roofing technologies for the County's flat roofs. The system consists of a non-permeable layer, a second permeable layer and a top layer of growing medium for the sedum plants. Advantages include higher insulative values, increased life expectancy of the roof and remediation of water and carbon. The city of Chicago has successfully incorporated green roofs on many of their buildings. Mr. Hartke has contacts at the University of Illinois' Environmental Engineering department who may be willing to write the specifications for a County green roof at no charge.

Mr. Quisenberry noted that the University of Illinois retrofitted the flat roof on the I Hotel with sedum plants. They could be contacted to ascertain the cost and potential problems. Mr. Kibler asked if there was existing money allocated for capital improvements. Ms. Busey responded that the Capital Asset Facility Fund has a balance of approximately \$80,000. Mr. McGuire hopes that the County will also set aside money for the heating/cooling systems and repair/maintenance as they are also necessary to take care of buildings. Mr. James replied that we cannot do everything at once so roofing replacements seemed like a place to start.

Mr. Rosales had a procedural question about the role of County Board members who attend the meeting but are not Facilities Committee members. Ms. Busey clarified that the structure of standing committees allows all County Board members to participate in the discussion. The Chair recognizes the Facilities Committee members first then other County Board members can contribute. Only Facilities Committee members are allowed to vote.

Ms. Petrie noted that there are seven examples of green alternatives for roofing in the community. She is hopeful that staff will not wait until a roof needs replacing before exploring other options. It is necessary to keep up with technology as there are many advances in roofing like solar shingles, soy paint, etc. A good alternative to shingles on sloped roofs could be metal with its long life expectancy. It may be a better investment to pay for a system that extends the life of the roof than compounding labor costs in replacements. Mr. James suggested that County Board members research these different alternatives with specific examples and costs then pass the information to Mr. Reinhart.

B. Funding Model for Roofing Schedule

Ms. Busey reviewed the Funding Model spreadsheet. Based on Mr. Reinhart's information concerning roof life expectancy of County buildings, Ms. Busey calculated an annual reserve of \$186,494 (column 4 of worksheet) if a roofing reserve for future replacement had been fully funded. The worksheet is color-coded to illustrate which funds are available to pay for the various roofs. The majority of County buildings would be paid for through the General Corporate Fund, and the money set aside in a Capital Facilities Fund will pay for only those building projects. The Nursing Home, Highway Department and Courthouse have separate funds to pay for their building replacement costs. Since the County has not been setting aside money for roofing repairs, the annual amortized cost for fully funding all roof replacements would be:

\$776,762 for FY14
\$621,148 for FY15
\$443,462 for FY16
\$300,881 for FY17
\$276,166 for FY18

To soften the initial impact of starting the reserve fund, the Committee may want to consider only roof replacements scheduled within the next 20 years to equalize the first five years. Ms. Busey hoped that this model could be a starting point for the Facilities Committee to recommend to the Finance Committee a budgeted amount from the General Corporate Fund to the Capital Facilities Fund to build a balance from which the County can operate.

Mr. Hartke asked if money from this fund could be used for items other than roofing if an emergency arose like a boiler failure. Ms. Busey responded that money could be used from the respective fund for an emergency with appropriate documentation to track the expenditure and a plan to replenish it. Ultimately, the amount budgeted for capital improvements should cover all the buildings' maintenance needs. Mr. Rosales supported this move forward to establish a reserve fund.

Mr. Kibler inquired how the roof on ILEAS and 202 Art Bartell construction project were funded in 2011 without a reserve fund. Ms. Busey explained that the roof on ILEAS came out of ILEAS' \$400,000 annual rent payment. The building at 202 Art Bartell was financed by a bond issue. Mr. McGuire is concerned that County Board members will not grasp the magnitude of the expense needed to keep the buildings in repair by just looking at the roofing. He suggested that whatever number is established for roofing, an additional 20% could be added for maintenance. Mr. James stressed that this is a beginning, and the County is starting where they can. When Mr. Reinhart has completed the replacement costs for heating and cooling, then Ms. Busey can look at funding replacement costs.

Ms. Petrie thought that understanding the grants offered by the Illinois Department of Commerce and Economic Opportunity (DCEO) may help prioritize the needs for County buildings. In the past, the County was not prepared and missed out on grant opportunities. Getting grant money is in the best interest of the County. Mr. James noted that County staff continues to look for grant opportunities. Mr. Richards stated that the Illinois Association of County Board Members in partnership with DCEO for Illinois Energy Now offers free grant writing to member institutions. Mr. Hartke asked to have the contact information on those groups. He will contact them and reserve some hours so when a grant opportunity comes up we can apply for it. Mr. James stressed to keep the Department Head involved so they can make sure they have the time to work on it. Mr. Rosales suggested that it may be cheaper to work with Champaign County Regional Planning Commission staff to research grant opportunities.

Mr. James asked Committee members to examine the funding model for the March meeting. If the Facilities Committee can make a recommendation at the next meeting of a certain dollar amount

designated for Capital Facilities to the Finance Committee in March, then that Committee can work on building it into the budget process parameters for FY14.

VIII. Downtown Jail Update

Mr. Reinhart reported that all the projects have been completed at the Sheriff's office/Correctional Facility. There are no more apparent leaks in the building after the recent rains. Additionally, Mr. Reinhart included in the packet a list of improvements to the downtown jail that were considered last year but not funded due the lack of money and/or time. Mr. Hartke commented that areas that were painted have improved the appearance of the jail. The indoor recreation room has loose tiles that can be thrown and makes the room unusable. If there could be a solution to the limited daylight, Mr. Hartke thought the population character could improve. Mr. James inquired about the locks. Mr. Reinhart answered that the locks have been purchased, and staff is retrofitting them as time allows. Mr. Reinhart will talk to the Sheriff to prioritize the remaining four items.

IX. Courthouse Exterior

Mr. Reinhart reminded the Committee that money was budgeted for 2013 to tuck point and waterproof the exterior of the Courthouse. Funds were set aside to make sure the courthouse will not deteriorate as it has it the past. He will inspect the exterior and make a recommendation at next month's meeting as to the necessity of bidding the job this year or in 2014.

X. Other Business

Mr. Rosales noted that Ms. Petrie had mentioned 60 free labor hours annually are provided by the East Central Illinois Economic Development District to Champaign County at the last meeting. Perhaps that time could be used for research and grant writing. Ms. Busey conversed with Cameron Moore, CEO of Champaign County Regional Planning Commission, and found that program may be used if we found a specific project to pursue. Mr. Hartke volunteered to explore the various available grant options and assistance in grant writing.

XI. Chair's Report

Mr. James appreciated all the participation. He reminded the Committee to keep in mind that the County has limited resources.

XII. Adjournment

There being no further business, Mr. James adjourned the meeting at 7:12 p.m.