



**CHAMPAIGN COUNTY BOARD  
FACILITIES COMMITTEE**  
County of Champaign, Urbana, Illinois  
Tuesday, October 8, 2013 - 6:00 p.m.

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Lyle Shields Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana

**Committee Members:**

|                                |                 |
|--------------------------------|-----------------|
| Stan James - Chair             | Gary Maxwell    |
| James Quisenberry – Vice-Chair | Giraldo Rosales |
| Josh Hartke                    | Rachel Schwartz |
| Jeff Kibler                    |                 |

## AGENDA

|  | Page # |
|--|--------|
| I. Call to Order   |        |
| II. Roll Call  |        |
| III. Approval of Minutes                                     |        |
| A. Facilities Committee Meeting – September 3, 2013          | 1      |
| B. Facilities Special Committee Meeting – September 19, 2013 | 5      |
| IV. Approval of Agenda/Addenda                               |        |
| V. Public Participation                                      |        |
| VI. Communications   |        |
| VII. Facilities Director’s Report                            |        |
| A. Brookens Northeast Parking Lot Repair Update              | 7      |
| B. Timeline on Demolition at 1701 E. Main, Urbana            |        |
| C. Courthouse Exterior Maintenance Project Update            |        |
| D. Illinois Energy Now Workshop 9/17/13                      |        |
| VIII. Other Business   |        |
| IX. Chair’s Report   |        |
| X. Designation of Items to be Placed on the Consent Agenda   |        |
| XI. Adjournment  |        |

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

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**MINUTES – SUBJECT TO REVIEW AND APPROVAL**

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DATE: Tuesday, September 3, 2013  
TIME: 6:00 p.m.  
PLACE: Lyle Shields Meeting Room  
Brookens Administrative Center  
1776 E. Washington, Urbana, IL 61802

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**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 (Facilities Director), Deb Busey (County Administrator), Kirk Kirkland (Facilities Manager), Beth Brunk (Recording Secretary)

**Others Present:** John Jay & Patsi Petrie (Champaign Co Board)

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**MINUTES**

**I. Call to Order**

Committee Chair James called the meeting to order at 6:00 p.m.

**II. Roll Call**

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

**III. Approval of Minutes**

A. August 6, 2013 – Regular Meeting

**MOTION** by Mr. Rosales to approve the minutes of the August 6, 2013 meeting as distributed; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously**.

**IV. Approval of Agenda**

**MOTION** by Mr. Hartke to amend the agenda to allow Mr. Richard Cahill from Preservation and Conservation Association (PACA) to speak to the Committee after Communications; seconded by Mr. Maxwell. Upon vote, the **MOTION CARRIED unanimously**.

**Mr. Kibler entered the meeting at 6:01 p.m.**

**V. Public Participation**

None

1 **VI. Communications**

2 This is Alan Reinhart's last meeting at the Facilities Committee as he will be retiring.

3  
4 **VII. Salvage Effort by Preservation and Conservation Association (PACA) in the East Annex of ILEAS**

5 Mr. Richard Cahill, a member of PACA, cited PACA's successful cooperation in past salvage efforts with  
6 County buildings. PACA has been salvaging materials for over 30 years, and carries a \$1,000,000 general  
7 liability insurance policy. Mr. Cahill noted the benefits of diverting waste from the landfills and reusing  
8 material.

9  
10  
11 Mr. James stated that in his experience if there were individuals on the property that were not  
12 contractors or subcontractors, there was liability if someone was hurt. Mr. Cahill will review PACA's  
13 Country Company's policy but stated that the volunteers will sign a waiver. Mr. Quisenberry suggested  
14 allowing a walk-through with Mr. Cahill to see if there is anything worth salvaging. Mr. Kirkland will  
15 coordinate the tour with Mr. Cahill.

16  
17 **VIII. Illinois Law Enforcement Alarm System (ILEAS) Lease Renewal**

18 Mr. Reinhart referenced the handout which is the updated lease after review by County and ILEAS  
19 attorneys. Mr. Reinhart and Ms. Busey met with Jim Page, Executive Director at ILEAS to negotiate the  
20 terms of the lease to \$5.25/ sq ft which is comparable to the Regional Planning Commission's (RPC) cost.

21  
22 **MOTION** by Mr. Hartke to recommend approval of the lease renewal between Champaign County and ILEAS;  
23 seconded by Mr. Quisenberry.

24  
25 Ms. Schwartz asked the approximate value of utilities paid as that cost is included in the ILEAS rent. In  
26 RPC's lease, they pay for their utilities. Mr. Reinhart responded that the annual average from the last  
27 three years totaled \$110,000 for gas, water, electric and sanitary. Mr. James noted that the contract  
28 terms will be reopened for discussion in 2017. Ms. Busey noted that ILEAS has made an up-front  
29 investment of \$2.8 million for improvements to the building which is why this contract differs from RPC's  
30 lease.

31  
32 Upon vote, the **MOTION CARRIED unanimously.**

33  
34 **IX. IGW Engineering Services Contract for Demolition of ILEAS East Annex**

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36 **MOTION** by Mr. James to recommend approval of the contract with IGW Architects for the design, bid and  
37 construction phases of the demolition of the east annex at 1701 East Main Street in Urbana; seconded by Mr. Kibler.

38  
39 Mr. Reinhart noted on page 10 that IGW placed an emphasis on sustainable demolition. Mr. James  
40 commented that this demolition was requested by ILEAS as part of the lease agreement.

41  
42 Upon vote, the **MOTION CARRIED unanimously.**

43  
44 **X. Capital Improvements Projections – County Parking Lots**

45  
46 **MOTION** by Mr. Kibler to recommend funding for capital improvements of County parking lots addressing the  
47 needs of the four lots in most need of repair – Brookens northeast lot, Brookens north lot, 1905 E. Main Street lot  
48 and 305 E. Main Street lot; seconded by Mr. Hartke.

49  
50 Mr. Kirkland explained that his criterion in rating the condition of the lots was based on the surface area  
51 percentage that had large cracks and depressed areas with sub-structural problems. A seal coat will take  
52 care of the majority of the general maintenance. Cut and patch areas will be needed for the  
53 depressions.

1  
2 Mr. James wondered when some of these lots were last repaired. Mr. Reinhart thought it may be five  
3 years ago where the Courthouse lot was sealed for cracks but it has been some time since the other  
4 County lots have received any maintenance. From his experience, Mr. James noted that seal coating  
5 generally lasts from 3-5 years before it needs to be reapplied. He has noticed weeds growing in the  
6 cracks at Brookens' lots which precipitate water seepage, soil erosion and indentations.  
7

8 Mr. Kirkland assessed the northeast parking lot at Brookens as needing the most critical repairs with  
9 large potholes that are disintegrating from frequent traffic use. It would be beneficial to repair this lot  
10 before winter weather hastens the further deterioration. As a total mill and overlay on this lot would  
11 cost approximately \$165,000, it is more cost effective to do preventative maintenance. Mr. Kirkland  
12 estimated the cost for repair to the northeast lot at Brookens to be \$15,000. Mr. Maxwell asked about  
13 the process with a seal coat. Mr. Kirkland responded that a petroleum product is sprayed on to fill in the  
14 cracks. Ms. Busey explained that the first recommendation is to complete Brookens' northeast parking  
15 lot repairs in the current fiscal year. She thought there was some money in Contingent Expense that  
16 could be used. The second recommendation would be to provide direction to Finance Committee to  
17 budget \$32,000 for the other three parking lots – Brookens north, 1905 E Main and 305 E. Main – in  
18 FY2014. Mr. Kibler clarified that the budget presentation last week did not include any costs for the  
19 parking lot repairs.  
20

21 Mr. Kibler inquired why the parking lot at 1905 E. Main Street listed as "fair condition" was included as  
22 one the lots needing critical repair. Mr. Kirkland stated that the lot at 1905 E Main parking has a large  
23 pothole off of Main Street that needs to be fixed. Ms. Petrie asked if any grants had been researched to  
24 do a least one of the parking lots with sub-structure problems in a sustainable manner. Mr. Kirkland  
25 answered that he has not done so but will look into it. Ms. Petrie thought it may be advantageous to see  
26 if grant money was still available. Mr. James noted that the parking lots repairs on the list are routine  
27 maintenance, and we are not ripping them out and starting all over. For the parking lots that service the  
28 criminal justice buildings, Ms. Petrie proposed looking at using Public Safety Tax money for their repair  
29 instead of the General Corporate Fund. Mr. James stressed that it is important to maintain our County  
30 properties where our employees work and serve the public.  
31

32 **AMENDED MOTION** by Mr. Kibler to recommend to the Finance Committee a budget amendment to transfer  
33 \$15,000 from Contingent Expense and General Corporate Funds to the FY 2013 Physical Plant budget to cover the  
34 repairs needed to the northeast parking lot at Brookens Administrative Center.  
35

36 Mr. Hartke agreed to the friendly amendment.  
37

38 Upon vote, the **MOTION CARRIED unanimously**.  
39

40 **MOTION** by Mr. Quisenberry to recommend to the Finance Committee that direction be given in the preparation of  
41 the FY2014 budget to include \$32,000 for the maintenance and repair of the following parking lots: north of  
42 Brookens Administrative Center, 1905 E. Main Street and 305 E. Main Street; seconded by Ms. Schwartz.  
43

44 Mr. Quisenberry perceived the second recommendation as something that should be put on the table  
45 for budget consideration.  
46

47 Upon vote, the **MOTION CARRIED unanimously**.  
48

#### 49 **XI. Other Business**

50 Ms. Petrie asked why the ILEAS demolition contract was not put out for bid. Mr. Reinhart explained that  
51 the contract amount was below the bidding threshold as established by the County's Purchasing Policy.  
52 The Facility Committee gave direction/approval last month to use IGW Architecture to negotiate the  
53 scope of services. Ms. Busey commented that it is subject to Qualifications-Based Selection (QBS)  
54 process which is not a bidding process. Mr. Hartke stated that the Facilities Committee decided to go

1 with IGW Architecture in this case but in future projects will encourage more open bidding. Mr. Maxwell  
2 clarified that the Committee felt with time constraints that this is the best way to go rather than the  
3 lengthy QBS process. After the first of the year, Mr. Maxwell hopes the Committee with the Facilities  
4 Director can compile a list of two or three general contractors for engineering, electrical, mechanical and  
5 structural firms and rotate the list. Ms. Petrie was told by CMS that the County could use all the  
6 approved people on their list as well as the University of Illinois. She felt that we should take advantage  
7 of those options.  
8

9 **XII. Chair's Report**

10 Mr. James stated that once we hire a new Facilities Director, the Committee can look at focusing on  
11 preventative maintenance for each building with the County Board's approval.  
12

13 **XIII. Special Facilities Committee Meeting – 9/19/13 at 6:30 p.m. in Meeting Room #3**

14 A special Facilities Committee meeting is scheduled for Thursday, September 19<sup>th</sup> at 6:30 p.m. to discuss  
15 the award of contract for the Courthouse Exterior Maintenance Project. The meeting will be held in  
16 Meeting Room #3 at Brookens Administrative Center.  
17

18 **XIV. Semi-Annual Review of Closed Session Minutes**

19 Ms. Busey stated that there is no change in the recommendation as to what Facilities Committee closed  
20 session minutes should remain closed.  
21

22 **MOTION** by Mr. Hartke to maintain the current Facilities Committee closed session minutes as closed;  
23 seconded by Mr. Kibler. Upon vote, the **MOTION CARRIED unanimously.**  
24

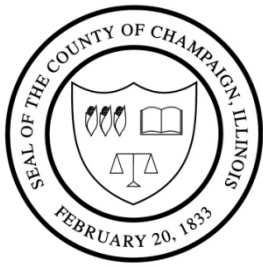
25 **XV. Designation of Items to be Placed on the Consent Agenda**

26 Items VIII & IX  
27

28 **XVI. Adjournment**

29 **MOTION** by Mr. Hartke to adjourn the meeting; seconded by Mr. Kibler. Upon vote, the **MOTION**  
30 **CARRIED unanimously.**  
31

32 There being no further business, Mr. James adjourned the meeting at 6:40 p.m.  
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**Champaign County Board Facilities Committee  
Special Meeting  
County of Champaign, Urbana, Illinois**

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**MINUTES – SUBJECT TO REVIEW AND APPROVAL**

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DATE: Thursday, September 19, 2013  
TIME: 6:30 p.m.  
PLACE: Meeting Room #3  
Brookens Administrative Center  
1776 E Washington, Urbana, IL 61802

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**Committee Members**

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

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**County Staff:** Deb Busey (County Administrator), Kirk Kirkland (Acting Facilities Director), Beth Brunk (Recording Secretary)

**Others Present:** Scot Wachter (IGW Architecture)

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**MINUTES**

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**I. Call to Order**

Committee Chair James called the meeting to order at 6:30 p.m.

**II. Roll Call**

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

**III. Approval of Agenda**

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

**IV. Public Participation**

None

**V. Recommend Approval of the Award of Contract for the Courthouse Exterior Maintenance Project**

Mr. Kirkland stated that Otto Baum Company, Inc. had the lowest responsible bid for the base bid plus alternate #2 at \$135,742. The base bid includes sawcutting expansion joints, tuckpointing, repair, cleaning and sealing of existing brick and sandstone at specific areas on the Courthouse. Alternate #2 included cleaning and sealing all exterior brick and cast stone at specific sites on the south and west elevations of the Courthouse addition. Alternate #1 for the replacement of the existing stairs and ramp on the south side of the Courthouse was not included as the amount put the project cost over budget.

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2 **MOTION** by Mr. Quisenberry to recommend acceptance of the bid by Otto Baum Company, Inc. for \$135,745 which  
3 includes the base bid and alternate #2 in the Courthouse Exterior Maintenance Project; seconded by Mr. Hartke.  
4

5 Mr. Quisenberry wondered why the bid was so much lower than the projected construction budget of  
6 \$223,340. Mr. Scot Wachter of IGW Architecture responded that the bid by Evans-Mason, Inc. was close  
7 at only \$20,000 more. He thought that contractors were hungry for work and willing to bid projects at  
8 cost to keep their crews busy. Mr. James thought that Otto Baum Company had done work for the  
9 County in the past. Mr. Wachter thought that Otto Baum Company was the mason for the Courthouse, a  
10 general contractor for the nursing home and poured concrete for the Highway Building. Mr. James  
11 recollected that they had done good work.  
12

13 Ms. Schwartz asked what the 10% bond covered. Mr. Wachter answered that the 10% bid bond  
14 obligated the contractor to sign the contract if selected as qualified low bidder or forfeit 10% of the base  
15 bid. In addition, the contractor must have a 100% performance and payment bond which guarantees  
16 that they will complete the work. Mr. James noted that the bond is issued by an insurance company to a  
17 general contractor. Ms. Schwartz was hoping the bond would cover more than the completion of the  
18 project. Mr. Wachter clarified that there is a standard one-year warranty on their work.  
19

20 Mr. James hoped the Committee would support this at the County Board meeting as the work is needed  
21 for upkeep on the Courthouse. If this project is delayed, more damage will occur leading to higher costs  
22 to fix the problems.  
23

24 Upon vote, **the MOTION CARRIED unanimously.**  
25

26 **VI. Adjournment**

27 **MOTION** by Mr. Quisenberry to adjourn the meeting; seconded by Mr. Rosales. Upon vote, **the MOTION CARRIED**  
28 **unanimously.** Mr. James adjourned the meeting at 6:38 p.m.  
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# **CHAMPAIGN COUNTY PHYSICAL PLANT**

1776 EAST WASHINGTON STREET, URBANA, ILLINOIS 61802-4581

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FACILITIES & GROUNDS MANAGEMENT SERVICES

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**Kirk Kirkland, Interim Facilities Director**

## **MEMORANDUM**

**TO: Stan James, Chair**  
**Members of the County Facilities Committee**

**FROM: Kirk Kirkland, Interim Facilities Director**

**DATE: September 27, 2013**

**RE: Parking lot report**

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After the approval at the 9/3/13 Facilities Committee to repair the Brookens' northeast parking lot, I obtained three quotes from area contractors. As the quotes came in, there were differing opinions as to the amount of repairs needed and the level of damage to the substructure of the lot. As I wait to obtain quotes for the same scope of work to accurately evaluate the cost, the window of time to do this work is rapidly closing. I do not think that it would be prudent to rush this project to make the deadline for applying sealant. I think our best strategy is to put this work on hold until spring 2014. I will have the opportunity to contact the County Highway Department for their expertise in determining the amount of damage to the substrate and the scope of work to be done.