



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE**
County of Champaign, Urbana, Illinois
Tuesday, December 3, 2013

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	

FACILITY TOUR: 202 S. ART BARTELL ROAD – 5:30 P.M.

- Coroner’s Office – Duane Northrup
- Elections Storage – Gordy Hulten
- Physical Plant Building – Kirk Kirkland

FACILITIES COMMITTEE MEETING: Lyle Shields Meeting Room – 6:00 P.M.

AGENDA

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I. Call to Order	
II. Roll Call	
III. Approval of Minutes	1
A. Facilities Committee Meeting – November 5, 2013	
IV. Approval of Agenda/Addenda	
V. Public Participation	
VI. Communications	
VII. Facilities Director’s Report	
A. Courthouse Update	
B. ILEAS Asbestos	
C. Lighting for Courthouse Clock Tower	
D. County Parking Lots	
E. Open Facility Discussion	
VIII. Other Business	
IX. Chair’s Report	
A. Future Meeting Tuesday, January 7, 2014 – Lyle Shields Meeting Room	
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

DATE: Tuesday, November 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: Dana Brenner (Facilities Director), Kirk Kirkland (Facilities Manager), Deb Busey (County Administrator), Linda Lane (Recording Secretary)

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

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. October 8, 20013

MOTION by Mr. Kibler to approve the minutes of the October 8, 2013 meeting as distributed; seconded by Mr. Rosales. Upon vote, the **MOTION CARRIED unanimously.**

IV. Approval of Agenda

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

Mr. Hartke entered the meeting at 6:02 pm.

V. Public Participation

None

VI. Communications

Mr. James welcomed the new Facilities Director, Mr. Dana Brenner, was here tonight. Mr. Brenner stated that he was happy to be here and looked forward to working with everyone.

44 **VII. Facilities Director's Report**

45 A. Courthouse Exterior Maintenance Timeline

46 Mr. Kirkland referred to the handout with the timeline. He stated that cleaning had started this week
47 and they would be working mainly on the lower, older sandstone first. He noted that the timeline
48 runs for several months, but most is for four to five hour days. Mr. Kirkland noted that they aren't to
49 work on any part of the courthouse that doesn't have sun on it and that the temperature has to be
50 above 40° before they can apply the sealant. He said they are moving a construction trailer on site
51 next week and will be mostly for storage of materials.

52
53 Mr. James stated his concern about rain and asked if one of our staff is involved in seeing how things
54 are progressing. Mr. Kirkland answered that he will be there daily and that Mr. Brenner will be there
55 as well. He said there have been no progress meetings so far, but they will probably start weekly
56 meetings soon. Mr. Brenner commented that there is one scheduled for the end of the month.

57
58 Mr. Rosales asked if the sealant is expandable. Mr. Kirkland answered that it was. Mr. Rosales asked if
59 it depends on the weathering. Mr. Kirkland said it is dependent on the weather only when it is
60 applied and it will penetrate 1/8"-1/4" deep. Mr. Rosales asked if it was the same sealant that was
61 used before. Mr. Kirkland answered that there are two different brands and thought they were using
62 the one that has a mixture of silicone in it, but couldn't answer for sure because the material hasn't
63 been received yet.

64
65 Mr. Maxwell commented that they have a certain amount of engineering set up with IGW and asked
66 how often they would be on site. Mr. Kirkland said he wasn't sure but thought anytime we wanted
67 them. He noted that they should be there at least whenever they have a meeting. Mr. Brenner said
68 they don't have a lot to do with the process right now, but will be more involved later when the
69 project involves mortar and mortar joints.

70
71 Ms. Petrie noted that she has several concerns that have been touched on, but she hasn't heard any
72 guarantees about the schedule. She wanted to know how they can be assured that this won't be
73 done when there is any chance of moisture. Mr. Kirkland stated that there will be one day of washing
74 before inspecting the caulk and stated that he will be there checking occasionally. Ms. Petrie asked
75 why this wasn't being done when the weather was better after the first of the year. Mr. James said he
76 had also asked that question. He stated that they are dependent on the contractors and their other
77 jobs and also noted that Mr. Brenner and Mr. Kirkland will be on top of the project. Ms. Petrie stated
78 she didn't have a high comfort level since they are redoing something that was done five years ago,
79 was brand new ten years ago, and that it was being done by the same group.

80
81 B. ILEAS East Annex Demo Update

82 Mr. Kirkland noted that IGW is currently doing the design. He said they have been unable to find an
83 asbestos study for the property. Mr. Kirkland stated he has contacted several companies for pricing
84 on an asbestos survey and to get an estimate on abatement. He said they are also going to see what
85 has to be done to recycle the concrete.

86
87 **VIII. Lighting for Courthouse Clock Tower – Ongoing**

88 Mr. James noted they don't have a way to put old business and new business on the agendas. He stated
89 that there will be items appearing on the agenda, even if there is nothing to report, so the committee is
90 kept informed.

91
92 Mr. Kirkland stated that they are waiting for the money to be transferred and that he hadn't talked to
93 anyone on the Clock Tower Committee. Mr. James asked if they had looked into LED lighting. Mr. Kirkland
94 said they had but they are concerned the LED's don't provide enough lumens as what is currently there.

96 Ms. Petrie asked who was responsible for taking care of the clock when it isn't working. Mr. Kirkland
97 stated that he has been doing it, but said he believes the Director is the keeper of the clock.
98

99 Mr. Quisenberry pointed out that it is good news that they have a funding model if there is something
100 seriously wrong with the clock.
101

102 **IX. Other Business**

103 Mr. James commented that they are looking at some good changes and plans with Mr. Brenner on board
104 and working with Mr. Kirkland. He continued by saying that they need a little more structure and to know
105 more about their buildings so this committee can appropriately plan for updates and maintenance. Mr.
106 James said hopefully they can also get some good grant money. He also felt that good customer service to
107 the buildings they serve is important so employees can feel like they have ownership and are proud to be
108 here.
109

110 Mr. Maxwell asked if they were at the point where it might be appropriate to bringing people
111 back to talk about grants. Mr. James suggested that be left in Mr. Brenner's and Mr. Kirkland's
112 hands and that they would present something to this committee when appropriate. Ms. Busey
113 said she had talked to Mr. Brenner and felt the first thing they are going to do to move in that
114 direction is to work on pre-qualifying architects and engineers and felt they needed to design a
115 project before going for grants. She continued by stating that looking for the grants isn't the
116 next step, but rather bringing the projects to the committee for approval to get them ready.
117

118 Ms. Petrie stated that she understands Ms. Busey's logic of process, but thinks it would be
119 worthwhile to identify what grant monies are out there so they will have a more precise
120 direction on where they should be putting the effort on designing projects. Ms. Busey agreed.
121

122 **X. Chair's Report**

123 Mr. James stated that as a committee that oversees the facilities they should go out once in a
124 while to see the different buildings. He asked if the committee members would like to tour 202
125 S Art Bartell in December or January. The consensus was December. Mr. James had no other
126 items for the chair's report.
127

128 **XI. Designation of Items to be Placed on the Consent Agenda**

129 None
130

131 **XII. Adjournment**

132 There being no further business, Mr. James adjourned the meeting at 6:20 p.m.