



CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE
County of Champaign, Urbana, Illinois
Tuesday, January 7, 2014

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 @ 5:45PM
Brookens Administrative Center
Meet in the Lyle Shields Meeting Room

Facilities Committee Meeting Tuesday, January 7, 2014 @ 6:30PM

AGENDA

	Page #
I. Call to Order	
II. Roll Call	
III. Approval of Minutes	1
A. Facilities Committee Meeting – December 3, 2013	
IV. Approval of Agenda/Addenda	
V. Public Participation	
VI. Communications	
VII. Facilities Director's Report	
A. Discuss the concept of hiring an MEP for Brookens Administrative Center HVAC Systems	
B. Discuss the need for a building inventory/maintenance data base program	
C. Development of annual work calendars for custodial and maintenance staffs	
VIII. Other Business	
IX. Chair's Report	
A. Future Meeting Tuesday, February 4, 2014 in the 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, Dec 3, 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), Deb Busey (County Administrator), Kay Rhodes (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 6:14 p.m.

II. Roll Call

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

III. Approval of Minutes

A. November 5, 2013

MOTION by Mr. Hartke to approve the minutes of the November 5, 2013 meeting as distributed; seconded by Mr. Rosales. Upon vote, the **MOTION CARRIED unanimously.**

IV. Approval of Agenda

MOTION by Mr. Hartke to approve the agenda; seconded by Ms. Schwartz. Upon vote, the **MOTION CARRIED unanimously.**

V. Public Participation

None

VI. Communications

Mr. James thanked everyone who showed up for the tour of 202 S. Art Bartell, and also thanked the public officials.

VII. Facilities Director's Report

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A. Courthouse Update

Mr. Brenner stated that the cleaning process and waterproofing of the courthouse exterior has been postponed until the spring, when temperatures are better suited for proper application. He said that they would replace the lights on the clock tower with LED fixtures at the same time to take advantage of the lifts used.

Mr. Quisenberry asked if there was a way to track the lifetime of the LED lights. He said that he would like to keep track of the energy savings from the use of LED lights. Mr. Brenner stated that he wasn't sure the savings could be tracked with just a few replacements, but that as more are replaced, they could certainly track the cost savings.

Mr. Maxwell stated they had talked about using LEDs on the clock tower in the past, but didn't think they would get the intensity needed. He asked if this was the same situation. Mr. Brenner said it was. He stated they want one each of the actual recommended fixtures here to be able to test and put a light meter on to get a good comparison to what is currently in place.

B. ILEAS Asbestos

Mr. Brenner noted that they had received one or two proposals to determine the amount of asbestos in the building. He stated that they should have the results of the asbestos testing within two and a half weeks. Mr. Brenner stated the results would be sent to IGW, who will send it out to bid.

C. County Parking Lots

Mr. Brenner stated that he and an engineer from Highway had reviewed the parking lots and found that the Jiffy Lube lot was in bad condition. He stated the engineer has laid out some information and is putting together some pricing that will be helpful when they look to do work on the lots in the spring. Mr. Brenner noted that many lots need recoated and patched.

D. Open Facilities Discussion

Mr. Brenner said he had not been through the jail facilities yet, but planned to next week. He stated he planned to meet monthly with people in the buildings to see how the buildings are working for them and what issues they have.

Mr. James said he had discussed tracking with Mr. Reinhart before he left. He noted that each building has its own upgrades which should be entered into a master plan as they are taken care of so that over time they can look up maintenance that's been done to each building. He noted that if they stay on top of maintenance needs as things come up, they could maintain small jobs so they wouldn't become large expensive ones.

VIII. Other Business

Mr. James said that if there are any tours that members would like to take to please notify him.

Mr. Brenner asked members if there was a building they would like to see. Mr. Quisenberry felt they should look at buildings that were older, like Brookens.

IX. Chair's Report

Mr. James stated that the next meeting is Tuesday, January 7, 2014 at 6:30pm.

X. Designation of Items to be Placed on the Consent Agenda

None

XI. Adjournment

There being no further business, Mr. James adjourned the meeting at 6:33 p.m.