



**CHAMPAIGN COUNTY BOARD  
FACILITIES COMMITTEE AGENDA**

**County of Champaign, Urbana, Illinois**

Tuesday, November 1, 2016 - 6:30 p.m.

Lyle Shields Meeting Room

Brookens Administrative Center, 1776 E. Washington St., Urbana

**Committee Members:**

Gary Maxwell – Chair

Giraldo Rosales – Vice-Chair

Jack Anderson

Josh Hartke

James Quisenberry

Jon Rector

Rachel Schwartz

**Facility Tour: County Garages: EMA; County Highway; ILEAS; am, Sheriff's Office – 5:10PM – Meet in the Brookens Parking Lot at 5:10pm and ride together. Tour will start at 5:15PM and conclude by 6:10PM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addenda
- IV. Approval of Minutes – October 4, 2016
- V. Public Participation
- VI. Communications
- VII. Facilities Director's Report
  - A. Final update on CCNH Boiler Project
  - B. Final update Exterior ADA Compliance Projects
  - C. Update on Interior ADA Compliance Projects
- VIII. Other Business
- IX. Chair's Report
  - A. Future Meeting – Tuesday, January 3, 2017 at 6:30 pm
- X. Designation of Items to be Placed on the Consent Agenda
- XI. Adjournment

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All meetings are at Brookens Administrative Center – 1776 E Washington Street in Urbana – unless otherwise noted. To enter Brookens after 4:30 p.m., enter at the north (rear) entrance located off Lierman Avenue.

Champaign County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities. Please contact Administrative Services, 217-384-3776, as soon as possible but no later than 48 hours before the scheduled meeting.



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

7 **MINUTES – SUBJECT TO REVIEW AND APPROVAL**

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8 **DATE:** Tuesday, October 4, 2016  
9 **TIME:** 6:30 p.m.  
10 **PLACE:** Lyle Shields Meeting Room  
11 Brookens Administrative Center  
12 1776 E. Washington, Urbana, IL 61802

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13 **Committee Members**

14 Present: Gary Maxwell (Chair), Jack Anderson, Josh Hartke, Jon Rector, Giraldo Rosales,  
15 Rachel Schwartz  
16 Absent: James Quisenberry

17 **County Staff:** Dana Brenner (Facilities Director), Linda Lane (Administrative Assistant)

18 **Others Present:** Pattsy Petrie (County Board Chair)

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19 **NOTE:** Facility Tour of METCAD was attended by Mr. Brenner, Mr. Maxwell, Mr. Rector, and Mr. Rosales.

20 **MINUTES**

21 **I. Call to Order**

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

23 **II. Roll Call**

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

25 **III. Approval of Agenda**

26 **MOTION** by Mr. Rosales to approve the agenda; seconded by Mr. Anderson. Upon vote, the **Motion**  
27 **Carried Unanimously.**

28 **IV. Approval of Minutes – September 6, 2016**

29 **MOTION** by Mr. Rector to approve the minutes of the September 6, 2016 meeting; seconded by Mr.  
30 Hartke. Upon vote, the **Motion Carried Unanimously.**

31 **V. Public Participation**

32 None

33 **VI. Communications**

34 Mr. Maxwell noted that County Administrator Mr. Snider had another function to attend and wouldn't  
35 be here tonight, and that Mr. Quisenberry also said he wouldn't be at the meeting.

36 **VII. Motion to Adopt the County Facilities Action Plan**

37 Mr. Maxwell felt it's important to get this plan before the Full Board at its October 20 meeting. He said  
38 he'd talked to Mr. Alix and they'd agreed that the special Finance/Facility committee had done its job and  
39 this is now a facilities issue. **MOTION** by Mr. Rosales to adopt the County Facilities Action Plan and move  
40 it forward to the Full County Board; seconded by Mr. Anderson. Mr. Rector requested a roll call vote;  
41 seconded by Mr. Anderson. Rector-no, Rosales-yes, Anderson-yes, Hartke-no, Maxwell-yes. **Motion**  
42 **passed 3-yes, 2-no.**

44 **VIII. Approval of Contract for ITB #2016-009 Champaign County Interior ADA Improvements**  
45 Mr. Brenner reported that bids were opened last Thursday. He said they had four bidders and the low  
46 bidder was Felmley-Dickerson Co. at \$134,000 for the base bid. He reminded everyone that this project  
47 is for ADA compliance for interior work at the Courthouse and Brookens. He summarized what the work  
48 encompasses. Mr. Brenner said the budget for this project was \$170,000 and the bid came in at \$143,000,  
49 which includes an alternate for stall dividers that the County is accepting. Mr. Brenner said all the bids  
50 were within \$10,000 and he and Bailey Edward feel comfortable with Felmley-Dickerson's bid and their  
51 ability to do the work. **MOTION** by Mr. Rector to approve; seconded by Mr. Rosales. Upon vote, the  
52 **Motion Carried Unanimously.**

53 Ms. Schwartz entered at 6:36 p.m.

54 **IX. Facilities Director's Report**

55 *A. Update on Highway Painting*  
56 Mr. Brenner said the painting was completed on September 16 and felt the contractor did an excellent  
57 job. He commented that they have received the final pay application for \$77,360 and it has been given  
58 to Highway to be paid out of their budget. He noted that Highway had budgeted for this project to be  
59 done this year.

60 *B. Update on CCNH RTU-1 Replacement*  
61 Mr. Brenner reported that RTU-1 at CCNH was struck by lightning in August. He said the new RTU has  
62 been installed and has been supplying chilled air to the kitchen. He noted that a punch list was  
63 developed on September 30. He stated there will be staff training for the unit on October 5 and they  
64 anticipate the punch list will be complete by October 10. Mr. Brenner noted they have received the  
65 pay application but are holding it until the punch list is complete.

66 *C. Update on CCNH Boiler Replacement Project*  
67 Mr. Brenner stated they rented two temporary boilers that arrived September 14. He said the new  
68 boilers have shipped, demo has begun on the old boilers, and they anticipate energizing the four new  
69 boilers on October 11. When that is done the temporary boilers will be dismantled and sent back. Mr.  
70 Brenner said a punch list will then be developed and the project will be completed by October 21. He  
71 felt that A&R Mechanical has done a good job of moving this project very quickly.

72 Ms. Petrie congratulated Mr. Brenner for the smoothness of getting this project done.

73 *D. Update on Brookens Boiler Replacement Project*  
74 Mr. Brenner reminded everyone that this project was part of the capital plan. He noted that there are  
75 now two smaller boilers to replace the old ones, two (2) in Pod 200 and two (2) in Pod 300. He said  
76 the project is complete and the boilers were energized on September 21. He summarized the  
77 remaining punch list items and said the boilers are running and ready for winter. Mr. Brenner said we  
78 received a letter from DCEO stating that approximately \$18,000 is in our name, it's registered, and is  
79 good through 2017. He said we need to send the final paperwork to DCEO once the contractor has  
80 been paid.

81 Mr. Brenner noted they are also getting about \$55,000 in assistance for the CCNH boilers and  
82 anticipate receiving a similar letter from DCEO for that project.

83 Mr. Maxwell thanked Mr. Brenner and his staff for working hard to seek the outside grants.

84 *E. Update on Exterior ADA Compliance Projects*  
85 Mr. Brenner said they are working at six facilities on handicapped parking and ramps, as well as the  
86 employee sidewalk at CCNH. He said five of the six facilities are complete and the Courthouse was  
87 started yesterday. He said they will have to wait until the weekend to put down the new striping.

88 Mr. Anderson said since the Courthouse parking lot was mentioned, he would like to know if they are  
89 still having continuing problems with the meter. Mr. Brenner said they get calls every day and

90 explained what some of the issues are. He stated it is 12 years old and getting parts for it is becoming  
91 difficult. He said it on the list of things to do over the next year or two. He said he has met with the  
92 City of Urbana about their pay app system and thought it might be possible that the County could join  
93 them with the U of I and maybe the City of Champaign, rather than replace the pay station which  
94 would cost about \$40,000. Mr. Brenner said they will take a hard look at it this winter.

95 **X. Other Business**

96 Mr. Brenner informed the committee that Kirk Kirkland has resigned his position to take a position with  
97 MTD as their facility director. He said Kirk has been a valuable employee, a terrific worker, and a great  
98 leader. He said Kirk's knowledge of the County will unfortunately be lost as he has been with the County  
99 for 34 years. Mr. Brenner said he will try to get an ad out this week to try to fill the position.

100 **XI. Chair's Report**

- 101 A. Future Meeting – Tuesday, November 1, 2016 at 6:30 pm  
102 Mr. Maxwell informed everyone that the next Facilities Committee meeting is scheduled for Tuesday,  
103 November 1, 2016.
- 104 B. Tour of Sheriff's Office Garage, County Highway Garage, EMA Garage, and ILEAS Garages  
105 Mr. Maxwell said there will be a tour of the Sheriff's, Highway, EMA, and ILEAS garages at 5:15 p.m.  
106 before the next Facilities Committee meeting.

107 **XII. Designation of Items to be Placed on the Consent Agenda**

108 Mr. Maxwell noted item VIII is to be placed on the consent agenda.

109 **XIII. Adjournment**

110 **MOTION** by Mr. Rosales to adjourn; seconded by Mr. Anderson. There being no further business, Mr.  
111 Rosales adjourned the meeting at 6:58 p.m.  
112

113 *\*\*Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted*  
114 *at the meeting.*