



**CHAMPAIGN COUNTY BOARD
FACILITIES COMMITTEE AGENDA
County of Champaign, Urbana, Illinois**

8 **MINUTES – *Approved as Distributed April 2, 2024***

9 **DATE:** Tuesday, March 5, 2024
10 **TIME:** 6:30 p.m.
11 **PLACE:** Shields-Carter Meeting Room
12 Brookens Administrative Center
13 1776 E. Washington St., Urbana IL 61802

14 **Committee Members**

15 **Present:** Stephanie Fortado, Elly Hanauer-Freidman, Jennifer Locke, Jenny Lokshin,
16 Mike Smith, Bethany Vanichtheeranont, and Jeff Wilson
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18 **Absent:** Carolyn Greer
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20 **County Staff:** Dana Brenner (Facilities Director), Chris Smith (Building and Grounds Manager),
21 Michelle Jett (Director of Administration) and Mary Ward (Recording Clerk)
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23 **Others Present:** Karla Smalley (Bailey Edwards Design), Chris Bieser (Reifsteck Reid Architecture) and Matt
24 Brown (PJ Hoerr Construction)

25 **Agenda**

26 **I. Call to Order and Roll Call**
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28 Committee Chair Lokshin called the meeting to order at 6:38 p.m. Roll call was taken, and a
29 quorum was declared present.
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31 **II. Approval of Agenda/Addenda**
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33 **MOTION** by Mr. Smith to approve the agenda; seconded by Ms. Locke. Upon voice vote, the
34 **MOTION CARRIED** unanimously.
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36 **III. Approval of Minutes – February 6, 2024**
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38 **MOTION** by Ms. Hanauer-Friedman to approve the February 6, 2024 minutes; seconded by
39 Mr. Smith. Upon voice vote the **MOTION CARRIED** unanimously.
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41 **IV. Public Participation**
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43 **None**
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45 **V. Communications**

46 Mr. Wilson thanked Mr. Brenner for organizing the tour of ILEAS. Ms. Lokshin added that the
47 committee toured their facility tonight and got to see all the fantastic work they are doing
48 and the remodeling work they are doing.

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Ms. Locke encouraged anyone who was able to attend the USPS meeting regarding potential changes to the Mattis Ave. Post Office on March 12 at 6 p.m.

VI. New Business

A. Update on ITB #2022-008 County Plaza Renovation Project – Bailey Edward Design – Karla Smalley

Ms. Smalley presented pictures and updates of the County Plaza Renovation Project. Parking Deck resurfacing is underway. Fire Service has been completed in the pump room. All mechanical systems are tied into the new equipment. Work continues on the curtain wall and trim out is underway. Cabinets are being set and some flooring is being installed. The operable partition has been installed on the first floor between Shields-Carter and Putman conference rooms. The contractor commented that it’s probably the nicest folding door he has ever installed.

B. Discussion and Approval of Change Orders for ITB#2022-008 County Plaza Renovation Project

Ms. Smalley went over the change orders. Change order 30 is for the South canopy. There is a drainage issue and this is to correct that, run some new electric and also install some new lights. It will also provide heat trace on the new storm lines. Change order 31 is to provide a new pressure tank as the existing bladder in the pressure tank is broke. Change order 32 is a credit for labor, material and equipment required to install 15 TVs as the number of display panels has been cut back.

Ms. Fortado asked that the summary sheet of change orders be included in the packet. Mr. Brenner stated that with these additions, both credits and expenses, we are at \$1.2 million in change orders. We had budgeted approximately \$930,000. We do have funding available from the interest earned on the bonds. Mr. Smith asked on the total contract cost that does not include 10% overrun and if we were still within the 10% for overrun. We are still within the 10%.

MOTION by Ms. Vanichtheeranont to recommend County Board approval of a resolution approving Change Orders 30, 31 and 32 for the County Plaza Renovation Project; seconded by Ms. Locke. Upon voice vote, the **MOTION CARRIED** unanimously.

C. Update on ITB #2023-005 County Plaza Elevator Renovation Project – Bailey Edward Design – Karla Smalley

We met with OTIS Elevator today. They have now said that the machine for Elevator 1 should be onsite in the first week of May and they would be onsite the end of May to begin installation. Machines 2 and 3 would follow, probably in June. We are encouraging them to compress the schedule. Hopefully, it will happen faster.

Ms. Locke asked about the option of a 2nd shift that had been discussed when the contract was let and we didn’t agree to. With a 2nd shift, they could shave five weeks off the total

97 project but at a significant cost. She also asked where the machines that arrive in June
98 will be stored. They'll probably be put on the roof, but other equipment will be stored in
99 the building.

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101 Mr. Smith asked about the installation and testing time. It is 14 weeks for everything from
102 taking apart to testing to state approval. Ms. Lokshin asked if the goal was to still move
103 the Sheriff's department in early. We can move the Sheriff's street crew in but will have
104 to wait on the rest until the public elevator's are working. We could move IT over as they
105 do not interact with the public. Ms. Fortado wanted clarification that it would be 14
106 weeks each consecutively. It will change the timeline in the RFP for the move to be
107 discussed later. This new information was given at the meeting today and we will do our
108 best to shorten it down if we can.

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110 D. Update on Courthouse Parking Lot Access Control Project – Bailey Edward Design – Karla
111 Smalley

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113 If it works for the County, work can begin next week on the Parking Lot Access Control
114 Project. Once work starts, it should progress quickly. They will need three spaces during
115 construction. The southside entrance will not be available for two to three weeks. Mr.
116 Brenner added that it should take about a month from start to completion.

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118 E. Update on ITB#2022-009 Satellite Jail Consolidation – Reifsteck Reid Architecture – Chris
119 Bieser, and PJ Hoerr Construction - Matt Brown

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121 Mr. Brown presented pictures and an update on the Satellite Jail Consolidation project.
122 The new generator is in and on the pad, bunks are under construction, and exterior brick
123 work is coming along. On the south side, most major construction is done and there is a
124 lot of finishing work going on. On the north side, they are starting to paint and should
125 progress through work quicker since they are doing the same thing as on the south side.
126 Mr. Wilson asked about the shelves in the picture of the cell. There is one for each
127 inmate, these cells were designed to hold two inmates. Also, there was an OSHA
128 inspection that went very well. They did a walkthrough of the site. There are no
129 corrective actions to take. It was a very positive experience.

130
131 Ms. Lokshin asked if the Minority Labor Reports were available as they hadn't been
132 received in time to send with the packets. It was explained that with the way payroll
133 timing works out, it's difficult to have them in time for the meetings. They will be
134 included in next month's packet. We'll always be about two months behind. Ms. Fortado
135 asked if they could be linked once we receive them the way some of the other reports are
136 linked. It's our understanding we need to have them in the packet to be discussed at the
137 meeting and included in the minutes.

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139 F. Discussion and Approval of Change Orders for ITB#2022-009 Satellite Jail Consolidation
140 Project

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142 Mr. Bieser presented and explained the change orders. Change Order 29 is for door,
143 hardware and security modifications and Change Order 30 is to provide additional

144 isolation valves and flush valves for the geothermal field to help with maintenance of the
145 field.

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147 **MOTION** by Mr. Smith to recommend County Board approval of a resolution approving
148 Change Orders 29 and 30 for the Satellite Jail Consolidation Project; seconded by Ms.
149 Vanichtheeranont. Upon voice vote, the **MOTION CARRIED** unanimously.

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151 G. Update on Programming Study of Public Defender Space at the Courthouse

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153 Bailey Edward Design is helping with this process. We have been meeting with
154 department heads from the Courthouse to see what their needs are now, five years and
155 ten years from now. The Public Defender would like to keep two offices in their present
156 space to use due to Court Security being located there. There is limited space in the
157 building and there is no funding as of yet for any changes at the Courthouse, this is just
158 working on a plan for the future.

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160 Ms. Fortado asked if we had any idea how much funding would be needed. Remodeling is
161 a little bit different than building new, but it's all expensive. Ms. Lokshin asked if the
162 Public Defender space in the Bennett Administration Center is sufficient to have the ability
163 to add staff. There is ample space for them to add whatever kind of staff they need in the
164 future.

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166 H. Discussion and Approval of Moving RFP for County Offices to the Bennett Administration
167 Center

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169 Ms. Jett presented the RFP for Moving County Offices to the Bennett Administration
170 Center. The timeline is already changing based on information regarding the elevators
171 earlier in the meeting. We need to get the information out and start having conversations
172 so we know what our options are and how much it will cost. The timelines may need to
173 be amended more than once based on how things go. At this time, it looks like we need
174 to push everything back about two months. We are asking for two quotes, one to move
175 everyone at the same time and the other is for a staggered move. Discussion was held
176 about changing the timelines and when departments might move. Staff would have to
177 have some flexibility with that. Ms. Fortado asked if we could approve and say to grant
178 you the ability to adjust the dates as needed. A walk through is included so they can see
179 for themselves what all is included in the move. Mr. Wilson asked about the reason for
180 getting two quotes. It is mostly to see if one has significant savings over the other. Other
181 questions about payment, retainage, and liability for damage to Bennett were also asked.
182 Payment could be either progress or just one payment depending on what is requested.
183 Retainage would be a post-award conversation and damage to Bennett is in the RFP.

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185 **MOTION** by Mr. Smith to approve the Moving RFP for County Offices to the Bennett
186 Administration Center; seconded by Ms. Locke. Upon voice vote, the **MOTION CARRIED**
187 unanimously.

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189 **VII. Other Business**

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191 None

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193 **VIII. Presiding Officer’s Report**

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195 A. Future Meeting – **April 2, 2024 @ 6:30pm**

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197 **IX. Designation of Items to be Placed on the Consent Agenda**

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199 VI. B and F

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201 **X. Adjournment**

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203 Chair Lokshin adjourned the meeting at 7:44 p.m.

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