



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

**MINUTES – *Approved as Distributed November 6, 2024***

---

**DATE:** Tuesday, October 8, 2024  
**TIME:** 6:30 p.m.  
**PLACE:** Shields-Carter Meeting Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana IL 61802

---

**Committee Members**

**Present:** Carolyn Greer, Stephanie Fortado, Jennifer Locke, Jenny Lokshin, Mike Smith, Bethany Vanichtheeranont and Jeff Wilson

**Absent:** Elly Hanauer-Friedman

**County Staff:** Chris Smith (Building and Grounds Manager), Steve Summers (County Executive) and Mary Ward (Recording Clerk)

**Others Present:** Karla Smalley (Bailey Edward Design) and Chris Bieser (Reifsteck Reid Architecture)

---

**Agenda**

**I. Call to Order and Roll Call**

Committee Chair Lokshin called the meeting to order at 6:30 p.m. Roll call was taken, and a quorum was declared present.

**II. Approval of Agenda/Addenda**

**MOTION** by Mr. Smith to approve the agenda; seconded by Ms. Locke. Upon voice vote the **MOTION CARRIED** unanimously.

**III. Approval of Minutes – September 3, 2024**

**MOTION** by Mr. Wilson to approve the September 3, 2024, minutes; seconded by Ms. Greer. Upon voice vote, the **MOTION CARRIED** unanimously.

**IV. Public Participation**

There was no public participation.

**V. Communications**

There were no communications for the committee.

## VI. New Business

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

Ms. Smalley said the building has reached substantial completion. The blinds are hung on all levels and look great.

- B. Discussion of Broeren Russo Minority Employment Reports

Mr. Barton was unable to attend the meeting. Members agreed that they would like more recently updated numbers and that they would like to have a discussion on this topic with the full County Board as members are asking about it.

- C. Discussion and Approval of Change Orders for ITB#2022-008 County Plaza Renovation Project – Change Orders 65, 66, 67 and 68

Ms. Smalley went over the proposed Change Orders. Change order 65 is for the repair of the drains on the upper-level parking deck at a cost of \$155,067.00. Change order 66 is for the addition of glass at the transaction windows on levels 2 and 3 for a cost of \$8,868.00. Change orders 67 (cameras, electrical and fiber drops) and 68 (microphones for Treasurer windows) were not ready for tonight's meeting. They will be presented directly to the full County Board.

**MOTION** by Mr. Smith to recommend County Board approval of a resolution approving Change Orders 65 and 66 for the County Plaza Renovation Project; seconded by Ms. Vanichtheeranont. Upon voice vote, the **MOTION CARRIED** unanimously.

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

Ms. Smalley said they talked with Otis today. They seem to be on schedule for elevator #3 to be online in mid-to-late November. They are also looking at possibly adding a second crew in October.

- E. Update on ITB#2022-009 Satellite Jail Consolidation – Reifsteck Reid – Chris Bieser

Mr. Bieser gave the update on the Satellite Jail Consolidation project. They have been working on punch list items and are almost done. The plan is to move into the existing building within the next couple of weeks.

- F. Discussion of PJ Hoerr Minority Employment Reports

Mr. Brown was unable to attend the meeting. Members agreed that they would like more updated numbers and that they would like to have a discussion on this topic with the full County Board.

- G. Discussion and Approval of Change Orders for ITB#2022-009 Satellite Jail Consolidation Project - Change Orders #63 and #64

Mr. Bieser went over the Change Orders. Change order 63 is to remove and replace the concrete access driveway at a cost of \$65,855.00. Change order 64 is to provide plumbing parts to update the plumbing in the existing building at a cost of \$46,472.39.

**MOTION** by Ms. Locke to recommend County Board approval of a resolution approving Change Orders 63 and 64 for the Satellite Jail Consolidation project; seconded by Ms. Vanichtheeranont.

Brief discussion was held. Mr. Wilson asked about using microfiber versus wire mesh on Change Order 63. There had been discussion on that with the contractor and was chosen for the savings. Mr. Smith asked about the price difference on Change order 64 versus the price on the quote. The difference is the mark up for the contractor.

Upon voice vote, the **MOTION CARRIED** unanimously.

H. Update on Courthouse Boiler Burner Replacement Project ITB#2024-003 – Building and Grounds Manager – Chris Smith

Mr. Smith presented an update on the Boiler Burner Replacement project. The project is moving along well. Boiler 1 has been re-tubed completely, the boil out procedure has been completed and it is back online. Boiler 2 is off-line, and we are waiting on that to be re-tubed and then we will do the boil out procedure. Once that is done, they'll both be back online, and we will be waiting on the burner replacement. The chemical system has been online since we started on this project.

Ms. Fortado informed the committee that this part, the boil out procedure, was not in the project budget so it will be on the Finance part of the COW agenda to appropriate funds for this part of the project. Mr. Smith added that we weren't aware that this needed to be done until the vendor was working on it and said it should be done. Upon checking, this boil out procedure needed to be done when re-tubing the boiler. The boil out procedure is a chemical that is introduced into the boiler. The boiler is then fired, and it helps de-scale and clean the crud from inside the boiler and helps protect the new tubes. It will help extend the life of our boiler.

**VII. Other Business**

Ms. Lokshin reminded everyone that Facilities would have items on both the COW and County Board agendas. At COW, the finance items for the boiler project and Change Orders for County Board.

**VIII. Presiding Officer's Report**

A. Future Meeting – **November 6, 2024 @ 6:30pm**

Ms. Lokshin reminded everyone that this is a Wednesday due to Tuesday the 5<sup>th</sup> being Election Day.

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

Items to be placed on the Consent Agenda include 6. C. (Change Orders 65 & 66 only) and G.

**X. Adjournment**

Chair Lokshin adjourned the meeting at 7:01 p.m.