

CHAMPAIGN COUNTY BOARD
COMMITTEE AGENDA

COUNTY FACILITIES

Tuesday, January 9, 2007, 7:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center

CHAIR: Steve Beckett

MEMBERS: Bensyl, Betz, Cowart, James, Jay, McGinty, Sapp, Weibel

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CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

October 3, 2006 – 7:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center

MEMBERS PRESENT: Beckett (Chair), Avery, Cowart, James, Jay, Knott, Weibel

MEMBERS ABSENT: Hogue, Sapp

OTHERS PRESENT: Denny Inman, Deb Busey, Barb Wysocki, Media

Call to Order

Chair Beckett called the meeting to order at 7:02 p.m. A roll call confirmed a quorum present.

Approval of Agenda

MOTION by James to approve the agenda; seconded by Knott. **Motion carried.**

Approval of Minutes

MOTION by Jay to approve the minutes of August 22, 2006 as presented; seconded by Knott. **Motion carried.**

Mr. Weibel arrived at 7:05 p.m.

Public Publication

There was no public participation.

Fleet Maintenance/Highway Facility **BLDD Invoice #128153**

MOTION by Cowart to recommend County Board approval of invoice #128153 from BLDD in the amount of \$2,840.00 for professional services rendered through September 1, 2006 per agreement dated July 2005; seconded by Jay. **Motion carried.**

Champaign County Nursing Home
Construction Project
Pay Requests

PKD Pay Request #44

MOTION by Weibel to recommend County Board approval of Pay Request #44 from PKD, Inc. for professional services provided through September 10, 2006 per agreement dated February 2003 (\$3,893 – Staff; \$699 – Reimbursables; \$4,690 – General Conditions, change order no. 1 and no. 3); seconded by James. **Motion carried** with Knott and Avery opposed.

GHR Engineers & Associates, Inc.

MOTION by Weibel to recommend County Board approval of Invoice #0015673 from GHR Engineers & Associate, Inc. in the amount of \$700.00 for professional services provided through September 2, 2006 per agreement dated June 2006; seconded by Cowart. **Motion carried** with Jay opposed.

Pay Requests – Duane Morris

Mr. Beckett explained he has not had the opportunity to address the issues he raised at the last meeting with these bills and he doesn't think the committee should move forward on them at this time. The Certificate of Need representation and general representation bills do not have these issues and he suggests those be approved for payment.

MOTION by Weibel to recommend County Board approval of the payment of outstanding Duane Morris bills relating to representation on the certificate of need and general representation; seconded by Cowart. **Motion carried** with Jay opposed.

Requests for Reduction in Retainage – Reliable Mechanical (bid items 15 & bid item 16)

Mr. Beckett reminded the committee that last month there were items this contractor needed to do related to HVAC and those items have now been done.

MOTION by James to recommend County Board approval of the Reliable Mechanical, Bid items 15 & 16, requests for reduction in retainage; seconded by Weibel. **Motion carried** with a 5/2 roll call vote. Voting yes were Beckett, Avery, Cowart, James and Weibel. Voting no were Jay and Knott.

County Board & Urbana Park District Intergovernmental Agreement

Item deferred until November.

Update – HVAC Issue

Mr. Inman presented an update to the committee explaining that the #1 booster fan unit 6A, is operating. To date, many of the calibration issues have been rectified. The sound issue is a concern when the fan starts up; there is a resident room right next to it so they are working to make sure there is very little vibration. When the team discussed the sound issue, they discovered that it would cost \$3,000 per unit to have someone do this on site. The factory sells the same unit, which would cost \$1,000, to have them factory installed and brought to the site as is. Booster Fans for air handling units 5A, 5B, 5C, 6A, 6B, 6C, 7A, 7B and 7C are on order and in process right now to be delivered. With 4A, B and C information on the test and balance having been delivered they will now have everything ordered by October 6th. He explained there are some design changes the committee needs to be aware of; air handling units 4C, 6C and 7C are located in tub rooms and in those rooms is a shower and tub used for patients who have to be put on a lift and lowered into the tubs. The architects had to take a portion of those rooms and create a booster fan closet, moving the tub, which required cutting the concrete slab to make connection into the drain pipes. That plan has been reviewed and approved by IDPH. The design work for 6C and 7C was completed on September 29th and the balance of the design work that's required for this process should be completed by October 16. All quoting of prices from contractors associated with this project will be completed by October 27th which means on October 28th, in theory, we will know the final cost from the contractors to this point; work still needs to be done and there still may be change orders. The overall schedule is designed for a November 30th completion, everything to date that has been done has met that schedule and they are able to plan a November 30th completion date because they are installing the fans in work groups. Upon project completion the system will be certified and that certification will go to IDPH. He reported that the project team for the HVAC issue will be meeting weekly.

Mr. Beckett stated he was contacted by three news organizations about an email, from Mr. Inman, that stated that Raterman reported elevated mold levels consistent with decaying wood. He reminded the committee that he reported elevated mold levels at the September meeting and instead of asking him or Mr. Inman what the email meant, members spoke to the media about it and generated publicity which is concerning people who will not want to move their relatives into the building and for no good reason. There is no mold or decaying wood in that nursing home.

Mr. Inman explained that, for decaying wood, there are two types of mold spores which occur in nature and within all buildings. The testing method they use is to create a baseline from testing outside and testing inside. Testing on July 12th indicated higher than normal counts on spores outside the facility, in four of the outside testing areas. On the inside, they divide the attic up into sections and testing in areas 1 and 3 also indicated a higher spore count. The higher spore counts were closer to the access points into the attic, the spore counts in the attic were ¼ less than outside. They also tested inside living areas with very low counts. Raterman determined that the season is the cause and because we have people in the attic areas because of the air handling unit issues, they could have brought mud or wood in. In addition, we must remember, they do different types of spore testing and a visual and there is no an indication of anything. He is going to side with Raterman at this point which suggests that it is a seasonal issue.

Mr. James stated he was approached and shown a memo and was asked to comment on it, which he did. He explained he did say if there is mold we want to make sure it is corrected and the building won't open until all is taken care of. He pointed out that the committee members did not receive this memo.

Mr. Beckett stated he doesn't give the members all his emails but he reports to the committee what they say. He pointed out that people were commenting on a memo they didn't ask any questions about and he asked the committee to contact him with any questions. He reminded the committee that he told them about elevated mold levels in September and there was nothing different in the email in than what he had said. Mr. Knott stated if information is being sent to the vice-chair, it can also be sent to the committee members.

Update – Certificate of Need

Mr. Beckett reported that, despite their meeting in Chicago on July 25th, they received a letter from Duane Morris stating that September 1st the rules changed and we now have to make an alteration report, which discloses the total cost of the project including HVAC, in addition to seeking a renewal to our permit in December.

Executive Session

MOTION by Weibel to enter into executive session pursuant to 5ILCS 120/2 (c) 11 to consider litigation which is probable on behalf of Champaign County with the County Administrators, recording secretary and legal counsel remaining present; seconded by James. **Motion carried** with a 5/2 roll call vote. Voting yes were Beckett, Avery, Cowart, James and Weibel. Voting no were Jay and Knott.

The committee entered into closed session at 8:05 p.m.

The committee entered into open session at 9:25 p.m.

Chair's Report/Issues

Courthouse Museum Update

Intergovernmental Agreement with County Board/Forest Preserve

Mr. Beckett stated they have been working on the Lincoln Museum space at the Courthouse for a long time and as an outgrowth of the Looking for Mr. Lincoln Project they began talking about an Intergovernmental Agreement where by they would have the expertise of the Early American Museum. He explained he and Ms. Kennedy appeared before the Forest Preserve Board and they unanimously approved it.

Cheryl Kennedy, of the Early American Museum, spoke to the committee explaining that they would like to do some real atmosphere in the space outside of the juror room. By combining forces to look at this exhibit, it will give us an opportunity to leverage dollars to write grants. The Forest Preserve has some good concepts for this space and they have talked about education programs for school children to bring them to the Courthouse. They have a vision, but to start, there needs to be an agreement so the Forest Preserve and County Board feel comfortable with the work to be done.

MOTION by Knott to recommend County Board approval of the Intergovernmental Agreement between the County Board and the Forest Preserve; seconded by Jay.

When asked about allowing the Courthouse to be open extra hours to accommodate groups who may want to view the exhibit, Mr. Beckett stated there will be a Lincoln Exhibits Committee to address issues such as security and hours. Ms. Kennedy agreed that the Courthouse exhibit will be guided by this Lincoln Exhibits Committee, which will have a County Board Member sitting on it.

MOTION carried.

Physical Plant Reports
Monthly Report

Mr. Reinhart explained these reports are for the committee's information.

Mr. Knott thanked Mr. Inman and Mr. Reinhart for working to get the exterior of Brookens painted and stated how nice it looks.

Other Business

Executive Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance or dismissal of an employee.

Executive Session was not held. Mr. Beckett stated this employee's contract with the County has specific provisions regarding the evaluation team. He stated Ms. Busey's evaluation will not go before committee but rather straight to the County Board and he would like this employee's to go straight to the County Board at the same time.

New Business

Mr. Beckett explained the November meeting is scheduled to take place on November 7th, Election Day, and he would like to move the meeting to November 14th. Committee consensus to move the meeting to November 14th at 7:00 p.m.

Consent Agenda Items

Committee consensus to include item 5A on the County Board consent agenda.

Adjournment

Chair Beckett declared the meeting adjourned at 9:28 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

November 14, 2006 – 7:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center

MEMBERS PRESENT: Beckett, Avery, Cowart, Hogue, James,
Jay, Knott, Sapp, Weibel

MEMBERS ABSENT: None

OTHERS PRESENT: Denny Inman, Deb Busey, Barb Wysocki,
Susan McGrath, Claudia Gross, Media

Call to Order

Chair Beckett called the meeting to order at 7:00 p.m.

Approval of Agenda

MOTION by Weibel to approve the agenda; seconded by Sapp. **Motion carried.**

Approval of Minutes – September 5, 2006; September 14, 2006 performance appraisal subcommittee

MOTION by Weibel to approve the minutes of September 5, 2006 and the performance appraisal subcommittee minutes of September 14, 2006; seconded by James.

Weibel asked for two changes to be made to the minutes.

Motion carried to approve the minutes as amended.

Public Participation

There was no public participation.

Fleet Maintenance/Highway Facility

BLDD Invoice #128260

MOTION by Cowart to recommend County Board approval of Invoice #128260 from BLDD Architects in the amount of \$134.76 for professional services rendered through October 1, 2006 per agreement dated July 2005; seconded by Weibel. **Motion carried.**

BLDD Invoice #128261

MOTION by James to recommend County Board Approval of Invoice #128261 from BLDD Architects in the amount of \$6,796.68 for professional services rendered through October 1, 2006 per agreement dated July 2005; seconded by Cowart. **Motion carried.**

Champaign County Nursing Home
Construction Project
Pay Requests

PKD Pay Request No. 45

MOTION by Weibel to recommend County Board approval of Pay Request No. 45 from PKD, Inc. in the amount of \$5,847.00 for professional services provided through October 20, 2006 per agreement dated February 2003 (\$1,571 – Staff; \$301 – Reimbursables; \$3,975 – General Conditions – Change Order No. 1, 2 & 3); seconded by Sapp. Motion failed with a 6/3 roll call vote. Voting no was Avery, Cowart, Hogue, James, Jay and Knott. Voting yes was Beckett, Sapp and Weibel.

MOTION by Knott to forward PKD, Inc. Pay Request #45 to the full County Board without committee recommendation; seconded by Jay.

Mr. Knott stated he would like to include all PKD Pay Requests in this motion. Ms. Avery stated she would also like to include the Raterman Invoice. A friendly amendment was made to the motion to include PKD, Inc. Pay Request #1, PKD, Inc. Pay Request #2 and Raterman Group Invoice #12163. The seconder concurred.

Motion carried.

PKD, Inc. Pay Request #1

Addressed above

PKD, Inc. Pay Request #2

Addressed above

GHR Engineers & Associates, Inc. Invoice #0015741

Omnibus motion by James to recommend County Board approval of GHR Engineers & Associates, Inc. Invoice #0015741 in the amount of \$4,289.15 for professional services provided through September 30, 2006 per agreement dated June 2006 and GHR Engineers & Associates, Inc. Invoice #0015815 in the amount of \$6,140.65 for professional services provided through October 28, 2006 per agreement dated June 2006; seconded by Weibel. **Motion carried** with Jay opposed.

GHR Engineers & Associates, Inc. Invoice #0015815

Addressed above

Raterman Group Invoice #12163

Addressed above

Berns, Clancy & Associates Statement #2

Omnibus Motion by James to recommend County Board approval of Berns, Clancy & Associates Statement #2 in the amount of \$5,416.56 for civil engineering and surveying services for the Art Bartell Road Extension and Water Main Extension, Champaign County East Campus/County Nursing Home Site; Berns, Clancy & Associates Statement #2 in the amount of \$11,060.00 for professional engineering services for an interim Stormwater management plan study and design related to the new Champaign County Nursing Home Site Development, Champaign County East Campus and Berns, Clancy & Associates Statement #2 in the amount of \$8,064.25 for professional consulting, engineering and surveying services for miscellaneous tasks and on-site storm sewer and drainage revisions related to the new Champaign County Nursing Home Site development/Champaign County East Campus; seconded by Weibel.

Mr. Beckett explained that all of these statements are part of the ongoing development of that site and they tie into the Stormwater project we have with Scottswood. Mr. Inman explained we have previously paid \$11,000 and when asked how much is left, he stated he will find out.

Motion carried with Jay opposed.

Berns, Clancy & Associates Statement #2

Addressed above

Berns, Clancy & Associates Statement #2

Addressed above

Duane Morris Invoices in the amount of \$76,323.35

Mr. Beckett reported that this firm has completed all legal services related to mold remediation work. He reviewed all the separate billing items but still had questions so he spoke with Ms. Rietz and asked permission to talk directly to the Principal of the firm. He attempted to contact the person he needed to talk to but he was out of the country so he has no recommendation but would ask the committee to not approve these bills tonight. Because he wants this committee to address this issue, he asked for a brief meeting before the board meeting.

MOTION by James to forward the Duane Morris Invoices in the amount of \$76,323.35 to the full County Board without recommendation; seconded by Knott.

Mr. Beckett stated his hope, in talking to the firm, is to get them to agree to an amount different than what is on the agenda.

Motion carried.

Update – HVAC Issue

Mr. Inman explained a packet of information he provided to the committee. He stated they will meet their November 30th deadline and most likely everything, but the balancing, will be done in one week. It is their hope that once the balancing reports are done they will be turned directly over to the architect, hopefully December 1st or 4th, at which time they will go into a packet going to IDPH. This Friday they will make the call to IDPH and officially notify them we want to be put onto their schedule. Upon receipt of the packet they will officially schedule our on-site visit which will hopefully be the week of December 11th. They will evaluate what they have found and come back with comments.

Ms. Avery stated that the report includes the number \$700,000, although that is not a concrete number, and asked if that is where we thought we would be. Mr. Inman reported that the amount first brought to the committee was around 1 million dollars. He explained, to date, we have paid \$79,242.67, we have been charged a total of \$288,240.00 and we are in possession of \$209,000 worth of invoices that need to be paid. He believes we will end up in the \$700,000 range.

CON Alteration/Renewal

Mr. Beckett reminded the committee they met with staff from the Planning Board back in July and he sent out a memo describing the CON process which stated we understood we had to make an alteration request and if we could get it done by December 31st, we would be fine, otherwise we would have to make a renewal request. That alteration request is included with the agenda. He reported that he received a phone call from Mr. Bilimoria of Duane Morris, stating the Health Facilities Planning Board said they were not going to schedule us for a hearing on our request at the December meeting. He forwarded that information to the committee. He was contacted by the media regarding this information and he stated he was disappointed because it is clearly attorney client information and no member has the right to release this to anyone. Mr. Bilimoria talked to council for the Planning Board today and they had no idea what the impact was of their decision to not include us on the agenda and they agreed to reconsider. He stated that the last page of the email from Duane Morris is consistent with things they have said all along, that this is a business decision and needs to be kept confidential. He stated that someone posted on the Illini Pundit website that the County had been denied the certificate of need; that is incorrect information and to ensure the committee completely understands the situation, he explained that we have a certificate of need permit that allows us to build and occupy the nursing home and we could move in under that certificate right now. If we did that, we would report to the Planning Board what our budget was and they would assess a penalty to us because we overspent. So to communicate in any way to the public that we are not going to occupy the building is not correct. He read a letter from Duane Morris which stated the following: the County CON permit is and remains valid, it was not denied, it was granted years ago and remains in effect. The State Board refused to hear the County's request for alteration for procedural issues under the State Board's new rules which took effect September 1, 2006, Today the IDPH council to the State Board agreed to reconsider that action. He would prefer this information not be played out in the press. As Attorney's for the County, public announcements such as these will only provide the disservice to the County's ongoing efforts to work with the state board. They will not council the county to continue these types of public statements in light of the very real ongoing negotiations which are currently being done in good faith and as a special courtesy with IDPH staff, these negotiations can end with one public inaccurate statement from the County and they ask the County Board and its staff stop these public statements so they have the chance to work issues out with IDPH in good faith.

County Board & Urbana Park District Intergovernmental Agreement

MOTION by Sapp to recommend County Board approval of the County Board & Urbana Park District Intergovernmental Agreement; seconded by Weibel. **Motion carried.**

Champaign County Courthouse
White & Borgognoni Architects, P.C. Invoice #1

MOTION by James to recommend County Board approval of White & Borgognoni Architects P.C. Invoice #1 in the amount of \$2,522.18 for architectural services rendered through October 6, 2006 for Champaign County Courthouse Masonry Stabilization & Restoration; seconded by Weibel.

Mr. Beckett explained this money is being spent out of the Clock & Bell Tower Fund. Mr. James asked about the status of the contract with White & Borgognoni. Mr. Beckett explained that those contracts have not been finalized because of professional services but Mr. Phebus is working on them.

Mr. Inman explained that the efforts schedule Mr. White has produced and the fee was to be reworked. In the light of the committee's concerns about the services contract this was going to be the time to take care of this issue and this will be the first contract with the changes.

Motion carried.

Champaign County Bar Association Photographs

Mr. Beckett stated he was contacted by the president of the Bar Association asking about these photographs, which used to be hanging in the Courthouse. They are asking us if we think it's worth while that these historical items be posted on the walls in the Courthouse. Committee consensus to have the Board Chair work with the Bar Association to determine where in the Courthouse the pictures should be hung.

Chair's Report/Issues
Courthouse Museum Update

Mr. Beckett explained that Cheryl Kennedy, of the Early American Museum, has advised him that there is a grant opportunity available for funds for the museum. This grant has a deadline in December so he suggested she go ahead and put the application together and the new Facilities committee will see this on their December meeting agenda.

Physical Plant Reports
Monthly Reports

There were no questions about the monthly reports.

Other Business

Isaksen, Glerum, Wachter Invoice #3

MOTION by James to recommend County Board approval of Invoice #3 from Isaksen Glerum Wachter in the amount of \$3,710.00 for professional services rendered thru September 29, 2006 for the remodel of Brookens Administrative Center space for County Clerk election requirements; seconded by Weibel. **Motion carried.**

Champaign County & Metcad Tower Agreement

Mr. Beckett explained this has already been approved by the Metcad Board, the City of Champaign and the University of Illinois.

MOTION by Jay to recommend County Board approval of the Champaign County & Metcad Tower Agreement; seconded by Sapp.

Mr. Inman explained the current tower there is 25 years old and was done on a previous agreement.

Motion carried.

Lease Agreement between the County of Champaign and the Regional Planning Commission

MOTION by Sapp to recommend County Board approval of the lease agreement between the County of Champaign and the Regional Planning Commission; seconded by James.

Ms. McGrath explained that she has reviewed this lease and they made a change taking into account that the planning & zoning office didn't move out of the RPC space as quickly as thought so there was a rent credit for that.

Motion carried.

Addendum

Lease Agreement between the County of Champaign and the Illinois Attorney General

MOTION by Knott to recommend County Board approval of the Lease Agreement between the County of Champaign and the Illinois Attorney General; seconded by Weibel.

Addendum cont.

Ms. McGrath explained this is a revised version from what was attached to the addendum. She has reviewed this agreement with the Attorney General's office and explained there were a few legal things that needed to be revised. She also pointed out a typo under rent, the amount should be \$1353.03 per month and she had it listed as the amount per year. She stated the Attorney General's office agreed to enter into a multi year lease which will be the first one.

Motion carried.

New Business

There was no new business.

Closed Session Minutes

MOTION by Knott to approve the closed session minutes of the August 24, 2006 performance appraisal subcommittee; September 14, 2006 #1 performance appraisal subcommittee and September 14, 2006 #2 performance appraisal subcommittee; seconded by Jay. **Motion carried.**

Consent Agenda Items

Committee consensus to include items Va and b, VI d, VII a, Xa, b and c and Addendum item X d on the County Board consent agenda.

Adjournment

Chair Beckett thanked the committee for their work the last two years and declared the meeting adjourned at 7:54 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

November 21, 2006 – 7:00 a.m.

Lyle Shields Meeting Room, Brookens Administrative Center

MEMBERS PRESENT: Beckett (Chair), James, Jay, Knott, Sapp, Weibel

MEMBERS ABSENT: Avery, Cowart, Hogue

OTHERS PRESENT: Denny Inman, Deb Busey, Barb Wysocki, Susan McGrath, Andrew Buffenbarger

Call to Order

Chair Beckett called the meeting to order.

Approval of Agenda

MOTION by Knott to approved the agenda; seconded by Jay. **Motion carried.**

Public Participation

There was no public participation.

Champaign County Nursing Home

New Champaign County Nursing Home HVAC Update

Mr. Beckett explained the purpose of the meeting is to forward, to the County Board tonight, some action on the CON process. He reminded them that in the spring of 2006 they had their open house and at almost exactly the same time they concluded that not only was the HVAC not working but that the parties we felt were responsible were not addressing it. That is when the team meetings started and we began trying to identify a solution to the problem; we ultimately came up with the booster fan solution which was implemented this fall. At their last meeting, Mr. Inman reported the cost would be close to \$700,000. On August 2, 2006 he, along with Mr. Inman and Duane Morris met with representatives from the Health Facilities Planning Board and at the table the current approved project budget was discussed, the 5% of that number was discussed as a number that would trigger or not trigger what the county would do. There was no suggestion or discussion that there would be a rule change that would apply to this project. The statement was made that if we were below this 5% it was a straight forward process and we would have to do one last request. He explained that at that time we didn't know the cost.

We didn't get that number until the final plans were approved in late October so there was nothing we could do in August because that number was tied to the 5%. Duane Morris did a submittal on November 6th on our behalf which was consistent with the meeting on August 2nd.

CLOSED SESSION pursuant to 5 ILCS 120/2 (c) (11) for the purpose of discussing litigation on behalf of Champaign County which is pending or which is probable or imminent

MOTION by Knott to enter into Closed Session pursuant to 5 ILCS 120/2 (c) (11) for the purpose of discussing litigation on behalf of Champaign County which is pending or which is probable or imminent with the following people remaining present: County Administrators, Nursing Home Administrator and County's legal council remaining present; seconded by Jay. **Motion carried** with a 6/0 roll call vote. Voting yes was Beckett, James, Jay, Knott, Sapp and Weibel.

The committee entered into closed session.

The committee returned to open session.

Mr. Beckett stated everything in the packet distributed to the committee is public; anything marked personal and confidential is not to be distributed.

Action on new Champaign County Nursing Home related to Certificate of Need Process

MOTION by Knott to ratify and authorize the filing of the request for declaratory ruling with the Illinois Health Facilities Planning Board as set forth in the document dated November 20, 2006; seconded by Weibel. **Motion carried.**

Adjournment

Mr. Beckett declared the meeting adjourned.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

DEC 12 2006



Champaign County Highway Dept.
Brookens Administration Center
1776 E. Washington Street
Urbana, IL 61802
Attn: Denny Inman

December 12, 2006
Invoice No: 128403
Project No: 053015.400

Principals
L. Eugene Dillow, AIA
John R. Drayton, AIA
Michael E. Cardinal, AIA
Randall L. West, AIA
Samuel J. Johnson, AIA
Steven T. Oliver, AIA

Re: Champaign Cty Fleet Maintenance Highway Facility

Associates
Scott M. Likins, AIA
Bruce L. Maxey, AIA
Barbara Meek, AIA
Mark A. Ritz, AIA
Timothy J. McGrath, AIA
John S. Whitlock, AIA
R. Carson Durham, AIA

For professional services rendered for the period November 2, 2006 to December 1, 2006
for the referenced project.

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
PROGRAMMING	75,000.00	100.00%	75,000.00	75,000.00	0.00
SCHEMATIC DESIG	67,500.00	100.00%	67,500.00	67,500.00	0.00
DESGN DEVELPMNT	90,000.00	100.00%	90,000.00	90,000.00	0.00
CONST DOCUMENTS	180,000.00	100.00%	180,000.00	180,000.00	0.00
BID/NEGOTIATION	22,500.00	100.00%	22,500.00	22,500.00	0.00
CONST ADMIN	90,000.00	21.00%	18,900.00	12,600.00	6,300.00
Simplified Ener	1,396.00	100.00%	1,396.00	1,396.00	0.00
Total Fix Fee	526,396.00		455,296.00	448,996.00	6,300.00

Invoice Total \$6,300.00

Due and payable upon receipt. Subject to finance charge of 1% per month after 30 days.

Over 75 Years of Architecture

100 merchant street
decatour, illinois 62523
phone 217 429-5105

2104 west springfield avenue
champaign, illinois 61821
phone 217 356-9606

115 west jefferson, suite 103
bloomington, illinois 61701
phone 309 828-5025

833 west jackson, suite 100
chicago, illinois 60607
phone 312 829-1987



BERNS, CLANCY AND ASSOCIATES

PROFESSIONAL CORPORATION

ENGINEERS • SURVEYORS • PLANNERS

NOV 27 2008

THOMAS B. BERNS
EDWARD L. CLANCY
CHRISTOPHER BILLING

DONALD WAUTHIER

BRIAN CHAILLE
DENNIS CUMMINS
MEG GRIFFIN

MICHAEL BERNS
OF COUNSEL

STATEMENT REMINDER

November 24, 2006

New Facility
JBL

Mr. Jeff Blue, P. E.
Champaign County Engineer
1776 East Washington
Urbana, IL 61802

Professional Services required to July 15, 2006 with regard to **Construction Staking for the New Champaign County Fleet Maintenance Facility, Urbana, Champaign County, Illinois.**

Services authorized by Mr. Jeff Blue, Champaign County Engineer in accordance with our proposal dated July 25, 2006 and per our prior conversations.

Professional Grade 7	1.00 hours @	\$120	\$ 120.00
Professional Grade 6	2.00 hours @	92	184.00
Professional Grade 4	2.00 hours @	63	126.00
Two-Person Survey Crew	7.50 hours @	104	780.00
Technician Grade 4	4.00 hours @	56	224.00
Technician Grade 2	2.00 hours @	41	82.00
			<u>\$1,516.00</u>

Miscellaneous expenses and materials expended during the course of the work:

Computer-aided drafting	15.00	
Field expenses	38.50	
Plan sheet copies	10.20	
Photocopies	9.50	
Miscellaneous	14.75	<u>87.95</u>

TOTAL AMOUNT PAST DUE **\$1,603.95**

BLDD ARCHITECTS, INC.
Champaign County Fleet Maintenance / Highway Facility
 Statement #5
 July 25, 2006
 Page 2 of 13

Task	Contract Amount	% Complete	Amount Billed This Statement	Total Billed To Date
ADDITIONAL SERVICES				
7. On-Site Observation (hourly)	\$ 3,240	0%	0.00	0.00
8. Topographic-Site Survey	14,650	100%	0.00	14,650.00
9. StormWater Management Plan	7,380	100%	2,952.00	7,380.00
10. StormWater Pollution Prevention Plan	<u>2,930</u>	100%	<u>1,465.00</u>	<u>2,930.00</u>
TOTAL ADDITIONAL SERVICES	\$28,200		\$4,417.00	\$24,960.00
TOTAL BASIC AND ADDITIONAL SERVICES	\$48,384		\$5,217.00	\$40,572.00
Payment received, thank you				<u>31,231.00</u>
BALANCE NOW DUE				\$ 9,341.00

Respectfully submitted,
BERNS, CLANCY AND ASSOCIATES, P.C.



Thomas B. Berns, P.E., L.S., President



December 26, 2006

Denny Inman – Co-Administrator
Champaign County, Illinois
Department of Administrative Services
1776 East Washington Street
Urbana, Illinois 61802

Re: **Champaign County Nursing Home**
PKD, Inc. Project Number 275
Payment Application Request No. 47

Dear Mr. Inman,

Enclosed are two copies of our Payment Application No. 47 for this project. This is for work completed through December 20, 2006.

Note the enclosed documentation for authorization and back-up documents to complete the field work for the AHU booster fan (B & C units), sound attenuation blanket installation for AHU 6A, and installation of the exterior underdrainage. This work is being invoiced under the General Conditions of this pay application.

Please call our office (356-8424) for pick-up when the checks are ready (on or before January 19, 2007). Thank You.

Sincerely,

A handwritten signature in cursive script that reads "Timothy R. Mininger".

Timothy R. Mininger, Project Engineer

Xc: MJS/PBD/TRM/MFC Pay Requests
Ann Deedrich - Pay Request 1 ea.

APPLICATION AND CERTIFICATE FOR PAYMENT

OWNER: Champaign County Board
 1776 East Washington Street
 Urbana, Illinois, 61802

PROJECT: Champaign County Nursing Home

APPLICATION NO: 47
 APPLICATION DATE: 12/26/2006
 PERIOD TO: 12/20/2006

Distribution: OWNER
 ARCHITECT
 CONTRACTOR

(CONTRACTOR): PKD, Inc.
 P. O. Box 3698
 Champaign, Illinois 61826-3698

PKD, Inc.
 PROJECT NO: 275

FACT FOR: Construction Management

CONTRACT DATE: 1/23/2003

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ESTIMATED CONTRACT SUM	\$	\$690,705
2. Net change by Change Orders	\$	\$957,893
3. CONTRACT SUM TO DATE (Line 1+2)	\$	\$1,648,598
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	\$1,604,131
5. RETAINAGE:		
a. 0 % of Completed Work (Column D + E on G703)	\$	
b. 0 % of Stored Material (Column F on G703)	\$	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$	\$0
6. TOTAL EARNED LESS RETAINAGE (Line 4 less 5 Total)	\$	\$1,604,131
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	\$1,570,563
8. CURRENT PAYMENT DUE	\$	\$33,568
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	\$44,467

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$690,705	
Approved this Month			
Change Order #	Date Approved		
Change Order # 1		\$693,000	
Change Order # 2		\$32,108	
Change Order # 3		\$232,785	
TOTALS		\$1,648,598	
Change by Change Orders		\$957,893	

N
 ↓

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONSTRUCTION MANAGER: PKD, Inc.

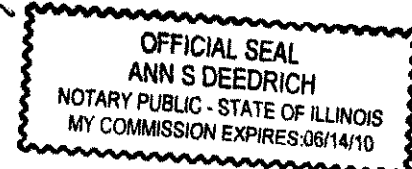
By: Timothy R. Mininger Date: 12-27-06

State of Illinois County of: Champaign

Subscribed and sworn to before me this 27th day of DEC., 2006

Notary Public: Ann S Deedrich

My Commission expires: 6-14-10



AMOUNT CERTIFIED \$ 33,568.00
 (Attach explanation if amount certified differs from the amount applied for.)

CONSTRUCTION MANAGER

By: Timothy R. Mininger Date: 12-27-06

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

DUPLICATION SHEET

ment G702, APPLICATION AND CERTIFICATE FOR
 T, containing Contractor's signed Certification is attached.
 on below, amounts are stated to the nearest dollar. Use
 on Contracts where variable retainage for line items may

APPLICATION NUI 47
 APPLICATION DA 12/26/2006
 PERIOD TO: 12/20/2006
 PKD PROJECT NC 275

B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
		FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
ORIGINAL CONTRACT								
D Staff	\$373,879	\$373,879	\$0		\$373,879	100%	\$0	\$0
D Preconstruction Fee	\$113,201	\$113,201	\$0		\$113,201	100%	\$0	\$0
D Construction Fee	\$148,515	\$148,515	\$0		\$148,515	100%	\$0	\$0
mbursables	\$55,110	\$39,444	\$431		\$39,875	72%	\$15,235	\$0
RANGE ORDER NO. 1, 2, & 3 - GEN. CONDITIONS	\$957,893	\$895,524	\$33,137		\$928,661	97%	\$29,232	\$0
TOTAL	\$1,648,598	\$1,570,563	\$33,568	\$0	\$1,604,131	97%	\$44,467	\$0

22

IL
 ENT G703*APPLICATION AND CERTIFICATE FOR PAYMENT***MAY 1983 EDITION***AIA
 CAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006

Champaign County Nursing Home
 PKD Project No. 275
 Itemized Detail of Costs (Original Contract)

Application No: 47
 Application Date: 12/26/06
 Period From: 11/21/06
 Period To: 12/20/06

Staff (Pre-construction & Construction)						
Description	Scheduled Value	Previously Billed	Hours This Period	Cost This Period	Total Cost to Date	Balance to Complete
Project Exec./Admin.		\$35,768	0	\$0	\$35,768	
Project Engineer II		\$20,535	0	\$0	\$20,535	
Project Accountant		\$6,545	0	\$0	\$6,545	
Senior Project Manager		\$152,750	0	\$0	\$152,750	
Project Engineer		\$140,156	0	\$0	\$140,156	
Estimator		\$6,200	0	\$0	\$6,200	
Chief Estimator		\$0	0	\$0	\$0	
Mechanical Estimator		\$7,425	0	\$0	\$7,425	
Electrical Estimator		\$4,500	0	\$0	\$4,500	
Total Staff	\$373,879	\$373,879	0	\$0	\$373,879	\$0

Construction Management Fee (Pre-construction 2/03 through 1/04)

Description	Scheduled Value	Previously Billed	Cost This Period	Total Cost to Date	Balance to Complete
Construction Management Fee	\$113,201	\$113,201	\$0	\$113,201	\$0

Construction Management Fee (Construction 2/04 through 11/05)

Description	Scheduled Value	Previously Billed	Cost This Period	Total Cost to Date	Balance to Complete
Construction Management Fee	\$148,515	\$148,515	\$0	\$148,515	\$0

Reimbursables

Description	Scheduled Value	Previously Billed	Cost This Period	Total Cost to Date	Balance to Complete
Print and Reproduce		\$2,911	\$180	\$3,091	
Construction Photographs		\$850	\$0	\$850	
Field Office Supplies		\$1,120	\$25	\$1,145	
Set Job Trailer		\$1,272	\$0	\$1,272	
Rent Office Trailer		\$11,250	\$0	\$11,250	
Postage		\$3,223	\$9	\$3,232	
Photocopies		\$6,661	\$0	\$6,661	
Field Office Equipment		\$1,124	\$35	\$1,159	
Communications		\$10,998	\$182	\$11,180	
Drinking Water		\$35	\$0	\$35	
Total Reimbursables	\$55,110	\$39,444	\$431	\$39,875	\$15,235

Champaign County Nursing Home
 PKD Project No. 275
 Itemized Detail of Costs (PKD Change Order No. 1)

Application No: 47
 Application Date: 12/26/06
 Period From: 11/21/06
 To: 12/20/06

General Conditions (PKD Change Order No. 1 & No. 3)

Description	Scheduled Value	Previously Billed	Cost This Period	Total Cost to Date	Balance to Complete
Superintendent	\$391,299	\$410,697	\$6,678	\$417,375	(\$26,076)
Miscellaneous Permits	\$0	\$0	\$0	\$0	\$0
Project Signs	\$1,919	\$1,919	\$0	\$1,919	\$0
Layout by Licensed Surveyor	\$2,142	\$1,642	\$0	\$1,642	\$500
Dumpster	\$60,188	\$63,906	\$0	\$63,906	(\$3,718)
Inspect & Test	\$35,402	\$31,071	\$0	\$31,071	\$4,331
Project Clean-Up	\$9,092	\$7,009	\$0	\$7,009	\$2,083
Clean Glass	\$2,500	\$0	\$0	\$0	\$2,500
Final Clean-Up	\$5,600	\$0	\$0	\$0	\$5,600
Bid Document Distribution	\$995	\$995	\$0	\$995	\$0
Job Office Maintenance	\$250	\$0	\$0	\$0	\$250
Temporary Toilets	\$6,131	\$6,236	\$0	\$6,236	(\$105)
Temp. Elect. Serv. Connection	\$16,639	\$16,639	\$0	\$16,639	\$0
Temp. Water Serv. Connection	\$0	\$0	\$0	\$0	\$0
Temp Gas Service Connection	\$0	\$0	\$0	\$0	\$0
Elect. Power Serv. Connection	\$0	\$0	\$0	\$0	\$0
Water Service Connection	\$0	\$0	\$0	\$0	\$0
Gas/Main Connection	\$500	\$0	\$0	\$0	\$500
Cable TV Connection	\$500	\$0	\$0	\$0	\$500
Electric Power Usage	\$112,508	\$141,905	\$0	\$141,905	(\$29,397)
Partial Winter Protection	\$93,817	\$92,817	\$0	\$92,817	\$1,000
Temporary Heat	\$143,043	\$54,342	\$0	\$54,342	\$88,701
Small Tools/Equipment	\$1,726	\$798	\$0	\$798	\$928
Rectify/Repair	\$1,000	\$0	\$0	\$0	\$1,000
Project Truck	\$604	\$104	\$0	\$104	\$500
Dedication	\$2,500	\$2,242	\$0	\$2,242	\$258
Misc. Site Items	\$5,000	\$232	\$0	\$232	\$4,768
Temp. Roads/Park/Laydown	\$8,809	\$6,809	\$0	\$6,809	\$2,000
Security Fence	\$14,966	\$15,398	\$0	\$15,398	(\$432)
Street Barricades	\$0	\$0	\$0	\$0	\$0
Pumping/Dewatering	\$226	\$226	\$0	\$226	\$0
Dust/Noise Partitions	\$847	\$847	\$0	\$847	\$0
Animal Control A/C	\$7,582	\$7,582	\$0	\$7,582	\$0
Insulation Removal Wing 1, & 3	\$32,108	\$32,108	\$0	\$32,108	\$0
Exterior Underdrain Installation	\$0	\$0	\$5,876	\$5,876	\$0
Field Work for Booster Fan (B&C)	\$0	\$0	\$20,583	\$20,583	\$0
Units & Sound Attenuation Blanket Installation for Unit 6A					
Total General Conditions	\$957,893	\$895,524	\$33,137	\$928,661	\$29,232

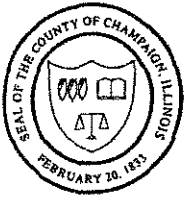
CONTINUATION SHEET

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached. Information below, amounts are stated to the nearest dollar. Use Section 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 47
 APPLICATION DATE: 12/26/2006
 PERIOD TO: 12/20/2006
 PKD PROJECT NO: 275

B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
		FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
PKD, Inc.	\$1,648,598	\$1,570,563	\$33,568		\$1,604,131	97%	\$44,467	\$0.00
B1 #1 - Stark Excavating - C.O. # 7	\$721,031	\$721,031	\$0		\$721,031	100%	\$0	\$18,026.00
B1 #2 - Cross Construction - C.O. # 3	\$275,822	\$275,822	\$0		\$275,822	100%	\$0	\$6,895.00
B1 #3 - Duce Construction - C.O. # 3	\$1,463,859	\$1,463,859	\$0		\$1,463,859	100%	\$0	\$36,596.00
3I #4 - Roessler Construction	\$237,520	\$237,520	\$0		\$237,520	100%	\$0	\$0.00
3I #5 - National Fabco - C.O. # 4	\$373,736	\$373,736	\$0		\$373,736	100%	\$0	\$18,687.00
3I #6 - Tile Specialists - C.O. # 4	\$343,429	\$330,629	\$12,800		\$343,429	100%	\$0	\$8,586.00
3I #7 - Advanced Roofing - C.O. # 1	\$416,080	\$413,107	\$0		\$413,107	99%	\$2,973	\$20,655.00
3I #8 - Otto Baum C.O. # 9	\$4,963,138	\$4,958,554	\$0		\$4,958,554	100%	\$4,584	\$247,928.00
3I #9 - Thyssen Krupp - C.O. # 1	\$37,200	\$37,200	\$0		\$37,200	100%	\$0	\$0.00
3I #10 - Stobek Masonry C.O. # 2	\$1,038,868	\$1,038,868	\$0		\$1,038,868	100%	\$0	\$25,971.00
3I #12 - Borchers Decorating C.O. # 6	\$319,073	\$297,456	\$21,617		\$319,073	100%	\$0	\$16,428.00
I #13 - Automatic Fire - C.O. # 1	\$480,400	\$480,400	\$0		\$480,400	100%	\$0	\$24,020.00
I #14 - McWilliams Mechanical - C.O. # 10	\$1,268,117	\$1,260,763	\$7,354		\$1,268,117	100%	\$0	\$12,681.00
I #15 Reliable Mechanical (Heat) - C.O. # 14	\$1,414,524	\$1,381,173	\$33,351		\$1,414,524	100%	\$0	\$35,363.00
I #16 Reliable Mechanical (Vent) - C.O. # 14	\$1,765,117	\$1,722,000	\$43,117		\$1,765,117	100%	\$0	\$44,128.00
I #17 - Coleman Electric - C.O. # 10	\$2,870,575	\$2,807,680	\$61,550		\$2,869,230	100%	\$1,345	\$28,692.00
TOTAL	\$19,637,087	\$19,370,361	\$213,357	\$0	\$19,583,718	100%	\$53,369	\$544,656

Document G703*APPLICATION AND CERTIFICATE FOR PAYMENT* MAY 1983 EDITION*AIA
 AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

RECEIVED

SFP - 1 2006
PKD, Inc.

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

Notice to Proceed

To: Farnsworth Group Incorporated
Aaron Quick, Vice-President
Tim Keifer, P.E.

GHR

Jim Gleason, Chief Executive Officer/P.E.
Larry Kienzler, P.E.

Reliable Mechanical

Paul Favero, Project Manager

PKD

Pat Dorsey, President
Mike Stilger, Vice-President

From: Denny Inman, County Administrator/Facilities & Procurement

Date: August 31, 2006

Re: CCNH Construction Project/AHU Issue - Notice to Proceed

I fully appreciate the fact that as of this date all the operational issues with AHU 6A are not resolved. I understand all concerned parties are actively engaged in the process of bringing the test installation of a booster fan to a successful conclusion. I am of the opinion that the unresolved issues are not of such magnitude to require the retrofit process be placed on hold or curtailed. Therefore, consider this letter as a notice to proceed with all tasks required for the operational assessment of existing AHU'S and retrofit design utilizing booster fans. As previously stated in our team meetings, due to IDPH/Facility Planning Board by laws, the County must move forward not haste to bring finality to this issue. C

I appreciate your efforts to date. All of us must continue the same level of effort to resolve this issue at the earliest possible date.

CC: Champaign County Board Members
Joseph Phebus
Deb Busey
Susan McGrath
Alan Reinhart



CONSTRUCTION WORK ORDER NO. 311

TO: Reliable Mechanical

DATE: November 9, 2006
CHAMP. COUNTY NURSING HOME
PKD PROJECT NO. 275

THIS CONSTRUCTION WORK ORDER AUTHORIZES THE WORK TO BE COMPLETED AS OUTLINED.

A Contract Change Order will be written in the amount not to exceed of \$4,219 to Reliable Mechanical per the attached proposal dated 11/09/06.

ENCLOSURES: Farnsworth Group ASI 458 dated 10/27/06 and drawings M4.1 (SD19), M4.1 (SD18).

DESCRIPTION OF WORK COVERED BY REQUEST FOR PROPOSAL (RFP):
Provide sound attenuation at return fan 6A as per the attached Farnsworth Group ASI # 458.

PKD to provide barrier absorption panels and sheets.

REASON FOR THIS ORDER: To apply sound to control to test unit.

DISTRIBUTION:

ENCL.

Denny Inman/Alan Reinhart – County	2
John Heimann – FGI	1
Gordon Skinner – Urbana Building Safety	1
TRM TRM/MFC CE	1 wht / 1 grn
PBD/MJS	1 grn
DLR/FFC	1

CWO AUTHORIZATION:

Denny Inman
County Administrator

Michael Blitzer - PKD
PKD, Inc.



Mr. Denny Inman
Champaign County Administrative Services
1776 E. Washington St.
Urbana, IL 61802

11-Dec-06

Champaign County Nursing Home
PKD FIELD WORK FOR "B" & "C" UNIT BOOSTER FANS - Through November 30, 2006

INVOICE

PKD FIELD WORK FOR "B" & "C" UNIT BOOSTER FANS
Through November 2006

20,583

AMOUNT DUE

\$20,583

PROGRESS BILLING FOR INFORMATION ONLY TO BE BILLED UNDER SEPARATE
COVER VIA PKD PAY APPLICATION FOR DECEMBER 2006.

Description	DPE		Unit	Cost	Subtotal	Total
	Quantity	Unit Rate				
PKD FIELD WORK FOR "B" & "C" UNIT BOOSTER FANS - Through November 30, 2006						
SUPERINTENDENT						
Project Superintendent / Carpenter	127 hrs.	68.43 \$/hr	\$		8,691	
Laborer	152 hrs.	52.11 \$/hr	\$		7,921	
Laborer Foreman	17 hrs.	57.12 \$/hr	\$		971	
Operator	4 hrs.	58.96 \$/hr	\$		236	
Total Field Personnel						\$ 17,818
EQUIPMENT						
Truck (Doc)	0 hrs.	3 \$/hr	\$		-	
Truck (DT-2 GMC)	9 hrs.	5 \$/hr	\$		45	
Air Compressor	2 hrs.	8 \$/hr	\$		15	
Jack Hammer	5 hrs.	6 \$/hr	\$		30	
Drill (DR042) - Hilti TE75	18 hrs.	4 \$/hr	\$		72	
CS45 - Wet/Dry Tabletop Bricksaw	2 hrs.	6 \$/hr	\$		12	
Total Equipment						\$ 174
MATERIALS						
Will Enterprises	1 ls		\$		1,925	
Negwer Materials	1 ls		\$		164	
Menards	1 ls		\$		285	
Champaign Builder's Supply	1 ls		\$		169	
Champaign Do It Best Hardware	1 ls		\$		-	
True Value Hardware	1 ls		\$		4	
Dean's Blueprint	1 ls		\$		45	
Total Materials						\$ 2,591
TOTAL - PKD FIELD WORK FOR "B" & "C" UNIT BOOSTER FANS - Through November 30, 2006						\$ 20,583



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

TRM/SRS/MCCCE 303B
MFL PKD Contract file

P&D

MSS

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 - PHYSICAL PLANT
(217) 384-3896 - FAX
(217) 384-3864 - TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

October 2, 2006

PKD, Incorporated
Mr. Pat Dorsey, President
2110 Clearlake Boulevard
Champaign, Illinois 61802

Re: Champaign County Nursing Home/ Retrofit Booster Fans for AHU 4C, 6C, & 7C -
Authorization to Proceed with Saw Cutting of Floors in Tub Rooms 136, 236, 337

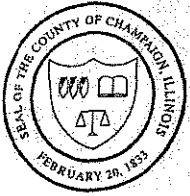
Dear Pat:

As a result of the engineering design changes for AHU 4C, 6C, and 7C requiring booster fan installation within tub rooms 136, 236, 337 and the County Boards commitment of completing this project at the earliest possible date, I hereby authorize you to immediately proceed with the wet saw cutting of said tub rooms. The scope of work under this authorization is concrete floor sawing, debris removal, excavation & backfill, and flooring replacement for the three tub rooms. This extra work must be completed prior to installation of booster fans in these rooms.

This work is to be completed under the supervision of PKD, Incorporated as Construction Manager and is to be billed as part of the General Conditions. You may utilize any means at your disposal to accomplish this task, on a T & M basis, in order to maintain the project deadline of November 30th. In the event this work exceeds the remaining General Conditions balance, the County will appropriately amend the budget to reflect said work.

Thank you for your cooperation in this matter.

Sincerely,



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

Notice to Proceed

To: PKD
Pat Dorsey, President
Mike Stilger, Vice-President

From: Denny Inman, County Administrator/Facilities & Procurement

Date: November 13, 2006

Re: CCNH Construction Project/Building Perimeter Drainage - Notice to Proceed

In light of the fact that winter weather will soon be upon us and the issue of building perimeter drainage is not resolved, consider this letter as a notice to proceed with all required tasks for the resolution of drainage issue as prescribed by Farnsworth Group. Use the means and methods at your disposal to complete the required tasks by November 23, 2006. Expenditures for this issue will be paid from funds available in General Conditions. Cost for this project shall not exceed \$20,000 and every effort to include minority participation will be expended.

I appreciate your efforts to date. All of us must continue the same level of effort to resolve this issue at the earliest possible date.



Mr. Denny Inman
Champaign County Administrative Services
1776 E. Washington St.
Urbana, IL 61802

11-Dec-06

Champaign County Nursing Home
PKD Field Work for Underdrain Issue - through November 2006

INVOICE

PKD Field Work for Underdrain Issue

5,876

AMOUNT DUE

\$5,876

FOR INFORMATION ONLY TO BE BILLED UNDER SEPARATE COVER VIA PKD PAY APPLICATION FOR DECEMBER 2006.

Description	DPE		Unit	Cost	Subtotal	Total
	Quantity	Unit Rate				
PKD FIELD WORK FOR UNDERDRAIN ISSUE - Through November 30, 2006						
SUPERINTENDENT						
Project Superintendent / Carpenter	26 hrs.	68.43 \$/hr	\$	1,779		
Laborer	68 hrs.	52.11 \$/hr	\$	3,543		
Laborer Foreman	0 hrs.	57.12 \$/hr	\$	-		
Operator	0 hrs.	58.96 \$/hr	\$	-		
Total Field Personnel						\$ 5,323
EQUIPMENT						
Truck (Doc)	8 hrs.	3 \$/hr	\$	24		
Truck (DT-2 GMC)	0 hrs.	5 \$/hr	\$	-		
Air Compressor	0 hrs.	8 \$/hr	\$	-		
Jack Hammer	0 hrs.	6 \$/hr	\$	-		
Drill (DR042) - Hilti TE75	0 hrs.	4 \$/hr	\$	-		
CS45 - Wet/Dry Tabletop Bricksaw	10 hrs.	6 \$/hr	\$	60		
Total Equipment						\$ 84
MATERIALS						
Will Enterprises	1 ls		\$	-		
Negwer Materials	1 ls					
Menards	1 ls		\$	349		
Champaign Do It Best Hardware	1 ls		\$	45		
True Value Hardware	1 ls		\$	76		
Total Materials						\$ 470
TOTAL - PKD FIELD WORK FOR UNDERDRAIN ISSUE - Through November 30, 2006						\$ 5,876



CONSTRUCTION WORK ORDER NO. 308

TO: Borchers Decorating, Coleman Electric, Reliable Mechanical, Tile Specialists, Inc., McWilliams Mechanical.

DATE: November 8, 2006
CHAMP. COUNTY NURSING HOME
PKD PROJECT NO. 275

THIS CONSTRUCTION WORK ORDER AUTHORIZES THE WORK TO BE COMPLETED AS OUTLINED.

A Contract Change Order will be written in the amount of \$198,809. to Reliable Mechanical per the attached proposal dated 10/31/06.

A Contract Change Order will be written in the amount of \$5,897. to Tile Specialists, Inc. per the attached proposal dated 11/06/06.

Miscellaneous relocation/cutting/patching/ finishes work (if required) by PKD, Borchers Decorating, Automatic Sprinkler and McWilliams Mechanical to be performed on a T&M basis.

Electrical work by Coleman Electric to be performed on a T&M basis.

ENCLOSURES: Farnsworth Group ASI 451 dated 10/23/06 and drawings A1, A2, A3.2a (SD4), M4.1 (SD8), M4.1 (SD9), M4.1 (SD10), M4.1 (SD11), M4.1 (SD12), M4.1 (SD13), M4.1 (SD14), M4.1 (SD15), M4.1 (SD16), E1.2a (SD3), E2.2 (SD7), E2.3 (SD6), E3.2(SD4), E8.7 (SD1), and E8.9 (SD4), and Latacrete 9235 Data.

ASI 451 Supplemental Information dated 10/31/06 and drawings A1, A3, M4.1 (SD8), M4.1 (SD9), M4.1 (SD12), E2.3 (SD8).

Greenheck booster fan data for RF-4BS, RF-5AS, RF-5BS, RF-5CS, RF-6BS, and RF-7BS(12 pages).

UPDATED Project schedule dated 11/06/06.

Drawings for 4B & 7B similar to those for 6B.

ASI 451
ASI 451 Supplemental Info
Greenheck Data



DESCRIPTION OF WORK COVERED BY THIS CONSTRUCTION WORK ORDER (CWO):

Provide a booster fan for AHU's - 5A, 5B, 5C, 6B, 7B & 4B for Wings 1, 2, 3 & 4 including all necessary modifications to the existing ductwork and controls. Work includes electrical hook up and controls.

Each Contractor shall be responsible for their own daily clean-up.

NOTE TO ALL CONTRACTORS: All work associated with these fans must be completed and fully tested per the schedule attached.

REMINDER: Test and balance contractor must have ample time after fan installation to test unit and all diffusers.

Any questions, contact Patrick B. Dorsey.

REASON FOR THIS ORDER: Correct air flows on AHU's 5A, 5B, 5C, 6B, 7B AND 4B.

DISTRIBUTION:

ENCL.

Denny Inman/Alan Reinhart - County	2
Tim Kiefer - FGI	1
Jim Gleason - GHR	1
Susan McGrath	1
Steve Cochran - City of Urbana	1
TRM/MFC CE file	1 white/1 green
MJS	1
DLR/FFC	1

TKJA

CWO AUTHORIZATION:

Denny Inman
County Administrator

Patrick B. Dorsey
Patrick B. Dorsey, PKD, Inc.

ASI 451
ASI 451 Supplemental Info
Greenheck Data



ENGINEERS AND ASSOCIATES, INC.
Mechanical & Electrical Consulting Engineers

1615 South Neil St. • Champaign, IL 61820
Tel: (217) 356-0536 • Fax: (217) 356-1092
ksiuts@ghrinc.com • FEIN: 37-0860182

December 14, 2006
Project No: 6148.0000
Invoice No: 0015886

Mr. Denny Inman
Champaign County
1776 East Washington
Urbana IL 61802

Project: 6148.0000 Champaign County Nursing Home Assistance

Professional Services: October 29, 2006 through December 2, 2006

Task: 002 HVAC System Review

Professional Personnel

	Hours	Rate	Amount
<i>Principal</i>			
Gleason, James N.	21.50	140.00	3,010.00
Kienzler, Lawrence R.	22.50	122.80	2,763.00
<i>Employee</i>			
Gee, Trini D.	11.50	41.80	480.70
Hicks, Shannon	1.00	65.30	65.30
Totals	56.50		6,319.00
Total Labor			6,319.00

Total this task \$6,319.00

Total this invoice \$6,319.00

Prepared By: E Boatz /January 3, 2007

PAYMENTS MADE TO DUANE MORRIS, LLP

NOTE: Highlighting represents payments made by Nursing Home

INVOICE #	INVOICE DATE	INVOICE AMOUNT	DATE PAID	SERVICE DESCRIPTION
1098576	6/14/2005	\$9,607.90	7/29/2005	Mold Remediation
1107659	7/26/2005	\$205.00	9/30/2005	Mold Remediation
1107660	7/26/2005	\$24,386.70	9/23/2005	Mold Remediation
1113580	8/9/2005	\$16,994.60	10/21/2005	Mold Remediation
1117985	9/13/2005	\$28,611.91	10/21/2005	Mold Remediation
1123872	10/10/2005	\$32,909.05	11/18/2005	Mold Remediation
1130776	11/8/2005	\$34,746.86	12/22/2005	Mold Remediation
1140067	12/15/2005	\$6,649.00	2/28/2006	Mold Remediation
1145927	1/16/2006	\$1,383.45	2/28/2006	Mold Remediation
939471	6/12/2003	\$1,125.00	7/25/2003	Certificate of Need
945090	7/14/2003	\$10,742.60	8/29/2003	Certificate of Need
952078	8/14/2003	\$3,638.52	10/10/2003	Certificate of Need
957685	9/11/2003	\$1,464.70	10/10/2003	Certificate of Need
965521	10/16/2003	\$13,689.92	11/13/2003	Certificate of Need
969839	11/7/2003	\$18,461.23	12/5/2003	Certificate of Need
978374	12/9/2003	\$32,603.10	1/15/2004	Certificate of Need
1361	12/5/2003	\$4,598.29	1/15/2004	Certificate of Need
986051	1/23/2004	\$8,196.49	3/19/2004	Certificate of Need
998172	3/17/2004	\$21,628.25	4/22/2004	Certificate of Need
1003776	4/13/2004	\$942.50	6/30/2004	Certificate of Need
1011115	5/12/2004	\$1,742.00	6/30/2004	Certificate of Need
1017303	6/8/2004	\$334.00	6/30/2004	Certificate of Need
1023510	7/8/2004	\$2,242.50	7/30/2004	Certificate of Need
1059748	12/13/2004	\$240.50	12/22/2004	Certificate of Need
1066101	1/14/2005	\$130.00	2/10/2005	Certificate of Need
1072908	2/17/2005	\$1,612.10	2/28/2005	Certificate of Need
1075476	3/7/2005	\$311.60	3/31/2005	Certificate of Need
1084475	4/13/2005	\$8,445.40	5/12/2005	Certificate of Need
1084476	4/13/2005	\$1,423.00	5/12/2005	Certificate of Need
1093894	5/23/2005	\$5,983.65	6/24/2005	Certificate of Need
1098576	6/14/2005	\$12,098.36	7/29/2005	Certificate of Need
1107658	7/26/2005	\$5,498.00	9/20/2005	Certificate of Need
1110233	8/9/2005	\$9,840.25	9/20/2005	Certificate of Need
1117983	9/13/2005	\$7,933.40	9/20/2005	Certificate of Need
1125060	10/12/2005	\$11,803.00	11/4/2005	Certificate of Need
1130775	11/8/2005	\$11,370.21	11/30/2005	Certificate of Need
1140066	12/15/2005	\$12,750.10	2/28/2006	Certificate of Need
1145925	1/16/2006	\$3,178.14	2/28/2006	Certificate of Need
1159221	3/10/2006	\$11,381.48	10/20/2006	Certificate of Need
1168692	4/18/2006	\$7,049.00	10/20/2006	Certificate of Need
1183006	6/15/2006	\$43.50	10/20/2006	Certificate of Need
1189730	7/18/2006	\$1,584.00	10/20/2006	Certificate of Need
1196008	8/11/2006	\$2,161.50	10/20/2006	Certificate of Need
1202850	9/15/2006	\$9,789.96	10/20/2006	Certificate of Need

Prepared By: E Boatz /January 3, 2007

1045557	10/11/2004	\$260.00	10/29/2004	General Representation
1051813	11/9/2004	\$195.00	11/30/2004	General Representation
1107659	7/26/2005	\$812.00	9/20/2005	General Representation
1093895	8/9/2005	\$1,749.80	9/20/2005	General Representation
1117984	9/13/2005	\$205.00	9/20/2005	General Representation
1125061	10/12/2005	\$646.00	11/4/2005	General Representation
1145926	1/16/2006	\$205.00	2/28/2006	General Representation
1168693	4/18/2006	\$2,700.84	6/16/2006	General Representation
1159222	3/10/2006	\$15,774.20	10/20/2006	General Representation
1177153	5/18/2006	\$6,479.89	10/20/2006	General Representation
1183007	6/15/2006	\$6,990.75	10/20/2006	General Representation
1189731	7/18/2006	\$5,633.65	10/20/2006	General Representation
1196009	8/11/2006	\$6,022.24	10/20/2006	General Representation
1202851	9/15/2006	\$3,632.48	10/20/2006	General Representation
1183006	6/15/2006	\$565.50	11/08/069	Sale of NH Property
	8/29/2006	\$779.92	11/8/2006	Hinshaw & Culbertson LLP (Mediation w/Otto Baum & PKD)
1113453	8/22/2006	<u>\$272.00</u>	9/23/2005	Courthouse Construction

\$454,454.99 TOTAL INVOICES PAID TO DATE

*(This total does not include the Health Facilities
Planning Board Meeting of 12/20/06)*



ALLIANCE Environmental Group, Inc.

5340 Commerce Circle, Suite E
Indianapolis, IN 46237
Tel: (317) 865-3400 Fax: (317) 865-3401
sshadley@alliance-envir.com
www.alliance-envir.com

Invoice Date Invoice Num
Oct 31, 2006 1630
Billing From Billing To
Sep 26, 2006 Oct 23, 2006

INVOICE

Mr. Joseph W Phebus
Phebus & Koester
136 West Main Street
Urbana IL 61801

Client ID: Phebus & Koester
Project Name: LCH09I03: Champaign County Nursing Home - Legal Action

		Rate	Bill Hours	Charge
Professional Services				
Copying of Documents	Stacey Deckard	\$60.00	3.00	\$180.00
Principal	Kent Shadley	\$125.00	3.50	\$437.50
Project Manager	Christopher Ames	\$75.00	3.75	\$281.25
	Kent Shadley	\$75.00	2.00	\$150.00
Project Manager Office Coordination	Christopher Ames	\$75.00	12.25	\$918.75
Secretary	Sandra Shadley	\$35.00	1.00	\$35.00
Professional Services Total:				\$2,002.50
Amount Due This Invoice:				\$2,002.50

Accounts Receivable

Inv Num	Inv Date	Bill Amt	Pay Date	Amt Paid	Inv Balance	Late Fee	Late Fee Paid
---------	----------	----------	----------	----------	-------------	----------	---------------

Bennett Electronic Service Co., Inc.
 7 Industrial Court
 P.O. Box 12
 Pontiac, IL 61764

Invoice
 Invoice Number:
 13135

Invoice Date:
 May 31, 2006

Page:
 1

Voice: (815) 842-2380
 Fax: (815) 844-3932

Sold To:
 Champaign County Administrative Svcs.
 Physical Plant Division
 1776 E. Washington Street
 Urbana, IL 61802-4581

Ship to:

Customer ID	Customer PO	Payment Terms	
C172	Alan Reinhart/CCNH	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	UPS		6/15/06

Quantity	Item	Description	Unit Price	Extension
24.00		Removal of stations previously installed at Champaign County Nursing Home. Devices will need to be reinstalled after mold problem addressed.	80.00	1,920.00
26.00		Reinstallation of stations at Champaign County Nursing Home.	80.00	2,080.00

Subtotal 4,000.00
 Sales Tax
 Total Invoice Amount 4,000.00
 Payment Received
TOTAL 4,000.00

Check No:

Bennett Electronic Service Co., Inc.
 7 Industrial Court
 P.O. Box 12
 Pontiac, IL 61764

Statement

Statement Date:
 Oct 11, 2006

Customer ID:
 C172

Voice: (815) 842-2380
 Fax: (815) 844-3932

Account Of:
 Champaign County Administrative Svcs.
 Physical Plant Division
 1776 E. Washington Street
 Urbana, IL 61802-4581

Amount Enclosed

\$ _____

Date	Date Due	Reference	Paid	Description	Amount	Balance
5/31/06	6/15/06	13135		PO# Alan Reinhart/CCNH	4,000.00	4,000.00
					TOTAL	4,000.00

0-30	31-60	61-90	Over 60 days
0.00	0.00	0.00	4,000.00

Your account is seriously overdue. Please remit payment immediately.



December 27, 2006

Champaign County Administrative Services
1776 East Washington Street
Urbana, IL. 61802

Attn.: Denny Inman, Co-Administrator

Re: Champaign County Nursing Home
PKD Incorporated, Project Number 275
Otto Baum Reduction In Retainage

Dear Mr. Inman:

The Contractor for Bid Item #8 – General Trades Contractor, has requested a reduction in retainage in their pay application for the period ending 01/20/07.

Since this Contractor has provided satisfactory work and is substantially complete as of 7/1/06, we recommend and request, at this time, written approval from the Champaign County Board, as required, to allow this Contractor a reduction in retainage from 5% to 2.5%. Please obtain the appropriate authorization below and provide a copy of this authorization to PKD Incorporated by 01/19/07.

Sincerely,
PKD Incorporated

Timothy R. Mininger
Project Engineer

Xc: MJS/TRM/MFC Pay Requests
DLR/FFC

Authorization to reduce retainage for the Contractor above: _____
Administrative Services



December 27, 2006

Champaign County Administrative Services
1776 East Washington Street
Urbana, IL. 61802

Attn.: Denny Inman, Co-Administrator

Re: Champaign County Nursing Home
PKD Incorporated, Project Number 275
McWilliams Mechanical Reduction In Retainage

Dear Mr. Inman:

The Contractor for Bid Item #14 – Plumbing, has requested a reduction in retainage in their pay application for the period ending 12/20/06.

Since this Contractor has provided satisfactory work and is substantially complete as of 7/1/06, we recommend and request, at this time, written approval from the Champaign County Board, as required, to allow this Contractor a reduction in retainage from 2.5% to 1%. Please obtain the appropriate authorization below and provide a copy of this authorization to PKD Incorporated by 01/19/07.

Sincerely,
PKD Incorporated

Timothy R. Mininger
Project Engineer

Xc: MJS/TRM/MFC Pay Requests
DLR/FFC

Authorization to reduce retainage for the Contractor above: _____
Administrative Services



December 27, 2006

Champaign County Administrative Services
1776 East Washington Street
Urbana, IL. 61802

Attn.: Denny Inman, Co-Administrator

Re: Champaign County Nursing Home
PKD Incorporated, Project Number 275
Coleman Electric Reduction In Retainage

Dear Mr. Inman:

The Contractor for Bid Item #17 – Electrical/Electronic System, has requested a reduction in retainage in their pay application for the period ending 12/20/06.

Since this Contractor has provided satisfactory work and is substantially complete as of 7/1/06, we recommend and request, at this time, written approval from the Champaign County Board, as required, to allow this Contractor a reduction in retainage from 2.5% to 1%. Please obtain the appropriate authorization below and provide a copy of this authorization to PKD Incorporated by 01/19/07.

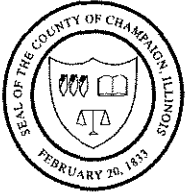
Sincerely,
PKD Incorporated

A handwritten signature in cursive script that reads "Timothy R. Mininger".

Timothy R. Mininger
Project Engineer

Xc: MJS/TRM/MFC Pay Requests
DLR/FFC

Authorization to reduce retainage for the Contractor above: _____
Administrative Services

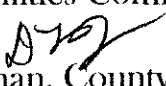


CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

To: Steve Beckett, Chair of County Facilities Committee
County Facilities Committee Members

From:  Denny Inman, County Administrator/Facilities & Procurement

Date: January 4, 2007

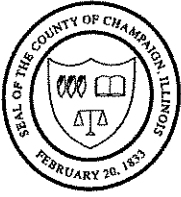
Re: Nursing Home Construction Project – Request for Reduction in Retainage

ISSUE:

For your consideration is a request for reduction in retainage pertaining to contracts performed by McWilliams Mechanical (Bid Item 14 - Plumbing), Coleman Electric (Bid Item 17 - Electrical/Electrical Systems), and Otto Baum (Bid Item 8 - General Trades) in the construction of the new Nursing Home facility.

REPORT:

1. Per contract “The ten percent (10%) retainage may be waived by recommendation of the Construction Manager and approval of the Owner, after the Contractor has satisfactorily completed fifty percent (50%) of the Work. Thereafter, no additional retainage will be withheld, provided there is a continued satisfactory performance by the Contractor.”
2. Mc Williams Mechanical and Coleman Electric request reduction in retainage from 2.5% down to 1%. Otto Baum requests a reduction in retainage from 5% down to 2.5%.
3. At your September 5, 2006 meeting the Committee approved reduction in retainage for McWilliams Mechanical and Coleman Electric down to 2.5%. Otto Baum’s request was denied due to pending settlement on the mold remediation issue and remains at 5%.




CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
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(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

To: Steve Beckett, Chair of County Facilities Committee
County Facilities Committee Members

From:  Denny Inman, County Administrator/Facilities & Procurement

Date: September 1, 2006

Re: Nursing Home Construction Project - Request for Reduction in Retainage

For your consideration is the reduction in retainage for twelve (12) construction contracts on the Nursing Home project. Per contract “The ten percent (10% retainage may be waived by recommendation of the Construction Manager and approval of the Owner, after the Contractor has satisfactorily completed fifty percent (50%) of the Work. Thereafter, no additional retainage will be withheld, provided there is a continued satisfactory performance by the Contractor;”.

At this time I recommend the following contractors not be granted the reduction in retainage; Reliable Mechanical and Otto Baum. The County Board and firms have issues which are in process state of claim settlement or modifying/repairing building systems which are not in operational compliance

I will be in attendance at your September 5th meeting to address any follow up questions.



BERNS, CLANCY AND ASSOCIATES

PROFESSIONAL CORPORATION

ENGINEERS • SURVEYORS • PLANNERS

THOMAS B. BERNS
EDWARD L. CLANCY
CHRISTOPHER BILLING

DONALD WAUTHIER

BRIAN CHAILLE
DENNIS CUMMINS
MEG GRIFFIN

MICHAEL BERNS
OF COUNSEL

Revised November 7, 2006

Mr. Joseph Phebus
Phebus & Koester
136 West Main Street
Post Office Box 1008
Urbana, Illinois 61801

**RE: PROFESSIONAL ENGINEERING, INVESTIGATIVE & FORENSIC SERVICES
NEW CHAMPAIGN COUNTY NURSING HOME SITE INVESTIGATIONS
CHAMPAIGN COUNTY EAST CAMPUS
URBANA, CHAMPAIGN COUNTY, ILLINOIS**

Dear Mr. Phebus:

In accordance with our previous conversations, we provide this proposal for the engagement of Professional Engineering, Investigative and Forensic Services related to the construction of the new Champaign County Nursing Home on the County's East Campus site in Urbana, Illinois.

As we discussed with you, we provided Professional / Consulting Services directly to Champaign County on projects that were ancillary to the New Nursing Home Project. We coordinated with the Urbana Park District to help provide a drainage outlet for the Nursing Home site through Prairie Park and Weaver Park. We made slight modifications to the drainage limited within the two (2) parking lots on-site to comply with desires of the Urbana Park District. We were not involved with the drainage design or grading of the New Nursing Home Site. We reiterate this so you may judge for yourself if there may be any potential for a "conflict of interest".

We previously assisted Champaign County with surveying and site work components for numerous other projects across their East Campus site in a variety of capacities. These include: a Master Plan for the East Campus; the Adult Detention Facility; the Fleet Maintenance Facility; Storm Drainage Planning for Sub-Watersheds; Juvenile Detention Facility; Animal Control Center; ESDA Building Site; Art Bartell Road Extension; Water Main Loop Extension; and an Area-Wide East Campus Topographic-Site Survey.

Berns, Clancy and Associates, P.C. (hereinafter called "Consultant") proposes to render Professional Engineering, Investigative and Forensic Services to Mr. Joseph Phebus of Phebus & Koester on behalf of the Champaign County Board (hereinafter called "Client") in connection with the new Champaign County Nursing Home site in Urbana, Champaign County, Illinois, (hereinafter call the "Project"). Client is expected to furnish Consultant with full information as to the requirements, goals and objectives including any special or extraordinary considerations for the Project or special services needed, and also to make available all pertinent existing data.

5753

Mr. Joseph Phebus
Phebus & Koester
Professional Engineering, Investigative, and Forensic Services
New Champaign County Nursing Home Site, Urbana, Illinois
November 7, 2006
Page 2

Our potential Professional Engineering, Investigative and Forensic Services to be rendered on this Project may include, but are not limited to, the following tasks:

Communications with Client	Acquisition of Aerial Photography
Meetings and Negotiations	Coordination with Client's Agents
Review of Existing Data	Coordination with Client's Other Consultants
Field Investigations and Surveys	Site Inspection and Testing
Acquisition of Ground Photography	Research into Applicable Standards
Research into Applicable Ordinances	Review of Probable Causations
Analysis of Existing Conditions	Review of Site Drainage and Grading
Drainage Investigations	Analysis of Site Design
Preparation of Map and Plat Exhibits	Preparation of Verbal and Written Reports
Exhibit Preparation	Preparation for Deposition / Court Testimony
Consulting Expert Services	Opinion Witness Services
Deposition Services	Reports / Presentations to County Board

We propose to provide Professional Engineering, Investigative, and/or Forensic Services as requested and directed by you on a per diem basis in accordance with our Standard Fee Schedule and General Conditions Sheet in effect at the time services are performed. Our current Standard Fee Schedule and General Conditions Sheet is attached and is included in this agreement by reference. You shall be obligated to pay Berns, Clancy and Associates a fee for services provided, plus expenses incurred during the performance of the work.

The fee will be computed by multiplying the total number of hours expended on the work by the applicable hourly rate for each classification contained on the Standard Fee Schedule in effect when services are performed. In addition to fees, expenses will be billed as incurred in accordance with the accompanying Standard Fee Schedule.

Services will be provided as requested by and for the exclusive benefit of Client and for Client's designated consultants and agents. In the furtherance of these services, Consultant may review other records, ordinances or standards and will review any data you make available.

Since an ultimate scope of all services cannot be defined at this time, Consultant can currently make no estimate of the time, effort or ultimate cost that will be required in the performance of services on Client's behalf. At such time as a scope of services for a specific task can be defined, Client may request Consultant to prepare estimates of fees and expenses to undertake various specific tasks as identified by Client. We attach to this proposal a scope of services for the first Task that has been outlined to date.



Mr. Joseph Phebus
Phebus & Koester
Professional Engineering, Investigative, and Forensic Services
New Champaign County Nursing Home Site, Urbana, Illinois
November 7, 2006
Page 3

We understand that you will supply any necessary background data for our use in the performance of these services. It is necessary that you advise us at an early date if you have time and/or budgetary limitations for our services on this Project. At this time, we append a scope of services and fee proposal for two (2) initial tasks identified to date, which we provide for your review and approval.

We appreciate this opportunity to submit this engagement letter to you and we look forward to hearing from you in the near future. This Proposal for Engagement of Professional Engineering, Investigative and Forensic Services is valid for thirty (30) days from this date. After that period it is subject to review and renegotiation. If you find the above agreement acceptable, please sign in the space provided below and return a copy to us as our formal authorization to proceed. If you have any question or comment, please contact us.

AUTHORIZATION TO PROCEED:

TASK 1 – INITIAL SITE DRAINAGE REVIEW AND RECOMMENDATIONS

APPROVED:
Phebus & Koester

Sincerely,
BERNS, CLANCY AND ASSOCIATES, P.C.

Signature

Christopher Billing, P.E., Vice President

Date

CB:mp
cc: Denny Inman
Enclosures
5753 pp1



ATTACHMENT 1, consisting of 2 pages
Appended to the Agreement for Forensic Services
Dated November 7, 2006
Initial: Mr. Joseph Phebus _____
Initial: Berns, Clancy and Associates, P.C. _____

TASK 1. INITIAL SITE DRAINAGE REVIEW AND RECOMMENDATIONS

This Task 1 Initial Site Drainage Review and Recommendations includes primarily a review of the grading of the site to ascertain the effectiveness of the surface drainage features of the site. We understand you have the "official" copy of the construction drawings. We will study the drainage plan as depicted on the construction documents. We will dispatch a field crew to gather "as-built" topographic information and compare it to the Plans to evaluate how successfully the construction implemented the design. We will give special attention to the method for removing the concentrated roof runoff from around the perimeter of the building. We will note problems and concerns we identify from these efforts and make any recommendations to you along with an estimate of anticipated costs of any recommended changes. More specifically, these services may include:

1. Communications, correspondence, and conversations with you and any other consultants or investigators as you may prescribe.
2. Coordination with you to obtain a copy of the construction drawings.
3. Review of the grading and drainage plan for the site, including building details as depicted by the construction drawings and Plans.
4. Initial reconnaissance of the site to spot drainage problems or areas of grading concern and to obtain ground photography documenting the current situation.
5. Fieldwork to re-establish project vertical control bench marks and to obtain spot elevations to verify the "as-constructed" grading at the site.
6. Office reduction of the field notes and checking of the data against the Plans.
7. Preparation of a site plan exhibit to initially depict the results of the site grading and drainage investigations.
8. Review of the capabilities of the systems removing the concentrated roof water from around the perimeter of the building by either surface or subsurface systems.
9. Preparation of a brief initial report of the results of the study and transmittal to you for review.
10. Meeting with you to review your comments and revisions of a final report and recommendations as appropriate.
11. Preparation of an Engineer's Opinion of Construction Costs for any recommendation proposed as a part of the analysis.
12. Review of all work by a Principal of the Firm.



ATTACHMENT 1, consisting of 2 pages
 Appended to the Agreement for Forensic Services
 Dated November 7, 2006
 Initial: Mr. Joseph Phebus _____
 Initial: Berns, Clancy and Associates, P.C. _____

While total fees for this **Task 1 Initial Site Drainage Review and Recommendations** cannot be forecast at this time, we suggest you initially budget \$7,000 for this Task 1 at this time, generally itemized as follows:

Principal of the Firm.....	10 hours @ \$120 per hour	\$1,200
Civil Engineer	26 hours @ \$ 92 per hour	\$2,392
Surveyor	10 hours @ \$ 63 per hour	\$ 630
Two-Person Survey Crew.....	8 hours @ \$104 per hour	\$ 832
Drafter	10 hours @ \$ 56 per hour	\$ 560
Technician	16 hours @ \$ 41 per hour	\$ 656
		<u>\$6,300</u>
Miscellaneous Expenses		\$ 500
Initial Budget for Task 1		<u>\$6,800</u>

SCHEDULES / SUBMITTALS

Once we receive the background information from you, we will review the data and schedule the field crew. We anticipate providing you an initial draft of our analysis within two (2) weeks. We will immediately finalize any issues that may arise during our review. We anticipate one (1) or more plan sheet exhibits and a listing of apparent deficiencies, potential recommendations and associated opinion of construction costs, if you so desire.

ADDITIONAL SERVICES

We are pleased to provide continuing or additional services related to this task beyond the scope identified above. These additional services will be provided on a per diem basis. Additional services may include: appearance at and presentations to the County Facilities Committee and County Board; expert witness testimony for mediation or litigation; or additional investigations of other issues beyond those identified in Task 1.





BERNS, CLANCY AND ASSOCIATES
PROFESSIONAL CORPORATION

ENGINEERS • SURVEYORS • PLANNERS

Thomas B. Berns
Edward L. Clancy
Christopher Billing

Donald Wauthier
Brian Chaille
Dennis Cummins
Meg Griffin

Michael Berns
Of Counsel

May 1, 2006

**STANDARD FEE SCHEDULE FOR PROFESSIONAL
ENGINEERING, SURVEYING, AND PLANNING SERVICES**

HOURLY RATE

PRINCIPAL OF FIRM, PREPARATION & TESTIMONY AS EXPERT WITNESS	\$200
PRINCIPAL OF FIRM, ENGINEER, SURVEYOR OR PLANNER GRADE 7	120
ENGINEER, SURVEYOR OR PLANNER GRADE 6	92
ENGINEER, SURVEYOR OR PLANNER GRADE 5	80
ENGINEER, SURVEYOR OR PLANNER GRADE 4	63
ENGINEER, SURVEYOR OR PLANNER GRADE 3	56
ENGINEER, SURVEYOR OR PLANNER GRADE 2	53
ENGINEER, SURVEYOR OR PLANNER GRADE 1	46

TECHNICIAN OR CONSTRUCTION OBSERVER GRADE 5	\$ 60
TECHNICIAN OR CONSTRUCTION OBSERVER GRADE 4	56
TECHNICIAN OR CONSTRUCTION OBSERVER GRADE 3	48
TECHNICIAN OR CONSTRUCTION OBSERVER GRADE 2	41
TECHNICIAN OR CONSTRUCTION OBSERVER GRADE 1	29

FOUR-PERSON SURVEY CREW	\$162
THREE-PERSON SURVEY CREW	133
TWO-PERSON SURVEY CREW	104

VEHICLE MILEAGE	\$ 0.50 / MILE
WOOD GRADE STAKE	0.50 / EACH
STEEL SURVEY MONUMENT WITH ALUMINUM CAP	10.00 / EACH
CONCRETE SURVEY MONUMENT WITH ALUMINUM CAP	25.00 / EACH
STEEL FENCE POST	3.00 / EACH
PHOTOCOPY	0.20 / EACH
PLAN SHEET COPY (PER SQUARE FOOT)	0.40 / SQ FT
COMPUTER AIDED DRAFTING (CAD)	5.00 / HOUR

TRAVEL TIME TO AND FROM OUR OFFICE WILL BE CHARGED IN ACCORDANCE WITH THE FOREGOING RATES. ALL SUBCONSULTANTS (SOIL INVESTIGATION, MATERIAL TESTING, AERIAL PHOTOGRAPHY, PHOTOGRAMMETRIC MAPPING, ETC.) ENGAGED BY US WILL BE BILLED AT COST PLUS TEN PERCENT (10%). ALL OTHER OUT-OF-POCKET EXPENSES INCURRED WILL BE BILLED AT COST PLUS TEN PERCENT (10%). THESE EXPENSES MAY INCLUDE TRAVEL, SUBSISTENCE (WHEN APPLICABLE), LONG DISTANCE TELEPHONE OR TELEFAX CHARGES, EXPRESS DELIVERY, REPRODUCTIONS, POSTAGE, SHIPPING CHARGES, RENTAL EQUIPMENT, ETC. REVISIONS TO THIS STANDARD FEE SCHEDULE ARE NOT ANTICIPATED UNTIL MAY OF 2007.

GENERAL CONDITIONS

Item 1. Scope of Work. Berns, Clancy and Associates, P.C. (BCA) shall perform services in accordance with an "agreement" made with the "client". The agreement consists of BCA's proposal, Standard Fee Schedule, and these General Conditions. The "client" is defined as the person or entity requesting and/or authorizing the work, and in doing so, client represents and warrants that he is duly authorized in this role, even if performed on behalf of another party or entity, in which case the other party or entity is also considered as the client. The acceptance of BCA's proposal signifies the acceptance of the terms of this agreement.

The fees for services rendered will be billed in accordance with the accompanying Standard Fee Schedule. Unit rates for services not covered in the fee schedule or elsewhere in the agreement can be provided. The standard prices proposed for the work are predicated upon the client's acceptance of the conditions and allocations of risks and obligations described in the agreement. The client shall impart the terms of this agreement to any third party to whom the client releases any part of BCA's work. BCA shall have no obligations to any party other than those expressed in this agreement.

Item 2. Site Access/Background Data. The client will provide for the right-of-way access to the work site. In the event the work site is not owned by the client, client represents to BCA that all necessary permissions for BCA to enter the site and conduct the work have been obtained. While BCA shall exercise reasonable care to minimize damage to the property, the client understands that some damage may occur during the normal course of the work, that BCA has not included in its fee the cost of restoration of damage, and that the client will pay for such restoration costs. Client shall provide the appropriate land title and/or background information to BCA required for the performance of our work. BCA will not be required to perform an independent search for easements, encumbrances, title evidence and ownership data as BCA will rely upon the materials and representations that client supplies to BCA.

Item 3. Utilities. In the performance of its work, BCA will take all reasonable precautions to avoid damage to underground structures or utilities, and will rely on utility locator services to correctly identify their buried service lines, and on plans, drawings or sketches made available and provided by the client. The client agrees to hold BCA harmless and indemnify BCA from any claims, expenses, or other liabilities, including reasonable attorney fees, incurred by BCA for any damages to underground structures and utilities which were not correctly and clearly shown on the plans provided to BCA or otherwise disclosed by the client or utility locator service. BCA will be responsible for ordering the utility locator or exploratory excavation services only if expressly set forth in the scope of the proposal.

Item 4. Hazardous Materials and Conditions. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the client, or other involved or contacted parties, to advise BCA of any known or suspected undocumented fills, hazardous materials, by-products, or constituents, and any known environmental, hydrologic, geologic, and geotechnical conditions, which exist on or near any premises upon which work is to be performed by BCA employees or subcontractors or which in any other way may be pertinent to BCA's proposed services.

Item 5. Confidentiality. BCA shall hold confidential the business and technical information obtained or generated in performance of services under this agreement and identified in writing by the client as "confidential". BCA shall not disclose such "confidential" information except if such disclosure is required by governmental statute, ordinance, or regulation; for compliance with professional standards of conduct for public safety, health, and welfare concerns; or for protection of BCA against claims or liabilities arising from performance of its services.

The technical and pricing information contained in any report or proposal submitted by BCA is to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of BCA. Client now has no contract with any other professional engineer/surveyor/planner for the performance of the specific services outlined in the agreement and any previous contracts are terminated and copies of all previous work will be provided to BCA for use in this current project.

Item 6. Standard of Care. BCA will perform the services under this agreement in accordance with generally accepted practice, in a manner consistent with the level of care and skill ordinarily exercised by members of this profession under similar circumstances in this locality. No other warranties implied or expressed, in fact or by law, are made or intended.

Item 7. Technical Methodology and Protocol. BCA will select generally accepted methods and procedures it considers appropriate to accomplish the intended and understood purpose of its services within the scope of this agreement, and the client signifies concurrence with these methods and procedures by acceptance of this agreement. In the event other special methods or procedures are preferred by the client or are considered more appropriate, a written description or designation of these must be provided to BCA prior to execution of this agreement.

Item 8. Limitations of Liability. The client agrees to limit BCA's liability to the client and all parties claiming through the client or otherwise claiming reliance on BCA's services, allegedly arising from BCA's professional acts or errors and omissions, to a sum not to exceed BCA's fees for the services performed on the project, or \$100,000, whichever is greater, provided that such claims are not attributable to BCA's gross negligence or intentional misconduct. In this latter event, the Limit of Liability will be increased to \$500,000 less any applicable insurance amount covering alleged damages or claims. In no event shall BCA or any other party to this agreement, including parties which may have or claim to have a direct or indirect reliance on BCA's services, be liable to the other parties for incidental, indirect, or consequential damages arising from any cause.

Item 9. Insurance and Indemnity. BCA represents that it maintains general liability, property damage, and professional liability insurance coverage considered adequate and comparable with coverage maintained by other similar firms, and that BCA's employees are covered by Workman's Compensation Insurance. Certificates of Insurance can be provided to the client upon request. BCA shall not be responsible for any loss, damage, or liability beyond these insurance limits and conditions. BCA agrees to indemnify the client from and save client harmless against any loss, damage, or liability stemming from acts of gross negligence by BCA. Except as expressly set forth in Items 8 and 9, the client agrees to hold BCA, its officers, directors, agents, and employees, harmless from any claims, suits, or liability including but not limited to attorney fees, costs of settlement, and other incidental costs, for personal injury, death, illness, property damage or any other loss, allegedly arising from or related to BCA's work.

Item 10. Modifications. This agreement and all its attachments represent the entire understanding between the parties, and neither the client nor BCA may amend or modify any aspect of this contract unless such alterations are reduced to writing and properly executed by the parties hereto. These terms and conditions shall supersede all prior or contemporaneous communications, representations, or agreements, and any provisions expressed or implied in requests for proposal, purchase order, authorization to proceed, or other contradictory provisions, whether written or oral.

Item 11. Originals and Reproductions. All original notes, drawings and other working papers are and shall remain the copyrighted property of BCA. Client is entitled to perpetual access to BCA's original files and will be provided reproducible copies of originals, as well as photocopies of all other documents at the actual cost to make such reproductions.

Item 12. Payment. Invoices for performed work will be submitted monthly for services rendered the prior month, payable within 30 days of invoice date. The fees quoted are based upon an expected timely payment. Late payment charges of 1.5% per month will be added to delinquent charges. Client shall be further obligated to pay BCA's cost of collection, including, but not limited to, court costs and attorney's fees, in the event of default in payment under this paragraph. This agreement is entered into in Champaign County, Illinois and the Laws of Illinois are to apply to the agreement. If legal action is required by BCA, to collect fees or expenses advanced or to resolve disputes, then the parties agree that Champaign County shall be the proper venue for that legal action. BCA, at its option, may terminate its services due to client's failure to pay when due. In the event of termination of services prior to completion, client shall compensate BCA for all services performed to and for such termination.

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

May 10, 2005 - 7:00 p.m.

(Reconvened from May 3, 2005 meeting)

Meeting Room 1, Brookens Administrative Center

MEMBERS PRESENT: Beckett (Chair), Cowart, James, Jay, Knott, Weibel

MEMBERS ABSENT: Avery, Hogue, Sapp

OTHERS PRESENT: Denny Inman (County Administrator),
Chris Doenitz (County Board Member),
Jeff Blue, Tracy Wingler (Highway Department),
Sheriff Walsh, Bill Keller (ESDA Coordinator),
Steve Ziegler, Joel Fletcher (State's Attorney's Office),
Curt Deedrich (Supervisor of Assessments),
Jeff Roseman (Planning & Zoning)

CALL TO ORDER

Chair Beckett called the meeting to order at 7:00 p.m. Declaring a quorum present, the chair proceeded with the meeting reminding the committee they approved the agenda at the meeting on May 3rd and this is a continuance of that meeting.

FLEET MAINTENANCE/HIGHWAY FACILITY

Fleet Maintenance - Business Plan

Mr. Inman presented each member with an amended version of this business plan. He explained that the County has 160 vehicles yet we have never had a fleet maintenance operation to take care of them and he feels we have a prime opportunity to do so now. There is a fleet maintenance portion to this new building although he is not sure what impact it will have on the facility, he also stressed fleet safety and feels we should have a safety program in place. This business plan includes an itemization of departments that could be affected and an itemization of the number of vehicles. He stated if you do a professional fleet maintenance you create a more efficiently run maintenance and your costs go down, this would be a brand new business and we would look at someone who had the background we need to come in with a very small staff to run this. He stated organizations the size of ours do this to save money over maintenance and over time for the efficiency of your fleet.

Mr. Ziegler stated his first concern with this project is the financing of the building itself, reminding the committee that MFT funds and highway funds cannot be used for things they are not legally allowed to be used for. He stated he has more concern about actual operations of a fleet maintenance facility; his advice is that we look at what we want to achieve and how we want to operate it. He wants to ensure we avoid co-mingling of funds that we cannot legally co-mingle although he believes this can be easily handled.

Fleet Maintenance/Highway Facility Cont.

Ms. Cowart stated the Highway committee, at their last meeting, directed the secretary to draft a memo stating the committee is not interested in the business plan at this time and we believe our County Engineer should be able to run his own department. That memo is before the Facilities members tonight.

Mr. Blue stated he is not sure if the business plan, as it is, includes the Highway Department vehicles or just all other outside the department. He believes fleet maintenance could be handled in a simpler way than creating an entire department and he suggested an open line item. He explained his department is currently and will continue to maintain other department's vehicles such as oil changes for the Sheriff's office and recently more heavy duty maintenance. He stated he wants to build the best facility that does the best job to maintain his roads, regardless of how many mechanics they have or if they are working on other departments vehicles. His concern is if the people working in that building are working for 2 different people in 2 different departments, he feels there could be territorial issues that could come into play. He believes we can staff appropriately to maintain all the vehicles and feels people are satisfied with the services we have been providing up to this point and he would like to continue providing those services. He explained that the mechanic they recently hired worked in a shop where they tracked vehicles and he believes he has the knowledge to do that for Champaign County.

Mr. Northrup stated although they only have 4 vehicles, he is concerned that under this plan he would be locked into one facility or service. He explained that sometimes he needs something done right away to get a vehicle back on the road, he believes from past conversations that the highway department is capable of doing something like that on request although there may be some things that they could have done cheaper or faster elsewhere. His budget has about \$2,500 for 4 vehicles per year, one of his vans has over \$100,000 miles on it but they have put off replacing it due to the money situation in the County. He feels the highway department does a good job with the upkeep on their vehicles and he would be willing to use the highway department for certain needs with the option to go elsewhere if needed.

Sheriff Walsh explained he is the largest fleet user in the County with over 70 vehicles and they have been happy with the quality of work the highway department is doing. Most of his vehicles are bought through the State so regardless of how many cars he buys he does not feel this plan would provide any savings. He stressed he does not want someone telling him that something has to wait and he would be willing to expand his use of the highway department.

Mr. Jay stated without question some of the responsibility lies with each department head for taking care of their vehicles. He is confident that Mr. Blue and his staff can keep the funds straight as well as do what they say. This plan was not part of the program when we started, and he questioned why we would want to create another department when we have a number of issues already in front of us. He is opposed to this plan and would like to lay it to rest until the new building is built.

Fleet Maintenance/Highway Facility Cont.

Mr. Blue stated they are going to do their best to work on the diverse inventory of vehicles that we have in the county but he is not going to work with the other departments to help them purchase their vehicles. Risk management is something they can do regardless if there is a fleet maintenance department; fuel operations is a tough situation because it is an environmental problem to monitor fuel stations in this day and age and he doesn't believe we would see a great deal of savings in fuel. He doesn't deny there was a lot of effort put into this plan and if there was a fleet maintenance department it would take some of the work off of his shoulders but he doesn't see a great deal of savings in creating the department. Currently, he explained, they are billing other departments for the work they do, they are charging \$30.00 per hour for labor and they are doing transmission changes, oil changes and light changes. They have a solid mechanic that he has great confidence in and he can foresee the department doing more in the future.

Mr. Beckett stated the question he has is how this would impact the building they want to build. After listening to Mr. Blue he understands we need a facility that is well constructed and designed so we can do this if we need to in the future.

Mr. Weibel stated he believes this plan has merit but not at this time and suggested we could look into this again in a few years.

COURTHOUSE

Masonry Stabilization & Restoration Project Update

Mr. Beckett explained the negotiating team has attempted to negotiate with Simpson, Gumpertz & Heger, Inc. asking them to submit a revised fee proposal and effort schedules. They have reduced their fee from \$180,000 to \$172,000 which is about the equivalent to what their original fee proposal was. His opinion, along with Mr. Sapp and Mr. Inman, is that we should terminate our relationship with them.

MOTION by Jay to direct legal council to prepare the necessary documents and advise in June of any legal risks associated with this proceeding; seconded by Knott.

Mr. Beckett stated everything the firm has completed to date belongs to us and we are about 30% through this project. We have different options for where we go from here; we could start all over, we could move to option #2, or we could go with someone we have worked with in the past and have a good relationship with. He stated he is hesitant to say anything until he hears back from Mr. Fletcher but if we terminate this agreement it will halt any hope of construction this year.

Motion carried.

BROOKENS ADMINISTRATIVE CENTER

Facility Survey Results

Mr. Reinhart stated, at the committee's request, he has provided square footage numbers for different projects to be done at the Brookens building as a result of the facility survey.

Mr. Shelden stated he has requested humidity control for his records room. They do have one humidifier in the election storage area where there is a drain and clearly they cannot run another one without a drain.

Mr. Knott stated the records in the County Clerks office are irreplaceable so he agrees with doing that project.

Mr. Beckett stated we have the money to complete every project listed above the additional office space item on the list which includes landscaping, personal dehumidifiers and a drain for existing humidifier. He explained there is a plan in place for the office space issues and any painting or carpeting to be done we would need to get an estimate for.

Mr. Jay stated the Brookens building needs to be painted before we have to replace everything. He believes the painting is more important than landscaping.

Mr. Reinhart explained they do not have enough time or money to do the painting in-house, we will have to plan and budget for next year.

Committee consensus to continue this item next month.

Debra Greist Memo - dated April 11, 2005

Mr. Weibel stated he spoke with Ms. Greist about this issue and she is looking for another meeting room to use for ZBA when MR 1 is occupied, he suggested the possibility of using a meeting room in the new highway facility stating her meetings need to be on County property and they have to be recorded. He explained this request is a result of ZBA getting bumped out of MR 1 by County Board meetings and he suggested we consider creating a rule stating that another group cannot be bumped when scheduling meetings. He doesn't believe she felt this was an immediate need.

Mr. Inman stated the only area equal in size to MR 1 is in the middle of JDC which raises concerns about accessing that building, there could be meeting space in the old nursing home although that is down the road.

Mr. Beckett stated one of the end Courtrooms would be large enough although it would require additional staffing and security and he does not believe there is recording equipment.

Proposed Department Relocation

Mr. Inman stated this project will be completed in phases. The first would include a smaller impact phase where much of the work to be done includes refurnishing, carpeting and paint. When Animal Control moves to their new facility that space will be vacant, there is a division in Administrative Services called storage inventory which is a storage area for office supplies and we would move that area to the old animal control space, that space would not need any work. The old IT area would be vacated for the Civil Attorneys, he reported the State's Attorney is moving quickly on their new hires and there will eventually be 3 attorneys. Another project on the list is the Auditors remodel, when CASE audiology moved out of the building their space became available and it was determined the Auditor could use it for record storage. We will then move the new County Administrator into the civil attorney area which will require only paint and carpet. The States Attorney support enforcement, which is located in Pod 200, would relocate to a lower level of pod 400. We would take Planning and Zoning and move them to the existing Supervisor of Assessment area moving the Supervisor of Assessments to the space vacated by support enforcement. He has talked with some of the department heads who have approved of this plan which is before the committee for discussion and concurrence or rejection. The move to the new space for Supervisor of Assessments would add 400 SF to their space and require some remodeling; we will have to work on the inclusion of the Board of Review with the ultimate goal to have Pod 200 as the real estate wing for the County.

Mr. Deedrich stated he is excited about the possibility of a real estate wing; his concern is that the office they would be moving into is a funny structure which separates the area so much that he doesn't believe they could make it work without the removal of some walls. He spoke with the Treasurer and he is also excited about their offices being near each other, he suggested one step better might be putting the Treasurer and Assessors offices together in one big area.

Mr. Beckett stated this plan is close to getting everyone what they want. The only office that is still pending is the Coroner's office.

Committee consensus to move forward on the proposed department relocation. Mr. Inman will provide more detail in June.

PHYSICAL PLANT REPORTS
Monthly Budget Report

Mr. Reinhart stated this report is provided for information so the committee can understand why our percentages are so high so early in the budget year. He explained they are trying to provide more history each month. He has also included the gas and power bills.

Physical Plant Reports Cont.

Manpower Report - Capital Projects

Mr. Reinhart stated this is a new report this month which shows four categories; repair maintenance, scheduled maintenance, special projects and Nursing Home. It also shows we are spending over half our time on repair and maintenance items and the other half on special projects when we would prefer to spend 50-60% of our time in scheduled maintenance.

Annual Generator Maintenance - Bid Recommendation

MOTION by James to recommend County Board Approval of the award of contract to Cummins Mid-States Power, Incorporated of Normal, Illinois for the annual Generator Maintenance Contract; seconded by Weibel. **Motion carried.**

Annual Elevator Maintenance - Bid Recommendation

MOTION by Knott to recommend County Board approval of the award of contract to Kone, Incorporated of Urbana, Illinois for the annual elevator maintenance contract; seconded by Weibel. **Motion carried.**

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT

Champaign County & SBC - Easement Agreement

Mr. Reinhart stated they are working with SBC, who is going to provide us with phones for the new Nursing Home and new Highway facility. The information provided for the committee is the best guess as to where we should place a small telephone box to supply lines for the new buildings. When asked why they didn't go closer to the power pole at the employee entrance of the Nursing Home, he stated there is an existing underground telephone manhole and the cover is right in the entry to the parking lot, SBC has requested the box be close to that manhole.

MOTION by Knott to recommend County Board approval of the Champaign County & SBC Easement Agreement; seconded by James.

A friendly amendment was offered to recommend approval, subject to State's Attorney's review and approval. Mover and seconder concur. **Motion carried.**

CLOSED SESSION

MOTION by Jay to enter into closed session pursuant to 5ILCS 120/2 (c)(11) to address litigation on behalf of Champaign County which is probable or imminent because Negotiations to settle a construction contract claim relating to defective materials for the Champaign County Nursing Home construction project have broken down, with Legal Council, the County Administrator and Supervisor of Maintenance remaining present; seconded by James. Motion carried with a 6/0 roll call vote. Voting aye were Beckett, Cowart, James, Jay, Knott and Weibel.

The Committee entered into Closed Session at 8:32 p.m.

The committee entered open session at 8:50 p.m.

Mr. Beckett stated for the record, the committee has discussed an issue related to the construction of the nursing home and a potential claim in relation to it regarding the presence of mold in the construction process. He stated the public has a right to know about this situation but he doesn't want that to compromise what we have to do in presenting our claim. He is also concerned that the Public Health district be informed about the situation, he doesn't believe it is a good idea to wait to tell them or keep it a secret because they are an agency that can have an impact on the opening of the building.

Mr. Knott stated he agrees, because word may already be out on the street he would like to address the situation with the facts.

Committee consensus, by show of hands, to support disclosing this information to public health.

CHAIR'S REPORT/ISSUES

Clock & Bell Tower Project Update

Mr. Beckett stated they are still fundraising and will have to see what impact the new situation with the Architects will have on the project.

League of Women Voters - Proposal for Upgrading Waiting Room

Mr. Beckett stated he met with the students who are doing the painting of the murals, as well as their supervisor and representatives from the Sheriff's office to ensure that what the students have in mind is acceptable with the Sheriff. He believes the group will be back in June, ready to begin this project.

MBE/FBE Update

Mr. Beckett stated at the last Policy meeting the committee agreed this is an item they should address. He stated Facilities has done a lot of work on this issue but he agrees it should now be before Policy.

MBE/FBE Update Cont.

MOTION by Knott to refer this item to the Policy committee; seconded by Weibel.
Motion carried.

OTHER BUSINESS

Illinois Attorney General Lease Renewal

Mr. Inman stated the Attorney General's office would like to make some security upgrades to their office space, which they will pay for. He believes they have been a good tenant and he would like approval to negotiate a new contract with them.

Mr. Beckett stated after looking at the pods, once we get the coroner the space they need, we could do something more dramatic with that section than just the attorney general space.

MOTION by Jay to recommend County Board approval to negotiate a new contract with the Illinois Attorney General Lease Renewal; seconded by Weibel. **Motion carried.**

ILEAS Grant Application

Sheriff Walsh stated Metcad is a combined organization for police and fire which includes Champaign-Urbana, the University of Illinois and the County. He has been asked to apply for this grant, which he explained you have to be a member of ILEAS to do. His office is a member and because he cannot apply for a grant without County Board approval he has come before the committee. He explained there are no matching funds from the County and ILEAS will directly pay the bill.

Mr. Keller stated this is for additional security measures that were started with the remodel but never completed because of the lack of funds; this will allow for completion of the project.

MOTION by Jay to recommend County Board approval of the ILEAS Grant Application; seconded by Knott. **Motion carried.**

Mark Shelden/Dan Welch Memo

Mr. Beckett stated this memo is requesting extra parking at the Brookens building on tax bill days in June and September and on election days. The County Board spots located at the south side of the parking lot would be used those days with temporary signage in place.

MOTION by Knott to approve utilization of the three County Board parking spaces as extra parking at the Brookens Building on the due dates for the first and second installment of taxes as well as the three days preceding those days and the Thursday, Friday and Monday preceding any election; seconded by James. **Motion carried.**

**DETERMINATION OF ITEMS TO BE PLACED ON THE COUNTY BOARD
CONSENT AGENDA**

Committee consensus to include items VI B, C; VIII C, D; IX A, B, C, D, E, H and XI A, B on the County Board consent agenda.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 8:54 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

Secretary's note: Only agenda items addressed at the May 10, 2005 meeting are included in these minutes.

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

June 7, 2005 - 6:30 p.m. - Tour of Brookens proposed remodel areas

7:00 p.m. - Monthly meeting, Meeting Room 1, Brookens Administrative Center

MEMBERS PRESENT: Beckett, Avery, Cowart, Hogue, James, Jay, Knott, Sapp, Weibel

MEMBERS ABSENT: None

OTHERS PRESENT: Denny Inman, Deb Busey (County Administrators) Barb Wysocki (County Board Chair), Alan Reinhart (Supervisor of Maintenance), Ranae Wolken (Building Services Assistant), Julia Rietz (State's Attorney), Joel Fletcher, Susan McGrath (Assistant State's Attorney's), Duane Northrup (Coroner), Mike Frerichs (Auditor), Mark Shelden (County Clerk), Carol Vorel (Media)

CALL TO ORDER

Following a tour of the Brookens Administrative Center proposed remodel areas, Chair Beckett called the meeting to order at 7:01 p.m.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Cowart to approve the agenda; seconded by James. There was no addendum for the meeting. **Motion carried.**

APPROVAL OF MINUTES - May 3, 2005; May 10, 2005, May 10, 2005 closed session

MOTION by Jay to approve the minutes of May 3, 2005, May 10, 2005 regular session and May 10, 2005 closed session as presented; seconded by Weibel. **Motion carried.**

PUBLIC PARTICIPATION

Mr. Fletcher introduced Susan McGrath, the new Assistant State's Attorney, to the committee.

FLEET MAINTENANCE/HIGHWAY FACILITY

Proposed Contract for A/E Services

Mr. Beckett reported the negotiating team has met with the top ranked firm, BLDD, on two occasions and have a third meeting scheduled for Monday, June 13th.

COURTHOUSE

**Masonry Stabilization & Restoration Project - Simpson, Gumpertz & Heger, Inc.
Additional Fee Request Negotiations**

Mr. Beckett explained Mr. Fletcher is addressing legal issues regarding this contract; there is no action to be taken tonight.

BROOKENS ADMINISTRATIVE CENTER

Proposed Department Relocation

MOTION by Cowart to approve the proposed relocation; seconded by Sapp.

Ms. Rietz stated she has not been very involved with the proposed move of the State's Attorney Support Enforcement Division. After the tour of the space she discussed the move with her staff and they are concerned they will not have enough space in the new location.

MOTION failed with a 4/4 roll call vote. Voting aye were Beckett, Cowart, Jay & Sapp. Voting nay were Avery, Hogue, James & Knott.

MOTION by Avery to reconsider the motion; seconded by Hogue.

Ms Avery explained she offered the motion to reconsider because although she doesn't want to delay the project itself, she would like to have more discussion and input from the State's Attorney's office.

Mr. Beckett stated approving the motion to reconsider doesn't mean they have adopted the motion it simply means the motion is back on the table.

MOTION carried with Sapp voting no.

Mr. Beckett continued, informing the committee they can address the issue now, they can defer to later in the evening or they can defer to another meeting. Ms. Rietz stated she would appreciate referring the issue to later in the evening so she can speak with Mr. Ziegler and report back. Without objection, the item was deferred to later in the evening.

The item was back on the table for discussion with the original mover and seconder remaining the same.

Ms. Rietz stated she spoke with Mr. Ziegler and the first concern with the proposed relocation of the Support Enforcement office is ensuring they will have enough space including sufficient file storage space.

Brookens Cont.

Mr. Deedrich stated the Mental Health Board needs 150 square feet of the current Support Enforcement space, because of that need and the cost of removing walls for his department to relocate he believes if he could use meeting room four for his filing and a small conference area his office could get by for a while. He is not opposed to moving but is willing to remain where he is if he can incorporate meeting room four.

Mr. Beckett explained the proposed relocation plan includes moving the Planning and Zoning department and under Mr. Deedrich's suggestion that would not happen, which would create a liability for the County because they cannot remain where they are. The moves were intended to be a domino effect which would solve the problem with that department.

Committee discussion continued regarding the proposed relocation. Mr. Knott stated the first moves in the plan make sense; they are the ones we should start with and allow the other issues to be worked out.

MOTION by Knott to approve phase I of the proposed department relocation; seconded by Avery. **Motion carried.**

Facility Survey Results

Mr. Beckett stated this has been discussed by the committee in the past.

Mr. Shelden stated all the issues he has raised have been included in the survey results. He did mention it would be nice to have carpet placed in the areas in his office that are not currently carpeted.

Mr. Northrup stated he had requested 2 office spaces which are part of the remodel for the Supervisor of Assessments, he also requested possible cleaning of the carpeting.

PHYSICAL PLANT REPORTS

Monthly Budget Report

Mr. Reinhart reported these are the same two monthly reports he has provided to the committee in the past.

Manpower Report

Addressed above

Physical Plant Reports Cont.

Designated Smoking Areas: Brookens Center & Courthouse/Estimate of Probable Cost

Mr. Reinhart stated he has provided costs for round concrete picnic tables, a concrete pad, a sidewalk to the area and concrete ashtrays that will comprise a designated smoking area. He has included some pricing from their supplier catalog and has determined a rough estimate of \$1,760 per location with the design of the areas matching what is currently in place for the employees at the satellite jail.

He explained there will be two locations at the Brookens building; one outside, to the west of the County Board room and the other to the east of the entrance by the County Clerks office. The Courthouse location will be close to where we had the original smoking shelter, behind the brick wing.

Mr. Jay stated he is not sure why we are designating smoking areas; he believes it is inappropriate to be spending money for people to smoke.

Mr. Beckett stated this is an issue that never seems to go away. At the Courthouse they have jurors invited to do their civic duty, some of which smoke, and he believes it is awkward to tell them to give us their time but not let them smoke while they are there. Without a designated area people smoke where they want, generally right outside the entrance, which means we have to walk through the smokers to get into the facility. He also pointed out that regardless if we designate an area, people will still smoke where they want and may not even use what we provide.

MOTION by James to approve the purchase of the items for the designated smoking areas; seconded by Cowart. Motion carried with a 5/3 roll call vote. Voting aye were Beckett, Cowart, James, Knott & Sapp. Voting nay were Avery, Hogue and Jay.

CHAMPAIGN COUNTY NURSING HOME CONSTRUCTION PROJECT

PKD, Inc. Pay Request #28

MOTION by Knott to recommend County Board approval of Pay Request #28 from PKD, Inc. in the amount of \$53,765 for professional services provided through May 20, 2005 per agreement dated February 2003 (\$10,053 - Staff; \$6,751 - Construction Fee; \$2,641 - Reimbursables; \$34,320 - General Conditions) seconded by James. Motion carried.

Environmental Assurance Mold Remediation Invoice 200513A-IN

MOTION by Jay to recommend County Board approval of Invoice 200513A-IN From Environmental Assurance Mold Remediation in the amount of \$2,022.08 for professional services provided through May 20, 2005, remediation performed May 16, 2005; seconded by Sapp. Motion carried.

Nursing Home Cont.

Requests for Reduction in Retainage - Automatic Fire Sprinkler Inc., Borchers Decorating, Reliable Mechanical, Roessler Construction

MOTION by Knott to recommend County Board approval of the Automatic Fire Sprinkler, Borchers Decorating, Reliable Mechanical and Roessler Construction Requests for Reduction in Retainage; seconded by James. Motion carried.

Champaign County & SBC - Easement Agreement

Mr. Beckett stated they are waiting on documents for this issue.

Project Update - Environmental Remediation Bid Package

Each committee member was provided with the bid information. Mr. Beckett explained there are 2 different approaches; one which involves actually removing as built walls for testing and treatment and the other method includes drilling holes and spraying vapor into the facility. The bids will be returned on June 21st and he suggests the committee meet before the board meeting on June 23rd to receive and act on this item before it goes to the full board that evening. Committee consensus to meet on June 23, 2005 before the County Board Meeting.

Clock & Bell Tower Project Update

Mr. Beckett explained that one of the presentations he gave was to a 4th grade class at Thomas Paine School, all of the students adopted the clock as a project and the class donated \$50.00. The students looked at old pictures of the Courthouse and created drawings, he selected the best one and a plaque was created with that picture that will be hung in the Courthouse.

League of Women Voters - Proposal for Upgrading Waiting Room

Mr. Beckett explained he has not heard back from the League and he has nothing to present.

Museum Update

Mr. Beckett explained that Senator Dick Durbin is making a Central Illinois tour regarding the Lincoln Heritage Corridor which is an effort to get federal funding for Counties in Central Illinois to develop Lincoln projects. One of the projects directed to the Senator is the location in our Courthouse.

OTHER BUSINESS

Animal Services Facility - Award of Contract/HVAC Equipment

MOTION by James to recommend County Board approval of the award of contract to Connor Company, Urbana Illinois for HVAC equipment at the Animal Services Facility; seconded by Jay.

Mr. Reinhart stated there was a system in place which was 20 years old and did not meet the guidelines necessary for the animal shelter. Mr. Inman explained the standards for this building are put forth by the Department of Agriculture and are standards we have to meet to get a license. This money is coming out of the Animal Control facilities construction budget.

Motion carried.

Berns, Clancy & Associates Statement #4

MOTION by Knott to recommend County Board approval of Statement #4 from Berns, Clancy & Associates in the amount of \$13,611.38 for professional Engineering Services provided to January 31, 2005. This payment is processed in accordance with the intergovernmental agreement between Champaign County Board and Urbana Township dated December 16, 2004; seconded by Sapp. **Motion carried.**

Berns, Clancy & Associates Statement #5

MOTION by Jay to recommend County Board approval of Statement # 5 from Berns, Clancy & Associates in the amount of \$17,120.68 for Professional Engineering Services provided through March 30, 2005. This payment is processed in accordance with the Intergovernmental Agreement between Champaign County Board and Urbana Township dated December 16, 2004; seconded by James. **Motion carried.**

Regional Planning Commission Invoice

MOTION by Knott to recommend County Board approval of the Regional Planning Commission invoice dated March 7, 2005 in the amount of \$5,000 for Technical and Advisory Services in the CDAP grant process. This payment is processed in accordance with the Intergovernmental Agreement between Champaign County and Regional Planning Commission dated February 24, 2005; seconded by Sapp. **Motion carried.**

Corrections Facility - Power Point Presentation

Mr. Beckett stated he was contacted by the Sheriff stating who is still working on some information and is not ready to present tonight.

Other Business Cont.

Nursing Home Reuse - Power Point Presentation

Mr. Inman stated this will be the first part of a process, he explained there are 150,000 square feet in the existing facility of which he recommends the following sections be reused: the 1971 addition with 63,400 square feet and a partial basement, the annex which includes 12,000 square feet with a crawl space and the ARD addition with 4,500 square feet, the potential reuse space is over 80,000 square feet. He has recommended these areas for reuse because they are the newer building sections within the complex, they have the greatest flexibility to remodel and they are closest to meeting ADA requirements. Potential reuses for this space include a Coroner facility from 15,000 to 30,000 square feet, election space for the County Clerk of 1,500 to 2,500 square feet, a centralized kitchen facility to handle the corrections area and JDC, records management and a possible fitness and wellness facility for employees. He suggests we survey County Board members for suggested uses, as well as elected and appointed officials and invite comments from the public. At that point, we can create a recommendation for the Board to act upon, prepare a cost estimate and begin to address the funding issues.

Mr. Sapp stated if the needs and usage for the building change some of the codes could change which would lessen the deficiencies.

Ms. Wysocki asked if there has been any discussion about leasing space. If we are going to ask the public for input she believes there may be an organization that is in need of space.

Committee consensus to send a memo to department heads, with a return in August, to inquire if there is an interest in space.

Mr. Knott reminded the committee that when discussions began regarding a new nursing home facility versus remodeling the current one, the costs to remodel were very large. He stated once you get into remodeling you have to get up to code and that can be very expensive.

County Morgue - Power Point Presentation

Mr. Inman explained that until 2001 the Coroner's main office was located at 1905 with autopsies being performed in Bloomington and Peoria. We utilized Carle Hospital's limited morgue facility and inquests were performed off-site. From 2001 to present, the main offices are located at the Brookens building with autopsies still being performed in Bloomington and inquest proceedings at the Urbana Convention Center. He explained that a modern facility needs modern equipment for detailed examinations, air exchange and water hauling systems that protect from infection which means we would have 2 systems; one for the office area and one for autopsy area. An autopsy suit with 2 stations and a walk in freezer, a private entrance for people as well as a separate viewing space and adjoining space for inquest proceedings, jury orientation and training. A new building would range in space needs from 15,000 to 30,000 square feet, and have an elevated security system due to the fact that evidence is stored.

Other Business Cont.

He believes space allocation requests are going to become more prevalent so they have presented the committee with a request as the first step, the second step would be to use it to create an estimate of probable cost to bring back to committee.

Mr. Northrup stated he completed this form attempting to be as accurate as possible with current numbers and projections. Using the square feet of McLean County's morgue, his space estimate is 20,500 square feet which means there will be a lot of building space left over. From his past history, people don't want to be in the same building as the coroner; there are noise factors and odors that have to be considered if other offices are to be housed there. He explained that currently his office is spread out with the autopsies being performed in Bloomington, and storage in different parts of the Brookens building and a local funeral home. By law, Coroners cannot perform autopsies therefore we would have to pay a pathologist to do them, which is how it is done now. After looking at the numbers he determined they are spending \$25,000 - \$27,000 per year for rental of a facility for inquests and autopsy fees. He would be open to having other counties utilize our facility for autopsies, currently he knows there are 13 counties who travel to Bloomington. We would charge the same fees as we are charged but he doesn't believe doing that could make a profit for the County, it would only contribute to our expenses. If he had everything he needed except an autopsy facility, they would still travel to Bloomington.

MOTION by Jay to accept the Coroner's space allocation request and to move forward to the second phase; seconded by Knott. **Motion carried.**

Release of Custodial Services Bid Package or Alternate Service Plan

Ms. Wolken, building services assistant, explained that Servicemaster has been providing contracted cleaning services for the County and their contract will expire at the end of August. She explained they have had problems with them over the last year and she along with John Wooldridge feel we could do a better job utilizing our own employees. County employees have been cleaning the Courthouse and she stated they have received nothing but good comments about the quality of work they are doing there. Starting September 1, they would have just over \$24,000 left in the line item for custodial services and they have broken that down into salaries including benefits for 1 full time and 4 part time positions. They currently have one full time employee who goes between 2 and 3 County buildings as well as 1 full time employee at the Sheriffs office all day; she believes part time positions would be sufficient. Servicemaster cleans only 3 days per week and our employees could provide a 5 day service which would provide us with more control.

Ms. Avery stated she has always thought we should use our own employees and she is not sure why we decided to return to a contract for those services.

Other Business Cont.

Mr. Shelden stated he feels the current contracted firm is a drop from the previous vendor in terms of quality; they have had issues with doors being unlocked. Mr. Frerichs stated they have also had problems with the current contract and were happy with the previous one.

Mr. Inman explained at the time, prior to the major construction projects starting with the satellite jail, there were three retirements. The decision at that time was to wait until the dust settled and look at the situation again. He stated some of the problems they have had with Servicemaster include doors being left open, misplaced items on desks and items missing from offices.

Mr. Beckett stated Policy would be the committee to decide if we need to transition to our own staff, he has concerns about the ability to hire staff members in time for the end of this contract to ensure coverage starting September 1st.

MOTION by Cowart to send this issue to the Policy committee for their review; seconded by Knott. **Motion carried.**

Show of hands showed full committee support for using employees of the County to perform custodial services for the county buildings, as opposed to going out for bid.

ILEAS Amendment to Lease Agreement

Mr. Fletcher explained the County Board has already approved this in concept. ILEAS has moved into this space and this is just formalizing that agreement.

MOTION by Knott to recommend County Board approval of the ILEAS Amendment to the Lease Agreement; seconded by Sapp. **Motion carried.**

NEW BUSINESS

Ms. Rietz explained there is a summer school program, run by Janice Mitchell who is affiliated with the Mental Health Center, which works with the Urbana School District to help prepare kids who will be going from 5th grade to middle school. She has been operating out of churches and she has approached the park district and the State's Attorney office regarding her space needs.

Mr. Inman stated he met with Ms. Mitchell and she is looking for a location in East Urbana to service close areas. He feels we can accommodate her space request by utilizing the space where the Support Enforcement division will be going. Because this is only a summer program and because of the proposed moves at the Brookens building, we will have to address the space issue again next summer.

New Business Cont.

A straw poll showed full committee support of this project. This item will be on the next committee agenda for action.

**DETERMINATION OF ITEMS TO BE PLACED ON THE COUNTY BOARD
CONSENT AGENDA**

Committee consensus to include items IX A, B & C; XI B, C, D & I on the County Board consent agenda.

ADJOURNMENT

Chair Beckett declared the meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

Tour of Brookens Facility - Remodel Phases

Stop #1 - (In Phase I of remodel)

- Old I/T area of Administrative Services (currently unoccupied)
- Approx. 843 square feet
- 3 attorneys and 1 support staff position
- Sage green color
- Estimated Cost (build 2 offices & reception area): \$4,000 - \$6,000

Stop #2 - (In Phase II of remodel)

- Attorney offices in Administrative Services - new occupant to be HR Deputy Administrator
- Sage green color
- Estimated Cost (new carpet & paint): \$500

Stop #3 - (in Phase III of remodel)

- Current Supr of Assessments Office - has 12 employees, including BOR)
- Approximately 2295 sq. ft.
- New occupant to be Planning & Zoning - currently has 5 employees
- Sage green color
- Estimated Cost (new carpet & paint): \$13,000 - \$15,000

Stop #4 - (in Phase II of remodel)

- Current Support Enforcement Office - has 6 employees)
- Currently is 3497 sq. ft.
- A portion of this square footage will be converted to additional office space for the Mental Health Board/Disabilities Board - who may be adding an additional staff position to the current staff of 5
- New occupant to be Supervisor of Assessments/Board of Review - 12 employees
- Terra cotta color
- Estimated Cost (demo walls, build 4 offices, counters, new entry area, carpet & paint): \$40,000 - \$45,000

Stop #5 - (in Phase II of remodel)

- Current Mental Health Board
- 1588 sq. ft, plus additional space to be taken from current Support Enf. Area (see above)
- Terra cotta color
- Estimated cost (included in Stop 4, above)

Stop #6 - (in Phase I of remodel)

- Complete Auditor's office remodel
- Estimated Cost (assemble shelving, patch/paint): \$300

Stop #7 - (in Phase I of remodel)

- Current Animal Control Department
- Approx. 480 sq ft
- New occupant would be Stores Inventory of Administrative Services, coming from Pod 400. This was the original space for Stores Inventory in 1996 when the Brookens Building was purchased by the County.
- Estimated Cost (patch carpet & paint): \$200

Stop #8 - (in Phase I of remodel)

- Pod 400, First Floor - currently Stores Inventory, ASD storage and Physical Plant Custodian storage
- New occupant to be Support Enforcement - 6 employees
- Approx. 1448 sq ft.
- Light blue color
- Estimated Cost (entry & exit partions, new carpet & paint, move mobile filing): \$12,000 - \$15,000

The moves then would happen as follows:

1. Animal Control moves to new facility
2. Stores Inventory moves into former Animal Control Office
3. Civil Attorneys move into former I/T area of Administrative Services
4. Additional space for Auditor's Office completed
5. Support Enforcement moves into former Stores Inventory
6. Supervisor of Assessments moves into former Support Enforcement
7. And Mental Health Board expands into former Support Enforcement
8. HR Deputy moves into former Attorney offices in Administrative Services
9. Planning & Zoning moves into former Supervisor of Assessments

CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

County Facilities

August 2, 2005 - 7:00 p.m.

Meeting Room 1, Brookens Administrative Center

MEMBERS PRESENT: Beckett (Chair), Avery, Cowart, Hogue, James, Jay, Knott, Sapp, Weibel

MEMBERS ABSENT: None

OTHERS PRESENT: Denny Inman, Deb Busey (County Administrators), Barb Wysocki (County Board Chair), Alan Reinhart (Physical Plant), Curt Deedrich (Supervisor of Assessments), Duane Northrup (Coroner)

Call to Order

Chair Beckett called the meeting to order at 7:06 p.m. Declaring a quorum present, the chair proceeded with the meeting.

Approval of Agenda/Addendum

MOTION by Knott to approve the agenda; seconded by James. There was no addendum for the meeting. **Motion carried.**

Approval of Minutes - June 7, 2005; June 21, 2005

MOTION by Jay to approve the minutes of June 7, 2005 and June 21, 2005 as presented; seconded by Sapp. **Motion carried.**

Public Participation

There was no public participation.

Champaign County Nursing Home Construction Project Alliance Environmental Group, Inc. Invoice #4

MOTION by James to recommend County Board approval of Invoice #4 from Alliance Environmental Group, Inc. in the amount of \$12,986.70 for professional services provided through June 30, 2005; seconded by Weibel. **Motion carried.**

Nursing Home Cont.

Delta Services, Inc. Invoice #5586

MOTION by Cowart to recommend County Board approval of Invoice #5586 from Delta Services, Inc. in the amount of \$5,088.00 for Professional Services provided through March 16, 2005. Invoice is for time and material mold remediation/disinfection as directed by Alliance Environmental Group, Inc.; seconded by Sapp.

Mr. Inman explained they will also have invoices for the core area; they have not done anything for wings 1 and 3 which will be included in the bid package.

Motion carried.

PKD, Inc. Pay Request #30

MOTION by Knott to recommend County Board approval of Pay Request #30 from PKD, Inc. in the amount of \$42,018 for Professional Services provided through July 20, 2005 (\$7,785 - Staff; \$6,751 - Construction Fee; \$608 - Reimbursables; \$26,874 - General Conditions); seconded by James. **Motion carried.**

Alliance Environmental Group, Inc. - Environmental Compliance Program Agreement

Mr. Inman explained that when the mold issue began in April they moved in an emergency basis to remediate as quickly as possible and we now need a formal contract in place. The contract before the committee tonight will take up with the balance of the work that needs to be done. The internal estimate for out of pocket expense was \$600,000 and he feels we are still on target with that number.

MOTION by James to recommend County Board approval of the Alliance Environmental Group, Inc. Environmental Compliance Program Agreement; seconded by Weibel. **Motion carried.**

Fleet Maintenance/Highway Facility
Project Update

Mr. Inman explained he, along with Mr. Blue, will keep both committees up to date with this project. He stated they met with BLDD the week of July 25th moving into the programming phase of the project, he feels they had many accomplishments as a result of these meetings including 100% participation of Highway Department employees with employee input being incorporated into the program. The project team also toured the MTD facility in Urbana and the DeKalb County Highway facility.

Fleet Maintenance/Highway Facility Cont.

When looking ahead he explained the week of August 8th the design team and County personnel will meet to discuss the building systems, the week of August 23rd the team will conduct a design "charette" to narrow the facility design options, the week of August 29th they will develop opinion of probable cost and in September they will formally report to the County Facilities and Highway committees the program for the fleet maintenance/highway facility.

~~Brookens Administrative Center
Proposed Department Relocation~~

Mr. Inman presented the committee with a memo recommending their approval of the remaining Brookens Administrative Center remodeling projects. Mr. Beckett explained the funding for these projects will be amendments and transfers going before the Finance committee tomorrow evening; these projects would be preferred vendor projects.

MOTION by Jay to recommend County Board approval of the following Brookens Administrative Center remodeling projects: States Attorney/Civil Division Office space - remodel vacated IT space for Civil Attorneys; Auditor's Office - repair/remodel vacated CASE space; States Attorney Support Enforcement - remodel vacate (Court Services & Probation) lower level space in Pod 400; Supervisor of Assessments - remodel vacated States Attorney/S.E. space in Pod 200; Planning & Zoning - remodel vacated Supervisor of Assessment space; Regional Planning Commission - construct a large conference room within the existing RPC space (funded by RPC monies); seconded by Weibel.

Mr. Inman stated these plans do not differ from those that were presented to the committee at the time of the tour in June. He explained we had been waiting for the State's Attorney's agreement with the move because one of the key elements included is the release of the support enforcement space for the Supervisor of Assessments and the relocation of support enforcement. Mr. Inman stated by not having heard back from the State's Attorney, although they were informed this item was on the agenda and they needed to have a representative or documentation here, his guess is Ms. Rietz concurs with the original plan.

Mr. Knott stated given how displeased the State's Attorney was he cannot support this until he knows her intentions. Mr. Jay stated he would like to move forward with the plan in front of them, he feels people have had adequate time to respond.

Motion carried with 7/2 roll call vote. Voting aye were Beckett, Avery, Cowart, Hogue, James, Jay and Weibel. Voting nay were Knott and Sapp.

Physical Plant Reports
Monthly Budget Report

Mr. Reinhart stated this is the same report he has provided to the committee in the past. He explained the Courthouse repair and maintenance line item looks like we are in severe trouble but we are expecting a large reimbursement from our cancelled elevator maintenance contract.

Manpower Report

Mr. Reinhart explained this report is for information only showing the hours his employees are putting in for repair and maintenance as opposed to scheduled maintenance. The (8) eight employees in the office have over 300 hours of comp time on the books from overtime worked, meaning in order for our current staff to meet the projects they are having to work outside regular working hours.

Ms. Avery asked if the physical plant could benefit from having a temporary employee for 6-7 weeks to help with the backlog of projects. Mr. Reinhart stated it would help reduce overtime although the maintenance employees are on call 24 hours a day, 365 days a year and some of their comp time comes from late night and weekend calls. He explained he encourages the employees to use comp time before vacation time although the more time an employee is gone the harder and longer the other employees will have to work. He believes it would be hard to find a temporary employee possessing skills we can use. Mr. Beckett stated the comp time accrued totals less than 1 full week per employee. Ms. Avery asked Mr. Reinhart to prepare a budget that shows what we are spending in overtime and comp time.

Proposed Capital Improvements for FY 05/06

Mr. Reinhart stated this list includes proposed improvements to various County buildings for FY 05/06. He has included range values from low to high for each of these items including painting the exterior of Brookens as well as installing an emergency generator for the building.

Current Project List

Mr. Reinhart stated this list contains current projects that have been requested and discussed. He has included range values for each of these projects.

Physical Plant reports Cont.

FY 2006 Requests for Facility Modifications

Mr. Reinhart explained this is a condensed list of requests from various County departments. Some of the items could be handled out of their annual budget including carpet cleaning and lighting.

Courtroom Half Wall Covering/Installation of vinyl sheet goods

Mr. Reinhart explained this covering is a vinyl sheeting which was placed on the public side of the Attorney well half wall in Courtroom L on a trial basis to determine how the product would withstand normal wear and tear; the experience at the Courthouse has been good.

MOTION by Jay to recommend County Board approval of the installation of vinyl goods to the inside of the front and side half walls of the jury boxes in all Courtrooms and the public side of the half wall separating the attorney well area from the public; seconded by Sapp. **Motion carried.**

Mr. Beckett explained that Roessler construction was the courthouse contractor for phase II of the project, which was the internal work, so this item would be done by the contractor in charge of the wall coverings in the beginning. Although Ms. Busey is not aware how much money is left in Courthouse construction, this item will need to be paid for from that fund.

Chair's Report

Clock & Bell Tower Project - Hiring of a new A/E firm

Mr. Beckett provided each member with a program found in County archives from the courthouse clock and bell dedication ceremony in 1976, explaining the committee has been very active in the community and in working on fundraising. He stated after receiving the termination letter, Simpson, Gumpertz & Heger has agreed to step away from the project which means we are left in the middle of a contract where we have had some phase I work done. Under the statute there are two options available; the first is to again open up the process and go through the RFP presentation and negotiation process. Because we are in mid project the statute will allow us to negotiate with an A/E firm that we have enjoyed a positive relationship with in the past. He suggested we take the second approach because this project has already been delayed substantially as a result of the dispute with the original A/E firm and he don't need any further delays. The courthouse architect was Isaksen Glerum whom we have a positive relationship with.

Chair's Report Cont.

MOTION by James to provide the committee chair, vice-chair and County Administrator the authority to negotiate with the original Courthouse Architectural firm, and report back to the committee, for the completion of the External Masonry Project; seconded by Weibel.

Mr. Becket explained that all of the consulting work that was done will be readily usable by the new team. The money that is gone is what we spent on Simpson Gumpertz, around \$76,000. He reminded the committee that just because they give authorization to negotiate does not mean they have to approve anything; this is just an approach to see if we can streamline and get the project moving.

Mr. Knott stated although he has a lot of faith in Isaksen Glerum, not bidding a project this big makes him nervous.

Ms. Avery stated she would prefer we send it out through QBS.

Motion failed with a 5/4 roll call vote. Voting nay were Avery, Cowart, Hogue, Knott and Weibel. Voting aye were Beckett, James, Jay and Sapp.

MOTION by Avery to send the external masonry project out for bid using the QBS process; seconded by Cowart. **Motion carried** with a 5/4 roll call vote. Voting aye were Avery, Cowart, Hogue, Knott and Weibel. Voting nay were Beckett, James, Jay and Sapp.

Jail Project Review Committee
Addition of Public Defender
Addition of Court Services/Probation Director

Mr. Beckett stated after a lot of discussion he has talked with Judge Difanis who contends this is an issue that a committee of the Circuit Court should address and report to the County Board and that there should not be a committee consisting of those departments and County Board members. He has discussed this option with the State's Attorney and Sheriff who agree this is a better way to handle the issue.

MOTION by Sapp to rescind the action of the County Facilities committee taken on June 21, 2005 creating a "jail project team committee;" seconded by Jay.

Chair's Report Cont.

Ms. Beckett stated this does not mean the County Board cannot create their own committee to review this issue; this proposed committee will issue a report but nothing can be done without County Board consent. He explained these meetings will not be subject to the opens meeting act and it will be up to the Judge to determine if County Board members can attend.

Ms. Avery left the meeting. When asked by Mr. Beckett if she was going to stay and vote on this item, she stated she was not.

Motion carried with a 7/1 roll call vote. Voting aye were Beckett, Cowart, James, Jay, Knott, Sapp and Weibel. Voting nay was Hogue.

Other Business

Mr. Jay stated after receiving information in his mail about Lierman avenue being closed he questioned why the temporary road was not put in allowing for another entrance to Brookens. He stated he would not have supported the Lierman project if he didn't think this road would be put in.

Mr. Inman stated Tom Berns, of Berns, Clancy and Associates, was at the Clock & Bell Tower meeting tonight and informed him that the plans for this temporary road are done.

Mr. Beckett announced the second phase of the Scottswood drainage project has been approved. All governments combined will be receiving approximately \$400,000 which is wonderful news, for not only the residents of Scottswood, but for the development of our nursing home.

Semi-Annual Review of Closed Session Minutes

Due to concerns of our Assistant State's Attorney regarding some of the sets of minutes, this item will be deferred to the September committee meeting.

Determination of Committee Action to be placed on the County Board consent agenda

Committee consensus to include items V A, B, C, D and VIII F on the County Board consent agenda.

Adjournment

Chair Beckett declared the meeting adjourned at 7:52 p.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary

**CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES**

FINANCE COMMITTEE MINUTES

Wednesday, August 3, 2005

**Meeting Rm. 1, Brookens Administrative Center
1776 E. Washington St., Urbana**

5:30 p.m.

MEMBERS PRESENT: McGinty, Bensyl, Betz, O'Connor, Tapley, Wysocki

MEMBERS ABSENT: Avery, Doenitz, Gross

OTHERS PRESENT: Deb Busey (County Administrator), Steve Beckett (County Board Member), Joel Fletcher (Office of the State's Attorney), Michael Frerichs (Auditor), Susan McGrath (Office of the State's Attorney), Dan Welch (Treasurer), Ranae Wolken (Physical Plant), Mike Hosier (Champaign Telephone representative)

Call to Order

Chair McGinty called the meeting to order at 5:30 p.m. The Recording Secretary called the roll. Declaring a quorum present, the Chair proceeded with the meeting.

Approval of Agenda/Addendum

MOTION by Betz to approve the agenda and addendum for the meeting; seconded by Tapley. Motion carried.

Approval of Minutes

MOTION by Wysocki to approve the regular session minutes of June 9, 2005 and the closed session minutes I & II of June 9, 2005; seconded by Betz. Motion carried.

Public Participation

There was no one for public participation.

Budget Amendments/Transfers

MOTION by Betz to recommend to the County Board approval of Budget Amendment #05-00076 from Regional Planning Committee – Community Development Corporation Assistance; seconded by Wysocki. Motion carried.

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #05-00077 from General Corporate – Office on Zoning; seconded by Betz. Motion carried.

MOTION by Betz to recommend to the County Board approval of Budget Amendment #05-00078 from General Corporate – Administrative Services; seconded by Tapley. Betz wanted to be sure this budget amendment would not cause a procedural problem because a budget amendment for *is this* budget item failed at the July County Board meeting. Busey assured the committee there was no procedural issue because she drafted #05-00078 as an entirely new amendment than the amendment that went before the County Board in July. Motion carried.

MOTION by Betz to recommend to the County Board approval of Budget Amendment #05-00079 from Animal Control – Animal Control; seconded by Wysocki. O'Connor asked if there will be other increased revenue for this amendment. Busey anticipates that there will be more revenue through contracts with other villages currently being negotiated. Tapley asked how many other villages have been approached. Busey stated the County is talking to Mahomet, Broadlands, St. Joseph, and Longview. The contracts are required to enforce the villages' animal control ordinances within their municipal boundaries. Motion carried.

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #05-00080 from General Corporate – Public Properties; seconded by Betz. Motion carried.

MOTION by O'Connor to recommend to the County Board approval of Budget Amendment #05-00081 from Capital Equipment Replacement Fund – Juvenile Detention Center; seconded by Bensyl. Motion carried.

MOTION by Betz to recommend to the County Board approval of Budget Transfer #05-00015 from General Corporate – General County to General Corporate – Correctional Center; seconded by Wysocki. Motion carried.

MOTION by O'Connor to recommend to the County Board approval of Budget Amendment #05-00082 from General Corporate – Public Properties; seconded by Wysocki. Beckett explained how at last night's County Facilities Committee meeting several pieces of the Brookens Administrative Center remodel were approved. This amendment and Budget Transfer #05-00017 are to fund the remodel. A storage inventory space will be created in the current location of the Animal Control Department. Animal Control will move to the Animal Services Building. The space vacated by storage inventory will be remodeled to house the State's Attorney Support Enforcement Division. The current State's Attorney Support Enforcement Division location will be remodeled and the Supervisor of Assessments will move into that space. Planning & Zoning will move to the space vacated by the Supervisor of Assessments. A conference room will be remodeled for RPC. The conference room remodel is addressed under RPC's budget and the cost will not come out of Budget Amendment #05-00082 or Budget Transfer #05-00017.

Beckett stated one of the major reasons for the passage of the Pre-Qualified Vendor Ordinance was to address a disparity in small businesses in Champaign County. Efforts to increase small business participation in County projects have not met with a large degree of success, largely because the small firms could not meet bonding requirements and did not have insurance. Under the pre-qualified vendor concept, the County would be allowed to identify firms that do not meet traditional prime contractor status and do business with them. The hope is by addressing the disparate issues; the County will increase ~~MBE/FBE~~ ~~NBE/FBE~~ as a natural product of the effect of the Pre-Qualified Vendor Ordinance. Funding for these projects comes in part from money set aside to address racial disparity within the County. The money will be used under the Pre-Qualified Vendor Ordinance to address racial disparity. The disparity money alone is not enough to cover the remodel. The budget amendment is to fund the remainder of the money from the General Corporate Fund.

MOTION by Tapley to include the recommendation to the County Board of approval of Budget Transfer #05-00017 as a friendly amendment to the previous motion. Busey explained the resolution for budget amendments and the resolution for budget transfers are voted on separately at a County Board meeting. Tapley withdrew his friendly amendment.

Tapley said he completely agreed with the appropriateness of using disparity funds for this project. However, he had a question about whether other issues at Brookens would be addressed in the remodeling package, such as roof leaks and peeling paint. Beckett stated the other issues are not included in the remodel. These are Physical Plant service items addressed on a priority basis. Tapley would like to see the maintenance issues dealt with in a future budget amendment. Beckett thought the maintenance issues have been given a dollar amount by Alan Reinhart and will be part of the FY2006 budget presentation.

Motion carried.

MOTION by Wysocki to recommend to the County Board approval of Budget Amendment #05-00084 from General Corporate – Recorder; seconded by Tapley. Betz asked whether the \$200,000 difference between appropriation and revenue was profit. Busey confirmed the difference was profit for the General Corporate Fund. Revenue stamps is a revenue item that is exceeding the projected revenue budget because real estate transactions continue to occur at a high rate. Motion carried.

MOTION by Wysocki to recommend to the County Board approval of Budget Transfer #05-00016 from General Corporate to Emergency Management Agency; seconded by Bensyl. Betz asked the reason for the deficit. Busey said the shortfall was in temporary salaries and wages. Motion carried.

MOTION by Tapley to recommend to the County Board approval of Budget Transfer #05-00017 from General Corporate – General County to General Corporate – Public Properties; seconded by Wysocki. Motion carried.

County Administrator
General Corporate Fund FY2005 Revenue/Expenditure Projection Report

Busey presented her report as of June 30th with some updates during the month of July. This is not the July report. The revenue is still projected to come in at 104% of the total budget or about \$1 million. This excess is with two large one-time revenue items: the revenue tax stamps and inheritance tax. The expenditure outlook remains substantially the same. There looks to be about a \$100,000 shortfall in SLEP Salaries & Overtime. Regular Salaries & Wages looks to come in at about 95%, so there could be substantial savings in that line. There are positive variances shortfalls in Commodities, Gas Service, and Electric Service, with an appropriate savings of \$469,000 relative to budget. Compared to the total budget, there looks to be savings of \$469,000. This budget is projected to come in at 98.3%.

If 100% of the budget is spent and only budgeted revenue is received, there would be a shortfall of \$256,000, however, based on revenue and expenditure projections, the fiscal year could end with about a \$1.2 million surplus. ~~The budget has a deficit on paper. Based on revenue and expenditure projections, the fiscal year could end with about a \$1.2 million revenue in excess of expenditure.~~ This could leave the County at a 17% fund balance based against the 2005 budget. A 15-16% fund balance is more likely, according to Busey.

General Corporate Fund Budget Change Report

This report showed the changes to revenue and expenditure throughout the year.

Request Approval to Release RFP for Financial Auditing Services for the County of Champaign

The RFP was provided in the agenda packet. A letter from Joel Fletcher suggesting some changes to the RFP was placed on committee members' desks for their review. Busey, Frerichs, and Carol Wadleigh approve of Fletcher's suggestions. Busey stated Fletcher's changes will be incorporated into the RFP along with the following changes:

1. At the bottom of the second page of Fletcher's memo, he refers to the U.S. General Accounting Office. This should be the Governmental Accountability Office,
2. On the third page of the memo, Fletcher refers to Section 5(1) 4th paragraph. This should be the 11th paragraph.
3. One the fourth page of the memo, under the section on Insurance, it is recommended that the automobile liability be stricken from this contract. It is unnecessary. It is also recommended that the Comprehensive General Liability Single Limit be changed to \$500,000 instead of \$1,000,000. This is consistent with similar RFPs issued by other counties for similar services.

MOTION by Wysocki to approve the release of the RFP for Financial Auditing Services for the County of Champaign with changes suggested by the County's legal counsel and County Administrator; seconded by Betz. The committee discussed the RFP process and schedule. Motion carried.

Request Approval to Release RFP for Proposed \$231,000 General Obligation (Limited Tax) Debt Certificates, Series 2005 (Not "BANK QUALIFIED"), of the County Board of Champaign County, Illinois, in Champaign County, Illinois

Busey explained the remodeling of the Animal Services Facility has been paid for out of the General Corporate Fund Public Properties budget, always with the anticipation that the Animal Control fund would obtain a loan to be paid back over time for the remodeling of their facility. Direction from the Finance Committee is needed on this matter. Busey pointed out that the debt certificates would be considered not "bank qualified" because a bond issuance was done this fiscal year with the refunding of the other bonds. If this RFP is issued in this fiscal year, the interest rate is likely to be fifty to one hundred basis points higher than it would be if the debt certificates were "bank qualified". Busey stated the committee could wait and issue the RFP next year. The concern then is that if the RFP is issued next fiscal year, then the General Corporate Fund will end this fiscal year without the \$231,000 paid back. The General Corporate Fund's FY2005 ending fund balance would be impacted and increase the revenue picture for the FY2006 General Corporate Fund. Busey recommends if the RFP is issued in FY2006 then the General Corporate Fund budget should be \$231,000 less than the revenue in FY2006.

The General Corporate Fund might be able to provide the loan to Animal Control and be paid back over time with interest, but Busey will have to discuss the legality with the County's legal counsel. Busey is not asking the committee to act on this matter tonight; she would like some direction on the approach.

Betz asked about the definition of "bank qualified" and how it affects the RFP. Tapley and Busey explained the regulations and gave hypotheticals regarding interest rates. Busey recommended deferring this matter until September.

MOTION by Betz to defer this issue until September to await a more encompassing opinion from the County Administrator; seconded by Wysocki. Motion carried with Tapley abstaining.

Request Approval for Additional Positions in Physical Plant Division

A budget amendment was approved this evening to accommodate the funding portion of this request for the remainder of this fiscal year. Busey explained the County would hire its own in-house custodians rather than contracting for custodial services. The request is to add four part-time custodian positions effective October 1st, one full-time lead custodian position effective October 1st, and additional funds of \$6,500 for uniforms, etc. to the Physical Plant budget. The estimated annual savings over the current services contract is approximately \$16,631.

MOTION by Wysocki to approve request for additional positions in Physical Plant Division; seconded by Bensyl. The committee discussed the current Physical Plant staffing. The new positions would all be AFSCME General Unit bargaining positions. Motion carried.

Recommendation for Phones for Circuit Court and Public Defender

Busey gave history on this situation. For over a year, the Circuit Court has been experiencing problems with their phone system. The Public Defender has a shortage of phone lines. The County is currently under a Centrex Service Agreement until June 30, 2007 that mandates the County maintain a certain number of lines and pay the monthly line charges. There is new technology in the phone services area the County would like to explore, but it was not known if the new technology, called an ISBN PRI line, could be employed before the expiration of the contract without incurring penalty fees. By working with Champaign Telephone, it has been determined the Circuit Court and

Public Defender lines can be converted to ISBN PRI lines without falling below the minimum required lines specified in the contract. The conversion would generate substantial savings in the elimination of the current thirty-seven lines for the two offices. The Circuit Court and Public Defender offices will have greater access to phone lines because the ISBN PRI line accommodates a higher volume of usage than individual phone lines. It will remedy the offices' problems and enable the County to update the offices' equipment to what is anticipated will be done for the remainder of the County in two years when the entire phone system is updated. At that time the current phone system will be well over twenty years old. There will be substantial savings in the monthly maintenance costs because of the transition to the new technology. Within forty-six months the new equipment will have paid for itself by generating these savings. The new equipment is expected to last ten-fifteen years at least. Busey recommended approving the purchase of the new system for the Circuit Court and Public Defender offices and adjust the FY2006 budget to reflect the savings. Mike Hosier from Champaign Telephone was present to answer any technological questions.

Busey answered Betz's questions about the Courts Automation fee. The new technology is also *September 11th 9/11* compliant, while the current system is not.

MOTION by Betz to direct the preparation of a budget amendment to be presented to the County Board in the amount of \$27,927.95 for the purchase of a new phone system for the Circuit Court and Public Defender Offices and further direct the change to the FY2006 budgets for the Circuit Court and Public Defender to reflect savings of \$7,357.00 over the previously approved budget figures for phone services for those offices; seconded by Tapley. Motion carried.

Discussion Regarding Issuance of \$2 Million Taxable Weekly Floating Rate Securities

Busey has spoken with bond counsel about issuing bonds to pay the County's ERI obligation with IMRF to achieve a better interest rate for the repayment, as she was directed to do by the Finance Committee at a previous meeting. This issue is somewhat unique, so an RFP for underwriting services cannot be issued. Bond counsel recommended working with a local institution, for example J.P. Morgan, with the capacity and experience to handle such an obligation. In the past, the County has always worked with a combination underwriter/financial advisor in its bond issues. Busey learned at the Government Finance Officers' Association Conference this year that it is common to separate those two functions. For a bond issuance, there are usually three separate prongs of support: the financial advisor, the financial underwriter, and bond counsel. The financial advisor is someone hired on different issues of debt. Busey stated the committee has two options with regard to the ERI repayment obligation:

1. an institution could be hired to manage the issue, or
2. a financial advisor could be hired for Champaign County.

An RFP would be issued for financial advisor services if the second option is chosen. The proposals would then be evaluated. Busey listed the scope of work for a County Financial Advisor and requested the committee's direction with regard to this issue.

The committee discussed the possibility of cost and firms who are qualified to submit a proposal. Tapley asserted part of the rationale for a financial advisor is the same reason why one seeks outside advice when dealing with any salesman; it ensures the financial advisor has only the client's best interests in mind. In past bond issues, the County has paid for financial advisory services from the underwriting firm handling the bond issue. The underwriting firm has a motivation to convince a client to perform a transaction because the firm is paid for the transaction. An independent financial advisor is paid for giving advice, whether the client completes a bond issuance or not. Tapley thought Williams Blair did a fantastic job on previous bond issues, enabling the County to save a lot of money. But an independent financial advisor might find better opportunities.

MOTION by Tapley issue an RFP to solicit financial advisory services dealing with bond issues; seconded by Betz. Discussion continued over the financial advisor's scope of work. An independent financial advisor is another set of checks and balances. Motion carried.

Treasurer
Monthly Report

Welch passed out a partial monthly report to the committee members. Term investment rates continue on an upward trend. The Treasurer's Office has collected over 54% of the real estate taxes. These collections reflect about \$110 million. Collections continue to go well.

MOTION by Betz to receive and place on file the Treasurer's report; seconded by Wysocki. Welch answered Wysocki's questions about the number of distributions. Tapley asked if anything is skewing the income tax payments. Welch and Busey have discussed this issue and have no answer. The state is still a month behind in sending the County its portion of the income tax money. The Public Safety Sales Tax collection is very strong with another 7% collected in this month.

Welch described the situation with the tax appeal by Provena Hospital. All but \$6,000 of the money from Provena goes to one district in Urbana. Welch contacted the City of Urbana about the potential liability. The refund would come from Urbana. Tapley had asked Fletcher to put together some numbers regarding the refund should Carle win its appeal. Fletcher said the amount the Nursing Home would be required to refund is well under the amount currently in reserve in the Debt Service Fund. Busey reported the cost to General Corporate would be about \$56,000. Welch and Busey reported several months ago on the amount the levies would have to repay. Busey is letting the entities with individual levies, such as Cooperative Extension and Highway, know about the situation.

Motion carried.

Auditor
Purchases Not Following Purchasing Policy

Frerichs passed out this report for information only.

Monthly Reports for May and June 2005

MOTION by Betz to receive and place on file the Auditor's report; seconded by Wysocki. Motion carried.

Recorder
Request Approval of Resolution Imposing a Tax on the Privilege of Transferring Real Estate and Beneficial Interest in Real Estate

Busey explained this resolution was from the Recorder, who was not present at the meeting. The resolution is for a new state tax law signed by the governor because the County cannot begin collecting the tax until the County Board approves the resolution.

MOTION by Wysocki to approve Resolution Imposing a Tax on the Privilege of Transferring Real Estate and Beneficial Interest in Real Estate; seconded by Betz.

The committee wanted an explanation of the resolution. McGrath explained this was a permissive piece of legislation that would allow the imposition an additional amount of revenue tax stamp collection funds on all the real estate transfers in the County. Real estate transactions are already taxed; this motion would increase the amount of the tax. Betz asked if there was a specific purpose for the increased tax. No specific purpose is known.

MOTION by Betz to defer this item to the September Finance Committee meeting for more information; seconded by Tapley. McGrath informed the committee as a point of information that no opportunity would be lost by deferring the resolution until the September meeting. The County does not lose the ability to collect the funds if the resolution does not pass this month. Busey stated the committee would have a much better picture of the General Corporate Fund budget at the September Finance meeting. The committee discussed the reasoning for an increase and how the resolution would affect the State's and County's portion of the tax revenue. McGrath provided a brief history on transaction taxes. McGrath clarified that the County would not lose money by not passing the resolution this month because the state's share of the tax will be collected at the time of the real estate closing. Betz withdrew his motion to defer.

Betz requested a roll call vote on the original motion. Betz, McGinty, and Wysocki voted aye. Bensyl, O'Connor, and Tapley voted nay. Motion failed. Betz requested the resolution be placed on next month's agenda.

Chair's Report

Appointment of Audit Selection Committee

MOTION by McGinty to appoint Barbara Wysocki, Scott Tapley, Michael Frerichs, Carol Wadleigh, Deb Busey, and himself to the Audit Selection Committee; seconded by Betz. Motion carried.

Other Business

Semi-Annual Review of Closed Session Minutes

Fletcher recommended the closed session minutes remain closed.

MOTION by Betz to concur with the recommendation of the County's legal counsel that all closed minutes remain closed; seconded by Tapley. Motion carried.

Designation of Items to be Placed on County Board Consent Agenda

The Chair designated all budget amendments except #05-00079 and #05-00082, all budget transfers except #05-00017, and Item VI E & F for the Consent Agenda. Budget Amendment #05-00082 and Budget Transfer #05-00017 were removed from the consent agenda at the request of Betz.

Beckett informed the committee he attended several revenue-related workshops during the NACo Conference. Details were in the report Beckett filed with the County Board. He has met with Busey to discuss the topics of debt collection of outstanding fees & fines and a self-funding initiative regarding health insurance.

McGrath brought cake for McGinty's birthday. The Finance Committee sang 'Happy Birthday' to the Chair.

Adjournment

Meeting was adjourned at 6:51 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.

Changes approved on 9/8/05 are noted in italics and strikethrough font.

REQUEST FOR BUDGET AMENDMENT

BA NO. 05-00082

FUND 080 GENERAL CORPORATE

DEPARTMENT 071 PUBLIC PROPERTIES

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
080-071-544.18 BROOKNS BLDG CONST/IMPROV	0	0	21,355	21,355
TOTALS	0	0	21,355	21,355

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
None: from Fund Balance				
TOTALS	0	0	0	0

EXPLANATION: TO APPROPRIATE TOTAL FUNDS REQUIRED FOR REMODEL OF BROOKENS ADMINISTRATIVE CENTER, AS RECOMMENDED BY COUNTY FACILITIES COMMITTEE.

DATE SUBMITTED: <p align="center">8-1-05</p>	AUTHORIZED SIGNATURE <p align="center"><i>Debra L. Buxey</i></p>	** PLEASE SIGN IN BLUE INK **
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APPROVED BY PARENT COMMITTEE: _____ DATE: _____

APPROVED BY BUDGET & FINANCE COMMITTEE: _____ DATE: _____

REQUEST FOR BUDGET TRANSFER
NEEDING CHAMPAIGN COUNTY BOARD APPROVAL

BT NO. 05-00017

FUND 080 GENERAL CORPORATE
 080 GENERAL CORPORATE

DEPARTMENT 075 GENERAL COUNTY
 071 PUBLIC PROPERTIES

TO LINE ITEM:

FROM LINE ITEM:

NUMBER/TITLE	\$ AMOUNT	NUMBER/TITLE
080-071-544.18 BROOKNS BLDG CONST/IMPROV	49,996.	080-075-533.07 PROFESSIONAL SERVICES
080-071-544.18 BROOKNS BLDG CONST/IMPROV	4,149.	080-075-533.99 CONTINGENT EXPENSE

EXPLANATION: TO TRANSFER FUNDS PREVIOUSLY APPROPRIATED FOR A DISPARITY
STUDY AND FOR CONTINGENT EXPENSE TO APPROPRIATION FOR HIRE OF PRE-QUALIFIED
VENDORS TO COMPLETE REMODELING PROJECTS AT BROOKENS, AS RECOMMENDED BY
COUNTY FACILITIES COMMITTEE.

DATE SUBMITTED: 8-1-05

Debra L. Busby

AUTHORIZED SIGNATURE

APPROVED BY PARENT COMMITTEE:

DATE: _____

* PLEASE SIGN IN BLUE INK *

APPROVED BY BUDGET AND FINANCE COMMITTEE:

DATE: _____



114 WEST MAIN STREET
URBANA, ILLINOIS 61801

T / 217 328 1391
F / 217 328 1401

Champaign County Administrative Services
1776 East Washington Street
Urbana, IL 61802

Invoice No: 5
December 18, 2006
Project No: 0647

Attn: Mr. Denny Inman

RE: Brookens Rem. Cnty Clerk Election Space

For professional services rendered for the period October 28, 2006 thru November 24, 2006

<u>Dept./Staff</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Proj. Arch. 2	2.00	85.00	\$170.00
	<u>2.00</u>		<u>\$170.00</u>
Total Fee Charges	2.00		\$170.00
Total Labor			\$170.00

Invoice Total **\$170.00**

Champaign County Physical Plant
 Monthly Report -
 December, 2006

	Original Budget Amount	Current Budget Amount	Year to Date Expenditures	Balance	% of Current Budget Spent	Last Month	Last Year This Time
Commodities	\$72,668.00	\$78,553.00	\$78,548.17	\$4.83	99.99%	96.82%	93.31%
Citrs R & M	\$22,716.00	\$36,176.00	\$34,962.76	\$1,213.24	96.65%	101.30%	80.89%
Downtown Jail R & M	\$28,189.00	\$37,584.00	\$35,168.27	\$2,415.73	93.57%	97.84%	98.14%
Satellite Jail R & M	\$29,087.00	\$42,102.00	\$42,101.88	\$0.12	100.00%	100.00%	97.28%
1905 R & M	\$10,718.00	\$14,195.00	\$13,977.99	\$217.01	98.47%	95.11%	82.11%
JDC R & M	\$13,503.00	\$12,913.00	\$12,511.67	\$401.33	96.89%	98.88%	66.10%
Brookens R & M	\$26,760.00	\$17,314.00	\$16,923.86	\$390.14	97.75%	88.94%	100.00%
Other Bldgs R & M	\$15,500.00	\$8,773.00	\$8,412.49	\$360.51	95.89%	93.04%	89.58%
Gas Service	\$240,555.00	\$318,597.00	\$307,206.00	\$11,391.00	96.42%	100.00%	100.00%
Electric Service	\$582,610.00	\$590,709.00	\$590,708.83	\$0.17	100.00%	94.60%	99.09%
Water Service	\$30,972.00	\$30,972.00	\$29,099.68	\$1,872.32	93.95%	84.68%	100.00%
Sewer Service	\$32,987.00	\$33,454.00	\$34,111.61	(\$657.61)	101.97%	85.69%	94.23%
All other services	\$198,187.00	\$226,837.00	\$222,911.89	\$3,925.11	98.27%	90.64%	96.18%
Brookens Remodel	\$0.00	\$88,169.00	\$30,875.29	\$57,293.71	35.02%	35.02%	n/a

Prepared by: Ranae Wolken
 12/27/2006

Gas Utilities - FY2006

Period	Courthouse	204 E Main	502 S Lierman	JDC	1905 E Main	1601 E Main	1701 E Main	Brookens	Monthly Totals
December	\$17,053.32	\$6,522.37	\$12,970.65	\$35.50	\$2,448.57	\$652.06	\$1,196.47	\$8,826.10	\$49,705.04
January	\$19,616.50	\$6,070.38	\$12,788.08	\$35.50	\$1,825.21	\$645.85	\$78.15	\$7,295.08	\$48,354.75
February	\$9,205.02	\$6,140.38	\$10,500.88	\$35.50	\$1,559.52	\$545.19	\$596.43	\$6,564.74	\$35,147.66
March	\$13,991.44	\$5,151.01	\$11,522.33	\$35.50	\$2,097.68	\$448.92	\$380.83	\$4,670.66	\$38,298.37
April	\$8,101.71	\$2,173.73	\$5,760.80	\$35.50	\$1,499.07	\$221.19	\$112.79	\$2,339.24	\$20,244.03
May	\$11,418.11	\$1,374.59	\$3,848.67	\$35.50	\$1,422.33	\$221.19	\$35.50	\$1,838.79	\$20,194.68
June	\$12,385.57	\$364.57	\$3,019.95	\$35.50	\$959.30	\$59.45	\$35.50	\$578.92	\$17,438.76
July	0	\$405.80	\$3,260.74	\$35.50	\$845.57	\$61.70	\$35.50	\$616.41	\$5,261.22
August	\$13,585.96	\$508.14	\$3,300.62	\$35.50	\$564.38	\$55.91	\$35.50	\$597.31	\$18,683.32
September	\$7,577.73	\$771.44	\$3,423.94	\$35.50	\$751.92	\$59.33	\$45.71	\$501.49	\$13,167.06
October	\$9,219.67	\$2,460.05	\$4,060.93	\$35.50	\$1,123.98	\$159.28	\$129.98	\$1,490.01	\$18,679.40
November	\$11,863.18	\$6,575.16	\$5,740.48	\$35.50	\$1,793.71	\$278.29	\$300.80	\$1,629.54	\$28,216.66
Total to date	\$134,018.21	\$38,517.62	\$80,198.07	\$426.00	\$16,891.24	\$3,408.36	\$2,983.16	\$36,948.29	\$313,390.95

Prepared by Ranae Wolken
1/2/2007

Electric Utilities - FY2006

Period	Courthouse	204 E Main	502 S Lierman	JDC	1905 E Main	1701 E Main	1601 E Main	Nite Lite	Brookens	Monthly Totals
December	\$10,837.64	\$4,983.26	\$5,542.84	\$2,433.56	\$2,751.89	\$49.07	\$174.83	\$119.31	\$6,826.49	\$33,718.89
January	\$12,919.98	\$5,652.09	\$6,732.53	\$2,588.54	\$2,451.06	\$49.68	\$181.58	\$119.31	\$7,075.12	\$37,769.89
February	\$12,371.33	\$5,494.15	\$6,215.62	\$2,223.40	\$2,237.77	\$46.04	\$171.46	\$119.31	\$7,320.29	\$36,199.37
March	\$12,804.31	\$5,158.50	\$6,378.96	\$2,373.69	\$2,719.48	\$45.12	\$171.46	\$119.31	\$7,905.44	\$37,676.27
April	\$15,154.64	\$6,213.74	\$6,635.83	\$2,547.49	\$2,601.34	\$35.90	\$197.33	\$119.31	\$10,188.29	\$43,693.87
May	\$11,085.61	\$6,189.08	\$6,894.90	\$2,497.59	\$2,897.20	\$29.50	\$197.33	\$119.31	\$10,042.71	\$39,953.23
June	\$29,854.44	\$7,079.53	\$8,460.61	\$3,197.35	\$3,497.94	\$29.50	\$170.12	\$119.31	\$12,468.69	\$64,877.49
July	28570.24	\$8,913.56	\$12,779.81	\$3,748.76	\$3,795.03	\$47.69	\$266.34	\$119.31	\$15,246.40	\$73,487.14
August	\$31,354.05	\$11,157.77	\$16,078.70	\$3,464.34	\$3,496.68	\$69.46	\$378.15	\$119.31	\$15,252.18	\$81,370.64
September	\$19,254.94	\$5,801.69	\$8,433.60	\$3,277.27	\$3,399.39	\$72.10	\$292.29	\$119.31	\$10,222.22	\$50,872.81
October	\$17,827.97	\$5,821.01	\$8,459.49	\$2,614.69	\$2,883.85	\$71.40	\$194.83	\$119.31	\$11,172.75	\$49,165.30
November	\$15,201.58	\$6,306.84	\$7,834.59	\$2,189.97	\$2,683.29	\$70.32	\$179.71	\$119.31	\$9,504.89	\$44,090.50
Total to Date	\$164,952.24	\$78,771.22	\$100,447.48	\$33,156.65	\$35,414.92	\$615.78	\$2,575.43	\$1,431.72	\$123,225.47	\$540,590.91

Prepared by Ranae Wolken
1/2/2007

60

Building/Grounds Maintenance work hour comparison

FY2006

July 30 - Aug 5, 2006	288.8	0.0	14.3	50.0	353.0	One employee is term. eff. 8/9/06
Aug 6-12, 2006	236.5	0.0	10.5	32.0	279	
Aug 13 - 19, 2006	235.5	0.0	10.75	66.75	313.0	
Aug 20 - 26, 2006	318.0	0.0	2.5	32.0	352.5	
Aug 27- Sept 2, 2006	282.5	16.5	0.0	23.5	322.5	
Sept 3-9, 2006*	195.5	10.3	17.0	16.0	238.75	
Sept 10-16, 2006	190.8	14.0	5.0	4.0	213.75	
Sept 17-23, 2006	219.8	5.5	0.0	89.3	314.5	
Sept 24-30, 2006	223.3	3.0	2.0	83.5	311.8	
Oct 1-7, 2006	278.3	4.8	0.0	65.3	348.25	
Oct 8-14, 2006*	156.8	0.0	13.8	73.0	243.5	
Oct 15-21, 2006	261.0	0.0	5.5	102.5	369	
Oct 22-28, 2006	264.0	0.0	10.25	48.0	322.25	
Oct 29-Nov 4, 2006	197.25	7.00	2.00	52.50	258.75	
Nov 5-11, 2006	261.75	0.00	2.00	44.00	307.75	
Nov 12-18, 2006	276.50	0.00	3.00	25.00	304.50	
Nov 19-25, 2006**	173.00	0.00	3.00	31.75	207.75	
Nov 26-Dec2, 2006	300.50	0.00	0.50	25.00	326.00	

*week includes a holiday

One work week: 395.0 hours

There are currently 277.32 comp time hours available to the maintenance staff

Total comp time hours earned in FY06 to date- 797.15

Total spent to date on overtime in FY06 - \$1,609.33

Prepared by: Ranae Wolken

1/2/2007

Building/Grounds Maintenance work hour comparison

FY2006

Weekly Period	Repair & Maintenance	Scheduled Maintenance	Nursing Home	Special Project	TOTAL	
Dec 4- 10, 2005	310.5	8.0	0.0	32.0	350.5	
Dec 11-17, 2005	297.5	16.0	3.0	44.5	361.0	
Dec 18-24, 2005*	248.0	9.5	4.0	24.0	285.5	One employee termed. effective 12/16/05
Dec 25-31, 2005*	168.0	0.0	0.0	32.0	200.0	
Jan 1-7, 2006*	195.0	16.0	0.0	28.0	239.0	
Jan 8-14, 2006	287.0	8.0	4.5	36.3	335.75	
Jan 15-21, 2006*	263.0	8.0	0.0	32.0	303.0	Full staffed effective 1/17/06
Jan 22-28, 2006	306.0	8.0	2.0	40.0	356	
Jan 29-Feb 4, 2006	307.5	0.0	13.0	71.0	391.5	
Feb 5-11, 2006	284.5	17.0	3.0	65.5	370	
Feb 12-18, 2006	273.0	42.0	0.0	84.5	399.5	
Feb 19-25, 2006*	219.5	0.0	5.5	72.0	297	
Feb 26-Mar 4, 2006	232.25	2.0	1.5	144.0	379.75	
Mar 5-11, 2006	263.0	3.0	6.0	125.75	397.75	
Mar 12-18, 2006	354.0	8.0	8.5	32.0	402.5	
Mar 19-25, 2006	296.5	0.0	12.0	16.0	324.5	
Mar 26-April 1, 2006	345.5	0.0	7.5	40.0	393.0	
Apr 2-8, 2006	274.5	0.0	4.0	46.5	325.0	
Apr 9-15, 2006*	207.5	0.0	20.0	32.0	259.5	
Apr 16-22, 2006	252.5	0.0	5.8	52.0	310.25	
Apr 23-29, 2006	202.8	0.0	2.5	162.25	367.50	
Apr 30- May 6, 2006	248.5	0.0	9.0	111.5	369.0	
May 7-13, 2006	293.5	0.0	1.5	76.5	371.50	
May 14-20, 2006	249.0	29.0	0.0	76.0	354.0	
May 21-27, 2006	197.5	0.0	13.0	150.0	360.5	
May 28-June 3, 2006*	244.0	16.0	1.5	13.0	274.5	
Jun 4 - 10, 2006	310.5	0.0	4.5	20.5	335.5	
Jun 11 - 17, 2006	315.25	0.0	6.0	8.0	329.25	
Jun 18-24, 2006	166.0	20.0	12.0	4.0	202	
Jun 25 - Jul 1, 2006	238.5	35.0	4.5	16.0	294	
Jul 2-8, 2006*	239.0	0.0	12.5	24.0	275.5	
Jul 9 - 15, 2006	210.5	0.0	4.0	104.0	318.5	
Jul 16 - 22, 2006	301.75	0.0	4.0	30.0	335.75	
July 23 - 29, 2006	283.0	16.0	0.0	17.0	316	

①
②

CHAMPAIGN COUNTY CUSTODIAL STAFF/PER BUILDING

Building	Address	Sq Feet	# of Custodians	Work Hours/Week
Courthouse & Addition	101 E Main St	146,339	3	112.5
Sheriff's Office & Correctional Center	204 E Main St	55,000	0.5	20
Adult Detention Center	500 S Lierman	57,000	0.5	20
Juvenile Detention Center	400 S Art Bartell Rd	31,000	0.5	20
Brookens Administrative Center	1776 E Washington	93,060	3.5**	130
Children's Advocacy Center	1601 E Main	6400	*	
Highway Maintenance Garage (Supervisor's office, breakroom & restrooms)	Rear, 1701 E Main	420	*	
Animal Control	210 S Art Bartell Rd	4500	*	
Emergency Operations Center	1905 E Main	19,600	0.5	20

*One full-time custodian roves these locations in the morning and spends each afternoon at the Courthouse

**The custodians staffed at Brookens do custodian duties for 2/3 of their shift everyday. The final 1/3 of their day is spent processing incoming and outgoing mail, as well as transporting attorneys to and from the courthouse one day a week and also assists departments with moving furniture and storage items. They also fill in at buildings where needed if someone calls in sick or has scheduled time off. They have also helped set-up special events when requested.

Report prepared by Ranae Wolken
1/2/2007

Champaign County Buildings and Equipment Information

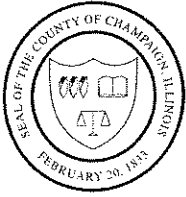
Champaign County Administrative Services Physical Plant

Dec. 2006

Building Name	Address	Total Sq.Ft.	Fire Alarm System	Emergency Generators	Pressure Vessel Inspection	Roof Top Units	Major HVAC Units	Minor HVAC Units
Courthouse Courthouse Addition	101 E. Main, Urbana	46,839 99,500	Yes	Yes	4	2	7	3
Sheriff Office/ Correctional Center	204 E. Main, Urbana	55,000	Yes	Yes	5		8	4
Adult Detention Facility	502 S. Lierman	57,000	Yes	Yes	6	4	4	12
Juvenile Detention Facility	400 Art Bartell Drive	31,000	Yes	Yes		6		15
Champaign County Brookens Administrative Center	1776 E. Washington, Urbana	93,060	Yes	No	4	21	6	2
Childrens Advocacy Center	1601 E. Main, Urbana	6,400	Yes	No			4	
Nursing Home/ Nursing Home Boiler House	1701 E. Main, Urbana Rear, 1701 E. Main	150,000 1,200	Yes	Yes	10	1	8	9
Nursing Home Garage	Rear, 1701 E. Main	240	No	No				1
ESDA Garage	Rear, 1701 E. Main, Urbana	2,300	No	No				1
Highway Maint. Garage-1	Rear, 1701 E. Main, Urbana	3,400	No	No	1			4
Highway Maint. Garage-2	Rear, 1701 E. Main, Urbana	10,800	No	No				1
Highway Maint. Garage-3	Rear, 1701 E. Main, Urbana	6,000	No	No				1
Old Salt Building	Rear, 1701 E. Main, Urbana	1,440	No	No				
Highway Salt Dome	Rear, 1705 E. Main, Urbana	7,854	No	No				

100

Building Name	Address	Total Sq.Ft.	Fire Alarm System	Emergency Generators	Pressure Vessel Inspection	Roof Top Units	Major HVAC Units	Minor HVAC Units
County Office Bldg.	1905 E. Main, Urbana	19,600	Yes	Yes	2		8	1
Champaign County Animal Shelter	210 S. Art Bartell Road	4,500	No	No			2	1
New Nursing Home	500 Art Bartell Road	133,192	Yes	Yes	14	3	9	5
	Totals	729,325			46	37	56	60
Under Construction Highway Fleet Maintenance	1605 E. Main Street	40,600	Yes	Yes	4	1	2	9
<p>Notes:</p> <p>Fire Alarm System: Annual testing and certification minimum requirements. On-going cleaning, repairing and replacement items.</p> <p>Emergency Generators: Weekly testing, semi-annual load testing, Annual maintenance</p> <p>Pressure Vessels: Annual & Bi-annual inspections by Insurance Co.(may or may not include disassembly)</p> <p>Roof Top units: Includes major Air handlers, chillers, compressors. Minimum semi-annual service</p> <p>Major HVAC Units: Includes AHU units inside buildings, HVAC specific area systems, gound level chillers. Minimum semi-annual service</p> <p>Minor HVAC Units: Includes exhaust fans, special purpose small HVAC. Minimum semi-annual service.</p>								



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

To: Carol Wadleigh
Auditor's Office

From: Ranae Wolken
Physical Plant

Date: January 3, 2007

Re: Physical Plant Employee Hours Worked on Capital Projects

pc: County Facilities Committee

Per your request, I am providing a list of hours worked on Capital Projects by Physical Plant employees for Fiscal Year 2006 as follows:

Champaign County New Nursing Home

Maintenance Worker (2 positions)	62 hours	\$657.24
Sr. Maintenance Worker (3 positions)	898.25 hours	\$11,426.10
Skilled Trades (3 positions)	356.75 hours	\$6,843.22
Grounds Maintenance Workers (1 position)	38.5 hours	\$854.70
TOTAL	1,355.5 hours	\$19,781.26

Brookens Administrative Center – Civil Attorney Space

Sr. Maintenance Worker (1 position)	44 hours	\$541.20
Skilled Trades (2 positions)	92.25 hours	\$1,424.34
Grounds Maintenance Workers (2 positions)	116.0 hours	\$2,263.90
TOTAL	252.25 hours	\$4,229.44

Physical Plant - Capital Projects, Cont'd.

1905 E Main – ILEAS Remodel

Sr. Maintenance Worker (1 position)	67.0 hours	\$824.10
Skilled Trades (1 position)	46.25 hours	\$707.66
TOTAL	113.25 hours	\$1,531.76

Brookens Administrative Center – County Clerk Remodel

Maintenance Worker (3 positions)	134.75 hours	\$1,477.16
Sr. Maintenance Worker (1 position)	225.5 hours	\$2,773.65
Skilled Trades (3 positions)	158 hours	\$3,221.77
TOTAL	518.25 hours	\$7,472.58

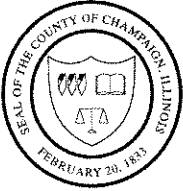
ATTACHMENTS GIVEN TO COMMITTEE AT MEETING

COUNTY FACILITIES

JANUARY 9, 2007

CONTENTS:

1. County Administrator memo re: Request for space remodeling by Regional Planning Commission
2. Health Facilities Planning Board letter re: Permit renewal
3. Brookens Remodel plans




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ADMINISTRATIVE SUPPORT
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PHYSICAL PLANT
SALARY ADMINISTRATION

To: Steve Beckett, Chair of County Facilities Committee
County Facilities Committee Members

From:  Denny Inman, County Administrator/Facilities & Procurement

Date: January 4, 2007

Re: Brookens Administrative Center – Request for Office Space Remodeling by
Regional Planning Commission

For your action is a request by John Dimit, Executive Director/RPC to include in the project schedule a request to construct a large conference room and approximately ten (10) offices. Mr. Dimit's request was presented on December 20, 2006 to Steve Beckett and the County Administrators. This discussion was precipitated by RPC assuming energy assistance programs previously operated by the Urban League.

The construction of a large conference room was included in the Brookens 2005 remodel plan. Remodel project in which Physical Plant labor is used RPC will pay for materials. Remodel projects which necessitate the use of outside contracts, RPC will pay 100% of the project cost.

REGIONAL PLANNING COMMISSION REQUEST: Options

Option A:

Proceed with original plan as adopted by the Champaign County Board on August 18, 2005 and add ten (10) offices to the original scope of work upon resolution of funding issues.

Option B:

Discuss the feasibility of incorporating the reuse of the existing Nursing Home facility into the long range plans of the Regional Planning Commission. See Attachment .

RECOMMENDATION:

Option A - I recommend the County Facilities Committee direct the County Administrator to provide schematic level cost estimate and funding plan at the February meeting.

Option B - I recommend the County Facilities Committee direct the County Administrators meet with IGW Architects to review the feasibility of incorporating RPC into long range solution for the reuse of the existing CCNH facility. This group will provide a report on their findings at the February County Facilities Committee meeting.



STATE OF ILLINOIS
HEALTH FACILITIES PLANNING BOARD

525 WEST JEFFERSON STREET • SPRINGFIELD, ILLINOIS 62761 • (217)782-3516

January 2, 2007

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Jeremy Maupin
Champaign County Nursing Home
1701 East Main Street
Urbana IL 61802-2836

RE: Permit Renewal for Project #03-085
Permit Holder: Champaign County Board

Dear Mr. Maupin:

On December 20, 2006, the Health Facilities Planning Board approved the permit holder's request for a permit renewal for the above-referenced project. Therefore, the permit for this project has been renewed until **August 1, 2007**.

Should the permit holder determine that it will be unable to complete the project by August 1, 2007, the permit holder may request another renewal of the permit. 77 IAC 1130.740 provides that the State Agency must be in receipt of a permit renewal request **AT LEAST 45 DAYS PRIOR TO THE EXPIRATION DATE OF THE REQUIRED COMPLETION TIME**. The permit renewal request must include the following (See Section 1130.740): 1) the requested completion date; 2) status report on the project detailing what has been completed and a summary of project components yet to be finished and the amount of funds expended to date; 3) a statement as to the reasons the project has not been completed and; 4) evidence by the permit holder's authorized representative that the project's costs and scope are in compliance with the permit requirements and that sufficient financial resources are available to complete the project. In addition a processing fee of \$500 payable to the Illinois Department of Public Health is currently required for a permit renewal request.

The permit holder is reminded that permits for projects which are not completed within the required time frame shall expire for lack of due diligence, unless renewed by the State Board.


Permit Renewal Request

Page 2 of 2

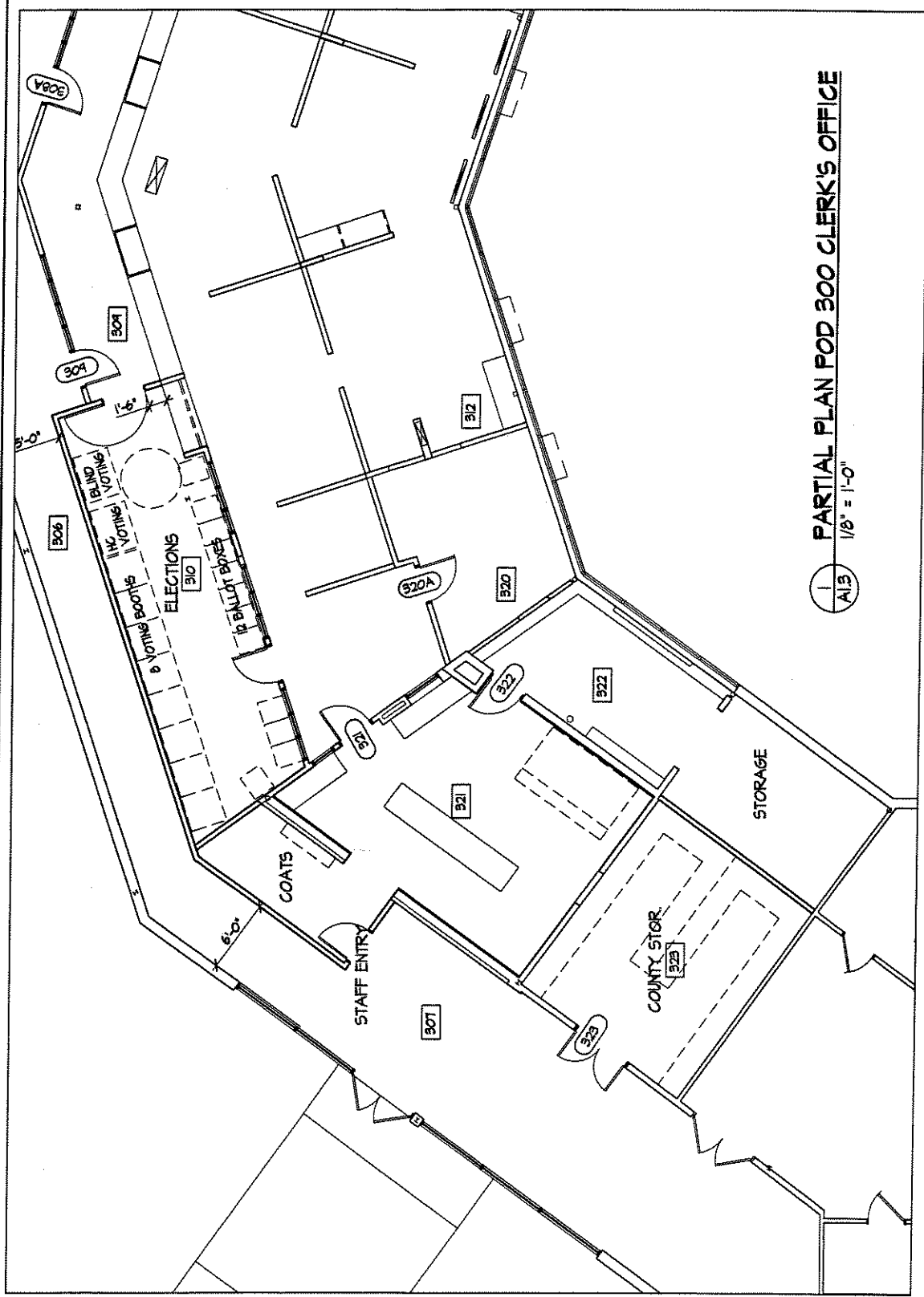
The permit holder is also reminded of the other post-permit requirements contained in "Subpart G" of Part 1130. Adherence to these requirements is essential in maintaining a valid permit and is the sole responsibility of the permit holder.

Should you have any questions, please contact our office at (217) 782-3516 and ask to speak to a staff person about post permit requirements.

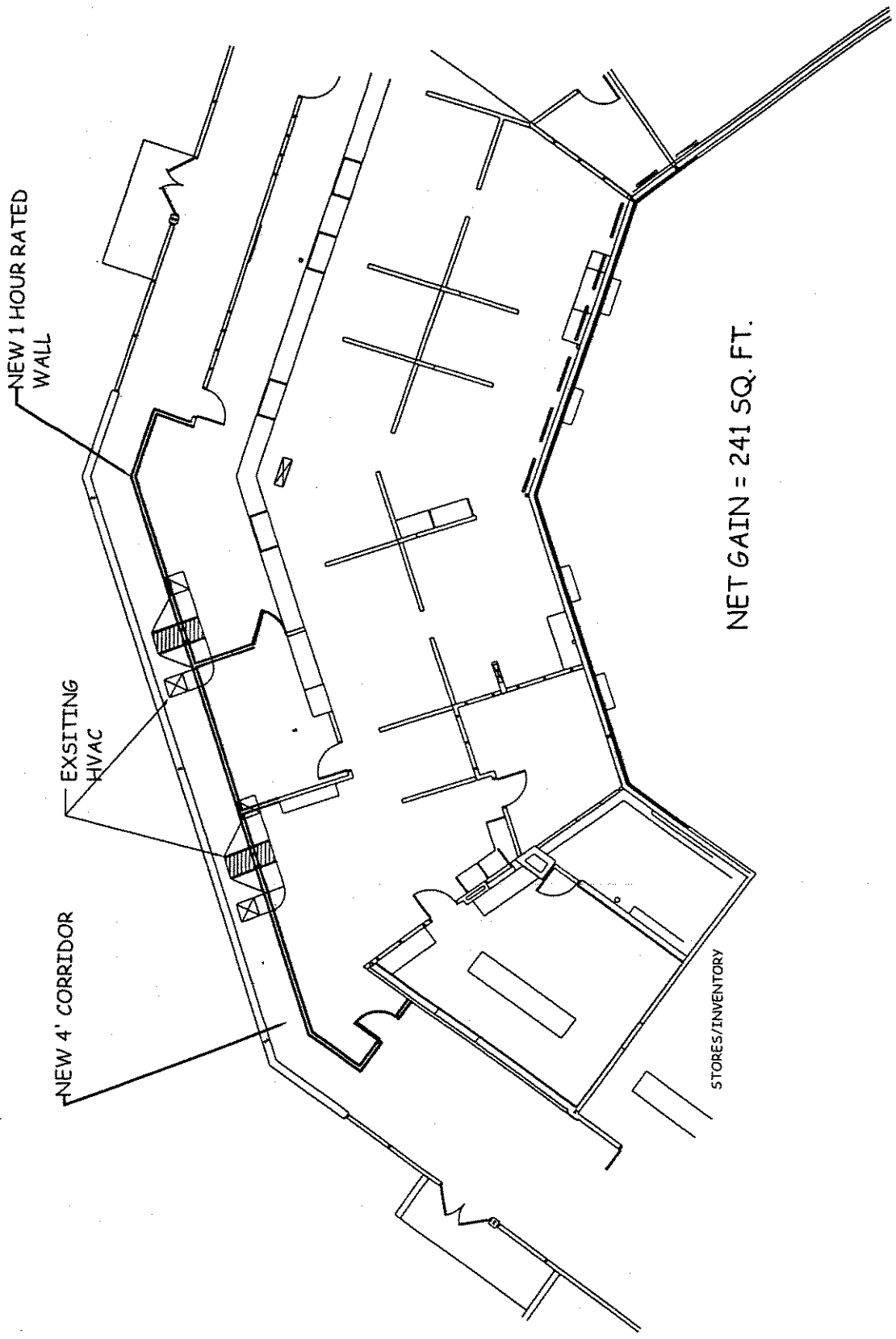
Sincerely,



Jeffrey S. Mark
Executive Secretary



PARTIAL PLAN POD 300 CLERK'S OFFICE
1/8" = 1'-0"



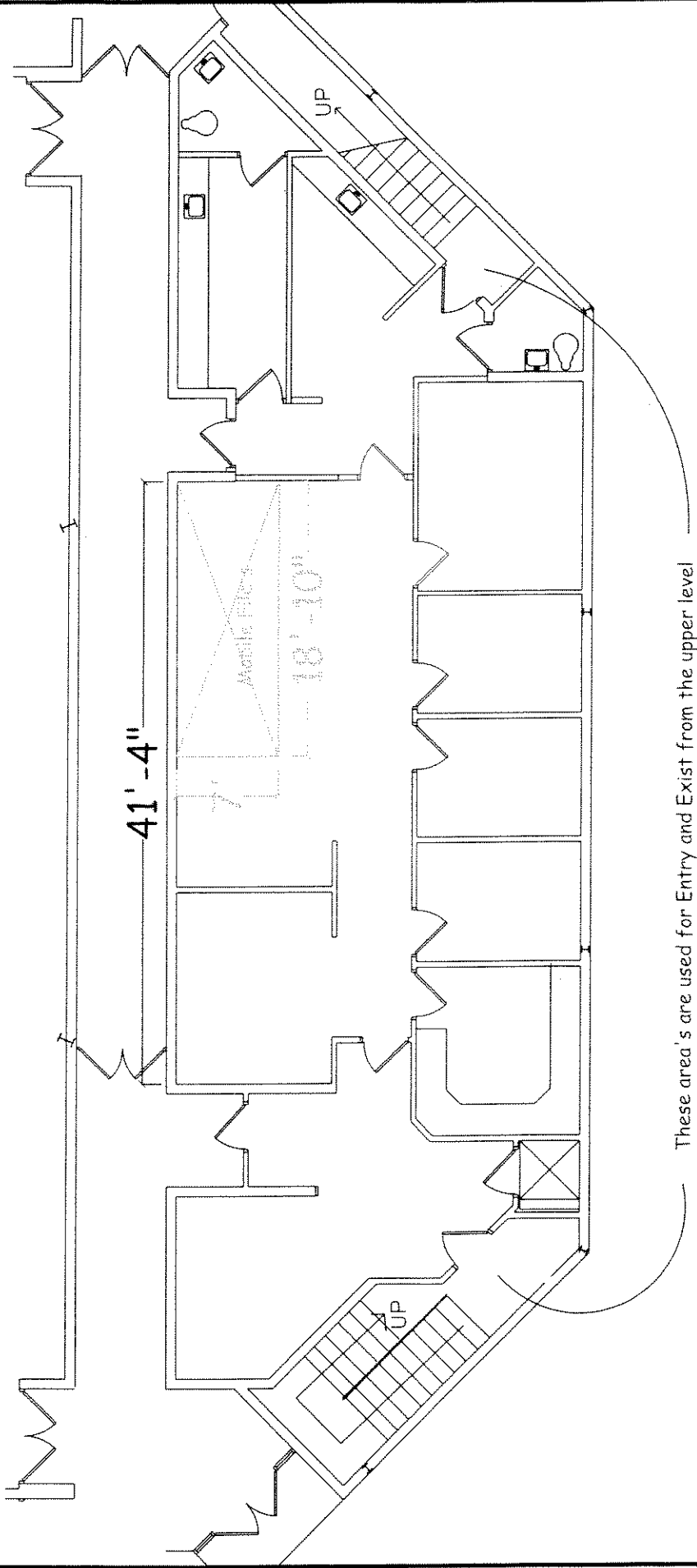
CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES
 PHYSICAL PLANT DIVISION
 1776 E. WASHINGTON, URBANA, IL

Pod 300 County Clerks

Scale: 1/16" = 1'

DATE: 6-6-06

A-1



These area's are used for Entry and Exist from the upper level

CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES
PHYSICAL PLANT DIVISION
1776 E. WASHINGTON, URBANA, IL

Pod 400 Lower Level West Side

Scale: 3/32" = 1'

DATE: 5-20-05

~~A-1~~

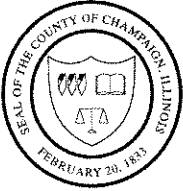
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To: Steve Beckett, Chair of County Facilities Committee
County Facilities Committee Members

From:  Denny Inman, County Administrator/Facilities & Procurement

Date: January 4, 2007

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Option B - I recommend the County Facilities Committee direct the County Administrators meet with IGW Architects to review the feasibility of incorporating RPC into long range solution for the reuse of the existing CCNH facility. This group will provide a report on their findings at the February County Facilities Committee meeting.



STATE OF ILLINOIS
HEALTH FACILITIES PLANNING BOARD

525 WEST JEFFERSON STREET • SPRINGFIELD, ILLINOIS 62761 • (217)782-3516

January 2, 2007

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Jeremy Maupin
Champaign County Nursing Home
1701 East Main Street
Urbana IL 61802-2836

RE: Permit Renewal for Project #03-085
Permit Holder: Champaign County Board

Dear Mr. Maupin:

On December 20, 2006, the Health Facilities Planning Board approved the permit holder's request for a permit renewal for the above-referenced project. Therefore, the permit for this project has been renewed until **August 1, 2007**.

Should the permit holder determine that it will be unable to complete the project by August 1, 2007, the permit holder may request another renewal of the permit. 77 IAC 1130.740 provides that the State Agency must be in receipt of a permit renewal request **AT LEAST 45 DAYS PRIOR TO THE EXPIRATION DATE OF THE REQUIRED COMPLETION TIME**. The permit renewal request must include the following (See Section 1130.740): 1) the requested completion date; 2) status report on the project detailing what has been completed and a summary of project components yet to be finished and the amount of funds expended to date; 3) a statement as to the reasons the project has not been completed and; 4) evidence by the permit holder's authorized representative that the project's costs and scope are in compliance with the permit requirements and that sufficient financial resources are available to complete the project. In addition a processing fee of \$500 payable to the Illinois Department of Public Health is currently required for a permit renewal request.

The permit holder is reminded that permits for projects which are not completed within the required time frame shall expire for lack of due diligence, unless renewed by the State Board.


Permit Renewal Request

Page 2 of 2

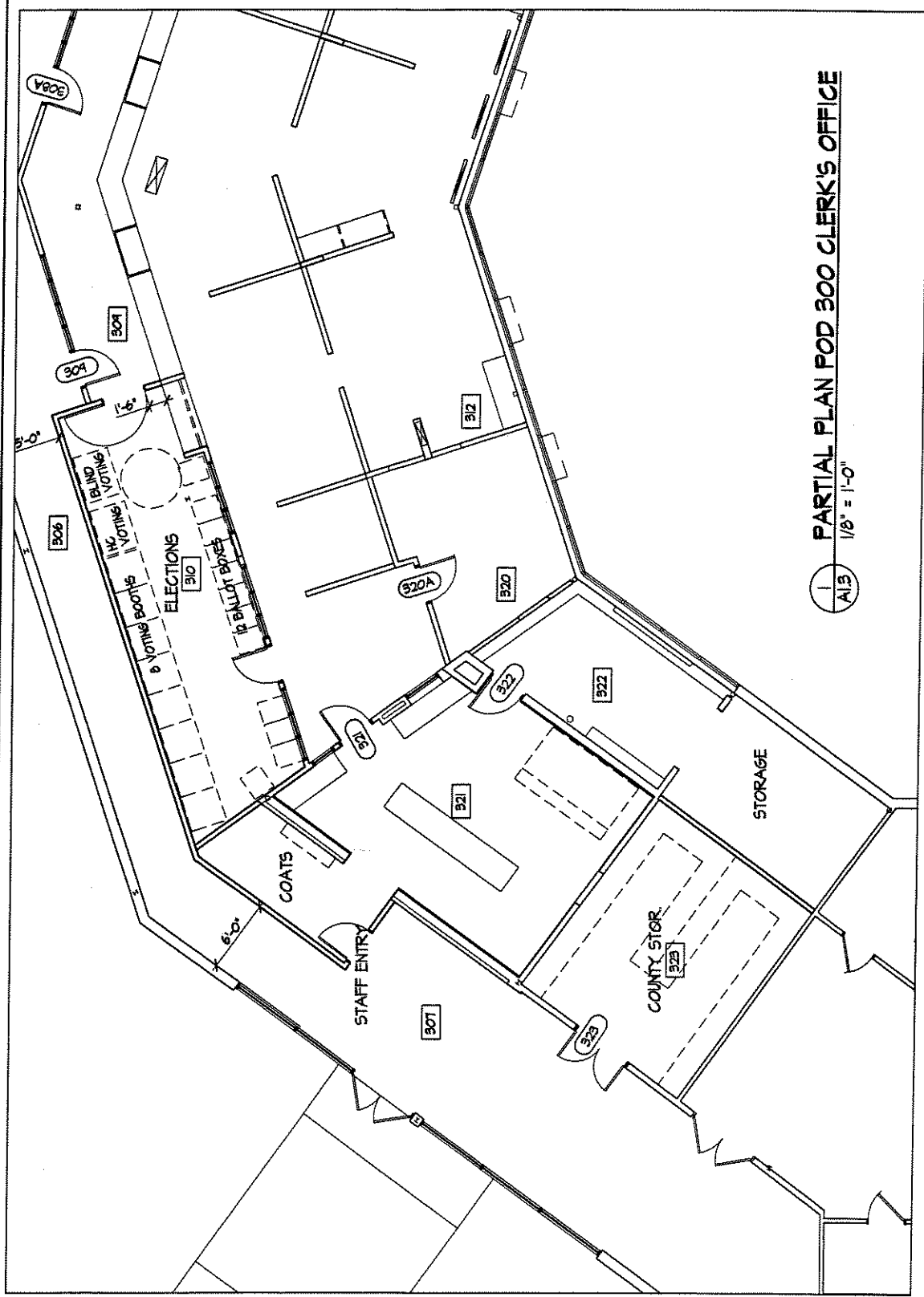
The permit holder is also reminded of the other post-permit requirements contained in "Subpart G" of Part 1130. Adherence to these requirements is essential in maintaining a valid permit and is the sole responsibility of the permit holder.

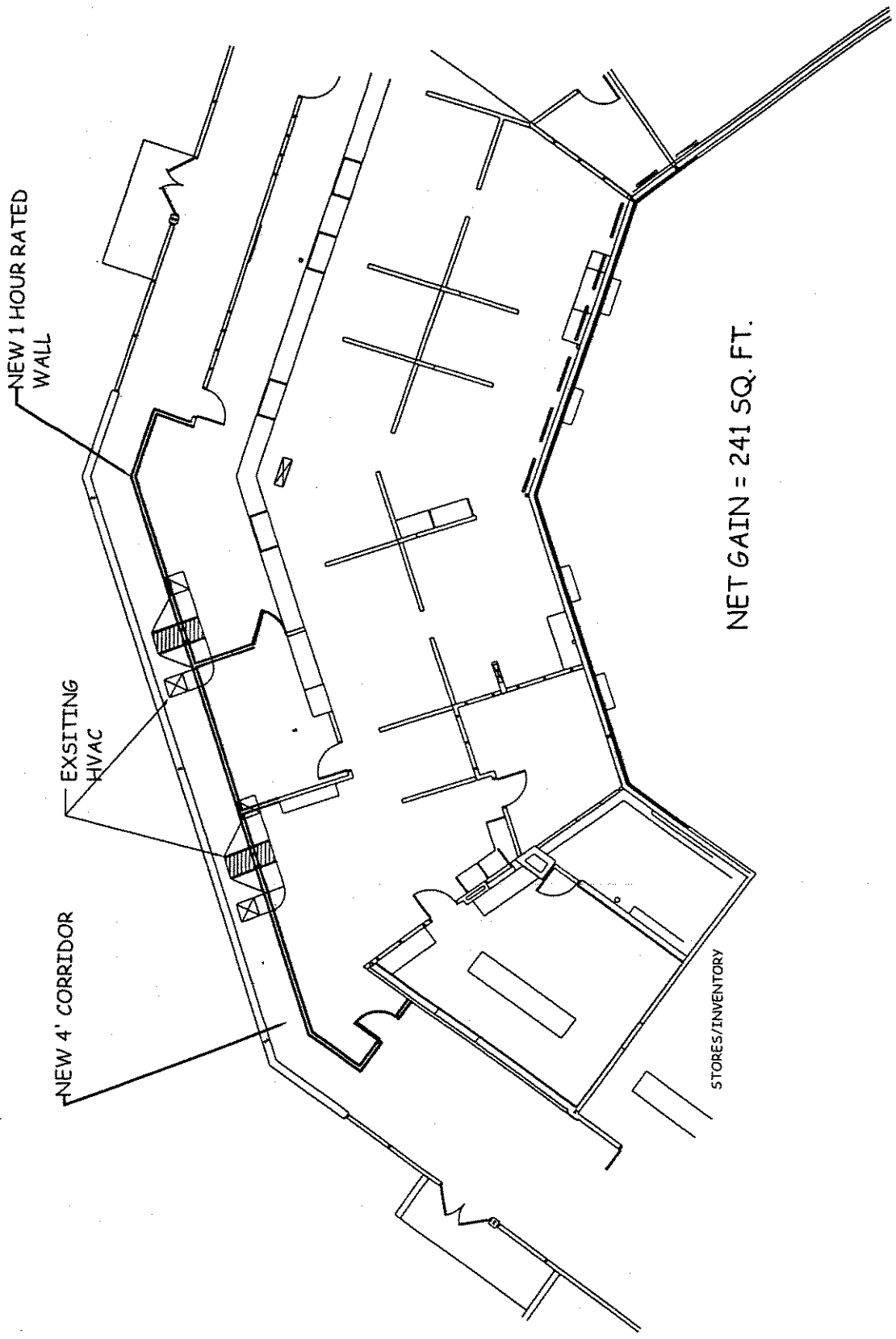
Should you have any questions, please contact our office at (217) 782-3516 and ask to speak to a staff person about post permit requirements.

Sincerely,



Jeffrey S. Mark
Executive Secretary





NET GAIN = 241 SQ. FT.

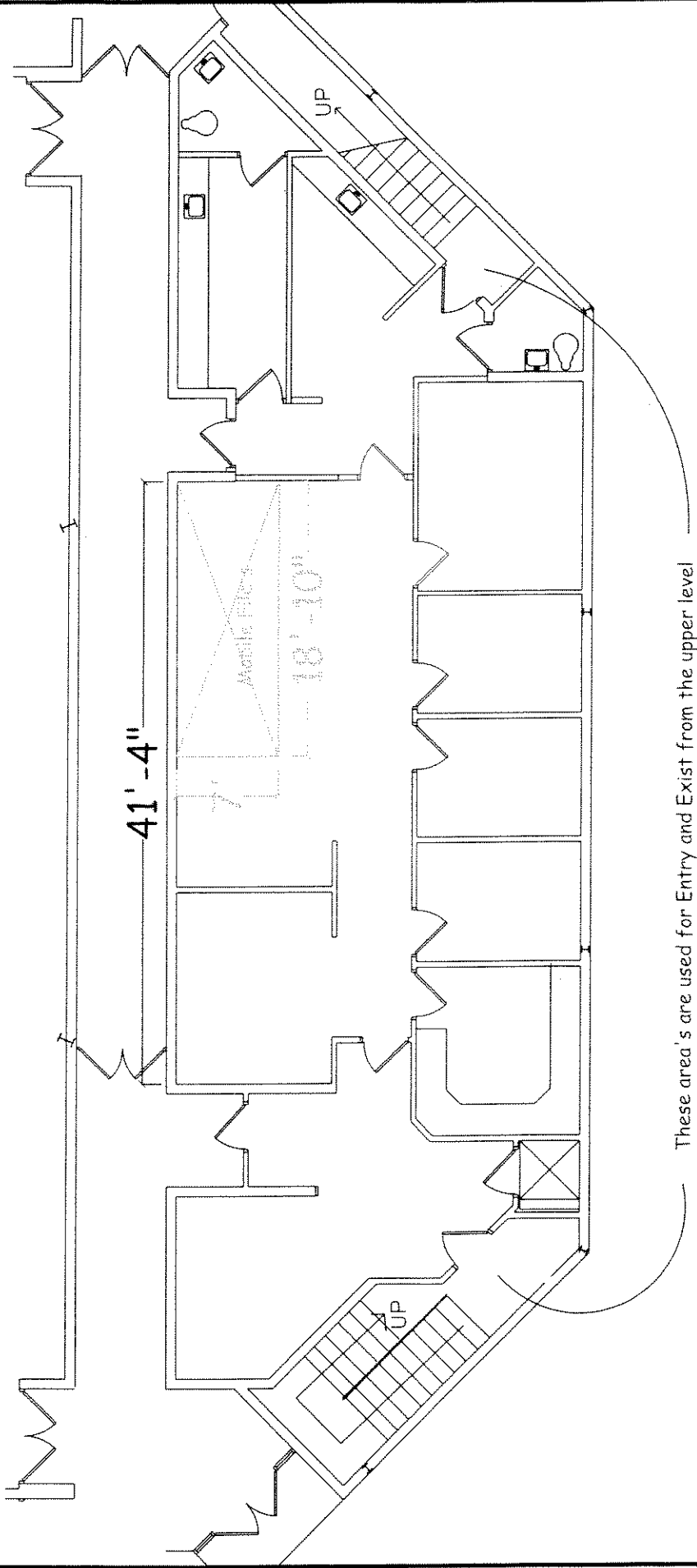
CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES
 PHYSICAL PLANT DIVISION
 1776 E. WASHINGTON, URBANA, IL

Pod 300 County Clerl

Scale: 1/16" = 1'

DATE: 6-6-06

A-1



These areas are used for Entry and Exist from the upper level

CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES PHYSICAL PLANT DIVISION 1776 E. WASHINGTON, URBANA, IL		Pod 400 Lower Level West Side
		Scale: 3/32" = 1'
		DATE: 5-20-05
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