



**CHAMPAIGN COUNTY BOARD  
FACILITIES COMMITTEE AGENDA**

**County of Champaign, Urbana, Illinois**

Tuesday, October 4, 2016 - 6:30 p.m.

Lyle Shields Meeting Room

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

**Committee Members:**

Gary Maxwell – Chair

Giraldo Rosales – Vice-Chair

Jack Anderson

Josh Hartke

James Quisenberry

Jon Rector

Rachel Schwartz

**Facility Tour: METCAD, 1905 E Main St., Urbana - 5:15 pm** - Meet in the METCAD parking lot at 5:10 pm  
Tour will start at 5:15 pm and conclude by 6:10 pm.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda/Addenda
- IV. Approval of Minutes – September 6, 2016 1-4
- V. Public Participation
- VI. Communications
- VII. Motion to Adopt the County Facilities Action Plan – Proposal Attached 6-39
- VIII. Approval of Contract for ITB#2016-009 Champaign County Interior ADA Improvements
  - A. ITB#2016099 Bid Opening Composite (to be distributed at meeting)
  - B. Bailey Edward Architecture Recommendation Letter (to be distributed at meeting)
  - C. Facilities Director Memorandum Recommendation (to be distributed at meeting)
- IX. Facilities Director’s Report
  - A. Update on County Highway painting
  - B. Update on CCNH RTU-1 Replacement
  - C. Update on CCNH Boiler Replacement Project
  - D. Update on Brookens Boiler Replacement Project – Attached Documents 40-66
  - E. Update on Exterior ADA Compliance Projects – Attached Documents 67-88
- X. Other Business
- XI. Chair’s Report
  - A. Future Meeting – Tuesday, November 1, 2016 at 6:30 pm
  - B. Tour of Sheriff’s Office Garage, County Highway Garage, EMA Garage and ILEAS Garages
- XII. Designation of Items to be Placed on the Consent Agenda
- XIII. Adjournment

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

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



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

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

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

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13 **Committee Members**

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

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

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

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19 **MINUTES**

20 **I. Call to Order**

21 Committee Vice-Chair Rosales called the meeting to order at 6:31 p.m.

22 **II. Roll Call**

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

24 **III. Approval of Agenda**

25 **MOTION** by Mr. Hartke to approve the agenda; seconded by Mr. Anderson. Upon vote, the **Motion**  
26 **Carried Unanimously.** Mr. Rosales stated that item VII would be removed from the agenda. Mr. Brenner  
27 explained that they were considering taking a portion of the cost for the replacement of the CCNH boilers  
28 from Capital Asset funds. He said the CCNH Board had a special meeting which resulted in the project  
29 being paid for from the money received from Ameren, therefore there is no need to bring it forward.

30 **IV. Approval of Minutes – August 2, 2016**

31 **MOTION** by Mr. Anderson to approve the minutes of the August 2, 2016 meeting; seconded by Mr.  
32 Rector. Upon vote, the **Motion Carried Unanimously.**

33 **V. Public Participation**

34 None

35 **VI. Communications**

36 None

37 **VII. Request Approval of Authorization of Updated FY16 Capital Asset Projects**

38 Removed from agenda.

39 **VIII. Request Approval of Authorization for ITB #2016-009 Champaign County ADA Compliance Interiors**  
40 **Work**

41 **MOTION** by Mr. Quisenberry to approve; seconded by Mr. Anderson. Upon vote, the **Motion Carried**  
42 **Unanimously.**

43 **IX. County Facilities Action Plan Proposal**

44 Mr. Rosales explained this handout was given out about a month ago, but it's been cleaned up and there  
45 is one omission. Mr. Snider said this information was presented to the Board at a few other meetings,  
46 and most of the content was drawn from the memo the committee received from him. He stated that in  
47 response to some comments, the prioritization has been removed and all of the deferred maintenance  
48 items have been added. He said this is a line-item list of all the expenditures included in the \$22 million  
49 that is in the Bailey Edward study, along with the most recent information provided by Mr. Brenner, on  
50 all of the items that they would proceed with if they were to advance the ¼ Cent Facility Sales Tax. Mr.  
51 Snider indicated that in speaking with Mr. Maxwell, the intent is to advance this to the COW so it can be  
52 voted on by the Board. He said it is supposed to represent what they think would be the projects included  
53 in the expenditure list for the Facility Sales Tax.

54 Mr. Quisenberry commented that Mr. Snider had suggested leaving Brookens and moving downtown, but  
55 noted that the list includes a lot of work to be done at Brookens. He wanted to know what would be the  
56 timeline and what items would they try to avoid by moving. Mr. Snider referred to page 12 of the handout  
57 that has a budget summary for all the maintenance items. He said all projects listed total about \$28  
58 million, but the recommended projects are about \$22 million. He noted the difference is partly due to  
59 eliminating the Brookens projects expenses. Mr. Quisenberry asked what else is eliminated. Mr. Snider  
60 responded that a suggestion in the preliminary planning was to consider building a new Animal Control  
61 facility because of the high deferred maintenance costs. He summarized the problems with the current  
62 facility. Mr. Quisenberry stated that after touring the facility tonight he has a better context of the  
63 situation and agreed the building wasn't designed for its current use.

64 Ms. Schwartz asked if the suggestion to move this to the COW means Finance? She noted that when the  
65 Board approved the ¼ Cent Sales Tax referendum they never put a plan with it of what they were going  
66 to do with the tax. She said they have this plan from Mr. Snider, but the Board hasn't approved it. She  
67 thinks they need to see the whole plan, including the jail, when it's moved to the COW, Finance or the  
68 Board. Mr. Snider referred to page 14 that had information about the corrections consolidation. Ms.  
69 Schwartz asked if there are two lists, one being deferred maintenance and one development projects.  
70 Mr. Snider replied that is correct and listed some of the development projects. Ms. Schwartz recognized  
71 this is the Facilities Committee and they aren't supposed to talk about money, but felt they can't really  
72 separate that. Mr. Rosales asked if it would be appropriate for this to go to the special committee. Ms.  
73 Petrie felt it would be. Mr. Quisenberry said he heard earlier that they were going to send this to the COW  
74 without recommendation and asked if it would be the Finance portion. Mr. Snider replied that Mr.  
75 Maxwell wanted the plan reviewed by the Board and to decide if it represents what the priorities will be  
76 for the spending plan. Mr. Quisenberry wanted clarification that Mr. Maxwell is trying for more input than  
77 just the Facilities Committee, and because COW has the full Board participating they can have committee  
78 discussion. Mr. Snider answered that is correct.

79 Ms. Petrie thought the goal was to get input from Facilities before it went to any other committee. Mr.  
80 Anderson said he's not prepared to make a recommendation since they only received the document  
81 tonight. He felt it's important to get this to other Board members as an information piece of possible  
82 expenditures of the potential funds. He said it's conceptual at this point, and is contingent on the  
83 referendum passing. Mr. Quisenberry said he wasn't sure what the value or impact of passing this would  
84 be since there is no money. He noted there is nothing new since they received the Facilities Condition  
85 Report, and doesn't see a problem with the COW looking at it without Facilities passing it.

86 Ms. Schwartz felt the big difference is not so much the deferred maintenance but the new projects. She  
87 said it's not true that there is nothing new because this has a scaled down version of the Sheriff plan. She  
88 said at some point the Board needs to say, this is the plan and if the tax is approved this is what we're  
89 thinking of doing. Ms. Schwartz says it looks like the County is asking for money with no plan on how to  
90 spend it, and that's where Finance comes in. She commented that she's not sure there's enough money  
91 in the ¼ Cent Tax. She felt the start and end needs to be programmed better. She also thought some

92 projects could be bonded soon and some could be bonded later. Ms. Schwartz thinks the Board need to  
93 take some vote to say this is what they are thinking of doing with the money.

94 Mr. Quisenberry **MOTIONED** to refer this to the Finance portion of the COW without recommendation;  
95 seconded by Mr. Hartke. Mr. Quisenberry noted that now is the time to discuss anything they want to  
96 flush out in preparation for the discussion at Finance. Mr. Rector agreed with what's been said and stated  
97 that nothing is binding. Mr. Quisenberry said it's important for this Board to communicate the intent of  
98 the request and what the goals of it are. He said it's important to guide the future Board members to  
99 understand the context the money was asked under and what promises were made. He also said it can  
100 give the public a tool if future Boards are deviating from the ask.

101 Ms. Schwartz commented that she would take out the behavioral health center and put it someplace else.  
102 She noted they have no plan on how to staff or fund it. She said she hears all the time they shouldn't be  
103 in the nursing home business so why would they want to go into the behavioral health business. She said  
104 there needs to be more serious discussion on this. Mr. Anderson agrees with Ms. Schwartz's idea. Mr.  
105 Snider said the inclusion of the behavioral health was an attempt to leverage the Facilities Sales Tax. He  
106 said there are limitations on what they can do with it. He said that it's not fully fleshed out and it would  
107 be up to the Board to include it or not in the final plan. Mr. Anderson said it can be included now and  
108 removed later.

109 Ms. Schwartz expressed concern that they will find the funds to build but have no plan to maintain the  
110 buildings. She said she would like to see future maintenance included as part of the pricing. Mr. Snider  
111 asked for clarification that Ms. Schwartz was talking the maintenance for the facility itself and not  
112 operations. Ms. Schwartz replied that is correct.

113 Ms. Petrie encouraged comments be sent to Mr. Snider so he can include them in what he gives to the  
114 COW. Mr. Rosales felt it's important to get out a message because public opinion is the County doesn't  
115 know what it's doing. He suggested they all review the document and email comments to Mr. Snider.

116 Upon vote, the **Motion Carried Unanimously**. Mr. Quisenberry asked that all Board members receive this  
117 as soon as possible. Mr. Snider said he will send it out tonight.

118 **X. Facilities Director's Report**

119 *A. Update on Brookens PODs #200 & #300 Boiler Replacement Project*

120 Mr. Brenner reported that the boilers are 95% complete, but the new flues are on backorder. He said  
121 he is having a discussion with the engineer and contractor tomorrow to see if there is another  
122 solution. He commented they have applied for a DCEO grant and got confirmation that the application  
123 was received. He stated they will get just under \$19,000 for a rebate. Mr. Brenner noted they will be  
124 putting glycol in the piping, which goes onto the roof, of the Pod 300 boiler to prevent freezing in the  
125 winter. He said they will put slightly less in Pod 200 since it is indoors.

126 *B. Update on the Pre-Cast Concrete Wall Panel Repair Project-County Highway Painting Project*

127 Mr. Brenner said the painting at Highway is 85% complete. He said they are putting two coats of paint  
128 on and should be done next week.

129 *C. Update on Veteran's Memorial*

130 Mr. Brenner explained that the Veterans Memorial on the corner of Main and Broadway was leased  
131 to the Veteran's Association, which is now defunct. He said they were supposed to maintain the  
132 memorial, but a few veterans approached the County and said they can't keep up costs since the  
133 Association has gone out of business. Mr. Brenner said the cost to replace the flags is \$800-\$900  
134 annually, plus the cost of any maintenance that needs to be done. He said they received a proposal  
135 from Otto Baum to replace the joints and that work has been done. He stated they have talked to the  
136 State's Attorney about what needs to be done for the County to take over the maintenance. Mr.  
137 Brenner said several veteran's groups have said they will donate money for the flags, and the

138 Veteran's Association will pay the \$2,500 for the repairs with the little money they had left. He noted  
139 that the Physical Plant has painted the handrails and done a little work behind the memorial.

140 *D. Update on Dobbins Downs Playground*

141 Mr. Brenner stated the playground in Dobbins Downs is a single lot the County acquired in 2003  
142 because it was in such bad shape. He said a group approached the County in 2010 to put in a  
143 playground through grants and the County put together a five-year lease at \$1 per year. He said the  
144 association would provide an insurance policy and the community would take care of the property.  
145 Mr. Brenner noted the association has since disbanded. He commented the community is complaining  
146 that the playground is now an eyesore and has become a night time gathering point for unwanted  
147 people and a gang hangout. He stated that Planning and Zoning put a fence up until the playground  
148 equipment can be removed, but the fence was damaged half of a month after it was put up. He said  
149 they have talked to Head Start and the Urbana Park District about taking the playground equipment.  
150 Mr. Brenner noted the Park District inspected the equipment and it is in good shape but they won't  
151 use it. He said Head Start has someone going out to get a quote to dismantle. He said the County's  
152 job is to take the equipment down and return the lot to its original state. He said he and the County  
153 Administrator have talked about donating the property to an organization that would put a house on  
154 the lot.

155 Mr. Rector commented that it is sad they have to do this but said it's good they are trying to repurpose  
156 the equipment. Mr. Brenner commented that the equipment is in good shape and they have tried to  
157 remove some of the graffiti. Ms. Petrie said if they decide to make an arrangement for housing to be  
158 built there Susan Jones is the person to contact in neighborhood services at the City.

159 Mr. Rosales asked if the intent is to take the fence down and grow grass. Mr. Brenner responded yes.  
160 Mr. Rosales wanted to know the size of the lot. Mr. Brenner answered that he wasn't sure but it isn't  
161 very big. Ms. Petrie asked if the lot is in Hensley Township. Mr. Brenner replied he didn't know but  
162 Planning and Zoning would have that information.

163 **XI. Other Business**

164 *A. Semi Annual Review of Closed Session Minutes*

165 Mr. Rosales said that a memo from the State's Attorney's office said there are no closed session  
166 minutes to review at this time. **MOTION** by Mr. Quisenberry to keep the closed session minutes  
167 closed; seconded by Mr. Hartke. Upon vote, the **Motion Carried Unanimously.**

168 **XII. Chair's Report**

169 *A. Future Meeting – Tuesday, October 4, 2016 at 6:30 pm*

170 Mr. Rosales informed everyone that the next Facilities Committee meeting is scheduled for Tuesday,  
171 October 4, 2016.

172 *B. Tour of METCAD*

173 Mr. Rosales said there will be a tour of METCAD at 5:15 p.m. before the next Facilities Committee  
174 meeting.

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

176 Mr. Rosales noted item VIII is to be placed on the consent agenda.

177 **XIV. Adjournment**

178 **MOTION** by Mr. Anderson to adjourn; seconded by Mr. Hartke. There being no further business, Mr.  
179 Rosales adjourned the meeting at 7:20 p.m.

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

## **MOTION**

I move to adopt the Champaign County Facilities Action Plan, Draft C dated September 27, 2016 and that said plan be forwarded to the full Champaign County Board for consideration during its regularly scheduled October 20, 2016 meeting with this Committee's recommendation to adopt the plan.

# Champaign County Facilities Action Plan

Draft C  
September 27, 2016



TRAINING AREA/FUTURE OFFICE EXPANSION

TRUNKED  
RECEPTION  
[1955]

C-WING REMODELING  
10/16/06



CHAMPAIGN COUNTY GOVERNMENT is tasked with the execution of many critical public responsibilities such as election operations, record keeping, judicial and law enforcement services, regional coordination, tax collection and disbursement, grant administration, and social services including public health and care for children and the elderly. Performance of these administrative, intergovernmental, and social service functions requires utilization of both human and capital resources. The county must invest heavily in both brick and mortar facilities and information systems technology in order to achieve its policy objectives and comply with statutory obligations. County investment in its portfolio of courthouses, office buildings, jails, records storage, and nursing homes exceeds \$160 million. In order to fulfill its mission, Champaign County relies on these facilities as the tools essential for effective delivery of public services.

This report will examine the infrastructure of Champaign County Government through a study of its facilities and current and expected capital requirements. A look at past history indicates that these needs have not received sufficient allocations of resources to properly maintain the infrastructure. The intent of this document is to provide guidance on the prioritization and timeline of necessary projects and

the anticipated financial commitments to remedy deficiencies in these critical facilities.

## **Facilities Plan**

Champaign County is facing serious difficulties in the ongoing maintenance of its facilities. Since the 1990s, building maintenance needs have not been properly funded, resulting in a long list of deferred maintenance projects. Reduced revenue due to economic challenges as well as property tax caps, and the failure to adhere to preventive maintenance practices together have had a detrimental impact on facility conditions. Furthermore, a number of buildings, structures and technology infrastructure have either deteriorated to a level where their longevity has greatly decreased or have become functionally obsolete, and will require replacement.

In response to these needs, the county has developed an action plan based on the documented facility problems to establish a strategy to address and fund needs, with an approximate timeline for completing demolition, maintenance, repair, replacement, and construction projects.

## **Goals and Strategy**

The county delivers services to residents and visitors primarily through use of its

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*Property tax caps (PTELL) have had a detrimental impact on county finances, particularly in the area of maintenance.*

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twenty-two facilities and its technology infrastructure. County assets include the Courthouse, Brookens Administrative Center, Champaign County Nursing Home, and the Sheriff's Office. Altogether, county facilities and infrastructure represent an investment of over \$160 million and includes 840,000 square feet of space under management. Our plan seeks to achieve the following goals:

- Address critical infrastructure problems
- Restore buildings to maintainable condition
- Fulfill unmet human service needs
- Reduce maintained space by 27% (about 250,000 square feet)
- County debt-free by 2028

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*The plan will reduce managed space by about 250,000 square feet, or 27% of total building floor space.*

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*Champaign County would be debt-free by the end of 2028.*

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maintenance and replacement projects. Furthermore, existing county debt service is projected to decline beginning in 2025, and all extant bonds should be retired by the end of 2028. At that time, the county would be debt-free and revenues previously dedicated to satisfying debt service would become available for possible reallocation to programs or to reduce property tax levies. Additional facility needs that were previously unforeseen could also be funded through the released revenue streams.

This implies that we should pursue a medium-term plan for facilities provisioning that establishes a bridge to the future and avoids excessively large investments that may not provide value in the future. Changing demographics suggest that capital expenditures in facilities should made with a conservative philosophy. Where possible, flexibility should be sought to accommodate evolving needs that may not be readily apparent at the present time. Therefore, the best course may be to prioritize those projects offering the greatest return on investment over the next 12 years.

In order to maximize available funding, the following principles should guide selection and prioritization of facilities projects:

- Reduce space utilization by consolidation or elimination of

- inefficient or underutilized offices;
- Construct, renovate, or remodel facilities only to the extent that is absolutely necessary to serve current requirements; and
- Address deferred maintenance issues in existing facilities to prevent further deterioration of physical plant.

- Determine the overall estimated annual cost needed to keep buildings maintained.

For the purposes of evaluating building conditions, the consultants used the following scale:

- FCI is less than 5%: Building is in “GOOD” condition and typically represents a newer building requiring little more than routine maintenance;
- FCI is between 5 and 10%: Building is in “FAIR” condition, representing a slightly older building and requiring more substantial maintenance;
- FCI is greater than 10%: Building is in “POOR” condition with significant deficiencies requiring major repairs or replacements.

### Facilities Assessment

In 2015, Champaign County undertook a comprehensive assessment of current facility conditions. The study conducted by the architectural firm Bailey Edward targeted the following objectives:

- Perform a full assessment of the current condition of county buildings;
- Provide an inventory database of current and short term maintenance, repair, and replacement needs;
- Identify deferred maintenance needs;
- Determine a Facilities Condition Index (FCI) to establish the relative condition of each building as compared to a national benchmark;
- Provide a basis for decision making regarding maintenance, renewal, and functional improvements on existing facilities;

The consulting team made on-site surveys of facilities, and reviewed building drawings and maintenance records. This information was organized and categorized using nationally accepted practices as recommended by the Association of Physical Plant Administrators (APPA). The resulting 300-page report offers an excellent resource for understanding current conditions and offers a roadmap to remediating the deferred maintenance issues.

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*County needs about \$3 million annually for maintenance, but only has about \$500,000 available.*

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## Key Findings and Data

- Overall countywide current replacement value (CRV), or the estimated cost to replace existing facilities, is \$150,864,177. This amount excludes the original portion of the ILEAS Building (expected to be demolished in the future), ILEAS Boiler House (unused), and the downtown Sheriff's Office/Correctional Center.
- The CRV for county-wide facilities implies that annual maintenance investments should average about \$3 million. Currently, the county allocates \$532,000 annually or less than 18% of the expected cost for maintenance.
- The average Facilities Condition Index of the facility portfolio is 6.3% (Fair). However, several facilities have significant deferred maintenance backlogs that will require funding well above routine expenditures.
- The projected annual cost to keep the FCI at the current level is \$4,525,895, which is 3% of the CRV. We note that this dollar figure is simply a guideline and is not necessarily indicative of the actual required investment.



*Flashing repairs needed around courthouse windows.*

# Proposed Projects

## Deferred Maintenance Backlog

The county has an extensive backlog of deferred maintenance projects as mentioned earlier. Using the data from the facilities assessment, our staff has assembled a ten-year plan to bring all facilities to a level where they can be maintained with routine expenditures. The ten-year cost of these projects is estimated at \$22 million not including remedial work for the downtown law enforcement building. It also excludes deferred maintenance at the Brookens Administrative Center, which could be eliminated if the county relocates out of the building. A substantial portion of these costs could be avoided depending upon implementation of the foregoing recommended projects.

*Nursing Home.* Constructed in the mid-2000s, the Champaign County Nursing Home has been plagued by a number of poor design and construction decisions, which resulted in litigation against the architectural and engineering firm and arbitration with the contractor who were both responsible for the building. One of the decisions still impacting operations is the placement of the boiler plant in an



*Nursing home return air handlers require replacement.*

inaccessible location, making service and replacement very difficult. Furthermore, the placement of the boiler air intakes adjacent to the laundry dryer vents has resulted in ingestion of lint, dramatically shortening the life of the boiler systems. The county has corrected the cause of this problem but unfortunately, the boilers will require early replacement. The \$380,000 cost is included

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*Deferred maintenance bill exceeds \$22 million.*

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in the overall estimate of nearly \$2 million for maintenance and repair projects. Other projects include the replacement of fire and door alarms (\$183,000); rainwater mitigation and drainage (\$135,000); water heaters (\$105,000); chiller and air handling unit repairs (\$77,000); call button replacement (\$82,200); and replacement of the surveillance video monitoring system (\$90,000).

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*The Brookens Administrative Center is very large relative to the number of employees housed there. Downsizing would reduce operating expenses and eliminate nearly \$5 million in deferred maintenance projects over the next 10 years.*

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*Satellite Corrections.* The county built this facility in 1996 to provide expanded housing for corrections services and the flexibility to accommodate future expansion if needed. This 57,000 square foot building contains the county's booking desk and houses up to 182 inmates. There is an extensive list of maintenance needs totaling \$3,645,000. This list includes replacement of the 20-year old ballasted roof (\$800,000); replacement of the door security system including voice/data/video technology (\$500,000); digital control installation (\$300,000); replacement of four air handling units (\$450,000); and generator replacement (\$250,000).

*Brookens Administrative Center.* Formerly a middle school, the county acquired and remodeled this 93,000 square foot building in 1999. It houses the offices of the County Clerk, Treasurer, Auditor, Recorder, Supervisor of Assessments, Board of Review, and the Administrative Services



*Damage in lightwell at Satellite Corrections facility.*

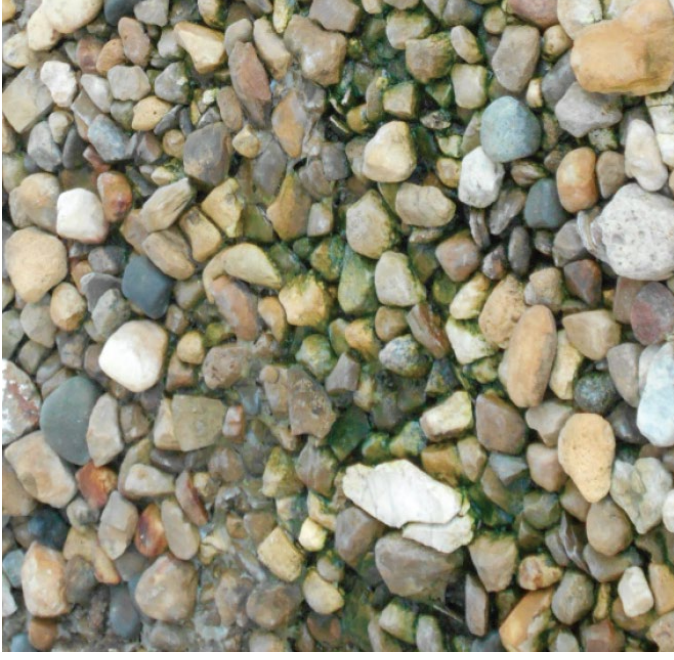
Department. In addition, space is leased to the Regional Planning Commission, the Mental Health Board, the Attorney General, and the Urbana Park District. This 46-year old building has not been well maintained and its construction grade is sub-par relative to other county buildings of a similar age. The deferred maintenance list totals \$4.95 million and includes extensive roof replacement and building envelope repairs (\$2.1 million); digital control installation and replacement of air handling units (\$500,000); and parking lot replacements (\$780,000).

*ILEAS Building.* This large building is comprised of two sections: the original 105,000 square foot county nursing home, and the 1971 annex that added 95,000 SF. The building is currently leased by the

Illinois Law Enforcement Alarm System, a training and education organization serving the needs of police agencies in Illinois and the Midwest. The annex was partially renovated in 2008 for ILEAS. Maintenance projects include replacement of 40-year old boilers (\$250,000); repointing of exterior masonry and replacement of all sealants (\$950,000); roof replacement (\$1,200,000); replacement of three air handling units (\$350,000). Total estimated cost is \$3,210,000.

The original 1916 portion of the ILEAS building is used solely for the conduct of tactical training exercises and is not otherwise occupied. Its poor condition and extensive rehabilitation requirements render this portion of the building as unsuitable for renovation and should be demolished.

*County Courthouse and Annex.* The original courthouse was constructed in 1901 and features the soaring bell towers that are iconic of our county government. In 2002, this building received extensive renovation in conjunction with the erection of the modern courthouse annex. This complex of over 146,000 square feet serves as the judicial administration center, with courtrooms and office space for judges, Circuit Clerk, State's Attorney, Public Defender, and Court Services and Probation. Projects include roof



*Standing water, moss, and plants growing in Courthouse Annex roof.*

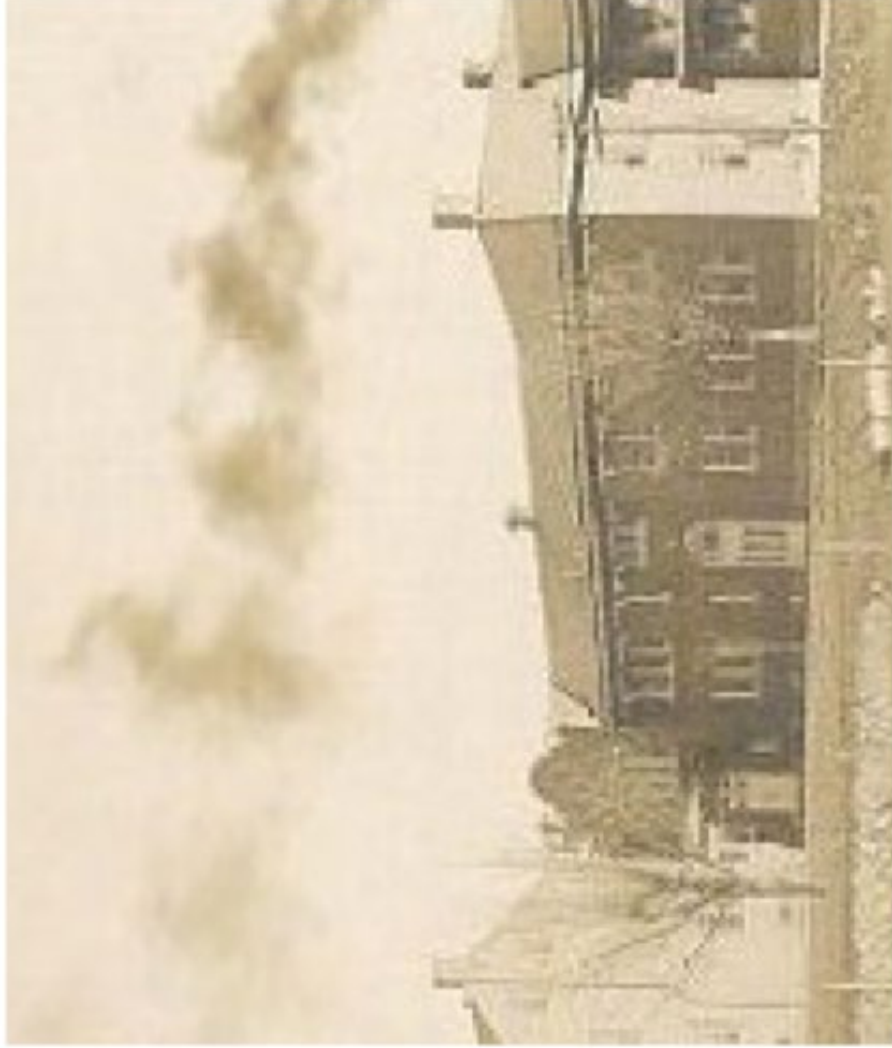
replacement on the historic courthouse (\$750,000) and annex (\$1,500,000); updated building control systems (\$800,000); chiller replacement and relocation (\$500,000); replacement of worn finishes and obsolete lighting (\$900,000) as well as worn floor coverings in courtrooms.

*Juvenile Detention Center (JDC).* Built in 2000, this 31,000 square foot building houses detention and care facilities for juvenile offenders in county custody. A number of major renovation projects will be required, including replacement of

the roof in 2020 (\$500,000); replacement of seven rooftop units (RTUs) at \$410,000; repairs to the foundation and building envelope (\$350,000); generator replacement (\$250,000). Total estimated repairs are \$1,980,000.

**METCAD.** The facility houses the county's 9-1-1 dispatch operation as well as the Emergency Management Agency. This 1960 building is older but well constructed

*Original Champaign County Nursing Home building.*



and is expected to be serviceable for the foreseeable future. It was renovated in 2008. Upcoming major maintenance projects include roof replacement (\$300,000) and generator set replacement (\$250,000).

**Animal Control.** This building was previously used for physical plant operations and was remodeled as an animal control facility. Animal kennels, treatment, storage, and administration offices are located in this building. The estimated cost of maintenance is \$460,000. There are significant design deficiencies in this building as well. For example, there is no air conditioning in the animal kennel area.

This building is adjacent to the Coroner's office and has shared assets with it, including the parking lot area. Deferred maintenance projects (including a backup generator for the Coroner) on shared facilities is estimated at \$505,000. Due to the high ratio of maintenance to replacement value, it may be beneficial to the county to consider a complete replacement of the Animal Control facility. This project is included in the development list below.

**Garages.** The East Campus houses several garage facilities for various county departments, including the Sheriff's Office and Emergency Management Agency.



Total deferred maintenance is estimated at \$575,000 through 2020.

*Physical Plant/Election Storage.* The building is maintainable without large additional investments. A small paving project to replace the building's parking spaces will be required in 2022 (\$20,000).

*Salt Dome.* This structure is fairly new and is in excellent condition. The surrounding pads will require replacement with either asphalt or concrete within the next ten years (\$210,000).

*Highway.* This 2007 building is in excellent shape and has had few problems since its construction. Revenues that have been pledged for retirement of the construction bond will become available in 2017 and these funds will be dedicated for future maintenance projects. This includes the anticipated replacement of the roof in 2026 (\$800,000) when it will have reached the end of its expected life. This will relieve this burden from General Fund and/or the proposed facilities sales tax revenue.

*Demolition of Original Nursing Home Building.* The original portion of what is now the ILEAS Building has not been occupied in many years and has since experienced water intrusion due to major failures of the roofing system. Coupled with the age and condition of the building, the cost estimate for restoring this building



to a useable condition exceeds \$10 million. The recommendation is to raze this building; the estimated cost of demolition including abatement of lead and asbestos is approximately \$750,000. The removal of this building would permit the construction of a new tactical training center to support ILEAS and other agencies. Funding for this proposal has not been identified although the county may wish to consider forming a partnership with ILEAS.

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*The failure of the roof system at the original Nursing Home building has resulted in extensive damage from water intrusion. The building also contains significant quantities of lead and asbestos that will require abatement.*

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# Budget Summary

## Deferred Maintenance

Facility	Start	End	Estimated Cost
Animal Control	2019	2023	\$460,000
Animal Control / Coroner	2019	2022	\$505,000
Art Bartell Road	2023	2023	\$555,000
Brookens Administrative Center	2017	2026	\$4,354,000
Courthouse	2019	2025	\$2,735,000
Courthouse Annex	2020	2026	\$2,795,000
Courthouse Complex	2021	2023	\$450,000
Garage Maintenance	2020	2020	\$575,000
Highway	2017	2026	\$1,000,000
ILEAS	2019	2026	\$3,210,000
JDC	2019	2026	\$1,980,000
METCAD	2019	2025	\$810,000
Physical Plant / Election Storage	2022	2022	\$20,000
Salt Dome	2026	2026	\$230,000
Satellite Corrections	2017	2018	\$3,645,000
Enterprise Resource Planning System	2017	2020	\$1,800,000
Nursing Home	2017	2027	\$1,869,750
Demolition of Original Nursing Home	2019	2019	\$750,000
All Projects	TOTAL		\$27,743,750
Recommended Projects	TOTAL		\$22,354,750

## Development Projects

*Enterprise Resource Planning (ERP) System Replacement.* Champaign County Government is reliant on an antiquated technology platform that is now forty years old and in desperate need of replacement. The mainframe-based software suite developed in-house supports financial services (budgeting, payroll, accounts payable/receivable), human resources, and tax administration functions among others. The software code base is written in a language that is neither taught nor well supported today and, due to the age of the language, is subject to a rapidly declining pool of software developers as professionals retire and depart the workforce. Within three to five years, it will be impossible to continue operating and maintaining the software. The county must migrate to a modern governmental ERP system that takes advantage of current technologies such that it can be maintained in the future. The estimated cost for acquiring and migrating to a new ERP platform is approximately \$1.2 million to \$2 million.

*The County's enterprise software operates on a mainframe similar to the IBM AS/400 system shown here. It will soon be infeasible to maintain this software and therefore it must be replaced with a modern system.*



*Replacement of Downtown Sheriff's Office and Jail.* Focusing on the essential needs for inmate care, corrections operations, and Sheriff's administration allows us to consider the development of a plan that is reduced in scope from previous concepts. This approach has created a new proposal that reduces the cost of the entire project by 40% over the master plan proposed in 2015.

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*Sheriff's Office and Corrections Consolidation cost is 40% less than original 2015 Master Plan.*

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Practices implemented by the Sheriff's Office, State's Attorney, and the presiding judge have produced significant reductions in the corrections population.

*Family contact visitation.*



Consequently, we have been able to reduce the footprint of the expansion with a smaller capacity than the combined 313 beds in the downtown and satellite facilities. The revised floor plan of the jail would add about 40,000 SF with 252 beds and the 30-bed medical unit. Using a construction cost factor of \$250-325/square foot implies a construction cost range of about \$10-13 million.

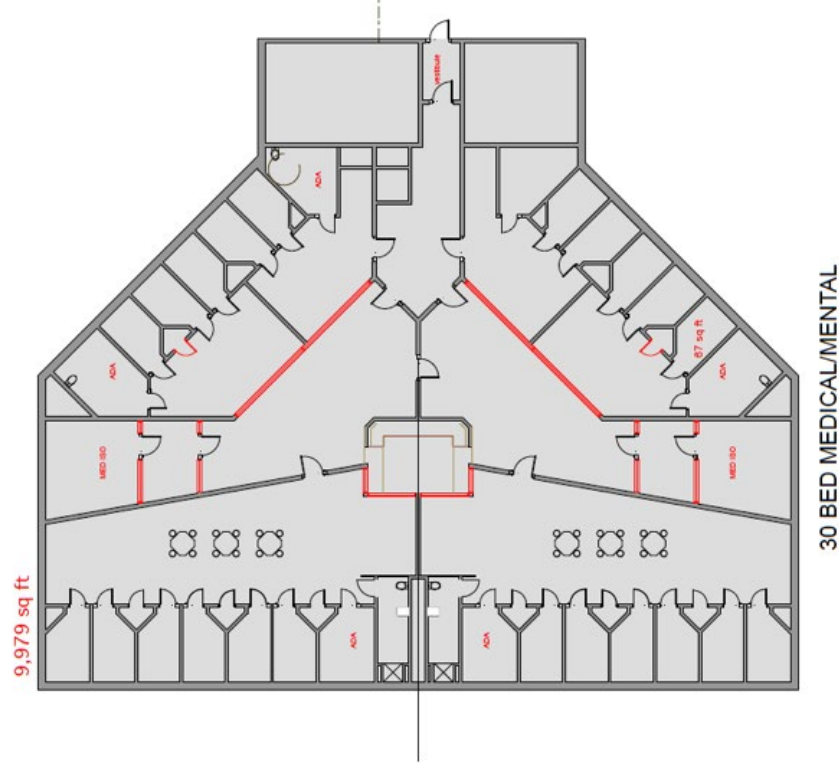
This proposal has two major components: CORRECTIONS CONSOLIDATION AND ENHANCED INMATE CARE. The county corrections facilities are split between the downtown Urbana facility and the satellite facility located at the county's east campus. A thoughtful and modest expansion of the satellite facility would support a number of unmet needs and would address concerns of both the corrections staff and community advocates. This includes:

- Establishment of a new open booking area that incorporates humane design features allowing non-violent, cooperative detainees to remain unconfined within the booking area until release;
- Family contact visitation areas that eliminate the barriers currently in place in the jail visitation spaces. The importance of maintaining family relationships and the ability to have skin contact with family members cannot be

- overstated.
- Creation of a new 30-bed medical and behavioral health pod to support delivery of improved healthcare for inmates;
- Creation of a 70-bed flexible pod to accommodate separation requirements for women inmates, maximum security inmates, and housing of incompatible prisoners. Housing inmates within county facilities is preferable to out-county locations for a number of reasons. For the families and legal counsel of a detainee, an out-of-county location is very difficult to visit. Many families rely on public transportation and there simply are no options for inter-county routes. Furthermore, the cost and inconvenience of transporting detainees is quite high.
- Additional space for exercise and education programs, storage of inmate property, and corrections administrative offices.

**SHERIFF'S OFFICE REPLACEMENT.** We can establish a new location for the Sheriff's Office by repurposing existing building space at ILEAS. Though it is an older facility, the ILEAS Building is well constructed and has sufficient unused floor space that could be remodeled for a relocation of the Sheriff's Office. Required

changes include the construction of a new public entrance and a secure entrance for law enforcement personnel; office and conference space, records and evidence storage; and changing areas for law enforcement personnel. A new parking lot would be constructed to accommodate visitors and staff. The estimated cost of \$3 million is significantly less than prior proposals for construction of a new facility in the \$7-8 million range.



*Community Behavioral Health Services.* Champaign County lacks adequate mental health assessment programs and does not have a detoxification facility. With a population of over 200,000 residents, these represent serious gaps in treatment services. The county alone does not have the resources to operate this center. However, it could partner with entities such as the Mental Health Board, other local government entities, hospitals, and local service providers to staff and fund facilities needs, operations and necessary related services that are not eligible for Medicaid funding. The cost to create a 12-16 bed behavioral health services facility would fall in the \$3-5 million range, but a detailed design has not been completed to develop the final cost.

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*The lack of detoxification and mental health assessment facilities represents a serious gap in community services.*

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*County Government Relocation to Downtown.* A recent census of staff indicates there are 72 employees (General Fund and GIS) housed at the Brookens Administrative Center. Maintaining a 93,000 SF building to house this staff and lease the remaining space to other organizations does not make financial sense. The building itself is not well suited to its function as a county facility due to its inefficient use of space, a result of its heritage as a school. This employee group should be able to fit within about 20,000 square feet including space for county board/group meetings and breakout rooms. If the building could be sold or transferred and removed from the county portfolio, it would enable the relocation of the county staff back to downtown Urbana and a location near the Courthouse and Annex. In the near future, there will be a number of opportunities to lease space at a cost that would offer a net financial benefit; the county would avoid deferred maintenance expenditures of nearly \$5 million anticipated for Brookens over the next ten years.

A large portion of the county staff is housed at the Courthouse complex. Bringing the other major departments in close proximity would likely result in many organizational synergies enabling better collaboration and reduced time wasted in traveling between

East Campus and downtown.

Several of the candidate facilities in downtown Urbana feature expanded parking facilities over that offered on East Campus. Coupled with excellent public transportation options available downtown, this would facilitate access to the offices of the Clerk, Treasurer, Recorder and other departments that have frequent interaction with the public. The East Campus lacks amenities such as restaurants, stores, fitness centers, and other desirable services. Access to downtown businesses would improve the county's ability to recruit and retain an able workforce. Furthermore, the addition of the county workforce and the foot traffic generated by visitors would likely result in increased economic activity for downtown merchants. The cost of relocation and preparing office space could be offset potentially by any revenues attained through the sale or transfer of Brookens.

*Garage Consolidation.* The Salt Dome garage, Sheriff's garage, and EMA garage have very high repair and maintenance costs relative to their current replacement value. Consolidating these facilities into one building would reduce overhead associated with constructing and maintaining these. These garages could be separated into individual units for security purposes without great expense. The

facility could also be used potentially as a temporary tactical training center during the razing of the old nursing home and construction of a new building.

*Animal Control Facility.* The ten-year deferred maintenance backlog for the Animal Control facility exceeds 50% of its current replacement value. Developing a replacement facility for the long-term may be a wiser course than investing more funds into the current structure. Estimated cost of replacement would be in the \$500,000 to \$800,000 range.

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*Relocating county government from East Campus to downtown Urbana brings the entire organization together in one place. It also improves citizen access with increased parking and public transportation and could potentially spur economic development.*

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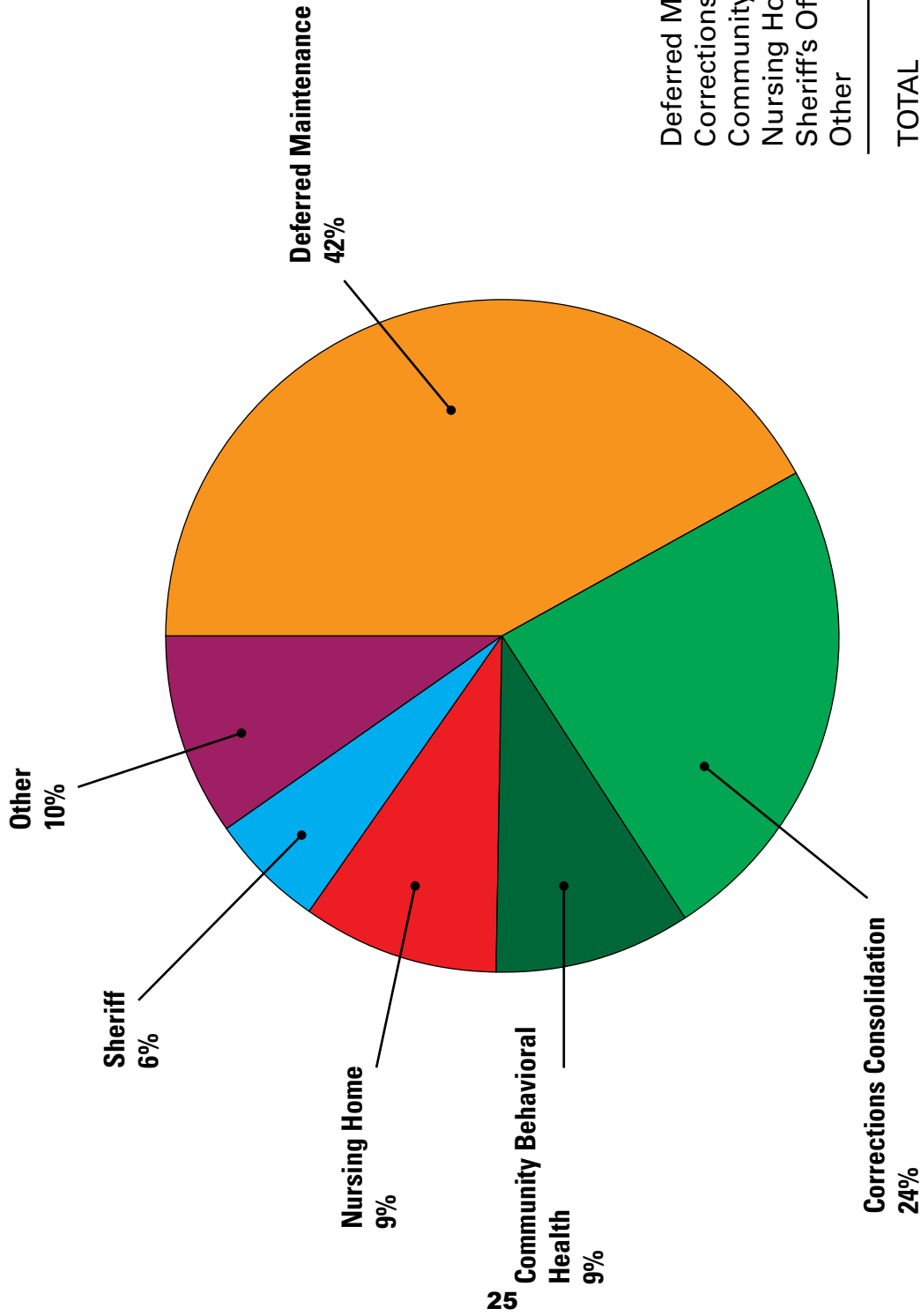


# Budget Summary

## Development Projects

Facility	Start	End	Estimated Cost
Animal Control	2019	2020	\$800,000
Garage Consolidation	2020	2020	\$1,500,000
Community Behavioral Health	2019	2019	\$5,000,000
Nursing Home Debt/Strategic Capex	2017	2027	\$5,000,000
Downtown Urbana Relocation	2018	2019	\$1,000,000
Relocate Sheriff's Office to ILEAS	2018	2018	\$3,000,000
Satellite Consolidation and Enhancements	2019	2020	\$12,795,000
Relocation Soft Costs	2017	2020	\$1,800,000
<b>TOTAL</b>			<b>\$30,895,000</b>

# Expenditure Summary



Deferred Maintenance	\$22,354,750
Corrections Consolidation	\$12,795,000
Community Behavioral Health	\$5,000,000
Nursing Home	\$5,000,000
Sheriff's Office	\$3,000,000
Other	\$5,100,000
<b>TOTAL</b>	<b>\$53,249,750</b>

## Costs and Financing

We have considered several means to finance the costs of proposed projects.

*Internal financing.* The county has not exhausted its bonding capacity. However, it has very little revenue available to be pledged to servicing debt. The next opportunity to bond would arrive in January 2018 after the retirement of one of the Public Safety Sales Tax bonds. Combining the total available revenue released from bond repayment along with existing budgeted revenue for maintenance would yield about \$13 million on a 10-year bond, or \$19 million for a 20-year bond. The advantage to this method is that no additional taxation would be required. Unfortunately, the projected proceeds would be significantly short of fulfilling the bulk of identified needs. It also would leave no flexibility in county finances for any program needs beyond facilities maintenance.

*Property tax levies.* In 1996, Champaign County voters approved adoption of the provisions of the Property Tax Extension Limitation Law (PTELL). This law limits increases in property tax extensions for non-home rule taxing bodies based upon the national Consumer Price Index (CPI) or five percent, whichever is less. Champaign County is non-home rule. Revenue growth limitations are compounded by

the extensive inventory of tax-exempt properties in the cities of Champaign and Urbana.

Unfortunately, many expense lines in the annual budget have grown in excess of CPI, particularly in the area of healthcare premiums. This along with a continuing stream of unfunded mandates from the state and federal governments have crippled county finances. For example, only a tiny fraction (\$240,000 or 0.7%) of the General Fund expenditures in FY 2016 will go to any programs considered discretionary; all other services are provided in compliance with statutes.

The county already has property levies in place to support the county nursing home operations as well as debt service for the home construction. The current levy for nursing home operations is \$0.03 and is generating \$1.17 million in RY 2016. The levy has a statutory maximum rate of \$0.10. Principal and interest payments for the current bond issues total about \$8.9 million inclusive of FY 2016 through FY 2021.

If approved by voters, some of the projects might be eligible for property tax funding. A disadvantage of this approach is that a large share of the projects within the facilities program would not require bond financing and could be completed if a stream of recurring revenues could be identified; the use of bonds and

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*Internal financing alone cannot pay for the deferred maintenance bill, and does not begin to address other needs.*

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*Since 1996, property tax caps have limited revenue growth while expenses, including unfunded mandates, continue to grow faster than the rate of inflation.*

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corresponding interest costs would reduce the total funds available. Moreover, the disproportionate share of costs borne by property owners and renters rather than all users of county services would shift the burden of facilities costs onto this smaller group. Given this and the general mood concerning property taxes generally makes this option unlikely to be successful.

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*A facilities sales tax distributes costs to all service consumers, not just property owners and renters.*

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The estimated impact on consumers is about \$20 annually per capita, or about \$20 annually per median income household based on typical spending patterns on necessities and common items (food, medicine, gasoline, restaurant meals, clothing, household maintenance).

Concerns about raising additional sales tax levies might be mitigated by including a sunset provision in the ballot question.

Doing so would assure voters that revenues would be raised only for the proposed projects and only for the time period necessary to implement them. It would prevent any change to the sunset date by a future county board, requiring voter approval for any extension. The intent of the proposed facilities program is that the improvements in facilities conditions and reductions in the size of the building portfolio would allow future maintenance to be completed without extraordinary expenditures. Inclusion of a sunset provision would allow the county board to discontinue the tax at an earlier date if the revenue is no longer needed.

*Facilities sales tax (55 LCS 5/5-1006.5). One option available to the county would be a voter authorized facilities sales tax. Illinois permits imposition of a sales tax to finance public facilities (eligible expenditures are listed below). The taxes can be imposed in 0.25% increments with the minimum rate being 0.25%. Using recent tax data, the estimated revenue generated from the imposition of such a tax is about \$4.5 million annually, which would be adequate to fully implement the facilities plan.*

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*The median income household in Champaign County would pay about \$20 per year in additional taxes.*

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There are a number of advantages to a sales tax over other funding sources. Champaign County sustains a large, visiting population that creates service demands on the government. The sales tax levy helps relieve costs borne by permanent resident taxpayers by creating a more equitable method for all service users to share in those expenses. Furthermore, the tax would not apply to necessities such as food and medicine, and would not apply to titled vehicles (automobiles, boats, etc.)

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*Facilities sales tax would not be imposed on food, medicine, or vehicles such as cars or boats.*

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In addition to sunset provisions, an attractive feature of the facilities sales tax is the possibility of abating tax levies used to retire qualifying facilities-related bonds. A substantial portion of the remaining nursing home bonds could qualify for abatement and provide some relief on

property tax levies and in the case of one of the bonds, eliminate the burden on the nursing home to reimburse the General Fund for debt service.

governmental services to its citizens, including but not limited to museums and nursing homes.

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*The ballot question imposes a 12 year sunset date on the tax, which by law cannot be changed by a future county board.*

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### **Notes on the Proposed Ballot Question**

The proposed ballot question for voters might take the following form:

*“To pay for public facilities purposes, shall the County of Champaign be authorized to impose an increase on its share of local sales taxes by 0.25% for a period not to exceed 12 years?”*

*“This would mean that a consumer would pay an additional 25 cents in sales tax for every \$100 of tangible personal property bought at retail. If imposed, the additional tax would cease being collected at the end of 12 years, if not terminated earlier by a vote of the county board.”*

Under Illinois statutes, “public facilities purposes” means the acquisition, development, construction, reconstruction, rehabilitation, improvement, financing, architectural planning, and installation of capital facilities consisting of buildings, structures, and durable equipment and for the acquisition and improvement of real property and interest in real property required, or expected to be required, in connection with the public facilities, for use by the county for the furnishing of

## Closing Thoughts

The time is now for Champaign County to move forward and embark on the necessary and long overdue repairs and replacements of its facility infrastructure. The alternative is to allow facilities to continue to degrade and to increase the ultimate cost of remedying the problems that are known to exist as well as new problems that are likely to arise through further deferrals of maintenance. Given the extent of the maintenance backlog, the problems cannot be solved without a source of new revenue.

The county has been surviving through a difficult economic climate by deferring action on its facility maintenance needs. This has resulted in a deteriorating physical plant that is impacting the ability of the county to deliver services to its residents. When any major building system such as the roof or mechanicals is not properly maintained, it greatly shortens the life asset and wastes the original investment made in it.

Furthermore, allowing systems to decline increases the risk of an unplanned demand on capital resources that may not be easily accommodated in a timely manner. The county does not have the ability to draw on a credit line as would a private business; it can only raise revenues through the means provided by state statute. A system failure

could create a significant interruption in services until funding could be sought to effect repairs or replacement.

In the case of the county's correctional facilities, events outside of the county's control might force the county to close the downtown facility without having any ability to house those inmates locally. When the county cannot provide space for persons in its corrections facilities, it must utilize available space in neighboring counties at considerable cost and inconvenience. The sudden loss of the downtown facility's capacity could easily impact the county's finances to the tune of hundreds of thousands of dollars annually in boarding and transportation expenses based upon the current jail population. This expense would not ensure that inmates would receive the improved care that would be made possible by a county investment in its own facilities.

Seeking voter approval for a quarter-cent facilities sales tax is the best available means to properly addressing the facilities challenges. Revenues generated through this tax would be dedicated to facilities-related projects and would not be available for allocation to other activities. A sunset provision should reassure voters that the tax would not be imposed any longer than is necessary or authorized by the public.

# Questions and Answers

- Q. Why are county facilities important to me?
- A. Champaign County Government provides most of the statutory duties of government. Administration of justice, providing law enforcement and corrections services, supervising elections, collecting and distributing tax revenues to local governments, maintaining highways, recording deeds for home sales, providing social services to children and the elderly are all critical services that are delivered through county government and its facilities.
- Q. Why do we need this facilities work?
- A. Facility maintenance investments have been insufficient to maintain the buildings to prevent a decline in building conditions.
- Q. What work will be completed with this program?
- A. In 2015, the county commissioned a study with the architecture firm Bailey Edward. The study identified countywide deficiencies in building envelopes (roofs, masonry), mechanical systems (heating, ventilation, air conditioning), plumbing and electrical systems, control systems, and parking lots and sidewalks. The deficiencies list forms the basis of our action plan and totals about \$22 million in deferred maintenance repairs and replacements.
- Q. How much money is needed?
- A. Champaign County has a portfolio of buildings with a replacement value exceeding \$160 million. The national standard for building maintenance recommends an estimated expenditure of 2% per year of the current replacement value. That means the county should be investing about \$3 million annually on average. The FY 2016 budget has only about \$532,000 for maintenance, or about 18% of the actual need.
- Q. Why didn't the county better maintain its buildings?
- A. Over the past two decades, property tax caps (PTELL) and an extended period of challenging economic conditions have constrained revenues while costs such as unfunded mandates and employee health care have continued to grow at a rate well above inflation. The county has cut its workforce and reduced expenses

whenever possible. As a result, building maintenance has suffered.

Q. Can't the county fund repairs through existing revenues?

A. No. If every available dollar is committed to bonds, it yields only \$13 million over 10 years, or \$19 million over 20 years. The deferred maintenance bill alone is \$28 million.

Q. Why is a sales tax the best choice?

A. Significant restrictions have been enacted on property tax increases through legislation such as PTELL. The county also has a large population of visitors that don't own property. The sales tax ensures that costs are distributed among all service users, not just property owners and renters.

Q. Isn't a sales tax regressive?

A. The quarter cent facilities sales tax does not apply to food or medicine. These necessities are excluded from taxation.

Q. How much will the sales tax cost me?

A. There is no tax on food or medicine. You will pay an additional 25 cents when you buy \$100 of taxable merchandise.

Q. Won't this tax just continue forever?

A. State law now allows ballot questions

on facilities sales taxes to include a sunset provision. Our proposal includes a sunset in 12 years. The tax will be discontinued at that time unless voters approve an extension.

Q. Why would you end the tax in 12 years?

A. We are 12 years away from 2028. By implementing this mid-term plan now, we can "get over the hump" of facility needs, address deferred maintenance, fix critical issues, and leave the county debt-free in 2028 when all current bonds will be retired.

Q. Why can't the county just downsize its facilities?

A. This plan includes a significant reduction of about 250,000 square feet, from 840,000 down to just under 600,000 square feet under management. The elimination of old buildings helps reduce ongoing expenses as well.

Q. Why can't we just continue deferring expenses?

A. The longer the maintenance is deferred, the greater the cost will be to repair or replace systems. Failures in roofs for example lead to extensive damage in buildings that would far exceed the cost of just fixing the roof in the first place.



- Q. Will this tax help the Champaign County Nursing Home?
- A. Yes. The revenue can be used to offset about \$500,000 in annual facilities expenses and bond repayments currently shouldered by the nursing home. The home has about \$2 million in deferred maintenance needs over the next 10 years.
- Q. Why can't we fix the downtown jail?
- A. Continued operation of the downtown corrections facility is not a tenable option for the county. In 2011, the National Institute of Corrections called conditions there "deplorable" and subsequent studies such as the one conducted by the Institute for Law and Public Policy have repeated the call for a new facility.
- Q. What are the planned changes to the Adult Detention Center (Satellite)?
- A. Our plan is a reduction of the prior master plan for the detention center and sheriff's office. It incorporates space for a more humane experience in the booking area. Non-violent and compliant detainees will be kept in a lounge instead of cells, until they can be released. The plan provides a new medical and mental health services area that offers modern facilities for treatment. It also provides greater storage space, staff offices, expanded and improved visitation facilities for families seeing loved ones. Finally, the new space allows separation of inmates according to classification. Women can be properly housed in accordance with correctional facility standards. Incompatible inmates can be separated into flexible spaces.
- Q. How does the jail reduction affect size and cost?
- A. We have eliminated an entire pod which produces significant savings. We are also renovating existing space at the LEAS building to avoid construction of a new sheriff's office. The estimated total cost for both projects is being reduced from about \$30 million to just \$18 million, or 40%.

# Budget Summary

## Deferred Maintenance Details

Building	Year	Estimated Cost	Project
Animal Control	2019	\$200,000	Revise Electrical Main Distribution (remove crazy leg 270)
Animal Control	2021	\$100,000	Add air conditioning
Animal Control	2023	\$65,000	Roof Replacement
Animal Control	2023	\$95,000	Replace existing metal siding with new siding, check and replace insulation
Animal Control / Coroner	2021	\$300,000	Floor finish replacement
Animal Control / Coroner	2019	\$165,000	Provide / install generator
Animal Control / Coroner	2022	\$40,000	Parking lot replacement
Art Bartell Road	2023	\$555,000	Replace asphalt
Brookens	2017	\$250,000	Replace Roof POD 100
Brookens	2017	\$200,000	AHU replacement POD 100; replace 13 current units with two multi-zone units with digital controls
Brookens	2018	\$500,000	Replace remaining AHUs and digital controls where not already installed (200-2 multizone units; 300-2multizone units and 1 unit for meeting room; 400-2 multizone units and 2 smaller units
Brookens	2019	\$250,000	Install digital controls at remaining units in POD 100 and 400
Brookens	2020	\$974,000	Replace soffit and exterior wall panels under mansard roofs, install insulation at exterior wall
Brookens	2023	\$780,000	Parking Lot Replacement
Brookens	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures
Brookens	2024	\$800,000	Repaint exterior masonry/replace all sealants; full replacement
Brookens	2024	\$75,000	Paint entire metal panels

Building	Year	Estimated Cost	Project
Brookens	2025	\$330,000	Replace carpet (90,000SF)
Brookens	2025	\$95,000	Repaint
Champaign County	2020	\$1,800,000	ERP Replacement
Champaign County	2018	\$750,000	Demolish original nursing home
Courthouse	2019	\$200,000	Replace boilers (2)
Courthouse	2020	\$700,000	Roof Replacement
Courthouse	2020	\$150,000	Repair stair at roof access
Courthouse	2022	\$800,000	Update all controls with digital controls - current controls are 20 years old
Courthouse	2025	\$500,000	Chiller replacement and relocation (recommended)
Courthouse	2025	\$285,000	Parking lot replacement
Courthouse	2026	\$100,000	Replace sealants
Courthouse Annex	2020	\$1,500,000	Roof Replacement
Courthouse Annex	2020	\$50,000	Paint steel roof structure
Courthouse Annex	2020	\$45,000	Replace sealant at windows
Courthouse Annex	2021	\$900,000	Update finishes in courtrooms (wood, lighting)
Courthouse Annex	2026	\$300,000	Select repointing at masonry and replace sealants
Courthouse Complex	2021	\$250,000	Paint all areas
Courthouse Complex	2023	\$200,000	Replace T12/T8 light fixtures with new LED fixtures
Garages	2020	\$400,000	Roof Replacement (Metal Roof, 5 garages)
Garages	2020	\$100,000	Install oil interceptors (5 garages)
Garages	2020	\$75,000	Install exhaust fans (5 garages)
Highway	2025	\$150,000	Floor covering replacement
Highway	2025	\$50,000	Floor finish replacement
Highway	2026	\$800,000	Roof replacement
ILEAS	2019	\$350,000	Replace 3 AHU's
ILEAS	2023	\$360,000	Parking Lot Replacement
ILEAS	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures

Building	Year	Estimated Cost	Project
ILEAS	2024	\$950,000	Repoint exterior masonry/ replace all sealants; full replacement
ILEAS	2025	\$250,000	Replace boilers (4)
ILEAS	2026	\$1,200,000	Roof replacement if needed (otherwise patch)
JDC	2019	\$500,000	Roof Replacement, and replace or coat existing natural gas line on roof- Existing ballasted roof installed 1999
JDC	2019	\$250,000	Foundation joint repair; drainage tile
JDC	2019	\$50,000	Replace overhead doors (2)
JDC	2020	\$20,000	Water Heater (2)
JDC	2022	\$10,000	Replace and upgrade existing exterior lighting systems
JDC	2022	\$150,000	Sealant replacement, paint exterior windows
JDC	2022	\$50,000	Install 10' security chain link/razor wire fence at perimeter of cell area away from windows
JDC	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures
JDC	2023	\$100,000	Parking Lot replacement (1 lot and drive); remove damages sidewalks and install new
JDC	2024	\$250,000	Replace Generator
JDC	2025	\$90,000	Carpet replacement (3,000SF)
JDC	2026	\$410,000	Replace 7 Aon (RTU) units
METCAD	2019	\$250,000	Provide / install generator
METCAD	2019	\$80,000	Replace AHU at basement; install digital controls
METCAD	2021	\$300,000	Roof Replacement
METCAD	2023	\$50,000	Replace T12/T8 light fixtures with new LED fixtures
METCAD	2024	\$50,000	Repoint exterior masonry/ replace all sealants
METCAD	2025	\$80,000	Parking lot replacement (2 lots and drives); re-moved damaged curb and install new
Physical Plant/Election	2022	\$20,000	Parking Lot replacement

Building	Year	Estimated Cost	Project
Salt Dome	2026	\$210,000	Replace existing asphalt around Salt Dome with new asphalt or concrete
Salt Dome	2026	\$20,000	Repair exterior wood and metal corners
Satellite Corrections	2026	\$30,000	Replace existing shingle roof with new shingle roof, replace 4' x 8' panels as needed and fascia
Satellite Corrections	2019	\$800,000	Roof Replacement-Existing ballasted roof installed 1996
Satellite Corrections	2019	\$250,000	Foundation joint repair; drainage tile
Satellite Corrections	2019	\$500,000	Replace voice/door/data video security system with updated system
Satellite Corrections	2019	\$75,000	Replace overhead doors (2)
Satellite Corrections	2019	\$275,000	Replace 4 condensing units with chillers; replace coils at 4 AHUs
Satellite Corrections	2020	\$10,000	Water Heater (south)
Satellite Corrections	2020	\$300,000	Install digital controls
Satellite Corrections	2022	\$100,000	Return and supply grill replacement
Satellite Corrections	2022	\$70,000	Replace existing boiler
Satellite Corrections	2022	\$30,000	Replace existing water heaters (north, 2)
Satellite Corrections	2022	\$75,000	Replace existing booking desk and area with new millwork; raise desk and area behind desk
Satellite Corrections	2022	\$100,000	Interior flooring - clean, repair and seal/recoat concrete. Replace carpeted areas
Satellite Corrections	2022	\$250,000	Replace generator
Satellite Corrections	2022	\$450,000	Replace 4 AHU's
Satellite Corrections	2023	\$100,000	Replace T12/T8 light fixtures with new LED fixtures
Satellite Corrections	2023	\$230,000	Parking Lot replacement (2 lots and drive)
Nursing Home	2017	\$9,000	Boilers - Hot Water Reset
Nursing Home	2017	\$380,000	Boilers - Replace four units
Nursing Home	2017	\$24,250	Thermostatic Mixing Valves
Nursing Home	2018	\$3,800	Hydro Therapy Tubs

Building	Year	Estimated Cost	Project
Nursing Home	2018	\$1,000	Sewage Ejector
Nursing Home	2018	\$1,000	Sump Pump
Nursing Home	2018	\$8,500	Storm Water Drainage
Nursing Home	2018	\$127,600	Rain Gutters
Nursing Home	2018	\$9,000	Drain Waste and Vent Piping
Nursing Home	2018	\$4,100	Basket Strainers
Nursing Home	2018	\$2,800	Boilers - Carbon Monoxide Sensors
Nursing Home	2018	\$53,000	Chiller - Replace Compressor
Nursing Home	2018	\$21,000	Chiller - Flush water and add glycol
Nursing Home	2018	\$3,000	AHU-3 - Repair
Nursing Home	2018	\$60,000	Generator Tripping - ATS
Nursing Home	2018	\$5,400	Life Safety Ground
Nursing Home	2019	\$10,000	Smoke and Fire Dampers
Nursing Home	2019	\$6,000	Water Piping Corrosion
Nursing Home	2019	\$14,400	Chemical Treatment of Hot & Cold Water
Nursing Home	2019	\$21,000	VAV/RH
Nursing Home	2019	\$12,000	Residence Room Reheat Coils
Nursing Home	2019	\$7,000	Address two rooms w/ proper temps
Nursing Home	2019	\$6,500	Kitchen RTU-1
Nursing Home	2019	\$26,000	IT Network
Nursing Home	2020	\$9,000	Lightning Damage
Nursing Home	2021	\$9,000	Water Softener
Nursing Home	2021	\$2,700	Oil/Water Separator
Nursing Home	2021	\$82,200	Call Buttons
Nursing Home	2022	\$35,300	Sprinklers
Nursing Home	2022	\$90,000	CCTV Surveillance System
Nursing Home	2023	\$123,000	Fire Alarm
Nursing Home	2023	\$60,000	Door Alarm
Nursing Home	2023	\$10,000	CATV

Building	Year	Estimated Cost	Project
Nursing Home	2024	\$21,000	MEP Training and Operation Manuals
Nursing Home	2025	\$2,200	Room Number Project
Nursing Home	2025	\$45,000	Tuck Pointing
Nursing Home	2026	\$22,000	Chillers - Clean Coils Annually
Nursing Home	2026	\$11,000	Kitchen Heating-only MUAU - quarterly filter change
Nursing Home	2026	\$11,000	Annual Maintenance Program
Nursing Home	2021	\$360,000	Magic Air Handling Units - 14 units
Nursing Home	2019	\$160,000	Parking Lots
		\$27,743,750	TOTAL

Champaign County, Illinois  
Office of the County Administrator  
1776 East Washington Street  
Urbana, IL 61802  
(217) 384-3776



Project Name: Champaign County Brookens Administrative Center  
Pod No. 200 and No. 300 Boiler Replacement Project

Date of Punch List: September 21, 2016

Punch List By: John Meerdink

---

Pod 200

1. Provide final report on glycol levels.
2. Provide equipment labels.
3. Provide pipe labels and flow arrows and valve tags.
4. Cap two existing vent lines going outside from demo'd gas regulators.
5. Provide boiler start-up and Operation and Maintenance Manuals / Record Drawings.
6. Complete pipe insulation. Tape and seal ends of all ends of exposed insulation.
7. Provide balance report for pumps.
8. Field align pump hot water system pump and motor after all piping connections and submit signed report.
9. Clean up area.
10. Verify hot water system is vented at high points.
11. Provide pressure gauge at expansion tank to view system pressure.

Pod 300

1. Provide final report on glycol levels.
2. Provide equipment labels.
3. Provide pipe labels and flow arrows and valve tags.
4. Provide boiler start-up and Operation and Maintenance Manuals / Record Drawings.
5. Complete pipe insulation. Tape and seal ends of all ends of exposed insulation.
6. Provide balance report for pumps.
7. Field align pump hot water system pump and motor after all piping connections and submit signed report.

8. Clean up area.
9. Verify hot water system is vented at high points.
10. Provide pressure gauge at expansion tank to view system pressure.

See attached photos.

JGM/smh

Attachment

cc: Corr  
Dana Brenner - CCAS  
Mike Meislahn - Reliable  
Jim Gleason - GHR

20160921 PL.JGM.wpd

# GHR Engineers and Associates, Inc.

Mechanical and Electrical Consulting Engineers

September 21, 2016

GHR No. 6954

Brookens Pods 200 and 300  
Boiler Replacement



Clean up areas in both Pod 200 and 300.

# GHR Engineers and Associates, Inc.

Mechanical and Electrical Consulting Engineers

September 21, 2016

GHR No. 6954

Brookens Pods 200 and 300  
Boiler Replacement



Taper insulation at fittings and seal insulation at all ends.

# GHR Engineers and Associates, Inc.

Mechanical and Electrical Consulting Engineers

September 21, 2016

GHR No. 6954

Brookens Pods 200 and 300  
Boiler Replacement



Provide pipe labels, flow arrows and valve tags. Cap two existing vent lines at elbows.

# GHR Engineers and Associates, Inc.

Mechanical and Electrical Consulting Engineers

September 21, 2016

GHR No. 6954

Brookens Pods 200 and 300  
Boiler Replacement



Provide pressure gauge at both expansion tanks. Verify break in make-up water connection.

# GHR Engineers and Associates, Inc.

Mechanical and Electrical Consulting Engineers

September 21, 2016

GHR No. 6954

Brookens Pods 200 and 300  
Boiler Replacement



Insulate intake plenum. Verify damper is locked open and seal pipe penetrations.



**Illinois**  
**Department of Commerce**  
& Economic Opportunity

**OFFICE OF ENERGY & RECYCLING**

Bruce Rauner, Governor

**Notice to Proceed**

Mr. Dana Brenner, Facility Director  
Champaign County  
1776 E. Washington  
Urbana, IL 61802-4578

September 27, 2016

Re: 9447 Champaign County

Dear Mr. Brenner:

The Illinois Department of Commerce & Economic Opportunity ("Department") is in receipt of your Public Sector Energy Efficiency Pre-Approval Application for the Champaign County energy efficiency project. Your application has been reviewed and was found to meet all the necessary requirements to proceed with the proposed project. Please refer to Application #9447 for all correspondence regarding this project.

This letter will serve as your formal **Notice to Proceed** for this project. We have reserved funds for your project, estimated to be **\$18,550.00** and they will be held until May 8, 2017. Equipment installation must be completed and all documentation must be submitted to the Department for final review and approval. It is your responsibility to verify that all equipment meets the required specifications. Your facility may be selected for a verification site visit.

Upon project completion, please indicate your agreement with these terms by completing and submitting:

- Rebate Agreement: Pages 1 through 9
- Attachment A: Pre-Approval Forms (as included here in Attachment A); and
- Attachment B: Insert the Final Certification Forms and required documents in place of the blank forms as listed in the Application Checklist, last page of this document.

To save resources, scan all documents into a single PDF and submit electronically to [andrea.reiff@illinois.gov](mailto:andrea.reiff@illinois.gov). If electronic submission is not possible, mail documents to my attention at Department of Commerce & Economic Opportunity, IL Energy Now, 500 E. Monroe Street, 11<sup>th</sup> Fl., Springfield, IL 62701. If you have any questions, please contact me by email or at 217.785.0164.

Sincerely,

Andrea Reiff  
Illinois Energy Now Programs





**Illinois**  
**Department of Commerce**

& Economic Opportunity

**OFFICE OF ENERGY & RECYCLING**

Bruce Rauner, Governor

**STATE OF ILLINOIS**  
**DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY**

**REBATE AGREEMENT # 314**

**Whereas**, the Illinois Department of Commerce & Economic Opportunity (“Department”) is a Department of the State pursuant to the Civil Administrative Code, 20 ILCS 5/5-10, and is authorized under the Energy Conservation and Coal Development Act, 20 ILCS 1105/3 et seq., as amended and supplemented, to administer on behalf of the State any energy programs and activities under federal law, regulations or guidelines, and is specifically authorized under the Public Utilities Act, 220 ILCS 5/8-103 and 104 , as amended and supplemented to administer a portion of the Illinois Energy Efficiency Portfolio (“EEP”); and

**Whereas**, the EEP sets certain statutory requirements to meet incremental annual energy savings goals, procure a minimum percentage of the portfolio from local government, schools, and community colleges, and target low income households proportionate to their share of annual utility revenues; and

**Whereas**, **Champaign County** (“Entity”) has submitted an application that has been reviewed and was found to meet all the necessary requirements set forth in the Department’s Public Sector Energy Efficiency Program (“PSEEP”) Guidelines and Application; and

**Whereas**, the Department is in receipt of Entity’s PSEEP application/notice of intent to install a qualifying energy efficient project that produces electricity and/or natural gas savings through efficiency improvements in buildings, equipment, or process;

**THEREFORE**, each party enters into this Rebate Agreement (“Agreement”) to set forth their respective responsibilities relative to the rebate described herein, and hereby agree as follows:

1. **Requirements**

The Entity agrees to comply with all local, state, and federal laws and regulations applicable to the provision of services under this Agreement. The Entity shall do the following:

- A. complete the project tasks and meet the applicable specifications as outlined in the PSEEP Application;
- B. allow the Department to verify compliance with the performance under the provisions of this Rebate Agreement, and grant permission to person or institutions to release information requested by the Department;
- C. provide any additional documentation as requested by the Department; and
- D. the Entity must submit a status report within 90 days from the date of this Rebate Agreement that delineates the completeness of the project tasks as outlined in the application. No status report will be necessary if the Entity has submitted the payment request/certification form pursuant to Section 4 of this Agreement.

The Department agrees to reserve funds necessary to make the payment pursuant to Section 4 of this Agreement for the term specified below. The payment will be made once the Department is satisfied that the project tasks in Attachment B have been completed, and that all documentation required by this Agreement has been submitted and approved by the Department.

2. **Commitments**

The Entity agrees that all warranties and representations made by the Entity in the application (Attachment B and this Agreement) are true, accurate and complete for the term of the Agreement, and that should any warranty or representation prove to have been incorrect when made in any material respect it will constitute a default of this Agreement.

3. **Term**

The term of this Agreement shall begin on July 1, 2016, and shall terminate on or before May 31, 2017. As authorized under the Public Utilities Act, eligible prior incurred costs that advance efficiency measures as indicated on the pre-application are payable under the terms of this agreement.

4. **Payment**

The amount of the rebate for services shall not exceed \$150,000.

To receive payment, the Entity must be approved by the Department and submit final documentation by **May 8, 2017**. Examples of the final documentation, including the payment request, final certification and forms are attached hereto as **Attachment B**.

5. **Availability of Appropriation; Sufficiency of Funds**

This Agreement is contingent upon and subject to the availability of sufficient funds. The Department may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Department by the State, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or the Department determines that funds will not or may not be available for payment. The Department shall provide notice, in writing, to the Recipient of any such funding failure and its election to terminate or suspend this Notice to Proceed as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

6. **Grant Funds Recovery Act** (30 ILCS 705/1 et seq.)

This Agreement is subject to all applicable provisions of the Illinois Grant Funds Recovery Act, including the requirement that any grant funds not expended or legally obligated at the expiration or termination of the Grant term must be returned to the Department within 45 days following said expiration or termination. Notwithstanding any provision specified elsewhere in this Agreement regarding the treatment of interest earned on the grant funds, any interest earned on grant funds that is not expended or legally obligated during the term of this Agreement must also be returned to the Department within 45 days following the expiration or termination of this Agreement.

This Agreement and all books, records and supporting documents related hereto shall be available for inspection and audit by the Department, the Office of Inspector General, the Auditor General of the State of Illinois, the Illinois Attorney General or any of their duly authorized representative(s), and the Grantee agrees to fully cooperate with any audit performed by the Auditor General or the Department. Entity agrees to provide full access to all relevant materials and to provide copies of same upon request. Failure to maintain books, records and supporting documents required by this Agreement shall establish a presumption in favor of the Department for the recovery of any grant funds paid by the Department under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement or expenditure.

Any rebate agreements in excess of \$25,000 require, at a minimum, the filing of quarterly reports describing the progress of the program, project, or use and the expenditure of the grant funds related thereto.

7. **Notices**

Any notice, demand, or communication required or permitted to be given hereunder shall be given in writing at the addresses set forth in this section by any of the following means: (a) personal service, (b) electronic communication, (whether by email [illinois.energy@illinois.gov](mailto:illinois.energy@illinois.gov) or fax 217/785-2618), (c) overnight courier, or (d) registered or certified first class mail, postage prepaid, return receipt requested. Any document submitted pursuant to this Agreement must contain original signatures. Each party to this Agreement, by notice given hereunder, may designate any further or different addresses to which subsequent notices, demands or communications shall be given.

To Department:

Illinois Department of Commerce  
& Economic Opportunity  
500 East Monroe St.  
Springfield, Illinois 62701

Attn: Andrea Reiff

To Entity:

Champaign County  
1776 E. Washington  
Urbana, IL 61802-4578

Attn: Dana Brenner

8. **Entire Agreement**

This Agreement, including attachments, constitute the entire agreement between the Parties and shall supersede any and all prior agreements regarding the subject matter hereof.

9. **Applicable Law and Severability**

This Agreement shall be governed by the laws of the State of Illinois. If any provision of this Agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all cases because it conflicts with any other provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, such circumstance shall not have the effect of rendering any other provision or provisions contained herein invalid, inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this Agreement or any part thereof.

9. **Drug Free Workplace (30 ILCS 580/1 et seq.)**

The Entity certifies that:

- A)  It is a Corporation, Partnership, or other entity (other than an individual) with 24 or fewer employees at the time of execution of this Agreement.
- B)  That the purpose of this grant is to fund solid waste reduction.
- C)  It is a Corporation, Partnership, or other entity (other than an individual) with 25 or more employees at the time of execution of this Agreement, or
- D)  That it is an individual.

If Option "A" or "B" is checked this Agreement is not subject to the requirements of the Act.

If Option "C" or "D" is checked and the amount of this rebate is five thousand dollars (\$5,000.00) or more, the Entity is notified that the Drugfree Workplace Act (30 ILCS 580/1 et seq.) is applicable to this Agreement, and the Entity must comply with the terms of said Act.

If the Entity is an individual, it certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this Agreement.

**WHEREFORE**, each party hereby executes this Agreement by their authorized representatives. Entity's execution of this Agreement shall serve as its certification under oath that Entity has read, understands and agrees to all provisions of this Agreement and that the information contained in the Agreement is true and correct to the best of his/her knowledge, information and belief and that the Entity shall be bound by the same. Entity acknowledges that the individual executing this Agreement is authorized to act on the Entity's behalf. Entity further acknowledges that the award of Grant Funds under this Agreement is conditioned upon the above certification.

DEPARTMENT OF COMMERCE &  
ECONOMIC OPPORTUNITY

Champaign County

By:

By:

\_\_\_\_\_  
Sean McCarthy, Acting Director

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

TIN Certification

Under penalties of perjury, the undersigned certifies on behalf of the Entity that the name and taxpayer information number and legal status listed below are correct:

Name: Champaign County

Taxpayer Identification Number:

SSN/FEIN: 376006910

Legal Status:

- Individual
- Sole Proprietor
- Partnership/Legal Corporation
- Corporation
- Not For Profit Corporation
- Medical Corporation
- Limited Liability Company (select applicable tax classification)
  - C – Corporation
  - P – Partnership
  - D – Disregarded Entity
- Estate or Trust
- Pharmacy - Non-corporate
- Nonresident Alien
- Pharmacy/Funeral Home/Cemetery Corp
- Tax Exempt
- Governmental


Approved by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Title \_\_\_\_\_

Date: \_\_\_\_\_



**Attachment A**  
**(See Following Pages)**

General information

Applying for electric and/or natural incentives from both the Department of Commerce and participating utilities for the same energy efficiency measure is prohibited.

Check One:  Pre-Approval  Final Certification

<b>Public Entity Name:</b> Champaign County Government	
<b>Public Sector Class:</b>	
Local Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Community College <input type="checkbox"/> State <input type="checkbox"/> University <input type="checkbox"/> Federal	
<b>Project Manager/ Primary Contact</b>	Telephone #, numbers only, ie 6185551212
First Name: John Last Name: Meerdink Job Title: Mechanical Design email: jmeerdink@ghrinc.com	2173566519
<b>Contractor</b>	Telephone #, numbers only, ie 6185551212
First Name: Mike Last Name: Meislahn Company: Reliable Mechanical Co. email: Mmeislahn@reliable-mechanical.com	2173595621
<b>Proposed Start Date:</b> 07/13/2016 MMDD/YYYY	<b>Proposed Completion Date:</b> 09/09/2016 MMDD/YYYY
<input checked="" type="checkbox"/> Electric Utility <input type="checkbox"/> ComEd	<input type="checkbox"/> Ameren Illinois <input type="checkbox"/> Nicor <input type="checkbox"/> Peoples Gas <input type="checkbox"/> North Shore
<b>Total Gas &amp; Electric Incentive Requested</b> Incentive based on total of all worksheets, up to 75% of the total project cost. Combined Department of Commerce incentives and other public source incentives cannot exceed 100% of the total project cost.	<b>Total Project Cost</b> Total project cost = Equipment + Labor \$ 161,990.00
<b>Other Public Incentive Funds, \$</b>	<b>Specify, other public funds</b>
<b>Department of Commerce Use Only</b>	
<b>Electric Incentive:</b>	<b>Natural Gas Incentive:</b>
Bonus: N/A 0 %	Bonus: N/A 0 %
<b>Total Electric Incentive &amp; Bonus:</b>	<b>Total Gas Incentive &amp; Bonus:</b>
<b>Total Electric &amp; Natural Gas Incentive \$ 18,550.00</b>	<b>(Incentive+Funds)/Cost 11 % Total + Bonus \$ 18,550.00</b>

**Subject to funding availability:**

Where the public sector facility is located in Ameren Illinois or ComEd electric service areas, facility is eligible for electric efficiency incentives for those measures that produce electric savings.

Where the public sector facility is located in Ameren Illinois, Nicor Gas, Peoples Gas or North Shore Gas natural gas service areas, facility is eligible for natural gas efficiency incentives for those measures that produce natural gas savings.

Where the public sector facility is located in both a participating electric service area and natural gas service area, facility is eligible for both electric and natural gas efficiency incentives.

Complete for each building or facility in the application. Traffic intersections or streets may be used for exterior areas.

Limit of 20 buildings per application. Complete before starting worksheets.

Name of Building/Facility			1
Brookens Administrative Center			
Address	City	Zip Code (5 digit)	
1776 East Washington Street	Urbana	61802	
Electric Utility Account #:	Natural Gas Utility Account #:		
4088778573	3583105015		
Project cost for efficiency measures at this building/facility			
\$161,990			
Building or Space Type	Building Heating Equipment Type	Building Cooling Equipment Type	
Office - Low Rise (1 to 4 stories)	Water Boiler	Chiller - Electric	



## Applicant Certifications

Applicant hereby certifies that:

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd. A copy of the electric utility bill or other documentation must be submitted with this Application.
- For natural gas energy projects, the project received natural gas delivery service from Ameren Illinois, Nicor, Peoples Gas or North Shore. A copy of the gas utility bill or other documentation must be submitted with this Application.
- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department of Commerce.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 90 days following an award by the Department of Commerce.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- I understand that the State Finance Act, 30 ILCS 105/30 may apply and that payments under this incentive program are contingent upon the existence of a valid appropriation, and that no officer, institution, department, board or commission shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.
- I understand that the Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that grantees are responsible for determining if their projects will trigger compliance requirements.
- As of the submittal date, the information provided in its application is accurate, and the individual signing below is authorized to submit this application.
- I agree and authorize the release of all electric and natural gas utility usage and billing information to the Illinois Department of Commerce & Economic Opportunity and its agents for purposes of performing an Evaluation, Measurement, and Verification (EM&V) of Department of Commerce's energy efficiency programs.

Dana M. Brenner

Authorized Official (signature)

Electronic signatures are not acceptable. Please supply Certifications (this page) with copy of the original signature via email, or electronically (scanned document).

<b>Prefix First Name</b> Mr. Dana	<b>Last Name</b> Brenner	<b>Title</b> Facility Director	<b>Date</b> MMDDYYYY 08/08/2016
<b>Telephone</b> <small>numbers only, ie 6165561212</small> 2173843765	<b>Fax</b> 2173843896	<b>Authorized Signature email address</b> <a href="mailto:dbrenner@co.champaign.il.us">dbrenner@co.champaign.il.us</a>	

**Payment Information Below**

<b>FEIN</b> <small>9 digit Federal Employment ID Number, does not start with "E"</small> 37-6006910	<b>Name of Public Entity</b> Brookens Administration Center	
<b>Street Address</b> <small>include Payment method to</small> 1776 E. Washington	<b>City</b> Urbana	<b>Zip</b> <small>5 digit required Plus 4 optional</small> 61802 - 4578





<b>Custom Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Clean Water</b>	<b>\$0.00</b>	
<b>Application Total:</b>	<b>\$0.00</b>	<b>\$18,550.00</b>



**Attachment B**  
(See following pages)

**General Information**

Applying for electric and/or natural incentives from both the Department of Commerce and participating utilities for the same energy efficiency measure is prohibited.

Check One:  Pre-Approval  Final Certification

<b>Public Entity Name:</b>			
<b>Public Sector Class:</b>		<input type="checkbox"/> Local Government <input type="checkbox"/> Community College <input type="checkbox"/> State <input type="checkbox"/> K-12 School <input type="checkbox"/> University <input type="checkbox"/> Federal	
<b>Project Manager/ Primary Contact</b>		Telephone #, numbers only, ie 6185551212	
First Name		Last Name	
Job Title		email	
<b>Contractor</b>		Telephone #, numbers only, ie 6185551212	
First Name		Last Name	
Company		email	
<b>Proposed Start Date:</b> MM/DD/YYYY		<b>Proposed Completion Date:</b> MM/DD/YYYY	
<input type="checkbox"/> Ameren Illinois <input type="checkbox"/> ComEd <input type="checkbox"/> Ameren Illinois <input type="checkbox"/> Nicor <input type="checkbox"/> Peoples Gas <input type="checkbox"/> North Shore		Natural Gas Utility	
<b>Total Gas &amp; Electric Incentive Requested</b>		<b>Total Project Cost</b>	
Incentive based on total of all worksheets, up to 75% of the total project cost. Combined Department of Commerce incentives and other public source incentives cannot exceed 100% of the total project cost.		Total project cost = Equipment + Labor	
Incentive: \$ - Bonus: \$ - Total Electric Incentive & Bonus: \$ - Total Electric & Natural Gas Incentive: \$ -		Incentive/Cost: % - Bonus: N/A Total Gas Incentive & Bonus: \$ - (Incentive+Funds)/Cost: % -	
<b>Other Public Incentive Funds, \$</b>		Specify, other public funds	
<b>Department of Commerce Use Only</b>			
<b>Electric Incentive:</b>		Natural Gas Incentive:	
Incentive: \$ - Bonus: N/A Total Electric Incentive & Bonus: \$ - Total Electric & Natural Gas Incentive: \$ -		Incentive: \$ - Bonus: N/A Total Gas Incentive & Bonus: \$ - (Incentive+Funds)/Cost: % -	

**Subject to funding availability:**

Where the public sector facility is located in Ameren Illinois or ComEd electric service areas, facility is eligible for electric efficiency incentives for those measures that produce electric savings.

Where the public sector facility is located in Ameren Illinois, Nicor Gas, Peoples Gas or North Shore Gas natural gas service areas, facility is eligible for natural gas efficiency incentives for those measures that produce natural gas savings.

Where the public sector facility is located in both a participating electric service area and natural gas service area, facility is eligible for both electric and natural gas efficiency incentives.

Complete for each building or facility in the application. Traffic intersections or streets may be used for exterior areas.

Limit of 20 buildings per application. Complete before starting worksheets.

<p><b>Name of Building/Facility</b></p>			<p>1</p>
<p><b>Address</b></p>		<p><b>City</b></p>	<p><b>Zip Code (5 digit)</b></p>
<p><b>Electric Utility Account #:</b></p>		<p><b>Natural Gas Utility Account #:</b></p>	
<p><b>Project cost for efficiency measures at this building/facility</b></p>			
<p><b>Building or Space Type</b></p>	<p><b>Building Heating Equipment Type</b></p>	<p><b>Building Cooling Equipment Type</b></p>	

**Applicant hereby certifies that:**

- For electric energy projects, the project received electric delivery service from Ameren Illinois or ComEd. **A copy of the electric utility bill or other documentation must be submitted with this Application.**
- For natural gas energy projects, the project received natural gas delivery service from Ameren Illinois, Nicor, Peoples Gas or North Shore. **A copy of the gas utility bill or other documentation must be submitted with this Application.**
- All authorizations required to perform the project, described in its application, have either been obtained or will be obtained no later than 90 days following the grant beginning date set forth in the Notice of Grant Award issued by the Department of Commerce.
- The project complies with all applicable state, federal, and local environmental and zoning laws, ordinances, and regulations and that all required licenses, permits, etc., have either been obtained or will be obtained no later than 90 days following an award by the Department of Commerce.
- It is not in violation of the prohibitions against bribery of any officer or employee of the State of Illinois as set forth in 30 ILCS505/10.1.
- It has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33 E-4).
- It is not in violation of the Educational Loan Default Act (5 ILCS 385/3).
- I understand that the State Finance Act, 30 ILCS 105/30 may apply and that payments under this incentive program are contingent upon the existence of a valid appropriation, and that no officer, institution, department, board or commission shall contract any indebtedness on behalf of the State, or assume to bind the State in an amount in excess of the money appropriated, unless expressly authorized by law.
- I understand that the Illinois Prevailing Wage Act (820 ILCS 130/0.01) may apply and that grantees are responsible for determining if their projects will trigger compliance.
- As of the submittal date, the information provided in its application is accurate, and the individual signing below is authorized to submit this application.
- I agree and authorize the release of all electric and natural gas utility usage and billing information to the Illinois Department of Commerce & Economic Opportunity and its agents for purposes of performing an Evaluation, Measurement, and Verification (EM&V) of Department of Commerce's energy efficiency programs.



Electronic signatures are not acceptable. Please supply Certifications (this page) with copy of the original signature via email, or electronically (scanned document).

Authorized Official (signature)		Date	
Prefix	First Name	Last Name	Title
Telephone	Fax	Authorized Signature email address	
numbers only, ie 6185551212			

Payment Information Below	
FEIN	Name of Public Entity
9 digit, Federal Employment ID Number, does not start with "E"	
Street Address	City
Incentive Payment mailed to:	Zip 5 digit required Plus 4 optional



**PAYMENT REQUEST/CERTIFICATION**

Application No. PY9 9447

Rebate Agreement No: 314

Name and Address:

Champaign County  
1776 E. Washington  
Urbana, IL 61802-4578

Amount of Payment: \_\_\_\_\_

**CERTIFICATION**

All expenditures from these project funds are for approved project costs only. Further, I certify that supporting documentation of actual expenditures are on file in my office, and that I have full signature authority to sign on behalf of this organization.

Approved by:

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

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Department of Commerce & Economic Opportunity

Utility: Ameren-Gas

Program Manager \_\_\_\_\_ Code 37-0001 Date \_\_\_\_\_

Fiscal Liaison \_\_\_\_\_ Date \_\_\_\_\_

Authorization/Head of Unit \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT COMPLETION DATE CERTIFICATION**

Application No. PY9 9447

Rebate Agreement No: 3/4/

Recipient: Champaign County

I hereby make the following certifications under the terms of the above referenced Public Sector Energy Efficiency Program Rebate Agreement (“Agreement”).

All project tasks have been completed in accordance with the terms of the Agreement.

All deliverables have been submitted in accordance with the terms of the Agreement.

The project completion date is \_\_\_\_\_.

I further certify that I am authorized to make this certification on behalf of the Recipient named above.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title (printed)

\_\_\_\_\_  
Name (signed)

\_\_\_\_\_  
Date

## CHECKLIST for REBATE AGREEMENT

After the project is complete, submit entire Rebate Agreement with Attachment A: Pre-Approval Forms (as included here in Attachment A) and Attachment B: Insert the Final Application Forms and required documents in place of the blank forms that must include:

- Rebate Agreement Page 4 Section 9: Drug Free Workplace - place a check on the appropriate line.
- Rebate Agreement Page 4: Authorized Official for the Recipient must sign.
- Rebate Agreement Page 5: TIN Certification - verify that the Recipient's federal taxpayer identification number (9-digit FEIN) is correct and sign.
- Rebate Agreement Page 8: Complete and sign the attached Project Request/Certification form
- Rebate Agreement Page 9: Complete and sign the attached Project Completion Date Certification form
- Copy of electric and/or natural gas bill (include pages that list taxes and fees applied), unless submitted with Pre-Approval Application
- Application Form: *General Information*: check "Final Certification" box and update appropriate fields
- Application Form: *Applicant Certifications* and Payee Address
- Application Form: *Buildings*
- Manufacturer spec sheets, unless submitted with Pre-Approval Application or if equipment updated
- Updated Incentive Worksheet(s)
- Invoices and receipts
- To save resources, please scan all documents into a single PDF and submit electronically referencing the Project Number and Applicant Name in the Subject line. If electronic submission is not possible, please submit all documents to:

Andrea Reiff  
Illinois Department of Commerce & Economic Opportunity  
500 E. Monroe Street 11th Fl  
Springfield, IL 62701  
217.785.0164 phone  
andrea.reiff@illinois.gov

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

ENGINEERS • SURVEYORS • PLANNERS

 URBANA, IL 61803-0755 • TEL 217/384-1144 • FAX 217/384-3355  
 DANVILLE, IL 61832-5729 • TEL 217/431-1144 • FAX 217/431-2929Job # 7168-31Computer 85Date 9/13/16Project: Ch. Co. ADA Construction - ILEASSheet 1 of 1

I arrived on site at 10:45 am. The contractor had already removed the concrete forms. The longitudinal joint had been sawcut into the main entrance sidewalk. The contractor was backfilling the new sidewalk with topsoil. Fine grading of the backfill will occur with seeding after the soil settles. If more soil is needed after settling, more will be brought onto the site prior to seeding. The main entrance was re-opened at approximately 12:00 pm. I left the site around 11:45 am. Four pictures of today's work are attached.

The contractor began demolition of the asphalt pavement at METCAD. As removal was progressing, the contractor was beginning subgrade preparation. I was on site at METCAD from approximately 2:00 pm to approximately 3:00 pm. Two pictures of the demolition work are attached.







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

ENGINEERS • SURVEYORS • PLANNERS

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 DANVILLE, IL 61832-5729 • TEL 217/431-1144 • FAX 217/431-2929Job # 7168-31Computer 25Date 9/20/16Project: Ch. Co. ADA Construction - JDCSheet 1 of 1

I arrived on site at 1:00 pm. The contractor had finished demolition of the concrete sidewalk and asphalt pavement. The contractor was working on setting the concrete forms. I reviewed and checked the forms for the new sidewalk with the contractor. I left the site at approximately 2:00. The contractor was preparing the subgrade for the new concrete pavement when I left. The plan is for concrete to be poured tomorrow (Thursday).

A crew was beginning demolition at the nursing home in the afternoon as well.





Project: Ch. Co. ADA Construction - JDC

I arrived on site at 7:30am. The contractor was finishing setting the forms for the new concrete sidewalk. The forms were installed correctly. I left the site at 8:00am.

I arrived back on site at 9:50am. The first concrete truck arrived at 10:00am. The subgrade passed the required compaction testing. The concrete had 5.2% air entrainment and a 3.25-inch slump. I left the site at approximately 10:30am.

I arrived back on site at 1:15pm. The contractor was finishing the concrete pavement. The sidewalk joints were placed and pavement joints will be sawcut. Transition concrete will be poured tomorrow. A total of 21.5 yards of concrete were poured today.

The nursing home sidewalk has been demolished. Preparation of the subgrade has began. The contractor plans on pouring the new concrete sidewalk tomorrow afternoon.

Four pictures of the JDC and three pictures of the Nursing Home are attached.

I left the site at 2:30pm.











I arrived on-site at 8:00am. The contractor was setting the forms and finishing preparing the subgrade for the new concrete sidewalk. The forms were set to the required slopes. I left the site at 8:30am.

I returned to the nursing home site at 12:30. The form adjacent to the doorway was moved 6-inches away from the door as discussed at the onsite meeting. Concrete was poured and finished.

The transition pavement was expanded at the JDC to a 3-foot width as discussed at the on-site meeting. Asphalt was poured and compacted to create the pavement transition.

Caulking was applied to the expansion joints at ILEAS.

Demolition work was continuing at METCAD for the expanded transition areas after the sketch was approved at the on-site meeting this morning.

I left the site at 2:30pm.

The contractor plans on pouring concrete at METCAD and installing the new storm inlets at the Nursing Home tomorrow.

Photos of today's work are attached.

Weather: sunny  
high 90°















Project: Ch. Co. ADA Construction

Weather: Sunny, high 90°

I arrived on-site at METCAD at 7:45am. The contractor was preparing the forms for the expanded concrete transitions. Concrete was arriving at 9:00am to begin pouring. I left the site at approximately 8:00am.

I arrived back on site at 9:30am. The contractor was finishing up pouring concrete. The concrete was finished joints were going to be saw cut later in the afternoon. Topsoil was brought in to backfill around the new concrete.

The backfill topsoil at ILEAS was cleaned of rocks and sticks. It was then graded and grass seed was placed.

The asphalt transition was finished and compacted with a roller at the JDC. Topsoil was then brought in to backfill against the new concrete sidewalk.

The concrete forms were stripped at the nursing home sidewalk.

I left the site at approximately 11:30am.

Demolition will begin at Brookens on Monday.

Nine photos of today's work are attached.











