



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

Tuesday, November 5, 2019 at 6:30
Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana, IL 61802

Committee Members:

Stan Harper – Chair	Leah Taylor
Steve Summers – Vice Chair	James Tinsley
Mike Ingram	Jodi Wolken
Jon Rector	Charles Young

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I. Call to Order and Roll Call	
II. Approval of Agenda/Addenda	
III. Approval of Minutes – October 7, 2019	1-2
IV. Public Participation	
V. Communications	
VI. New Business	
A. Update on ITB#2019-003 Courthouse Column Base Modification Project	
B. Update on ITB#2019-004 Brookens POD 100 Roof Replacement Project	
C. Update on ITB#2020-001 METCAD HVAC Replacement Project	
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A. Semi Annual Review of CLOSED Session Minutes	5
VIII. Presiding Officer’s Report	
A. Future Meeting – Tuesday, December 3, 2019	
IX. Designation of Items to be Placed on the Consent Agenda	
X. 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**

MINUTES – SUBJECT TO REVIEW AND APPROVAL

DATE: Monday October 7, 2019
TIME: 6:31 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center, 1776 E. Washington St., Urbana IL 61802

Committee Members

Present: Steve Summers, Mike Ingram, Jon Rector, Charles Young, Jodi Wolken, Stan Harper
Absent: Leah Taylor, James Tinsley

County Staff: Dana Brenner (Facilities Director) Dan Busey (Recording Secretary)

Others Present: Giraldo Rosales (County Board Chair) Dustin Heuerman (County Sheriff)

MINUTES

I. Call to Order and Roll Call

Committee Chair Stan Harper called the meeting to order at 6:31 p.m.

II. Approval of Agenda/Addenda

MOVED by Mr. Rector to approve the agenda; seconded by Mr. Young. Upon Vote, the **Motion Carried Unanimously.**

III. Approval of Minutes-September 3, 2019

MOVED by Mr. Young to approve the minutes; seconded by Mr. Summers. Upon vote, the **Motion Carried Unanimously.**

IV. Public Participation

None

V. Communications

None

VI. New Business

A. Discussion and Resolution Recommendations for Jail Consolidation Plan.

Mr. Summers stated that this opens further discussion for the Board and the community to come up with specifics for the Jail Modification Plan. Mr. Young added that in addition to what Mr. Summers stated that it would be nice to have experts and professionals that know about the jail as well as the public to be present. Mr. Brenner noted that the County has had an architect, that has expertise with buildings and specifically jails, put a study together and that the Sheriff and his staff have both come forward to offer their ideas. Mr. Young clarified that he would like more of the public to come to hear and know exactly the plan. Mr. Summers read Resolution No. 2019-305. Ms. Wolken made a motion to move Resolution No. 2019-305 to

the full Board and Finance; seconded by Mr. Young. Discussion followed. Sheriff Heuerman addressed the Board about the current state of the Downtown Jail and that as this process begins he plans to attend the Facilities Meetings to continue speak about specific issues. Upon vote, the **Motion Carried Unanimously.**

B. Information only-New Attorney General's Office Lease Brookens for January 1, 2020 thru December 31, 2023

Mr. Brenner informed the Board of the New Lease agreed to with the Attorney General's Office in the Brookens Administration Center and reviewed the handout that was given. The lease was extended for four years with adjusted rates based upon CPI.

C. Update on OITB#2019-002 JDC Roof Replacement Project

Mr. Brenner reviewed progress of the JDC Roof Replacement Project. The project is in its final stages, with metal edging being placed around the Parapet Wall being the only remaining work to be done. Mr. Brenner anticipates the project with Advanced Commercial Roofing to be finalized by end of the following week depending on the weather.

D. Update on ITB#2019-003 Courthouse Column Base Modification Project

Mr. Brenner informed the Board that he hopes to have a pre-construction meeting regarding the project next week, and would like to begin the project by the end of the month if possible.

E. Update on ITB#2019-004 Brookens POD 100 Roof Replacement Project

Mr. Brenner gave an update on the Pod 100 Roof Replacement Project. Advanced Commercial Roofing is currently placing all materials on the roof. Mr. Brenner explained the timing of the replacement of various sections of the roof. Mr. Brenner also explained that the staff in the pod had been notified and that the Facilities Staff would accommodate them as needed if the project creates any dust and debris in their offices.

VII. Other Business

None

VIII. Presiding Officer's Report

A. Future Meeting-Tuesday November 4, 2019

IX. Designation of Items to be placed on the Consent Agenda

None

X. Adjournment

Meeting was adjourned at 6:52 p.m.

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

**Champaign County
Capital Asset Project**

METCAD HVAC System Replacement Project
ITB2020-001

Proposed Project Schedule
10/16/2019

August 2019 – December 2019	GHR Engineering to develop specifications & written documentation for the bid document
Tuesday, December 3, 2018	Present draft bid document to the Facilities Committee for approval
Wednesday, December 4, 2019	Advertise and Post Bid
Thursday, December 19, 2019, 2:00pm	Vendor Pre-Bid Meeting – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Monday, December 23, 2019, 12:00noon	Deadline for submission of questions and clarifications
Friday, December 27, 2019	GHR Engineering responds to submitted questions or clarifications.
Friday, January 3, 2020, 2:00pm	Bid Opening – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Tuesday, January 7, 2020	Present to the Facilities Committee for bid award approval
Thursday, January 23, 2020	Present to County Board for bid award approval
Monday, January 27, 2020	Finalize and sign agreement with successful low bidder. Successful low bidder submits “A & E Shop Drawings” to GHR Engineering for approval.
Monday, February 3, 2020	GHR Engineering will notify low bidder about A & E Submittals by Monday, February 3, 2020. Upon approval, low bidder shall order all materials necessary for this project.
March/April 2020	Contractor to mobilize/stage equipment and begin project – all materials for project must be on-site or available daily as needed during this project.
Friday, May 1, 2020	Substantial Completion of Project
Friday, May 8, 2020	Publish Punch List
Friday, May 15, 2020	Complete Punch List and Project

**Champaign County
Capital Asset Project**

**Courthouse/JDC Video Security System Project
ITB#2020-002**

**Proposed Project Schedule
10/17/2019**

August 2019 – December 2019	GHR Engineering to develop specifications & written documentation for the bid document
Tuesday, December 3, 2018	Present draft bid document to the Facilities Committee for approval
Wednesday, December 4, 2019	Advertise and Post Bid
Wednesday, December 18, 2019, 2:00pm	Vendor Pre-Bid Meeting – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Monday, December 23, 2019, 12:00noon	Deadline for submission of questions and clarifications
Friday, December 27, 2019	GHR Engineering responds to submitted questions or clarifications.
Friday, January 3, 2020, 1:00pm	Bid Opening – Brookens Administrative Center, 1776 E. Washington St., Urbana, Illinois 61802 – Lyle Shields Meeting Room
Tuesday, January 7, 2020	Present to the Facilities Committee for bid award approval
Thursday, January 23, 2020	Present to County Board for bid award approval
Monday, January 27, 2020	Finalize and sign agreement with successful low bidder. Successful low bidder submits “A & E Shop Drawings” to GHR Engineering for approval.
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Julia R. Rietz
State's Attorney

Barbara Mann
Chief of the Civil Division
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Donna M. Davis
Assistant State's Attorney
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**Office of
State's Attorney
Champaign County, Illinois**

October 30, 2019
[Via Email: rkincheloe@co.champaign.il.us]

Mr. Stan Harper
Facilities Committee Chair

Re: Closed Session Minutes Review for Facilities Committee

Dear Mr. Harper:

Pursuant to the Open Meetings Act, a public body such as Facilities must review its closed session minutes at least semi-annually. The Committee must then determine whether the need for confidentiality exists as to all or part of those minutes, or that the minutes or portions thereof no longer require confidential treatment, if so, the records would be available for public inspection. Therefore, the question is whether there is no longer a need to keep minutes closed in order to protect either the public interest or the privacy of an individual. Whichever conclusion that the Committee draws must be then be reported in open session.

Please note that the Committee may enter into closed session for the purpose of review of closed session minutes pursuant to 5 ILCS 120/2(c)(21): Discussion of minutes of meetings lawfully closed under the Act. Just as in open session, if the matter requires action by the Committee, the matter must have been noticed on the posted agenda.

The County Board passed Resolution No. 7969, "Resolution Establishing Procedures for Semi-Annual Review of Closed Session Minutes by the Champaign County Board" on November 17th, 2011. Under the parameters established by the full board in Resolution 7969, none of the minutes are ripe for further review and the need for confidentiality remains.

Sincerely,

A handwritten signature in blue ink that reads "Donna M. Davis".

Donna M. Davis

Enc.
cc: Rita Kincheloe (Administrative Services)