



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

MINUTES – Approved as Distributed January 6, 2026

DATE: Tuesday, December 2, 2025
TIME: 6:30 p.m.
PLACE: Shields-Carter Meeting Room
Bennett Administrative Center
102 E. Main St., Urbana IL 61801

Committee Members

Present: Stephanie Fortado, Elly Hanauer-Friedman, Jenny Lokshin, Bethany Vanichtheeranont, Jeff Wilson, and Daniel Wiggs, Dennise Arres

Absent: Ben Crane

County Staff: Michelle Jett (Acting Facilities Director), Steve Summers (County Executive), Jennifer Locke (Board Chair), and Kait Kuzio (Recording Clerk)

Others Present: Chris Smith (Building and Grounds Supervisor)

Agenda

I. Call to Order and Roll Call

Chair Lokshin called the meeting to order at 6:33 p.m. Roll call was taken, and a quorum was declared present.

II. Approval of Agenda/Addenda

MOTION by Mr. Wilson to approve the agenda; seconded by Mr. Wiggs. Upon voice vote, the **MOTION CARRIED** unanimously.

III. Approval of Minutes – November 4, 2025

MOTION by Mr. Wilson to approve the November 4, 2025 minutes; seconded by Mx. Arres. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Input

There was no public input.

V. Communications

Mr. Wilson identified that Post 559 is hosting a Pearl Harbor Remembrance Day event at which he and others will be speaking. It is 83 years since the attack on Pearl Harbor.

Ms. Vanichtheeranont reminded everyone that it is Giving Tuesday and to donate to Champaign County Humane Society if you're able.

VI. New Business

Call to recess for ten (10) minutes by Chair Lokshin at 6:41p.m.

Return from recess at 6:51p.m.

A. Discussion and Approval of ILEAS AHU RFP – Michelle Jett

Director Jett presented a request for proposals prepared by the County's contracted engineering firm for the ILEAS AHU work, GHR Engineers and Associates, Inc. Ms. Jett explained that this draft was developed by GHR as a contracted consultant for the RFP development process as previously entered into by the County.

Mr. Wilson raised questions regarding the absence of standard County procurement language, including prevailing wage and skilled workforce requirements. Discussion followed regarding whether the consultant-prepared draft was required to adhere to County procurement standards at this stage of development.

Ms. Jett stated that the document presented was not the final RFP but a consultant-prepared draft, and therefore did not yet include all standard County language. Ms. Fortado agreed that she would like to see all of the components that they would be voting on prior to voting and that any RFP issued on behalf of the County should comply with County requirements regardless of who prepares it.

Additional discussion occurred regarding whether Board approval of the consultant's RFP documentation was required at this time, or whether the item was informational in nature.

Director Jett clarified that she will get the additional documentation from GHR and will provide it at the next Facilities meeting. No action was taken.

VII. Other Business

A. Closed Session pursuant to 5 ILCS 120/2(c)2 to consider salary schedules for one or more classes of employees.

MOTION by Ms. Lokshin at 7:36 pm to enter into closed session pursuant to 5 ILCS 120/2(c)2 to consider salary schedules for one or more classes of employees. She furthered moved that the following remain present: the County Executive, County Board Chair, Interim Facilities Director, and the recording clerk, seconded by Mr. Wilson. **MOTION CARRIED** by roll call vote with Fortado, Hanauer-Friedman, Lokshin, Vanichtheeranont, Wilson, Wiggs, and Arres voting yes.

The Facilities Committee entered closed session at 7:38 p.m.

The Facilities Committee resumed open session at 8:29 p.m.

VIII. Presiding Officer's Report

There was no presiding officer's report.

A. Future Meeting – **January 6, 2026** @ 6:30 pm

Ms. Lokshin announced the date of the next meeting as Tuesday, January 6, 2026 at 6:30 p.m.

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

There were no items for the Consent Agenda.

X. Adjournment

Ms. Lokshin adjourned the meeting at 8:29 p.m.