



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

Tuesday, March 4, 2025, at 6:30p.m.
Shields-Carter Meeting Room
Brookens Administrative Center
1776 E. Washington St., Urbana, IL 61802

Committee Members:

Jenny Lokshin – Chair	Carolyn Greer
Jeff Wilson – Vice Chair	Elly Hanauer-Friedman
Ben Crane	Bethany Vanichtheeranont
Stephanie Fortado	Daniel Wiggs

<u>Agenda</u>	<u>Page #</u>
I. Call to Order and Roll Call	
II. Approval of Agenda/Addenda	
III. Approval of Minutes – February 4, 2025	1 – 3
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VI. New Business	
A. Discussion of 12 th Courtroom – Judge Rosenbaum	4 - 6
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C. Discussion of 11-Year Capital Plan	8 - 10
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F. Discussion of ITB2022-009 Satellite Jail Consolidation Project – Foundation Work	11 - 12
G. Discussion and Approval of ITB Pope Jail Roof Replacement and Bracket Repair - Review	13 - 16
H. Discussion and Approval of Brookens Broker RFP Review	17 - 25
I. Update on Bennett Remodel Project – Bailey Edward Design	
J. Discussion and Approval of Change Orders COR 87 and 88 Bennett Remodel Project	26 - 30
K. Update on ITB2023-005 County Plaza Elevator Renovation Project – Bailey Edward Design	
L. Discussion and Approval of Change Order for ITB#2023-005 County Plaza Elevator Renovation Project – Data & Power	31 - 32
VII. Other Business	

All meetings are at the 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.

VIII. Presiding Officer's Report

A. Future Meeting – **April 8, 2025 @ 6:30 pm**

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

X. Adjournment



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

8 **MINUTES – Pending Approval**

9 **DATE:** Tuesday, February 4, 2025
10 **TIME:** 6:30 p.m.
11 **PLACE:** Shields-Carter Meeting Room
12 Brookens Administrative Center
13 1776 E. Washington St., Urbana IL 61802

14 **Committee Members**

15 **Present:** Ben Crane, Stephanie Fortado, Carolyn Greer, Jenny Lokshin, Bethany
16 Vanichtheeranont and Daniel Wiggs
17

18 **Absent:** Elly Hanauer-Friedman and Jeff Wilson
19

20 **County Staff:** Eric Hoene (Facilities Director), Steve Summers (County Executive) and Mary Ward
21 (Recording Clerk)
22

23 **Others Present:** Jen Locke (County Board Chair), Karla Smalley (Bailey Edward Design) and Chris Bieser
24 (Reifsteck Reid)

25 **Agenda**

26 I. Call to Order and Roll Call
27

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

31 II. Approval of Agenda/Addenda
32

33 **MOTION** by Ms. Vanichtheeranont to approve the agenda; seconded by Ms. Greer. Upon voice
34 vote the **MOTION CARRIED** unanimously.
35

36 III. Approval of Minutes – January 7, 2025
37

38 **MOTION** by Mr. Wiggs to approve the January 7, 2025 minutes; seconded by Mr. Crane. Upon
39 voice vote the **MOTION CARRIED** unanimously.
40

41 IV. Public Participation
42

43 There was no public participation.
44

45 V. Communications
46

47 There were no communications from the Committee.
48
49

50 VI. New Business

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

53
54 Ms. Smalley updated the committee on the project. We have reached substantial completion
55 and are just wrapping up some change orders. We should have a better time-line to share
56 next month.

57
58 B. Update on ITB #2023-005 County Plaza Elevator Renovation Project – Bailey Edward Design –
59 Karla Smalley

60
61 Ms. Smalley updated the committee on the Elevator Renovation Project. Otis has put a
62 second crew on the job. They were looking at completing the two South elevators in May.
63 With the change order for additional network runs for cameras and phone connections, the
64 North elevator should be complete in 4-6 weeks. A brief discussion was had on the amount of
65 the change order and if the project was under budget. The discussion also helped to clarify
66 the various projects.

67
68 C. Discussion of Change Order for ITB#2023-005 County Plaza Elevator Renovation Project –
69 Change Order 001

70
71 Information was provided on the change order for the Elevator Renovation Project. The cost
72 of the change order is below the threshold for the committee to vote on. Additional network
73 runs will be installed to each elevator for the cameras and to each penthouse for the phone
74 line connections.

75
76 D. Update on ITB#2022-009 Satellite Jail Consolidation – Reifsteck Reid – Chris Bieser

77
78 Mr. Bieser updated the committee on the Satellite Jail Consolidation Project. The update to
79 finishes in A Pod were completed a couple of weeks ago and it has been reopened. Work in B
80 Pod and the common areas, such as hallways, is ongoing and should be finished in a couple of
81 weeks. Work in the Booking area and Master Control will begin after that and the final areas
82 to be renovated. The work in those areas will take more coordination.

83
84 Ms. Fortado asked if all payments had been made for the new construction and if there were
85 any change orders left to pay out. She would like to have comprehensive financials for this
86 project at the March meeting so we know what ARPA funds are available. She would then
87 like to look at the list of potential ARPA projects and the 11-year plan for projects that could
88 be funded with the ARPA funds. She would like to make recommendations to the full County
89 Board. She reminded the committee that ARPA funds need to be completely spent by 2026.

90
91 E. Update on Courthouse Boiler Retube and Burner Replacement Project ITB #2024-003

92
93 This project has gone smoothly. Substantial completion was reached today. A little work
94 remains to be done including having Alpha connect this to our building automation system.

95
96 F. Resolution No. 2025-XXX – Resolution establishing Bennett Administrative Center Dedication
97 Committee

98 Board Chair Locke was present to discuss the proposed resolution. She asked that Rachel
99 Spencer be added to the committee as a community member.
100
101 Mr. Crane asked how the budget figure of \$6,000 was arrived at. Ms. Locke said this was a
102 standard budget amount for a building dedication/open house. The committee does not
103 have to use all the funds.
104
105 **MOTION** by Ms. Greer to recommend County Board approval of the resolution establishing
106 the Bennett Administrative Center Dedication Committee; seconded by Mr. Wiggs.
107
108 **MOTION TO AMEND** was made by Ms. Lokshin to add Rachel Spencer as a community
109 member; seconded by Ms. Vanichtheeranont. Upon voice vote, the **MOTION TO AMEND**
110 passed unanimously.
111
112 Upon voice vote the **AMENDED MOTION** passed unanimously.
113
114 VII. Other Business
115
116 There was no other business.
117
118 VIII. Presiding Officer’s Report
119
120 A. Future Meeting – **March 4, 2025 @ 6:30 pm**
121
122 Ms. Lokshin reminded everyone that the next meeting will be March 4, 2025 at 6:30 p.m.
123
124 IX. Designation of Items to be Placed on the Consent Agenda
125
126 Items to be placed on the consent agenda include: VI.F.
127
128 X. Adjournment
129
130 Chair Lokshin adjourned the meeting at 6:47 p.m.

CIRCUIT COURT OF ILLINOIS
SIXTH JUDICIAL CIRCUIT

RANDALL B ROSENBAUM
CHIEF JUDGE SIXTH JUDICIAL CIRCUIT
PRESIDING JUDGE CHAMPAIGN COUNTY
CHAMPAIGN COUNTY COURTHOUSE
101 EAST MAIN STREET
CHAMPAIGN, IL 61801
rrosenbaum@illinoiscourts.gov



ADMINISTRATIVE OFFICE:
MOULTRIE COUNTY COURTHOUSE
10 SOUTH MAIN, STE. 12
SULLIVAN, IL 61951-1988
TELEPHONE 217.728.4521
FACSIMILE 217.728.8301
jwaite550@mc.com - www.sixthcircuitcourt.com

Jenny Lokshin, Facilities Chair
Jennifer Locke, County Board Chair

2/24/25

Re: Facilities' agenda item for 3/4/25

Ms. Lokshin and Ms. Locke,

I am requesting that discussion concerning a 12th courtroom be added to the Facilities' agenda for its meeting on 3/4/25. I would like to begin a public discussion about the County's long-term plan and the possibility of changing our short-term plan.

As you know, my court administrator and I met with the Board's Finance Chair in the fall of 2023 and advised her that the Illinois Supreme Court was going to add a 12th judgeship in Champaign County. I agreed to delay filling the spot until the spring of 2024 so that the County Board could budget for an additional court clerk, we could figure out a temporary plan for the new judge (we only have 11 courtrooms) and other such details. After speaking with other judges, we decided that a short-term solution may be for two judges to share a courtroom. In the spring of 2024, our 12th judge was sworn in.

From late 2023 through early 2024, my court administrator and I attended various meetings with county officials including the County Executive, his staff and department heads. During these meetings, I made clear the need for a long-term plan for construction of a 12th courtroom. No official appeared to be opposed to this and their focus was only on the financing. The county planned on submitting a ballot referendum on in the fall 2024 for a quarter-cent sales tax. As we know, the sale tax referendum failed.

The conversation during most of 2024 was that, regardless of how it would be paid for, the 12th courtroom, judge's chambers, law library and possibly the self-help desk would be built on the first floor of the courthouse where the Public Defender is currently

located. The plan, as you know, had been for the PD to move into the Bennett Building across the street. It was not until late 2024 that the PD objected to the move because the new space would be insufficient; she wanted to stay in the courthouse. The fact is that the current space in the courthouse is also insufficient. The County Executive has agreed to give more space to the PD by taking space away from the jury assembly room. The plan encompasses not only space being taken but also the private juror bathrooms. I objected to this based on Illinois Supreme Court courtroom standards which require separate bathrooms for jurors. I was told that this was the best solution for the PD.

There had been some discussion in late 2024 that, if the PD stayed in the courthouse, that the only other solution to adding a 12th courtroom would be to add a 3-story addition to the courthouse on the East side (cutting into the parking lot). I was told that new construction could actually be cheaper per square foot than renovation of the current courthouse.

We need to look forward – if the PD stays in the courthouse, the only option may well be an addition to the courthouse. That would require two phases – planning (architects, funding, etc.) and construction. I recognize that both phases take time and money. I anxiously await the Board’s decision on how to proceed for the long-term.

In the last year, I have heard concerns from judges, lawyers, litigants and staff about two judges sharing a courtroom. First, both judges need more than ½ a day to conduct courtroom business so each is constantly asking other judges to borrow their courtrooms. Second, this movement makes logistics difficult - ensuring that lawyers, litigants, witnesses, and staff get to the correct courtroom at the correct time. Both of the judges are hard-working and team-players and will continue to share courtrooms until told otherwise. Nonetheless, I have concerns about the viability of the current plan for a long period of time. The construction of a new courtroom could be years away.

My court administrator and I have been exploring other options about a different temporary solution but much is still unknown. Wherever we go, lawyers, litigants and staff will have to travel. We would also have to ensure safety with a deputy. There could be renovation costs.

So you are aware, I had thought about a courtroom at the jail to reduce inmate transports. However, there is no practical space available. Had we known about the 12th judge before construction at the jail, it would have been an ideal time to create a courtroom there.

The best option may be using space in the Sheriff’s Office across from the courthouse. The Sheriff has indicated that, once his staff moves to the Bennett Building, he

does not care what is done with that space. There is a room in the basement that formerly was a courtroom. It is a large space with two offices. The downside is security since it is in the basement. There is also a room just inside the front door on the first floor. Security would be better but the room is small and there is no office space. The best option may be to simply take out the desks in the large open area on the first floor. This is accessible from the front door and has attached office space.

Second, we have contacted Lincoln Square Mall, just south of the courthouse. When the new courthouse was built in the early 2000s, many offices, and even traffic court for a time, were located at the mall. I do not know what the exact cost would be but we would have to pay rent and there may need to be some renovation.

Third, I have contacted officials at the Federal Courthouse across the street. They have a courtroom that is not used often. I spoke with their court administrator, explaining our needs and wishes. He indicated we probably could use the courtroom if for a brief period of time but that the Marshalls may object if it was much longer. I have reached out to them again but have heard nothing. I do not know if they would allow us to use their courtroom and, if so, under what conditions. E.g. rent, etc.

I look forward to our discussions on March 4.

Respectfully,

A handwritten signature in black ink, appearing to read "R. U. B. Rosenbaum". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chief Judge Randall Rosenbaum

Facilities Committee
Initial Scope of Work and Project Details
Over \$8,000,000 in Total

Severity	Building	Project	Estimated Cost
1	Pope Jail	Replace ballasted roof with white EPDM rubber roof	\$ 1,400,000
2	Pope Jail	Foundation joing repair, includes drainage tile	\$ 300,000
3	Pope Jail	Project Reserve & Small Projects	\$ 120,000
4	Bennett Building	Glass/Data & Low Voltage/Moving repairs/Parking	\$ 200,000
5	Courthouse	Boiler Feed Project	\$ 100,000
6	Courthouse	Interior, facility, and technology improvements	\$ 1,000,000
7	Animal Control	Facility Improvements	\$ 250,000
8	ILEAS	Tear down abandonged Nursing Home Buildings	\$ 1,000,000
9	Courthouse	Design Plans for Courthouse Expansion	\$ 180,000
10	Courthouse	Interior, facility, and technology improvements	\$ 1,000,000
11	MetCad	Replace two Liebert Units	\$ 200,000
12	ILEAS	Replace existing 175kw generator	\$ 200,000
13	JDC	Foundation joint repair, includes drainage tile	\$ 300,000
14	JDC	Install Parking curb and resurface parking lot and drive	\$ 350,000
15	JDC	Replace window sealant and paint exterior windows	\$ 120,000
16	Courthouse	Update and replace all Building Automation Controls	\$ 850,000
17	County Facilities	Keys/Locks/Door Access Repair and Standardization	\$ 200,000
18	MetCad	Replace ballasted roof with white EPDM rubber roof	\$ 350,000
19	Pope Jail	Replace parking lot and drive	\$ 350,000
20	Garages	Replace Metal Skins on 5 garages	\$ 320,000
21	Coroner's Office	Facility improvements, equipment	\$ 150,000
Total cost of ALL Projects			\$ 8,940,000

Updated Champaign County Facilities 11-Year Capital Plan

Thursday, March 23, 2023

Assumptions

- 1 Funding continues through FY2033
- 2 All county facilities are included in this updated plan
- 3 Sheriff's Office/Downtown Jail and Old Nursing Home (1945 addition) inclusion for demolition costs only.
- 4 Interiors (paint and carpet) are included in updated plan
- 5 Priorities for scheduling deferred maintenance are as follows:
 - 1st priority - building envelope - roofs and exterior skins
 - 2nd priority - building mechanicals - replace with high efficiency equipment
 - 3rd priority - building mechanical controls (pneumatic to digital)
 - 4th priority - business emergency/continuation
 - 5th priority - parking lots, roads and sidewalks
 - 6th priority - interiors - paint and carpet
- 6 Unused Capital Funds in each fiscal year will roll forward to the next fiscal year

CAPITAL ASSET FUND	Proposed Capital Fund Plan	Insurance or Other Capital Account	Total Amount
<u>FY2023</u>	\$1,874,000.00	\$75,000.00	\$1,949,000.00
<u>FY2024</u>	\$2,050,000.00	\$250,000.00	\$2,300,000.00
<u>FY2025</u>	\$1,970,000.00	\$150,000.00	\$2,120,000.00
<u>FY2026</u>	\$2,045,000.00	\$0.00	\$2,045,000.00
<u>FY2027</u>	\$2,050,000.00	\$0.00	\$2,050,000.00
<u>FY2028</u>	\$2,050,000.00	\$125,000.00	\$2,175,000.00
<u>FY2029</u>	\$2,090,000.00	\$0.00	\$2,090,000.00
<u>FY2030</u>	\$1,735,000.00	\$0.00	\$1,735,000.00
<u>FY2031</u>	\$1,900,000.00	\$100,000.00	\$2,000,000.00
<u>FY2032</u>	\$1,100,000.00	\$0.00	\$1,100,000.00
<u>FY2033</u>	\$1,214,000.00	\$0.00	\$1,214,000.00
<u>11 Year Total</u>	<u>\$20,078,000.00</u>	<u>\$700,000.00</u>	<u>\$20,778,000.00</u>

FY2023		Capital Fund Amount	Insurance or Other Capital Amount	Total Amount
Courthouse	Refurbish 2-existing boilers/retube	\$ 215,000.00	\$ -	\$ 215,000.00
Courthouse	Install Access Control for staff parking lot and install barricades' for public	\$ 150,000.00	\$ -	\$ 150,000.00
County Plaza	Refurbish 3 existing elevators	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
County Highway Garage Storage	Replace garage doors w/ automatic openers	\$ -	\$ 75,000.00	\$ 75,000.00
Humane Society	Purchase	\$ 450,000.00	\$ -	\$ 450,000.00
JDC	Replace water heaters (2)	\$ 45,000.00	\$ -	\$ 45,000.00
JDC	Replace backflow preventer	\$ 14,000.00	\$ -	\$ 14,000.00
<u>TOTAL FY2023</u>		<u>\$ 1,874,000.00</u>	<u>\$ 75,000.00</u>	<u>\$ 1,949,000.00</u>

FY2024		Capital Fund Amount	Insurance or Other Amount	Total Amount
County Highway Salt Dome	Replace existing asphalt around Salt Dome	\$ -	\$ 250,000.00	\$ 250,000.00
ILEAS	Tear down old Nursing home building.	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
METCAD	Replace parking lot and drive; remove and replace damage curb areas	\$ 225,000.00	\$ -	\$ 225,000.00
Satellite Jail	Replace ballasted roof with white EPDM rubber roof	\$ 825,000.00	\$ -	\$ 825,000.00
<u>TOTAL FY2024</u>		<u>\$ 2,050,000.00</u>	<u>\$ 250,000.00</u>	<u>\$ 2,300,000.00</u>

<u>FY2025</u>		Capital Fund	Insurance or Other	Total
		Amount	Capital Amount	Amount
Brookens	Replace POD #100 RTU #8	\$ 75,000.00		\$ 75,000.00
County Highway	Replace precast concrete panel poly Joints and backer rod		\$ 150,000.00	\$ 150,000.00
Courthouse	Replace 8-courtroom carpet	\$ 250,000.00	\$ -	\$ 250,000.00
Courthouse Addition	Update wood finishes and paint walls in 9 remaining courtrooms	\$ 500,000.00	\$ -	\$ 500,000.00
Courthouse Addition	Paint steel structure of mansard roof	\$ 85,000.00	\$ -	\$ 85,000.00
ILEAS	Replace existing 175kw generator	\$ 200,000.00	\$ -	\$ 200,000.00
JDC	Replace window sealant-paint exterior windows	\$ 60,000.00	\$ -	\$ 60,000.00
Metcad	Replace two Liebert units	\$ 200,000.00	\$ -	\$ 200,000.00
JDC	Foundation joint repair includes drainage tile	\$ 300,000.00	\$ -	\$ 300,000.00
Satellite Jail	Foundation joint repair includes drainage tile	\$ 300,000.00	\$ -	\$ 300,000.00
<u>TOTAL FY2025</u>		\$ 1,970,000.00	\$ 150,000.00	\$ 2,120,000.00

<u>FY2026</u>		Capital Fund	Insurance or Other	Total
		Amount	Amount	Amount
Courthouse Addition	Replace existing Ballasted Roof with glued EPDM White membrane roof	\$ 400,000.00	\$ -	\$ 400,000.00
ILEAS	Replace six AHU's	\$ 500,000.00	\$ -	\$ 500,000.00
JDC	Install parking curb and resurface parking lot and drive	\$ 95,000.00	\$ -	\$ 95,000.00
Satellite Jail	Replace precast concrete panel poly Joints and backer rod	\$ 150,000.00	\$ -	\$ 150,000.00
Sheriff/D-Jail	Tear down abandoned building	\$ 900,000.00	\$ -	\$ 900,000.00
<u>TOTAL 2026</u>		\$ 2,045,000.00	\$ -	\$ 2,045,000.00

<u>FY2027</u>		Capital Fund	Insurance or Other	Total
		Amount	Amount	Amount
Brookens	Repoint exterior masonry and replace all sealants	\$ 450,000.00	\$ -	\$ 450,000.00
Courthouse	Update all HVAC digital controls	\$ 900,000.00	\$ -	\$ 900,000.00
Courthouse & Addition	Tuck point entire building	\$ 500,000.00	\$ -	\$ 500,000.00
Garages	Replace metal skins on five garages	\$ 200,000.00	\$ -	\$ 200,000.00
<u>TOTAL FY2027</u>		\$ 2,050,000.00	\$ -	\$ 2,050,000.00

<u>FY2028</u>		Capital Fund	Insurance or Other	Total
		Amount	Capital Amount	Amount
Brookens	Replace all carpet	\$ 500,000.00	\$ -	\$ 500,000.00
Courthouse	Replace sealant on all windows	\$ 225,000.00	\$ -	\$ 225,000.00
County Highway	Remove old poly urethane precast wall panel joint sealant and replace w/new	\$ -	\$ 100,000.00	\$ 100,000.00
County Highway Salt Dome	Replace damaged wood and metal coroners	\$ -	\$ 25,000.00	\$ 25,000.00
ILEAS	Repoint exterior masonry and replace all sealants	\$ 650,000.00	\$ -	\$ 650,000.00
JDC	Replace precast concrete panel poly Joints and backer rod	\$ 125,000.00	\$ -	\$ 125,000.00
JDC	Replace existing 250kw generator	\$ 250,000.00	\$ -	\$ 250,000.00
Satellite Jail	Replace air returns and supply grills	\$ 100,000.00	\$ -	\$ 100,000.00
Sat. Jail & JDC	Remove old poly urethane concrete joint sealant and replace w/new	\$ 200,000.00	\$ -	\$ 200,000.00
<u>TOTAL FY2028</u>		\$ 2,050,000.00	\$ 125,000.00	\$ 2,175,000.00

<u>FY2029</u>		Capital Fund	Insurance or Other	Total
		Amount	Amount	Amount
Brookens	Replace asphalt parking lots (3)	\$ 680,000.00	\$ -	\$ 680,000.00
Brookens	Replace POD #300 MZU #1 & #2 - basement	\$ 400,000.00	\$ -	\$ 400,000.00
Courthouse	Replace and relocate chillers	\$ 600,000.00	\$ -	\$ 600,000.00
JDC	Replace seven Aeon (RTU) units	\$ 410,000.00	\$ -	\$ 410,000.00
<u>TOTAL FY2029</u>		\$ 2,090,000.00	\$ -	\$ 2,090,000.00

FY2030		Capital Fund	Insurance or Other	Total
		Amount	Amount	Amount
Brookens	Paint interior walls	\$ 100,000.00	\$ -	\$ 100,000.00
Brookens	Replace POD #400 5 & 6 Multi-Zone Units	\$ 500,000.00	\$ -	\$ 500,000.00
Courthouse	Replace carpet in original side	\$ 650,000.00	\$ -	\$ 650,000.00
Courthouse	Parking lot replacement	\$ 285,000.00	\$ -	\$ 285,000.00
JDC	Replace parking lot and drive	\$ 100,000.00	\$ -	\$ 100,000.00
JDC	Upgrade remaining BAS digital controls	\$ 100,000.00	\$ -	\$ 100,000.00
TOTAL FY2030		\$ 1,735,000.00	\$ -	\$ 1,735,000.00

FY2031		Capital Fund	Insurance or Other	Total
		Amount	Capital Amount	Amount
Art Bartell Road	Add concrete curbing and gutters	\$ 650,000.00	\$ -	\$ 650,000.00
County Highway	Paint interior walls		\$ 100,000.00	\$ 100,000.00
Courthouse	Replace ballasted roof with white EPDM rubber	\$ 750,000.00	\$ -	\$ 750,000.00
METCAD	Replace existing 200kw generator	\$ 200,000.00	\$ -	\$ 200,000.00
Satellite Jail	Paint interior	\$ 300,000.00	\$ -	\$ 300,000.00
TOTAL FY2031		\$ 1,900,000.00	\$ 100,000.00	\$ 2,000,000.00

FY2032		Capital Fund	Insurance or Other	Total
		Amount	Amount	Amount
Brookens	Paint interior walls	\$ 200,000.00	\$ -	\$ 200,000.00
Garages	Install (5) oil interceptors	\$ 250,000.00	\$ -	\$ 250,000.00
JDC	Install 10' Perimeter chain link fence /w razor wire at perimeter for emergency egress	\$ 150,000.00	\$ -	\$ 150,000.00
ILEAS	Paint interior walls	\$ 500,000.00	\$ -	\$ 500,000.00
TOTAL FY2032		\$ 1,100,000.00	\$ -	\$ 1,100,000.00

FY2033		Capital Fund	Insurance or Other	Total
		Amount	Amount	Amount
Animal Control/Coroner	Replace parking lot	\$ 90,000.00	\$ -	\$ 90,000.00
Brookens	Paint Metal Roof	\$ 125,000.00	\$ -	\$ 125,000.00
Courthouse	Replace Courthouse Addition Carpet	\$ 350,000.00	\$ -	\$ 350,000.00
ILEAS	Replace four boilers	\$ 450,000.00	\$ -	\$ 450,000.00
Satellite Jail	Install elevated ramp/walkway around chillers	\$ 114,000.00	\$ -	\$ 114,000.00
METCAD	Repoint exterior masonry and replace all sealants	\$ 85,000.00	\$ -	\$ 85,000.00
TOTAL FY2033		\$ 1,214,000.00	\$ -	\$ 1,214,000.00



AIA Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Champaign County Jail Consolidation

AGREEMENT INFORMATION:
Date: 12/22/21

AMENDMENT INFORMATION:
Amendment Number: 001
Date: 2/14/25

OWNER: *(name and address)*
Champaign County Board
Champaign County Physical Plant
1776 East Washington
Urbana IL 61802-4581

ARCHITECT: *(name and address)*
Reifsteck Reid & Company Architects
909 Arrow Road, Champaign IL 61821

The Owner and Architect amend the Agreement as follows:

Expand scope of work as follows: design a detail to repair the cast-in-place concrete wall pnael to footing condition at the existing Champaign County Jail. This detail will be produced by Engineering Resource Associates and given to PJ Hoerr for pricing. If the County decides to move forward, it will be constructed via a change order.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

An additional fee of \$3,500 to be added to the Construction Administration phase.

Schedule Adjustment:

SIGNATURES:

Reifsteck Reid & Company
Architects

ARCHITECT *(Firm name)*

SIGNATURE

Elsa Reifsteck, President

PRINTED NAME AND TITLE

2/14/25

DATE

Champaign County Board

OWNER *(Firm name)*

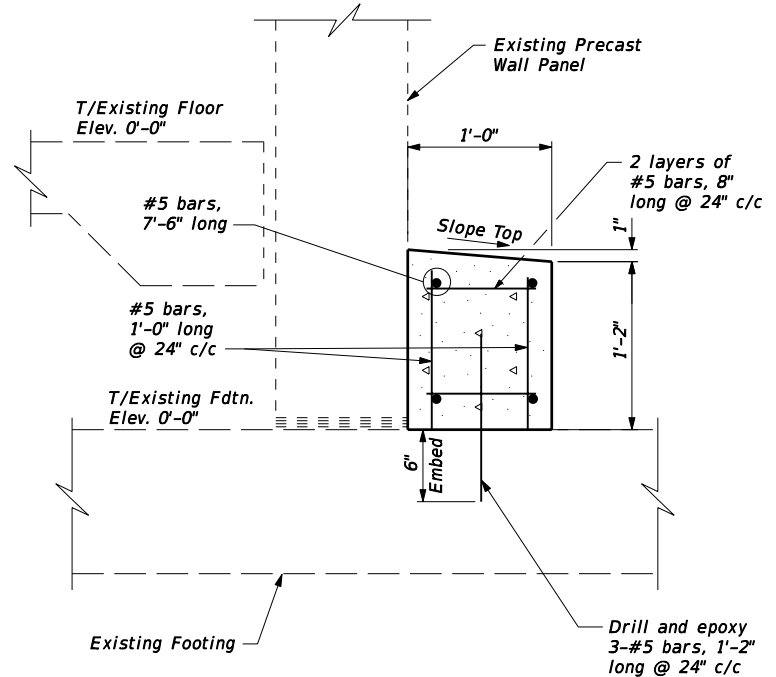
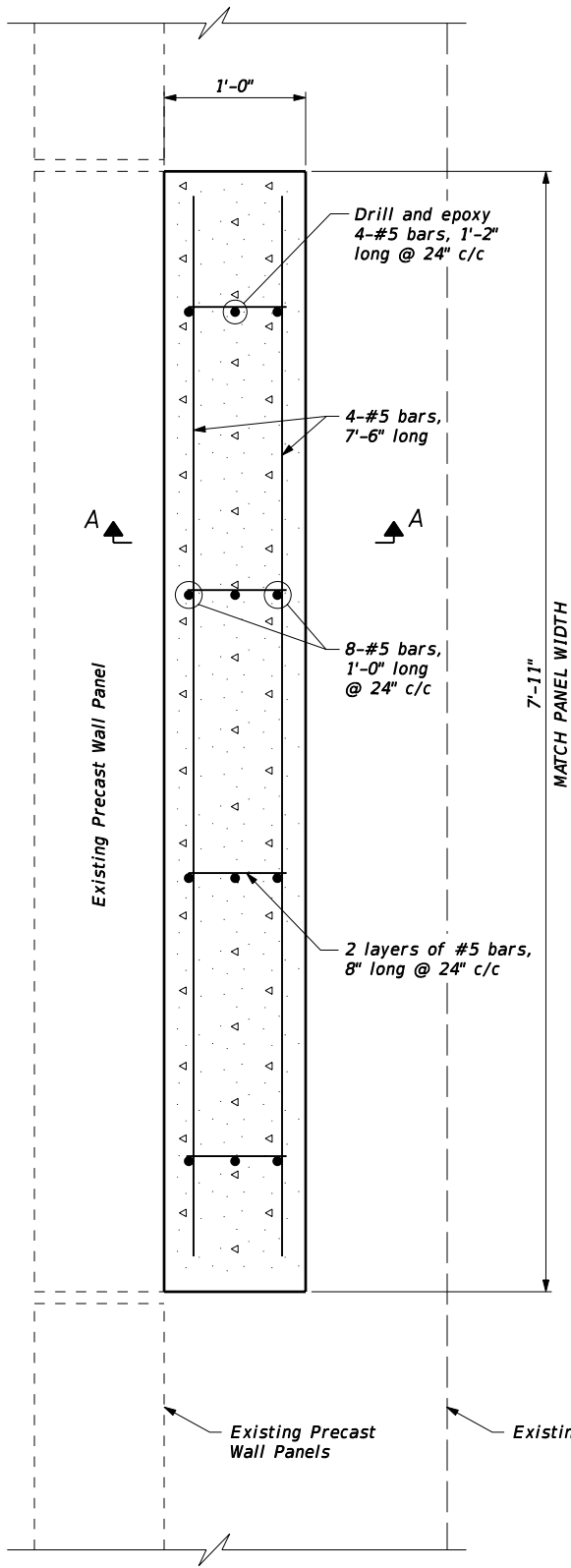
SIGNATURE

Steve Summers, County Executive

PRINTED NAME AND TITLE

02/18/2025

DATE



SECTION A-A

WALL BASE PLAN



**ENGINEERING
RESOURCE ASSOCIATES**

2416 GALEN DRIVE
CHAMPAIGN, ILLINOIS 61821
PHONE (217) 351-6268
FAX (217) 355-1902

CHAMPAIGN COUNTY JAIL
URBANA, IL

TITLE:
WALL PANEL TO
FOOTING CONNECTION

SCALE:	3/4" = 1'-0"
DATE:	FEB 2025
JOB NO.	C25010
SHEET	1 OF 1

31JAN25

Mr Eric Hoene
Champaign County Facility Director
1776 E Washington Street
Urbana IL 61802

RE Roof Replacement & Structural Repairs
 Champaign County Satellite Jail

Dear Mr Hoene:

The following constitutes our proposal for *Professional Services* on the above referenced project.

Project Understanding:

1. Overview:

The main priority of this project is to design, bid, and replace the roofing system on the 1997 portion of the Champaign County Satellite Jail. In addition, structural repairs will be made to the existing roof planks at the plank to wall connection as outlined in Priority 2C in the 2015 structural report created by Engineering Resource Associates. The Architect will examine the roofs, discuss findings, produce construction documents for bidding, solicit bidders, and aid in administration of the contract for construction.

2. Budget:

Preliminary Construction Budget is \$1,400,000. Architect shall provide a Statement of Probable Construction Cost for review.

3. Schedule:

To be determined mutually between architect and Champaign County.

Professional Services:

1. Basic Services:

Project Phases: Construction Documents, Bidding, Construction Phases.

2. Supplemental Services:

Additional On-Site Observation during construction.

Compensation:

Based upon the *Project Understanding* and *Professional Services* above and upon the Qualifications section that follows, we propose professional service fees as follows:

1. Basic Services FEES

For the Basic Services defined in the *Professional Services* section above, we propose a **FIXED FEE** of **\$112,000.00** payable according to the following breakdown of total compensation:

Construction Documents Phase	\$84,000.00	75%
Bidding Phase	\$5,600.00	5%
Construction Administration Phase	\$22,400.00	20%
Total Basic Services	\$112,000.00	

NOTE –Basic Services for the Construction Administration phase includes 2 site visits per month during construction. Any onsite services beyond this will be represented in Supplemental Services for Onsite Observation.

2. Construction On-Site Services

For the following Services defined in the *Professional Services* section above, we propose compensation at an **HOURLY NOT TO EXCEED** amount of **\$5,000.00** payable according to the following breakdown of total compensation:

On-Site Services Discipline	Estimated Total Hours	Value
Architectural or General Work	40 hours	\$5,000.00
Total Onsite Observation		\$5,000.00

3. Reimbursable Expenses

Reimbursable expenses for this project will be invoiced. Costs for services provided by others will be marked-up twenty percent. Anticipated expenses: Roofing test cuts, roof access via lift, printing of documents for submission and bidding, cost of mailing/delivery of documents.

Qualifications:

1. Hazardous materials inspection, abatement, monitoring is not included in this Agreement. This service will be required.
2. Record drawings of the buildings are available for Architect’s use.

Attachments:

1. Concrete Wall Panel Cracking Investigation produced by Engineering Resource Associates, Inc.

Respectfully submitted,



Elsa K Reifsteck
 President
 Reifsteck Reid & Company Architects
 d/b/a Reifsteck Wakefield Fanning & Company

Accepted:

 Steve Summers
 County Executive

Date: _____



May 2015

Concrete Wall Panel Cracking Investigation Champaign County Satellite Jail

John Fraunhoffer, PE, SE

Purpose

The Champaign County Facilities Director identified a suspicious cracking pattern in the precast prestressed concrete wall panels and observed that the vertical wall panel joint sealants had failed. Some joints are badly cracked, and some joints are fully deteriorated. The question of whether or not the panels could be repaired or whether a time dependant structural deterioration was sacrificing the structural integrity required answers. A Licensed Structural Engineer has previously suggested that prestressing strand corrosion may be occurring. Strand corrosion is serious since it is difficult to arrest and since prestressing strands corrode at an accelerated rate relative to normal strength carbon steel.

This investigation was developed to determine the cause of the cracking. Three potential cracking theories were tested:

1. Prestressing Strand Corrosion
2. Welded Steel Wall Panel Base Connection Corrosion
3. Wind driven rain intrusion resulting in winter ice expansion

Drawings

The Architect's drawings depict a wall panel to foundation connection detail labeled Section 2 on Sheet S0401, included in Attachment A. A steel plate was shown to be embedded in a grout pocket at the bottom of the panel, connecting to an embedded plate in the cast-in-place concrete footing. After the connection was completed, the embedded plates were to be encased in grout. The alkalinity of the grout would react with the steel creating a passivation layer, protecting the below grade connection from corrosion.

The precaster's shop drawings show a connection substitution. The precaster proposed to embed a steel plate on the bottom inside face of the wall panel. A companion embedded steel plate was to be cast into the footing, located inside of the wall panel. A steel angle was then intended to be field welded to the two plates, completing the connection. The connection was then backfilled without being encased in concrete leaving the connection potentially subject to corrosion during high groundwater and/or high subgrade moisture conditions.

Champaign

3002 Crossing Court
Champaign, IL 61822
T 217.351.6268
F 217.355.1902

www.eraconsultants.com

Warrenville, IL
T 630.393.3060

Chicago, IL
T 312.683.0110



ACR 217-344-8300 | FAX 217-337-3067
3611 N Staley Rd | Champaign, IL 61822

SUBMITTED BY: ADVANCED COMMERCIAL ROOFING

VP of Operations: Dan Reuber

EMAIL: dan.reuber@tsicfcacr.com

PHONE: 217-531-4156

TO: Reifsteck Wakefield Fanning & Company	DATE: 2.12.2025
ADDRESS: 909 Arrow Road Champaign, IL	JOB: Champaign Satellite Jail Cores
ATTENTION: Elsa Reifsteck	JOB LOCATION: 502 S Lierman Ave, Urbana IL
PHONE: 217-351-4100 X 106	EMAIL: ereifsteck@rwf-arch.com
WE PROPOSE TO FURNISH LABOR & MATERIALS TO COMPLETE THE WORK AS FOLLOWS:	

Cores Cuts

Furnish and install labor and materials to cut cores and patch roofing at 14 locations. (10 are known to be Ballasted EPDM)

Total Core Cuts Material & labor: \$4,600.00

NOTE: Hoisting our own materials is included.

EXCLUSIONS: Manlifts, dumpsters, standing seam, overtime, MEP work, roof protection for other trades, wood blocking, masonry work, landscape repair, any work on structural decking, curb layout, and anything else not stated above.

WBE Minority goals: We can provide \$.00 towards WBE goals on this project at no additional cost. This is for materials only and based off of the base bid price shown above.

**ONLY THE WORK AND/OR MATERIALS SPECIFICALLY DESIGNATED ABOVE ARE INCLUDED IN THE PROPOSAL.
ACCEPTANCE IS LIMITED TO THIRTY (30) DAYS FROM ABOVE DATE.**

CUSTOMER COMPANY: _____

CUSTOMER NAME: _____

SIGNATURE: _____ **DATE:** ____/____/____

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs must be executed upon written orders, and is an extra charge over and above the estimate. It is mutually agreed that all materials and articles furnished hereunder shall remain the property of TSICFC/ACR until all payments specified have been made in full. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Buyer agrees that if collection becomes necessary, full costs of collection, including reasonable attorney or collection fees and costs, shall be paid by buyer in addition to full invoice amount. Remittance due by terms stated above or as specified on invoice.



OFFICE OF THE CHAMPAIGN COUNTY EXECUTIVE

1776 East Washington Street, Urbana, Illinois 61802-4581

Steve Summers, County Executive

MEMO

To: Jenny Lokshin, Facilities Committee Chair

From: Michelle Jett, Director of Administration

Date: Friday, February 28, 2025

RE: RFP 2024-08, Real Estate Broker Services for the County of Champaign

The issued RFP had two responses. The assessment committee determined that Trautman Real Estate Agency & Appraisal, LLC was the best fit for the County's needs for multiple reasons:

- They have an in-house appraiser and media team
- They are very familiar with the Champaign-Urbana area
- Their broker fee was less than the other proposal

REQUESTED ACTION OF THE FACILITIES COMMITTEE:

The Facilities Committee recommends to the County Board approval to award Request for Proposal 2024-08 to Trautman Real Estate Agency & Appraisal, LLC.

TRAUTMAN REAL ESTATE AGENCY & APPRAISAL, LLC

RFP 2024-08

FIRM PROFILE

Trautman Real Estate Agency & Appraisal, LLC (TREAA) was founded by PJ Trautman, with offices in Champaign, Chicago, and a newly established location in Indiana. Although the Agency was started in March 2023, PJ Trautman has been a managing broker since 2015, bringing extensive experience to the firm's leadership. With over a decade of combined industry experience, the firm offers a comprehensive suite of services, including residential and commercial real estate sales, property management (both long- and short-term), appraisals, and consulting. The agency is staffed by a diverse team of nine licensed brokers, three certified appraisers, two property managers, and a marketing specialist, and an office manager all committed to delivering exceptional client-focused solutions. With the majority of our team being long-time Champaign-Urbana residents, the Trautman team has a deep understanding of local markets. The Champaign office operates as a full-service branch, while the Chicago and Indiana locations specialize in appraisals.

ASSIGNED STAFF

For the County project, the following three members from Trautman Agency will be assigned:

1. PJ Trautman will serve as the lead agent and managing broker. He will oversee the entire project, providing strategic direction and managing client relationships to ensure the success of the sales process.
2. Chelsea Palmer, the office manager, will handle all administrative duties, including managing schedules, ensuring deadlines are met, and assisting PJ with operational tasks.
3. Joe Schultz will oversee all media and content creation, including photography, video production, and development of marketing materials, ensuring the properties are effectively showcased to prospective buyers.

This team is committed to providing comprehensive, professional service to ensure the success of the project. The resumes for the assigned team members are found in Schedule A.

FIRMS EXPERIENCE

Trautman Agency brings extensive experience and proven success in real estate transactions, including commercial sales. Our principal, PJ Trautman, has a distinguished record of leadership and achievements within the Champaign County real estate community.

PJ Trautman served as the President of the Champaign County Association of Realtors in 2022 and was recognized as Realtor of the Year in 2024 for his outstanding contributions to the industry. That same year, he successfully closed a \$3.35 million transaction, showcasing his expertise in high-value property sales.

In 2024, Trautman Agency successfully closed \$12.25 million in sales.

PJ has completed the United Way Emerging Community Leaders program, further demonstrating his commitment to leadership and community development. His commercial transaction experience includes notable sales and leases such as NuEra, Champaign Eye Professionals, and the Orpheum Museum, reflecting his ability to handle diverse and complex property deals effectively.

Our agency's track record of excellence, leadership, and high-value transactions makes us uniquely qualified to manage the sale of the County building with professionalism and results-driven strategies.

POTENTIAL PURCHASERS

To identify potential purchasers for the County, Trautman Agency will implement a variety of detailed strategies:

1. **Market Research:** Conduct a thorough analysis of the local real estate market, identifying trends in demand, land development opportunities, and who the most likely investors and buyers are. This could involve researching local developers, commercial real estate firms, and industry reports to pinpoint parties actively seeking large-scale urban properties.
2. **Networking:** Trautman Agency has an industry contact list that includes over 2,000 contacts, including other brokers, property managers, architects, and lawyers who may have connections to prospective buyers.
3. **Direct Outreach to Investors:** Reach out to potential investors, such as large institutional investors, private equity firms, or REITs (Real Estate Investment Trusts), who typically acquire commercial properties of this size.
4. **Public Relations and Media Exposure:** Elevate the property's visibility through press releases, social media campaigns, and targeted outreach to local media outlets. A well-executed PR strategy can generate broad public interest and attract potential buyers from outside the immediate geographic area.
5. **Strategic Partnerships:** Trautman Agency has an established relationship with commercial real estate firms and architectural firms in the area. These relationships can open doors to large-scale buyers looking for specific property types that match their upcoming projects.
6. **Local Government and Economic Development Incentives:** Trautman Agency can reach out to local government or economic development agencies to identify any public-private partnership opportunities that might attract developers or corporations. These parties may be seeking locations for projects such as affordable housing, business headquarters, or mixed-use developments.

By combining these strategies, Trautman Agency can effectively identify and connect with potential purchasers for the County.

MARKETING STRATEGY

Trautman Agency has experience in the following marketing strategies. We may use all, or any combination of the below, to secure a buyer for the County.

1. **In-House Media Production:**
 - a. Produce high-quality aerial footage showcasing the property and land.
 - b. Develop immersive virtual tours for remote prospects.
 - c. Create engaging content including video walkthroughs and professional photography for all platforms.
2. **Targeted Digital Advertising:**
 - a. Run Facebook ads targeting property developers and commercial investors within a 100-mile radius.
 - b. Retarget website visitors with display ads showcasing the building and land features.
3. **Property Listing Platforms:**
 - a. List the property on LoopNet, CoStar, Crexi, and the local MLS.
 - b. Optimize listings with professional photography, drone footage, and a virtual tour.
4. **Public Relations & Press Releases:**
 - a. Issue press releases to local news outlets and real estate publications.
 - b. Emphasize the community impact and economic potential of the sale.
5. **Strategic Partnerships:**
 - a. Collaborate with local real estate agencies specializing in commercial properties.
 - b. Offer co-broker incentives for agents who bring qualified buyers.
6. **Private Event – Open House:**
 - a. Host an exclusive open house for interested buyers and other brokers in the area.
 - b. Provide guided tours showcasing the building's features and land potential.

- c. Prepare high-quality brochures and property information packets.
- d. Collect contact information for follow-up communication.
- 7. Billboard Advertising:
 - a. Secure a prominent billboard location within Champaign County.
 - b. Use eye-catching visuals and concise messaging highlighting the property's size and potential uses.
 - c. Include a direct website link and contact number for inquiries.
- 8. Follow-Up Strategy:
 - a. Implement a CRM system to track leads and manage follow-ups.
 - b. Schedule personalized outreach for high-interest prospects after the open house.

COMPARABLES

Below are six closed sales that are comparable in terms of size and/or price.

Closing Date	Location	Sq.Ft.	Price per Sq.Ft
09/2023	900 Baytown / 900 Marketview	119,832 Sq.Ft.	\$149.38/ Sq.Ft.
08/2022	1900 Glen Park Champaign	55,858 Sq.Ft.	\$30.43/ Sq.Ft.
06/2023	500 Block E University Urbana	13,500 Sq.Ft.	\$166.67/ Sq.Ft.
02/2023	800 & 900 Block Country Fair Champaign	13,803 Sq.Ft.	\$79.69/ Sq.Ft.
02/2023	1000 Block N Cunningham Urbana	6,000 Sq.Ft.	\$91.67/ Sq.Ft.
01/2023	2700 Block Boulder Urbana	23,846 Sq.Ft.	\$133.57/ Sq.Ft.

Summary

Average Price per Sq.Ft.: \$108.56

Subject Size: 93,000 Sq.Ft.

Low: \$2,829,990

High: \$15,500,310

Suggested List Price: \$3,500,000 (\$37.69/Sq.Ft.)

PROFESSIONAL REFERENCES

- **Dr. Kevin Glancy, Optometrist**
Champaign Eye Professionals
 (217) 552-3740
 KGVision@aol.com
- **Brynn Howard, Senior Provider Recruiter**
Carle Health
 (217) 855-1526
 Brynn.Howard@Carle.com
- **Joe Phillips, Principal Officer**
Legacy
 (815) 378-9656
 PhillisDevelopmentGroup@yahoo.com

LITIGATION AND JUDGEMENTS

Trautman Agency affirms that no member of the firm has been involved in any litigation, outstanding judgments, or liens within the past five years.

PROPOSED FEE SCHEDULE

- **Broker’s Commission:** 1.5% of the final sale price for the city building and land.
- **Buyer’s Broker Commission:** A commission up to 3% will be paid to the buyer’s broker, contingent upon the successful closing of the sale.
- **Payment Terms:** Upon the successful completion of the transaction, commission shall be disbursed directly to the Cooperating Agents immediately.

This fee schedule is subject to negotiation and agreement prior to finalizing the contract.

UNIQUE AGENCY BENEFITS

- **In House Appraiser:** Having an in-house appraiser provides a significant advantage when selling city-owned property, as it ensures accurate and timely property valuations based on current market conditions. This expertise allows the city to price the property competitively, maximizing its value while ensuring a fair market assessment. The appraiser’s direct collaboration with the brokerage team streamlines the listing process, reduces the need for third-party evaluations, and helps the city make informed decisions throughout the sale. This integrated approach promotes efficiency and transparency in the transaction.
- **In House Marketing and Media:** Having an in-house media and content creator offers a strategic advantage when selling city-owned property by ensuring professional, high-quality marketing materials that capture the property’s full potential. This includes expertly produced photography, videography, virtual tours, and custom-designed brochures that highlight the building’s features and land opportunities. By keeping media production in-house, the city benefits from faster turnaround times, consistent branding, and cost efficiency. Compelling visuals paired with professional content maximize exposure across digital platforms, attracting a broader pool of qualified buyers and investors.

The Managing Broker hereby acknowledges having reviewed and understood all terms outlined in RFP 2024-08 and agrees to be bound by its contents, including any attached schedules, exhibits, or addenda. The Managing Broker further affirms that the signing of this Agreement was voluntary, with no duress, and that there was ample opportunity to negotiate the terms and consult with independent counsel.

PJ Trawtman
MANAGING BROKER Print


MANAGING BROKER Signature

1-17-2025
Date

SCHEDULE A

Phillip Trautman II

Champaign, IL | Chicago, IL | Key West, FL | Phone: 217.714.1234 | E-mail: PJ@TrautmanAgency.com

Highly accomplished licensed realtor and certified appraiser with a proven track record of success in the real estate industry. Entrepreneurial spirit with a passion for delivering top-tier service in property sales and valuations. Adept at building and leading a high-performing team, while consistently exceeding client expectations. Known for astute business acumen, unwavering integrity, and a commitment to achieving exceptional results in every transaction.

Skills

- ✓ Executive Leadership & Operations Management
- ✓ State and Local Real Estate Regulations and Licensing Compliance
- ✓ Communication & Negotiation Skills
- ✓ Real Estate Market Analysis
- ✓ Financial Oversight

Professional Experience

Designated Managing Broker – GRI Realtor March 2023 – Current
Trautman Real Estate Agency & Appraisal, Champaign, IL

- Successfully established and actively manage a thriving real estate brokerage, appraisal company, and property management firm, overseeing all operational aspects and achieving consistent growth.
- Developed and executed strategic business plans, leading to the expansion of the company's portfolio and revenue streams, including a notable increase in the number of properties under management.
- Assembled, mentored, and directed a high-performing team of real estate agents, appraisers, and property managers, fostering a culture of excellence and client-focused service.
- Cultivated long-lasting relationships with clients, consistently delivering exceptional service, resolving complex issues, and ensuring client satisfaction, resulting in a strong referral network.
- Demonstrated expertise in property valuation and market analysis, offering clients insightful guidance on real estate investments, acquisitions, and sales strategies, resulting in profitable transactions.

Designated Managing Broker – Certified Residential Appraiser March 2023 – Current
Trautman Real Estate Agency & Appraisal, Champaign, IL

- Certified Residential Appraiser with seventeen years of experience in accurately valuing residential properties, ensuring compliance with industry standards and regulations.
- Exemplary leadership in managing a team of appraisers with expertise in conducting meticulous market research and analysis, ensuring precise property valuation by considering local market dynamics, economic factors, and comprehensive comparable property sales data.
- Actively coaching and supporting several trainee appraisers on their journey toward achieving full certification.

Licensed Managing Broker – Certified Residential Appraiser January 2006 – February 2023
Appraisals By Trautman, LLC, Champaign, IL

- Successfully fulfilled over 3,000 appraisal assignments for a diverse clientele, including lenders, HUD, and private clients.
- Achieved the successful training and mentorship of multiple trainee appraisers, guiding them to attain full certification in the field.
- Proficient in conducting thorough market research and analysis to determine property values, taking into account local market trends, economic conditions, and comparable property sales data.
- Skilled in utilizing advanced appraisal software and tools to streamline the valuation process, improve accuracy, and generate professional appraisal reports.
- Strong understanding of federal and state appraisal regulations, including the Uniform Standards of Professional Appraisal Practice (USPAP), and a proven track record of delivering appraisals that meet legal and ethical standards.

Licensed Managing Broker – Real Estate Agent

January 2008 – February 2023

Champaign County Realty, Champaign, IL

- Worked with first-time and repeat home buyers to facilitate residential property purchases and sales. Achieving sales totaling more than \$14 million in 2021 and 2022.
- Generated \$51 million in closed sales from 2008 to 2022.
- Ensured strict adherence to state and local real estate regulations and licensing requirements, maintaining a compliant and ethically driven brokerage to safeguard the reputation and legal standing of the company.

Licensed Managing Broker – Property Management

January 2008 – February 2023

Champaign County Realty, Champaign, IL

- Orchestrated the seamless management of diverse property portfolios, overseeing maintenance, tenant relations, and financial aspects, resulting in consistently high tenant satisfaction and optimal revenue generation.
- Spearheaded strategic initiatives that led to a significant expansion of the company's property management services, with a substantial increase in the number of properties under management.
- Implemented effective financial management practices, optimizing cost controls and rent collection, resulting in improved profitability and minimized expenses for property owners.
- Ensured full compliance with local and state property management regulations and rental laws, safeguarding the legal standing of the company and mitigating potential risks.

Licenses and Certifications

GRI REALTOR, Designated Managing Broker – Illinois License #471.018644

Certified Real Estate Appraiser – Illinois License #556.00417

Sales Broker – Florida License #BK3524241

Certified Real Estate Appraiser – Florida License #RD8542

Career Highlights

Champaign County Association of Realtors 2023 Realtor® of the Year

Featured Broker in TOP AGENT Magazine January 2017

2016 Illinois Realtors Leadership Academy

2016 Affiliate Choice Award Recipient

Committees

CCAR Contract and Forms (Chair)	2024 - Current
CCAR Immediate Past President	2023 – 2024
CCAR President	2022 – 2023
CCAR President-Elect	2021 – 2022
CCAR Secretary/Treasurer	2020 – 2021
CCAR BOD	2016 – 2020
Governmental Affairs	2013 – 2020
Grievance	2013 – 2017
YPN	2015 – 2017
M.S.	2016 – 2017
P.R. & Marketing (Chair)	2016 – 2017
Special Projects	2016 – 2017
Member Services (PR/Marketing, AFF Net, Chair of Membership)	2013 – 2016
CMLS Committee	2015 – 2016

Illinois Association of Realtors Participation

Professional Standards Committee; CCAR Director	2017 - 2018
Nominating Committee; Professional Standards Committee; CCAR Director	2017
Professional Development MIG; Professional Standards Committee, Realtors Political Involvement Committee IAR Leadership Development Program	2015 - 2016
Community Development Resource Working Group; Major Investor Working Group; Professional Standards Committee; Realtors Political Involvement Committee	2015

Chelsea L. Palmer

Champaign, IL | Phone: 217.649.7330 | E-mail: Chelsea@TrautmanAgency.com

Formal background in business management and marketing, paired with success in national account and supply chain management. Initiative-taking professional with a proven ability to efficiently manage programs in a demanding environment. Detail-oriented collaborator with strong organizational skills. Ability to oversee multiple projects simultaneously with a high degree of accuracy.

Work Experience

Office Manager

Sept 2023 - Current

Trautman Real Estate Agency & Appraisal, Champaign

- Efficiently oversee daily office operations, ensuring smooth workflows and optimal productivity. Implement organizational systems to maintain an efficient and professional work environment.
- Provide administrative support to a diverse team of real estate agents, property managers, and appraisers. Facilitate communication between departments to ensure deadlines and client needs are met.
- Manage office budgeting, expense tracking, ensuring cost efficiency and financial accuracy. Process invoices, oversee payroll, and prepare financial reports to support business decision-making.
- Oversee the preparation and organization of property documents, contracts, and compliance paperwork to ensure accuracy and timely processing.

Executive Customer Account Manager

Nov 2021 – Sept 2023

Produce Alliance, Remote

- Leading the onboarding of 2,600 client locations and 66 service vendors, by managing five departments, including legal, implementation, and procurement, to accurately complete project tasks ahead of deadlines.
- Managing \$27 million in annual sales, including two of the company's top ten clients, by maintaining relationships with key stakeholders and providing prompt accurate problem resolution through customized solutions.
- Managing client contracts to provide savings and pricing stability.
- Responsible for handling a high volume of inbound customer requests per day.

General Manager

Sept 2016 - Nov 2021

Central Illinois Bakehouse, Champaign, IL

- Developed and managed a team of 30, reducing turnover from 50% to 25% by formulating policies and procedures, and streamlining operational strategies.
- Created practical human resources processes including onboarding materials, training programs, and file organization.
- Maximized efficiency by coaching and mentoring personnel on management principles, industry practices, and company procedures.
- Provided thoughtful guidance to personnel in navigating and resolving snags in productivity using the One Minute Manager method.
- Drove year-over-year business growth from \$600,000 to \$1.2 million while leading operations, strategic vision, and long-range planning.
- Used QuickBooks Online to perform all financial operations, including cash deposits and withdrawals, bank reconciliations, and P&L review.

Customer Account Manager

May 2012 – Aug 2016

Produce Alliance, Remote

- Developed and drove strategic and operational plans, tools, and processes with senior level leaders that support company objectives and consistent with corporate values.
- Outlined job description, trained new employees, created documents, and developed all processes for a new department in the organization.
- Led the onboarding of over 20 new national clients, consisting of over 5,000 individual restaurants.
- Maintained client files with sales contracts, records of client interactions, client notes, and other relevant information.

Education

Bachelor's: Management & Marketing Murray State University

Joe Schultz

Champaign, IL | Phone: 217.202.7909 | E-mail: Joe@TrautmanAgency.com

Experienced creative professional with over 10 years of sales and marketing expertise. Skilled in producing high-quality content with exceptional creative and communication abilities. Extensive knowledge of photography, lighting techniques, and industry trends, combined with strong research and analytical skills. Proven ability to complete tasks efficiently while reducing costs.

Professional Experience

Content Marketing / Photographer

Jun 2024 – Current

Trautman Real Estate Agency & Appraisal, Champaign, IL

- Oversee the creation and delivery of diverse content to strengthen brand presence and support real estate marketing initiatives.
- Produce 1-2 weekly blog posts on real estate topics, 1-2 property videos, and design at least two Canva posts daily to maintain a cohesive brand aesthetic.
- Ensure a 24-hour turnaround for real estate photos and videos, consistently meeting tight deadlines and exceeding client expectations.
- Manage social media accounts by engaging with audiences, responding to comments and inquiries, and analyzing performance metrics to optimize content strategies.
- Develop educational video content for real estate professionals, write scripts for multimedia projects, and maintain accurate business profiles across platforms including Nextdoor, Yelp, Angie's List, HomeAdvisor, LinkedIn, and TikTok.

Registered Behavior Technician (RBT)

Feb 2023 – May 2024

Lighthouse Autism Center, Champaign, IL

- Provide one-on-one ABA therapy to children aged 18 months to school age using a center-based, play-focused approach.
- Collaborate with clinicians and behavior analysts to implement individualized therapy plans tailored to each child's unique needs.
- Utilize creativity and enthusiasm to engage children in a naturalistic setting, promoting skill development for success in educational and social environments.
- Support children's progress to ensure a smooth transition to traditional school settings.
- Track and document developmental milestones and progress throughout the therapy process.

Photographer

Nov 2022 – Nov 2023

Walser, Edina, MN

- Provide one-on-one ABA therapy to children aged 18 months to school age using a center-based, play-focused approach.
- Collaborate with clinicians and behavior analysts to implement individualized therapy plans tailored to each child's unique needs.
- Utilize creativity and enthusiasm to engage children in a naturalistic setting, promoting skill development for success in educational and social environments.
- Support children's progress to ensure a smooth transition to traditional school settings.
- Track and document developmental milestones and progress throughout the therapy process.

Photographer

Aug 2016 – Nov 2022

Walser, Edina, MN

- Promoted and sold vehicles by effectively understanding customer needs, providing detailed product information, and conducting test drives to build value at the best price, ensuring a positive buying experience.
- Coordinated the entire sales process from initial consultation to finalizing transactions, leveraging strong communication and customer service skills to meet sales targets while maintaining client satisfaction.
- Maintained up-to-date knowledge of market trends, financing options, and automotive technologies, enabling informed recommendations and enhancing the overall sales approach.



CHANGE ORDER REQUEST

COR #: 087
TITLE: Additional Parking Deck Beam Repairs

Date: 2/19/2025
 Project Name: Champaign County Plaza
 Project #: 202269

Scope Description

Please see the attached proposal and project-specific backup for the scope of work requested. Duce Construction proposes to provide material, labor, and equipment for the following work: See the attached notes for further clarifications.

1. Remove and pour back three 20" wide x 27'-0" long precast concrete beam.
2. De-scale and patch back a total of 12 LF of plank edges as shown to Duce on the walk thru held on 2/19/25. Areas will be patched with SpeedCrete PM following manufacturer's recommendations for proper surface prep and adherence.

Work is required to complete the remainder of the deck drains/coating process. Lead time on rebar for this work is 2 weeks.

Subcontractor/Vendor Change Items

<u>Subcontractor/Vendor</u>	<u>Change Description</u>	<u>Value</u>
Duce	Parking Deck Beam Repairs	\$ 54,525.00

BRBI Staffing

<u>Role</u>	<u>Change Description</u>	<u>Hours</u>	<u>x Rate (\$/hr.)</u>	<u>Value</u>
Project Manager	Parking Deck Beam Repairs	8	\$ 179.00	\$ 1,432.00
Project Engineer				\$ -
Superintendent				\$ -

Total COR

Subtotal	\$	55,957.00
General Conditions	5.0%	\$ 2,797.00
Contractor Fee	5.0%	\$ 2,797.00
Subtotal	\$	61,551.00
Bonds & Insurance	\$	615.00

TOTAL COR VALUE: BASE BID \$ 62,166.00

COR SCHEDULE DELAY (cal days): 0

Approval

Owner Approval

Signature

Date

This COR may be withdrawn or amended if not accepted within 15 days of the above date and is subject to all terms and conditions outlined. Owner approval of this COR certifies that the work is to proceed and that a change order is to be issued adjusting the contract agreement per this COR.

**PROPOSAL
DUCE CONSTRUCTION COMPANY**

417 Wilbur Avenue
Champaign, Illinois 61821
(217) 355-0222

Proposal Submitted To
Broeren Russo Construction
ATTN: Byron Denhart
Street

Phone
Fax

Date February 19, 2025

Job Name: County Plaza – Additional Beams

City, State and Zip Code

Job Location: Urbana, IL

We hereby submit specifications and estimates for:

Duce Construction proposes to provide material, labor, and equipment for the following work:

- Remove and pour back three (3) additional 20” wide x 27’-0” long precast concrete beams.
- De-scale and patch back a total of 12 LF of plank edges as shown to Duce on the walk thru held on 2/19/25. Areas will be patched with SpeedCrete PM following manufacturer’s recommendations for proper surface prep and adherence.

TOTAL BID: \$54,525.00

We Propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of :

-----SEE ABOVE-----SEE ABOVE----- Dollars (\$SEE ABOVE).

Payment to be made as follows: net 30 days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman=s Compensation Insurance.

Authorized

Signature Daniel Wilson

Note: This proposal by us if not accepted may be withdrawn in 30 days.

NOTES

1. No testing of concrete.
2. No performance bond, if required add 2%.
3. Not responsible for drippage through decks.
4. No electrical, water, or toilets furnished.
5. No grouting.
6. No final sealers.
7. No caulking joints.
8. Not responsible for parking meters, parking meter fees or parking space rental.
9. No back charge to Duce, without 48 hours written notice.
10. Includes clean-up of any debris caused by Duce.
11. Includes mobilization to jobsite onetime.
12. No local or state permits.
13. Sales tax not included.
14. Safe access to site & upper decks to be supplied by others.

- 15. Duce Construction is an Equal Opportunity Employer.
- 16. Duce is a union shop and will not be held responsible for crossing picket lines.
- 17. Net due on the 10th of the month following monthly billing.
- 18. A 1 1/2% monthly finance charge on accounts past 30 days (rate of 18% per annum).
- 19. All reasonable attorney fees incurred by Duce to collect late money is to be added to account.
- 20. Note: Any additional insurance premium incurred to provide an Additional Insured or Owners and Contractors protective policy and waivers of subrogation will be added to the above quoted price for the actual expense incurred to provide this additional coverage.
- 21. No traffic coating furnished or installed.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____





**B R O E R E N
R U S S O**
CONSTRUCTION, INC.



www.br-ci.com

February 28th, 2025

Champaign County
1776 E. Washington
Urbana, IL 61802
Attn: Eric Hoene; Director of Facilities

RE: CHAMPAIGN COUNTY PLAZA

Dear Eric,

We are pleased to offer you a proposal for the work located at the Champaign County Plaza Building located at 102 East Main Street in Urbana, IL 61801. The pricing is based on our site visit and description of work below. The total price for the work as described is **\$16,750 (sixteen thousand seven hundred fifty dollars).**

Scope Inclusions:

- All labor, tools, equipment, and material to perform this scope of work. (Area 1 and 2)
- Temporary protection of area directly adjacent to work area. (Area 1 and 2)
- Cut in door opening in existing wall on 3rd floor. (Area 1)
- Install new king studs as high as possible and header to support new door frame in existing wall. (Area 1)
- Patch drywall around door as needed. (Area 1)
- Frame, insulate and drywall new wall in hallway for new doorway in 3rd floor hallway. (Area 2)
- Remove ceiling grid and tile as needed and tie back into new wall. (Area 2)
- Install new knock down frame and existing wood door with new hardware (Area 1 and 2)
- Painting of door frame and new drywall. (Area 1 and 2)
- Install carpet flooring and wall base as needed. Material furnished by owner from attic stock. (Area 1 and 2)
- Final clean and punch list walk with owner. (Area 1 and 2)

Clarifications:

- Our bid is based on standard working hours, no premium or overtime is figured in this proposal.
- Excludes permitting. If required, permitting will be facilitated by owner.
- Excludes adjustment of any MEP's in wall.
- Sales tax on materials is excluded.

Thank you for the opportunity to provide our proposal for the above-listed scope of work. Please review the proposal and let me know if you have any questions.

BROEREN RUSSO CONSTRUCTION, INC.


Austin Hogue
Construction Services Manager

Approved by: _____ / _____
Signature Date





Otis Elevator Company

602 N Main St
East Peoria, IL 61611

CHANGE IN CONTRACT

**Champaign County Plaza
Elevators 1,2,3**

Contract No. F7SC5245

Submittal No. 02282025

Date Issued: 02/28/2025

All work proposed hereunder shall be done pursuant to the terms and conditions of the existing contract between us and, except modified herein, that contract remains in full force and effect.

Item	Description	Amount
1	<p>Furnish/install: By: Davis Electric and Synergy</p> <p>Includes branch power per plans dated 2/11/25</p> <ul style="list-style-type: none"> ▪ Includes wiring and install of additional exit light ▪ Includes rough in, cabling and install of additional duress button ▪ Includes tele/data conduit stub up's, cabling, labeling, trim out and terminations per plans ▪ Includes door access work per plans. Provide, install and program card reader for double door on 2nd floor. Provide and install cabling, card reader, rex, contacts, double maglock, release relay, and programming for double door on 3rd floor. Provide & install card reader, rex, contacts, double maglock, release relay and programming for double door on lower level ▪ Provide & install additional door controller to support added doors in system <p>Electrical material & labor: \$10,604 Senergy (tele/data): \$17,733 FE Moran (door access material): \$8,990 Otis change order fee: \$1877</p>	\$39,204
2	<p>Provide rough in, cabling, card reader, rex, contact, strike, programming for single door on 2nd floor and single door on 3rd floor</p> <p>Material and Labor: \$7,657 Otis change order fee: \$383</p>	\$8040
3	<p>Door Work By: S&S Builders Hardware</p> <p>3 EACH SOHDWE B560P 626 S123 SINGLE DEADBOLT WITH THUMBTURN 6 EACH SOHDWE ND80P RHO 626 S123 STOREROOM LOCK 1 EACH SOHDWE ND53P RHO 626 S123 ENTRANCE LOCK 2 EACH ENTRYMISC CUSTOMER TO SEND 2 CORES FOR REKEYING 12 EACH MKC MASTER KEYING CHARGE-SCHLAGE 1 EACH L101D JOBSITE DELIVERY</p> <p>Material and Labor: \$4259 Otis change order fee: \$213</p>	\$4472

Roofing

By: Bash Pepper

North One-Story Built in Gutter/Roof:

- 1Remove existing EPDM roofing membrane and edge metal.
- Install new 1/2" Structodeck insulation over the existing wood decking using 3" plates and Mule Hide corrosion resistant screws as necessary.
- Reinstall the existing drain, but set in new water cut off.
- Install a new white .060 TPO roofing membrane in the built-in gutter roof and up over the small sloped roof to up under the window flashing. Install new .040 white aluminum flashing at the joint with the window.
- Anchor the top edge of the wall flashings with Mule Hide termination bar and seal with water cut off and terpolymer sealant.
- Install new steel angle metal at eaves and seal with Mule Hide white cover strip tape.
- Clean up and dispose of any debris.

Total: \$3920

Otis Change Order fee: \$196

\$4116

Southeast Corner Above Parking Lot:

- Tearoff the existing roofing on the East side one-story roof near Southeast corner above parking lot. Inspect the decking, any rotten or bad decking will be replaced at an additional time and material charge.
- Install new 1/2" Structodeck insulation over the existing wood decking using 3" plates and Mule Hide corrosion resistant screws.
- Install Mule Hide RTS strip along all walls.
- Install Mule Hide TPO non-reinforced flashing at all joints and penetrations as necessary.
- Anchor the top edge of the wall flashings and interior wall flashing with Mule Hide termination bar and seal with water cut off and terpolymer sealant.
- Install mechanically fastened Mule Hide .060 TPO roofing membrane over the roof with fully welded seams and joints as specified by the manufacturer. Provide manufacturer's 20 year material warranty.
- Install new custom formed exterior cleat on the exterior walls of small roof.
- Lift and reset existing roof drain in new water cut off.
- Clean up and dispose of any debris.

Total: \$4280

Otis Change Order fee: \$214

\$4494

Grand Total: \$60,326

Approved by Champaign County

Approved by Otis Elevator Company

By: _____

By: _____

Date: _____

Date: _____