



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

Tuesday, December 2, 2025, at 6:30p.m.

Shields-Carter Meeting Room  
Bennett Administrative Center  
102 E. Main St., Urbana, IL 61801

**Committee Members:**

Jenny Lokshin – Chair  
Jeff Wilson – Vice Chair  
Dennise Arres  
Ben Crane

Stephanie Fortado  
Elly Hanauer-Friedman  
Bethany Vanichtheeranont  
Daniel Wiggs

**Agenda**

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- I. Call to Order and Roll Call
- II. Approval of Agenda/Addenda
- III. Approval of Minutes – November 4, 2025 1 - 4
- IV. Public Input
- V. Communications
- VI. New Business
  - A. Discussion and Approval of ILEAS AHU RFP – Michelle Jett *(to be distributed)*
- 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.
- VIII. Presiding Officer's Report
  - A. Future Meeting – **January 6, 2026 @ 6:30 pm**
- IX. Designation of Items to be Placed on the Consent Agenda
- X. Adjournment

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

**MINUTES – Subject to Approval**

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**DATE:** Tuesday, November 4, 2025  
**TIME:** 6:30 p.m.  
**PLACE:** Shields-Carter Meeting Room  
Bennett Administrative Center  
102 E. Main St., Urbana IL 61801

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**Committee Members**

**Present:** Stephanie Fortado, Elly Hanauer-Friedman, Jenny Lokshin, Bethany Vanichtheeranont, and Jeff Wilson

**Absent:** Ben Crane and Daniel Wiggs

**County Staff:** Michelle Jett (Acting Facilities Director), Steve Summers (County Executive) and Mary Ward (Recording Clerk)

**Others Present:** Chris Smith (Building and Grounds Supervisor) and Kate Kuzio (Grant Coordinator)

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**Agenda**

I. Call to Order and Roll Call

Chair Lokshin called the meeting to order at 6:30 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 Ms. Vanichtheeranont. Upon voice vote, the **MOTION CARRIED** unanimously.

III. Approval of Minutes – September 2, 2025

**MOTION** by Ms. Hanauer-Friedman to approve the September 2, 2025 minutes; seconded by Ms. Vanichtheeranont. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Input

There was no public input.

V. Communications

There were no communications to the committee.

50 VI. Drew Mueller, StraightUp Solar - Presentation on Solar Options for rooftop and ground  
51 installations for the Courthouse, Pope Jail and JDC  
52

53 Ms. Jett announced that we will be receiving a large rebate on the geothermal project we did as  
54 part of the Pope Jail Consolidation project. She would like to be able to roll that into other  
55 energy efficient projects.  
56

57 Kait Kuzio, Grant Coordinator, introduced Drew Mueller with StraightUp Solar. Mr. Mueller gave  
58 a brief background about their company. They have been in business since 2006 and are here to  
59 take care of the systems they put in.  
60

61 He then gave a presentation on proposals for the Pope Jail and JDC. He went over systems and  
62 costs. He talked about the various rebates and incentives that are available and the fact that,  
63 with some of them, there are deadlines that are approaching. Payback for the Pope Jail would be  
64 approximately 4.6 years and for JDC about 5.2 years. The project at the Pope Jail would be a  
65 solar array while the one at JDC would be a roof-top project.  
66

67 The committee asked several questions regarding the proposals many of which dealt with the  
68 county finance side of the project. Ms. Jett informed the committee that we will be bringing a  
69 Budget Amendment to the Committee of the Whole to help cover utility costs, especially gas and  
70 electric. Projects like this would be able to offset some of the utility costs in the future.  
71

72 A proposal was also done for the Courthouse but was not discussed as there were concerns that  
73 other future projects would impact solar panel installation.  
74

75 The committee would like to look at what can be done before some of the upcoming deadlines,  
76 particularly December 31, 2025 and July 4, 2026.  
77

78 VII. New Business  
79

80 A. Discussion and Approval of MEP Engineering Services RFQ  
81

82 Ms. Jett presented the RFQs for Engineering and Architectural Service. They are for a 3-year  
83 period with the option for two 1-year renewals. Ms. Fortado asked if there was requirement  
84 that we can't use the companies we've been using again. No, there is not. The question was  
85 asked what the difference was between the architecture and engineering. Mr. Wilson helped  
86 with the answer; architecture is what is seen and engineering is what is not seen.  
87

88 **MOTION** by Mr. Wilson to approve the RFQ for Mechanical, Electrical, Plumbing and  
89 Engineering Services; seconded by Ms. Hanauer-Friedman. Upon voice vote, the **MOTION**  
90 **CARRIED** unanimously.  
91

92 Ms. Fortado asked if these had been run by the State's Attorney's Office. Yes, they have.  
93

94 B. Discussion and Approval of Architectural Services RFQ  
95

96 **MOTION** by Ms. Vanichtheeranont to approve the RFQ for Architectural Services; seconded  
97 by Mr. Wilson. Upon voice vote, the **MOTION CARRIED** unanimously.

98 C. Courthouse Digital Controls Upgrade

99  
100 Chris Smith, Building and Grounds Manager, gave an update on the digital controls upgrade  
101 for the Courthouse. This will allow us to schedule downtime on systems at the Courthouse  
102 and will save us approximately \$192,000 a year on utilities. Estimated cost of the system is  
103 \$564,486 and there are incentives of approximately \$330,000. The goal is to have this  
104 installed and running by June and probably before.

105  
106 Ms. Vanichtheeranont asked about parts availability. It is looking good; they have most parts  
107 in stock. Ms. Hanauer-Friedman asked if this can be done on other county buildings. Not all  
108 buildings have these systems, and the Courthouse is the oldest of all the systems. This is an  
109 ARPA project.

110  
111 D. Parking Lot Paving

112  
113 Steve Summers, County Executive, talked about the paving project at the lot behind Illini Oil  
114 Change. This project will be paid by ARPA funds. The project is complete. It did not go out as  
115 an ITB. We did get three bids for the job. The goal is to move people out of the Civic Center  
116 Parking Lot and help reduce our rent payments. The job went to Midwest, and they agreed to  
117 sign a PLA and will provide us the data. The approximate cost was \$43,000.

118  
119 E. ILEAS AHU Update

120  
121 Ms. Jett gave an update on the ILEAS AHU project. We will save money if we can time it with  
122 the old Nursing Home destruction. We are moving forward with this project with funds from  
123 CARF only. The estimated cost is \$950,000. It will probably end up over \$1 million. GHR has  
124 an aggressive timeline. Hope to have the RFP out in January.

125  
126 F. CARF List Update

127  
128 Ms. Jett passed out an updated CARF list. Next spring we need to a comprehensive update to  
129 the list. By then, we will have a better idea of what all was covered by ARPA to be able to  
130 update the list.

131  
132 G. Brookens Name

133  
134 Ms. Jett spoke about the Brookens name and that we may need to change it. Brookens  
135 Administrative Center and Bennett Administrative Center are too similar, and it is causing  
136 some confusion. The committee needs to give some thought to a name change, whether it  
137 be just dropping Administrative Center or changing it entirely.

138  
139 VIII. Other Business

140  
141 There was no other business.

142  
143 IX. Presiding Officer's Report

144  
145 There was no presiding officer's report.

146  
147 A. Future Meeting – **December 2, 2025 @ 6:30 pm**  
148  
149 Ms. Lokshin announced the date of the next meeting as Tuesday, December 2, 2025 at 6:30 p.m.  
150  
151 X. Designation of Items to be Placed on the Consent Agenda  
152  
153 There were no items for the Consent Agenda.  
154  
155 XI. Adjournment  
156  
157 Ms. Lokshin adjourned the meeting at 7:43 p.m.  
158