

COLES COUNTY BOARD

Re-convened Meeting

October 11, 2016

The regular meeting of the Coles County Board was called to order at 7:00 p.m. with the following members present, Brandon Bell, Paul Daily, Mark Degler, Jan Eads, Dan Lawrence, Brian Marvin, Ron Osborne, Nancy Purdy, Cory Sanders, and Mike Zuhone with Chairman Stan Metzger presiding. Absent was member Marc Weber.

Following the Pledge to the Flag, the Invocation was given by Mark Degler.

Motion was made by Marvin, seconded by Sanders to approve the September 13, 2016 County Board Minutes.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

APPOINTMENT TO THE LITTLE WABASH FIRE DISTRICT

Motion was made by Metzger, to appoint Gary Boske to serve on the Little Wabash Fire District until September, 2019 with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

APPOINTMENTS TO THE HOUSING AUTHORITY

Motion was made by Metzger, to appoint Kevin Kirts to serve on the Housing Authority Board until 2021 and Vicky Milewski to serve on the Housing Authority until 2020, with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

APPOINTMENT TO THE WABASH FIRE DISTRICT

Motion was made by Metzger, to appoint Gary Kepley to serve on the Wabash Fire District until May 2018, with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

2017 BUDGET

Motion was made by Marvin, seconded by Zuhone to place the 2017 Budget in the County Clerk's office on the counter for public inspection.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

EXECUTION OF ENGINEERING CONTRACT

For a copy of the Engineering Contract see pages (3358 - 3364)

Motion by Marvin, seconded by Daily

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

APPOINTMENTS

None

EXECUTIVE SESSION

Motion was made by Lawrence, seconded by Daily to enter into Executive Session at 7:25 p.m.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

Returned to open session 7:53 p.m.

RECESSED

Upon motion by Lawrence, seconded by Zuhone, the Coles County Board was recessed at 7:54 p.m..

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin, Metzger
Osborne, Purdy, Sanders, Zuhone (11)
NAYS: None (0)
ABSENT: Weber (1)

ATTEST:

_____ County Clerk

Professional Services Proposal / Agreement

Date Wednesday; October 05, 2016

Owner Coles County Regional Planning & Development Commission
651 Jackson Avenue, Room 309
Charleston, Illinois 61920

Consultant The Upchurch Group, Inc.
123 North Fifteenth Street
Mattoon, Illinois 61938

Project Facilities Assessment

Project Description. The Consultant understands that the County has optioned the purchase of property located on the east side of courthouse, consisting of two adjacent buildings, commonly referred to as 519,521 and 523 7th Street, Charleston, Illinois and currently occupied by the Charleston Transitional Facility. It is further understood that the County, as part of its due diligence, seeks to determine the viability of these structures before finalizing their decision to purchase said properties. The Consultant proposes to assist in this effort with regard the integrity of the structures, their mechanical and electrical systems and assess risks associated with environmental issues.

Scope of Work. The Consultant proposes to provide the architectural, engineering and environment expertise necessary to prepare a document which assesses the condition of the subject property, consisting of the following work which will be done in two phases. The second phase will not be done without written notice to proceed from the County:

Phase I

1. Conduct an inspection of the property to learn about the construction and condition of its structural, mechanical and electrical systems.
2. Prepare a written document reporting:
 - a. the construction of the property, including a description of its mechanical and electrical systems.
 - b. a brief description of the property's various components.
 - c. a description of building deficiencies and/or problematic aspects of the premises.

- d. a list of recommendations to remedy deficiencies and suggestions for renovation work necessary or desirable to transform the property into a first class facility for the County's long term use.
 - e. cost data to implement corrective action / renovation work. Please note that any cost information prepared at such a preliminary phase shall be considered only as a "ball park", order-of-magnitude cost estimate.
 - f. a preliminary, tentative time table for implementation of corrective action / renovation work.
 - g. a determination of the size, in square feet, of each floor level.
 - h. The report will include an appendix containing a) scale drawings of each floor level and b) pertinent photographs of existing conditions.
3. Meet with the Owner at times deemed appropriate by the Consultant and Owner for the purpose of coordination, progress reporting and general discourse.
 4. Meet with the Owner to present the report draft and discuss same.
 5. Revise and resubmit the Consultant's report based on the Owner's review comments.
 6. Meet with and present the final report to the Owner and its designees.

Phase II:

1. Conduct through a subconsultant (Courtice | Grason), a firm specializing in environmental consulting, an inspection of the premises to determine if any environment issues exist, and if so, to what extent they may impact the County's ownership of the property; specifically with respect to asbestos-containing building materials and the presence of PCBs and radon. Prepare a written report.
2. Meet with the Owner at times deemed appropriate by the Consultant and Owner for the purpose of coordination, progress reporting and general discourse.
4. Meet with the Owner to present the report draft and discuss same.
5. Revise and resubmit the Consultant's report based on the Owner's review comments.
6. Meet with and present the final report to the Owner and its designees.

Work Not Included. The Consultant's proposal does not include services associated with the design of any corrective action or renovation work, including architectural space programming. Testing for lead containing materials is not included. Nor does it include services necessary for the abatement of any environmental issues discovered. However, the Consultant stands ready, willing and able to provide any or all of these services should the Owner request such additional work.

Owner's Responsibilities. The Owner agrees to facilitate the Consultant's work by providing the following:

1. Return a fully executed copy of this Agreement within 30 days of the date which appears above. This time limit may be extended by mutual agreement.
2. Provide copies of drawings and other pertinent documents, to the extent that they are available, to the Consultant for their use during the course of the work.
3. Provide reasonable access to the property captioned above for the purpose of obtaining field measurements and other data to be used by the Consultant in his work.
4. Provide reasonable access to County personnel that are knowledgeable about the property.

Fee for Services.

Basic Services. The fee for the scope of work outlined above shall be the stipulated sums of Phase I: Eight Thousand, Five hundred dollars (\$8,500.00). This amount includes providing scaled drawings of the floor plans from field measurements (previously described as "Optional").

Phase II: Thirteen Thousand dollars (\$13,000.00) which includes Courtice | Grason's fee of Twelve Thousand Nine Hundred Thirty-Nine Dollars (\$12,939) for their work as environmental subconsultants (copy of their proposal attached).

Reimbursable Expenses: In addition to a fee for basic services, the Consultant shall be reimbursed for costs associated with producing the work as listed below:

- Vehicle mileage charge, at the rate of \$0.55 per mile.
- Reproduction of 8.5" x 11" sheets at the rate of \$ 0.15 for each black & white page and \$0.30 for each colored page.
- Total reimbursable expenses are estimated not to exceed two hundred dollars (\$200.00).

Payments to Consultant. Invoices shall be presented to the Owner as follows:

1. For each phase, At the time the draft report is presented to the Owner, an invoice will be presented in an amount equal to eighty percent (80%) of the stipulated sum which appears above plus reimbursable expenses appropriate at that point in time.
2. At the time the final report is presented, an invoice will be presented equal to the balance of the stipulated sum plus any final reimbursable expenses.
3. The Owner shall notify the Consultant within ten calendar days of receiving an invoice if any reasons exist why the invoice can't be paid within the thirty day period described above.

4. Invoices unpaid for longer than thirty days shall accrue interest at the rate of one and one-half percent per month (annual percentage rate = 18).

Time. The Consultant agrees to provide services in a timely manner, consistent with standard professional care.

In evidence of this Agreement

Representing *The Upchurch Group*:



Signature

Daniel E. Hoelscher

Printed or typewritten name

President

Title

October 05, 2016

Date

Representing *Coles County*:

Signature

Printed or typewritten name

Title

Date

COURTICE | GRASON

P.O. Box 71
9 North Hamilton
Sullivan, Illinois 61951
Office.217.728.4880
Facsimile.217.728.2697
Mobile.217.254.4988

September 14, 2016

Because Quality Costs Less

Dan Hoelscher
The Upchurch Group, Inc.
123 North 15th Street
Mattoon, IL 61938

Offering:
Asbestos Support Services
Air / Emission Source Sampling
Compliance Investigations
Demolition / Facility Closures
Environmental Assessments
Lead Hazard Screens
Petroleum Spill Response
SPCC, FRP, and SW3P Plans
Scrap Management
UST Closure / Corrective Action
Waste / Drum Management

Subject: Revision Number 2
Charleston Transitional Facility, *on behalf of:*
The Coles County Regional Group Planning Project

Dear Mr. Hoelscher:

Courtice|Grason, LLC (CG) is pleased to provide a proposal for the Comprehensive Environmental Investigation of the *Charleston Transitional Facility*; its location of which is southeast of the Coles County Courthouse. We understand CG will be a subconsultant to TUG.

Per TUG's September 12th request, we are revising our proposal to exclude the lead-paint and lead-risk assessment (to be provided by City Staff), but will evaluate the lead in drinking water at the facility; as such, we stand ready to provide the following Comprehensive Environmental Services at both the Main Transitional Facility and its North Annex:

- (1) provide a *Comprehensive Report* with drawings, photographs, and cost estimates for remediation;
- (2) provide an Asbestos Building Inspection and sampling of *friable* and *non-friable* suspect ACM;
- (3) provide a lead-in-drinking water assessment for evaluating internal plumbing;
- (4) provide a radon gas assessment in the basement and followup if warranted by the preliminary results;
- (5) provide an accounting of *hazardous, special, and universal* wastes inside the building; and
- (6) provide an ASTM Phase I Environmental Site Assessment completed at the comprehensive level.

With respect to work at the comprehensive level, the findings of which are to be presented in a Report having Drawings and Photographs, our Lump Sum Fee is Twelve Thousand Nine Hundred Thirty Nine Dollars (\$12,939). Our terms and conditions for this Work is attached.

Very Truly Yours,

COURTICE|GRASON

[Signature]

Courtice F. Bowman Jr., P.E.

att: Proposal Cost Breakdown



Environmental Contracting • Occupational Monitoring • Engineering Design
www.CourticeGrason.com

ATTACHMENT A
PROPOSAL COST BREAK DOWN

CHARLESTON TRANSITIONAL FACILITY
COST BREAKDOWN FOR ENVIRONMENTAL SUB-CONSULTANT SERVICES

<u>RECOMMENDED TASK</u>	<u>PRELIMINARY REPORT</u>	<u>COMPREHENSIVE SERVICES</u>
1. Asbestos NESHAP Survey		
Asbestos Inspector	\$0	\$2,250
PLM Asbestos Samples	\$0	\$4,104
2. Lead Risk Assessment		
Lead Inspector (for water)	\$0	\$760
Lead Dust Samples	\$0	\$0
Lead Paint Samples	\$0	\$0
XRF Analyzer	\$0	\$0
Drinking Water	\$0	\$900
3. Radon Gas		
Labor for Deployment	\$0	Covered in 5.0
Labor for Retrieval	\$0	\$150
Radon Inspector	\$0	\$2,500
4. Waste Accountability		
Hazardous Waste	\$0	Covered in 5.0
Special Waste	\$0	Covered in 5.0
Universal Wastes	\$0	Covered in 5.0
5. Due Diligence		
Property Transaction Phase	\$0	\$800
Certified Phase I ESA Report	\$0	\$1,000
EDR Radius Report	\$0	\$475
SUBTOTAL	\$0	\$12,939

Terms and Conditions: Sample turn-a-round is standard (7 to 10 days). Payment terms are net 30-days unless other arrangements are made. Thank you.