

APPROVED 5/21/18

**MINUTES
Infrastructure Committee
April 23, 2018
@ 3:00 p.m.**

MEMBERS PRESENT:	Phillip Salzer - Chairman; Gregory Adamson, James Dillon, Rachael Parker, Kate Pastucha
MEMBERS ABSENT:	Barry Robinson
OTHERS PRESENT:	Scott Sorrel - County Administrator; Shauna Musselman - Assistant County Administrators; Larry Evans - State's Attorney's Office; Andrew Rand – County Board Chairman; Randy Brunner – Interim Chief Financial Officer; Julie Ciesla – Finance; Dan O'Connell - Facilities Director; Amy Benecke McLaren - County Highway; Rena' Parker -Court Administration; Mark Little – Chief Information Officer; Andrew Dwyer - Greater Peoria Mass Transit District

Call to Order

Chairman Salzer called the meeting to order at 3:00 p.m.

Approval of Minutes

A motion to approve the minutes of March 26, 2018 and April 12, 2018 was made by Mr. Adamson and seconded by Ms. Parker. The motion carried.

Informational

• **Greater Peoria Sanitary District**

Mr. Salzer noted that the March minutes reflect the annexation of 7.437 acres of property into District boundaries, and asked if the annexation took place in a specific area or throughout the District. Mr. Sorrel advised that he is unsure where the land was annexed, but will research and report back to committee. He added that in general terms, when the Sanitary District makes an annexation it is for a specific development or project immediately adjacent to the corporate boundaries of the District.

• **Facilities Master Plan**

Mr. Salzer asked if there has been compensation from the insurance carrier on the flood damage incurred in the Courts and Circuit Clerk's area. Mr. O'Connell commented that insurance monies associated with the flooding were received several years ago; however, work currently being carried out in the Circuit Clerk's area is due to long, on-going water infiltration issues. He advised that funding is now available to perform engineering work to determine the origin of the infiltration and propose corrections.

Rural Peoria County Transportation System

Mr. Dwyer advised that ridership increased in the past month from 1.59 to 1.90, a positive result of the coordinated dispatch effort between the CountyLink and CityLift systems. He also commented that the Financial Department and Management are working with the County Administrator on details related to an Intergovernmental Agreement and funding mechanisms related to the transition of services.

Resolutions

• **Prevailing Wage**

A motion to approve was made by Ms. Pastucha and seconded by Ms. Parker. Ms. McLaren advised that the annual resolution allows compliance with the Prevailing Wage Act. She noted that rates are set by the State of Illinois. Mr. Adamson asked for clarification of language in the Ordinance stating when rates are set, and Mr. Dillon explained that although according to the

Ordinance rates are set in June, the Department of Labor incorrectly ascertained the rate for two years until they were corrected after a lawsuit was brought forth. He added that as a result, there is a one-year lag in wage determination. The motion carried.

- Agreement with IDOT for installation of traffic signals at the intersection of U.S. Route 24 and Cameron Lane

A motion to approve was made by Mr. Adamson and seconded by Ms. Pastucha. Ms. McLaren advised that after several accidents at the location of U.S. Route 24 and Cameron Lane (a county highway), IDOT performed an analysis for the justification of traffic signals and determined that the signals were warranted. She stated that the estimated County portion of the project costs total \$6,488.00. The motion carried.

Discussion

- Election Commission update

Mr. O'Connell advised that several meetings have been held with the contractor, who is in the process of obtaining bonds and the insurance certificate, at which time construction can begin. He stated that initially, carpet will be taken out in areas without remediation issues. He advised that a remaining major issue continues to be 600 sq. ft. of drywall and 350 sq. ft. of floor tile which need to be abated, and for which staff has obtained a tentative cost of just over \$35,000.00. He stated that Bishop Brothers and M & O Insulation will be meeting later today to further define the scope and obtain an actual cost. He commented that it will be necessary to file a 10-day EPA notice after the work is approved to move forward, meaning that all construction work would be halted for that 10-day period, although he stressed that other work could proceed within the 10-day time frame. He added that it is necessary for the construction portion of the renovation to be complete by August so that continued renovations can be made in a timely manner in order for the Election Commission to be moved into the space by the November elections.

Mr. O'Connell advised that according to the Purchasing Ordinance and guidelines, a final cost of over \$35,000.00 would exceed the County Administrator's authority and come close to exceeding the authority of the County Board Chairman. Mr. Sorrel commented that funds are budgeted in the project budget for contingencies, and the estimate from the vendor is within that budget. He reiterated that the estimated amount is in excess of his authority to approve a Change Order, but within the County Board Chairman's Change Order authority. He advised that if the final cost stays within that amount, the Chairman can approve. He added final approval will be necessary at either the committee level or full County Board level if the final cost exceeds the Chairman's spending authority.

Mr. O'Connell advised that he would obtain a confirmed cost through Bishop Brothers and their subcontractor, noting that if the final cost does not exceed \$40,860.00, a Change Order may be prepared for the County Board Chairman's signature. It was the consensus of committee members to move forward with the project pending final and confirmed costs.

- Facilities Utilization

Mr. Sorrel commented that Facilities Utilization was one of the goals set forth in the County Administrator's Work Plan for 2018, with the goal articulated as follows: *"To review current facility usage and needs. Define proposals to consolidate the County's bricks and mortar using reduced cost of operations and increased service/customer satisfaction as rationale."*

Mr. Sorrel advised that to achieve that goal he has identified three actions to be taken during 2018

- Update the inventory of existing facilities, leased and owned.
- Retain a consultant to conduct a space planning analysis, with a scope of work focusing on maximizing existing square footage.
- Evaluate and make recommendations on disposal or acquisition of property, consolidation of the Regional Superintendent's Office, and maximization of the square footage of both the Courthouse and the Health Department.

Mr. Sorrel advised that he has met with an architect/engineer, who is awaiting a detailed scope of work and price proposal, and he anticipates presenting a final report to the committee in the 4th quarter of 2018. He stated that regular updates will be provided to the committee throughout the process, and he will also be reporting to elected and appointed department heads via Management Council and other communication tools.

Mr. Adamson suggested consideration of utilizing Operations Management Experts/Industrial Engineers, who spend time with employees, noting their processes, and producing specific recommendations on more efficient workflow. Mr. Sorrel commented that these very ideas were among the talking points with the architect consultant during discussions on the scope of work.

Adjournment

The meeting was adjourned by Chairman Salzer at 3:45 p.m.