

BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
July 23, 2018

Members Present: Pam Deppe, Brad Miller, Jason Ratts, Vera Small

Members Absent: Jeff Thomas

Others Present: Stephanie Butcher, Byron Deaner, Brian McFadden, Todd Smith, James Stone, Denise E. McCrady (Secretary)

Chair Ratts called the meeting to order at 5:00 p.m.

Ratts requested a motion to approve the June 25, 2018 minutes. A motion to approve the minutes was made by Deppe and seconded by Miller. Motion carried (4-0).

James Stone, Public Health, addressed the Committee requesting approval of a building renovation at the Public Health Building to accommodate office space for the partnership with SIU. Renovations will be completed by the Building & Grounds staff and will include the removal of a wall, relocation of a door and swipe switch, and replacement of carpet with tile. At a later date, SIU will install outdoor signage. A motion to approve the request was made by Miller and seconded by Small. Motion carried (4-0).

Stephanie Butcher, Information Systems, addressed the Committee requesting approval to send Alisa Smock to the Illinois Association of Court Clerks Fall Conference held in Oak Brook, IL on September 17-19. It was requested by the Circuit Clerk's Office that Smock attend this conference since IS supports the department's application. A motion to approve the request was made by Deppe and seconded by Small. Motion carried (4-0).

Byron Deaner, Building & Grounds, addressed the Committee requesting approval to renew the maintenance agreement with Daikin for the chillers. The approximate cost will be \$6,988. This contract will be re-bid next year. A motion to approve the request was made by Small and seconded by Deppe. Motion carried (4-0).

Deaner informed the Committee that a RFP on the Child Advocacy Center interior renovation and a RFP on the Juvenile Center electronic controls retrofit are being prepared. A special meeting may need to be scheduled prior to the August 14th County Board meeting. Deaner also requested/gathered input from the Committee members on what type of reports they would like to have at the Committee meetings.

Brian McFadden, County Administrator, addressed the Committee requesting approval of a modification of the Parking Lot Management Agreement with Springfield Downtown Parking, Inc. The agreement is a one-year agreement that includes a 30 day notice cancellation clause, changes the address to the new lot, a \$200/month management fee, maintenance costs and operational replacement costs, and addresses transient parking fees with DPI receiving 35% of the gross income. The MOU was incorporated into the agreement. A motion to approve the request was made by Deppe and seconded by Miller. Motion carried (4-0).

There was no old business or public comment.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Small and seconded by Deppe. Motion carried (4-0).

A motion to adjourn was made by Miller and seconded by Small. Motion carried (4-0). Meeting adjourned.