

**Approved 4/7/20**

**MINUTES  
Infrastructure Committee  
February 25, 2020  
@ 3:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Phillip Salzer</b> - Chairman; <b>Eden Blair, James Dillon, Rob Reneau, Matt Windish</b>
<b>MEMBERS ABSENT:</b>	<b>Kate Pastucha</b> – Vice-Chairman; <b>Barry Robinson</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator; <b>Larry Evans</b> - State's Attorney's Office; <b>Sharon Williams</b> – County Board Member; <b>Randy Brunner</b> – Chief Financial Officer/Sheriff's Office; <b>Julie Ciesla</b> – Finance; <b>Jamie Dowell</b> – County Administration; <b>Amy Benecke McLaren</b> – County Highway Department; <b>Dan O'Connell</b> –Facilities Director; <b>Brian Asbell, Doug Gaa, James Middlemas, Chris Watkins</b> – Sheriff's Office; <b>Karen Raithel, Rebecca Cottrell</b> – Sustainability & Resource Conservation; <b>Monica Hendrickson</b> – Health Department; <b>Mark Little</b> – Chief Information Officer; <b>Margie Kowalski</b> – County Auditor; <b>Jennifer Shadid</b> – Courts Administration; <b>Brian Johnson</b> – Greater Peoria Sanitary 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 January 28, 2020 was made by Dr. Blair and seconded by Mr. Windish. The motion carried unanimously.

**Informational**

• **Greater Peoria Sanitary District Minutes**

Mr. Salzer noted a two year agreement for a computerized maintenance management software license with CentralSquare Technologies, and asked where the company was located. Mr. Johnson advised that the business is located in Florida.

• **Facilities Master Plan**

Mr. O'Connell directed committee members to the submitted report and stood for any questions. There were no questions or comments from committee.

• **Sustainability Plan Update**

Ms. Cottrell presented an update on 2019 utility usage. She advised that the County Highway lighting upgrade which was completed in mid-August has resulted in a reduction of 17.6% compared to the baseline year of 2011. She stated that Ameren has notified staff that the office will receive an additional \$1,811.00 related to a staffing grant due to the decrease in usage at the Highway Department.

Ms. Cottrell advised that 2019 electrical usage for all facilities declined 2.4% over the baseline year of 2011, water usage has fluctuated over the years, although usage has declined 2%-3% since 2011. She commented that natural gas usage has declined 1.3% from the 2011 baseline.

Ms. Cottrell advised that the Sustainability Team will meet more frequently in the coming year, approximately every two months, as revisions to the 10 year old Plan will be discussed.

## **Resolutions**

- **Preliminary Engineering Agreement with Crawford, Murphy & Tilly, Inc. for bridge rehabilitation on Grange Hall Road**

A motion to approve was made by Mr. Dillon and seconded by Mr. Windish. Ms. McLaren advised that the steel beams on a county bridge on Grange Hall Road are beginning to rust and staff recommends retaining Crawford, Murphy & Tilly to design rehabilitation plans including replacement of expansion joints and structural steel repair of beam ends. The motion carried unanimously.

- **Cooperative Research Agreement with Bradley University**

A motion to approve was made by Mr. Reneau and seconded by Mr. Dillon. Ms. McLaren advised that the annual agreement is a partnership with the Bradley University Civil Engineering Department providing evaluation of pavement conditions within Peoria County. She noted that the partnership has been ongoing for over ten years. The motion carried unanimously, with Dr. Blair abstaining.

## **Discussion**

- **Capital Improvement Planning**

Mr. Sorrel advised that this initial discussion related to capital improvement planning will concentrate on the first of three policy questions (Spending and Resource Allocation Priorities), with conversation on the remaining two (Post-public facilities sales tax revenue priorities and Process Improvements) to be held at future meetings of the committee. He stated that policy discussion will focus specifically on vertical – or non-road and bridge – capital improvements and provide staff with policy direction for how to prioritize future Capital Improvement Planning cycles. He briefly summarized the staff process used to create the Capital Improvement Plan (CIP) as well as materials utilized by departments and administrative staff to assist in creating the CIP.

Mr. Sorrel summarized the origins, processes and functions of the Facilities Master Plan and Space Utilization Plan and presented several common threads discovered as a result of the analysis of the two documents: 1) County facilities and buildings are older and not utilized as efficiently as possible; 2) more capital improvements are needed than there are funds available; 3) Capital Improvements are funded using Public Facilities Sales Tax, which expires in 10 years; 4) No revenue source has been identified to replace the Public Facilities Sales Tax.

Mr. Sorrel reiterated the initial focus on spending and resource allocation priorities. He presented seven spending and resource allocation priorities for committee discussion and consideration: 1) Facilities Master Plan, 2) Space Utilization Plan, 3) Critical Building Infrastructure/Mechanical Systems, 4) Energy Savings, 5) Wholistic Sustainability, 6) Employee Productivity and Retention, and 7) a combination of priorities.

Although Mr. Sorrel noted the difficulty, as the spending priorities can overlap, he remarked that staff requests direction from the committee on a ranking of the priorities in terms of importance. A lengthy and detailed discussion ensued on ranking the priorities from most important to least important. It was the committee's consensus that building infrastructure and mechanical system is by far the most imperative priority.

Mr. Sorrell suggested re-prioritizing the projects within the Facilities Master Plan for review and discussion by the committee. Mr. Dillon recommended including the Budget Committee in discussion as well. Dr. Blair suggested including information on the cost of temporary repairs to buildings and mechanical systems.

Mr. Sorrel reiterated that staff will present a draft of a reprioritized Facilities Master Plan to committee at the April meeting, and the committee will be asked to begin a conversation on both the reprioritization and how to plan a means of budgeting for future capital project priorities.

Mr. Dillon commented that all county board committees would have priorities, and suggested retaining a consulting organization and include the entire county board in order to properly address the topic.

**Adjournment**

The meeting was adjourned by Chairman Salzer at 4:12 p.m.

*Recorded and Transcribed by: Jan Kleffman*