

**MINUTES OF THE MONTHLY MEETING OF THE
PUBLIC BUILDING COMMISSION OF ST. CLAIR
COUNTY, ILLINOIS, HELD ON THURSDAY
JULY 16, 2015 AT 10:00 A.M. AT THE
ST. CLAIR COUNTY BUILDING, BELLEVILLE, ILLINOIS**

The Regular Monthly Meeting of the Public Building Commission of St. Clair County, Illinois was called to order by Chairman Richard Sauget at 10:00 a.m., on Thursday, July 16, 2015 at the St. Clair County Building, Belleville, Illinois.

The following Commissioners answered present to roll call: Richard Sauget, Luther Jackson, Daniel Polites, Charles Lee, James Nations, Richard Effinger, and Thomas Dinges.

Also present for the meeting, or for a portion thereof, were the following: Debra Moore, Interim County Administrator; Dan Maher, Administrative Advisor; Tim Cantwell, MidAmerica St. Louis Airport Director; Ed Cockrell, County Board Member; Major Tom Knapp, Sheriff's Department; Randy Pierce, Mascoutah Herald; Joseph Bustos, Belleville News-Democrat; James Brede, Director of Buildings; Attorney Stephen Kernan; and Vickie Boydtte, Secretary.

Minutes of the June 18, 2015 Regular Monthly Meeting were reviewed. Commissioner Polites moved that the Regular Monthly Meeting Minutes, dated June 18, 2015 be approved as provided. Second by Commissioner Lee and carried.

Commissioner Polites reviewed the Regular Expense Claims Report, dated July 30, 2015 and moved to approve payment of bills. Second by Commissioner Effinger. Roll call as follows:

Commissioner Nations	: Aye
Commissioner Jackson	: Aye
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 7 ABSENT: 0 NAYS: None	

Motion carried.

Commissioner Polites reviewed the Airport Expense Claims Report, dated July 30, 2015 and moved to approve payment of bills. Second by Commissioner Effinger. Roll call as follows:

Commissioner Nations	: Aye
Commissioner Jackson	: Aye
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 7	ABSENT: 0
NAYS:	None

Motion carried.

Commissioner Polites reviewed the Monthly Budget Analysis Report for July 2015, and asked that it be placed on file, stating that the 2015 Budget is in line with the projected percentage of 58.3% expenditures.

Commissioner Polites reviewed the Trial Balance Report for June 2015, and asked that it be placed on file. The Secretary has a copy available for review in the Public Building Commission Office.

For Operations, James Brede, Director of Buildings, presented a request for approval of the Contingency Budget Transfer for Jail Repair and Maintenance. Director Brede explained that there were unexpected repairs at the Jail. Commissioner Nations moved to approve the Contingency Budget Transfer for Jail Repair and Maintenance. Second by Commissioner Effinger. Roll call as follows:

Commissioner Nations	: Aye
Commissioner Jackson	: Aye
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 7	ABSENT: 0
NAYS:	None

Motion carried.

Director Brede introduced the Contract for the Courthouse Emergency Generator Replacement from BRiC. Director Brede stated that the cost of basic emergency generator replacement is estimated to be \$435,000.00, with a \$33,000.00 fee to be paid to BRiC. Commissioner Nations explained that upon asking Director Brede if there would be earthquake protection built into this project, Director Brede responded that earthquake protection would double the cost of the replacement. Commissioner Nations elaborated that the assumption is that, if a disaster would occur and render the Courthouse inoperable, the County's operations would move to the 911 Building since their generator is already earthquake-resistant. Commissioner Nations moved to approve the Contract for the Courthouse Emergency Generator Replacement from BRiC. Second by Commissioner Effinger. Roll call as follows:

Commissioner Nations	: Aye
Commissioner Jackson	: Aye
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 7 ABSENT: 0 NAYS: None	

Motion carried.

Director Brede requested Approval of the Foley Janitorial Services Contract Extension. Director Brede stated that the Extension is for one more year, and that the Public Building Commission would go out for janitorial service bids next year. Director Brede stated that this Extension includes a two percent (2%) cost increase over the current contract. Commissioner Nations moved approval of the Foley Janitorial Services Contract Extension. Second by Commissioner Polites. Roll call as follows:

Commissioner Nations	: Aye
Commissioner Jackson	: Aye
Commissioner Lee	: Aye
Commissioner Polites	: Aye

Commissioner Effinger : Aye
Commissioner Dinges : Aye
Commissioner Sauget : Aye
AYES: 7 ABSENT: 0 NAYS: None

Motion carried.

Director Brede provided the Public Building Commission Organizational Chart, stating that this is part of the review of office documents. Commissioner Effinger asked if the chart was related to the updated job descriptions. Director Brede indicated affirmatively and that they have ensured it is the same. Commissioner Lee asked if all of the positions were filled. Director Brede stated that there are a few openings. Commissioner Nations moved approval of the Public Building Commission Organizational Chart. Second by Commissioner Effinger. Roll call as follows:

Commissioner Nations : Aye
Commissioner Jackson : Aye
Commissioner Lee : Aye
Commissioner Polites : Aye
Commissioner Effinger : Aye
Commissioner Dinges : Aye
Commissioner Sauget : Aye
AYES: 7 ABSENT: 0 NAYS: None

Motion carried.

In Airport Operations Business, Tim Cantwell, MidAmerica St. Louis Airport Director, requested approval of a Budget Amendment for the Fuel Contract. Director Cantwell explained that more fuel is needed and, since it is a resale product, it does not show up in a government accounting system, so it looks like an increase in budget. Commissioner Nations moved to approve the Budget Amendment for the Fuel Contract through increasing the budget by \$500,000.00. Second by Commissioner Polites. Roll call as follows:

Commissioner Nations : Aye
Commissioner Jackson : Aye
Commissioner Lee : Aye
Commissioner Polites : Aye
Commissioner Effinger : Aye
Commissioner Dinges : Aye

Commissioner Sauget : Aye
AYES: 7 ABSENT: 0 NAYS: None

Motion carried.

Director Cantwell presented the Two-Year Extension and Budget for Pro-Tec Services. Director Cantwell explained that Pro-Tec has three (3) missions at the Airport: wildlife plan enforcement; airfield inspection and maintenance reporting as required by the FAA, twice per day, every day; and aircraft rescue and firefighters. Director Cantwell stated that the current service contract expires September 2015. Director Cantwell detailed that the new contract includes an increase of \$10,000.00 in the first year, an increase of \$10,000.00 in the second year, and that Attorney Ysursa has reviewed the contract. Director Cantwell also stated that the costs for part-time use of parking lot monitoring may be lower depending on usage, with the figure essentially a static top "not-to-exceed". Commissioner Nations moved to approve the Two-Year Extension and Budget for Pro-Tec Services and further provide that page 2 and page 3 be identified as Appendix B. Second by Commissioner Polites. Roll call as follows:

Commissioner Nations : Aye
Commissioner Jackson : Aye
Commissioner Lee : Aye
Commissioner Polites : Aye
Commissioner Effinger : Aye
Commissioner Dinges : Aye
Commissioner Sauget : Aye
AYES: 7 ABSENT: 0 NAYS: None

Motion carried.

Director Cantwell introduced the request for Approval of Vendor Selection for Airport Concessionaire. Director Cantwell then deferred to Commissioner Polites for the presentation. Commissioner Polites explained that the committee members included Commissioner Polites; Commissioner Dinges; Terry Beach, Director of Economic Development; and Siri Vikan, Airport Engineer. Commissioner Polites stated that bids were received from Roy-el Catering, the Hannon

Family, and a vending company, the latter of which was a weak bid. Director Cantwell explained that a meeting to evaluate the bids was held, with selection criteria scored on a grading system. He elaborated that Roy-el Catering bid well and introduced the branding of "Roy-el on the Fly" to provide fresh cold items, beer, and wine behind the TSA gate, thus requiring a ticket to access services provided by the Concessionaire. Commissioner Polites provided further background on Roy-el Catering, including that it is minority female owned and has been in business since 1987. Commissioners Polites stated that he and Commissioner Dinges want the Public Building Commission to give the initiative to Director Cantwell to work out the details with Roy-el Catering. Commissioner Polites projected that there is the possibility of a kiosk down the road, but for now it will be staffed with two individuals who will prepare fresh salads, sandwiches, snacks, sweets – food and beverage, beer, wine, but no hard liquor provided. Commissioner Polites moved to approve Roy-el Catering as the Airport Concessionaire. Second by Commissioner Effinger. Roll call as follows:

Commissioner Nations	: Aye
Commissioner Jackson	: Aye
Commissioner Lee	: Aye
Commissioner Polites	: Aye
Commissioner Effinger	: Aye
Commissioner Dinges	: Aye
Commissioner Sauget	: Aye
AYES: 7	ABSENT: 0
NAYS:	None

Motion carried.

Director Cantwell commented that he was working on the process to finalize the Concessionaire agreement, stating that the minimum annual commission guarantee is \$2,500.00, or 5% of all gross sales. Director Cantwell stated that the service is anticipated to start possibly in September or October, with a contract term of three (3) years with exclusivity for catering services in the passenger terminal. Additionally, Commissioner Polites asserted that Roy-el Catering is aware that every employee they staff will have to have an extensive background check.

County Board Member Ed Cockrell questioned if the Airport Expense Claims Report, which is item #2 on the agenda, includes payroll expenses. Mr. Cockrell revised his question, asking instead if Public Building Commission employees were on that Expense Claims Report. Commissioner Nations replied that he would need to check to be certain.

Mr. Cockrell also asked if the Emergency Generator Proposal covers 911. Director Brede replied that the 911 Building already has their own generator.

Mr. Cockrell requested that the meetings start off with the Pledge of Allegiance, since the Public Building Commission is a public body, if it meets with the members' approval. Mr. Cockrell further elaborated that the meetings could also start off with a prayer, but he feels that, as a public body, the Public Building Commission should begin with the Pledge of Allegiance.

Chairman Sauget stated that the previously referenced Expense Claims Report did include payroll. Chairman Sauget also responded that the Public Building Commission will take Mr. Cockrell's suggestion regarding the Pledge of Allegiance into consideration.

There being no further business to come before the Public Building Commission, Commissioner Effinger moved for adjournment. Second by Commissioner Nations and carried.

Meeting adjourned at 10:20 a.m.

Respectfully submitted,



Vickie Boydte
Secretary

APPROVED:


CHAIRMAN