

FINANCE COMMITTEE MINUTES

DATE OF MEETING: August 17, 2020 at 5:00 p.m. County Building

MEMBERS PRESENT: Camille Redman – Chair, David Newberg, Terry Ferguson, Melonie Tilley and Lance Reece. Also, present Dee Rentmeister, County Administrator.

MEMBERS ABSENT: None

SUMMARY OF DISCUSSION:

- Motion by Newberg, 2nd by Ferguson to approve last month's minutes. Voice vote, motion carried.
- Review of the holiday schedule for 2021. Motion by Ferguson, 2nd by Newberg to recommend to the full board to approve the holiday schedule for 2021 as presented. Voice vote, motion carried.
- Motion by Tilley, 2nd by Ferguson to approve the claims. Voice vote, motion carried.
- Received resignation from Richard Goff, public defender, indicating his last day will be October 30th. Motion by Tilley, 2nd by Reece to recreate the full-time public defender's position. Voice vote, motion carried. The position will be filled by Judge Koritz.
- Committee reviewed the purchase of cooling units in master control and UPS room at the jail. This item was brought before the finance committee due to the property committee not having a quorum this month. Received a bid replacing the two units with one and received another bid replacing each unit individually. Bid from King-Lar to replace the two units with one unit is \$14,300 and a bid from Riva Plumbing Heating & Air Conditioning to replace the unit in master control for \$2,700 and \$4,400 to replace the unit in the UPS room. After discussion, a motion was made by Tilley, 2nd by Reece to accept the two bids from Riva Plumbing Heating & Air Conditioning. Motion carried.
- The lease agreement for the two main copiers in the county building is up for renewal. The new 60-month lease for two black and white copiers would be \$355.70 per month. The current cost is \$355.89. One machine could be upgraded to a color copier for \$389.70 per month with the color copies being charged at .05 per image monthly. Each department would be charged for the color copies that they make along with the charge for the black and white copies. Motion by Tilley, 2nd by Ferguson to recommend to the full board to renew the 60-month copier lease with one black & white copier and one color copier at a cost of \$389.70 per month with color copies being charged monthly. Voice vote, motion carried.
- Motion by Reece, 2nd by Newberg to recommend to the full board to upgrade the email server at a cost of \$8,685.47 from Viscon. Voice vote, motion carried.
- Motion by Tilley, 2nd by Reece to recommend to the full board to purchase 7 new computers for \$6,312.04 from Viscon. Voice vote, motion carried.
- Motion to go into executive session at 5:21 p.m. to discuss a workman's compensation settlement demand. Voice vote, motion carried.
- Motion to return to regular session at 5:27 p.m. Voice vote, motion carried.
- The upcoming full board meeting on Thursday will need to address extending FMLA leave for an employee.
- The full board meetings on Wednesday and Thursday of this week be held in person up to 50 people and on freeconferencecall.com.

- Motion by Tilley, 2nd by Newberg to adjourn at 5:44 p.m. Voice vote, motion carried.

COMMITTEE ACTION:

Approve last month's minutes.

Recommend to the full board to approve the holiday schedule for 2021 as presented.

Approve the claims.

Recreate the full-time public defender's position.

Accept the two bids from Riva Plumbing Heating & Air Conditioning.

Recommend to the full board to renew the 60-month copier lease with one black & white copier and one color copier at a cost of \$389.70 per month with color copies being charged monthly.

Recommend to the full board to upgrade the email server at a cost of \$8,685.47 from Viscon.

Recommend to the full board to purchase 7 new computers for \$6,312.04 from Viscon.

RECOMMENDATIONS TO FULL BOARD:

Recommend to the full board to approve the holiday schedule for 2021 as presented.

Recommend to the full board to renew the 60-month copier lease with one black & white copier and one color copier at a cost of \$389.70 per month with color copies being charged monthly.

Recommend to the full board to upgrade the email server at a cost of \$8,685.47 from Viscon.

Recommend to the full board to purchase 7 new computers for \$6,312.04 from Viscon.

DATE OF NEXT MEETING: September 21, 2020 at 5:00 p.m.

**AGENDA
FINANCE COMMITTEE**

Date and Time of Meeting: August 17, 2020 at 5:00 p.m. County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee/Public Comment (If requesting action, also list below in section three)
 - a.
 - b.
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes
 - b. Approve claims
 - c. 2021 Holiday List
 - d. Public Defender Resignation -- recreate full time public defender position
 - e. Purchase cooling unit(s) for UPS room and Master Control
 - f. New Lease on copiers
 - g. Upgrade email server
 - h. purchase computers
4. Items for Discussion Only (No Action Requested)
 - a.
 - b.
5. Executive Session
 - a. Work comp update
6. Motion to adjourn

Posted: August 13, 2020 at 12:35 p.m.

By: Dee Dee Rentmeister

2021 Holiday Schedule

January 1	New Year's Day	Friday
January 18	Martin Luther King, Jr. Day	Monday
February 12	Lincoln's Birthday	Friday
February 15	Washington's Birthday (Obsvd)	Monday
April 12	Spring Holiday	Friday
May 31	Memorial Day	Monday
July 5	Independence Day (Obsvd)	Monday
September 6	Labor Day	Monday
October 11	Columbus Day	Monday
November 11	Veteran's Day	Thursday
November 25	Thanksgiving Day	Thursday
November 26	Day following Thanksgiving Day	Friday
December 24	Christmas Day (Obsvd)	Friday

Office of the Public Defender

DeWitt County Building
Clinton IL 61727
(217) 935-7845

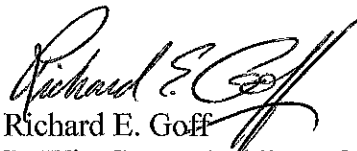
e-mail: Publicdefender@dewittcountyill.com
Fax: (217) 935-7849

July 30, 2020

To Whom It May Concern:

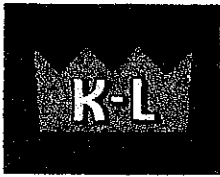
The purpose of this letter is to inform you of my intention to retire from the Office of Public Defender for DeWitt County at the close of business on October 30, 2020.

Sincerely,



Richard E. Goff
DeWitt County Public Defender

REG:/shk



KING-LAR COMPANY



FABRICATORS AND ERECTORS OF CUSTOM-BUILT SHEET METAL WORK

COMMERCIAL & INDUSTRIAL ROOFING • SINCE 1927

LENNOX DEALER • 24 HOUR SERVICE • REFRIGERATION
2020 E. OLIVE STREET • P.O. BOX 317 • DECATUR, IL 62525
(217) 429-2323 • FAX (217) 429-2381

July 29, 2020

DeWitt County
201 West Washington Street
Clinton, Illinois 61727

SUBJECT: COOLING – MASTER CONTROL ROOM AND UPS

We would furnish labor and material to furnish and install/set one (1) new Lennox rooftop unit on the roof with new flashed-in straight curb and economizer for free cooling when the outside temperatures allow for it. The work would break down as follows:

The Lennox 4-ton cooling capacity unit with 7.5 KW of electric heat would serve the Master control room and the Master control UPS room. We would duct through the curb with insulated supply and return air plenums that will be above the drop ceiling and feed two (2) return air ceiling diffusers and three (3) supply air ceiling diffusers. We would also furnish and install one (1) new stand-alone thermostat and one (1) remote sensor for the temperature controlling of this unit. Startup and check operation of the new unit.

We do include the crane rental with operator for the lifting of the units.

We do not include electrical work of any kind in our proposal.

Our price for the work listed above is the sum of \$14,300.00, no tax included.

We thank you for the opportunity to quote this work and hope to be of further service.

Respectfully submitted,

Dave White
Project/Service Manager

Riva Plumbing Heating & Air Conditioning

4572 Greenwood St
 Lane, IL 61750 US
 rivaplmg@gmail.com

Estimate

ADDRESS
 DeWitt County Maintenance
 201 W Washington St
 Clinton, IL 61727

ESTIMATE #038
 DATE 08/04/2020

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	ESTIMATE	Prices and items included in this estimate are not final and may be subject to change	1	4,400.00	4,400.00

This estimate does not include the following, carpentry work, roof work, or removal of the ceiling cartridge.
 This estimate is for the installation of a low ambient mini-split a/c unit for the UPS room. The unit will be wall mounted in the room, the rooftop unit will be mounted as the current rooftop unit is. This price includes the new lineset, communication wire and the installation of the new equipment. This estimate does not include sealing the rooftop penetration. This also includes the replacement of the condensate drain in the ups plumbing room.

TOTAL \$4,400.00

Accepted By

Accepted Date

Estimate

ADDRESS
DeWitt County Maintenance
201 W Washington St
Clinton, IL 61727

ESTIMATE
DATE

#034
06/30/2020

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	ESTIMATE	Prices and items included in this estimate are not final and may be subject to change	1	2,700.00	2,700.00

TOTAL

\$2,700.00

Bid includes replacement of roof unit and head unit in master control room, bid does not include any repair or maintenance on unit after installation. Bid does not include any maintenance, repair, or replacement of the following, pre-existing line set, disconnect box on the roof, and wall inside master control room. Riva Plumbing, Heating and Air Conditioning is not responsible for any damages for any properties or person(s) involved.

Accepted By

Accepted Date



Proposal for Dewitt County States Attorney

Program Recommendation:

60 Month Lease Program	\$355.70 /month
Optional upgrade to MX-4071 40 page per minute color system	add \$24.50 /month per unit
Optional upgrade to MX-5071 50 page per minute color system	add \$34.00 /month per unit

Includes combined 108,000 black/white images annually, excess billed annually at \$.0075 each.

For optional color upgrade models: All color images billed monthly at \$.0524 each.

Program includes all service, parts, labor, mileage, fuser rollers, drums, toner, developer and preventative maintenance.

Delivery, installation, network setup and training included.

Upon acceptance of this proposal, Watts Copy Systems agrees to cancel your current agreement 1090804 with no payoff or penalty for early upgrade.

Watts is proud to be certified under the State of Illinois' Business Enterprise Program (BEP) as a Women Business Enterprise (WBE).

Pricing valid for 30 days



Viscon Networking Innovations, Inc.

409 Devonshire Dr.
 Champaign, IL 61820
 Phone 217-352-4404
 Fax 217-352-4464

QUOTE

Quote # VISQ4501
Date 08/04/20
Sales Rep

Quote To:

Ship To:

Dewitt County Building
 DeeDee Rentmeister
 201 W. Washington St.
 Clinton, IL 61727

(217) 935-7771
 (217) 935-7779

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
	Exchange 2019		
1	Microsoft Exchange Server 2019 Standard - License - 1 Server - Local Government, Volume - Microsoft Open License for Government - English - PC	\$640.47	\$640.47
100	Microsoft Exchange Server 2019 Standard CAL - License - 1 User CAL - Local Government, Volume - Microsoft Open License for Government - English - PC	\$80.45	\$8,045.00
	SubTotal		\$8,685.47
		Sub Total	\$8,685.47
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$8,685.47

QUOTE GOOD FOR 30 DAYS



Viscon Networking Innovations, Inc.

409 Devonshire Dr.
 Champaign, IL 61820
 Phone 217-352-4404
 Fax 217-352-4464

QUOTE

Quote # VISQ4503
Date 08/04/20
Sales Rep

Quote To:

Dewitt County Building
 DeeDee Rentmeister
 201 W. Washington St.
 Clinton, IL 61727

(217) 935-7771
 (217) 935-7779

Ship To:

Here is the quote you requested.

Qty	Description	Unit Price	Ext. Price
7 Machines			
7	P4 Micro ATX Black Tower w/300 Watt ATX Power Supply; 1 3.5" bay; 2 5.25" bays		
7	Asus Prime H410M-A/CSM Desktop Motherboard - Intel Chipset - Socket LGA-1200 - 64 GB DDR4 SDRAM Maximum RAM - DIMM, UDIMM - 2 x Memory Slots - Gigabit Ethernet - 2 x USB 3.1 Port - HDMI - DVI - 1 x RJ-45 - 4 x SATA Interfaces		
7	Intel Core i3 (10th Gen) i3-10100 Quad-core (4 Core) 3.60 GHz Processor - Retail Pack - 6 MB Cache - 4.30 GHz Overclocking Speed - 14 nm - Socket LGA-1200 - UHD Graphics 630 Graphics - 65 W - 8 Threads		
7	Crucial 8GB DDR4 SDRAM Memory Module - 8 GB (1 x 8 GB) - DDR4-2400/PC4-19200 DDR4 SDRAM - CL17 - 1.20 V - Non-ECC - Unbuffered - 288-pin - DIMM		
7	Samsung 860 PRO MZ-76P256E 256 GB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Workstation Device Supported - 560 MB/s Maximum Read Transfer Rate - 256-bit Encryption Standard - 5 Year Warranty		
7	Lite-On AllWrite 24X Dual Layer DVD+/-RW SATA Drive (Black)		
7	Microsoft Wireless Desktop 2000 Keyboard and Mouse		
7	Microsoft Windows 10 Professional 64-bit OEM		
7	3 Year On-Site Warranty - Covers Hardware and installation of Hardware only. Does not cover Software. Does not cover reinstallation of Software when a failed hard drive occurs.		
	SubTotal		\$6,312.04
		Sub Total	\$6,312.04
		Sales Tax	\$0.00
		Shipping	\$0.00
		Total	\$6,312.04

2020 PUBLIC DEFENDER
TOTALS

2020							
YEAR START		213	305	82	55	142	26
OPEN							
		<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY		45	73	22	15	31	5
FEBRUARY		28	43	14	7	19	3
MARCH		22	37	9	2	24	2
APRIL		3	3	0	0	0	3
MAY		6	9	1	4	1	3
JUNE		31	56	9	5	40	2
JULY		20	34	5	14	14	1
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
YEAR TOTAL		155	255	60	47	129	19
CLOSED							
		<u>Clients</u>	<u>Cases</u>	<u>CF / MR</u>	<u>CM</u>	<u>TR / DT</u>	<u>JA / JD / J</u>
JANUARY		37	45	17	7	16	5
FEBRUARY		25	39	13	10	15	1
MARCH		19	25	7	5	8	5
APRIL		1	1	1	0	0	0
MAY		12	17	4	5	5	3
JUNE		15	27	3	3	19	2
JULY		45	71	18	9	41	3
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
YEAR TOTAL		154	226	63	39	104	19