

**City of Darien**  
**Minutes of the Administrative/Finance Committee**  
**May 3, 2021**

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The Meeting was called to order by Chairwoman/Alderswoman Sullivan at 6:00 pm. Committee members Aldermen Schauer and Gustafson were present. City Administrator Vana and Alderman Lester Vaughan, Mayor Marchese, and Treasurer Coren were also present.

**Proposal for New Phone System**

Staff advised the current phone system is approximately 20 years old and utilizes a mixed analog and ISDN. This system is aging, out of date, and nearing end of useful life. As a result, there have been numerous challenges obtaining replacement parts. One of the phone circuit boards is completely unusable and as a result, not all of the phone lines are working at the two facilities. In November 2020, City Council approved a proposal from Wilson Consulting for Telecommunications Consulting and Project Management. Wilson Consulting prepared a RFP for a new phone system for both, City Hall and the Police Department. The City received 10 proposals. IP Communications scored the highest points based on the evaluated criteria and was the lowest cost overall. Wilson Consulting reached out to the references supplied by IP Communications and all were favorable.

The Mitel system is a VoIP (voice over internet protocol) system. It will operate on the city's data network (LAN-local area network). The existing CallOne ISDN PRI circuit supporting the current system will be replaced with SIP (session-initiated protocol) trunks. The new SIP service will be installed at the police department. This will reduce the City's telephone bills by approximately \$200/month. Additionally, AIS, Inc. will be responsible for upgrading the switches to ensure there is enough power to provide POE (power over ethernet) to all 48 ports on the switches (Attachment B). The committee unanimously recommended approval of a Resolution accepting a proposal from IP Communications for the equipment, installation, configuration, and training of a new phone system in City Hall and the Police Department in an amount not to exceed \$56,593 and accepting a proposal from AIS, Inc. for the IT equipment and labor required for the new phone system in an amount not to exceed \$23,400.

**NIMEC – Street Light Bid**

Staff advised that in 2008 the City of Darien joined NIMEC, an organization bidding electric usage for 100 communities in Illinois to enter into contracts to reduce the price of electricity. The agreements are signed for water pumping electricity and streetlights.

NIMEC will be bidding accounts for communities on June 8, 2021. Because electricity is a commodity that fluctuates in pricing on a daily basis, the pricing for the bid will be good for only one day. This resolution authorizes the City Administrator to accept the pricing from the winning bid. The committee unanimously recommended approval of a resolution authorizing the City Administrator to enter into an agreement with the winning supplier of a street light electric bid conducted by NIMEC on June 8, 2021.

**Community Events**

There was a general discussion on events in the community and what events the city should consider to be held at Carriage Greens. The consensus was to plan a fall event, after the September 11 memorial event. Some items for the committee discussed included event dates, themes, offerings (food, music, alcohol, etc.). Staff will put an event outline together for further review.

**MINUTES – November 2, 2020** - The Committee unanimously approved the minutes.

**Adjournment** - The meeting adjourned at 6:45 pm.

Approved:

Mary Sullivan, Chairwoman \_\_\_\_\_

Ted Schauer, Member \_\_\_\_\_

Lester Vaughan, Member \_\_\_\_\_