



**Village of Bourbonnais
BUILDINGS and GROUNDS COMMITTEE MINUTES**

July 29, 2015

At the regular board meeting July 20, 2015, Trustee King scheduled a Buildings and Grounds Committee meeting for July 29, 2015 at 5:00 p.m. to be held in the Bourbonnais Administration Conference Room, but was rescheduled to take place at 9:00 a.m. Present at the meeting included committee members Chairman Trustee King, Trustee Amiano, Trustee Greenlee, Trustee Fischer, Village Attorney Dunn, and Finance Director Wolf. Village President Schore, Trustee Keast, and Trustee Littrell absent.

1. REVIEW AND MOTION TO APPROVE JULY 1, 2015 COMMITTEE MEETING MINUTES

A motion was made by Trustee Fischer and seconded by Amiano to approve the committee meeting minutes. Motion passed on a voice vote of 4-0.

2. REPORT FROM MEETINGS WITH PUBLIC WORKS (MIKE CHAMNESS & SUE RAYMAN)

Trustee King met with Administrative Assistant Rayman and Public Works Director Chamness per the committee's request from last meeting. Administrative Assistant Rayman prepared a written summary of her perspective which identified another building which is the old sewer building. Trustee King explained he is seeking a progress report regarding current and upcoming projects.

3. REPORT FROM MEETING WITH POLICE DEPARTMENT (CHRIS RAYMOND)

Trustee King met with Administrative Assistant Raymond at the police department to explain his attempt to narrow down the description on Buildings and Grounds. Administrative Assistant Raymond said she did not want to add anything to the description. Trustee King toured the municipal building and stated he will look into utilization of the extra space at some point in time.

Trustee King spoke to Finance Director Wolf regarding how projects move from building and grounds to finance. Finance Director Wolf explained when something is wrong with a building, public works is called to make the repairs. If public works is unable to make the repair, then they obtain estimates for the repairs and provide same to the finance committee.

Finance Director Wolf suggested that Public Works Director Chamness explain at a regular meeting his current projects and upcoming projects, so the committee can plan for future improvements. Finance Director Wolf stated this would be more effective than adding it to the bill list for review by the finance committee without any notice of same.

Finance Director Wolf suggested that the committee review and revise the policy. For example, in the event a roof was to be repaired, the contractor being hired and how it is going to be done should start with the committee then recommend same to finance. This would make the finance meetings more effective because the committee portion would already be complete when presented to finance. Trustee Fischer stated obtaining information ahead of time and presented to this committee would work well and be helpful.

Trustee King stated he would like to obtain a progress report from Public Works Director Chamness regarding future improvements needed to present to the committee. Thereafter, the committee will present same to finance for budgeting purposes. Finance Director stated some current projects were never reported until it was time to ask for the funding of same. Trustee Fischer suggested obtaining progress reports from all department heads to present at committee meetings. Finance Director Wolf stated that with a regular progress reports, the committees will know each project and the continuing progress. Trustee Amiano stated someone should be following up to make sure all projects are completed. Finance Director Wolf stated he understands that Public Works Director Chamness gets pulled left and right, however a progress report will make a person responsible for a particular project. Trustee Fischer stated the progress report could be presented at the finance committee meetings since all trustees are present during that time.

Trustee Amiano asked if the Christopher Meyer Children's Center is being used by the Park District. Trustee King does not know. Trustee Amiano asked how the furniture looked in the community room. Trustee King stated it looks good.

4. CONTINUE DISCUSSION OF COMMITTEE DESCRIPTION

Trustee Fischer asks to strike the word "all" in the committee description in paragraph 2. The committee approved.

5. OTHER. None.

6. NEW BUSINESS

Trustee King stated he has determined we have maintenance schedules for rooftop units, heating/cooling, generator, and radiator. Trustee King would like to know what other maintenance agreements we have.

Trustee King suggested that the committee ask Public Works Chamness for all maintenance agreements and how often he is inspecting the grounds. Committee approved.

Finance Director Wolf stated the radiator is bad at the police department. Trustee King concurred. Public Works is going to pull the radiator out and apart to determine if it can be fixed or needs to be replaced. Finance Director Wolf said he will purchase an item with finance's approval based on a report from Public Works Director Chamness based on a worst/best case scenario.

Committee discussed an inventory list of public works building. Finance Director Wolf said it is important to know what he have in order to make sure what needs to be insured is insured. Trustee Amiano asked if we have a list of inventory regarding the trucks and Finance Director Wolf stated the village does. Trustee Fischer asked if the inventory list includes everything at Mooney Drive or just certain items. Finance Director Wolf said only certain items, however we should have an inventory list of everything including the administration and municipal buildings.

Trustee King asked when the other radiators where installed in each building in order to plan ahead for budgeting and replacement.

7. OLD BUSINESS

Trustee King stated the doors are ordered, the bearings for the roof top unit will be in the process of being done, and the lights on the water tower are being directed where they need to go.

Trustee Fischer discussed the rental agreements for the facilities and pavilions. Trustee King stated after speaking with Administrative Assistant Raymond said she want to update the contracts. Trustee Fischer asked what she wants to update. Trustee King said Administrative Assistant Rayman likes the idea of one document and one place to rent a facility. Administrative Assistant Rayman would not mind if we have them rented from Village Hall, but she will need to know in advance to have public works spruce up the pavilions. Trustee Fischer stated the staff members at the front desk will have to know how to book the facilities. Finance Director Wolf stated we have the ability to share calendars.

Trustee King asked about certificate of liability insurance naming the Village as an additional insured on the rental facilities and pavilions. Finance Director Wolf stated he does not believe we ask for same. Trustee Amiano commented on the park district using the community room. Trustee King asked Attorney Dunn about adding the village as an additional insured. Attorney Dunn stated that it is his opinion that it would be difficult for a citizen to obtain a certificate of liability insurance naming the Village, however a corporate would be able to obtain one. Attorney Dunn stated he does not believe we ask for a certificate of liability

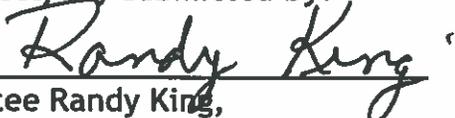
insurance naming the Village from anyone. Attorney Dunn stated we have a hold harmless paragraph in the contract. If one document is created, then Trustee King said maybe it should go before the administration committee. Trustee Fischer spoke about the emergency language in the contracts and some additional changes needed including the vacuuming of the community room. Committee discussed rental and deposit amounts. Finance Director Wolf said the citizens write two checks: one for rental and one for cleaning deposit.

Trustee Fischer asked about pavilions and whether it is under parks and recreation or buildings and grounds. Trustee King stated after discussion with Administration Assistant Rayman, it would be under buildings and grounds. The committee agrees the pavilion rentals should be under the buildings and grounds. Trustee King and Trustee Fischer stated the repairs should also be under the buildings and grounds. Committee approved.

8. MOTION TO ADJOURN WITH TIME

A motion was made by Trustee King and seconded by Trustee Amiano to adjourn the regular board meeting. Motion passed on a voice vote of 4-0 and the meeting adjourned at 10:10 a.m.

Respectfully Submitted by:



Trustee Randy King,
Chair of Buildings and Grounds Committee

