



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

September 30, 2015

At the regular board meeting held on September 21, 2015, Trustee King scheduled a Buildings and Grounds Committee meeting for September 30, 2015 at 5:00 p.m. to be held in the Bourbonnais Administration Conference Room.

1. ROLL CALL:

Village President Schore, Chairman Trustee King, Trustee Amiano, Trustee Greenlee, Trustee Fischer, Trustee Keast, Trustee Littrell, Village Treasurer Ron Riebe, Finance Director Wolf, and Village Attorney Dunn.

2. APPROVAL OF MINUTES: July 29, 2015

A motion was made by Trustee Keast and seconded by Trustee Littrell to approve the committee meeting minutes. Motion passed on a voice vote of 6-0.

3. COMMITTEE DISCUSSION, DESCRIPTION, AND DEFINITION:

Trustee King discussed the committee description and discussions from previous meetings. Trustee King handed out another draft for the Board to review including definitions. Trustee King explained that the document is a draft and work in progress. Village President stated we will need to make some changes to the draft description. Trustee King spoke about the address confusion at Children's Safety Town. Also, Trustee King noted the sewer building was added to the description. Trustee King commented on the gazebos and pavilions. Trustee King stated that finance bills any maintenance and repairs to Buildings and Grounds, which is why they are outlined in the draft. Village President Schore said to eliminate communicate towers under structures. Village President Schore stated he believes the gazebos and pavilions should fall under Parks and Recreation, not Buildings and Grounds. Finance Director Wolf stated that most maintenance and repairs under each committee are funded through the general fund and are handled by public works. Trustee King discussed the rental agreements for the buildings, pavilions, and gazebos. Trustee King further stated the committee should determine the procedures and policies which is why it is in the description draft. Finance Director Wolf stated the reason behind Trustee King's definition is to standardize the agreements. Village President Schore stated there are different uses for the parks, gazebos, and buildings, so it may be

difficult to consolidate the agreements into one. Trustee King discussed the rentals of buildings to residents and non-residents. Village President Schore said we cannot just rent the units to the residents only. He stated that the draft should be revised to reflect same. Trustee King stated that the residents should come to the administration office to rent the facilities in order to avoid the residents from going to and from different places. Village President Schore asked Trustee King who will handle the rentals at the administration building. Trustee King said he does not know. Trustee King and Trustee Keast spoke about a shared calendar for usage by the administration building for all departments to see. Village President Schore stated Administration Assistant Rayman needs to be kept in the loop, so public works can spruce up the gazebos and pavilions. The trustees would like time to review the document and submit changes.

4. CONSOLIDATION OF FACILITY RENTAL/USAGE DOCUMENTS & PROCEDURES:

Trustee King asked if the Board would like the rental agreements to be streamlined than the committee can determine the proper procedures regarding same. Village President Schore said combining the agreements is not a good idea, however streamlining the documents for consistency purposes makes sense so the public is not confused. Trustee King asked who should streamline the documents. Village President stated that Administrative Assistant Raymond, Administrative Assistant Rayman, and Public Works Director are the best with the most experience to streamline the documents. Once complete, then Attorney Dunn will review the final document(s). Trustee King commented on the certificates of insurance for the corporations for example Boys Scout of America, Girls Scouts of America or BBYSL. Village President Schore is not sure if those entities have certificates of insurance. Village Dunn asked if an organization does not have a certificate than what will happen. Trustee King asked if the Village is exposed to liability. Attorney Dunn said there is always liability issues. Attorney Dunn also stated that a member versus an organization may rent the facilities if the certificates are to be implemented. Village President Schore wants to speak with Hollice Clark from the Park District, which can be a separate issue. Trustee King asked if Finance Director Wolf has anyone in his staff who has rented the units before. He said his entire staff knows how to do it besides Staff Accountant Tara. Trustee King asked if he would like to be part of the process. Finance Director Wolf stated he would be comfortable playing a role, so that he can follow up with procedures and work on sharing the calendars to make sure there is unity the process. Finance Director Wolf stated all payments for the rentals go into the general fund, but the cleaning check deposits are held until after inspection.

5. VILLAGE CARPET CLEANING/REPLACEMENT

Trustee King commented on how public works would like their carpets cleaned. Finance Director Wolf stated Public Works Chamness will get some proposals then submit them to finance. Committee approved cleaning of carpets at Public Works.

Trustee King mentioned the purchasing of carpet for the administration and public works buildings. Village President Schore stated that maybe the Board should consider something besides carpet for Public Works. Trustee King wants to obtain estimates for flooring and/or carpeting for budgetary purposes. Trustee Keast said when he walked through public works, it was dirty because it is a construction building.

6. VILLAGE GROUNDS | REMAINING ASH TREES:

Trustee King spoke to Finance Director Wolf about the ash trees. He said they should be taken care of soon. Trustee King and Finance Director Wolf have a handout available regarding the ash tree program indicating where they are located. Trustee King asked about code issues regarding ash trees and dead trees on resident's property. Village President Schore said it could be a code violation.

7. AIR CONDITIONING UNITS | FURNACES | HOT WATER HEATERS

Trustee King stated he spoke to the Assistant Public Works Director Patterson and Public Works Director Chamness who are inspecting all the rooftops units for each building. Village President stated the police department units need to be replacement as they are approximately 20 years old. Village President Schore said there are about 10 units on top of the police department. Public Works Director Chamness is going to obtain some budgetary estimates for the replacement of the police department roof top units as we have them now and estimate if some units were to be combined. Trustee King has asked Public Works Director Chamness to start preparing an inventory of what is in all his buildings.

8. DIAPER CHANGING STATIONS IN COMMUNITY ROOM

Trustee King commented on diaper changing stations needed in the community room. Finance Director Wolf ordered two stations, one for each restroom. Public Works shall install them. They are ordered at the price of approximately \$200.00 each.

9. OTHER: None

10. NEW BUSINESS: None

11. OLD BUSINESS: None

12. PUBLIC COMMENTS: None

13. ADJOURNMENT AND TIME

A motion was made by Trustee Littrell and seconded by Trustee King to adjourn the regular board meeting. Motion passed on a voice vote of 6-0 and the meeting adjourned at 6:21 p.m.

Respectfully Submitted by:



**Trustee Randy King,
Chair of Buildings and Grounds Committee**