



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

July 1, 2015

At the regular board meeting June 15, 2015, Trustee King scheduled a Buildings and Grounds Committee meeting for July 1, 2015 at 4:30 p.m. to be held in the Bourbonnais Administration Conference Room. Present at the meeting included committee members Chairman Trustee King, Trustee Greenlee, and Trustee Keast along with Trustee Fischer, Trustee Amiano, Trustee Littrell, Village Treasurer Riebe, Finance Director Wolf, and Village Attorney Dunn. Village President Schore and Village Administrator Spathis absent.

**1. REVIEW OF DRAFT BUILDINGS & GROUND COMMITTEE DESCRIPTION and DISCUSS HOW PUBLIC WORKS IS INVOLVED**

Trustee King presented the committee with a draft buildings & grounds committee description. Trustee King asked the committee to review the draft and make comments. Trustee King explained that some grounds and buildings are maintained by the public works. Trustee King will speak with Public Works Director Chamness in order to decipher between same. Trustee King explained his objective is to make sure the buildings and grounds committee description can be handed down to any new elected official. Trustee King mentioned the maintenance of the flags and adding this to the description. Attorney Dunn commented on this being a good idea. Discussions regarding other committee descriptions possibly being created. Information purposes only. Committee to review and make comments at next meeting. Committee tabled.

**2. DISCUSS WHETHER THE RENTAL OF THE PARK PAVILIONS FALL UNDER BUILDING & GROUNDS OR PARKS & RECREATION**

Trustee King discussed the rental of the park pavilions and whether they should fall under Buildings and Grounds or Parks and Recreation. Attorney Dunn stated that the two committees may overlap based on the situation. Trustee King stated he believes the park pavilion rentals should be under Buildings & Grounds. Trustee King will speak with Public Works Director Mike Chamness to try and define the buildings and grounds description. Finance Director Wolf explained that there is shared calendar that is currently being utilized for the Community Room. Attorney Dunn does not believe the rentals should be done at three separate places based on the confusion. Finance Director Wolf explained that the rentals are being rented by two different employees based on where the rentals are located. Committee tabled.

**3. REVIEW AND POSSIBLY UPDATE THE CONTRACTS TO RENT SAFETY TOWN, COMMUNITY ROOM, AND PARK PAVILIONS**

Trustee King stated he would like to update the contracts for the rent safety town, community room, and park pavilions. Trustee King stated that he would like the committee to decide whether buildings and grounds for the rentals are going to fall under this committee. Trustee Amiano commented on weddings at park pavilions and safety town. Trustee Littrell states that if there is no problem, then why change the system. Trustee Amiano states she has spoken to the employees and there have not been any problems. Trustee Keast suggests one contract instead of separate contracts. Finance Director Wolf states this would be helpful. Committee tabled.

**4. DISCUSS PRICES FOR RESIDENTS AND/OR NON-RESIDENTS FOR CONSISTENCY PURPOSES**

Trustee King discussed the price difference between residents and non-residents. Finance Director Wolf stated that he does not really recall any non-residents renting any of the facilities. Trustee Amiano and Trustee Fischer said there were some problems with cleaning at the community room. The Village had to replace some chairs, tables, and removed carpet. Discussions regarding raising the cleaning deposit to ensure the cleanliness of the community room. Attorney Dunn said at some point in time you could only rent to residents of the Village, however Mayor Latham changed the policy to rent the park pavilions to non-residents as well as residents. Committee tabled the rental of the park pavilions, safety town, and prices.

Trustees: Trustee Fischer, Trustee Greenlee, Trustee Amiano, Trustee King, Trustee Littrell, and Trustee Keast approved the Community Room being rented to residents only.

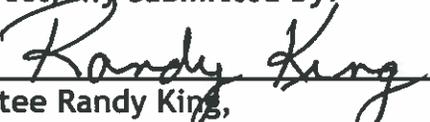
**5. DISCUSS WHETHER COMMITTEE WOULD LIKE A MONTHLY REPORT OF WHAT IS BEING RENTED**

Trustee King commented on whether monthly reports are needed for the rentals of the facilities. Finance Director Wolf stated the monies being collected are in the financial statements handed out to the trustees. Committee tabled.

**6. ADJOURNMENT**

Meeting adjourned at 5:50 p.m.

*Respectfully Submitted by:*

  
Trustee Randy King,  
Chair of Buildings and Grounds Committee

Committee Meeting: Buildings & Grounds

Date: 7-1-15 @ 4:30 pm

Name	Signature
Mayor Paul Schore	
Gregg Spathis	
Rick Fischer	<i>Rick Fischer</i>
Bruce Greenlee	<i>Bruce Greenlee</i>
Vera Amiano	<i>Vera Amiano</i>
Randy King	<i>Randy King</i>
Jack Littrell	<i>Jack Littrell</i>
Jeff Keast	<i>Jeff Keast</i>
Ron Riebe	<i>Ron Riebe</i>
Mike Wolf	<i>Mike Wolf</i>
Pat Dunn	<i>yes</i>