

**County Facilities Committee
Tentative Minutes
November 13, 2018**

1. Call Meeting to Order: Chairwoman Heuer called the meeting to order at 1:00 p.m. Present: Fritz, Kenney, Oltmanns, Griffin, Typer and Reising. Others: Health Department Administrator Kyle Auman, Highway Engineer Jeremy Ciesiel, County Clerk and Recorder Laura Cook, Administrative Assistant Wendy Smice, Colbert, Finfrock, Susie Corbitt and Lloyd Droege. Absent: none.
2. Approval of Minutes – October 9, 2018: Motion by Kenney to approve the minutes as presented, 2nd by Reising. Motion carried.
3. Public Comment: none
4. Monthly Bills
 - Review of Credit Card/Department Billing: Motion by Kenney that the credit card/department bills totaling \$7,271.79 has been reviewed, 2nd by Reising. Motion carried.
 - Approval of Bills: Motion by Griffin to approve the bills totaling \$43,051.55, 2nd by Reising. Typer questions the \$250 bill to Leaf River Communications. Smice says that is for the fiber. Motion carried.
5. Facilities & Grounds Maintenance & Scheduling
 - Communications Tower: Chairwoman Heuer says the State’s Attorney will be at the Executive Committee this evening to give an update on the title of the property.
 - New Cellphone carrier: nothing to report.
6. LRP/IT update
 - Update: Griffin states there has been activity at the jail construction site: Wilson electric is on site, water and sewer relocation and removal of trees. Griffin says there is a Capital Improvement Plan that will be presented to the LRP Committee this evening.
 - Software & Judicial Center lighting update: This may be a secondary alternate with the jail project.
 - Typer asks about painting some of the rooms at the Judicial Center. Griffin states this may be included in the Capital Improvement Plan.
 - Repair of chairs in Judicial Center Courtrooms: Heuer states this may need to wait until the next budget. Typer suggests using chairs from conference rooms that are not being utilized at the Judicial Center. Heuer states she and Maintenance Supervisor Tim Mitchusson have been counting chairs. Typer would like to have this taken off the Agenda if it will be taken care of.

7. Old Business

- Courthouse exterior planters & replacement of red sidewalk inserts: Heuer states this is going to be taken care of internally.
- Focus House: The committee is unaware if the outside wiring issue has been taken care of by RMU. Fritz states this was originally brought up in March and there has been no activity. It was stated that RMU would take care of this when they have time. Fritz would like to see this taken care as soon as possible. Kenney says he will drive by tonight and check on this.
- Griffin would like to see a timeline on the items when they are placed on the agenda. Typer would like to see the Agenda as a list of action items instead of the same items being discussed every month.
- Weld Park: The trees will be removed when the County Highway employees are working in this area; then Typer will have a crew come in and remove the trees.
- Courthouse: Two months ago Kenney asked the committee to have “grab bars” installed in the basement on the incline for safety. The consensus of the committee will be to ask the Safety Committee to address this and get it completed. Oltmanns would like to see the month behind an Agenda item, this way we will know when the item was originally discussed in committee.
- County Board Room acoustics: County Clerk and Recorder Laura Cook mentions the six new microphones have been working really well. Cook will contact the Sheriff to order more for the County Board room and the County Clerk will cover the expense.
- Iron Mike: County Highway Engineer Jeremy Ciesiel informs the committee this will be included in the resurfacing of the streets and sidewalk project. Griffin says he has a plan from Willett-Hoffman as to the location and landscaping. Griffin will forward this information to Ciesiel. Griffin states the Long Range Planning Committee will be working on a Comprehensive Plan of the Courthouse Square and placements of monuments. Then there needs to a process put in place for any requests.

8. New Business:

- Application for Use of Ogle County Facilities: Chairwoman Heuer informs the committee that the Sheriff received a request for a mobile business to use space in the Judicial Center parking lot until it gets cold or snows. The Sheriff did not take action on the request. There was discussion that the County was not listed as an “additional insured” on the Proof of Insurance.
- Temporary Construction Easements for Oregon sidewalks: Ciesiel presents 4 Temporary Construction Easements from IDOT to perform work on the Courthouse Square. Typer moves to have these presented to the full County Board for approval, 2nd by Fritz. Motion carried.
- Pines Road Annex: Heuer says she and Griffin have been working on this comprehensive repair list. The County Facilities Committee will work with the Long Range Planning Committee to get a plan placed on these items to be taken care of.

- Courthouse: Griffin states there are 2 fire doors at the Courthouse that parts were ordered and maintenance has the hardware to repair. Griffin thanks Ciesiel for his work on the jail project and appreciates the cooperation.
9. Closed Session – At 1:51 p.m., Kenney makes the motion to go into Closed Session for review of closed minutes per 5 ILCS 120/2 (c) 21- November 9, 2016 & April 10, 2018, 2nd by Fritz. Roll Call: Heuer – yes, Griffin – yes, Fritz – yes, Oltmanns – yes, Kenney – yes and Reising – yes. Motion carried.
 10. Open Session – At 1:54 p.m., the committee returns to Open Session. Motion by Kenney to approve the closed minutes of November 9, 2016 & April 10, 2018 (content only— subject to State’s Attorney review of closed minutes), 2nd by Oltmanns. Motion carried.
 11. Adjournment: With no further business, Chairwoman Heuer adjourned the meeting. Time: 1:56 p.m.

Respectfully submitted,
Laura J. Cook
County Clerk and Recorder