

**County Facilities Committee  
Tentative Minutes  
March 12, 2019**

1. Call Meeting to Order: Chairman Typer called the meeting to order at 1:00 p.m. Present: Fox, Griffin, Kenney, McLester, Reising and Sulser. Others: Chief Deputy Danny White, Sergio Zamora with Alpha Controls and Corbitt.
2. Approval of Minutes – February 13, 2019: Motion by Kenney to approve the minutes as presented, 2<sup>nd</sup> by Sulser. Motion carried.
3. Public Comment: Kenney stated the handrails in the Courthouse basement look great.
4. Project Status Report – Department Head
  - Communication Tower (plan complete 6/19)
  - Courthouse Exterior Planters & Replacement Of Red Sidewalk Inserts (started 6/2018 – to be completed 5/2019)
  - Focus House Electrical Outside Wiring (started 6/2018 – to be completed 5/2019)
  - Weld Park Trees (started 7/2018 – to be completed 5/2019)
  - Move Iron Mike (started 10/2018 – to be completed 6/2019)
  - Pine Road Annex Repair List (started 11/2018 – to be completed 1/2019)
  - Tuck Point Repair – 3<sup>rd</sup> Floor wall (started 1/2019 – to be completed 6/2019)
  - Judicial Center Lactation Room (start 2/2019 – to be completed 6/2019)

Typer requested a follow-up email from Sheriff VanVickle on the status of all projects.

5. LRP/IT Update: Griffin stated they have been working with ComEd on the rebate programs regarding the lighting project in the Judicial Center. Mr. Zamora gave his report on the first floor lighting replacement options. Griffin stated the tuck-pointing will start soon once weather allows. The generator at the EOC will be installed by the end of the month.
6. Old Business – Iron Mike Project: Motion by Griffin to approve and forward on to Executive Committee the City of Oregon plan design and County cost not to exceed \$2,000, 2<sup>nd</sup> by Sulser. Motion carried.
7. New Business
  - Procedure to Review and approve monthly bills: Typer read the Credit Card Policy; they have to review the credit card bills. He does not like to work from the New World reports; he would like to see the actual bills. Kenney agreed. McLester questioned if the bills have to be presented to the Committee for approval, it was not portrayed that way previously. Typer stated the New World report does not give details on each bill. VanVickle previously stated he would email all the bills prior to the meeting but Typer is unsure why it did not happen this month. Reising stated other departments do that already. Fox asked for a Budget Performance Report; Typer stated it comes quarterly but requested one for next month. Motion by Kenney to set the monthly bill policy

(scan/email individual bills prior to meeting) and receive a quarterly Budget Performance Report, 2<sup>nd</sup> by Griffin. Motion carried.

- Expense Account Number and Tracking: Griffin would like the bills broken down per building. Typer stated he has spoken with Sheriff VanVickle and Treasurer Beck whom both are in favor of it. Typer stated it is a way to evaluate cost per building.

8. Approval of Bills

- Credit Card Billing: Tabled till next month
- Department Billing: Motion by Griffin to approve the bills totaling \$24,804.47, 2<sup>nd</sup> by Fox. Motion carried.

9. Closed Session: None

10. Adjournment: With no further business, Chairman Typer adjourned the meeting. Time: 1:48 p.m.

Respectfully submitted,  
Tiffany O'Brien