



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Oct 10, 2023 at 3:00 PM CDT

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd St, Dixon, IL 61021

I. Call to Order

The meeting was called to order at 3:02 p.m., by Vice Chair Dean Freil.

II. Committee Member Roll Call: Chair Tom Wilson, Vice Chair Dean Freil, Jack Skrogstad, Chris Robertson, Mike Pearson

Dean Freil and Jack Skrogstad attended in person. Tom Wilson, Chris Robertson, and Mike Pearson all attended via Zoom video conferencing.

Also present: Jeff Hilden (Facilities Director), Wendy Ryerson (Administrator), and Becky Brenner (Board Secretary) all attended in person.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (September 11, 2023)

Minutes from the September 11, 2023, Facilities and Maintenance Committee Meeting were approved without modification.

V. Maintenance Department Report / Facility Improvement Updates

Jeff Hilden walked the committee through the detailed report that he submitted. The report will be attached to the minutes and will be included in the October County Board agenda packet. Information provided by the committee after the report was submitted is as follows:

- The Old Courthouse elevator replacement project was bumped back to the end of October 2023, because of parts availability.
- Tom Wilson reported that engineering and budget figures would be forthcoming from Allied.

VI. Work Order Review and Approval - None

There were no work orders submitted for approval.

VII. Unfinished Business

There were no items under Unfinished Business.

VIII. New Business

A. Food Pantry Video Surveillance and Signage

The committee had a lengthy discussion regarding the illegal dumping that is occurring around the recycling receptacles on the West end of town. New

signage, the installation of video surveillance cameras, and relocating the receptacles were presented as possible solutions. The committee agreed that putting up new signage would be a good place to start.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 3:28 p.m. **Moved** by Jack Skrogstad. **Second** by Mike Pearson.

Motion passed unanimously by voice vote.

The second monthly Facilities and Maintenance Committee Meeting scheduled for Monday, October 23, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary



Lee County Maintenance Department Report to the Facilities and Maintenance Committee – October 2023

- Seems that the bat population has moved on. Will reassess next year.
- In late August 2023, Michael Haggar was hired as a maintenance technician.
- Jennifer Madden has been hired as a custodian in the Health Department, 911, and the Old Courthouse.
- The Old Courthouse South entrance project has been completed except for the landscaping.
- Research is being done to find the best and most economical way to revamp the terrazzo, tile, and marble flooring in the Old Courthouse common areas.
- Maintenance is drawing up plans to repurpose the lower floor of the Old LEC to house the Maintenance Department. The architect is drawing up plans for an overhead garage door.
- The department is researching the concept of consolidating the chemical cleaning products under one vendor to reduce costs.
- A work request/preventative maintenance program has been purchased and is roughly 75% loaded. The next step in the process is training staff in using the program.
- Rather than renting floor mats from a vendor, the County is considering purchasing mats stamped with the County logo.