



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

Mar 13, 2023 at 3:00 PM CDT

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

## I. Call to Order

Meeting was called to order at 3:00 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

Tom Wilson was absent. Dean Freil, Jack Skrogstad, Chris Robertson, and Mike Pearson all attended in person.

Also present: Keane Hudson and Nancy Naylor (Board Members), Wendy Ryerson (Administrator), Stephanie Sasscer (Assistant State's Attorney), Greg Saunders (Maintenance Supervisor), and Becky Brenner (Board Secretary).

## III. Public Attendees

Dave Bally (former Board Member).

## IV. Approval of the Minutes from the Previous Meeting - (February 14, 2023)

Minutes from the February 14, 2023, Facilities and Maintenance Committee Meeting were approved as presented without modification.

## V. Maintenance Department Report and Action Items

### A. Report

Greg Saunders reported the following information during his report:

- Maintenance had moved the furniture and painted an office for BEST, Inc.
- Walls in the Election Office had been replastered. Unfortunately, one wall is already starting to peel. Flooring has been ordered and will be installed after the walls are finished.
- New carpet, paint, lighting, and ceiling tiles have been installed in the primary IT Office in the Old Courthouse. Plastering and painting has now started in the smaller office. Carpet will be installed once the walls are finished.
- Power in the New Courts Building went out on 3/10. Some of the UPS units were damaged but no breakers were tripped and all the computer equipment was fine. Tests will be conducted in the weeks to come to see which units were not connected to the generator.

VI. Facility Improvement Updates

Greg Saunders reported that all the paper towel and soap dispensers in both the Old Courthouse and New Courts Building are being replaced. All the units will be the same model and accommodate the same refills.

VII. Work Order Review and Approval

A. Election Office Remodel

No Board Action Request Form was presented for this topic. There was no action on this item.

VIII. Unfinished Business

There were no items under Unfinished Business.

IX. New Business

A. Approval to go out to bid to replace the VAVs in the Old Courthouse

Greg Saunders explained that the VAVs in the Old Courthouse do not work correctly, and the parts to fix the issues are no longer available. He went on to explain that the VAVs are boxes mounted to the duct work in each room that has a thermostat. The VAV boxes contain a damper motor that modulates cold airflow (from air conditioning or cool outside air) and heat (boiler). There are 30 VAV boxes in the Old Courthouse.

B. Approval to go out to bid for the Temperature Control System for the new VAVS in the Old Courthouse

Greg Saunders explained that on the VAV box is a controller motor that modulates the damper and the solenoid valve inside. The VAV boxes do not come with the control system. Installing the control system is separate from installing the VAVs. The controls send information back to the thermostats and remote computers so temperature can be adjusted and monitored off site. Wendy Ryerson reminded the committee that neither the VAV Replacement nor the Temperature Control System had been included in the 5-year capital improvement plan.

**Motion** to give the Maintenance Department authority to go out for bid for the Old Courthouse VAV replacements and the Temperature Control System, contingent upon approval of the Finance Committee. **Moved** by Jack Skrogstad. **Second** by Mike Pearson. **Motion** carried unanimously by voice vote.

C. Replacement of the old lightning fixtures in the Old Courthouse with new LED fixtures

Greg Saunders explained that the County is looking into replacing the Old Courthouse lighting fixtures with new LEC fixtures. The cost to replace the

lighting exceeds the \$30,000 threshold that determines whether the County must go out for bid for a project. The change over in lighting could mean substantial energy savings over time. Greg reminded the committee that this project was not included in the 5-year capital improvement plan.

**Motion** to give the Maintenance Department authority to go out to bid to replace the Old Courthouse lighting fixtures with new LED fixtures, contingent upon the approval of the Finance Committee. **Moved** by Jack Skrogstad. **Second** by Chris Robertson. **Motion** passed unanimously by voice vote.

D. Facilities Director - Hiring process

Wendy Ryerson walked the committee through the Maintenance Department Step Program Hierarchy Chart. She explained that one senior maintenance staff member had announced his intentions to retire in April of 2024, and a second senior maintenance staff member, and longest serving, had retired on March 13, 2023. In light of the changes, the County was preparing to build out the hierarch chart by hiring a Facilities Director. The concept will be presented later in the week to the Finance Committee for their approval. The position would be budget neutral if the individual was hired after June because of funds remaining in the budget due to an earlier resignation by a janitorial employee and the recent maintenance employee retirement. Wendy went on to explain that the long-range vision for the department allowed for the Facilities Director position to offset the position of the individual that just retired.

**Motion** to move the Facilities Director Hiring Process to the Finance Committee for approval. **Moved** by Jack Skrogstad. **Second** by Mike Pearson. **Motion** passed unanimously by voice vote.

E. Employee Handbook Revisions

Wendy Ryerson walked the committee through the proposed changes to the Employee Handbook. She explained that many of the changes were made to align the handbook policies to the current practices. There were also some changes made to align the handbook with state statues and FMLA requirements. Following is a list of policies that will be affected:

- Sick Leave to Care for Family Member
- Illinois Family Bereavement Leave Act
- Family Bereavement Leave
- Definition of “full-time” and “part-time” employee
- Added Juneteenth to Paid Holidays
- Paid Personal and Sick Days
- Health Insurance Start and Termination Dates
- Personal cell phone use
- Business and Travel Expenses
- Use of phone cameras/recording devices
- Discipline and Discharge

X. Executive Session

There was no request for an Executive Session.

XI. Adjournment

**Motion** to adjourn at 3:50 p.m. **Moved** by Jack Skrogstad. **Second** by Mike Pearson.

**Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for  
3:00 p.m., on Monday, March 27, 2023.

*\*\*The **second monthly** Facilities and Maintenance Committee Meeting was created due to the large number of pending capital projects being scheduled/considered. If a second monthly meeting is not necessary, it will be cancelled. Please check the website calendar at [leecountyil.com](http://leecountyil.com) for possible cancellations.*