



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

Nov 13, 2023 at 3:00 PM CST

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 Chair Tom Wilson.

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

Tom Wilson, Dean Freil, Jack Skrogstad (3:02-3:33), and Mike Pearson attended in person. Chris Robertson attended via Zoom video conferencing.

Also present: Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Paul Rudolphi (Treasurer), Wendy Ryerson (current Administrator), Jeremy Englund (incoming Administrator), and Becky Brenner (Board Secretary) were all present in person.

## III. Public Attendees

There were no members of the public in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (October 23, 2023)

Minutes from the October 23, 2023, Facilities and Maintenance Committee Meeting were approved as presented without modification.

## V. Maintenance Department Report / Facility Improvement Updates

Jeff Hilden was not able to attend the meeting but submitted a detailed report. The report will be attached to the minutes and included in the November County Board agenda packet. Tom Wilson also highlighted the following information during the meeting:

- A structural engineer is currently working on the plans for the garage door opening in the lower level of the Old LEC.
- Plans for landscaping the area around the South entrance of the Old Courthouse are in the works.

## VI. Work Orders

### A. *Requests Submitted for Discussion - 1*

#### 1. Treasurer's Office Updates

The Treasurer's Office submitted a request to repair plaster walls and replace flooring. Switching out light fixtures and replacing the ceiling tile is also being factored into the cost of the project which will be presented at the next meeting.

B. *Requests with Final Budget Numbers – None*

C. *Requests Ready for Approval – None*

VII. Unfinished Business

There were no items under Unfinished Business.

VIII. New Business

A. *Allied Facility Partners - Cost Proposal for New Courts HVAC System*

Tom Wilson walked the committee through the cost proposal from Allied Facility Partners for the New Courts HVAC System. After months of refining the project, all parties are now comfortable that the project can be completed for \$4 million.

Tom asked the committee for their thoughts on another project at the New Courts Building. Several months ago, Judge Ackert requested a grand jury courtroom. At that time the project was expected to cost \$300,000. If the Judges receive a \$50,000 technology grant that they are applying for, then the project would only cost \$250,000.

Tom wanted to make sure that the committee was comfortable asking the Finance Committee to recommend to the full County Board the approval of \$4,250,000 million dollars from ARPA and Capital to complete both projects.

**Motion** to approve \$4,250,000 for the New Courts HVAC System and the Grand Jury Courtroom and send to the Finance Committee. **Moved** by Dean Freil.

**Second** by Mike Pearson. **Motion** passed unanimously by voice vote.

B. *Work Order Approval Process*

Tom Wilson walked the committee through the following work order request process:

1. All requests that are estimated to cost over \$2,500 will be submitted to the Maintenance Department using the Maintenance Department Work Order Request form.
2. The request will be submitted to the Facilities and Maintenance Committee for discussion. If the committee agrees that the project should be moved forward, then the Maintenance Department will calculate the cost to complete the project.
3. After the cost is established, the Facilities and Maintenance Committee will present the project to the Finance Committee for funding approval.
4. The final proposal will then be approved by the Facilities and Maintenance Committee and the Maintenance Department will schedule the work to be completed.

IX. Executive Session

There was no request for an executive session.

X. Adjournment

**Motion** to adjourn at 3:33 p.m. **Moved** by Dean Freil. **Second** by Mike Pearson. **Motion** passed unanimously by voice vote.

Respectfully submitted by:  
Becky Brenner - Board Secretary

10-13-23

## Facilities/Maintenance Committee

- 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.
- Maintenance is waiting for the architect to draw up the plans for the steel requirements.
- We need to discuss the feasibility of having the maintenance and housekeeping in the old jail.
- The department is researching the concept of consolidating the chemical cleaning products under one vendor to reduce costs.
- The CMMS program is 95% loaded and ready to put out the PM's for this month. We are getting the guys together to go over the use of the system this week. We will give them this month to get used to the system and if all goes well get staff slowly moving toward using the system. The final goal would be to go live with the software in January, after the holidays etc.
- Rather than renting floor mats from a vendor, maintenance is purchasing mats stamped with the County logo for the front doors and standard mats for the back doors etc.
- Status update on Allied
- Old Courthouse elevator project has been pushed back by Kone to an undetermined timeframe.
- As to the ice removal for winter, we have liquid ice remover that is concrete safe and corrosion inhibitors, and "safe" for the environment. Bare Ground Liquid deicer, magnesium chloride.
- Old Courthouse Common area floor renovation.