



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Feb 13, 2024 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, and Chris Robertson attended in person. Mike Pearson attended via Zoom video conferencing.

Also present: Charley Boonstra (State's Attorney), Jeremy Englund (Administrator), Jeff Hilden (Facilities Director), Paul Rudolphi (Treasurer), 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 - (January 23, 2024)

Minutes from the January 23, 2024, Facilities and Maintenance Committee Meeting were approved as presented without modification.

V. Maintenance Department Report / Facility Improvement Updates

A. Maintenance Department Report

Jeff Hilden reported the following information as updates to the monthly report:

- Treasurer's Office - electrical work and plastering has been completed. Painter is currently working in the office and flooring will start when the painting is complete.
- Elevator project is scheduled to start on February 26, 2024.
- Painting and carpet installation in the State's Attorney's Office is scheduled to start March 25, 2024.

Tom Wilson reported that any hearings or meetings open to the public that are scheduled during the Old Courthouse elevator replacement project would need to be moved to the New Courts building.

VI. Work Orders

Tom Wilson explained that Maintenance is working with the County Administrator to get the work order request system on the County intranet site, so all department heads have easy access to the system.

A. Requests Submitted for Discussion - None

- B. *Requests with Final Budget Numbers - None*
- C. *Requests Ready for Approval - None*

VII. Unfinished Business

A. Allied Facility Partner Update

Tom Wilson reported the following information regarding Allied Facility Partners (AFP), New Courts HVAC Replacement, and the New Courts Grand Jury Courtroom:

- Small blueprints are being drawn up for the Grand Jury Courtroom in the New Courts Building.
- The IT needs in the Grand Jury Courtroom will not be provided by AFP.
- AFP will be constructing the Grand Jury Courtroom
- Preparation work has started on the second boiler replacement project in the New Courts Building.

VIII. New Business

There were no items under New Business.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 3:10 p.m. **Moved** by Dean Freil. **Second** by Chris Robertson. **Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for
3:00 p.m., on Tuesday, March 12, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary

2-13-24

Facilities/Maintenance Committee

- Status update on Allied. Maintenance did a walk through with the vendors to see what would be involved. The VAV's will be placed in the basement of the New Courts Building and will hopefully aid in noise reduction and disruption of the courts.
- Old Courthouse elevator project has now been pushed back by Kone to February 26, 2024. We will need to create a plan for getting people into the building and pointing them in the right direction for their needs.
- Maintenance did a walk through with Allied in the New Courts Building for the new courtroom on the 4th floor.
- Treasurer's Office remodel will begin Feb. 1, 2024.
- Interior doors in the Old Courthouse have been rekeyed. Keys have been assigned and logged.
- Consider card access on doors at the Old Courthouse
- The State's attorney has picked out carpet for his office - will order shortly and then get installation scheduled.

Ongoing Projects

- 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.
- Ordering the garage door and steel for the opening of the old Jail
- The CMMS program is up and running for the guys and the PM's. The final goal would be to get the system live 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.