



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

May 15, 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 3:03 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 the meeting in person. Mike Pearson attended via Zoom video conferencing.

Also present: Keane Hudson and Tom Kitson (Board Members), Charley Boonstra (State's Attorney), Wendy Ryerson (County Administrator), Greg Saunders (Maintenance Supervisor), and Becky Brenner (Board Secretary) all attended in person.

## III. Public Attendees

Blaine Meadows from Centrica Business Solutions attended via Zoom video conferencing.

## IV. Approval of the Minutes from the Previous Meeting - (April 10, 2023)

Minutes from the April 10, 2023, Facilities and Maintenance Committee Meeting were approved as presented without modification.

## V. Maintenance Department Report / Facility Improvement Updates

Greg Saunders gave a detailed report from the Maintenance Department regarding facility improvements since the last meeting. Below are some of the highlights:

- The rooftop units at the Old Courthouse have been reprogrammed by Trane and an ACI technician so the building could be heated if the boiler goes down.
- Helm has been working on the electrical components for the New Courts Building elevator.
- Hartwig will be in during the week of May 15th. to install the sump pump for the New Court Building elevator. Once this is installed Maintenance will put the ceiling in the control room.
- Concrete pockets were cut in the New Courts elevator shaft, cylinder was removed, sand was sucked out, and the new cylinder was installed without incident.
- There is still moisture in the wall in the Election Office. A special primer will be applied to create a barrier in hopes that the wall can be completed. If the primer doesn't work, the plaster will be removed and replaced with sheetrock.
- Hartwig replaced a ground unit compressor at the New Courts Building for the Circuit Clerk's Office and they are back up and running.

- Sterling Environment tested the New Courts Building pipe insulation wrap for asbestos and the report came back negative.
- Hartwig is currently working through the AC unit Spring checkup according to the preventative maintenance program.

Tom Wilson complemented Greg Saunders for his efforts in coordinating the elevator replacement process in the New Courts Building. He has kept security in the loop and worked evenings and early mornings to meet contractors and complete repairs. His efforts have allowed the offices and courtrooms in the building to continue business without interruption.

VI. Work Order Review and Approval - None

There were no work orders to approve.

VII. Unfinished Business

There were no items under New Business.

VIII. New Business

A. RFP for Guaranteed Energy Savings Contract

Wendy Ryerson walked the committee through the Guaranteed Energy Savings Contract-Selection of Qualified Provider topic on the agenda. She explained that the process provides an alternative method to the typical competitive bid process, specifically relevant to projects with energy savings potential. Qualified providers are selected through an RFP process. Providers then work with the County to identify specific energy saving projects, engineer the project, calculate project costs, and calculate energy savings. The qualified provider develops a guaranteed energy savings contract in which the energy savings are guaranteed by the provider. The goal is to offset the cost of the project (at least in part) with the energy savings over the life of the contract.

An RFP was issued and two (2) qualified providers, Centrica Business Solutions and Allied Facility Partners, submitted responses and have already given presentations on their written proposals to several Board Members. Statutorily the County is required to have an independent engineer review the proposals on behalf of the County, which has been done. The County is still in the process of compiling and processing the information from the two (2) providers in order to make a recommendation to the full Board.

Once the provider has been chosen, the County moves into the negotiated procurement phase. Based on the provider's recommendations, specific projects that fall within the given budgetary limits are identified. Once the projects are identified the County will enter into a negotiated procurement process and a guaranteed energy savings contract.

IX. Executive Session

There was no request for an Executive Session.

- ❖ Prior to adjournment Wendy Ryerson walked the committee through several items that will be coming to the May County Board Meeting. Below are highlighted items:
  - Bid approval for the vacant lot at 2500 West 4th Street in Dixon. This property had been identified early on by the Abandoned Property Focus Group. The unsafe conditions were mitigated (asbestos removed, mobile home removed, and the well was sealed). The property was advertised in the newspaper soliciting sealed bids for the purchase of the property. Two sealed bids were received with the winning bid being \$5,006. Total expenses for the project were \$15,599, which were paid for from the American Rescue Plan Act funds.
  - The County has been working with the City of Amboy, Mayor, and Town Council to finalize the next revision of the Amboy Dispatch Agreement. Since 2011 the County has entered into an intergovernmental agreement with the City of Amboy to provide police dispatching. Using a different methodology, the agreement was revised based on a percentage of 911 calls dispatched to the city. The annual fee changed from approximately \$21,000 to \$26,500 per year. The Amboy City Council plans to approve the revised agreement at their May 15th meeting.
  - The process of hiring a Facilities Director continues to move forward. The interview process began with nine (9) individuals. Second interviews begin on Tuesday the 16th. for two (2) of the nine (9) individuals.
- ❖ Tom Kitson presented the committee with an update from the Tourism Focus Group. He shared the objectives of the group and background information regarding how and why the committee was formed. He went on to explain that the City of Dixon had notified Lee County on December 29, 2022, with their intentions to withdraw from a 2004 agreement made with the County that split the Hotel Motel tax between the two parties evenly (less 1.5% administrative fee). Without the agreement with the City Dixon, the County would see a reduction in revenue of roughly \$49,000 annually. The focus group met several times to discuss potential tourism marketing options. The group met with the present Lee County Tourism office, Blackhawk Waterways, and Discover Dixon. The recommendation coming from the committee that will be presented during the May County Board Meeting are listed below:
  1. Recommended pursuing contract with Discover Dixon
    - 2-Year contract @ \$45,000 annually
    - Quarterly (or more frequent) reports to the Board on tourism activities
    - County Board would have an Ex-officio member on Discover Dixon Board

- Grant would begin as soon as awarded
  - Transition day-to-day operations as of November 30, 2023
2. Met with Lee County Tourism Board of Directors
    - Develop a MOU for the dissolution of Lee County Tourism
    - Per by-laws, all "funds and financial records and other property shall become the property of the County of Lee"
  3. Revise Lee County Tourism Ordinance (Codes) to reflect change.

X. Adjournment

**Motion** to adjourn at 3:20 p.m. **Moved** by Dean Freil. **Second** by Jack Skrogstad.  
**Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for  
3:00 p.m. on Monday, April 24, 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 for possible cancellations.*

Respectfully submitted by:  
Becky Brenner - Board Secretary