



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Oct 23, 2023 at 3:00 PM CDT

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

I. Call to Order

Meet 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 Mike Pearson attended in person. Chris Robertson attended via Zoom video conferencing.

III. Public Attendees

There were no members from the public in attendance.

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

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

V. Maintenance Department Report / Facility Improvement Updates

A. *Allied Facility Partners - New Courts HVAC Project*

Allied Facility Partners (AFP) was hired earlier in the year to install a new HVAC system in the New Courts Building. AFP will have budget numbers for the committee by the November 13, 2023, Facilities and Maintenance Committee Meeting. This information will be passed on to the Finance Committee for consideration later in the month. The project will cost roughly \$4 million and will include a new boiler and VAV system.

B. *Structural Engineering for Old LEC Garage Door*

As soon as the plan is received from the structural engineer, a hole will be cut into the wall at the Old LEC and a new garage door can be installed. The goal is to get the Maintenance and Janitorial Department relocated to the basement of the building.

C. *Maintenance III Hire Discussion*

Recently the County hired an employee to fill the Maintenance II position and a Janitorial employee. Both are working out great. The County has one employee that may be retiring mid-year in 2024. The committee discussed hiring a Maintenance III employee so this person could be well trained before the employee contemplating retirement leaves.

D. *Old Courthouse Elevator Project*

The Old Courthouse Elevator Project has been pushed back to November 1, 2023. The installer is still waiting on materials for the job. The estimated installation time will be roughly five to six weeks.

E. SMMS Work Order and Preventative Maintenance System

Jeff Hilden updated the committee on the Preventative Maintenance/Work Request System. He explained that most of the information had been loaded into the software. This includes documenting every building (rooms and common areas) and assets (with model and serial numbers). The preventative maintenance/inspection tasks will be automatically populated in the software as a reminder for checkup. The software will be installed on smartphones and laptop computers for training. Work orders will also be addressed within the system in the same fashion.

F. Old Courthouse Entryway and Sidewalk Salting

The committee was adamant that salt was not to be used for snow and ice on the newly poured concrete entrance and handicap ramp on the South side of the Old Courthouse. Light sand and liquid magnesium were two options discussed as an alternative.

The committee briefly discussed the moisture that continues to seep through the walls in the Election Office and the North entrance. Jeff Hilden reported that he had discovered holes in the mortar on the exterior of the building. Maintenance will be working to seal up these areas.

VI. Work Order Review and Approval - None

There were no work orders to approve.

VII. Unfinished Business

There were no topics under Unfinished Business.

VIII. New Business

There were no topics under New Business.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 3:40 p.m. by Dean Freil. **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, November 13, 2023

Respectfully submitted by:
Becky Brenner - Board Secretary