

LEE COUNTY BOARD
Dixon, Illinois

RESOLUTION NO. _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LEE COUNTY BOARD AND LEE COUNTY HEALTH DEPARTMENT
FOR JANITORIAL SERVICES**

This Memorandum of Understanding, hereinafter referred to as “MOU”, entered into this ____ day of February, 2023, by and between the Lee County Board, a political subdivision of the State of Illinois, hereinafter referred to as “COUNTY”, and the Lee County Health Department, a department of Lee County, IL government, hereinafter referred to as “LCHD”, sets forth the terms and understanding between the parties.

WHEREAS, the LCHD having been established by Lee County in 1947 pursuant to 55 ILCS 5/5-25001, and whose offices are located within the Lee County facility commonly known as the “Courts Building”; and

WHEREAS, the Lee County Maintenance Department already provides maintenance services for the Courts Building, including the LCHD offices; and

WHEREAS, up until recently the LCHD had independently hired part-time personnel for weekly cleaning of their offices in the Lee County Courts Building; and

WHEREAS, both the LCHD and the COUNTY wishes to work collaboratively to efficiently and effectively provide for the cleaning and sanitation of the LCHD in the future.

NOW THEREFORE BE IT RESOLVED by the Lee County Board that the COUNTY and LCHD hereby enter into this Memorandum of Understanding as follows:

- I. The Lee County Maintenance Department, at the direction of the County Board, agrees to provide weekly janitorial services to the LCHD estimated at ten (10) hours per week, including but not limited to 1) daily cleaning of offices, lab and exam rooms, conference rooms, public areas, bathrooms, floors, windows, filling paper products, and garbage removal.
- II. Fees/Direct Costs. LCHD agrees to reimburse the COUNTY in the amount of \$8,000 annually. The method and schedule of reimbursement shall be at the

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discretion of the LCHD and the Lee County Treasurer. The monthly fee shall be adjusted annually each January 1st the MOU is in full force and effect, by a percentage equal to the annual percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) statistics published by the United States Bureau of Labor and posted annually on the Illinois Department of Revenue website.

- III. Term/Termination/Extension. This MOU shall take effect upon the execution by LCHD and the COUNTY and shall continue in effect indefinitely unless terminated by either party upon thirty (30) days written notice.
- IV. Supervision of COUNTY Personnel. The COUNTY shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be the employees and agents of the COUNTY. The COUNTY'S standard of performance and personnel policies shall govern all persons performing work or services under this MOU.

IN WITNESS WHEREOF, the parties hereto have executed to this MOU on the dates set forth below:

Lee County

Lee County Board Chair

Date: _____

Lee County Health Department

LCHD Administrator

Date: _____

ATTEST:

County Clerk

Date: _____