



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Sep 11, 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 3:02 p.m., by Vice Chair Dean Freil.

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

Tom Wilson was absent. Dean Freil, Jack Skrogstad, Chris Robertson, and Mike Pearson all attended in person.

Also present: Charley Boonstra (State's Attorney), Jeff Hilden (Facilities Director), Wendy Ryerson (Administrator), and 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 - (August 14, 2023)

Minutes from the August 14, 2023, Facilities and Maintenance Committee Meeting were approved as presented without modification.

V. Maintenance Department Report / Facility Improvement Updates

Jeff Hilden walked the committee through the Maintenance Department report. Following are the highlights:

- To minimize the presence of bats in the Old Courthouse, a bat house was put up outside of the building and cameras and a light were installed in the dome housing above the third floor. If bats are getting in the dome housing, the cameras should catch it.
- In late August 2023, Michael Haggard was hired as a maintenance technician.
- The department has identified a potential candidate for the Janitorial staff and has made an offer of employment.
- The Old Courthouse South entrance will be torn out and replaced in the next few days. The project is scheduled for completion early in the week of 9/18/23.
- 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.
- Concrete between the Old Jail and the 911 Center has been poured.
- The Maintenance is drawing up plans to repurpose the lower floor of the Old LEC to house the Maintenance Department.

- The department is researching the concept of consolidating the chemical cleaning products under one vendor to reduce costs.
- A work request/preventative maintenance program has been identified and will be purchased later this year if funds are available in the FY2023 budget. If not, a request has been made for the FY2024 budget. The committee members were all in favor of purchasing the software as soon as possible.
- Rather than renting floor mats from a vendor, the County is considering purchasing mats stamped with the County logo.

VI. Work Order Review and Approval - None

There were no work orders to approve.

VII. Unfinished Business

There were no items under Unfinished Business.

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 3:18 p.m. **Moved** by Chris Robertson. **Second** by Mike Pearson. **Motion** passed unanimously by voice vote.

The second monthly Facilities and Maintenance Committee Meeting scheduled for Monday, September 25, 2023, has been cancelled.

Respectfully submitted by:
Becky Brenner - Board Secretary