



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

Jan 9, 2023 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 were present in person. Mike Pearson attended the meeting via Zoom video conferencing.

Also present: Bob Olson (County Board Chairman), Tom Kitson (County Board Vice Chairman), Mike Book, Nancy Naylor, and Jim Schielein (Board Members from the Finance Committee asked to attend to hear the Allied Facility Partners presentation), Charley Boonstra (State's Attorney), Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), and Becky Brenner (Board Secretary) were all present in person.

## III. Public Attendees

Doug McMahan, CEO of Allied Facility Partners, attended the meeting to walk the committee through the advantages of hiring his company to manage the budgeted HVAC overhaul project at the New Courts Building.

## IV. Approval of the Minutes from the former Properties, Planning, and Zoning Committee Meeting held on November 15, 2022

Minutes from the November 15, 2022, Properties, Planning, and Zoning Committee meeting were approved as presented without modification.

## V. Maintenance Department Report and Action Items

### A. Report

Tom Wilson and Greg Saunders explained that water quality treatment is important for boiler upkeep so the water in the New Courts Building, Old Courthouse, and LEC had been tested. While the testing was being conducted it was discovered that one of the boilers at the LEC was running out of the relief valve to the drain and was showing high pressure. The unit is currently working, and parts have been ordered to correct the issue. It is also possible that the pressure tank for the boiler will need to be replaced.

Preventative maintenance contracts were also discussed during the meeting. The County has preventative maintenance quotes for the Old Courthouse and the New Courts Building. A quote for the LEC will be requested.

## VI. Facility Improvement Updates

Tom Wilson and Greg Saunders gave the following facility improvement updates:

- The committee is working with the Finance Committee regarding the budget numbers to remodel the Old LEC.
- The County has the completed drawings for the Old LEC.
- March 6, 2023, is the target date to start the elevator replacement in the New Courts Building.
- Parts are still being sourced for the elevator replacement project in the Old Courthouse.

VII. Unfinished Business

There were no items under the Unfinished Business topic on the agenda.

VIII. New Business

A. Allied Facility Partner Presentation

Tom Wilson explained that he had asked the members of the Finance Committee to attend the meeting to weigh in on the complexities the County would encounter to completely replace the HVAC system in the entire New Courts Building. One option being considered by the County to make the process less onerous includes hiring an organization like Allied Facility Partners (AFP) to serve as the general contractor for the entire project. Tom asked Doug McMahan, CEO of Allied Facility Partners to walk the members through the process and ask any questions they might have.

Highlights of the presentation are listed below:

- Doug explained that the process is very collaborative. AFP works with their own engineers, consulting engineers, contractors, and the customer to evaluate the project and provide multiple solutions. He also explained that the County is not committed to AFP until an agreement is made to spend money.
- This process prevents the County from being at the mercy of the "low bid".
- AFP has the latitude to focus on local prequalified contractors.
- There is normally 4% risk included in a project.
- All the MEP work has a two-year warrantee.
- AFP assists with implementing preventative maintenance plans after the project is completed.
- If the County chooses to change the plan once the project is agreed upon, AFP has the luxury of finding competitive contractors to bid the change.
- Each project has a dedicated, full-time, onsite project manager.
- Each new system is put through a commissioning process to test for efficiency.
- This process would fall under guaranteed energy savings projects. However, not all the costs are offset by energy savings.
- No work is self-performed by AFP. All work is competitively bid out.

- Assuming there is consensus by the Finance and Facilities and Maintenance Committees and upon approval by the State's Attorney's Office, the next steps would be:
  - AFP would bring out a group of qualified professionals to evaluate the facility and workshop options. This process typically takes several weeks.
  - The next step is meeting with contractors and actually touring the building.

B. Natural Gas Contract Renewal

Greg Saunders reported that the County's natural gas supply contract with Windy City was coming to an end. The County currently has two (2) accounts with Windy City that are up for renewal (expiring rate \$0.33 a therm) and three (3) accounts with Nicor Gas (current rate \$0.84 per therm). Rock River Energy Services, Co. assisted the County with collecting rates from natural gas suppliers and the lowest quote received was \$0.53 per therm from Windy City. The committee discussed the likelihood of rates leveling out, so it was agreed a contract for one-year would be accepted.

**Motion** to send the Executive Committee a recommendation to sign a one-year natural gas contract with Windy City. **Moved** by Dean Freil. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

C. OnBoard Voting - Test

The committee walked through the OnBoard voting system. The process was smoother, but still presented some difficulty.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

**Motion** to adjourn at 3:57 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 Monday, January 23, 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](http://leecountyil.com) for possible cancellations.*