



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Jul 10, 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 3:00 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 attended the meeting in person. Mike Pearson attended the meeting via Zoom video conferencing.

Also present: Keane Hudson (Board Member), Charley Boonstra (State's Attorney), Jeff Hilden (Facilities Director), Wendy Ryerson (Administrator), Greg Saunders (Maintenance Supervisor), and Becky Brenner (Board Secretary) all attended in person.

Tom Wilson introduced Jeff Hilden to the committee. Jeff was recently hired as the Lee County Facilities Director.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (June 12, 2023)

Minutes from the June 12, 2023, Facilities and Maintenance Committee Meeting were approved as presented without modification.

V. Maintenance Department Report / Facility Improvement Updates

Greg Saunders reported the following information:

- Dean Freil is currently working with 911 to coordinate concrete work that needs to be completed between the Old LEC and the 911 Center.
- Jeff Hilden is putting together the RFP for the VAV project in the Old Courthouse.
- The Election Office remodel has been completed and the furniture and equipment has been moved back in.
- Plaster work in the North entrance of the Old Courthouse has been completed and will be painted as soon as possible.
- Material for the Old Courthouse elevator replacement project will be available mid to late August. The project is scheduled to start mid to late September.
- New outdoor lights have been ordered for the North entrance of the Old Courthouse.
- The elevator project at the New Courts Building is complete.
- The new lawn tractor/snowblower was ordered and has been received.

- Quotes for new controls for the Otis elevator in the New Courts Building have been requested.

Tom Wilson reported the following information:

- The County has requested a quote from Cintas for supplies, equipment, and cleaning services for cost savings and continuity throughout the County facilities.
- The County is currently short maintenance and janitorial staff. Jeff Hilden will be studying the processes and duties of the department to verify what positions need to be filled first and what can be done to make the operations run more efficiently.
- Tom is working with Allied to get revised estimates on the HVAC project in the New Courts Building. The scope of work has been narrowed down and fine-tuned with specific expectations.

VI. Work Order Review and Approval - None

There were no work orders for July.

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 3:09 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, August 14, 2023.

*****The second monthly Facilities and Maintenance Committee Meeting scheduled for Monday, July 24, 2023, has been cancelled.***

Respectfully submitted by:
Becky Brenner - Board Secretary