



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

Jun 12, 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 3:06 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 Kitson, Dean Freil, Jack Skrogstad, and Chris Robertson all attended in person. Mike Pearson attended via Zoom video conferencing.

Also present: Keane Hudson (Board Member), Greg Saunders (Maintenance Supervisor), Jonathan Henrikson (IT Technician), and Becky Brenner (Board Secretary all attended in person.

## III. Public Attendees

No one from the public was in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (May 15, 2023)

Minutes from the May 15, 2023, Facilities and Maintenance Committee Meeting were approved without modification.

## V. Maintenance Department Report / Facility Improvement Updates

Greg Saunders reported the following information from the Maintenance Department:

- Several concrete projects will be forwarded to the Finance Committee for approval in July.
- The elevator replacement in the Old Courthouse has not been scheduled yet. Kone is still waiting for parts but will give the County three-weeks notice before installation. During the three weeks before installation, work will be completed on the roof in the controls area.
- The elevator in the New Courts Building has passed inspection and installation is complete. However, for the next week, only maintenance staff and security staff will have access to test that everything is working properly.
- Greg will be meeting with Cintas to get prices for cleaning, supplies, and products. This information will be compared to the current supplier.
- During the budget process, Maintenance will be requesting \$75,000 for flooring expenses and \$5,000 for emergency carpet cleaning expenses.

Tom Wilson reported the following information during the meeting:

- Tom thanked Greg for all the work that was done to get the elevator installed in the New Courts Building.

- Plaster on the walls and ceiling in the North entrance and main lobby of the Old Courthouse is being repaired.
- Plaster repair in the Election Office has been completed.
- Maintenance will be painting the areas where the plaster was repaired.
- In May the County Board approved the RFP for Allied Facility Partners to complete the HVAC project at the New Courts Building. A meeting with Allied has been scheduled for the 15th. for planning going forward.
- As the plan with AFP progresses, the committee will be going forward with a second monthly Facilities and Maintenance meeting. The meetings will be at 3:00 p.m. and posted to the County website.

Jack Skrogstad reminded everyone that the newly hired Facilities Director will be starting on Monday, June 26th.

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 3:16 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, June 26, 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 for possible cancellations.*

Respectfully submitted by:  
Becky Brenner - Board Secretary