



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Jan 23, 2024 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 (3:05-3:38), Chris Robertson, and Mike Person all attended in person.

Also present: Jeremy Englund (Administrator), Jeff Hilden (Facilities Director), 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 - (December 12, 2023)

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

V. Maintenance Department Report / Facility Improvement Updates

A. *Maintenance Department Report*

- Jeff Hilden walked the committee through several options available to revamp and restore the terrazzo, tile, and marble flooring in the Old Courthouse common areas. Estimates ranged from \$2,000 to \$30,000 depending on the scope of work and which party would be responsible for completing the entire project.
- Jeff Hilden reported that the Old Courthouse elevator replacement project is slated to start on February 12, 2024. The project is expected to last three to four weeks. Tom Wilson reported that when the construction starts on the elevator, committee meetings and the County Board Meeting will be held in the EEOC area in the New Courts Building.
- The Treasurer's Office remodel project is scheduled to start on February 1, 2024. The project is expected to last for roughly a month.
- New carpet installation in the State's Attorney's Office is scheduled to start in March of 2024.

VI. Work Orders

- A. *Requests Submitted for Discussion - None*
- B. *Requests with Final Budget Numbers - None*

C. *Requests Ready for Approval - 1*

1. Treasurer's Office Remodel

Motion to approve the Treasurer's Office Remodel. **Moved** by Chris Robertson. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

VII. Unfinished Business

A. *Allied Facility Partner Update*

Tom Wilson reported that the Sheriff's Office had started background checks on the contractors and subs that would be working to replace the HVAC system in the New Courts Building. Badges will be provided to the trades for access to the building during specific time periods. Maintenance will accompany crews working in offices that house sensitive information.

VIII. New Business

A. *Allied Facility Partner's Invoice as ARPA Expense - Discussion Only*

Jeremy Englund explained that in January the County Board approved the expenditure of \$381,186.74 from ARPA funds for the latest Allied Facility Partners invoice. In the future, all invoices from Allied Facility Partners will be presented to the Facilities and Maintenance Committee in the form of a Board Action Request form and motioned to the Executive Committee for inclusion on the Board agenda.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 3:28 p.m. **Moved** by Chris Robertson. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for
3:00 p.m., on Tuesday, February 13, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary

1-9-24

Facilities/Maintenance Committee

- Status update on Allied. Maintenance did a walk through with the vendors to see what would be involved. The VAV's will be placed in the basement of the New Courts Building and will hopefully aid in noise reduction and disruption of the courts.
- Old Courthouse elevator project has been pushed back by Kone to January 29, 2024. We will need to create a plan for getting people into the building and pointing them in the right direction for their needs.
- Maintenance did a walk through with Allied in the New Courts Building for the new courtroom on the 4th floor.
- Treasurer's Office remodel will begin Feb. 1, 2024.
- Interior doors in the Old Courthouse have been rekeyed. Keys have been assigned and logged.
- Consider card access on doors at the Old Courthouse
- The State's attorney has picked out carpet for his office - will order shortly and then get installation scheduled.

Ongoing Projects

- 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.
- Maintenance is drawing up plans to repurpose the lower floor of the Old LEC to house the Maintenance Department.
- Ordering the garage door and steel for the opening of the old Jail
- The CMMS program is up and running for the guys and the PM's. The final goal would be to get the system live in January, after the holidays etc.
- Rather than renting floor mats from a vendor, maintenance is purchasing mats stamped with the County logo for the front doors and standard mats for the back doors etc.