



Facilities and Maintenance Committee Minutes

Lee County, Illinois

Dec 12, 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 9:00 a.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, Chris Robertson, and Mike Pearson all attended in person.

Also present: Charley Boonstra (State's Attorney), Jeremy Englund (Incoming Administrator), Jeff Hilden (Facilities Director), Wendy Ryerson (Current 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 - (November 13, 2023)

Minutes from the November 13, 2023, Facilities and Maintenance Committee Meeting were approved as presented with modification.

V. Maintenance Department Report / Facility Improvement Updates

A. *Maintenance Department Report*

Jeff Hilden submitted a detailed report from the Maintenance Department. The report will be attached to the minutes and included on the December County Board agenda. Highlights discussed during the meeting included:

- Placement of a new floor mat in the front entryway of the Old Courthouse that included the County logo.
- Progress made with the new CMMS program (preventative maintenance and work request system).
- Remodel project in the Treasurer's Office is scheduled for the first week in February of 2024.
- Old Courthouse elevator projected is slated to start on January 22, 2024.
- Landscaping in front of the Old Courthouse has been completed.
- A meeting is scheduled with the State's Attorney's Office on Wednesday, December 13th, to nail down plans for new carpeting in the area.

VI. Work Orders

A. *Requests Submitted for Discussion - None*

There were no new work orders submitted to the committee for discussion.

B. *Requests with Final Budget Numbers*

1. Treasurer's Office Updates

All quotes are in for the Treasurer's Office remodel project. The project is slated to start the first week in February of 2024.

C. *Requests Ready for Approval - None*

There were no work order requests on the agenda for approval.

VII. Unfinished Business

A. Allied Facility Partner Update

The contract with Allied Facility Partners has been signed. \$4,250,000 dollars is budgeted for the project. The project will include a new HVAC System for the New Courts Building along with a new Grand Jury Courtroom. Meetings will start the week of December 18th to get equipment ordered and layout the project schedule.

VIII. New Business

The committee participated in a test vote through the OnBoard voting system. There were no major issues with the vote.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 3:12 p.m. **Moved** by Mike Pearson. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

The second monthly Facilities and Maintenance Committee Meeting scheduled for Tuesday, December 27, 2023 has been cancelled, The next meeting will be Tuesday, January 9, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary

12-12-23

Facilities/Maintenance Committee

- 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.
- We need to discuss the feasibility of having the maintenance and housekeeping in the old jail.
- The CMMS program is up and running for the guys and the PM's. Next step will be to get the staff on board to use the system. The final goal would be to go live with the system 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.
- Status update on Allied. Maintenance did a walk through for the vendors to see what is involved. The VAV's are being placed in the basement. Hopefully relocating them will aid in noise reduction and disruption of the courts.
- The Old Courthouse elevator project is scheduled to start on January 22, 2024.
- We have discussed the build out of a conference room in the New Courts Building. This project is moving through Allied.
- We did a walkthrough of the potential new courtroom build out on the fourth floor and are trying to identify the needs of the Judges.