



# Facilities and Maintenance Committee Meeting

## Minutes

Lee County, Illinois

Tuesday, April 15, 2025, 3:00 PM

Old Lee County Courthouse, Third Floor Boardroom, 112 E 2nd St, Dixon, IL 61021

*This meeting can be viewed in its entirety on YouTube using the web address below*  
<https://www.youtube.com/watch?v=qU0ZP1u2pCw&t>

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, Mike Pearson, Ryan Rod

Tom Wilson, Dean Freil, Jack Skrogstad, Mike Pearson, and Ryan Rod all attended in person.

Also present: Eric Englund (Facilities Director), Jeremy Englund (County Administrator), and Becky Brenner (Board Secretary) all attended in person.

III. Public Attendees

No members of the public were in attendance.

Topics discussed during the meeting that were not on the agenda:

- During the Public Safety and Court Services Committee Meeting earlier in the day, Stacy Stewart from the Probation Department praised the Maintenance Department and IT for their efficient and seamless handling of the departments work in temporarily relocating the Probation Office to the EOC (Emergency Operations Center). The office was moved to allow for painting and new carpet installation. The project, estimated to take two weeks, was finished within a week.
- Tom Wilson explained that the County continues to work with Willett and Hoffman to obtain topography maps and elevation drawings of the Old Courthouse property. The information will be used when the County goes out to bid for the wall replacement. The wall is currently being supported by concrete construction barriers.
- Dean Freil was asked to reconnect with 911 to continue discussing their potential participation in funding a replacement wall between the Old LEC Building and 911. The goal is to get the County's cost included in the next budget cycle which starts in June.

IV. Approval of the Minutes from the Previous Meeting - (March 11, 2025)

Minutes from the March 11, 2025, Facilities and Maintenance Committee Meeting were approved as presented without modification.

V. Maintenance Department Report / Facility Improvement Updates

A. *Maintenance Department Report*

Eric Englund walked the committee through the report that he submitted. The full report will be attached to the minutes and included in the April County Board agenda packet.

VI. Work Orders

A. *Requests Submitted for Discussion*

There were no work orders requests submitted for discussion.

B. *Requests with Final Budget Numbers*

There were no work order requests submitted for final budget numbers.

C. *Requests Ready for Approval*

1. State's Attorney's Office - Door Relocation

A work order from the State's Attorney's Office was submitted to the Maintenance Department requesting the relocation of their entry door. Relocating the door would improve security and privacy. The project involves moving a 6-foot door with sidelights approximately 10 feet down the same wall, filling the old opening, while reusing the existing door. The estimated cost is \$7,750, which includes potential wiring adjustments, drywall finishing, and painting.

**Motion** to approve the State's Attorney Office door relocation in the amount of \$7,750.00. **Moved** by Dean Freil. **Second** by Jack Skrogstad. **Motion** passed unanimously by voice vote.

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 3:18 p.m. **Moved** by Jack Skrogstad. **Second** by Dean Freil. **Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for  
3:00 p.m., Tuesday, May 13, 2025

Respectfully submitted by:  
Becky Brenner - Board Secretary

**Facilities and Maintenance Committee Report**  
**3.12.25 – 4.15.25**

- **LEC**
  - **Kitchen backsplash needed**
  - **Cell block 24 LED fixtures installed**
  - **Backflow testing due**
  
- **NCH**
  - **4<sup>th</sup> floor flooring, 40% complete**
  - **4<sup>th</sup> floor painting 100% complete**
  - **Sound proofing courtrooms ceilings 75% complete**
  - **Backflow testing, failed** (backflow check valve rebuild needed)
  - **LED lamp replacement 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floors start 4/17**
  
- **OCH**
  - **Pro Com to install card reader on N. Entrance, Dixon Glass will remove old hinges and install full length exterior mount hinges with openers.**
  - **Roof leak needs identified and fixed**
  - **Building static pressure troubleshooting resolved**
  - **Generator starter failed; factory service scheduled?**
  - **Backflow test complete, water pressure after the meter is low, needs pressure valve replacement**
  
- **AC**
  - **Kennel side of building needs siding repair or replaced**
  
- **FMD**
  - **Mowing season starts**
  - **I-Pad's for Maintenance Tech's**