



Facilities and Maintenance Committee Meeting

Minutes

Lee County, Illinois

Tuesday, February 11, 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=ePLmGd1i5EU&t>*

I. Call to Order

Meeting was called to order at 3:02 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, and Ryan Rod all attended in person. Mike Pearson attended via Zoom.

Also present: Jeremey Englund (Administrator), Eric Englund (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 - (January 14, 2025)

Minutes from the January 14, 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 detailed report that he submitted from the Maintenance Department. The full report will be attached to the minutes and included in the January County Board agenda packet.

VI. Work Orders

A. *Requests Submitted for Discussion*

There were no work order requests submitted for this meeting prior to posting the agenda. However, a remodel request was received by the Probation Department for a break area/kitchen. The committee discussed the scope of the project and its necessity. The goal is to improve the space for staff and make the kitchen area less visible to the public. The committee also discussed finding a suitable long-term location for the HR Coordinator's Office, considering its placement within the administrative structure and the need to minimize disruption to other departments. Eric hopes to have budget numbers for both these projected for discussion at the March meeting.

B. Requests with Final Budget Numbers

There were no work order requests submitted for final budget numbers, however, Tom Wilson reported that the committee is waiting for cost estimates from Willett and Hoffman for the retaining wall project and hope to have the project out for bid by the end of February. Contacting IDOT will be put on hold until cost and print information is gathered. The city of Dixon has been contacted about the project.

C. Requests Ready for Approval

There were no work order requests ready for approval.

VII. Unfinished Business

There were no items on the agenda under Unfinished Business.

VIII. New Business

There were no items on the agenda under New Business.

IX. Executive Session

There was no request for an Executive Session.

Before the meeting adjourned, Jack Skrogstad encouraged all the board members to review the Zoning Board of Appeals meeting on YouTube from Thursday, February 6, 2025. The ZBA heard Petition No. 24-P-1632 and voted 2-2 which constitutes a negative recommendation to the County Board that will take a super majority vote to approve the petition.

X. Adjournment

Motion to adjourn at 3:29 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., on Tuesday, March 11, 2025

Respectfully submitted by:
Becky Brenner - Board Secretary

Facilities and Maintenance Committee Report

1.15.25-2.11.25

- **Maintenance Dep.**
 - Kubota Tractor maintenance, hydro line replacement, oil change, install snow blower
 - JD tractor maintenance
 - Truck maintenance, Lee Co logos to be put on trucks
 - New hire starts 2/18/25
 - Dick Capesius retirement 2.28.25

- **LEC**
 - C/O detectors in sally port finalized
 - 22 LED's replaced in booking
 - Bypass switches to be installed in fire alarm panel for RTU's (servicing sprinkler system)
 - RTU 4 blower motor bearings failed, motor replaced, old motor rebuilt (1.22.25)
 - New outlet ran in evidence room for air purification machine

- **NCH**
 - 4th floor LED lighting replacement 50% complete
 - 3rd 2nd and 1st floor lighting. (fluorescent bulb swap to LED)
 - Probation remodel request
 - Sound proofing courtrooms
 - Nomad complete
 - Steam cleaning bathrooms
 - Handicap bollards need to be replaced (S. Entrance)

- **OCH**
 - H.R. office placement
 - Pro Com to install card reader on S. Entrance 2.10.25
 - Flag replaced
 - Building static pressure troubleshooting, Replaced module and tubing on East unit. West unit needs replaced