



# Facilities and Maintenance Committee Meeting

## Minutes

Lee County, Illinois

Tuesday, October 8, 2024, at 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=4F5a86qPwO8>*

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

Tom Wilson, Dean Freil, and Jack Skrogstad attended in person. Mike Pearson attended via Zoom from 3:00-3:14 p.m., and in person from 3:14-3:30 p.m.

Also present: Jeremy Englund (Administrator), Eric Englund (Facilities Director), and Becky Brenner (Board Secretary).

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (September 10, 2024)

Minutes from the September 10, 2024, Facilities and Maintenance Committee Meeting were accepted 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 a copy of the minutes and included in the October County Board agenda packet.

VI. Work Orders

A. *Requests Submitted for Discussion*

There were no work order 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 - None*

There were no work order requests ready for approval.

VII. Unfinished Business

There were no items under Unfinished Business.

A. *Allied Facility Partner Update*

The project is waiting for a compressor to be installed. After the compressor is installed, there will be a period of troubleshooting and then the contract can be finalized. The project and payment should be wrapped up by the end of November.

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 3:30 p.m. **Moved** by Dean Freil. **Second** by Mike Pearson. **Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for  
3:00 p.m., on Tuesday, November 12, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary

## **Facilities and Maintenance Committee Report**

**9.11.24 - 10.4.24**

- **New Courts HVAC project/Hartwig**
  - AHU 1, waiting for 1 compressor
  - Building HVAC stable otherwise
- **New Courtroom / Allied**
  - Door hardware to be finished 10/9
  - Grand opening 10/14?
- **Nomad / Helm**
  - New courtroom 405 complete
  - 410 speakers complete
  - 330 speakers complete
  - Next install date is mid-November and December
- **Maintenance Dep.**
  - Mowing has slowed down, leaf mulching, trimming
  - Prep snow removal equipment
  - Cleaning and organizing buildings
  - Disinfect buildings with pack sprayer as needed
- **LEC**
  - Replaced control board, valve kit and wiring that controls F5 pod water functions in jail side
  - Ongoing electrical monitoring
  - Hartwig PMs - RTU 4 had short in wire (replaced)
  - Exit gate Dach installed new control board and transformer
  - Painted 19 bollards
- **Animal Control**
  - Replaced a section of siding in kennel area temporary fix, will replace all siding exposed to animals with steel siding as time allows
  - Advise to hire out floor replacement in Admin side
- **NCH**
  - Paper shredding in que

- **2<sup>nd</sup> floor expansion space 3 cell and fence buildout, Hang and finish adjoining wall to health dept.**
- **Moved multiple offices, furniture building**
- **Anderson roofing fixed northeast corner of building**
- **Recycled old pc equipment**

- **OCH**

- **HARTWIG VAV replacements going smooth**
- **Added reheat valve replacement in scope**
- **Meister Tree Care removed 2 trees and trimmed 25 others**
- **Anderson Roofing will be replacing North porch roof**
- **Elevator issues will be resolved with a new control board. This board controls the “rope gripper” an added safety feature that will grip a broken rope/cable per code. There are 5 “ropes” on the car, the car can be held safely with 1 rope.**
- **Marble panel and stair restoration, Marble was cut from a Vermont quarry**