



Facilities and Maintenance Committee Meeting

Minutes

Lee County, Illinois

Tuesday, March 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=MMG_5z3U9TM*

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, Mike Pearson, and Ryan Rod all attended in person.

Also present: Eric Englund (Facilities Director), Jeremy Englund (Administrator), Paul Rudolphi (Treasurer)(3:30-4:02), 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:

- Repairs to the West landscaping wall at the Old Courthouse: Willett and Hoffman is putting together a design for a project that would include all four walls. The design will be put out for bid and then presented to the Finance Committee and Full Board for approval.
- Fourth floor courtroom remodels at the New Courts Building have been postponed due to delays in getting materials.
- The Maintenance Department built a temporary office, inside the third-floor committee room, for the new HR Director. Currently there are plans being workshopped to remodel the East side of the Old Courthouse, on the third floor, to make a permanent office for the HR Director.
- Potentially adding additional Custodial staff.

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

Minutes from the February 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 March 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

There were no work orders requests submitted for approval.

VII. Unfinished Business

There were no topics under Unfinished Business.

VIII. New Business

A. *Purchase of Floor Cleaning Equipment*

The committee discussed the custodial team's workload and the challenges they are facing due to increased workload from new carpet installations and outdated equipment. The current sweeper is ineffective, and the scrubber is ill-suited for the building's tile and future flooring. Time restraints and aged equipment have created a lack of consistent deep cleaning, so staff relies primarily on spot cleaning and daily vacuuming. With equipment ranging from 6 to 25 years old, there's a pressing need for upgrades. The committee discussed purchasing or leasing new equipment, including a \$4,500 vacuum sweeper and a more suitable scrubber, and explored the option of hiring a third-party cleaning service for quarterly deep cleans. They also considered an autonomous vacuum but deemed it impractical and expensive. The committee emphasized the importance of maintaining the new carpeting and establishing a rotation for equipment replacement to prevent future neglect. After discussion the committee agreed that some new equipment could be purchased from the current budget and additional equipment should be budgeted in FY2026.

B. *Old Courthouse Alarm System Upgrades - Discussion Only*

The committee discussed upgrading the building's panic alarm system, currently composed of five separate panels, each with its own phone line and departmental expense, along with individual employee panic buttons. The County received a quote of roughly \$10,000 to upgrade the current system that would change the structure to one panel that controlled all alarms, thus eliminating the cost of five (5) phone lines. However, the County may also have another option through a technology grant that could fund a more comprehensive upgrade, integrating the system with the Law Enforcement Center (LEC) across the street. This integrated system would allow for direct

radio communication and would also include a booster for the current building. Given the potential for grant funding and the desire for a unified system, the committee decided to postpone the immediate upgrade and instead pursue a final, detailed price quote for the integrated system, contingent on the grant's outcome.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 4:02 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, April 15, 2025

Respectfully submitted by:
Becky Brenner - Board Secretary

Facilities and Maintenance Committee Report

2.12.25-3.11.25

- **LEC**
 - Bypass alarm for RTU's finished
 - Exterior LED wall packs install
 - Numerous toilets clogged in cell blocks
 - Temp sensor damaged in cell block A, Replaced
 - Hung 2 fire extinguishers
 - New light fixtures needed for cell block ceilings
 - Boilers and water heaters fully serviced
 - Softener needs tested and serviced
- **NCH**
 - 4th floor LED lighting replacement complete
 - 3rd, 2nd, and 1st floor lighting. (fluorescent bulb swap to LED)
 - Probation remodel request denied (electrical conduit in walls)
 - 4th floor flooring project starts 3/10
 - Sound proofing courtrooms ceilings
 - Handicap bollards finished (S. Entrance)
 - Electrical PM's (2) critical problems found
- **OCH**
 - H.R. room build on 3rd floor
 - Pro Com to install card reader on S. Entrance, waiting for update install
 - Capped covered drain lines in closet in board room
 - Roof leak found
 - Building static pressure troubleshooting ongoing
 - Generator starter failed, factory service scheduled
 - Panic alarm replacement for building
- **AC**
 - Bulletin boards, tv mount and tv hung
 - Removed chairs and table to dispose
 - Filters replaced
- **Food Pantry**
 - Freezer circuits overloaded

- **Exterior light pole leaning towards building**