



Facilities and Maintenance Committee Meeting

Minutes

Lee County, Illinois

Tuesday, August 13, 2024 at 3:00 PM

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

I. Call to Order

Meeting was called to order at 3:01 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, Jack Skrogstad, and Mike Pearson all attended in person.

Also present: Jeremy Englund (Administrator), Eric Englund (Facilities Director), Paul Rudolphi (Treasurer), 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 - (July 9, 2024)

Minutes from the July 9, 2024, 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. The full report will be attached to a copy of the minutes and included on the August County Board agenda.

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 budget numbers.

C. *Requests Ready for Approval*

There were no work order requests ready for approval.

VII. Unfinished Business

A. *Allied Facility Partner Update*

Tom Wilson reported that the project was down to troubleshooting, painting, mechanical drops, and finishing up the ceilings.

VIII. New Business

A. *Lawncare Discussion*

During the discussion on lawn care the committee discussed the possibility of hiring seasonal work to help maintain the properties as a time saver for the current employees. There was also a brief discussion regarding the condition of the Old Courthouse retaining wall condition and work that would need to be done in the next few years.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

Motion to adjourn at 3:37 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, September 10, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary

Facilities and Maintenance Committee Report

7/4-8/13/2024

- **New Courts HVAC project/Hartwig**
 - AHU 3, in alarm (8/8/24)
 - Building HVAC stable otherwise
- **New Courtroom / Allied**
 - Framing 100% complete
 - Drywall 100% complete
 - Prime coat on and doorframes painted
 - Subs scheduled 8/12 to complete Ceiling HVAC, electrical/data & grid
 - Carpet install penciled in for 9/9
- **Nomad / Helm**
 - Floor box reconfiguring, current box is configured for 2 ports, needs 4
 - Progress came to a stop
 - Scheduled to come back 8/14-16 nights
- **Facilities & Maintenance Dep.**
 - 2nd floor expansion space clearing, moving file cabinets
 - New IT office remodel, relocating treasures books and shelves
 - Reviewing detention cage options for DOC holding
 - Mowing 2.5-3 days per week for all grounds
 - PM's have come to a stop to do maintenance requests
 - Down 1 custodian 8/8 – gave notice
 - Down 1 Maintenance Tech 8/8 - no notice
 - Reviewing applications and hope to interview 8/15
 - Elevator down in OCH
 - Securing bids for OLEC concrete pad (in front of dumpster)
- **LEC**
 - Sealcoating/Striping all asphalt 8/12-8/14
- **Animal Control**
 - Replaced AC contactor and capacitor
- **NCH**
 - Helm Electric is working on LED upgrade pricing information
 - Hartwig repaired leak @ 2nd floor health dep. 7/27