



Facilities and Maintenance Committee Meeting

Minutes

Lee County, Illinois

Tuesday, September 10, 2024 at 3:00 PM CDT

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=LQtN0bYNsI0>*

I. Call to Order

Meeting was called to order at 3:01 p.m., by Vice Chair Dean Freil.

II. Committee Member Roll Call: Chair Tom Wilson, Vice Chair Dean Freil, Jack Skrogstad, Mike Pearson

Dean Freil, Jack Skrogstad, and Mike Pearson attended in person. Tom Wilson was absent.

Also present: Eric Englund (Facilities Director), Jeremy Englund (Administrator) 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 - (August 13, 2024)

Minutes from the August 13, 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 in the September County Board agenda packet. Highlights included:

- The New Courts Building HVAC project is being slowed down because two (2) compressors needed to be replaced.
- The new courtroom buildout in the New Courts building is tentatively scheduled for completion on October 7th.
- A new full-time custodian has been hired.
- Maintenance Technician interviews were held. A candidate was offered a full-time position. He accepted the position and is slated to start in October.
- Custodial work at Animal Control has been added to the duties of the Maintenance Department.

- Replacement of the VAV's in the Old Courthouse is tentatively scheduled for the end of October.

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*

There were no work order requests ready for approval.

VII. Unfinished Business

A. *Allied Facility Partner Update*

This information was included in the Maintenance Department Report discussion.

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 3:23 p.m. **Moved** by Jack Skrogstad. **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, October 8, 2024

Respectfully submitted by:
Becky Brenner - Board Secretary

Facilities and Maintenance Committee Report

8/14/24 - 9/10/2024

- **New Courts HVAC project/Hartwig**
 - AHU 1, in alarm will replace 2 compressors
 - Building HVAC stable otherwise
 - ICT adjusted graphics on BAS
- **New Courtroom / Allied**
 - Electrical/Data 90% complete
 - Ceiling grid complete
 - Doors hung, locks being keyed to match master key (delay end September)
 - VAV control/sensors complete
 - Trim out benches and rail (9/9)
 - Carpet installation scheduled for 9/17 (3-day job)
 - 7 benches ordered
 - Grand opening 10/7?
- **Nomad / Helm**
 - Scheduled 9/23 new courtroom
- **Facilities & Maintenance Dep.**
 - 2nd floor expansion space clearing, moving file cabinets finished
 - New IT office remodel, relocating treasures books and shelves finished
 - 3 Detention cages for DOC holding ordered
 - Mowing/Ground care 4 days per week for all grounds
 - Hired 1 FT Custodian
 - Maintenance Tech interviews 8/26
 - Awarded bid to HELM for OLEC concrete pad (in front of dumpster)
 - Tree Assessment and Care Plan by winter. The best practice for public and government properties is to use a Certified Arborist, which we are working to find and hire.
- **LEC**
 - Sealcoating/Striping complete
 - Hartwig PM complete
 - Helm Electrical to start PM

- **Animal Control**

- **Added to Custodial duties**
- **Replace bathroom floor in Oct.**

- **NCH**

- **Stanly Steamer prices on steam cleaning bathrooms, tentative schedule in OCT. 26 bathrooms**
- **Paper shredding in que**

- **OCH**

- **HARTWIG penciled in for the 3rd week of September to replace VAV's. Construction meeting beforehand**

OLEC

- **Update plans**
- **30 yr Roof replacement cost \$213,778**