



# Facilities and Maintenance Committee Meeting

## Minutes

Lee County, Illinois

Tuesday, November 12, 2024, 3:00 PM CST

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=Gujd6ALZPGE&t>

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.

Also present: Jeremy Englund (Administrator) 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 - (October 8, 2024)

Minutes from the October 8, 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, Facilities Director, was not able to attend the meeting, so Tom Wilson and Jeremy Englund walked the committee through the detailed report he submitted. The full report will be attached to a copy of the minutes and included in the November County Board agenda packet. Following are topics that were not included on the report but were discussed during the meeting:

- Judge Ackert emailed the employees in the New Courts building explaining that space heaters would no longer be allowed for use in the building since the new HVAC installation.

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*

The final payment to Allied Facility Partner has been submitted for approval by the Claims Committee on November 20, 2024.

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 3:14 p.m. **Moved** by Dean Freil. **Second** by Jack Skrogstad.

**Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is *tentatively* scheduled for 3:00 p.m., on Tuesday, December 10, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary

## **Facilities and Maintenance Committee Report**

**10.5.24 – 11.11.24**

- **Maintenance Dep.**
  - Leaf mulching & leaf pickup
  - Prep snow removal equipment
  - Dumpster fence build
  - Election drop off and pick up
  - Clearing garages out
  - Adam Grubic started 10/21
  - Chris Gullet announced retirement Jan-6 TBD
  - Job has been posted, reviewing applicants
  
- **LEC**
  - Electrical monitoring data received/OK
  - Hartwig installed new sally port heater
  - Gas monitor systems control board now working in sally port
  - Hartwig troubleshooting Trane controls for sally port exhaust system
  
- **Animal Control**
  - Kennel doors built and installed for winter
  - Flooring removal and install
  
- **NCH**
  - HVAC project / Hartwig , AHU 1 Compressor installed
  - Motor master installed (sensor)
  - New Courtroom / Allied, Complete
  - New Courtroom 405, FTR cabling in progress, needs to be complete before room start up
  - Nomad / Helm Next install date is 11/18 Rm 410/420
  - Paper shredding round 2 finished
  - 2<sup>nd</sup> floor expansion space holding cells built, fence and gate build scheduled on 11/14
  - Helm LED lighting on 4<sup>th</sup> floor approved for FY25
  - 4<sup>th</sup> floor flooring projects, start date tentative 12/16
  - Steam cleaning bathrooms tentative 1/6/25

- **OCH**

- **HARTWIG VAV project complete**
- **BEST remodel scheduled for 12/9**
- **North porch roof complete**
- **Kone replaced control board on elevator**
- **South entrance door replacement approved, install date 4-8 weeks weather permitting, card reader will be installed**