



# Facilities and Maintenance Committee Meeting

## Minutes

Lee County, Illinois

Tuesday, December 12, 2024, 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=klb65pztllw>

- 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, Jack Skrogstad, and Mike Pearson all attended in person.  
  
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 - (November 12, 2024)  
Minutes from the November 12, 2024, Facilities and Maintenance Committee Meeting were approved as presented without modification.
- V. Maintenance Department Report / Facility Improvement Updates
  - A. *Maintenance Department Report*  
Tom Wilson walked the committee through the report that was submitted by Facilities Director Eric Englund. Eric was not able to attend the meeting. The full report will be attached to a copy of the minutes and included in the December 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*  
There were no work order requests ready for approval.
- VII. Unfinished Business  
There were no items on the agenda under Unfinished Business.

VIII. New Business

There were no items on the agenda under New Business.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

**Motion** to adjourn at 3:12 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, January 14, 2025

Respectfully submitted by:  
Becky Brenner - Board Secretary

## **Facilities and Maintenance Committee Report**

**11.12.24 – 12.09.24**

- **Maintenance Dep.**
  - **Truck purchase**
  - **14 Interviews**
  - **Clearing garages out**
- **LEC**
  - **Stair rail in jail side to be welded**
- **Animal Control**
  - **Flooring install complete/Boss**
  - **Base install 12/12**
- **NCH**
  - **HVAC project troubleshooting in circuit clerks for Rad's**
  - **Helm electrical PM'S start 12/9**
  - **New Courtroom 405 operating**
  - **Nomad/Helm working in 330/440 targeting completion 12/13**
  - **2<sup>nd</sup> floor expansion space fence and gate build delayed**
  - **Helm LED lighting on 4<sup>th</sup> floor Com Ed Incentive approved for FY25**
  - **New TV's to be hung**
- **OCH**
  - **Generator block heater failed, being replaced 12/9**
  - **BEST remodel delayed**
  - **South entrance door replacement approved, install date 4-8 weeks weather permitting, card reader will be installed**
- **FMD**
  - **Garage roof will be removed and reinstalled 12/11-12**