



## Facilities and Maintenance Committee Meeting

### Minutes

Lee County, Illinois

Tuesday, January 14, 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=ONZsS\\_cstlc](https://www.youtube.com/watch?v=ONZsS_cstlc)

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, Ryan Rod

Tom Wilson, Dean Freil, Jack Skrogstad, Mike Pearson, and Ryan Rod all attended in person.

Also present: Jeremey Englund (Administrator), Eric Englund (Facilities Director), Paul Rudolphi (Treasurer), and Becky Brenner (Board Secretary) all attended in person.

Discussion during attendance:

- Paul Rudolph reported that W2s for Board Members and employees can be picked up in the Treasurer's Office.

III. Public Attendees

No members of the public were in attendance.

IV. Approval of the Minutes from the Previous Meeting - (December 10, 2024)

Minutes from the December 10, 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 from the Maintenance Department. The full report will be attached to the minutes and included in the January 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 3:21 p.m. **Moved** by Dean Freil. **Second** by Jack Skrogstad.  
**Motion** passed unanimously by voice vote.

The next Facilities and Maintenance Committee Meeting is scheduled for  
3:00 p.m., on Tuesday, February 11, 2025

Respectfully submitted by:  
Becky Brenner - Board Secretary

## **Facilities and Maintenance Committee Report**

**12.10.24 – 1.14.25**

- **Maintenance Dep.**
  - Maintenance truck strobe lighting installed
  - Zach Taylor, tech 2 hire 12/26
  - BEST temp employee starts 1/13. 10wks/290hrs
  - 2 small snow removal days
- **LEC**
  - 2-1/2" water supply to boiler patch
  - 2 Boiler combustion chamber cleaned (Hartwig) Ignitors, flame sensors, door gaskets and refractories need replaced
  - Water heaters need new acid filters and piping
  - Kitchen oven issues, faulty board or gas valve
  - 18 light fixtures to be replaced in booking
  - Additional water treatment
- **Animal Control**
  - Base trim and furniture move complete
  - Trim work on front desk requested
- **NCH**
  - HVAC control work ongoing
  - 4<sup>th</sup> floor LED lighting replacement to start 1/20
  - Ceiling tile replacement in rooms as needed
  - HD & SA furniture buildouts finished
  - Multiple TV's to be hung, power and data needed
  - Nomad/Helm 330/440 stalled
  - 2<sup>nd</sup> floor expansion space fence and gate build finished, camera for this area is ordered
  - ADS fire alarm replaced 1/9. Building test 1/13 @ 6 am
  - New soap dispensers installed
- **OCH**
  - West retaining wall collapsed 12/15. Martin Co. installed temp barricades. Planning is in motion by Willett & Hofmann.
  - BEST remodel delayed

- **South entrance door replacement finished. Card reader will be installed by end of January**

- **FMD**

- **Garage roof replacement 12/23. Metal work and gutters to be finished.**
- **5 Garage doors and openers replaced, 1 new garage door cut in and installed**