



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

Tuesday, July 9, 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 3:00 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 all attended in person. Tom Wilson was absent.

Also present: Keane Hudson and Angie Shippert (Board Members), Jeremy Englund (Administrator), Eric Englund (Facilities Director), 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 - (June 11, 2024)

Minutes from the June 11, 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. This report will be attached to a copy of the minutes and included in the July County Board agenda packet.

During the report the committee discussed setbacks experienced with the New Courts HVAC equipment due to components within the equipment not functioning properly or potential wiring issues. Jeremy Englund reminded the committee that several of the staff members were on the verge of retirement so the County would need to start working though some succession planning.

VI. Work Orders

- A. *Requests Submitted for Discussion - None*
- B. *Requests with Final Budget Numbers - None*
- C. *Requests Ready for Approval - None*

VII. Unfinished Business

A. *Allied Facility Partner Update*

This topic was covered under the maintenance report given earlier in the meeting.

VIII. New Business

A. *Lawn care Discussion*

This topic was pushed back to the August 2024 Facilities and Maintenance Committee Meeting.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

**Motion** to adjourn at 3:21 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, August 13, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary

# Facilities and Maintenance Committee Report

6/12-7/3/2024

- **New Courts HVAC Project / Hartwig**
  - 2<sup>nd</sup> & 3<sup>rd</sup> floor AHU's not fully functional - units are locking out. Hartwig has replaced a new compressor and is troubleshooting problems
  - RTU's not fully functional - troubleshooting problems
  - Found multiple problems with new equipment parts and wiring
  - Investigating warranty information and will recommend extension if possible
  
- **New Courtroom / Allied**
  - Altered floor plan to accommodate 5 benches vs. 2, removed conference room, and downsized vestibule to 9x9
  - Framing is 95% complete
  - Working on installing doors, insulation, sound proofing, drywall, and wiring
  - HVAC is currently being altered - new VAV and stat - 7/3
  - Sub's yet to arrive – ADS, Nelson Fire Protection
  - Completion date tentatively September 1 (turnkey)
  
- **Nomad / Helm**
  - Rm 440, 80% wire pulled
  - Rm 420, 80% wire pulled, 8 of 10 speakers mounted
  - Rm 410, 60% wire pulled
  - Completion date tentatively - 7/19
  
- **Facilities and Maintenance Department**
  - 4<sup>th</sup> floor auto air vent (bleeder valve) sprung a leak and trailed to the 2nd floor mechanical room. No noticeable damage, will fix in house - 7/2
  - Replacing multiple light bulbs
  - Replaced faulty light switches
  - Pulled data cable for EMA
  - Paper distribution
  - Painted outside ballards
  - Mowing
  - PM's -Changing multiple filters and prepping for insurance risk control
  - Replacing soap dispenser batteries. Looking to change current dispensers to manual due to supply issues
  - Cut floor scrubbing to 3 days per week for summer months
  
- **Old Courts**
  - Elevator motor room roof completed by H.C. Anderson Roofing. In need of replacement windows and door
  - South entrance door adjusted closer
  - Painted curb and handicapped lines
  - Cleaning up low limbs on trees
  - Pressure washed South entrance ceiling prepped for paint
  - Paper distribution

- Mowing
- Daily PM's
- Prepping for North Vestibule wall repair
- Approved VAV replacement / Hartwig
  
- **LEC**
  - Cross training at LEC with Maintenance and Custodial staff
  - Painting ballards - 7/5 – 7/9
  - Requesting bids for seal coating parking lot and striping before winter
  
- **Animal Control**
  - Cleaning exhaust fans
  - Mounting 3 security cameras - 7/12
  
- **Food Pantry**
  - Trimming trees - 7/10
  - Mowing