



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

May 14, 2024 at 3:00 PM CDT

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 Chair Tom Wilson.

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

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

Also present: Jeremy Englund (Administrator) and Becky Brenner attended in person. Charley Boonstra (State's Attorney) attended via Zoom.

## III. Public Attendees

No members of the public were in attendance.

## IV. Approval of the Minutes from the Previous Meeting - (April 9, 2024)

Minutes from the April 9, 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 and Jeremy Englund reported the following updates from the Maintenance Department:

- The Old Courthouse elevator project has been completed.
- The department would like to move forward with the VAV project in the Old Courthouse before the end of the year.
- A new Facilities Director has been hired and will be starting on June 3rd.
- Funds from the Maintenance budget will be used to pay for new landscaping needed around the parking area at the New Courts Building.

## VI. Work Orders

### A. *Requests Submitted for Discussion*

There were no new requests submitted for discussion.

### B. *Requests with Final Budget Numbers*

There were no work order requests submitted with final budgets numbers.

### C. *Requests Ready for Approval*

There were no work order requests submitted for approval.

VII. Unfinished Business

A. *Allied Facility Partner Update*

Tom Wilson and Jeremy Englund reported the following updates regarding the HVAC project and construction at the New Courts Building:

- Numbers are being finalized for the new courtroom build-out.
- Quite a bit of return air work was done because three offices were added to the courtroom and by statute, they must be insulated so sound does not transfer from one area to another.
- A sound wall will be built between the courtroom and Judge Klahn's office.
- The first large air handler was installed on the roof of the New Courts Building on May 11<sup>th</sup> . It was operational and blowing cold air the same day.
- The second large air handler will be installed on Saturday, May 18<sup>th</sup>. This unit will provide air to the entire 4<sup>th</sup> floor.
- The New Courts boiler project has started, and all the piping has been insulated.
- The entire HVAC project and new boiler are slated to be completed by the end of May to the middle of June. The projects are ahead of schedule and on budget.
- Preventative maintenance agreements will be sought out in a year when warranties are scheduled to end.
- Along with the HVAC project, the New Courts Building is also undergoing courtroom IT modernization provided via grant funding.

VIII. New Business

There were no topics under New Business.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

**Motion** to adjourn at 3:13 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, June 11, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary