



# Facilities and Maintenance Committee Minutes

Lee County, Illinois

Tuesday, June 11, 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 3:03 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 attended in person. Tom Wilson was absent.

Also present: Keane Hudson (Board Member), Eric Englund (Facilities Director), Jeremy Englund (Administrator), 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 - (May 14, 2024)

Minutes from the May 14, 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 reported the following information from the Maintenance Department:

- The New Courts courtroom is 80% framed in. Outlets and conduit are being installed.
- The HVAC condenser fan motors are being worked on in the New Courts Building. The County is waiting for three motors.
- Plans for a new DOC holding area on the 4th floor is in the planning stages.
- The Old Courthouse generator starter motor went out. The unit is still under warranty and should be back online within 24 hours.
- There are several painting projects starting at the Old Courthouse.
- The Highway Department is dropping off a 1-ton dump truck at the New Courts Building for recycling.
- Forks were purchased for the Kubota tractor to assist with unloading pallets.
- Research is being done for the purchase of new radios for the department. The current radios were handed down from the Old LEC.

- Looking at potentially investing in rooftop hydrants for the Old Courthouse and the New Courts Building to help maintain the HVAC rooftop units.

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 request that required 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*

- Jeremy Englund explained that Allied had submitted their third invoice for the New Courts HVAC project in the amount of \$2,000,153. This will exhaust the remainder of ARPA funds set aside for the project. All remaining costs, roughly \$817,000 will be covered under the County capital fund.

VIII. New Business

A. *Lawncare Discussion*

This topic was not discussed during the meeting. Arrangements will be made during the week to discuss this item with the Maintenance Director.

IX. Executive Session

There was no request for an Executive Session.

X. Adjournment

**Motion** to adjourn at 3:09 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, July 9, 2024

Respectfully submitted by:  
Becky Brenner - Board Secretary