

Illinois Valley Public Telecommunications Corporation

Building and Grounds Committee

Tuesday, September 3, 2024 – 2:30 PM

WTVP Offices

Agenda

1. Call to Order
 2. HVAC Update
 - a. Capital Grant Steve Hobbs
 - b. Required Repairs Todd Pilon
 - c. Yearly Maint. Contract
 3. Exterior Doors @ Cole Street Location
 4. Grounds Maintenance
 5. Future Meetings Schedule
 6. Adjourn
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MEETING MINUTES

July 27, 2024

Committee Chairman Bachman called the meeting to order at 02:38 pm. A quorum was present.

In-person: Jim Bachman and Chet Tomczyk.

Via Webex: None

Staff present: Alex Ferrel, Steve Hobbs, Mark Lasswell, and Todd Pilon.

Meeting Summary:

The meeting discussed various updates and maintenance needs, including HVAC system updates, exterior door repairs, clearing of the lot, addressing security issues, and future considerations for the transmitter roof and security system installation.

- Waiting for proposals from Entec and MSI for HVAC system updates.
- The grant can cover additional needs if the cost is low enough.
- Concerns about communication and changes to the service contract with the maintenance provider.

- Considering a different contractor for transmitter site exterior door repairs due to cost differences.
- Bar is responsible for mowing the at the transmitter site outside the fence, and the interior will not be cut.
- Clearing needs to be done on WTVP's side of the lot, particularly around the electrical services boxes.
- Issues with gates at the parking lot and dumpster need to be addressed for security purposes at the wtvp building.
- The trees in front of the satellite dish and on railroad property may need to be cut down or moved.
- Future considerations include replacing the transmitter roof and installing a security system.

Action Items

- Review quotes from Entec and MSI for the HVAC system update and proceed with the chosen company.
- Clarify with MSI if they can handle the control system and valves for the capital project.
- Request an itemized invoice from the Entec maintenance contract provider to assess if it is worth continuing with the yearly contract.
- Sign the quote for the Zobrist and send it back to them for the transmitter site Exterior Door project.
- Investigate the gate latch issue and find a solution to keep it locked
- Look into the possibility of moving the satellite dish or cutting down trees obstructing it
- Consider the need for a new roof for the transmitter building and explore options
- Get quotes for a security system for the transmitter building

The meeting was adjourned at 3:15pm.

Minutes submitted by:

Mark Lasswell
WTVP staff