

## **ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION**

Building & Grounds Committee Meeting

Thursday, October 30, 2025 – 9 AM – WTVP Executive Conference Room

### **AGENDA**

1. Call to Order
2. Occupancy Sticker
3. Rear Parking Lot
4. Tree trimming in front of building
5. Automatic Gate / Quotes for boring
6. Quotes for Carpet Cleaning
7. Adjourn.

### **MEETING MINUTES**

Thursday, October 30, 2025

The Building & Grounds Committee Meeting was held on Thursday, August 28, 2025, in the Executive Conference Room at WTVP.

The Committee Chairperson, Jim Bachman, called the meeting to order at 9:00 a.m.

#### **Attendees:**

- In-person: Jim Bachman, Rick Lavender (9:04 a.m.) and Chet Tomczyk
- Via Webex: None
- Absent: None
- Staff present: Alex Ferrel, Steve Hobbs and Mark Lasswell.
- A quorum was present.

### **Summary**

Committee meeting discussing facility maintenance, infrastructure projects, and equipment upgrades. Strong team collaboration noted. Multiple projects in progress, including electrical boring quotes, carpet cleaning, door security improvements, and HVAC system maintenance.

### **Occupancy Sticker & Studio Capacity**

- Missing studio occupancy sticker
- Studio occupancy rating: 91 people
- Capacity is determined by square footage and door measurement

- Large rear exit door (big enough for ambulance/10-panel truck) was not fully considered in calculation
- Rear parking lot poured; city released access, but gate lacks power, and the electrical line was a city property and was ripped up by the construction.
- We are keeping the gate closed for security until electricity is restored.

## **Electrical & Gate Access Projects**

### **Boring Quotes Status**

- First quote: From electrician including boring (excludes Mark's security upgrade boring)
- Second quote: Quick Boring company - inspected Tuesday, quote expected today
- Includes all three boring locations (including Mark's security upgrade)
- Only does boring, not electrical work
- Recommendation: Use CAES for both boring and electrical work simultaneously to complete project efficiently

### **Boring Location Details**

- Boring from hump where gate opener currently located
- Can bore to both locations directly from that position
- Junction box placement at planned location
- Boring routes: to gate motor and to generator for low-voltage work
- Gate can be manually opened (heavy, currently loose)

### **Temporary Gate Solution**

- Can run 120-volt extension cord temporarily
- Could place truck track down as workaround

### **Security Upgrade (Future - Near Term)**

- Part of DCO grant next phase
- Mark's project includes:
  - New intercom with security camera
  - Order fob system
  - New post installation
  - Staff able to open gate from telephone
  - Footing pour for new stand (vs. current ground-stuck wireless keypad)
- Current wireless keypad: battery-powered, previously wired, hit multiple times, wires ripped out once

## **Carpet Cleaning Project**

### **Quotes Obtained**

- Three vendor quotes received
- Best options: Steam Green and Air Carpet Cleaning (HOER)

- Recommended: Mike Richardson - very thorough, has superheated machine, excellent work history
- PSO handled own cleaning (no cost to facility)

### **Carpet Issues**

- Recent glycol leak (downstairs, near toilet area) - called in Monday, no service visit yet; slow ongoing drip
- Toilet water leak - diaphragm valve malfunction, minimal damage, mostly drained, water only (no sewage)
- Carpet tiles lifting issue after steam cleaning due to adhesive delamination (unique situation)
- Powder cleaning method didn't work

### **Scheduling Challenge**

- Delay due to discussion about adhesive/carpet compatibility and testing different cleaning methods
- Need to schedule once quotes refreshed

## **Door Security Improvements**

### **Front Entrance Door**

- Gap in entrance where striking plate pulled away
- Allows prying tool insertion risk
- Solution: installing metal clamps on sides to prevent center beam flex
- Striking plate being moved back to eliminate gap
- Timeline: This week or next week

### **Side Door (Steps Area)**

- Sealant deteriorating where door meets building
- Large gap at concrete step connection
- Water infiltration risk
- Not included in current quotes (only wrong joints mentioned)

## **Tree Trimming & Landscaping**

### **Status**

- Mr. Phillips contacted for tree trimming quote
- Timeline: "couple weeks" - still waiting
- Deadline: Before Thanksgiving
- Landscape companies winding down season; tree business ramping up (good timing for quotes)

### **Tree Issues**

- Trees on side of building too low - people must duck to pass
- Scraping along building side
- Elms in back have dead wood (priority trim)
- Dead branches will fall soon
- Concern: Some prefer keeping trees; willing to trim back instead of remove

- Railroad knocked down trees in back area; debris still present
- Railroad promised chipping with new machine but only knocked trees down
- Tree regrowth blocking satellite dish area
- Action needed: Follow-up call to railroad about chipping

## **HVAC & Cooling Systems**

### **Chiller Coils Project**

- Status: COMPLETED
- Both circuits had coils replaced
- Fully functional now
- Improvement to be verified in spring/summer when temperatures rise
- Daily monitoring and system shedding performed during summer to stay under threshold
- Successfully ran through entire hot season

### **NCR Cooling Proposal**

- Proposed separate cooling for NCR room to reduce building load
- Mini-split option discussed
- Need communication between systems to avoid manual operation
- Completely separate system would provide redundancy

### **Equipment Age Issues**

- Analog equipment average lifespan: 9 years
- Digital equipment: ~2 years
- Rapid obsolescence due to software changes
- Manufacturers building in obsolescence dates; parts unavailable after cutoff

### **Service Provider Relationship**

- Current provider is expensive but good service
- Two different approaches previously taken
- Good position to separate if desired
- Currently handling maintenance only (not chemical treatment/testing)
- Clean bill of health on water treatment
- No increased treatment needed
- All new projects completed; maintenance mode now

## **Grant Funding**

### **Status**

- DCEO grant finally received (notification received Tuesday)
- Grant period: October 1, 2025 - September 30, 2026 (started this month)
- Bill submission: End of January (end of first quarter)
- Paperwork: All signed and submitted
- Money received as receivable once bills submitted

### **Budget Clarification**

- Grant line shows \$200K+ vs. \$305K discrepancy
- Explanation: Financial statements lump foundation gifts and other grants together

- This specific grant separated out but consolidated in reporting
- Gate boring not in original budget (surprise due to city digging)
- Normal maintenance (trees, etc.) covered under regular operations
- No separate building maintenance budget; working with grant funds
- Frequent equipment failures due to 20+ year old building and systems

## **Downspouts & Water Management**

### **Front Entrance Overhang**

- Four downspouts were never installed
- Water sits on deck and falls on the recently replaced cement
- Causes excessive salt use in winter
- Action: Contact person known for this work to install downspouts

### **Transmitter Building Gutters**

- Failed gutters leaking outside building
- Cascading water could lead to building intrusion
- Future project: Roof replacement (larger priority)
- One leak present but not in critical area
- Holes for gutters in all four corners but no downspouts
- End caps off; downspouts torn/deteriorated (not rusted)
- Deeper investigation needed
- Ice covering proposed as future-proof solution to prevent ice penetration leaks

The meeting was adjourned at 9:38 a.m.

Minutes submitted by:

Mark Lasswell

WTVP staff