

ILLINOIS VALLEY PUBLIC TELECOMMUNICATIONS CORPORATION

Building & Grounds Committee Meeting

Thursday, August 28, 2025 – 9 AM – WTVP Executive Conference Room

AGENDA

1. Call to Order
2. Update from Alex on Emergency Action Plan (EAP)
3. Discussion on timeline for all repairs to front of building. Notify PSO of timeline and repairs taking place.
4. Tree trimming in front of building
5. Rear parking lot cleanup and emergency gate operation. Key for lock?
6. Cole Street
7. Snow Removal for Back Parking Lot / Sidewalks
8. Adjourn

MEETING MINUTES

Thursday, August 28, 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 9:04 a.m.

Attendees:

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

Summary

Meeting covered various maintenance and infrastructure topics for the WTVP facility, including emergency action plan (EAP), repairs, tree trimming, parking lot issues, and HVAC maintenance.

Emergency Action Plan (EAP)

- Current Status:

- Draft is complete
- Missing key component: building-wide paging system
- Speakers and amplifier package costs around \$2,700-\$2,800
- Paging System Limitations:
 - Current system can support paging
 - Lacks speakers for public areas
 - Would only alert people at their desks

Facility Repairs

Front of Building

Discussing timeline for repairs

Need to coordinate with:

- Heart (security system)
- Mid-line eyes
- Concrete work

Potential changes:

- Moving security panel
- Relocating handicap access pedestal

HVAC Repairs

- Current Status:
 - Most repairs completed
 - Waiting on parts for:
 - Coils
 - Chiller breaker replacement
- Ongoing Issues:
 - Glycol system testing
 - Potential need for chemical additives
 - Considering mini-split cooling for net control room

Exterior Maintenance

Tree Trimming

- Contacted Phillips and Sons
- Delayed due to personal issues (wife's diagnosis)
- Planned to trim:
 - Maple tree
 - Areas near building stucco
 - Walkway clearance

Cole Street Area

- Chemical treatment not fully effective
- Considering:
 - Alternative chemical treatments

- Physical cutting/removal
- Potential assistance from landscaping team

Back Parking Lot

- Railroad removed trees but left debris
- Potential future concerns about flooding due to city construction
- Parking lot recently repainted (improved traffic flow)

Security and Access

Emergency Gate Operation

- Purchasing new lock
- Planning to create multiple keys for:
 - Vans
 - Master Control
 - Emergency access

Knox Box

- Planning to update and verify keys
- Scheduling inspection

Additional Notes

- Snow removal for back parking lot/sidewalks to be handled
- Ongoing communication with city about construction projects

Action Items

- Purchase new gate lock
- Contact Heart for security panel installation
- Follow up on tree trimming
- Test glycol system
- Investigate alternative cooling for net control room

The meeting was adjourned at 9:43 am.

Minutes submitted by:
Mark Lasswell
WTVP staff