



Effingham County Board  
101 N. 4<sup>th</sup> Street, Suite 301, Effingham, IL  
217.342.4990

May 14, 2024 8:30 AM  
**Building and Grounds Committee Meeting**

**MINUTES**

Committee Members Present: Doug McCain, Norbert Soltwedel, Tim Ellis

Other Board Members Present: Joshua Douthit

Committee Member Absent: None

Others Present: Superior Window Company representatives, Travis Buhnerkempe

**Minutes**

- Minutes from April 9, 2024 meeting were approved. T. Ellis motioned/D. McCain seconded. Unanimous. **Motion carried.**

**Unfinished Business**

- T. Ellis inquired on meeting from J. Douthit meeting on Gazebo and approval of moving gazebo. J. Douthit confirmed gazebo can be replaced with location adjustment to ensure proper view of Historic Courthouse. J. Douthit stated restrooms for phase 2 may be approved if they are located behind Santa House, however preference of no other structures on the grounds.

**New Business**

- County Building Replacement Windows RFP – Bid Opening
  - Superior Window Company – Bid proposal in amount of \$196,421.00.
  - Dan’s Glass, Inc. – Bid proposal in amount of \$275,500.00
  - T. Ellis moved to recommend to the full board to review the two bids and select the best bid for the county. D. McCain seconded. Unanimous. **Motion carried.**
- Recommendation for RFP for Courtyard and Gazebo Project – J. Douthit shared proposed RFP with combined scope of work including gazebo and courtyard drainage. J. Douthit stated dates for RFP will be May 20<sup>th</sup> through July 5<sup>th</sup> with bid opening on July 9 at Building and Grounds Committee meeting. J. Douthit recommended replacing all concrete with new pavilion centered on north part of courtyard with 6-foot sidewalk leading to it from exterior sidewalk. J. Douthit confirmed tree removal in RFP and new sod. J. Douthit shared a light pole on south side will be donated from city to match other city lights. J. Douthit confirmed gazebo will also have lights. T. Ellis inquired on new pavilion roof and drainage. J. Douthit stated pavilion will look aesthetically the same as museum with a size of 35x30 along with gutters and downspouts. J. Douthit stated bidders are allowed to bid whatever construction material they choose for gazebo but design must compliment the museum. J. Douthit stated the gazebo will essentially be a ground level pavilion that will be ADA compliant. N. Soltwedel inquired on electricity for pavilion. J. Douthit stated the current gazebo has some electrical, however electrical will need addressed with site visit to ensure it is available and easily accessible for events with a possibility of positioning access behind Santa House over by possible phase 2 restroom area. T. Ellis moved to recommend to full board approval of proposed RFP for Gazabo/Courtyard. D. McCain seconded. Unanimous. **Motion carried.**
- IL Department of Veteran’s Affairs Office on 2<sup>nd</sup> Floor of County Building – Carpeting Replacement – N. Soltwedel inquired on Capital Improvements funding. J. Douthit confirmed funding was assigned for county building improvements. T. Ellis recommended checking with all department heads to assess any and all areas needing improvement and prioritize. J. Douthit will speak with Sheriff to check on all areas needing replacement. N. Soltwedel recommended it be completed after windows replacement.
- IDNR Grant for Trail Maintenance/Improvements – N. Soltwedel inquired with SCIRP about TREC maintenance. N. Soltwedel shared IDNR grant and criteria involved.

**General Information/Public Comments**

- T. Buhnerkempe shared cameras on gazebo need a separate conduit from gazebo to light pole and an outlet on top of the pole for a camera.

#### **Closed Session**

#### **Adjournment**

- T. Ellis motioned and D. McCain seconded that the meeting be adjourned. Unanimous. *Motion Carried.*

Minutes submitted by Angie Thompson, County Board Administrator