



Madison County Government
Facilities Management

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Kurt Prenzler, CPA
County Board Chairman

MEMO

To: *Members of the Buildings & Facilities Management Committee*

From: *Rob Schmidt, Director of Facilities*

Date: *Thursday, April 20, 2017*

Re: *Discussion Topics for the Monday, April 24, 2017 meeting at 5:00 pm
At the Administration Building, Room 145*

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1. Approval of the Tuesday, February 21, 2017 Committee Meeting Minutes.
 2. Project Status

Administration Building – Café Ice Machine Replacement Ice machine replacement for cafeteria, 3 prices. **Completed**

Administration Building – Carpet Replacement **Admin Hall, Elevator, Cafeteria Entrance Carpet replaced with new pattern and color.**

Administration Building – Interior Signage **Upgrade Interior Signage, existing no longer available and does not satisfy current ADA – Jim**

Administration Building – Parking Lots. **Sweeping budget number Katsam L.L.C. \$84 per month based on one cleaning, \$73.75 per sweep twice a month. Numerous Concrete repairs needed**

Administration Building – I.T. Data Upgrade – **Air test conducted 3/27/17; Passed.**

Administration Building – **Key and Lock project – Results from Bid - Resolution**

Administration Building- **Chiller Repairs**

Courthouse – Engineering Services **Discussion, met with engineering consultant, Discussed VRV option proposed by Tao. The consensus is that the system proposed is not our best option. Had a mechanical consultant do a courtesy review and budget using existing chilled water systems in place with additional piping and new fan coil units in place of the existing radiators in the atrium area. Humidity control would be added at the main entrance from the courtyard and placed under the stairwell with registers under the existing lockers to preserve the aesthetic value of the courthouse. – Would like to send out for bid request**

Criminal Justice Center – Boiler #1 **Review (3 quotes)**

Jail – Architectural and Engineering Study **Meet with Sheriff Lakin prior to last months scheduled meeting. Better understanding of needs and deficiencies.**

Wood River Facility – Employment and Training **Completed**

Wood River Facility – Child Advocacy Center **Started -25% completed**

Administration Building – Court Security Room **Installed last 4 TVs, Project complete.**

Revised: 4-20-2017

cc: Vanessa Jones, Kimberly Thomas

Wood River Facility – 911 TV's. **Completed**

3. Request for Use of County Property

A Quick Bite Cafeteria – Discussion of Rent

The Land of Goshen Community Market requests the use of various locations around the Courthouse lawn on St. Louis Street for the 2017 Market season.

SIUE requests permission to place signage outside the courthouse for the Wagner Potters Association Pottery Sale April 23rd – April 30th

DCFS Training unit requests the use of the County board room on 7/21/17 and 1/19/18 8:30am – 3:30pm for juvenile court testimony training.

4. Approval of the Purchase Order Report, Purchase Requests, Invoices, & Resolutions

INVOICES:

Capital Project – Administration Building, Courthouse & Annex remodel - \$2,024.86

Capital Project – Child Advocacy Center - \$2,949.05

Capital Outlay – Dell - \$1,222.55

RESOLUTIONS:

Resolution for the Transfer of Property - Madison Probation, 1529 3rd St. Madison, IL 62060 to the city of Madison, IL

Resolution to award contract for a new Key and Lock System

PURCHASE REQUESTS:

Purchase Request for replacement Boilers at CJC

Purchase Request for Doors for the Child Advocacy Center

Purchase Request for Carpet for Child Advocacy Center

5. **New Business**

EMA Woodriver **Safety issues regarding extension Cords, Discussion**

Administration Building- **ADA ramp project and concrete repairs**

Administration Building- **Chiller Repairs leaking.**

Administration Building **Grout cleaning presentation Admin Building**

Administration Building Tile floor repair options ground floor, Damage from hand jack traffic.

Courthouse-Electrical upgrade discussion, obsolete federal pacific switch gear.

Village of South Roxana request for surplus furniture.

New maintenance log report procedure for jail maintenance.

Work Order Software

Abatement Study regarding ACM in buildings. Plan of action for mitigation. Order of importance: Wood River Facility, Annex on Hillsboro, Detention Home. All-inclusive study and education of management & procedure training. Discussion about special assigned person to oversee.

Hiring of Additional Staff presentation

SSA – Roof Replacement (?) – Responsibility – Discuss

Freeman School HVAC Upgrade and conditional (Completion must be by 6-14-17 for grant)

Security Concerns Administration Building brought to my attention

May meeting time.

Next meeting at 5:00 pm on Monday, May 22, 2017