

## **FACILITIES MANAGEMENT COMMITTEE**

Monday, May 22, 2017

PRESENT: M. Madison, M. Walters, T. McRae, C. Jones, A. Asadorian, B. Malone, R. Wesley  
ABSENT: R. Pollard, J. Dodd  
OTHERS: R. Schmidt, K. Geschwend, D. Gray, A. Schoeberle, K. Poshard, T. Corona, C. Milton

Mr. Malone moved, seconded by Mr. McRae, to approve the April meeting minutes. **MOTION CARRIED.**

R. Schmidt explained the criteria on going out for bid. Any purchase over \$5,000.00 will go out for 3 bids, anything over \$30,000.00 will go out for a sealed bid.

### **PROJECT STATUS:**

#### **Administration Building:**

R. Schmidt would like to continue replacing the carpet. He would like to do the cafeteria soon. He would like to get back stock of the carpet to have on hand. There is \$100,000.00 budgeted for carpet replacement and paint for FY 2017.

#### **Administration Building:**

The chiller went down and needed emergency repair. It is now fixed and running. The cost was \$6,033.00.

#### **Criminal Justice Center:**

The boilers will be replaced when staff is available.

#### **Jail:**

R. Schmidt met with AAIC twice. They are working together through the plans and see what needs to be done to move forward.

#### **Wood River Facility:**

One employee from Employment and Training has quit, they are down to one person.

#### **Wood River Facility:**

The renovations at the Child Advocacy Center is about 40% complete. The project is a little behind due to staffing issues.

### **Wood River Facility:**

We have received 3 bids on the cord reel for the EMA garage. This project was not budgeted. The low bid was \$4,625.00. The question is still out on who will pay for this. Facilities has the money in their emergency building repair fund.

Mr. Jones moved, seconded by Mr. Asadorian, to get take the money necessary out of emergency funds to get the project done. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: Jones, Walters, Asadorian, Malone, McRae and Wesley. NAYS: None.

### **Administration Building:**

\$25,000.00 has been budgeted for the ADA ramp replacement project. The budget will cover the concrete work but not the cost of the handrail that is required. \$12,000.00 was the low bidder with just the concrete work. R. Schmidt would like to bid it out as a total package.

Mr. Walters moved, seconded by Mr. McRae, to have R. Schmidt go out for bid on the project. **MOTION CARRIED.**

R. Schmidt talked about various projects around the building in need of concrete work. The committee agreed to have R. Schmidt go out for bids on these various packages needing concrete work. The committee also brought concerns on the ADA compliant projects being grant funded.

Mr. Walters moved, seconded by Mr. McRae, to amend the motion to include in the bid package the handrails on the second ramp located on the other side of the building. **MOTION CARRIED.**

### **Administration Building:**

R. Schmidt received 3 bids for cleaning and sealing the floor tile grout for the entire building. The low bid was \$8,648.00. This is not a budgeted item. The committee discussed this item going into next year's budget.

### **Administration Building:**

R. Schmidt received 3 bids on the tile floor repair on the ground level. The low bid was \$4,132.00. This will be paid from the painting and carpeting budget.

Mr. Wesley moved, seconded by Mr. Asadorian, to move forward on the tile repair. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: Wesley, Jones, Walters, McRae, Malone and Asadorian. NAYS: None.

### **Work order Software:**

R. Schmidt received 3 proposals for the software. The low bid was \$9,000.00 per year subscription and no set up costs. R. Schmidt is still looking into the system. He is not ready to purchase just yet.

**Abatement Study:**

R. Schmidt sent out a request out for an all-inclusive study. The first building would be the Wood River Facility. The all-inclusive study will identify all the asbestos in the building and getting an abatement plan. R. Schmidt is waiting on a third bid, but he is estimating it to be around \$20,000.00. R. Schmidt would like to look into training someone in the department to be on the job during the removal.

**Hiring of additional staff:**

R. Schmidt reported with being 350 work orders behind he would like to hire 4 additional staff members. He would like to have a full time painter on staff. This is something that will be considered at budget time.

**SSA Roof Replacement:**

R. Schmidt is preparing a bid packet for this project.

**Freeman School:**

The education department has received a grant to pay for the HVAC upgrade. The buildings department will supply management for the project. The project will start on May 23<sup>rd</sup>.

**Lease Renewal:**

The State of Illinois leases space at the Wood River Facility for mandatory arbitration. Currently we receive \$8.50 per square foot, which is \$27,200.00 per year. They would like to renew this at the current cost.

Mr. McRae moved, seconded by Mr. Asadorian, to approve the renewal at current cost. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: Asadorian, McRae, Walters, Jones, Wesley and Malone. NAYS: None.

\*Mr. Asadorian and Mr. Jones left meeting\*

**INVOICES:**

Capital Project	Child Advocacy Center	\$1,241.33
	Admin. Chiller repair	\$6,033.00

Mr. Wesley moved, seconded by Mr. Jones, to approve the invoices as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: McRae, Walters, Jones, Wesley and Malone. NAYS: None.

**RESOLUTIONS:**

R. Schmidt discussed with the committee the lawn care bids. Two bids have been received. This is not ready to become a resolution yet.

## **NEW BUSINESS:**

### **Transfer of funds:**

As of right now the staff budget is about \$156,000.00 over budget. D. Gray informed the committee that he has looked into transferring money. They will be taking this to finance for further action.

**\*\*The below projects are just to go out for bid only\*\***

### **Health Department:**

The carpet is needing replaced. There is currently \$95,304.00 in their budget. This carpet replacement will meet the HIPPA compliance issues. The buildings staff will be doing the work. The cost is \$10,000.00.

Mr. Wesley moved, seconded by Mr. McRae, to move forward with installing the carpet. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: McRae, Walters, Wesley and Malone. NAYS: None.

### **Freeman School:**

There are a few repairs that need to be done at the school. R. Schmidt would like to go out for bid on the roof repairs and tuckpointing. \$150,000.00 had been budgeted for this project.

Mr. Walters moved, seconded by Mr. McRae, to go out for bid. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: McRae, Walters, Wesley and Malone. NAYS: None.

### **CJC:**

The rooftop units are needing replaced. \$60,000.00 has been budgeted for the project. R. Schmidt would like to move forward on getting bids for the project.

Mr. McRae moved, seconded by Mr. Wesley, to go out for bid. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: McRae, Walters, Jones, Wesley and Malone. NAYS: None.

### **Senior Services (Community Development):**

They would like to request to use a single office in the administration building. There is space on the lower level in the building.

Mr. Wesley moved, seconded by Mr. Malone, to approve the space. **MOTION CARRIED.**

### **Detention Home:**

There are some drainage issues at the building. It needs to be grated to move the storm water away from the public sewer system. The highway department is also helping with this.

**CJC:**

The fire alarm panel is obsolete and needs to be replaced. The devices would also need to be replaced as well because of the new panel. It has been bid out and \$11,000.00 is the bid to replace the whole system.

Discussion was held on the Clay Street property. R. Schmidt recommended that it be used for storage.

Mr. Malone moved seconded by Mr. Walters, to move into executive session to discuss possible litigation and sale of property. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: McRae, Walters, Madison, Wesley and Malone. NAYS: None.

Mr. Malone moved, seconded by Mr. Walters, to adjourn the meeting. **MOTION CARRIED.**

/vlj