

BUILDINGS & FACILITIES MANAGEMENT COMMITTEE

Tuesday, March 10, 2020

PRESENT: C. Jones, B. Malone, P. Chapman, D. Moore, C. Hankins, R. Wesley, M. Madison, T. McRae

ABSENT: M. Parkinson

OTHERS: J. Thompson, R. Schmidt, J. Parkin, E. Hiller

The minutes from the February meeting were approved by all members present.

NEW BUSINESS:

A lengthy discussion took place regarding the Museum's utilities and which budget they should be paid from; it was noted that \$14,825.00 was put into the Facilities Utilities Budget to cover the utilities at the Museum. After discussion, there was a general consensus that the \$14,825.00 could be transferred into the Museum's Budget as well as it not being necessary to be overseen by the Facilities Department and can be managed by the Museum as it has been in the past.

Discussion took place regarding Covid-19 and the precautions that were recommended by the Health Department; Mr. Schmidt noted some of the precautions being taken are hand sanitizers in various locations, hand washing instructions on the bathroom mirrors and door stops to prevent having to touch door handles. All new supplies being ordered are from the Administration for tracking and reimbursement purposes.

R. Wesley, Chair of the Health Department Committee, noted that Toni Corona and the Health Department are following all recommended guidelines from the Illinois Department of Health and are working in conjunction with fellow County Health Directors. He said there are currently 0 confirmed cases in Madison County and voiced there is a plan in place in the event an unfortunate situation comes to the County.

Please refer to the audio for the discussions in detail.

PUBLIC COMMENT:

None.

PROJECT STATUS:

Jail Remodel Project:

In-depth discussion was held regarding a retainage adjustment request to lower the retainage from 10% to 5%; \$396,237.00 would be the cost to lower the percentage. Mr. Schmidt said the request comes since the jail area is being used during construction. It was noted the ability to request a lower retainage is appropriate in the contract but Mr. Schmidt will provide the exact language. Mr. Schmidt along with the Committee further discussed the amount of work yet to be completed as well as the payment and retainage amounts left in the project. The committee agreed to lower the retainage to 5%.

Courthouse/CJC:

The bids are due on March 17th for the landscaping at the Courthouse and Administration building.

Emergency window repair took place at the CJC for the 1st floor curtain glass that goes around the building. Mr. Schmidt said 3 bids were received (low bid was \$19,957.00) and it will be paid out of the Emergency Budget. Discussion took place about preventative maintenance on windows for the various county buildings.

Administration Building:

Mr. Schmidt spoke about the fire alarm that is in the Administration Building and gave the committee an executive summary; the building was constructed in 1992, the Mirtone Fire Alarm System currently installed is non-addressable and non-code, the fire panel was antiquated in the early 2000's and is no longer produced, replaced or serviced. Mr. Schmidt requested going to a Siemens system and listed various service plan options and dollar amounts based on the amount of buildings included.

The Facilities Department will be providing labor for the VA who budgeted \$85k for paint, carpet, minor wall relocation and use of underutilized space.

The cooling towers have been ordered and are waiting on a build date.

Detention Center:

Mr. Schmidt said they are working on a plan of action to update the HVAC and have been in contact with a consultant who believes the amount of HVAC units could be reduced to 8 rather than 15.

The cost for a new fire alarm will be discussed next month.

Wood River Facility:

The build back from the latest ACM project at the Health Department is complete and the Health Department is moved back in.

The double mechanical doors that goes into the backside of the hospital requires emergency repair and will be replaced with an ADA push button style door.

ADA Update:

48 baby changing stations are being installed in every ADA bathroom per the State of Illinois.

Work Order Update:

49 preventative maintenance work orders, 103 regular work orders and approximately 95 work orders that are back logged.

REQUEST FOR USE OF COUNTY PROPERTY:

The Goshen Market requests the use of various areas around the Courthouse lawn on St. Louis Street side for their 2020 market season starting May 9 – Oct 17.

The Child Advocacy Center would like permission to hang a paper children display and set up a pinwheel display for Child Abuse Prevention Month in the Administration Building lobby for the entire month of April.

The Circuit Court requests the use of the Administration Building lobby for the annual Child Abuse Awareness kickoff event April 1, 2020 at 10am.

Mr. Madison moved, seconded by Mr. Wesley to approve the requests as presented. **MOTION CARRIED.**

INVOICES:

The following invoices were presented:

1. Capital Project Administration Building, Courthouse & Annex Remodel.
 - a. Courthouse stairs, cafeteria lactation room materials - \$7,358.32
2. Capital Project Health Department Phase II.
 - a. New flooring after abatement - \$17,143.28
3. Capital Project Host Fee Reimbursement.
 - a. Professional services for abatement - \$8,715.00
4. Capital Project Jail.
 - a. \$637,892.68
5. Capital Project Wood River Facility.
 - a. Moving services and paint materials - \$3,670.61

Mr. Madison moved, seconded by Mr. McRae to approve the invoices as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, P. Chapman, D. Moore, C. Hankins, R. Wesley, M. Madison, T. McRae
NAYS: None. **MOTION CARRIED.**

PURCHASE RESOLUTIONS:

None.

PURCHASE REQUESTS:

The following purchase requests were presented.

1. Asbestos Project Oversight & Design Services.
2. 2020 Lawn Care Services for the Various Madison County Facilities Option Year 2.
3. Emergency Replacement of Entry Doors at the Wood River Facility.
4. Emergency Replacement of Operable Curtain Windows at the Criminal Justice Center.

Mr. Hankins moved, seconded by Mr. McRae to approve the purchase requests as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, P. Chapman, D. Moore, C. Hankins, R. Wesley, M. Madison, T. McRae
NAYS: None. **MOTION CARRIED.**

Mr. Malone moved, seconded by Mr. Wesley to approve the bills for the month. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, P. Chapman, D. Moore, C. Hankins, R. Wesley, M. Madison, T. McRae
NAYS: None. **MOTION CARRIED.**

The next meeting will be held April 7, 2020 at 4pm.

Mr. Madison moved, seconded by Mr. Hankins to adjourn the meeting. **MOTION CARRIED.**

/mds