

FACILITIES MANAGEMENT COMMITTEE

Tuesday, March 12, 2019

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

ABSENT: R. Wesley

OTHERS: R. Schmidt, B. Cooper, C. Ellis, P. Curtin, D. Ming-Mendoza, S. Cousins

Mr. Madison motioned, seconded by Mr. McRae to amend the February minutes to include comments per Mr. Chapman's request. **MOTION CARRIED.**

PUBLIC COMMENT:

P. Curtin spoke on behalf of the Recorder's Office requesting permission for removal of a wall. Ms. Curtin along with Mr. Schmidt said this will open the office space and allow more functionality for customer service. This is not part of the ADA project and will be placed on the agenda for the March meeting.

Mr. Schmidt gave a brief explanation of what this project would entail. There was short discussion on prior conversations of County Clerk/Recorder consolidation.

Mr. Chapman asked for clarity on how the wall removal will be beneficial.

PROJECT STATUS:

Jail Remodel Project:

R. Schmidt provided a report showing the monthly payment breakdown. Monetarily, the project is 51% complete. Time wise, the project is 30% complete. The 1st phase included all infrastructure and cell work is planned to start June 6th.

Also provided was a report called Change Order #11. Mr. Schmidt gave a brief explanation of the report and noted that all of these change orders came to a net total of \$26,474.93. Mr. Schmidt said that up to this point in the project, \$83,200.15 has been approved previously. He said that in the bid contract, Allowances 1 and 2 totaled \$415,000.00. Due to repairing/conditioning locks, instead of replacing them, \$170,911.00 has been credited. He would like to take the dollar amount from the change orders and apply that amount to the credit. Mr. Schmidt said that other change order are still being reviewed.

Jail Kitchen:

The kitchen is now shutdown and catering services are underway. Mr. Schmidt reported a minor mishap that delayed services momentarily but all has been resolved. He spoke of food service savings and was able to get the amount down to \$15,995.00 from upwards of \$100,000. Mr. Schmidt reported they are ahead of schedule on the kitchen renovation.

Mr. Schmidt said that kitchen equipment went out for bid with the lowest being \$26,084.12.

Courthouse:

Carpet and paint updates continue in the Circuit Clerk area. Mr. Schmidt reported that per the Courts, a Lactation Room is now required and is due to be completed by the end of the week.

Mr. Chapman thanked Mr. Schmidt for the updates and for wisely using special funds.

Mr. Parkinson raised awareness that per a citizen, there are no female product disposals in the second floor women's restroom.

Mr. Parkinson asked Mr. Schmidt to consider expanding the area where case work is reviewed at the CJC as there is not enough space when multiple cases are being investigated.

Administration Building:

Small projects are underway (safe rooms) along with general maintenance.

Wood River Facility:

Repairs requested by the Fire Chief and required repairs were done to conduct routine maintenance safely.

Comprehensive Plan:

Two meetings have commenced on reviewing space and usage.

ADA Update:

Due to weather, IMPACT CIL was not able to review. The meeting is reschedule for Thursday, March 14th.

Electrical Cost and Gas Cost:

Currently still under contract with Electric until April 2020 and is currently bidding Natural Gas.

Mr. Chapman praised Mr. Schmidt for his attention to detail and for identifying areas where cost savings can happen. He stated that the Wood River Facility is sucking up a quarter of a million dollars a year that should not be getting paid.

REQUEST FOR USE OF COUNTY PROPERTY:

Child Advocacy Center requests permission to display paper children and a large pinwheel in the Administrations Building lobby in honor of Child Abuse Awareness month. The display will remain for the month of April 2019.

The Goshen Market requests the use of the Courthouse lawn, courthouse exterior outlet, signage on the corner of Main and St. Louis St., and parking lots for the 2019 Goshen Market

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

Mr. McRae inquired about the boiler system and door and if it was for the Wood River Facility.

Mr. Moore inquired about the purchase of weed killer and the agreements of the lawn/ground contract.

INVOICES:

Capital Outlay	Various Tools	\$2,405.46
Capital Project Administration Building, Courthouse and Annex	Circuit Clerk flooring upgrade materials	\$1,721.92
Capital Project Jail	AAIC and Plocher progress payments	\$687,117.79
Capital Project Wood River Facility	Fire pump and Electrical repairs	\$5,792.54

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

Mr. Madison moved, seconded by Mr. Hankins, to approve the Capital Project Administration Building, Courthouse and Annex invoice as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, M. Madison, P. Chapman, T. McRae, D. Moore, M. Parkinson, C. Hankins NAYS: None.

Mr. Parkinson moved, seconded by Mr. McRae, to approve the Capital Project Jail invoice as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, M. Madison, P. Chapman, T. McRae, D. Moore, M. Parkinson, C. Hankins NAYS: None.

Mr. Hankins moved, seconded by Mr. Malone, to approve the Capital Project Wood River Facility invoice as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, M. Madison, P. Chapman, T. McRae, D. Moore, M. Parkinson, C. Hankins NAYS: None.

RESOLUTIONS:

The resolution to award contract for lawn care services for Madison County various facilities has been postponed to review bids.

PURCHASE REQUESTS:

The following purchase requests were presented:

1. Replacement Jail Kitchen equipment. **The cost is \$26,084.12.**

Mr. Parkinson moved, seconded by Mr. Moore, to approve the purchase as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, M. Madison, P. Chapman, T. McRae, D. Moore, M. Parkinson, C. Hankins NAYS:

2. Janitorial supplies for six month period. **Not to exceed \$20,000.00.**

Mr. Hankins moved, seconded by Mr. McRae, to approve the purchase as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, M. Madison, P. Chapman, T. McRae, D. Moore, M. Parkinson, C. Hankins NAYS:

3. Emergency repair of metal staircase on exterior of Annex building. **The cost is \$20,314.00.**

Mr. Parkinson moved, seconded by Mr. Hankins, to approve the purchase as presented. The ayes and nays being called on the motion to approve resulted in a vote as follows: AYES: B. Malone, M. Madison, P. Chapman, T. McRae, D. Moore, M. Parkinson, C. Hankins NAYS:

NEW BUSINESS:

Mr. Schmidt provided a report that consisted of all of the county buildings, square footage, year built/acquired and annual savings. Mr. Schmidt said that he has been in contact with Jarvis Electric, referred by Mr. Hankins, on an Administration Building lighting upgrade. He said that prior to talking with Jarvis Electric, a bid went out for the same service coming back at \$47,884.00. Through an Ameren/Jarvis Electric Program, the Administration Building will receive all new light bulbs at zero cost. The annual savings from this program are indicated on Mr. Schmidt's report.

Mr. Hankins said the only drawback to this program is that the lights will still have ballasts. Future programs regarding ballasts are forthcoming and participating in the current program does not disqualify the County from participating in future programs. Mr. Schmidt goes on to say that the bulbs went from T12 to T8 (which indicate bulb size).

Mr. McRae inquired if new fixtures were needed; they are not. He also asked about the price of future LED bulb replacements.

The Ameren Light Bulb Incentive will be placed on the agenda for next month's meeting.

D. Ming-Mendoza expressed her opinion that the Recorders request for removing a wall will not interfere with the comprehensive plan or any plans for consolidation. She said she believes it will be beneficial for customer services.

Next meeting – April 9, 2019 at 4pm

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

/mds