

## **FACILITIES MANAGEMENT COMMITTEE**

Tuesday, July 9, 2019

**PRESENT:** C. Jones, R. Wesley, B. Malone, C. Hankins, T. McRae, M. Madison, D. Moore, P. Chapman  
**ABSENT:** M. Parkinson  
**OTHERS:** R. Schmidt, C. Ellis, A. Schoeberle

Mr. Wesley moved, seconded by Mr. McRae to approve the June meeting minutes. **MOTION CARRIED.**

### **PROJECT STATUS:**

#### **Jail Remodel Project:**

Cell block G is going well and per the schedule. The project is 62% complete.

#### **Courthouse:**

The Chief Judge's office transition and carpet/paint is complete. Mr. Schmidt said going up to the 4<sup>th</sup> floor of the Courthouse, the metal pan stairs had carpet partially installed which was replaced by vinyl treads. The low bid for the stair tread installation was \$4,687, middle bid \$8,800 and high bid \$9,306. Mr. Schmidt said since Judge Matoesian's office is empty after retiring, that space will be re-carpeted.

#### **Administration Building:**

The sealing of the construction joints is in process.

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

The requested carpet replacement and repairs for Mandatory Arbitration is complete. The carpet was new and unused leftover stock.

#### **Comprehensive Plan:**

There was a meeting involving Mr. Schmidt, Mr. Chapman and Mr. Hankins to discuss an avenue to move forward with the comprehensive plan. Mr. Chapman said there will be Judge involvement with funding for the Detention Center repairs along with funds that were previously earmarked. He said it will save between \$6mil and \$7.5mil compared to building a new Detention Center. Mr. Chapman reiterated that there is a lot of wasted space in the Admin building. He also said it would take \$1.5mil to repair the Hillsboro Building resulting in a building worth \$5mil; between the Admin and Hillsboro Buildings, there are 75 unused spaces. Mr. Chapman said Edwardsville has offered space for 911 and suggested buying or building an area for the Coroner. Mr. Hankins said there is around 20 spaces until we can get everybody within a couple blocks of each other. Mr. Schmidt said the plan is to move Probation to the Annex Building and move Community Development where Probation is currently. There was brief discussion on what repairs would need to be made to the Annex building before a transition begins. Mr. Schmidt said in 2020, he will begin asking for funds for the Annex remodel.

There was discussion on giving the Wood River Facility to the City of Wood River and then renting office space for the Health Department from the City. Also, discussion was held about the EMA garage; it was mentioned it sits on a tract of land that can be divided off.

There was discussion on several buildings being possible storage locations. Also, further discussion was held on where 911 can be housed; the Edwardsville Public Facility and the unused space in IT has been considered.

Mr. Schmidt said the national average of square footage per employee is 155sqft.

**ADA Update:**

Mr. Schmidt and Ms. Cantarino (IMPACT) met about the parking lot and she suggested moving some of the ADA around. The ADA standards are currently being met and there are an adequate number of spaces in the lot as is. Mr. Schmidt said the configuration standards have changed which will be accommodated.

**Work Order Update:**

84 work orders were completed last month; 85-90 work orders are completed on average/month and bring in about the same amount. It has been requested to have all work requests called in by 1 person in the office to help eliminate duplicate/frivolous orders. It was explained that some work orders are very extensive and time consuming. Mr. Schmidt said there is now a Facilities Help Desk that will allow for work order input and tracking. There was a number of work orders from the Jail that have been eliminated due to the jail remodel project.

Mr. Schmidt said the islands have been re-mulched and will be removing the overgrown landscape. There was brief discussion on how the current landscaping team is doing.

**REQUEST FOR USE OF COUNTY PROPERTY:**

None.

**INVOICES:**

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

Capital Outlay	Various tools and equipment	\$1,359.14
Capital Project Administration Building, Courthouse, Annex Remodel	Supplies for the Courthouse	\$434.24
Capital Project Animal Control	Paint and Washer/Dryer hook up	\$251.33
Capital Project Jail	Jail renovation pay app #013	\$251.33

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

## **PURCHASE REQUEST:**

The following purchase requests were presented.

1. Removing existing carpet and cove base, install new VCT tile and cove base with toe (Administration Building Cafeteria). **The cost is \$6,350.00; Gould Flooring Services.**
2. Master-Bilt model 761012-x (quick ship) replacement walk-in cooler/freezer. Including: delivery, installation and removal of current unit (Detention Center). **The cost is \$14,445.00; Franklin Fixtures.**

Mr. Schmidt said the current cooler/freezer at the Detention Center is 20+ years old and that Judge Mudge confirmed the funds are available and will reimburse them through a 1 time transfer at the end of the year. Mr. McRae inquired who would be keeping track of the transfer; Auditor. The transfer will be coming out of the \$432,000 allocated for the Detention Center. Mr. Moore inquired why the Detention Center would not buy the cooler up front.

The members discussed money for the Detention Center repairs. It was noted the amount for the full project was estimated at \$950,000. The \$432,000 that is being contributed towards the repairs is earmarked for certain things but as more savings occur, more funds open up. Currently there is \$600,000, approximately 2/3 of the total cost that is contributed towards the cost of the repairs. It was discussed where the remaining amount should/would come from. **Please refer to the audio for the full discussion.**

Mr. McRae moved, seconded by Mr. Hankins, 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: C. Jones, R. Wesley, B. Malone, C. Hankins, T. McRae, M. Madison, D. Moore, P. Chapman NAYS: None.

Next meeting – August 13, 2019 at 4pm.

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

/mds