



Madison County Government  
**Facilities Management**

*Kurt M Geschwend* • Building Administrator  
Madison County Administration Building  
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*Alan J. Dunstan*  
County Board Chairman

**MEMO**

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

**From:** *Kurt Geschwend, Building Administrator*

**Date:** *Thursday, January 30, 2014*

**Re:** *Discussion Topics for the Tuesday, February 4, 2014 meeting  
At the Administration Building*

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1. Approval of the Tuesday, January 14, 2014 Committee Meeting Minutes.
2. Approval of Purchase Orders, Invoices, & Resolutions
3. Project Status

Administration Building – Sprinkler Line Leak Repairs  
Administration Building – Assessor’s Office Furniture  
Courthouse – Circuit Clerk – Court Directory  
Courthouse – Update  
Detention Home – Sprinkler Line Leak Repairs  
Detention Home – AHU 14 Replacement  
Museum – Radiator Replacement  
Special Service Area – Radiant Floor Leak

4. Request for Use of County Property

Call For Help, Inc would like to set up a table display in the Courthouse and Administration Building lobby areas for Sexual Assault Awareness Month for one week. The week of April 14<sup>th</sup> is requested.

The Family Violence Prevention Council requests the use of the Administration Building Lobby April 1<sup>st</sup>, 2014 8am-12pm for the Child Abuse Prevention Month kick off.

5. **New Business**

Next meeting at 2:30 pm on Tuesday, March 4, 2014.

Revised: 1-30-2014  
cc: Vanessa Jones, Linda Ogden