



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: *Wednesday, October 5, 2016*

Re: *Discussion Topics for the Tuesday, October 11, 2016 meeting at 2:30 pm
At the Administration Building*

1. Approval of the Monday, September 12, 2016 Committee Meeting Minutes.

2. Project Status

Annex Building – 1st and 2nd Floor Remodel
Administration Building – Passenger #1 Elevator
Administration Building – State’s Attorney Remodel
Courthouse – Circuit Clerk Public Access Terminals
Courthouse – Engineering Services
Jail – Architectural and Engineering Study
Janitorial Contract – All Buildings
Museum – Roof Replacement
Wood River – Probation – Sub-Station

3. Request for Use of County Property

SIUE requests permission to place a sign on the courthouse lawn for their annual pottery sale 12/4/16-12/11/16

DCFS requests the use of the county board room 1/13/17 from 9am – 2:30pm for a court testimony training meeting

Planning & Development requests the use of various Administration Building areas for their annual Shoeman shoe collection, Tab top Tally and Trashformations events. Dates are as follows:

11/12/16 Shoeman Water collection 8am-all day, admin parking lot
4/8/17 Tab top tally and shoe collection 8am-all day, admin parking lot
4/6/17-4/23/17 Trashformations displays, main lobby admin building

Revised: 10-5-2016

cc: Vanessa Jones, Linda Ogden

4. Approval of the Purchase Order Report, Purchase Requests, Invoices, & Resolutions

INVOICES:

RESOLUTIONS:

Amendment of Contract for Janitorial Services for Designated Madison County Facilities

Resolution to Award Contract for Janitorial Services for Designated Madison County Facilities

PURCHASE REQUESTS:

6. **New Business**

Next meeting at 2:30 pm on Monday, November 7, 2016

Revised: 10-5-2016

cc: Vanessa Jones, Linda Ogden