



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, November 3, 2016*

**Re:** *Discussion Topics for the Tuesday, November 7, 2016 meeting at 2:30 pm  
At the Administration Building*

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1. Approval of the Monday, October 11, 2016 Committee Meeting Minutes.
2. Project Status
  - Annex Building – 1<sup>st</sup> and 2<sup>nd</sup> 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
  - Madison Probation – Moved to Edwardsville
  - Museum – Roof Replacement
3. Request for Use of County Property
4. Approval of the Purchase Order Report, Purchase Requests, Invoices, & Resolutions

**INVOICES:**

**RESOLUTIONS:**

**PURCHASE REQUESTS:**

Purchase Request to Vacuum out Administration Building Passenger Elevator #1 Shaft  
*Revised* Purchase Request to Replace Wiring of Generator at Wood River Facility

6. **New Business**  
Next meeting at 2:30 pm on Monday, December 12, 2016

Revised: 11-3-2016

cc: Vanessa Jones, Linda Ogden