

Facilities Committee meeting – November 13th, 2013

The meeting was called to order at 4:04.

Members Present: Jim Matthews, Lynda Clemmons,

Staff Present: Juliette

Due to the lame behavior of the chair, no minutes were available to approve.

No public comment was made.

Unfinished business:

- a. **Status of surplus equipment:** Du Quoin – only one response to surplus equipment announcement. Now spreading word to schools and non-profits or staff. Will scrap anything metal. Need to get them out of Du Quoin building. Champaign list to come to board Nov. 15th or have to wait until January. Lot of surplus panels, plus large furniture.
- b. **Status of sale of Edwardsville vacant lots:** Closing is scheduled for Nov. 14th!!! We will have to coordinate the expansion of our lot to incorporate new parking to replace that taken in the sale. \$570,000 was the purchase price less commission and closing costs.
- c. **Non-routine maintenance/repair for Edwardsville:** New security system to be installed. Intercom system installed Nov. 13th. Keep door locked. Bell ring system. Can talk and see person from one of two panels installed in the office. Proposals are on hand to finally provide appropriate signage for the facility. Changes made to elevator code. Emergency phone has to be replaced with panel w/button. The budget calls for replacement of HVAC units. One not functioning, the other at ½ capacity. Have to follow state bid procedure.
- d. **Non-routine maintenance/repair for Du Quoin:** still working down short punch list. We encountered usual surprises: they had not finished floor before we moved in. Landlord has started to patch, sand, and then paint floors. They will have to work around us in two sections without interrupting our services. None of this is at our cost. Worries about sewer system in city. Landlord on it. Front part of parking blacktopped. Needs to be striped and handicap spaced. Roof repaired under contract, but need to move drainpipes. Landlord will have to pay for move. We were not satisfied with locks. Most of our doors will be on master lock system. We have accepted proposal to install intercom system like that at Edwardsville. Landlord will pay to have lock system put on entire building. We pay for intercom system for entry to our portion of building. We are using less than 1/3 of total building space.

- e. **Non-routine maintenance/repair Champaign** : issues with parking lot. Significant potholes. Gathering estimates. Using two doors for delivery. They recommend they use loading ramp at north door. Also place awning at north door to make it all-weather. Big hole where exhaust fan was removed from print room. Taking bids to remove and and repair wall. Lot of air lost through that hole. Also taking bids to replace signage to new system. Two old HVAC units put in 1991-1994 far past life expectancy. A third replaced six years ago. Looking at replacing roof and HVAC in next year's budget. Have healthy capital fund with only two buildings. 4-ton new, 6-ton old, 16-ton old.
- f. **Going forward?** Strategic plan for fleet replacement on five-year replacement program. Seems to be working Preventative maintenance program for each facility's fleet is important and is also helping. Look at whether state will allow us to rent space or purchase building for our southern district. Cost benefit study for best way to service southern region. \$50,000 year to rent space in Du Quoin for five years. Right now we have nothing to show for having spent time in building. Capital investment in current infrastructure is also important.

New Business

- a. Date for next Facilities Committee Meeting: Tentatively meet on January 8, 2014 at 4.

There was no public comment.

Adjournment

Lynda Clemmons moved to adjourn at 4:54 and Jim Matthews seconded. All were in favor.

Respectfully submitted

Jimi Matthews
Chair and Acting Secretary.