MEMO

To: Members of the Buildings & Facilities Management Committee

From: Kurt Geschwend, Building Administrator

Date: Wednesday, July 6, 2016

Re: Discussion Topics for the Monday, July 11, 2016 meeting at 2:00 pm
At the Administration Building

1. Approval of the Monday, June 6, 2016 Committee Meeting Minutes.

2. Project Status
   - Annex Building – 1st and 2nd Floor Remodel
   - Administration Building – Freight Elevator
   - Administration Building – Café
   - Circuit Clerk – Collinsville Court Closure
   - Courthouse – Engineering Services
   - Criminal Justice Center – Air Conditioner Compressor Replacement
   - Jail – Architectural and Engineering Study
   - Wood River – Health Department – Practice Drill – Medicine Disbursement
   - Wood River – Fire Alarm Replacement

3. Request for Use of County Property

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

INVOICES:

RESOLUTIONS:

Resolution to authorize the purchasing of electric power from a retail electric supplier

PURCHASE REQUESTS:

- Emergency Generator Radiator Repair for the Administration Building Emergency Generator

Revised: 7-6-2016
cc: Vanessa Jones, Linda Ogden
6. **New Business**

Next meeting at 2:00 pm on Monday, August 8 2016

Revised: 6-1-2016
cc: Vanessa Jones, Linda Ogden