

# Montgomery County Board Buildings & Grounds Meeting Minutes

**Date:** Friday, June 7<sup>th</sup>, 2013

**Time:** 8:30 a.m. – Historic Courthouse Conference Room

**Members Present:** Chairman Bob Sneed, Nikki Bishop, Ron Deabenderfer, Gene Miles, Jim Moore, Richard Wendel, and Board Chairman Roy Hertel

**Others Present:** Kristen Chelucci and Brett McKay from Schindler Elevator, Lloyd Meyer, Holly Lemons, Ray Durston, and Terry Bone

The committee met today to discuss the following:

- 1. Update/Approval Historic Courthouse Elevator:** Kristen Chelucci and Brent McKay from Schindler Elevator came to the meeting to discuss the issue with the Extended Warranty Service Agreement that was signed in November 2012. Chairman Bob Sneed stated that he would like to see a 1 year agreement with Schindler Elevator for the Historic Courthouse. Kristen stated that she dealt with new installation department and their previous manager and Del Scott of Korte Luitjohan. Initially was going to give a two month additional warrant for the scratch on the back panel of the elevator. During the meeting it was discussed that two months was not adequate and the County asked for six months of additional maintenance. Kristen sent the revised contract with the six month extension to the one year warranty and sent it to Del Scott who forwarded to the County. This contract was for their standing 10 year agreement. When Kristen came to discuss this at the November 9<sup>th</sup>, 2012 Building and Grounds Committee meeting, Terry Bone gave her a signed contract for the six month extended warranty language. Kristen Chelucci stated that at that time Kevin her past supervisor and Del Scott had worked on the contract so she was not sure of the time frame or details. Once we figured out that this was a ten year contract, Chelucci checked with her legal department and it was too late to change anything and they stated this was a legal binding document. Brett McKay stated that he is new to this project and that their standard contracts are for 10, 15 and 20 years. Terry Bone stated that the County would never sign a ten year agreement with anyone and we did not realize that this was for ten years because it was never discussed. Brett McKay stated that he has reviewed the corresponding emails regarding this issue and has sent them to be reviewed and will get back with the County to see if something could be done with the length of the contract. McKay stated that they want the County to be happy with the situation and he will see what he can do. Hertel stated that we are asking for a one year contract, and whether it was someone else's responsibility to check this, it was signed under false information. Hertel stated that the County never signs such a long term agreement so it doesn't bind future County Boards. We sign a lot of things here in good faith. A ten year contract was never mentioned. Hertel also stated that we have had a lot of maintenance issues with this elevator and just the other day the ceiling was coming down. Schindler was here the other day to fix the ceiling panels.
- 2. Update/Approval Maintenance Issues and Report:** Lloyd Meyer reported that the HVAC at the New Courthouse lost a fan motor. Meyer ordered another motor to have on hand. Meyer stated that he is working on getting replacement stones for the flower bed in front of the Historic Courthouse that was damaged by a car. Clerk Leitheiser is getting a price to replace the stop sign. Meyer will work on getting the rebar and concrete for the north entrance step area. The handrail is ready to be installed.
- 3. Update/Approval Early Voting Basement Office:** The committee discussed getting a proposal to remodel the basement office for early voting. Committee chairman Sneed will work on getting a proposal for the next meeting. The committee discussed having the maintenance staff run the air conditioning duct over to the early voting office area.

4. **Update/Approval Hand Railing at Historic Courthouse:** The new handrail for the north entrance of the Historic Courthouse has been fabricated and is waiting for the concrete to be installed. Bob Sneed reported that he looked at the stone cap and it has cracks in it that will need to be repaired at some point.

5. **Update/Approval Fire Alarm System at Recycling:** Committee chairman Sneed read the two proposals for the Recycling Center Fire alarm system

- Hillsboro - Mac's Fire & Safety - \$2,238                      Wareham's \$2,345
- Litchfield - Mac's Fire & Safety - \$1,935                      Wareham's \$1,659

Motion to accept the apparent low bidder by Bob Sneed second by Nikki Bishop pending the proposals being reviewed by Bill Purcell to see if they meet the bid specs. All in favor, motion carried.

6. **Update/Approval Building Safety Issues at Courts Complex:** The committee reviewed the information regarding suggestions for security improvements for the new Courthouse that was submitted last Tuesday at the EMA meeting by Under Sheriff Rick Robbins. Robbins will hold a mandatory meeting with offices at the new courthouse so they can give input and come with a list of items that need to be implemented. Ray Durston asked if about the panic button system and if they wireless buttons could be place at each employee's desk in his office. Durston also stated that they are not tested on a monthly basis. The committee discussed the present and past procedure for testing the panic buttons with Wareham's. Circuit Clerk Lemons reported that they did get the new locks in their office. The Elevator had a push button lock and people could reach around and push the button themselves to get in their office. This did not solve the entire problem of people letting themselves in the office. Lemons stated that there is still a problem by the ADA counter. The remote control to unlock the door has been helpful. Lemons reported that there are two security cameras in the office. The cameras are set up and you can't see the money transaction at the counter. Last week there was someone stated they paid \$120.00 when they only paid \$100.00. You can't see the areas on the criminal side where they also take cash. The money is balanced every day, so if there is an issue they know that day. Holly Lemons stated that she contacted Mac's Fire and Safety and Wareham's to get a bid on extra cameras to view and record transactions going on at the counter. Wareham's is the only one that put in a bid for three different options. The cost would range from \$2,103 to \$2,535 depending on the option. Circuit Clerk Lemons stated that she checked with the Chief Judge to see if she could purchase this from her Automation Fund and he said no because this is not for the automation of court records. The committee will review Circuit Clerk Lemon's request.

7. **Update/Approval HVAC at Courts Complex:** Committee will continue to look for grants.

8. **Update/Approval Annex Building:** Tour, Young's Roofing sent a letter stated the west side of the building has visible cracks along the masonry and window area. These areas require attention in the near future. Bob Sneed reported that he was in the annex building when it was raining and the water is coming in from the lentel area over the front windows.

9. **Update/Approval Other Business:** Payment of Fire alarm invoices. The committee discussed invoices for offsite buildings maintenance such as recycling, highway, animal control and health department. Chairman Sneed and others stated that these maintenance issues should come out of each department's budget and not the Building and Grounds budget office 005, so expenses could be tracked for their budgets.

Motion by Jim Moore, second by Ron Deabenderfer to pay the bills. Motion carried.

Motion by Nikki Bishop, second by Richard Wendel to adjourn the meeting. All in favor, motion carried.

Meeting adjourned at 10:05 am

Minutes respectfully submitted by acting secretary Chris Daniels as Deputized by the Montgomery County Clerk and Recorder, Sandy Leitheiser.

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