

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, November 8<sup>th</sup>, 2013

**Time:** 1:00 p.m. – County Board Room

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

**Members Absent:** Jim Moore

**Others Present:** Sandy Leitheiser

The committee met today to discuss the following:

- 1. Update/Approval HVAC at Courts Complex:** Chairman Bob Sneed reported that he has just received and signed the “Notice to Proceed” paperwork that was sent by Hurst Rosche Engineers for the HVAC system at the Courts Complex.
- 2. Update/Approval Maintenance Issues and Report:** Committee Chairman Bob Sneed reported that there is some plaster work that needs to be taken care of in the basement elections storage room. The committee discussed addressing the first floor men’s restroom to make it ADA compliant. **Motion by Gene Miles and second by Nikki Bishop to have Bob Sneed proceed with getting the Men’s first floor restroom in ADA compliance. All in favor, motion carried.**
- 3. Update/Approval Schindler Elevator Service issues:** The elevator in the Historic Courthouse went down on Thursday late afternoon. Schindler was called to be here first thing Friday morning but they didn't come until after lunch. The B & G committee discussed the necessity of having the elevator working and that it may be necessary to pay for overtime to fix it. **Motion by Ron Deabenderfer and second by Nikki Bishop to have the maintenance staff call the Building and Grounds chairman when the elevator needs repaired to get the overtime approved on a case by case basis. All in favor, motion carried.**
- 4. Update/Approval Cleaning Service for the Courts Complex Building:** The current cleaning contract for the Courts Complex building will expire in February. Chairman Hertel stated that he called the director of FAYCO to see if they could clean the building and found that it would not work because it would take 10 people for one FAYCO Supervisor. Chairman Hertel stated that he checked with the Sheriff and they discussed how they could save money and get the New Courthouse cleaned. They discussed hiring a part time person to work from 4:00 pm to 8:00 pm with no benefits for about \$13,000 per year and the current maintenance staff would help with some cleaning during the day. Committee will continue this discussion at the next meeting.
- 5. Update/Approval Remodel Basement Office for Early Voting:** The new early voting room is almost complete. County Clerk Leitheiser reported that she has ordered a new handicap accessible voting booth and the cost will be covered by a grant that she applied for. Leitheiser also reported that she looking to purchase new signage for the new early voting room. With the remaining grant funds, Leitheiser and Sneed discussed putting a new “Vote Here” sign at the ground level handicap accessible door. The temporary signs would need to be put out each morning and taken in at the end of each working day during the early voting period. **Motion by Ron Deabenderfer and second by Richard Wendel to purchase a temporary Voting Sign for the handicap accessible door. All in favor, motion carried.** Committee Chairman Bob Sneed will advise the Sheriff to have the maintenance staff move the temporary signs each day during the early voting period.

6. **Update/Approval Annex Building:** Committee Chairman Bob Sneed will call the sub-contractor.
7. **Update/Approval Building & Grounds Committee Priority List:** The Committee discussed their priority list last month.
8. **Update/Approval 2014 Building & Grounds Committee Meeting Dates & Time:** The Committee reviewed the 2014 meeting dates and there was one conflict for July 4<sup>th</sup>. The committee decided to move their meeting date up one week to Friday, June 27<sup>th</sup>, 2014. The committee also decided to change their meeting time to 1:00 pm each month. **Motion by Gene Miles and second by Richard Wendel to approve the 2014 committee meeting dates and time as presented. All in favor, motion carried.**
9. **Update/Approval Other Business:** Committee discussed which account to voucher The Public Safety Group Invoice for the tower inspection. **Motion by Gene Miles and second by Ron Deabenderfer to have the invoice to be paid out of the Sheriff's budget office 80. All in favor, motion carried.**

Motion by Gene Miles, second by Nikki Bishop to pay the bills. Motion carried.

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

Meeting adjourned at 2:45 p.m.

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