

Montgomery County Board Buildings & Grounds Meeting Minutes

Date: Friday, February 8th, 2013

Time: 1:00 p.m. – Historic Courthouse Conference Room

Members Present: Chairman Bob Sneed, Nikki Bishop, Ron Deabenderfer, Gene Miles, Jim Moore,
Richard Wendel

Members Absent: Board Chairman Roy Hertel

Others Present: Bill Purcell, Holly Lemons

The committee met today to discuss the following:

1. **Update/Approval Railing at the Historic Courthouse:** The committee learned that a County resident fell on the north steps of the Historic Courthouse. Committee discussed the railing and installing signs to advise people that there is a handicap entrance on the west side of the building.
2. **Update/Approval Courts Complex Fire Alarm System:** Information Systems Manager Bill Purcell reported that the Fire Alarm System devices have not been tested. The sprinkler system should be tested twice a year by a certified company. Jail building devices should be tested twice a year. Fire alarm systems at the Historic Courthouse, Courts Complex and Annex should be tested once a year. Purcell will ask Wareham's Security if it is possible for the Sheriff's Department to monitor the Fire and Panic Systems. Purcell and Circuit Clerk Holly Lemons addressed the committee regarding the lack of strobe, smoke and horn alarms on the 2nd floor of the Courts Complex. Lemons reported that an alarm went off recently and could hardly be heard in the Judge's chambers and Court Reporter's room. Concerns were discussed regarding safety code requirements and why they weren't put in place when the building was designed. Purcell will check with Wareham's for an assessment and with Treasurer Jenkins to see if someone from our insurance company will come to assess the Courts Complex to see what is needed for a Fire Alarm System at the Courts Complex.
3. **Update/Approval Maintenance Issues and Report:**
 - **Business Vendor List:** Committee reviewed the list. The main purpose is to get local people and businesses involved. Get requirements and put on website and put a list up on 1st floor of Courthouse.
 - **Bathroom on the 3rd Floor by GIS:** finished
 - Latex paint cans in two buildings have been removed.
 - Switch on Voter Card Machine in the County Clerk's Office is broke and looking for a replacement.
 - **ADA Requirements:** Lemons asked about moving forward with counter height requirements. Probation and State's Attorney counters need to be done.
 - **Safety Issues:** Lemons also addressed safety issues at the Courts Complex. Undersheriff Rick Robbins and Lemons will be scheduling a meeting to discuss these issues and come up with ideas to help with safety. Lemons explained emergency concerns with the elevator that goes to her office. A policy and procedure needs to be established and employees educated.
4. **Update/Approval Johnson Controls Contract:** Annual Maintenance Contract is \$6,149 this year.
Motion by Jim Moore, second by Richard Wendel to Approve the Maintenance Contract with Johnson Controls in the Amount of \$6,149. All in favor, motion carried.

Motion by Jim Moore, second by Gene to pay the bills except for Curt's Towing. Motion carried.

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

Meeting adjourned at 3:00 p.m.

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