

# Montgomery County Board Buildings & Grounds Meeting Minutes

**Date:** Friday, April 5<sup>th</sup>, 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, and Board Chairman Roy Hertel

**Others Present:** Bill Purcell

The committee met today to discuss the following:

1. **Update/Approval Schindler Elevator Corporation:** Kristen Chelucci our account manager for Schindler Elevator Corporation sent a memo at 12:15 stating that she could not be here today. Their technician is here today to install plastic screws on the Historic Courthouse elevator buttons. The Schindler technician believes that static electricity being generated from the metal screws in the elevator panel has been the problem with the ongoing issue of the elevator not going to the floors when the buttons are pushed. The memo referred to the Schindler Elevator Engineer being confident that the installation of these screws will reduce the static electricity in the button, which is what they believe has been shorting them out intermittently.
2. **Update/Approval Historic Courthouse Elevator:** Third party annual inspection will be held April 11<sup>th</sup> at the Historic Courthouse. The third party inspection was already held at the Courts Complex. Midwest Elevator will be conducting the inspection with Schindler at the Historic Courthouse.
3. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer reported the filters in air handler boxes in the separate areas are being cleaned at the Courts Complex along with all of the vents. Some of the Courtroom vents have not been cleaned yet due to the rooms being used during the day. They will be working on the mowers and start mowing next week. Richard Wendel will weed and feed the Historic Courthouse lawn. Lloyd will call Ameren to make repairs to the lawn areas at the Historic Courthouse where they dug last year. Meyer stated they will start servicing air conditioning units at the Historic Courthouse soon.
4. **Update/Approval Routine Maintenance Schedule:** Committee reviewed the routine maintenance schedule. Lloyd Meyer will review and revise. Lloyd will also find the routine maintenance list from Hurst-Rosche Engineers provided years ago to combine with our list from 2008.
5. **Update/Approval Vendor List:** Committee reviewed the Vendor List that was compiled by businesses that replied to the advertisement and vendors that have done business with the County over the last few years. The committee discussed that businesses need to be aware that the County has to pay prevailing wage.
6. **Update/Approval HVAC at Courts Complex:** There has been no word on a grant for HVAC replacement. Lloyd explained the temperature settings on the system at the Courts Complex when the weather gets warmer. Wendel will check with West Central to see if there are any grants available for replacing energy efficient systems.
7. **Update/Approval Fire Alarms and Panic Systems:** Bob Sneed reported we received two bids for the Fire Alarm System upgrade at the Courts Complex:

- Mac's Fire & Safety - \$4,633.00
- Wareham's Security - \$3,965.00

The Court Funds will pay for the Panic Security system upgrade. IS Manager Bill Purcell wrote the specifications for the project. **Motion by Jim Moore, second by Gene Miles to Approve the Bid from Wareham's Security for the Existing Fire Alarm System Upgrades at the Courts Complex in the Amount of \$3,965. All in favor, motion carried.** Bob Sneed reported he will work with getting bid specs for the Recycling Center next month.

**Two bids were received for a Fire Alarm System at Animal Control:**

- Mac's Fire & Safety - \$880
- Wareham's Security - \$630

**Motion by Gene Miles, second by Richard Wendel to Approve the Bid from Wareham's Security for the Fire Alarm System at Animal Control in the Amount of \$630. All in favor, motion carried.** Bill Purcell stated the bid specifications did state that prevailing wages must be paid.

- 8. Update/Approval Building Safety Issues:** Historic Courthouse has new locks, and numbered keys have been assigned. The Chairman of each committee that has meetings at the Historic Courthouse will have a key and Department Heads and employees of the Historic Courthouse. Keys were assigned to the Chairman of the two political parties and the committee discussed Dave Ronen having a key for the MCEDC meetings. The Sheriff's Office master keys fit the door locks. Jim Moore asked about the County providing a meeting room for Montgomery County Water Company. Hertel explained that he gave the approval to Ken Durbin because the County Board created the MCWC Board. The Committee discussed that other County entities not having accessibility to the Courthouse buildings for meetings or having a key. Hertel gave an update on the changes with the MCWC. He stated we don't have an obligation on whether or not to let MCWC have meeting space and asked Moore if he wanted to make a motion to not let the MCWC Board use a County Room for their monthly meetings. No motion was made. Committee discussed a security issue with doors at the Circuit Clerk's office. Circuit Clerk Lemons will work with Lloyd to get something worked out.
- 9. Update/Approval B&G Committee Time Change:** The Committee reported that they will be meeting again at 1:00 pm for the month of May. The June, July and August meetings will go back to meeting at 8:30 a.m.
- 10. Other Business:** Committee discussed replacing the railing on the north end entrance of the Historic Courthouse.

Motion by Ron Deabenderfer, second by Gene Miles to pay all bills except Schindler. Motion carried.

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

Meeting adjourned at 2:30 p.m.

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