

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, March 7<sup>th</sup>, 2014

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

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

**Others Present:** Lloyd Meyer

The committee met today to discuss the following:

1. **Update/Approval HVAC at Courts Complex:** Chairman Sneed reported on the status of the HVAC replacement at the Courts Complex. Hurst-Rosche has approved payment request #2 and #3 for a total amount of \$69,282.90. Lloyd Meyer reported that the electricians will be here to install the wiring next week and that the damaged gate for the fencing will be repaired.
2. **Update/Approval Maintenance Issues and Report:**
  - Bottom step at the North entrance of the Historic Courthouse has chipped off and needs repaired.
  - The committee reviewed the quotes for replacing the tile in the men's and ladies restrooms on the first floor of the historic courthouse. A small section of tile in the hallway between the two rooms will also be tiled. **Motion by Gene Miles and second by Jim Moore to approve replacing the tile floor in the men's and ladies restrooms and the hall floor for an amount not to exceed \$1,500. All in favor, motion carried.**
3. **Update/Approval Fire Extinguisher Report and Monthly Check:** Lloyd Meyer has completed the monthly check of the fire extinguishers.
4. **Update/Approval Review Proposal for 3<sup>rd</sup> Party Annual State Inspection of Elevators:** The elevator at the Courts complex passed the third party inspection on March 6<sup>th</sup>, when Midwest Elevator and Otis were here to perform the testing. The elevator at the Historic Courthouse will be inspected in the next month.
5. **Update/Approval Elevator Safety Code Upgrade Requirements:** Committee reviewed the informational letter from Otis Elevator Company regarding some changes to the safety code for elevators and escalators. We will ask Otis Elevator to verify in writing that we comply with these new codes.
6. **Update/Approval Part Time Employee-Cleaning at Courts Complex:** The new part time custodian was hired at the end of February and is being trained to clean the Courts Complex building on weekday evenings.
7. **Update/Approval List for Vendor Insurance Certificates & Vendor Waivers:** Tom Franzen will come to the committee meeting next month to address this issue.
8. **Update/Approval Request for Proposals for Panic & Fire System Testing & Monitoring:** The Committee discussed the need to bid out the testing and monitoring for the fire and sprinkler systems for the county buildings. The EMA committee has assigned the monthly testing of the panic alarm systems to EMA Director Diana Holmes and she report back to the committee each month. The EMA committee reviewed the Request for Proposal that was prepared by Bill Purcell and recommended that this be handled by the Building and Grounds Committee. Chairman Hertel also reported that Wendy Keller from

Wareham's Security along with Bill Purcell was present at the EMA committee and that Macs Fire was also invited to attend. **Motion by Jim Moore and second by Gene Miles to bid this out with the two companies and to advertise for bids on the recommendation of the States Attorney's Office. All in favor, motion carried.**

9. **Update/Approval Bloome Water Dispenser Purchases:** Committee will follow up for next month.
10. **Update/Approval Bid for Generator at Animal Control:** Committee Chairman Sneed reported that he spoke with the low bidder and that this vendor is not certified to service the unit that he bid on. Sneed then checked with Hillers Sheet Metal who was the second lowest bidder and he is certified to work on the equipment that they bid on. **Motion by Nikki Bishop and second by Ron Deabenderfer to approve the bid from Hillers sheet metal in the amount of \$9,440.43. All in favor, motion carried.**
11. **Update/Approval Exterior Lighting:**
  - Two proposals were opened for the upgrade and replacement of the exterior lighting for the Historic and New Courthouses. Upon review of the two bids, Chairman Sneed noticed that the pricing on one bid did not have a separate price for each of the two buildings. The committee decided to define the work to only consist of replacing the outside lights at the Historic Courthouse so Committee Chairman Sneed will need to communicate this to both bidders and ask them to submit new bids for next month's meeting.
12. **Update/Approval Priorities for Long-Term Improvement Fund:** Chairman Hertel explained the recent confusion regarding the motion at the January full board meeting and the intent for the 33% that was to be set aside in the long term improvement fund. This issue will be explained and defined by all the board members at the full board meeting on Tuesday. Moore stated the his understanding was that 1/3 of the coal funds are being used for day to day operations, 1/3 is going in a rainy day fund and 1/3 has been allocated in the Long-Term improvement fund which needs to include the county buildings.
13. **RSVP for Farm Bureau Breakfast and Coal Mine Tour:** Reminder that the Farm Bureau is hosting a breakfast meeting before the full board meeting on Tuesday. A tour of the coal mine will take place after the board meeting in April.
14. **Update/Approval Other Business:** None at this time.

Motion by Nikki Bishop, second by Richard Wendel to pay the bills. Motion carried.

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

Meeting adjourned at 3:10 p.m.

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