

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, April 4th, 2014

Time: 1:00 p.m. – County Board Room

Members Present: Chairman Bob Sneed, Ron Deabenderfer, Gene Miles, Jim Moore, Richard Wendel, Vice Chairman Mary Bathurst and Board Chairman Roy Hertel

Members Absent: Nikki Bishop

Others Present: Betsy Wilson, Sandy Leitheiser

The committee met today to discuss the following:

1. **Update/Approval HVAC at Courts Complex:** Bob Sneed reported that the project is almost complete.
2. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer reported that they will go around and service all the air conditions as weather permits. Signs will be made for conceal and carry laws for the buildings. Chairman Hertel requested that the cub cadet riding lawn mower at animal control be brought up to the courthouse for the maintenance staff to work on and to store it on site in the maintenance garage.
 - **Update/Approval Fire Extinguisher Report and Monthly Check:** Lloyd Meyer reported that the fire extinguishers were checked this month.
 - **Update/Approval Historic Courthouse Fire Alarm Cover:** The batteries in the fire alarm plastic covers on the first floor were removed so they won't go off when the cover is lifted. The system will still work when the alarm is pulled.
 - **Update/Approval 3rd Party Annual State Inspection of Elevators:** Historic Courthouse passed and we sent off to the state.
 - **Update/Approval Elevator Safety Code Upgrade Requirements:** Lloyd stated passing the State inspection and receiving a certificate means we comply with required code upgrades.
3. **Update/Approval Historic Courthouse Elevator Maintenance:** Committee discussed and approved the contract renewal Schindler for one year in the amount of \$4,640/year.
4. **Update/Approval List for Vendor Insurance Certificates & Vendor Waivers:** Tom Franzen shared a report of the vendor liability manage risk transfer and stated that we should make sure that third-party vendors/providers are financially responsible for liability imposed during their work for the County. Committee reviewed the Hold-harmless / Indemnity agreement with Tiers 1, 2 and 3. The vendor insurance certificate and indemnity agreement should be in our files before these vendors do any work at the County. Assistant States Attorney Betsy Wilson has reviewed and approved all the information as presented. This will make sure the vendors are responsible for the work that they do. Vendors will be required to supply certificate of insurance, sign a waiver, and if they have employees, they must show workers comp insurance proof. Jim Moore stated that each committee needs to get their information to the B & G committee so a tier can be assigned and the paperwork requested. No vendor should start work before the proper signed waiver agreement is signed and on file. **Motion by Ron Deabenderfer and second by Jim Moore to recommend the policy of securing the vendor insurance certificates and vendor waivers to the full board. All in favor, motion carried.**
5. **Update/Approval Award Bid for Panic & Fire System Testing & Monitoring:** The committee reviewed and discussed two bids for the monitoring and testing of the Panic & Fire Systems for all the county buildings except the Litchfield recycling facility. **Motion by Gene Miles and second by Ron**

Deabenderfer to approve the bid from Wareham's Security for the Monitoring and testing of the fire and panic alarms in the county buildings. All in favor, motion carried.

6. **Update/Approval Exterior Lighting bids:** Committee received two proposals for the Exterior Lighting. Committee Chairman Bob Sneed will review the two proposals and check the differences in the wattage of the bulbs that were proposed. Sneed will have a recommendation for the full board meeting. **Motion by Ron Deabenderfer and second by Richard Wendel to approve the low bid pending the comparison of the wattage of the light bulbs. All in favor, motion carried.**
7. **Update/Approval Building Projects Summary Reports:** Committee reviewed a report for all the building and ground summary of projects from 1998 to 2014. This will help with coming up with a priority list for budget purposes.
8. **Update/Approval Maintenance Agreement for Animal Control Generator:** Chairman Hertel stated he thought it was worth the \$300 per year to have Hiller's to maintain the new generator at the animal control facility. The committee does not want to compromise the 5 year warranty if maintenance staff were to work on the generator. **Motion by Jim Moore and second by Richard Wendel that HWE enter into a contract with Hillers in the area of \$300.00 per year to maintain the generator at animal control. All in favor, motion carried.**
9. **Update/Approval Other Business:** Chairman Hertel asked that the committee look at the entrances of the Historic Courthouse. The men's restroom floor is complete. The women's floor will be done when the tile comes in. Committee discussed concerns at the new courthouse of work not getting done in the time allotted to the new part time employee. The new employee is one person doing the work of three people and current custodial staff may need to help. Bob Sneed and Chairman Hertel will go and talk with the Sheriff. Committee discussed a ladder for the third floor Historic Courthouse for the GIS office. Inquire about a baby changing station. The committee discussed and approved that Bill Gonet move his office to the other room next to his so he won't be in the same spot as the fire escape.

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

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

Meeting adjourned at 2:35 p.m.

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