

# Montgomery County Board

## Buildings & Grounds Meeting Minutes

**Date:** Friday, June 6<sup>th</sup>, 2014

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

**Members Present:** Acting Chairman Jim Moore, Ron Deabenderfer, Gene Miles, Board Chairman Roy Hertel and Mike Plunkett

**Members Absent:** Chairman Bob Sneed, Vice Chairperson Nikki Bishop and Richard Wendel

Since there are three regular Building and Grounds Committee members present today, Chairman Hertel stated that he is temporarily appointing Mike Plunkett to the Building and Grounds committee so that the committee will have a quorum.

**Others Present:** Dale Cover, Jeff Dunn, Greg Nimmo, Lloyd Meyer, Holly Lemons and Betsy Wilson

The committee met today to discuss the following:

- 1. Update/Approval HVAC at Courts Complex:** Hurst-Rosche Engineer Dale Cover stated everything for the HVAC system at the Courts Complex has been installed and the system is up and running. The committee discussed a letter they received from Judge Long regarding the temperature changes over the weekend and for Monday Morning. Cover stated that modifications were made on the system on Wednesday and that there are four items on the punch list that the contractor needs to address. There have been some temperature discrepancies and Johnson Controls is making every effort to get the situation corrected on the temperature variances. Cover reported that the system is operating and keeping the building cool. Judge Long had concerns when the whole system was shutting down at night and Court room 3 was very warm. Circuit Clerk Holly Lemons stated that her office was extremely hot last week. The temperature says 74 to 76 degrees but it feels hotter than that and the front office is warmer than her office. Cover stated that they have to check the temperature sensors to make sure they are calibrated properly. Lloyd Meyer and Cover reported that the HVAC system is now set so that it will not shut down over the weekend. The offices will need to tell Dale Cover which are the critical areas that need to be cooled so they can address the controls to correct the issues. Cover stated that he has completed the list of substantial completion and will submit it to the Contractor. Hertel asked about the grant paperwork. Cover stated that all the paperwork was not sent in by DCEO's deadline, however he has sent communication to get additional grant paperwork going for the new cycle.
- 2. Update/Approval Cleaning at the Complex:** Circuit Clerk Holly Lemons stated that there are some cleaning issues at the Courts Complex. Lemons stated that the other cleaning service had three or four people that worked about four hours per night and Martin Large is only one person that is scheduled to do the same work in the same amount of time. Chairman Hertel stated that he will address this issue with the Sheriff.
- 3. Update/Approval Purchase of Four Wheeler for the Sheriff:** Greg Nimmo presented a proposal to the committee to purchase a four wheeler for the drug task force enforcement. The Sheriff's Office can use the drug and education fund money for the purchase the four wheeler. The Sheriff's Department received a couple of proposals for the same piece of equipment. The State bid was for \$15,918 and one was submitted from Niehaus Cycles in the amount of \$15,546. **Motion by Gene Miles and second by Ron Deabenderfer to purchase the four wheeler from Niehaus Cycles in the amount of \$ 15,546. All in favor, motion carried.**
- 4. Update/Approval Communications Tower:** Greg Nimmo stated that they are still researching the different revenue streams for the communications tower. They are also researching IWIN but they don't have a dollar value yet. It will cost \$127,000 to purchase and do all the work for the new proposed tower for this year. There is \$86,000 allocated in this year's budget. The negotiations will be for the purchase of the tower with three acres. Chairman Hertel stated that Greg Nimmo will work with the grant writer to see if there is a possibility to apply for a grant in the County Mitigation Plan. Coordinating Committee had a motion to approve the negotiation process for the tower in the Butler area. Nimmo reported that we pay about \$1,100 per vehicle that uses the IWIN radio service. That is about \$15,000 per year. Miles stated that the board members have a concern that we may spend the money on this now and we need to make sure that this communication system won't be obsolete in the next five years. Nimmo stated that the idea of the county going with the new

technology with our revenue streams probably won't happen. Some of the county radio services can still be located on the current tower. The committee discussed the ability to sell some space on the new tower. Chairman Hertel stated that Assistant States Attorney Betsy Wilson is currently in negotiations with the Cervi family for the purchase of the property. The committee discussed that a fence will need to be put around the tower for security issues.

5. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer will report.
  - Fire Extinguisher Report and Monthly Check: Was submitted
  - Bottom stair of the north entrance of the Historic Courthouse: The step has been repaired.
  - Ladder for GIS Office: Meyer is checking.
  - Parking Lots: Striping and Highway Department to address the pot holes
  - New Courthouse roof: Meyer went on the roof and found two end cap areas that have a few shingles missing.
  - Exterior Lighting installation: Meyer will check with Russ Jones to see what the status is on the grant for the lighting. The grant expired at the end of May and we need to know if the grant was submitted on time. Meyer will check with Jones and let him know that if there is no grant money available, that there will be no lighting project.
6. **Update/Approval Door Access Panels in the New Courthouse:** Meyer will check on the status of the delivery of the new door access panels.
7. **Update/Approval Sign at Courthouse during Old Settlers:** Mike Plunkett introduced Jeff Dunn to the committee and stated that he is associated the Historical Society and owns the Neon Sign shop in Hillsboro. Dunn has also been the main force in getting the Montgomery County Historical Society Web site operational. Dunn serves on the Old Settlers Association Committee and has pictures of the Historic Courthouse where from 1909 to 1953 there was a large Old Settlers Sign that was put up each year on the south porch roof during the festivities. Dunn stated that he would like to reconstruct the Old Settlers sign and that would consist of two 8' sections with 2 foot letters to be put on the porch roof. Dunn can build the sign for free from materials that were left to him from a previous sign owner and he also offered to also make a sign for the holidays that says "Seasons Greetings" or "Happy Holidays". Committee members discussed a concern about wind damage from summer storms during the Old Settlers festivities and Dunn replied that he will make sure it is designed to be secure enough during a wind storm. Dunn stated that he will give the signs to the County and the committee discussed where they could be stored. Hertel asked if the sign could be kept in the Old Settler's trailer. **Motion by Mike Plunkett and second by Gene Miles to approve the offer by Jeff Dunn to make the Old Settler sign and install for one week during the festivities. All in favor, motion carried.**
8. **Update/Approval List for Vendor Insurance Certificates Policy & Vendor Waivers:** The committee reviewed the Hold Harmless waiver agreement form that has been approved by Assistant States Attorney Betsy Wilson. The forms will be made available to go out to the vendors. The committee will assign a tier to the businesses at their next meeting. **Motion by Ron Deabenderfer and second by Gene Miles to recommend the approval of the Vendor Insurance Certificates Policy and Vendor Waivers to the full board.**
9. **Update/Approval Fire/Sprinkler/Panic Alarm Inspections for County Buildings:** Committee discussed the recent fire alarm inspection that was conducted by Wareham's Security and Chairman Hertel instructed Lloyd Meyer to call Wareham's to let them know that they must notify all the offices before testing the fire alarm in our building. The smoke alarm testing at the Jail has to be done twice a year since there are people there 24 hours a day.
10. **Update/Approval Other Business:** Bob Lentz from the Farm Bureau informed the committee that they will be paving their parking lot this summer and it will be closed for a couple of days. There is a small section on the north east corner of their lot that they need to repair and replace so make the water flow better. It is a safety concern in the winter time. Bob Lentz will check the Court schedule with Circuit Clerk Lemons to coordinate the repairs to the parking lot. **Motion by Mike Plunkett and second by Ron Deabenderfer to approve that the Farm Bureau be allowed to pave a small portion of the parking lot on our property for better drainage. All in favor, motion carried.**

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

Motion by Ron Deabenderfer, second by Mike Plunkett 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.

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