

Montgomery County Board

Buildings & Grounds Meeting Minutes

Date: Friday, February 7th, 2014

Time: 1:00 p.m. – County Board Room

Members Present: Chairman Bob Sneed, Nikki Bishop, Ron Deabenderfer, Gene Miles, Jim Moore, Richard Wendel, Board Vice Chairman Mary Bathurst, and Connie Beck

Members Absent: Roy Hertel

The committee met today to discuss the following:

1. **Update/Approval HVAC at Courts Complex:** Henson Robinson poured concrete pads in the basement and set the pumps. Johnson Controls and the Electrician are there today working on the project. Old unit may be picked up next week and the new one may be delivered.
2. **Update/Approval Maintenance Issues and Report:** Lloyd Meyer is absent today.
 - Committee reviewed pictures of the dead tree on the north side of the Historic Courthouse. The committee discussed checking with the City of Hillsboro to see if can be cut down. The Sheriff's Department will seek bids to have it cut down. **Motion by Nikki Bishop and second by Ron Deabenderfer to have the Sheriff's Department check with the City of Hillsboro about cutting the tree down and then to bid it out. All in favor, motion carried.**
 - Historic Courthouse basement handicap ramp has been painted and the baseboards are done.
3. **Update/Approval Fire Extinguisher Report and Monthly Check:** Meyer has completed the fire extinguisher check off list for January and February.
4. **Update/Approval Part Time Employee-Cleaning at Courts Complex:** The committee reviewed the applications for the part time cleaning job at the Courts Complex building and will set up interviews.
5. **Update/Approval Sound System for County Board Room:** The committee discussed that there have not been any other complaints about the sound at the board meetings since the podium was moved and the board members are now standing when they speak. If there are any further problems, the committee will look into getting a wireless microphone for the board members to pass around.
6. **Update/Approval Johnson Controls Service Renewal:** The committee reviewed the annual maintenance invoice from Johnson Controls in the amount of \$6,333 which is a three percent increase. The term for the contract is from 3/1/14 to 2/28/15. Bob Sneed will call Johnson Controls about the increases each year for the service contract. **Motion by Gene Miles and second by Richard Wendel to recommend and approve paying the invoice for the annual maintenance agreement to Johnson Controls pending the outcome of Bob Sneed's conversation with Johnson Controls. All in favor, motion carried.**
7. **Update/Approval List for Vendor Insurance Certificates & Vendor Waivers:** Committee discussed the policy and procedure for collecting insurance and signed waivers from vendors that will do business with the County. This information will be collected and held in the County Board Administration Office.
8. **Update/Approval Bloome Water Dispenser Purchases:** Bob Sneed and Chris Daniels will contact Bloome Water in regards to the rental of the water coolers in the following office: Circuit Clerk, Public Defender, Sheriff, Court Reporters/Judges. We need to stop paying a monthly rental on these units.

9. **Update/Approval Open bids for Animal Control Generator:** Committee opened and reviewed five bids for the generator for the animal control facility. Bid received from Hillsboro Electric in the amount of \$10,066.09, Hillers Sheet Metal for \$9,440.43, Laughlin Electric for \$10,488.27, Lyerla Electric for \$10,683.20 and Warner Heating and Air for \$8,322.50. Upon initial review, Committee Chairman Sneed stated that the bids appear to comply with the specifications. He will take them home and review further over the weekend. **Motion by Ron Deabenderfer and second by Nikki Bishop to approve and recommend the bid from Warner in the amount of \$8,322,50 if the bid meets all the specifications. All in favor, motion carried.** Connie Beck stated that Hillsboro Electric did tell us what we needed for the specs and that Bob Sneed drew up the specifications by going off of their info they provided last month. The committee discussed paying for the service of Hillsboro Electric working on the bid specs. **Motion by Jim Moore and second by Gene Miles that Hillsboro Electric send us a bill for letting us know what to put in the bid specs. All in favor, motion carried.**
10. **Update/Approval SEDAC Energy Assessment Report:** The committee discussed the energy assessment report that was completed in 2012 for all the County Buildings. We received a grant to perform this assessment. The SECAC program has contacted us to give a follow-up report on what we have done as far as implementing any of their recommendations. The committee reviewed the recommendations they supplied for each of our buildings and an update was given for each of our buildings on what work has been done to become more energy efficient. The committee approved that this updated report be given to SEDAC as our response to their request.
11. **Update/Approval Other Business:** The committee discussed some tile issues with the floor in the men's restroom in the historic courthouse. **Motion by Gene Miles and second by Jim Moore to have the men's restroom floor repaired. All in favor, motion carried.**

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

Motion by Nikki Bishop, second by Ron Deabenderfer 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.