

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**January 6, 2010
Minutes**

Members present: Jerroll Drenth, Mike Crawford and Larry Bargy
Members absent: None
Others present: Pete Garwood, Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment:

None

3. Renewable Energy Efficiency for Local Governments Program (REEELGP) Grant

Patty O'Donnell from the Northwest Michigan Council of Governments (NMCOG) joined the meeting. Dave Vitale, Maintenance Director was present as well.

This was the first meeting of the "Green Team" (a requirement of the Grant), which consists of the Buildings and Grounds Committee plus Jack White and Peter Garwood. Ms. O'Donnell provided an overview of how the program will be carried out (attached). There is money available to conduct an investment grade energy audit on two of the County's buildings.

The Green Team chose Peter Garwood, Coordinator/Planner, to be the contact/spokesperson for scheduling meetings and reporting to the Board of Commissioners. The Green Team will have to choose which staff will be responsible for entering the initial energy use data and for continuing to enter monthly data for a specified period of time.

The Team also chose to meet monthly - consistent with the Building and Grounds Committee meetings on the first Wednesday of each month. The Team completed the in-kind match forms and returned them to Ms. O'Donnell.

4. Jail Cooler Project – Bid Opening

Sheriff Dan Bean, Sergeant Lou Basso, Corporal Todd Rawlings and Jail Cook Mike Sizen joined the meeting. Julie Sitzema from Jordan Construction was also present.

Chairman Jerroll Drenth opened six (6) bids for the installation of an exterior walk-in cooler for the Jail kitchen. A bid tabulation sheet is attached and the bidders were as follows:

- Blue Flame Heating & Air
- Gaylord Refrigeration
- Mark Byard (working with D&M Service)
- Northern Heating & Refrigeration
- Jordan Construction
- Petrie Construction (working with Gaylord Refrigeration)

No action was taken at this time in order to give staff time to get more information prior to the regular Board of Commissioners meeting on January 14, 2010. The Committee will reconvene at 8:30 a.m. on the 14th to review the additional information and formulate a recommendation to the Board of Commissioners.

5. Maintenance Department Update

Mr. Vitale informed the Committee that three weeks ago the gutter on the Northeast corner of the 1905 Courthouse completely iced up, and the spill over water was soaking into the ground and leaking through the wall into the District Court Room. Mr. Vitale called Crawford Construction. An employee of Crawford Construction thawed and removed the ice. A new circuit breaker and additional heat tape was installed.

Mr. Vitale informed the Committee that the septic system at the Emergency Operations Center (EOC) wasn't working properly. Mr. Vitale ran the hot water for a period of time which apparently thawed and opened up the pipe to the septic tank. Mr. Vitale theorized that the pipe was not buried deep enough to avoid the frost.

6. Senior Center Maintenance & Custodial Issue

Mike Neubecker, Commission on Aging (COA) Director, joined the meeting. Mr. Neubecker requested guidance regarding the provision of maintenance and custodial service at the Senior Center. Since the County is now leasing the Senior Center directly from Forest Home and Kearney Townships instead of the Area Seniors, Inc., Area Seniors, Inc. is no longer providing maintenance on the building. Additionally, the custodial contract was discontinued a few years ago when there was an abundance of trustees from the jail. Currently, there are no trustees available.

The Committee directed Mr. Vitale to take care of the Maintenance concerns at least until it is decided how much maintenance attention is needed. The Committee also directed Mr. Neubecker to use the current part-time irregular employees with the title of homemakers to provide needed custodial services.

7. Various Matters

Jerrold Drenth informed the Committee he had received a call from George Parker, Torch Lake Township Supervisor, regarding the possible placement of two (2) instructional signs at Barnes Park. One sign provides the correct address of the location, as visitors often times do not know their location when making an emergency call. The second sign gives instructions on how to properly place a 911 call. Discussion took place regarding the merits of placing such signs at other County parks and facilities. No action was taken pending more information.

Meeting adjourned at 10:00 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**January 14, 2010
Special Meeting Minutes**

Members present: Jerroll Drenth, Larry Bargy
Members absent: Mike Crawford
Others present: Pete Garwood, Jack White, Dave Vitale, Deputy Rawlings, Sheriff Bean,
Jail Cook Mike Sizen

1. Meeting called to order at 8:30 a.m.

2. Public Comment:

None

3. Jail Kitchen Walk-In Cooler Project Bid

The Committee reviewed the bid spreadsheet and the additional information provided by Pete Garwood, Coordinator/Planner.

Motion by Larry Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners approve hiring Mark Byard for Part 1 (construction work), not to exceed a cost of \$9,684; and hiring Gaylord Refrigeration for Part 2 (cooler unit) at a cost of \$24,929 for the Jail Kitchen Cooler Project. Motion Carried – Unanimous.

The meeting was adjourned at 8:47 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, *Chairman*

Michael Crawford

February 3, 2010
Minutes

Members present: Jerroll Drenth, Larry Bargy and Michael Crawford
Others present: Pete Garwood, Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment:

None

3. Northwest Michigan Council of Governments (NWMCOG) Energy Grant #1

Mike Powers with SEEDS and Patty O'Donnell with NWMCOG joined the meeting. This Energy Grant was awarded to the NWMCOG. It will be administrated by the NWMOCOG with help from an organization called SEEDS. Mr. Powers explained how the Energy Grant will work. The first step is to enter data for energy use in the County facilities for the past 18 months, which establishes a "baseline energy assessment" for future comparisons. An energy audit will be conducted on the facilities of our choosing (\$8,000 budget). There will be \$40,000 to implement changes. The initial baseline energy assessment will enable us to track savings. If all goes according to plan, the audit will be done and presented to the Green Team in August.

Meanwhile a Request for Proposals (RFP) will be sent out to local governments, who are also interested in participating. There are only enough funds to choose one local unit of government in Antrim County.

4. Michigan Energy Efficiency and Conservation Block Grant (EECBG):

Mr. Garwood announced that an EECBG was awarded to Antrim County for the four (4) counties; Antrim, Wexford, Kalkaska and Benzie in the amount of \$374,188. We have not yet received a grant agreement. The NWMCOG and SEEDS will also be involved with this grant.

5. Jail Cooler Project:

Mark Byard, Contractor; Sheriff Dan Bean; Undersheriff Dean Pratt; Mike Sizen, Jail Cook; and Corporal Todd Rawlings joined the meeting.

Mark Byard requested he be allowed to start prior to the March 1 start date noted in the bid specifications.

It was the consensus of the Committee that moving the start date would be fine. Mr. Byard was given permission to start as soon as he would like as long as there is not any frost under the ground where the concrete pad will be poured.

Mitch Borowiak from Gaylord Refrigeration joined the meeting. The Committee discussed the desired color of the cooler.

Motion by Mike Crawford, supported by Larry Bargy, to select the dark brown color from the sample sheet for the jail walk-in cooler. Motion Carried – Unanimous.

6. Courthouse Security:

Judge Rodgers and Carol Stocking, District Court Administrator, joined the meeting. The Committee reviewed handouts from Ms. Stocking and Sheriff Bean. Judge Hayes, Prosecuting Attorney Charlie Koop and Bill Hefferan, Probate Court Administrator, joined the meeting.

The Committee reviewed an estimate provided by Sheriff Bean for the cost of beginning a security program at the 1905 Courthouse (attached). The Committee also reviewed a letter from District Court Judge Phillips supporting a Courthouse security system.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the funding and for the Board of Commissioners to approve establishing a Courthouse security program, which would initially include: sending out a RFP to security companies for two security officers on duty five days a week from 7:30 a.m. to 5:00 p.m. daily; the purchase of a walk-through and a hand-held metal detector; and other miscellaneous items needed to get a Courthouse security program started. Motion Carried – Unanimous.

7. Maintenance Department Update:

Dave Vitale, Maintenance Supervisor, gave a verbal update on the activities of the Maintenance Department. Mr. Vitale informed the Committee that the jail had a flooding issue two nights ago, due to two (2) pipe unions (connectors) failing. Mr. Vitale indicated there are many other connections much like the two that failed at the jail and he will get an estimate for replacement of them before they leak.

Prior to the flooding, the boiler in the jail malfunctioned and Temperature Control, Inc. was called in to fix it. Upon making the repairs they discovered the boiler was operating way out of specification. They adjusted the boiler and it is now working at 80% efficiency up from 60%. Mr. Vitale presented a quote from Temperature Control to conduct the annual boiler inspection. The Committee indicated to Mr. Vitale to treat it as a regular maintenance item.

Mr. Vitale informed the Committee that the roof on the File Storage Building was leaking. The Committee directed the Coordinator/Planner Office and the Maintenance Department to get bids on a Duro-Last Roof System for the replacement of the roof on the File Storage Building.

The meeting was adjourned at 10:05 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

March 3, 2010
Minutes

Members present: Jerroll Drenth, Larry Bargy and Michael Crawford
Others present: Pete Garwood, Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment:

None

3. Jail Cooler Project Update

Dave Vitale, Maintenance Director, Mike Sizen, Jail Cook and Dan Bean, Sheriff joined the meeting. Mr. Sizen gave an update on the Jail Cooler Project. The cooler is scheduled to be delivered a week from today.

4. Maintenance Update

Mr. Vitale informed the Committee he suspects the generator for the communication tower on Vandermark Road is wearing out. He will get a company out to assess the generator and report back to the Committee.

When the ground warms up the maintenance crew will be digging down around the foundation of the 1905 Courthouse around the District Court Room to try to detect where it was leaking earlier this winter.

5. Request for Use of Courthouse Grounds

The Committee reviewed two requests for use of the Courthouse grounds during two separate weekends this summer; June 19th for an Art Fair put on by the Parkside Arts Council, and August 20 and 21 for the Rubber Ducky Festival Craft Show put on by the Bellaire Chamber of Commerce.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the use of the Courthouse grounds during two separate weekends this summer; June 19th for an Art Fair put on by the Parkside Arts Council, and August 20 and 21 for the Rubber Ducky Festival Craft Show put on by the Bellaire Chamber of Commerce (attachments). Motion Carried - Unanimous.

6. File Storage Building Roof

The Committee reviewed the draft bid specifications for the roof replacement of the File Storage Building. Mr. Garwood stated the bids will be ready for opening at the next Buildings and Grounds Committee meeting on April 7, 2010.

7. Communication

Mr. Garwood distributed an email from Bob Van Putten, an Architect and President of Landmark Design inquiring if the County is interested in taking any action regarding the results of the jail study he did for the County a few years ago. No action was taken.

8. Elk Rapids Pavilion

The issue was referred to the Parks and Lands Committee one more time, specifically addressing the question of whether or not the pavilion gets enough use to warrant repairing or replacing it.

9. 911 Signs

Mr. Drenth indicated he had a discussion with George Parker, supervisor of Torch Lake Township. Mr. Parker indicated they put up two signs in each of their parks; one that has the 911 address and the other that gives instructions on how to make 911 calls. Mr. Parker was interested to know if the County would like to put the same informational signs up in Barnes Park. The Committee decided to ask the Parks and Lands Committee for a recommendation on whether we should have similar signs at Barnes Park and other County parks.

The meeting was adjourned at 9:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, *Chairman*

Michael Crawford

April 7, 2010
Minutes

Members present: Jerroll Drenth, Larry Bargy and Michael Crawford
Others present: Pete Garwood, Jack White, Dave Vitale

1. Meeting called to order at 8:30 a.m.

2. Public Comment:

None

3. File Storage Roof Replacement Project

The Committee opened five bids for the replacement of the roof on the File Storage Building. The bidders were:

Jordan Construction; Bloxsom Roofing; Springfield Roofing; Great Lakes Roofing; G. Freeland Roofing.

The Committee decided to continue on with the agenda and come back to the bids later in the meeting.

4. Energy Star Portfolio Update

Patty O'Donnell, NWMCOG, Barton Kirk with SEEDS, and Mike Powers with SEEDS, joined the meeting to present the Energy Baseline Assessment Summary. The Summary is one of the first products from the first of two energy grants the County is participating in.

Motion by Michael Crawford, supported by Larry Bargy, to select the County Building and the Jail as the primary County facilities on which to conduct energy audits and if there is enough funding left, an audit will be conducted on the 1905 Courthouse. Motion Carried – Unanimous.

5. Energy Efficiency & Conservation Multi-Purpose Block Grant (EECBG) Memorandum of Understanding (MOU)

The EECBG is the second of the two energy grants in which the County is participating.

Motion by Michael Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the MOU between Antrim County and each of the other three counties participating in the EECBG (Wexford, Benzie and Kalkaska counties) and that the Chairman be authorized to sign a MOU with each county. Motion Carried – Unanimous.

6. EECBG Approval Process

Mr. Garwood explained that the grant dollars must be expended in a one year period. For each project, the participating counties will have to carry out their own process for the bid out and purchase of materials and equipment for their facilities. For the sake of keeping the project

moving, so we can meet the one year deadline, Mr. Garwood requested authority be given to his Department for approving the projects from the other counties.

Motion by Michael Crawford, supported by Larry Bargy, to recommend the Board of Commissioners give the County Coordinator/Planner Office the authority to review and, if all is in order, approve the bid process and expenditures from the other Counties participating in the EECBG (Energy Grant). Motion Carried – Unanimous.

7. Elk Rapids Day Park Pavilion

Mike Meriwether, Forester for the Antrim Conservation District (ACD), was present for the discussion. The Committee discussed how the Pavilion should be removed. The Committee reviewed Mr. Meriwether's proposal for removal (attached).

Motion by Michael Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approves having the Antrim Conservation District remove the Elk Rapids Pavilion at a cost of \$1,700. Motion Carried – Unanimous.

8. Parking Lot Lease

Motion by Larry Bargy, supported by Michael Crawford, to recommend the Board of Commissioners authorize the Chairman to sign the Parking Lot Agreement with the Village of Bellaire for the County parking lot on Village property next to the Food Pantry. Motion Carried – Unanimous.

9. Maintenance Department Update

Dave Vitale, Maintenance Supervisor gave a verbal report of the Maintenance Department activities.

Generator – Vandermark Road Communication Tower Generator

Mr. Vitale indicated it would cost \$686.42 to repair the current generator and would cost \$2,583 to replace it. Because the tower is used for fire department communications, Carl Goeman, Emergency Services Coordinator, has indicated there may be funding through the Homeland Security Grant to purchase a new generator for the tower.

Picnic Tables Replacement

Mr. Vitale indicate he would like to replace the two picnic tables on County grounds and that he has funding in his Maintenance budget that could be used to pay for the tables. The Committee agreed it was a good idea and recommended Mr. Vitale present his request to the Finance Committee.

9. File Storage Building Roof Replacement Bids

The Committee reviewed the bid tabulation chart for the File Storage Building roof replacement project (attached).

Motion by Larry Bargy, supported by Michael Crawford, to recommend the Board of Commissioners approve hiring Great Lakes Roofing to install the new roof on the File Storage Building including adding the alternate of 1 ½ inches of insulation at additional \$2,000 for a total of \$17,800. Motion Carried – Unanimous.

The meeting was adjourned at 9:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**May 5, 2010
Minutes**

Members present: Jerroll Drenth and Michael Crawford
Members absent: Larry Bargy
Others present: Pete Garwood, Jack White

1. Meeting called to order at 8:35 a.m.

2. Public Comment:

None

3. File Storage Roof Replacement Project

Dave Vitale, Maintenance Director, and Peter Garwood, Coordinator/Planner reported the File Storage Building Roof replacement is completed and looks good.

4. Maintenance Department Update

Mr. Vitale gave a verbal update on the activities of the Maintenance Department. Parking lot striping is complete. A ventilation system motor at the jail broke down and was repaired.

Mr. Vitale circulated two quotes for installation of additional outlets in the Probate Court offices: Arndt Electric: \$568.00; Moon Electric: \$834.69. The Committee directed Mr. Vitale to take the lowest quote and get the job completed.

County Building Air Conditioner

Mr. Vitale presented a quote from Temperature Control for new air conditioning units for the County Building. The Committee requested that Mr. Garwood contact the Council of Governments (the agency administering the energy grants) regarding ideas for replacing the air conditioner in an energy efficient manor.

5. Veterans Affairs

Mr. Garwood informed the Committee that the Veterans Counselor will be placing a brochure rack outside of the Veterans Counselor Office.

6. Silent Auction

The Committee members indicated the hallway on the east side of the second floor appears to be getting full of computers and other equipment. Mr. Garwood will work toward getting another silent auction scheduled.

7. Room 211 Electrical Needs

It was brought to Mike Crawford's attention that when there are training sessions in Room 211, electrical cords, which have to be plugged in to the electrical outlets on the walls, can become trip hazards. The Committee directed Mr. Vitale to get quotes for the installation of electrical outlets in the floor in the center of the room.

8. Green Challenge

The Committee reviewed a communication from the Michigan Municipal League (MML) staff encouraging the County to participate in the "Michigan Green Communities Challenge". The Committee would like Mr. Garwood to discuss this with Patty O'Donnell from the Council of Governments in an attempt to get more information.

The meeting was adjourned at 9:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**July 7, 2010
Minutes**

Members present: Jerroll Drenth, Larry Bargy and Michael Crawford
Members absent:
Others present: Pete Garwood, Laura Sexton, Danell Doucette

1. Meeting called to order at 8:35 a.m.

2. Public Comment:

None

3. Maintenance Department: Budget Request

Dave Vitale, Maintenance Supervisor, presented the budgets for the Maintenance Department.

Mr. Vitale informed the Committee that the micro flows (air and heat controls) in the County Building will need replacing starting in 2011 (there may be approximately 100 of them). The Committee instructed Mr. Vitale to use the Building Maintenance Fund in his budget to replace the micro flow boxes as they fail.

Motion by Mike Crawford, supported by Larry Bargy, to approve the Buildings and Grounds Budget #265 (County Building and File Storage Building, etc.) with amendments for submittal to the Finance Committee. Motion carried – Unanimous.

4. 1905 Courthouse: Budget Request

Motion by Mike Crawford, supported by Larry Bargy, to approve the 2011 proposed 1905 Courthouse Budget #264 for submittal to the Finance Committee. Motion carried – Unanimous.

5. Grove Street Annex: Budget Request

Motion by Mike Crawford, supported by Larry Bargy, to approve the proposed 2011 Grove St. Annex Budget #263 for submittal to the Finance Committee. Motion carried – Unanimous.

6. Fund 470 Capital Projects: Budget Request

The Committee decided to wait until next Committee meeting to address the Capital Projects for 2011.

7. Courthouse Security Request for Proposal (RFP)

Sheriff Dan Bean and Corporal Todd Rawling joined the meeting. Corporal Rawling distributed an estimate of costs associated with the provision of a security program in the 1905 Courthouse (without man-power costs).

The Committee reviewed and made changes to the RFP for Courthouse Security personnel. The Committee decided to let the RFP out in September with a possible implementation date of early 2011.

8. Grass River Natural Area (GRNA)

Zack Liggett and Deborah Hershey, Director of GRNA, joined the meeting and presented each member with a publication titled, "Uncommon Conservation" (a book about Grass River Natural Area). Mr. Liggett and Ms. Hershey gave an update on where they are regarding the proposed education center.

Mr. Liggett and Ms. Hershey informed the Committee that the GRNA Board of Directors voted to remove the restrictive covenants from all properties at GRNA if the Board of Commissioners would authorize the construction of the education center on the DeLange property. Also, the GRNA Board of Directors approved a smaller version of the education center with a \$500,000 budget and 2,068 square feet in size.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners authorize the Chairman to sign a contract with Rockford Construction for construction management services and Richmond and Associates for architect services for the GRNA Education Center construction project contingent on review and approval of the contracts by legal counsel. Motion carried – Unanimous.

9. Memorial Cairn Repair

The Committee reviewed three quotes for repairing the Cairn in Milton Township (attached).

Coy Masonry (Charlie Coy)	\$5,950.00
Chain-O-Lakes Masonry (Bob Smith)	\$5,600.00
Ron Hudson Masonry	\$1,245.00

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve hiring Chain-O-Lakes Masonry (Bob Smith) to repair the Cairn at a cost of \$5,600.00. Motion carried – Unanimous.

10. Trash Removal Bid

The Committee all agreed the trash removal bids request should be sent out. The Coordinator/Planner Office will have the bids ready for opening within the next two months.

11. Resolution – Michigan Green Community Challenge

No action taken.

The meeting was adjourned at 10:25 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerrold Drenth, Chairman

Michael Crawford

August 4, 2010
Minutes

Members present: Jerrold Drenth, Larry Bargy, and Michael Crawford
Members absent:
Others present: Joe Meyers, Jack White, Patty O'Donnell, and Dave Vitale

1. Meeting called to order at 8:35 a.m.

2. Public Comment:

None

3. Trash Removal for County - Bid Opening

The Committee opened bids for the County's trash removal.

	American Waste	Waste Management
County Building	125	130.01
ACT	65	48.75
Jail	250	260.03
Animal Shelter	65	48.75
Airport	10	15
Barnes Park Midseason	250	201.86
Early and late season	125	100.93
On call	30	80
Elk Rapids Day Park	65	72.30

The Committee discussed the bids.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the bid for three years with American Waste for trash removal.
Motion carried – unanimous.**

4. Energy Audit update

Kevin Cook and Patty O'Donnell presented the Energy Audit for the County Building and the Jail. Discussion ensued over the different energy efficient steps that the County could take to help save money. Patty O'Donnell informed the Committee that they would need to figure out how they would like to spend the \$40,000 grant that we received. Discussion ensued over the low/no cost measures we could do quickly.

5. EECBG Grant

Joe Meyers informed the Committee that a contract needs to be signed with ABI Mechanical (attached) for energy audits for the local units of governments. Mr. Meyers indicated that this would be reimbursed by the EECBG Grant.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners sign the Contract with ABI Mechanical to do energy Audits for the local units of government in the four Counties in the grant. Motion carried – unanimous.

Discussion ensued over the Green Communities resolution (attached).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the Green Community Challenge Resolution. Motion carried – unanimous.

6. Maintenance

Dave Vitale, Maintenance Director, joined the meeting. The Committee discussed the new Maintenance Committee budget. The Committee recommended that the Finance Committee approve the budget.

Mr. Vitale gave an update on the County Buildings and Grounds.

Discussion ensued over the directional signs in and around the County building. The Committee asked that the cost for the signs be added to the Maintenance budget.

7. 911 Air Conditioner issue

Discussion ensued over the air conditioner in 911 Server room. Mr. Vitale indicated that it would need to be replaced eventually. Valerie Craft, I.T. Director, and Dean Pratt, Undersheriff, joined the meeting and indicated that more servers were being installed next week, which be heating up the room even more. The Committee asked Dave Vitale and Dan Bean to figure out a price and bring it back to the Committee next month.

8. Sheriff Department Phone Cutover

Valerie Craft informed the Committee that the phone recorder system would be installed next week.

9. Various Matters

Jerroll Drenth indicated that he would like to be able to have a longer meeting, and would request to have the Public Works meeting start at 10:30 a.m. instead of 10:00 a.m.

The meeting was adjourned at 10:25 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**August 25, 2010
Minutes**

Members present: Jerroll Drenth, Larry Bargy, and Michael Crawford
Members absent:
Others present: Pete Garwood

1. Meeting called to order at 10:00 a.m.

2. Public Comment:

None

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting and gave a verbal report. The Maintenance crew scraped and painted all of the vents on the top of the County Building.

Mr. Vitale informed the Committee that due to the power surge and outage Thursday, August 19, 2010 many of the VAV boxes were burned out. The boxes run approximately \$300 each. Mr. Vitale indicated they should be replaced with LON controllers. The Committee directed Mr. Vitale to file an insurance claim. Mr. Vitale will also get more information on LON controllers.

Mr. Vitale informed the Committee about an uneven and cracked sidewalk in front of the Courthouse.

Motion by Mike Crawford, supported by Larry Bargy, to direct Mr. Vitale to get the one sidewalk square replaced (least expensive quote - \$325.00 - Dave Robb). Motion Carried – Unanimous.

Mr. Vitale informed Committee that the Homeland Security Grant funds will be used to install a new generator at the Orchard Hill communication tower. He made recommendations to Carl Goeman regarding electricians.

Mr. Vitale informed the Committee about an emergency situation at the Emergency Operations Center (EOC). The septic system backed up into the EOC due to a kinked pipe from the building the septic system. The pipe was replaced and insulation was installed over the top of it. The project was treated as an emergency and was temporarily authorized in that manner.

Motion by Mike Crawford, supported by Jerroll Drenth, to approve the \$1,100 expense to fix the septic system pipe from the EOC to the septic system. It was repaired as an emergency situation. Motion Carried – Unanimous.

Mr. Vitale informed the Committee the maintenance crew will begin painting the Grove Street Annex exterior.

4. EECBG Energy Grant

The Committee discussed the results of the energy audit of the Jail and the County Building. Chairman Jerroll Drenth has put together a matrix of the projects that could be completed with the \$40,000 grant funding.

Motion by Jerroll Drenth, supported by Larry Bargo, to recommend the Board of Commissioners approve the list of attached list of projects to be completed with funds from the energy grant at a cost of \$34,418. Motion Carried – Unanimous.

5. Register of Deeds – Computer Issue

Patty Niepoth, Register of Deeds, joined the meeting. Ms. Niepoth followed up on discussion that started last month regarding the possibility of leasing computer terminals to the gas and oil companies for \$1,200 per month. The County would pay ACS \$175 per month to lease the computer terminals which would result in net revenue to the County of \$1,025 per month. The Board of Commissioners had authorized the Building and Grounds Committee to make the final decision on this issue contingent on legal counsel's review of the agreement between the County and the gas and oil companies.

Motion by Mike Crawford, supported by Larry Bargo, to approve the placement of one computer station for the gas and oil companies in the Equalization Department and up to three computer stations in the Building Department. Motion Carried – Unanimous.

Charlie Koop, Legal Counsel, joined the meeting and presented the draft agreement between the County and the gas and oil companies for leasing of a Register of Deeds computer terminal station from the County.

Mr. Garwood will check on where the rent dollars should be deposited.

6. Signs – County Grounds

Motion by Mike Crawford, supported by Larry Bargo, to approve the quote for the replacement of the signs on the County grounds for submittal to the Finance Committee for the 2011 budget. Motion Carried – Unanimous.

7. Snowplowing Bid Specifications

The Committee directed the Coordinator/Planner Office to go ahead with bidding out the snow plowing for a two year period.

The meeting was adjourned at 11:50 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**October 6, 2010
Minutes**

Members present: Jerroll Drenth, Larry Bargy, and Michael Crawford
Members absent:
Others present: Pete Garwood, Jack White

1. Meeting called to order at 8:30 a.m.

2. Public Comment:

None

3. Snow Plowing Bid Opening

The Committee opened two bids from vendors seeking to provide snow plowing and removal services for the County. The vendors and bid results are attached.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve a two year snow plowing contract with Bert's Excavating for \$34,000 (\$17,000 per season). Motion carried – Unanimous.

4. EECBG Energy Grant

Peter Garwood, Coordinator/Planner, distributed a communication from Jaclyn Miel-Uken regarding a comparison between replacing the air handling unit for the jail to replacing lighting in the County Building. Ms. Miel-Uken was present and gave an overview of the comparison. The Committee also discussed the possibility of replacing the air handling unit on the County Building.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve using the \$40,000 from the EECBG Grant and the remaining dollars of the MPSC Grant to replace the lighting in the Antrim County Building using #5 on the list "T8 Fluorescent Lighting and Reflectors" (Option 1- attached). Motion carried – Unanimous.

5. Maintenance Update

The painting project at the Grove Street Annex has been completed. The lawn irrigation system has been shut down for winter. Mr. Vitale has received a proposed maintenance agreement from Cummings-Bridgeway for the Jail generator for a one year time-frame for \$540.75.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve a contract with Cummins-Bridgeway for a maintenance contract for the generator at the Jail/911/Sheriff Administration Building at a cost of \$540.75 (attached). Motion carried - Unanimous.

6. Courthouse Security

The Committee discussed putting out the Courthouse security services for bid, so that it would potentially start in 2011. The Committee discussed simply hiring part-time (retired) employees to man the front door at the Courthouse.

The Committee requested the Courthouse security proposal be put out for bid.

7. Grass River Natural Area (GRNA) Building

Debbie Hershey, GRNA Director, and Charles Koop, Legal Counsel, joined the meeting. Discussion took place regarding which hired professional will be responsible for what jobs. Bob Massey, Building Official, joined the meeting. The Committee discussed possible code requirement for such a facility.

The meeting was adjourned at 10:20 a.m.

Buildings and Grounds Committee

Larry Bargo

Jerroll Drenth, Chairman

Michael Crawford

**November 10, 2010
Minutes**

Members present: Jerroll Drenth and Michael Crawford
Members absent:
Others present: Pete Garwood, Jack White

1. Meeting called to order at 8:33 a.m.

2. Public Comment:

None

3. Lighting Upgrade Project Bid Opening

Jacklyn Miel-Uken joined the meeting. Jerroll Drenth, Chairman opened six (6) bids for the County Building lighting upgrade project, from the following companies: (attachment)

Comfort Energy
Moon Electric
Morrison Electric
TNT Electric
Atlas Electric
Arndt Electric

Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners choose Atlas Electric at \$35,500 (regardless if it is done during the work day or in the off hours), and if their references do not check out, then the Board of Commissioners choose Arndt Electric at \$34,696 if the project is done during the work day and \$38,251 if the project is done in the off hours. The project cost is to be reimbursed by the EECBG (grant) Funds. Motion Carried – Unanimous.

Because the selected bid came in lower than the \$40,000 the County has in grant funding the Committee reviewed the energy audits for the County Building and the Jail to determine if there is another project we could do with the remaining \$4,500. (attachment) The funds must be spent by the end of January 2011.

Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve going out for bids to upgrade the Outdoor Lighting (# 6 on the audit summary - estimated cost \$4,560) and they authorize the Coordinator/Planner and the Chair of the Building and Grounds Committee to accept the low bid. Motion Carried – Unanimous.

4. Maintenance Update

Dave Vitale, Maintenance Supervisor gave a verbal report on the activity in the maintenance department.

5. Grass River Natural Area (GRNA) Architect Selection

Charlie Koop, Legal Counsel, Dave Reck, Legal Counsel, and Debra Hershey, GRNA Director, joined the meeting. Mr. Reck and Ms. Hershey gave a summary of their impressions and recommendations for hiring an architect to design and be the prime professional for the GRNA educational building.

Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve hiring CWS Architects to design and provide the prime professional services for the GRNA Educational Center. If we are unable to come to an agreement with CWS Architects, the Board approves hiring Whiteford Associates, Inc. Motion Carried – Unanimous.

Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners rescind the design concept previously approve for the GRNA Education Building. Motion Carried – Unanimous.

6. Homeland Security Grant

Coordinator/Planner Peter Garwood, on behalf of Carl Goeman, Emergency Services Coordinator, requested that the County reimburse Mancelona Township Fire Department \$771.78 for a training they held that would eventually be reimbursed by the 2008 Homeland Security Grant administered by Otsego County. If Antrim County were to reimburse Mancelona Township, the reimbursement from the Grant would come straight to Antrim County. The Committee took no action.

7. Tankless Water Heater

Mr. Garwood explained that his office is being asked to bid out the Tankless Water Heater Project on a very short schedule – bids to be opened at the December 1, 2010 Buildings and Grounds Committee meeting. The project would be paid for by the Michigan Public Services Commission (MPSC) Grant that the County has through the Northwest Michigan Council of Governments (NWMCOG). Because there is no hard and fast deadline to get the bids out, Mr. Garwood requested the project be delayed until February-March of 2011. The Committee agreed delaying the project until the requested date would be a good idea.

8. Grove Street Annex Building

Mike Crawford brought up a trip hazard at the Grove Street Annex Building. Mr. Crawford had some ideas for addressing the problem. Mr. Drenth will take a look at the problem area. All agreed that Mr. Garwood would direct Mr. Vitale to take care of the hazard with the agreed upon solution.

The meeting was adjourned at 11:10 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

December 2, 2010
Minutes

Members present: Larry Bargy, Jerroll Drenth and Michael Crawford (left at 3:40 p.m.)
Members absent:
Others present: Pete Garwood, Dave Vitale (left 4:20 p.m.)

1. Meeting called to order at 3:20 p.m.

2. Public Comment:

None

3. Michigan Public Service Commission (MPSC) Grant

Patty O'Donnell, from the NWMCOG and Sarna Salzman, Executive Director of SEEDS, joined the meeting and presented the Energy Efficiency and Renewable Energy Action Plan for Antrim County.

The Committee decided they wanted to get a copy of the Action Plan for each Commissioner with time for reviewing it, before recommending the adoption of the Plan. The issue is to be put on the next Building and Grounds Committee agenda.

4. Energy Efficiency and Conservation Block Grant (EECBG) Update

Motion by Larry Bargy, supported by Jerroll Drenth, to approve amending the contract with Atlas Electric to add the 1905 Courthouse, Maintenance Garage, Annex Building, Antrim County Transportation Building, and Nifty Thrifty to the Contract for lighting replacement and retrofit project at a total cost of \$40,212.00 (see attached). Motion Carried – Unanimous.

Peter Garwood, Coordinator/Planner reviewed the purchasing policy for the MPSC Grant with the Committee.

5. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, updated the Committee on activities of the maintenance department. The update included how he is addressing the trip hazard by the west entrance of the Grove Street Annex, and a description of where the crew has been painting in the County facilities.

6. Electrical Use Policy

The Committee discussed the issue of individuals visiting the County Building plugging their laptops, phones, etc. in the County facility outlets. No action was taken.

7. Grass River Natural Area (GRNA)

Mr. Garwood distributed a memorandum regarding expenses for the GRNA construction project.

Motion by Larry Bargy, supported by Jerroll Drenth, to recommend the Finance Committee and the Board of Commissioners approve the attached expenditures for the GRNA building. Motion Carried – Unanimous.

8. Lakeshore Energy Natural Gas Contract

The Committee considered entering into a new contract with Lakeshore Energy Services for the provision of natural gas.

Motion by Larry Bargy, supported by Jerroll Drenth, to recommend the Board of Commissioners enter into a new contract with Lakeshore Energy Services for the provision of natural gas from April 2011 through March 2012 at a cost of \$0.599 per Ccf. Motion Carried – Unanimous.

The meeting was adjourned at 4:40 p.m.