

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**February 1, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None
Others present: Pete Garwood

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

2. Public Comment:

None

3. Maintenance Update

Dave Vitale, Maintenance Director joined the meeting. Mr. Vitale informed the Committee the garage door opener on the maintenance garage was beyond repair and was in need of replacement. The Committee reviewed three proposals to replace the garage door opener (attached).

Motion by Mike Crawford, supported by Ed Boettcher, to hire Northern Garage Door, Inc. to install a new garage door opener (\$735.63) on the maintenance garage contingent on a positive reference check. If they do not receive positive references the second choice will be Overhead Door Co of Grand Traverse (\$894.00). Motion carried – unanimous.

Mr. Vitale informed the Committee the maintenance crew is currently painting various rooms in the Courthouse and the County Building. The carpeting project is wrapping up in the area leased by Community Mental Health. This area is the last of the carpeting project in the County Building and the 1905 Courthouse.

The Boiler in the County Building has a faulty limit control reset switch. Temperature Control will be replacing the switch. The switch cost is just over \$500.00, the cost of labor cannot be determined at this time. The project will be handled as an emergency situation.

Two of the new lights in the parking lot have burned out. Mr. Vitale believes the bulbs may be under warranty but not the labor. Replacements are on order.

4. Interior Signs

The Committee reviewed the quotes from “Signs for Fun” to update the directional signs as well as office placards for recent changes in the County Building and the 1905 Courthouse.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the quotes from Signs for Fun to update the directional signs as well as office placards for recent changes in the County Building and the 1905 Courthouse at a total cost of \$551.00 (attached). Motion carried – unanimous.

5. EVIP (Economic Vitality Incentive Program) and Parking

David Schulz, Bellaire Village President, joined the meeting. Mr. Schulz summarized the requirements of the EVIP which the State is using to hold hostage a portion of the State revenues sharing from the local villages, cities and townships. One of the requirements for receiving the revenue sharing dollars is the villages, cities and townships must show collaboration with other governmental units. Mr. Schulz proposed the County change the current parking ordinance to allow customers visiting the village after 5:00 p.m. to park in County parking areas (map attached).

Motion by Ed Boettcher, supported by Mike Crawford, to recommend to the Administration and County Service Committee the parking ordinance, “Ordinance Number One of 1978” be amended to allow parking for visitors of the Village of Bellaire after 5:00 p.m.

Motion carried – unanimous.

The Committee discussed the parking lot agreement between the Village of Bellaire and Antrim County for the parking lot next to the food pantry which expires April of 2012. The Committee informed Mr. Schulz the County would be interested in renewing the agreement for a 15 or 10 year period. Mr. Schulz indicated it will be on the next Village committee agenda.

The meeting was adjourned at 9:40 a.m.

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**March 7, 2012
Minutes**

Members present: David Howelman, Ed Boettcher
Members absent: Mike Crawford
Others present: Pete Garwood

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

2. Public Comment:

None

3. Bellaire Area Historical Society (BAHS)

Betty Hoover from the BAHS requested permission to include a tour of the 1905 Courthouse in the Home Tour scheduled for Saturday, August 18, 2012. Peter Garwood, County Administrator, informed the Committee that a waiver of the Building Use Policy could be recommended to the Board of Commissioners, which would allow the BAHS to tour the Courthouse and not pay the \$50 an hour fee. Dave Vitale, Maintenance Supervisor, volunteered to make sure the building is unlocked before the tour and locked once the tour of the Courthouse has ended.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners waive the Building Use Policy (with the fees) and allow the Bellaire Historical Society to include the 1905 Courthouse in their historical home tour on August 18, 2012 from 1 p.m. – 4 p.m. Motion carried – unanimous.

4. Bellaire Parking Lot Lease Agreement

Dave Schulz, Bellaire Village President joined the meeting. Mr. Schulz and Mr. Garwood gave a history of the parking lot arrangement between the Village and the County.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the Parking Lot Agreement with the Village of Bellaire for a 10 year period beginning April of 2012 (attached). Motion carried – unanimous.

5. Bellaire Chamber of Commerce Request

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners approve the use of electricity from the File Storage Building for the inflatable games and to approve the use of the Courthouse lawn for the craft show during Bellaire's Annual Rubber Ducky Festival on August 18, 2012. Motion carried – unanimous.

The Committee discussed the parking lot agreement between the Village of Bellaire and Antrim County for the parking lot next to the food pantry which expires April of 2012.

The Committee informed Mr. Schulz the County would be interested in renewing the agreement for a 15 or 10 year period. Mr. Schulz indicated it will be on the next Village committee agenda.

6. Maintenance Department Update

Dave Vitale, Maintenance Director indicated to the Committee that devices that control air flow into the offices (VAV boxes) are beginning to fail. Mr. Vitale was directed to get a quote on replacing the VAV boxes that have already failed as well as a quote to replace all the VAV boxes in both the County Building and the 1905 Courthouse.

Mr. Vitale informed the Committee the roof on the southwest corner of the Courthouse is once again leaking.

Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Board of Commissioners authorize the Maintenance Director to get Northern Restoration and Waterproofing to evaluate the leak and fix it if it can be done for less than \$2,000. Mr. Vitale is to get a quote for fixing it and bring it back to Committee if the cost is higher than \$2,000. Motion carried – unanimous.

The Committee discussed a Capital Improvements Plan (CIP). Joe Meyers, Associate Planner, will be invited to the next Building and Grounds Committee meeting for the discussion on getting started on a plan.

Motion by Ed Boettcher, supported by Dave Howelman, to approve the invoice from Temperature Control for the emergency repair of the outdoor reset control which is a part of the boiler system for the County Building (\$1,820.91). Motion carried – unanimous.

The power outage caused tree limbs to break off and graze the Nifty Thrifty (Maltby) Building.

Mr. Vitale informed the Committee of an emergency repair on the jail building air handler.

Motion by Ed Boettcher, supported by Dave Howelman, to approve paying a Temperature Control invoice for an emergency repair on the Jail at a cost of \$408.50. Motion carried – unanimous.

7. Meadow Brook Medical Care Facility Update

Mr. Garwood informed the Committee the bid specifications should be ready to go out for bid in approximately 1 ½ weeks. The architect is including all of the Value Analysis (VA) changes made by the participants of last month's workshop.

Mr. Garwood also informed the Committee in order to implement one of the cost saving changes, two core samples will have to be taken at the location of the proposed basement under the new addition. The cost will likely be \$1,600 to \$2,000, which will be presented at the Board of Commissioners meeting tomorrow.

Chairman Dave Howelman inquired about the future use of the boilers that were installed a few years ago. Mr. Garwood indicated he would find out.

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

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**April 4, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher (in late)
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, gave an update on the activity in the Maintenance Department for the past month.

Mr. Vitale informed the Committee of an “emergency procurement condition” as defined by the Bid Policy. The heat exchanger on one of the furnaces in the Senior Center had rusted out causing it to operate in a dangerous manner. Additionally, two thermostats were not working at all (report attached).

Motion by Mike Crawford, supported by Dave Howelman, to recommend approval of payment for the emergency repairs to the Senior Center mechanical system including the replacement of a furnace (\$2,453.00) and two thermostats (\$300.00).

Motion carried – unanimous.

Mr. Vitale informed the Committee when K&K Heating was at the Senior Center to evaluate the problems with the emergency situation he had them look at the entire system.

As a result, Mr. Vitale informed the Committee the Zone Control Board at the Senior Center must be replaced. He has one quote of \$595.00 from K & K Heating and was looking for direction.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the installation of the Zone Control Board at the Senior Center by K&K Heating at a cost of \$595.00. Motion carried – unanimous.

The evaluation also revealed that one of the other furnaces had a bad heat exchanger (there are three furnaces). The second and third furnaces are attached together and work in tandem, resulting in a need to replace both. The Committee reviewed three quotes for replacement of the tandem furnaces.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the quote from Niepoth Plumbing and Heating to replace the tandem furnaces with two RUUD furnaces at the Senior Center at a cost of \$3,995.00 .

Motion carried – unanimous.

Mr. Vitale informed the Committee he had discovered an oil leak from the transformer owned by Consumers Energy next to the shipping/receiving door on the backside of the County Building. He contacted Consumers Energy and they intend to replace the transformer. However, the new transformer will be larger than the current one and will need to be relocated where the dumpster is currently located. Consumers Energy has indicated the County will be responsible to pay for the underground installation of the electrical cable from the new transformer into the County Building. Mr. Vitale will try to get Consumers Energy to eat this cost, but can make no promises. He will also need to hire an electrician to do the parts of the job Consumers Energy will not do.

At the previous meeting the Committee had asked Mr. Vitale to get quotes from Havel Brothers for both replacing the currently inoperable VAV boxes (controls air flow into our office and other spaces) and for replacing all of the old VAV boxes (attached).

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve replacing the broken VAV boxes in the County Building and 1905 Courthouse (six total) at a cost of \$7,021.00. The rest of the VAV boxes will be addressed in a Capital Improvements Plan. Motion carried – unanimous.

Mr. Vitale informed the Committee that in the jail drunk tank the plumbing for the sinks and toilets are almost impossible to service due to a lack of space behind the fixtures. He has requested quotes from two vendors to make the plumbing more accessible.

The parking lots are being swept, and the lawn is being dethatched. The sign designating the 1905 Courthouse as a historic building has been reconditioned. Many thanks to Dave Smith from Dave's Towing and the Village of Bellaire for their assistance.

4. Evidence Room Fencing

Peter Garwood, Administrator, informed the Committee the Sheriff would like to have an 11' x 12' area fenced off in the evidence storage facility for additional security.

Motion by Mike Crawford, supported by Dave Howelman, to approve the 11' x 12' fencing project in the evidence storage facility for submittal to the Finance Committee and the Board of Commissioners (Apple Fencing \$984.00). Motion carried – unanimous.

5. Sidewalk Repairs

Mr. Vitale and Mr. Garwood will assess the sidewalks and bring a recommendation back to the Committee for the next meeting.

6. Capital Improvement Plan (CIP)

Joe Meyers, Associate Planner joined the meeting and gave an overview of the CIP planning process. Mr. Boettcher joined the meeting during this discussion.

The Committee requested that Mr. Meyers give a presentation to the Board of Commissioners on the CIP process.

7. Meadow Brook Construction Project

Mr. Garwood distributed a copy of the updated construction timeline (attached) and gave the Committee an update on the progress of the project.

The meeting was adjourned at 10:00 a.m.

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**May 2, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Michigan Works Kiosk

Steve Shugart from the Northwest Michigan Council of Governments (COG) joined the meeting and made a request that the COG/Michigan Works be allowed to place a Michigan Works Kiosk in the Antrim County Building. The Committee discussed two possible locations (attached).

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the placing of a Michigan Works Kiosk in the County Building.
Motion carried – unanimous.**

4. Maintenance Department Update

Mr. Vitale indicated the supply side motor or actuator has failed and caused the air handling system in the 1905 Courthouse to shut down. Mr. Vitale has received three quotes on replacement motors: Barber Colman motor \$1,500.00, Honeywell \$1,100.00, KMC \$636.50. Labor cost is \$580.00 for installation by Temperature Control, Inc.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the replacement of the supply side motor (actuator) in the 1905 Courthouse, the work to be performed by Temperature Control, Inc. at a cost of \$1,216.50.
Motion carried – unanimous.**

At the last meeting, Mr. Vitale had informed the Committee that in the jail drunk tank the plumbing for the sinks and toilets are almost impossible to service due to a lack of space behind the fixtures. He had requested quotes from two vendors to make the plumbing more accessible. Mr. Vitale had received one quote and directed the Committee's attention to a proposal and a quote from Temperature Control to replace the existing manual operated valves with remote operated models on back to back fixtures (attached).

Motion by Mike Crawford, support by Ed Boettcher, to recommend the Finance Committee identify a funding source and the Board of Commissioners approve replacing the existing manual operated valves in the drunk tank area with remote operated models on back to back fixtures at a cost of \$2,770.00.

Motion carried – unanimous.

Niepoth Plumbing and Heating will be installing the new furnaces in the Senior Center starting next week.

Sidewalks and Jail Driveway

Mr. Vitale and Mr. Garwood distributed a diagram that showed where concrete sidewalks need to be replaced on the County grounds. The Committee asked for Mr. Vitale to bring back quotes to replace the sidewalks and the Jail Driveway. The Administration Office will assist with the specifications.

5. 911 Dispatch Air Handling Unit

Sheriff Dan Bean and Undersheriff Dean Pratt joined the meeting and indicated that there have been complaints from the 911 Dispatch Center staff regarding the air quality in the Dispatch Center. Mr. Garwood will seek a company to conduct an air quality study in the Dispatch Center.

6. Grass River Natural Area (GRNA) Entrance Road

Mr. Garwood distributed an email from Burt Thompson, Road Commission Manager, from last fall in which he provided an estimate on the various options for upgrading the GRNA entrance road. The Committee asked Mr. Garwood to find out how many trees would have to be removed along the road in order to improve the road properly and how much would it increase the cost.

7. Department Vehicle Assessment

The Committee discussed the vehicle assessment questionnaire. Bob Massey was provided a questionnaire to complete for the Building Department vehicles. The Committee also discussed the vehicles that are currently owned by the County but used by the Antrim Conservation District (ACD).

8. Meadow Brook Medical Care Facility (MCF) Construction Project

Mr. Garwood gave an update on the MCF Construction Project. The bid deadline was adjusted from May 3, 2012 to May 8, 2012 and the bid opening will be May 9th. All the other dates on the timeline must be adjusted as well – this information will be forthcoming.

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

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**June 6, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Maintenance Update

Consumers Energy Transformer

The new transformer for the County Building will be installed soon. The County will be responsible for running the wires from just outside the building into the building. The County will also be responsible to patch the trench that will be created by running wire from the new transformer location to the building through the parking lot.

Mr. Vitale requested we use Arndt Electric to do the wiring to, and in, the County Building.

Furnaces at the Commission on Aging (COA) are being installed today.

The air conditioning condensing coil fins have been cleaned on all units in the County facilities.

The Committee reviewed the cost per hour of the Maintenance crew.

Nifty Thrifty

Mr. Vitale informed the Committee the awning over the front door of the Nifty Thrifty is in need of replacement. Mr. Garwood indicated the mortar joints between the block on the building appears to be falling out. The members of the Committee will visit and evaluate the building between now and the next meeting. The issue will be on next month's agenda.

Mr. Vitale informed the Committee that the ash tree in front of the Courthouse needs to come down as it has been infected with the emerald ash bore. Mr. Vitale will assess if he and his crew can do the work and if not will get quotes to take it down.

Grove Street Annex Restroom Fans

The Committee reviewed two quotes to replace the restroom fans in both the men's and the women's restroom. Mr. Vitale indicated he was waiting for one or two more quotes to come in.

Motion by Mike Crawford, supported by Ed Boettcher, to approve the replacement of the restroom fans in both the men's and the women's restroom at a cost not to exceed \$500.

Motion carried – unanimous.

Sidewalk Quotes

The Committee reviewed three quotes to replace parts of the sidewalks around the County grounds.

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Finance Committee find the funding and the Board of Commissioners approve hiring David Robb to replace the substandard parts of the sidewalks around the County grounds along with the driveway approach to the jail garage at a cost of \$6,150 plus the cost of permits.

Motion carried – unanimous.

4. Video Arraignment/Polycom System

Bill Hefferan, Probate Court Administrator and Mike Swayze, from the State Court Administrative Office, joined the meeting. Mr. Swayze apologized for the lack of communication regarding the project. He indicated that he usually visits each county before the projects get started, but when he visited Grand Traverse he was told that they would take care of communicating with Antrim County.

Mr. Swayze gave examples of how the equipment will save money for the County. The State purchased the equipment at a cost of \$35,000 and will give it to the County. The County will be responsible to maintain the equipment. He indicated it will not take any or much more band width than if you were to watch a YouTube video. Arraignments can be done while the defendant remains in jail. Arraignments can also be done for defendants that happened to be housed in a jail across the State without having to send officers to pick up the individual (and possibly have to transport him back). Mr. Swayze stressed that the system will save the County money.

Because the County will own the equipment a decision will have to be made as to whether or not to have a maintenance agreement on the equipment (about \$1,500 per year per each courtroom). It is covered under warranty for the first year.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve acceptance of the video arraignment equipment from the State and authorize installation of the equipment. Motion carried – unanimous.

5. Antrim County Transportation (ACT) Sign Request

Al Meacham, ACT Director, informed the Committee that he was approached by a local business to place one of their signs advertising their location on County property at the ACT location. It was the consensus of the Committee that allowing private business signs on County property would not be a good precedent. No action was taken.

6. Capital Improvements Plan (CIP)

Joe Meyers, Associate Planner, explained the process of doing a CIP (attachment). Deb Haydell, Accountant, indicated that most of the inventory of County facilities and equipment that would be included in the plan has been completed.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the first phase of the CIP, and directs the Administration Department and the County Accountant to finish doing an inventory of County lands and facilities. The issue will be forwarded to the Administration Committee for further direction. Motion carried – unanimous.

7. July Meeting Date

The next meeting will be held July 3 at 8:30 a.m., due to the regular meeting date falling on Independence Day.

8. Tree Harvest - Meadow Brook Construction Project

Mr. Garwood indicated he had discussions with Brad Kranig from Christman Co. and Mike Meriwether, County Forester, regarding the tree cutting that must take place at Meadow Brook prior to installation of the fire suppression water tanks. Mr. Meriwether recommended we harvest the majority of the pine trees in the area of the future location of the water tanks. This will make it worthwhile for the tree cutters and will assure that, instead of paying for the cut, the County at least breaks even or makes a few thousand dollars.

Motion by Ed Boettcher, supported by Mike Crawford, to approve a larger timber cut at Meadow Brook than was in the original plan for the installation of the fire suppression water tanks as recommended by the County Forester. Stump removal will only take place where water tanks will be located. Motion carried – unanimous.

The meeting was adjourned at 10:30 a.m.

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**July 3, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Grass River Natural Area (GRNA)

Deb Hershey, Director of the GRNA, joined the meeting and informed the Committee that GRNA, along with the assistance of Heidi Schaffer from the Conservation District, have been successful in getting a \$10,000 grant to control the water runoff from the roof of the Grass River Center through the installation of rain gardens. Ms. Hershey inquired whether they had to bid out the trenching work or could use skilled volunteer labor.

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners waive the Bid Policy to allow GRNA to use volunteer labor to install the “rain gardens” around the Grass River Center and that the grant funds would be used for plants, materials, equipment and tools. Motion carried – unanimous.

GRNA Entrance Road

Peter Garwood, Administrator, gave a description of a meeting he and Dave Howelman had with Burt Thompson, Road Commission Manager, about improving the GRNA entrance road including the removal of some trees. Essentially, Mr. Thompson indicated they could include the removal of the trees and stick to the original estimate of not to exceed \$9,000.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Finance Committee identify the funds and Board of Commissioners approve upgrading the GRNA entrance road by the Road Commission at a cost not to exceed \$9,000.

Motion carried – unanimous.

4. Meadow Brook Medical Care Facility Construction Project

Marna Robertson, Administrator and David Schulz, Finance Director joined the meeting. The Committee was updated on the Meadow Brook Construction Project including the status of the DEQ permit and the preparation to bid out the furniture, fixtures and equipment (FF&E). Ms. Robertson and Mr. Schulz informed the Committee they would like to bid out (using the County's bid policy), have the DHS Board select the appropriate bids, and pay for the FF&E out of their own funds directly, as opposed to running the funds through the County's construction fund.

Mr. Garwood indicated that past discussions and desires expressed by various County standing committees were that the payments for the FF&E would be run through the County construction fund. The Committee heard the pros and cons for both approaches and indicated a recommendation to the Board of Commissioners will be made at next month's Committee meeting.

5. Maintenance Department Update

Steve Nevers, Foreman, was at the meeting in place of Dave Vitale. Mr. Nevers presented information regarding an emergency repair on one of the air conditioning units for the Grove Street Annex by Temperature Control, Inc.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the emergency repair on one of the air conditioning units at the Grove Street Annex at a cost of \$1,047.85. Motion carried – unanimous.

Mr. Nevers informed the Committee the emergency repair on the air conditioning unit was a band-aid/temporary fix and the unit must be replaced. Mr. Nevers had obtained four quotes for a new replacement air conditioning unit. The Committee was interested in choosing the quote from K&K Heating and Cooling. However, concerns were brought up regarding the last job performed by K&K Heating and Cooling for the County at the Senior Center. Mr. Garwood will discuss those concerns with the owner or manager prior to the Board of Commissioner's meeting and acceptance of the quote.

6. Nifty Thrifty

The Committee discussed the possibility of a low cost addition to the Mohrman Building in which the Nifty Thrifty is located. Mr. Garwood will talk to the Building Department regarding the possibility of assistance with design of an addition for the Mohrman Building. Commissioners Crawford and Boettcher indicated their companies may be willing to donate labor or materials to the project.

7. Community Garden – Commission on Aging

Mr. Neubecker asked if the County would consider using some of County property for a "Community Garden" in which the produce could be used for meals prepared at the Commission on Aging (COA). Mr. Neubecker was thinking of the property between the animal shelter and the baseball fields (approximately one acre). The Committee thought it was a possibility and indicated Mr. Neubecker should put a proposal together.

8. Capital Improvements 2013

Mr. Garwood reminded the Committee that the air conditioning unit on the County Building was identified last year for possible replacement. Mr. Garwood will request that Dave Vitale get a budgetary quote for replacement of the unit. They will also discuss any other projects he feels should be included for 2013.

9. Signs

The Committee reviewed the quote from Karl Beal to repair and replace the signs around the County grounds. Mr. Garwood will request color samples from Mr. Beal for the next Committee meeting.

10. 1905 Courthouse Emergency Repair

Mr. Garwood informed the Committee of an emergency repair that took place in early June on the air conditioning unit for the 1905 Courthouse. The repair bill from Temperature Control, Inc. is for \$1,186.74. All documentation is attached.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve payment for the emergency repair invoice from Temperature Control, Inc. of \$1,186.74. Motion carried – unanimous.

The meeting was adjourned at 10:30 a.m.

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**August 1, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood, Deb Haydell and Laura Sexton (during budget discussions)

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

2. Public Comment:

None

3. Maintenance Department

Dave Vitale, Maintenance Director, presented his budgets for the various County Buildings (attached).

Motion by Mike Crawford, supported by Ed Boettcher, to approve the budgets for the Maintenance Department budgets #265, 264, and 263 for the 2013 budget year for submittal to the Finance Committee. Motion carried – unanimous.

Capital Outlay

Motion by Mike Crawford, supported by Ed Boettcher, to approve the 2013 capital outlay request for a laptop computer for the Maintenance Department of \$1,100.

Motion carried – unanimous.

Fund #470 Capital Projects

Peter Garwood, Administrator, informed the Committee that he, Mr. Vitale and Deb Haydell, Accountant, met to discuss potential capital improvement projects. The following projects are recommended to be included for possible replacement in 2013 to be paid for Capital Projects

Fund #470:

- | | |
|----------------------------------------|----------|
| • Two rooftop AC units Grove St. Annex | \$9,500 |
| • HVAC on County Building | \$98,000 |
| • Jail key control AC rooftop unit | \$6,000 |
| • Replace 1905 Courthouse boiler | \$8,500 |

Motion by Ed Boettcher, supported by Mike Crawford, to recommend to the Finance Committee that following projects be included in the 2013 Capital Projects Fund budget, #470:

- | | |
|----------------------------------------|----------|
| • Two rooftop AC units Grove St. Annex | \$9,500 |
| • HVAC on County Building | \$98,000 |
| • Jail key control AC rooftop unit | \$6,000 |
| • Replace 1905 Courthouse boiler | \$8,500 |

Motion carried – unanimous.

4. Meadow Brook Medical Care Facility (MCF) Construction Project Update

Brad Kranig, Christman Company, Marna Robertson, MCF Administrator and David Schulz, MCF Finance Director joined the meeting. Mr. Kranig gave an update on the Construction project progress.

Mike Paradis, Chair of the Meadow Brook Governing Board, joined the meeting during Mr. Kranig's update.

Mr. Kranig and Mr. Garwood informed the Committee of possible change orders in the future, as follows:

- Changes to the road entrance off of M-88 due to a Department of Environmental Quality (DEQ) permit denial.
- Rental of a generator when Consumers Power is relocating the transformer. The generator must be large enough to power Meadow Brook and Meadowview Apartments.
- A possible snow melt system for the loading dock area
- Installation of a temporary fire hydrant during construction prior to installation of the water tanks (suggested by the Fire Chief).
- Changing the pantry/kitchen wood cabinets to stainless steel (will try to make this a wash in terms of expense).

Mr. Garwood presented the first payment request for the project (attached).

Motion by Mike Crawford, supported by Dave Howelman, to approve the payment request for the MCF Construction project of \$457,043.42. Motion carried – unanimous.

Furniture, Fixtures and Equipment (FF&E) Discussion

Mr. Garwood and Laurie Stanek Board Chair informed the Committee of a meeting they had with Mr. Paradis, Ms. Robertson and Mr. Schulz yesterday to discuss how the FF&E gets paid. Mr. Schulz and Ms. Robertson gave a description of their process of accounting for purchases as well as a description of the auditing process used by Medicare and Medicaid. It is important that the system is as simple as possible for Medicare and Medicaid so the facility can get full credit for all of the FF&E improvements as it will be used by Medicare and Medicaid to determine reimbursement rates.

Motion by Ed Boettcher, supported by Mike Crawford, , to recommend the Board of Commissioners allow the Meadow Brook MCF to pay for the FF&E directly from their funds and not run it through the construction fund at the County. Motion carried – unanimous.

Ms. Robinson and Mr. Schulz will give a monthly report of the facility's financial position (all funds) to both the Buildings and Grounds Committee and the Finance Committee during the project.

5. 911 Center Air Quality

Mr. Garwood informed the Committee a company has been identified and selected and a study will begin shortly.

6. Maltby Building (Nifty Thrifty) Addition

The Committee discussed the possible addition to the Maltby Building with Brad Kranig from Christman. Mr. Kranig will take a look at the building and give his opinion and possibly help with the project.

7. Outdoor Signs

Mr. Garwood distributed color samples provided by Carl Beal from Pleasant Valley Design for the refurbishing and replacement of outdoor signs on the County Courthouse Square grounds. The Committee indicated they were fine with colors suggested by Pleasant Valley Design.

8. Various Matters

Mr. Garwood informed the Committee he is still not getting full compliance with the Parking Policy for employees.

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

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**September 5, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Maintenance Department

Dave Vitale, Maintenance Supervisor, gave the monthly update for the Maintenance Department.

Mr. Vitale informed the Committee the air conditioner compressor in the data room at the 911 Center had ceased to work. The process for addressing an emergency repair was initiated and approval for an immediate replacement was obtained. According to the policy the Committee and the Board of Commissioners must also take action.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the replacement of the compressor in the air conditioning unit for the 911 Center data room at a cost of \$1,768. Motion carried – unanimous.

Mr. Vitale informed the Committee he had to perform maintenance on the air conditioner for the County Building. Mr. Vitale and the crew performed maintenance on the tower at Orchard Hill Road. Mr. Vitale located a leak and repaired it on the Jail roof.

Mr. Vitale has received two bids for repair of the drinking fountain on the second floor of the County Building. Mr. Vitale indicated other vendors have been unresponsive.

- K&K Heating and Cooling \$1,267.00
- E.H. Niepoth & Sons Plumbing & Heating Co. \$ 998.00

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the low quote from Niepoth Plumbing and Heating for \$998. Motion carried – unanimous.

4. Meadow Brook Medical Care Facility (MCF) Construction Project Update

Brad Kranig, Christman Company Project Manager, gave an update on the MCF construction project.

The change order process had to be initiated as utility and water lines were discovered when excavating for the basement. Sheet piling had to be installed to stabilize the bank where the utilities are located so the foundation can be poured and blocks can be laid. The change order had to be approved in short order to minimize the impact on the schedule. Through the approval process, and some negotiations by the construction manager, the cost of the change order was reduced from \$27,000 to \$19,050.

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the Request for Change for temporary sheet piling at the basement area at a cost of \$19,050 (attached). Motion carried – unanimous.

Mr. Kranig and Peter Garwood, Administrator, updated the Committee on the road ditch/stream crossing and the permit from the Department of Environmental Quality (DEQ).

Motion by Mike Crawford, supported by Dave Howelman, to approve the Christman Company invoice of \$512,640.22 for the MCF construction project (front page attached). Yes – Crawford, Howelman; Abstain – Boettcher. Motion carried.

5. TCE Plume Model Display

Members of the Three Lakes Association (TLA) Dean Branson, Gary Knapp and Steve Grill made a request to place a display and model of the TCE plume in the County Building on the first floor. The group provided a handout that will accompany the display for those interested in having a summary of the problem and action taken to address the problem (attached).

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board approve placement of the TCE plume display and model on the first floor of the County Building. Motion carried – unanimous.

If approved by the Board of Commissioners, Mr. Garwood will work with the group to find a good location on the first floor of the County Building.

6. MCF Financial Status

Marna Robertson and David Schulz joined the meeting and distributed a spreadsheet that illustrated the facilities current financial position (attached).

7. Snow Plowing Bid Process

Motion by Mike Crawford, supported by Ed Boettcher, to approve the bid process for contracting out snowplowing for the County facilities. Motion carried – unanimous.

8. Air Quality Study – 911 Dispatch Center

Mr. Garwood informed the Committee that the recommendations of the environmental consultant, ETC, in 2007 were never implemented. The Committee reviewed the recommendations and directed Mr. Garwood to seek quotes on implementation of the recommendations.

9. Signs

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the hiring of Pleasant Valley Designs to refurbish when possible, replace if necessary and install the outdoor signs around the Courthouse Square (quote attached). Motion carried – unanimous.

10. Room 211 Entrance Door

Mr. Garwood informed the Committee that Dave Vitale will be meeting with a contractor later today to get an estimate on installing a door from the hallway (that goes back to the Grass River Natural Area offices) to Room 211. It has been requested for some time to allow closing the door to the copier room, and continue to meet the requirements of the Open Meetings Act. The new doorway would become the official entrance to the meeting room. The Committee agreed with the idea and directed staff to implement the change.

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

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**October 3, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Meadowbrook Medical Care Facility (MCF) Financials

In keeping with the directive of the Committee, Marna Robertson, MCF Administrator and David Schulz, Finance Officer, presented a report on the financial status of the MCF (attached).

Mr. Schulz updated the Committee on the status of the bid request for the Furniture, Fixtures and Equipment (FF&E).

4. Maintenance Update

Dave Vitale, Maintenance Director, joined the meeting and gave an update of the activities in his department in the past month.

The new transformer from Consumers Energy is scheduled for cut-over on October 20, 2012.

A leak was discovered and repaired on the 911 roof (a ballast roof). Mr. Vitale has requested a quote to replace the ballast roof with a Duralast membrane roof. The quote, which will be a budgetary quote, has not been submitted yet.

The irrigation system has been blown out, and boiler inspection has been completed.

5. Veterans Affairs Office Space

The Veterans Affairs Director has made a request for additional office space. Additionally, Ed Boettcher inquired about the existence of locking file cabinets for the Veterans Affairs Office.

The Committee decided to investigate the options for providing additional space and privacy for the Veterans Affairs Office and will discuss findings at next month's meeting.

6. Snow Plow Bids

The Committee opened one bid for the snow plowing contract, from Bert's Excavating (attached).

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the bid for snowplowing and snow removal for the County facilities (Count Building, Courthouse, Sheriff Department-Jail, Antrim County Transportation, Animal Shelter, Nifty Thrifty and Bellaire Dam Access) for a two year period at a cost of \$17,700 per year. Motion carried – unanimous.

7. Trichloroethylene (TCE) Plume Model and Display

Gary Knapp and Dean Branson, Representatives from the Three Lakes Association (TLA) joined the meeting, as well as Chuck Edwards from the Community Health Department of Northern Michigan. The Committee outlined the feedback from the Board of Commissioners meeting regarding the proposal to place the TCE Plume Model and Display in the County Building. The three main issues are: 1. The display and model should not come from the agenda of any organization and should simply be objective and factual. 2. The display and associated information should emphasize the positive measures that have been taken and the positive measures that are planned. 3. The Health Department is to be involved in review of all information associated with the display.

All involved were very agreeable.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the placement of the TCE plume model and display in the County Building with an emphasis on the positive measures that have taken place and with review by the Health Department. The display is to be reviewed and updated (if necessary) annually. Motion carried – unanimous.

8. Meadow Brook Medical Care Facility (MCF) Construction Update

Brad Kranig, Project Manager from the Christman Company, joined the meeting. Mr. Kranig and Peter Garwood, Administrator, gave an update on the construction project for the past month.

Mr. Kranig gave an update on the modifications of the permit request from the Department of Environmental Quality (DEQ).

Mr. Garwood and Mr. Kranig presented Requests for Change #9, #10 and #12 (descriptions attached). Mr. Kranig also presented the request for #7 and #8. It appears, due to recent developments, #7 will not be necessary. There will likely be some additional cost due to the plan revisions required by the DEQ and the delays that were caused, but the cost will not be near the projected cost of moving the parking lot entrance. #8 was already approved on an emergency basis by the Chairwoman of the Board of Commissioners and Chairman of Buildings and Grounds Committee, but must be affirmed by the Committee and the Board of Commissioners.

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve Requests for Change # 8 and a not to exceed of \$50,000 for a snow melt system for the loading dock area.

Yes – Crawford, Howelman Abstain - Boettcher

Request for Change # 9 Additional earthwork – Excavation of four feet of topsoil, removal of a cistern, additional rip rap around the pond. Requests for Change #10 and #12 are simply a wash with no extra cost.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve Requests for Change # 9, #10 and #12.

Yes – Crawford, Howelman Abstain – Boettcher

Mr. Garwood presented the monthly application for payment from the Christman Company of \$681,536.61.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the Application for Payment by the Christman Company for work on the MCF construction project of \$681,536.61.

Yes – Howelman, Crawford Abstain – Boettcher

9. FedEx Drop Box Request

The Administration Office has received a request from a Fed Ex representative to allow a FedEx drop box be placed adjacent to the UPS drop box in front of the County Building.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the placement of a FedEx receptacle next to the UPS receptacle in front of the County Building pending an acceptable review of the agreement.

Motion carried – unanimous.

10. Nifty Thrifty

The Committee asked Bert Stambaugh, and will ask two other excavating companies, to give an estimate on the cleanup and site work needed behind the Nifty Thrifty in preparation for a small addition.

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

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**November 7, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Meadowbrook Medical Care Facility (MCF) Construction project

Brad Kranig, Project Manager for the construction project at the MCF, informed the Committee that we received the DEQ permit for the driveway into the employee parking lot and the power has been changed over from the old transformer to the new transformer.

Mr. Kranig informed the Committee that he has informed the architect of problems they had with the product that is specified for use on the roof. The architect has looked into the concern, but feels satisfied that past concerns with the product have been rectified.

Marna Robertson, Administrator and David Schulz, Finance Director from the MCF, joined the meeting.

Mr. Kranig informed the Committee the diesel generator that has been purchased for the MCF will be able to serve the facility for up to 24 hours. They are currently investigating ways to get more hours of service including generator load shedding.

Mr. Kranig reviewed Request for Change #11 (attached). The new changes are equal to \$28,617 which will leave \$981,000 in the contingency fund.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the Request for Change #11. Motion carried Yes: Dave Howelman and Mike Crawford, No: None. Abstain: Ed Boettcher.

Discussion ensued over Change order #2 (attached).

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the Change Order #2. Motion carried Yes: Dave Howelman and Mike Crawford, No: None. Abstain: Ed Boettcher.

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the Application for Payment for \$573,959.87. Motion carried Yes: Dave Howelman and Mike Crawford, No: None. Abstain: Ed Boettcher.

In keeping with the directive of the Committee, Marna Robertson, MCF Administrator and David Schulz, Finance Officer, presented a report on the financial status of the MCF (attached).

Mr. Schulz updated the Committee on the status of the bid request for the Furniture, Fixtures and Equipment (FF&E).

4. Maintenance Update

Dave Vitale, Maintenance Supervisor, gave a monthly report. Dave discussed the transformer change over at the County Building and how smoothly it went.

Treasurer Vault Alarm

Mr. Vitale indicated that during the transformer change out, control panel for the Treasurer's vault alarm burned out. The vault alarm control panel was replaced on an emergency basis. The cost was \$580.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the emergency repair for the treasurer's vault alarm at the cost of \$580. Motion carried – unanimous.

Mr. Vitale informed the Committee of the heating and cooling fan in the 911 center that burned out and needed to be replaced on an emergency basis. The cost was \$483.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the emergency repair of the fan in the 911 center at the cost of \$483. Motion carried – unanimous.

Capital Improvements for 2013

The Committee asked Mr. Vitale to get new budgetary numbers for all capital improvements slated in 2013 and add roof replacement on the Sheriff Administration Building and 911 Dispatch Building.

Mr. Vitale indicated the work on the drinking fountain will start this evening.

Mr. Garwood informed the Committee that we have an invoice from Arndt Electric for the work they did related to the connection of power from the new transformer to the building.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the invoice from Arndt Electric (\$920) for the work of hooking up the new transformer to the County Building. Motion carried – unanimous.

Nifty Thrifty

The Committee discussed the concerns with putting an addition to the Maltby (Nifty Thrifty) Building. The Committee asked the Administration and Planning Office to contact Bert Stambaugh.

Dave Howelman indicated the Health Department will be meeting regarding moving most of their operations to the Mancelona building from their offices in Bellaire.

5. 2nd Floor Office Space

Joe Meyers, Associate Planner, joined the meeting. Mr. Meyers reviewed five options with the Committee for re-organizing space on the 2nd floor of the County Building (attached).

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve budgeting \$700 to install a door from the current copy room to the Veterans Affairs Office and allocate the current copy room space to the Veterans Affairs Department. The copy room will be moved to the MSUE kitchen room.

Motion carried – unanimous.

6. Capital Improvement Plan (CIP)

Mr. Meyers presented the start of the CIP (attached).

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Chairwoman of the Board of Commissioners appoint a CIP Board. Motion carried – unanimous.

7. Various Matters

Mr. Howelman informed the Committee the Bay at Bay Harbor will be open for recreational use.

Mr. Howelman also informed the Committee that the Health Department will be doing inspections in the local restaurants due to the adoption of a new code.

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

Buildings and Grounds Committee

Ed Boettcher

David Howelman, Chairman

Michael Crawford

**December 5, 2012
Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher
Members absent: None.
Others present: Pete Garwood

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

2. Public Comment:

None

3. Maintenance Update

Dave Vitale, Maintenance Director, joined the meeting. Mr. Vitale informed the Committee he received three quotes for replacing the small (under the sink) hot water heater in the MSU Extension kitchen.

- E.H. Niepoth & Sons Plumbing & Heating Co. \$635.00
- Northern Heating and Refrigeration \$647.00
- K&K Heating and Cooling, LLC \$655.00

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve hiring Niepoth Plumbing and Heating to replace the water heater in the MSU Extension kitchen at a cost of \$635.00. Motion carried – unanimous.

Fire Alarm/Smoke Detection System

Mr. Vitale presented a quote from Simplex Grinnell for annual servicing of the fire alarm/smoke detection system in the Courthouse and the County Building.

Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the annual service contract (December 1, 2012 – November 30, 2013) for the fire alarm/smoke detection contract for the County Building and the Courthouse from Simplex Grinnell at a cost of \$4,823.00. Motion carried – unanimous.

Septic Pumping

Mr. Vitale indicated he will take care of getting the various septic tanks (EOC, ACT, Airport) and the Animal Shelter which has a holding tank to catch the dog and cat fur and other stuff prior to going into the Village sewer.

Capital Improvements for 2013 Budget

Mr. Vitale presented updated budgetary quotes for the capital improvements identified by the Building and Grounds Committee during the budget process. The quote for replacing the boiler in the County Building includes two different prices the first is if we buy new boilers with the installation price, and the second is if we use two boilers that will be retired in 2014 as a result of the Meadow Brook construction project (the two boilers will be five years old and would establish a redundant system for the County Building).

Motion: Boettcher Support: Crawford

To recommend the Board of Commissioners approve budgeting for the following capital improvements over a three year period 2013-2015 (equal amounts per year).

Ranking

- | | |
|------------------------------------------------------|-----------|
| 1. Four Ton Roof Top HVAC Unit (Jail) | \$ 9,585 |
| 2. Compressor (County Building) | \$ 98,000 |
| 2. Air Conditioner and Air Handler (County Building) | \$252,950 |
| 3. Boiler (County Building) | \$ 22,630 |
| 4. Two Cooling Units (Grove St. Annex) | \$ 10,400 |

Motion carried – unanimous.

Towel Dispensers

Mr. Vitale demonstrated a “hands free” paper towel dispenser. The dispensers could be installed in the County restrooms. The dispensers could be bought outright or loaned by the paper company with the stipulation that the paper rolls will be purchased from their company (Wausau Paper). The Committee decided to put this on next month’s agenda.

4. Meadow Brook Medical Care Facility (MCF) Construction Project

Brad Kranig, Project Manager, joined the meeting and gave an update on the Meadow Brook construction project. The exterior of the new part of the building should be enclosed within a couple of days (roof trusses will begin to be set today). The interior construction (rough in) is behind a few days.

The Committee reviewed the memorandum from Peter Garwood, County Administrator, regarding the process for handling “Requests for Change” and “Change Orders” for the construction project (attached).

Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the application for payment for the Meadow Brook construction project in the amount of \$1,289,544.75 for the month of November (attached). Yes – Howelman, Crawford Abstain – Boettcher

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve Change Order #3 (-\$28,617.00) and Change order #4 (-\$20,220.00), both to be taken from the contingency fund (attached).
Yes – Howelman, Crawford Abstain – Boettcher**

Requests for Change #19 and #21

Mr. Kranig gave an outline of what was included in requests for change #19 (earthwork related) and #21(overhead coil door).

Motion by Mike Crawford, supported by Dave Howelman, to approve Request for Change #19 (\$3,508) and #21 (\$2,321). Yes – Howelman, Crawford, Abstain – Boettcher

The contingency fund is now at \$962,118.

Mr. Kranig indicated the roof sheeting is specified in the plans at 5/8” thick. The UL requirement appears to be 3/4” thick. There will likely be extra costs.

Mr. Kranig also indicated in order to take advantage of the nice weather, the masonry company worked during the weekend and incurred overtime. There is an additional cost for the overtime, but it will be substantially less than paying the company for the cost of working in winter conditions.

5. Meadow Brook Financial Status

Marna Robertson, Administrator and David Schulz, Finance Director, presented a spreadsheet that reflected the MCF current financial status (attached).

6. Various Matters

Nifty Thrifty

The Committee discussed the proposed addition to the Nifty Thrifty (Maltby Building) and a new quote from Bert Stambaugh for removal of the concrete foundation and possible garbage and adding 40 yards of fill. The Committee was interested in getting another quote.

Natural Gas

The current natural gas contract with Lakeshore Energy expires March 2013. Mr. Garwood presented quotes from two companies as natural gas suppliers. The two companies are Volunteer Energy and Lakeshore Energy.

Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve a one year fixed contract with Lakeshore Energy at an estimated cost of \$0.475 Ccf (final rate will be determined on date of contract signing).

Motion carried – unanimous.

The meeting was adjourned at 10:30 a.m.