

Antrim County
Capital Improvement Committee

January 18, 2013

Minutes

Members Present: Ed Boettcher, Laura Stanek, Dave Howelman, Jim Schnackenberg, Mike Hayes, Dave Vitale, Pete Garwood, Deb Haydell, Valerie Craft
Members Absent:
Staff/Others Present: Joe Meyers

1. Call to Order

Ed Boettcher called the meeting to order at 9:00 a.m.

2. Public Comment

None.

3. Introduction to Capital Improvement Plan

Joe Meyers gave a presentation on what a capital improvement plan is and the need to establish one.

Mr. Boettcher spoke on how government normally acts reactionary and this process will help to get away from that.

Mr. Boettcher indicated that this plan was to address needs and not wants.

Discussion ensued over what the definition of a capital improvement vs. a capital asset.

The Committee decided that the definition of a capital improvement would be set at \$10,000.

The Committee went through the County asset inventory.

Discussion ensued over the Health Department building that will transfer to the County in ten years. The Committee indicated that that building should be included.

The Committee compiled a preliminary list of needs for the County (attached).

Discussion ensued over the next meeting and the Committee decided that they would like to have Sheriff Bean attend.

4. Various Matters

The next meeting date will be Friday, February 22, 2013.

5. Member Comment

None.

Meeting adjourned at 11:50 a.m.

Antrim County
Capital Improvement Committee

February 22, 2013

Minutes

Members Present: Ed Boettcher, Laura Stanek, Dave Howelman, Jim Schnackenberg, Dave Vitale, Deb Haydell, and Valerie Craft
Members Absent: Pete Garwood and Mike Hayes
Staff/Others Present: Joe Meyers, Dan Bean, Mike Gank, Dean Pratt, Todd Rawling

1. Call to Order

Ed Boettcher called the meeting to order at 9:00 a.m.

2. Public Comment

None.

3. Sheriff Department

Ed Boettcher explained to the Sheriff Department what the goal of the Committee was.

Sheriff Dan Bean discussed the needs of the Sheriff Department over the next 10 years. Discussion ensued over the 911 center, mobile computer terminals, and the potential for a new facility. Discussion ensued over the jail and the upkeep needed for a new facility.

4. Various Matters

The Committee went through the list they created last meeting. They requested floor plans of all of the County facilities from the Administration and Planning Department.

The Committee decided they would like to address technology at their next meeting. They requested that Valerie Craft and Fred Trimble attend the next meeting to discuss the Counties technology needs for the next ten years.

Jim Schnackenberg spoke on the need to create a process for capital improvement planning and would like to present it at the next meeting.

5. Member Comment

None.

Meeting adjourned at 11:40 a.m.

Antrim County
Capital Improvement Committee

March 28, 2013

Minutes

Members Present: Ed Boettcher, Dave Howelman, Jim Schnackenberg, Pete Garwood, Mike Hayes, and Valerie Craft
Members Absent: Deb Haydell, Dave Vitale, Laura Stanek
Staff/Others Present: Joe Meyers and Mike Crawford

1. Call to Order

Ed Boettcher called the meeting to order at 1:00 p.m.

2. Public Comment

None.

3. Nifty Thrifty

Mr. Boettcher informed the Committee that the Commissioners had requested the Committee look into the space needs of Nifty Thrifty. The Committee will be looking into this further into the Capital Improvement Plan process.

4. Capital Improvement Plan (CIP) Process

The Committee went through the blueprints and lists that the Administration and Planning Department compiled.

The Committee also went through the draft CIP Process from Jim Schnackenberg..

Discussion ensued over the ranking process for each project. The Committee decided to use a weighted system for ranking all County projects.

The Committee did a “test run” of the ranking system to help work out the bugs.

The Committee decided to think about the ranking system and finalize it at the next meeting on April 18, 2013.

5. Member Comment

None.

Meeting adjourned at 3:49 p.m.

Antrim County
Capital Improvement Committee

April 18, 2013

Minutes

Members Present: Ed Boettcher, Dave Howelman, Jim Schnackenberg, Pete Garwood, Mike Hayes, Valerie Craft Deb Haydell, Dave Vitale, and Laura Stanek

Members Absent:

Staff/Others Present: Joe Meyers and Mike Crawford

1. Call to Order

Ed Boettcher called the meeting to order at 11:00 a.m.

2. Public Comment

None.

3. Capital Improvement Plan (CIP) Draft Process

Discussion ensued over the Capital Improvement Plan Draft Process. The Committee discussed having a 0-5 or a 0-4 score mechanism. The committee decided that they would go for a 0-4 scoring mechanism.

The Committee discussed the goal of the Capital Improvement Committee and if we should include police vehicles.

Joe Meyers informed the Committee that he would make the changes to the CIP draft process and email it to them for the next meeting on April 25, 2013.

3. Member Comment

None.

Meeting adjourned at 3:49 p.m.

Antrim County
Capital Improvement Committee

May 15, 2013

Minutes

Members Present: Ed Boettcher, Dave Howelman, Pete Garwood, Mike Hayes, Valerie Craft, Dave Vitale, and Laura Stanek
Members Absent: Deb Haydell and Jim Schnackenberg,
Staff/Others Present: Joe Meyers and Sherry Comben

1. Call to Order

Ed Boettcher called the meeting to order at 10:01 a.m.

2. Public Comment

None.

3. Capital Improvement Plan (CIP) Draft Process

Mr. Boettcher explained the meetings he held with the Department Heads about the Capital Improvement Plan.

The Committee discussed the draft process and if we should include computers and vehicles. Further discussion ensued over routine replacement versus new purchases.

The Committee decided to change the definition of a capital improvement to indicate that vehicles and computers would not be included.

**Motion by Laura Stanek, supported by Pete Garwood, to recommend the Board of Commissioner's approve the Capital Improvement Program Process (attached).
Motion carried – unanimous.**

The Committee discussed the matrix and rated the Elk Rapids Pavilion, Air Conditioning in the County Building, and Orthophotography.

The results are as follows:

Option 1	Elk Rapids Pavilion			
	Total Score	Average	Weight	Total
Public Health, Safety or Legal Mandates	9	1.29	10	12.86
Impact of Service Levels	16	2.29	8	18.29
Supports Community Goals	13	1.86	9	16.71
Capital Fiscal Impacts	18	2.57	9	23.14
Promotes Economic Development	18	2.57	9	23.14
Operation and Maintenance Fiscal Impact	17	2.43	8	19.43
Relationship to other projects	14	2.00	7	14.00
				127.57
	Air Conditioning			
Public Health, Safety or Legal Mandates	16	2.29	10	22.86
Impact of Service Levels	19	2.71	8	21.71
Operation and Maintenance Fiscal Impact	19	2.71	8	21.71
Capital Fiscal Impacts	7	1.00	9	9.00
Supports Community Goals	17	2.43	9	21.86
Promotes Economic Development	8	1.14	9	10.29
Relationship to other projects	13	1.86	7	13.00
				120.43
	Orthophotography			
Public Health, Safety or Legal Mandates	13	1.86	10	18.57
Impact of Service Levels	19	2.71	8	21.71
Operation and Maintenance Fiscal Impact	15	2.14	8	17.14
Capital Fiscal Impacts	10	1.43	9	12.86
Supports Community Goals	15	2.14	9	19.29
Promotes Economic Development	13	1.86	9	16.71
Relationship to other projects	15	2.14	7	15.00
				121.29

Further discussion ensued over ways to improve the process.

3. Member Comment

Joe Meyers indicated that the next meeting will be held on June 19, 2013 at 9:00am.

Meeting adjourned at 11:55 a.m.

Antrim County
Capital Improvement Committee

June 19, 2013

Minutes

Members Present: Ed Boettcher, Dave Howelman, Pete Garwood, Mike Hayes, and Laura Stanek

Members Absent: Deb Haydell, Valerie Craft, Dave Vitale, and Jim Schnackenberg

Staff/Others Present: Joe Meyers and Sheryl Guy

1. Call to Order

Ed Boettcher called the meeting to order at 10:01 a.m.

2. Public Comment

None.

3. Capital Improvement Plan (CIP) Draft Process

Ed Boettcher informed the Committee of the items that we scored in our previous meeting and the issues with the scoring matrix.

Discussion ensued over how to simplify the matrix. The Committee decided to keep Public, Health and Safety Mandates; Operation and Maintenance Fiscal Impact; Capital Fiscal Impact; Promotes Economic Development; Impact on Service Levels; and eliminate Relationship to Other Projects/Coordination and Community Goals. The Committee also decided to rework the scoring matrix to make it more clear and concise (attached).

3. Member Comment

The next meeting will be held on July 17, 2013 at 9:00 a.m.

Meeting adjourned at 11:55 a.m.

	0	1	2	3	4
Public Health, Safety, or Legal Mandates	Negative impact on Public health, safety, or legal mandates	No impact on public health, safety or legal mandates	Some impact on public health or safety status.	Project would greatly improve public safety or public health need	Project is a public health, safety, or legal mandate.
Operation and Maintenance Fiscal Impact	The project or purchase costs will be greater than the savings	Project or purchase will have minimal negative impact on the county funds with no savings	Project will have a net zero effect on the county funds.	Deferring the project or purchase could cost more for operations in the future.	Project or purchase has a positive impact on the county funds and shows a savings.
Funding Availability	Unrealistic from a cost standpoint.	No outside county funds available	Minimal outside funds	Project will be funded at least 50% from outside funds. The project could be funded with at least 50%	Project will be funded at least 80% from outside funds.
Promotes Economic Development	Will negatively impact economic development	Will not negatively or positively impact economic Development	Will slightly impact economic development positively to the community but not substantially	Will promote Economic Development to the community.	Will substantially promote Economic Development.
Impact to Service Levels	Project or purchase will negatively impact service levels.	Project or purchase will have no impact to service levels.	Project or purchase will have some impact to service levels.	Project or purchase will have a substantial impact on service levels to the requesting department	Project or purchase will have a substantial impact on service levels to the requesting department and at will positively impact other departments.

Antrim County
Capital Improvement Committee

July 17, 2013

Minutes

Members Present: Dave Howelman, Jim Schnackenberg, Mike Hayes,
Valerie Craft, Deb Haydell and Laura Stanek
Members Absent: Ed Boettcher, Pete Garwood, and Dave Vitale
Staff/Others Present: Joe Meyers and Sherry Comben

1. Call to Order

Ed Boettcher called the meeting to order at 9:10 a.m.

2. Public Comment

None.

3. Capital Improvement Plan (CIP) Submissions

Discussion ensued over the CIP Submissions and how the Committee should score them.

The Committee discussed whether they should rank the requests before or after they go to the department's oversight committee. The Committee decided that they should rank the requests and then send them to the oversight committees.

The Committee discussed the request by the County Administrator for the Committee to assess the County buildings. The Committee thought they should continue with the process and re-address any assessment after the first round of ranking is complete.

The Committee went through the requests and placed them in three categories; Ranking, Not Ranking and Further Information Needed.

4. Member Comment

The next meetings will be held on July 24, 2013 and July 30, 2013 at 9:00 a.m.

Meeting adjourned at 11:55 a.m.

Antrim County
Capital Improvement Committee

July 24, 2013

Minutes

Members Present: Ed Boettcher, Pete Garwood, Dave Vitale, Dave Howelman, Mike Hayes, Valerie Craft, Deb Haydell and Laura Stanek
Members Absent: Jim Schnackenberg
Staff/Others Present: Joe Meyers, Mike Crawford, and Sherry Comben

1. Call to Order

Ed Boettcher called the meeting to order at 9:10 a.m.

2. Public Comment

None.

3. Capital Improvement Plan (CIP) Submissions

Discussion ensued over the County buildings and the space needs that County departments have requested.

Ed Boettcher indicated that the Chair of the Board of Commissioners would be taking part in the process.

The Committee went through the process of ranking the submission for the capital improvements (attached).

Discussion ensued over how 911 funds would be considered at part of funding availability. The Committee decided that 911 funds would be considered as regular County funds and not as outside funds.

4. Member Comment

The next meeting will be held on July 30, 2013 at 9:00 a.m.

Meeting adjourned at 12:00 p.m.

Antrim County
Capital Improvement Committee

July 30, 2013

Minutes

Members Present: Ed Boettcher, Pete Garwood, Dave Vitale, Dave Howelman, Mike Hayes, Deb Haydell and Laura Stanek

Members Absent: Jim Schnackenberg and Valerie Craft

Staff/Others Present: Joe Meyers, Dan Bean, Dean Pratt, Todd Rawling, Steve Bratschi, and Sherry Comben

1. Call to Order

Ed Boettcher called the meeting to order at 9:10 a.m.

2. Public Comment

None.

3. Capital Improvement Plan (CIP) Submissions

The Committee ranked the requests submitted from each Department Head (attached).

Discussion ensued with the Sheriff, Treasurer, and Maintenance Departments Heads about their resubmittals. The Committee discussed the purchase of firearms, tasers, and body armor. They decided they should not be included.

Discussion ensued over the County buildings and the requests for more space and storage. The Committee decided to request the Buildings and Grounds Committee review the requests.

4. Member Comment

The next meeting will be held on August 21, 2013 at 9:00 a.m.

Meeting adjourned at 11:40 a.m.

Antrim County
Capital Improvement Committee

August 21, 2013

Minutes

Members Present: Ed Boettcher, Pete Garwood, Dave Howelman, and Mike Hayes

Members Absent: Jim Schnackenberg, Valerie Craft, Dave Vitale, Deb Haydell and Laura Stanek

Staff/Others Present: Joe Meyers

1. Call to Order

Ed Boettcher called the meeting to order at 9:08 a.m. No official action could be taken due to a lack of a quorum.

2. Public Comment

None.

3. Capital Improvement Plan Discussion

The Committee went through the CIP rankings and looked for irregularities.

The Committee discussed the potential for grouping different items that were alike.

The Committee requested that the Administration and Planning Department send out a memo to each department requesting their document imaging needs and document retention requirements. The Committee requested that the Administration and Planning Office work with the Treasurer's office on this matter.

The Committee requested that the County's standing committees see the ranking for the Capital Improvement Plan.

4. Member Comment

The next meeting will be held once the document is in draft form.

Meeting adjourned at 10:30 a.m.