

# Buildings and Grounds (Temporary) Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Laura Stanek*

**January 4, 2013  
Minutes**

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

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

### **2. Public Comment:**

None

### **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig, Project Manager, joined the meeting and gave an update on the construction progress at Meadow Brook.

The Committee reviewed the request for payment from the Christman Company of \$1,423,968.53.

**Motion by Laura Stanek, supported by Dave Howelman, to recommend the Board of Commissioners approve the request for payment for the MCF Construction Project for the period covering December 1, 2012 to December 31, 2012 in the amount of \$1,423,968.53. Yes – Stanek, Howelman, Abstain – Boettcher**

The Committee reviewed Request for Change #18 (water service tap, structural concrete, masonry, doors – hardware, walls and ceiling, mechanical and electrical), #20 (electrical), and #25 (glass glazing/aluminum entrance).

**Motion by Laura Stanek, supported by Dave Howelman, to approve the Request for Change #18 (+\$28,313), #20 (-\$7,190) and #25 (-\$4,769). Yes – Howelman, Stanek Abstain - Boettcher**

#### TCC Contingency Detail

The Committee reviewed the state of the Contingency Fund. With the approved and projected change orders to date, the Contingency Fund is at \$911,652. Mr. Kranig commented that he believes the fund is in good shape at this stage of the project.

#### Meadow Brook Construction Project Tour

The Committee scheduled a tour of the construction project for the Board of Commissioners at 11:00 a.m. on Thursday, January 10<sup>th</sup> at the tail end of the Board of Commissioner's meeting.

#### **4. Meadow Brook Medical Care Facility (MCF) Financial Report**

David Schulz, MCF Finance Director, gave an update on the financial status of the MCF (attached).

#### **5. Maintenance Update**

Dave Vitale, Maintenance Director, gave an update on past month's activity in the Maintenance Department.

##### **Jail Boiler**

Mr. Vitale explained that the boiler in the jail broke down over the holidays. Temperature Control was called and was able to temporarily fix the boiler by welding the badly damaged burner inside the unit. Three companies were asked for quotes on replacement of the boiler with two tandem boilers or simply replacing the burner in the current boiler.

The Committee reviewed the three quotes from three different companies.

List the companies and quotes – replacement and repair

<u>Company</u>	<u>Replacement</u>	<u>Install new burner</u>
A.B.I. Mechanical Contractors	\$36,665.00	\$6,955.00
K&K Heating and Cooling, LLC	\$36,045.00	\$8,150.00
Temperature Control, Inc.	\$32,265.00	\$10,750.00

The Committee agreed the boiler should be replaced as opposed to only replacing the burner since it is 26 years old. The Committee agreed the boiler units should be purchased and held onto until warmer weather or failure of the recently repaired burner. Mr. Garwood informed the Committee that Temperature Control (the low quote) would treat it as an emergency if the current boiler were to fail before the onset of warmer weather.

**Motion by Laura Stanek, supported by Ed Boettcher, to recommend the Board of Commissioners approve the quote from Temperature Control, Inc. for the purchase and installation of two Lochinvar KBN 500, at a cost of \$32,265.00. The first 50% to come from the Capital Projects Fund. The majority or all of the second 50% to be paid for out of the Energy Savings Fund, with the balance from the Capital Projects Fund if necessary. Motion carried – unanimous.**

Hands Free Towel Dispensers  
No action taken.

##### **Veterans Affairs Office Door**

The Committee reviewed the quote from Jordan Construction to install a door between the current copy room and the current Veterans Affairs Office. The quote exceeded the budgeted amount by \$240. The Committee directed Mr. Vitale to seek additional quotes that will fit into the budgeted amount.

#### Animal Shelter Shower

Mr. Vitale informed the Committee the shower in the Animal Shelter building has been leaking behind the wall. Mr. Vitale has Niepoth Plumbing and Heating repairing the valve and will have them install an access door for future access to the valve (which is currently behind drywall).

#### Courthouse Roof De-icer

Mr. Vitale informed the Committee the heat tape that was installed on the Courthouse roof edges is not functioning in the Northeast corner. Mr. Vitale will contact Moon Electric to have them evaluate the problem and fix it, if it is not too costly.

### **6. Various Matters**

The Committee discussed the Nifty Thrifty building addition. Due to the questionable nature of the soil behind the building the Committee agreed that Mr. Garwood should contact an architect to get a proposal on how to handle an addition to the building and also to get an estimate of the cost.

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

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**February 6, 2013  
Minutes**

Members present: David Howelman, Laura Stanek, Jerroll Drenth  
Members absent: None.  
Others present: Pete Garwood, Mike Crawford

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

### **2. Public Comment:**

None

### **3. Maintenance Update**

Dave Vitale, Maintenance Director, joined the meeting and presented a list of the duties that are required of the janitorial staff in the County Building. Mr. Vitale informed the Committee that operating with one less employee since January is putting a lot of stress on the rest of the crew. He also indicated the job is not getting done as well as it should be.

#### Jail Heat Exchanger

The heat exchanger in the HVAC System that services the Jail lobby area cracked and was inoperable. On an emergency basis he requested a quote from K & K Heating to install a new heat exchanger (\$1,850) and he requested another quote to replace the entire HVAC unit (\$5,225). Through the emergency repair process, K & K Heating was told to install the new heat exchanger into the current HVAC unit (attached).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the emergency replacement of the heat exchanger in the HVAC unit that services the lobby area in the Jail at a cost of \$1,850. Motion carried – unanimous.**

#### Veterans Affairs Office Remodel

The Committee reviewed two quotes for moving a door in the old copy room so that it connects the room with the Veteran's Affairs Office (attached).

**Motion by Jerroll Drenth, supported by Laura Stanek, to hire Eden Building Company to move the door from the hallway side of the room to the wall that connects the old copy room to the Veteran's Affairs Office at a cost of \$1,050. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Jerroll Drenth, to budget \$200 for replacement of the carpet in the threshold of the doorway after the door is moved in the Veterans Affairs Office. Motion carried – unanimous.**

1905 Courthouse Roof

Mr. Vitale informed the Committee the heat tape on the northeast corner of the Courthouse roof is not working. He will be contacting Meadow Brook Medical Care Facility staff to borrow their cherry picker (lift) so he can properly evaluate the problem.

#### **4. Meadow Brook Medical Care Facility (MCF)**

Marna Robertson, Administrator and David Schulz, Finance Director at MCF joined the meeting. Mr. Schulz presented a financial status to date of the MCF funds.

MCF Construction Project

Brad Kranig, Christman Company, informed the Committee that the construction project is a couple of weeks behind at this time, but is moving along very well.

Change Orders

Mr. Kranig explained what is included in Change Orders #5 and #6.

Change Order #5: Includes Request for Change (RFC) #19 and #21.

RFC #19 - Storm drain line changes that were found when excavating, stump removal at main driveway entrance, removal of fuel storage tank at loading dock area, which has a cost of \$3,508.

RFC #21 - Upgrade of overhead coiling door to a fire grade door, which has a cost of \$2,321.

The total amount of \$5,829 will be paid for out of the construction contingency fund.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve Change Order #5, which will result in \$5,829 paid for from the construction contingency fund. Motion carried – unanimous.**

Change Order #6: Includes Request for Changes (RFC) #18, #20, and #25.

RFC #18 – Additional site work, a change in the water taps, additional insulation to the basement, overtime because of impending weather, modification of laundry room, plumbing changes, public restrooms, light fixture changes, truss changes for the roof structure, addition of fire rated access doors, and changes to the damp proofing in the basement, which has a cost of 27,983.

RFC #20 a credit to the contract due to the deletion of a main breaker in the electrical panel, rework of parking lot lights, and a change in the fire alarm, which has a savings of \$7,190.

RFC #25 – A credit for changing the aluminum door manufacturer, and also addition of a temporary door light, which has a savings of \$4,679.

The total amount that will be taken from the construction contingency fund is \$16,114.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve Owner Change Order #6 which will result in \$16,114 paid for from the construction contingency fund. Motion carried – unanimous.**

***The following are Requests for Change (RFC) which are a precursor to the Owner Change Order (OCO) and require approval by the Buildings and Grounds Committee, but are not ready for approval by the Board of Commissioners:***

RFC #15 - Cost incurred from washout of roadway and sump pump of storm basins, cost \$2,358.

RFC #24 - Truss and Sheathing overtime, cost \$3,825.

RFC #27 - Additional temporary sidewalks and final site concrete, cost \$4,550.

RFC #28 - Upgrade to the siding, cost \$5,460

RFC #30 - Moving the general requirements number \$42,000 to the General Conditions. This is a simple shift within the budget and results in no additional cost to the project or construction contingency fund.

Motion by Laura Stanek, supported by Jerroll Drenth, to approve the RFC #15, #24, #27, #28, and #30. Motion carried – unanimous.

Request for Payment

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the Christman Company request for payment of \$1,159,547.64.**

**Motion carried – unanimous.**

With the actual and current projected changes, the construction contingency fund is now at \$876,386.

## **5. Energy Savings Report**

Because of the way the software is set up we will not have a full year of bills in the energy tracking system until next month's meeting. This issue will be added to the agenda for next month.

## **6. Communications**

The Committee considered a request from the Bellaire Chamber of Commerce for use of the Courthouse grounds during the Rubber Ducky Days festival (attached).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the request from the Bellaire Chamber of Commerce to use the Courthouse grounds for the Arts and Craft Fair during the Rubber Ducky Days Festival on Saturday, August 17, 2013. Motion carried – unanimous.**

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

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**March 6, 2013**  
**Minutes**

Members present: David Howelman, Laura Stanek, Jerroll Drenth  
Members absent: None.  
Others present: Pete Garwood

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

### **2. Public Comment:**

None

### **3. Meadow Brook Medical Care Facility (MCF) Financials**

Marna Robertson, Administrator and David Schulz, Finance Director joined the meeting and presented the financial spreadsheet for the MCF (attached).

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

Brad Kranig, Christman Company and Eric Maring, Hooker-DeJong Architects joined the meeting.

Mr. Kranig gave an update on the progress of the MCF construction project.

Owner Change Order (OCO) #7

Includes Request for Change (RFC) #15, #24, #27, #28, and #30. RFC #15, earthwork repairs and sump pumping of storm drains due to a rain washout, \$1,570. #24, Overtime related to closing in the roof due to impending weather, \$3,825. #27, Additional temporary sidewalks and ramp due to phasing, and added thickened edges on site equipment pads due to unforeseen elevation constraints, \$4,550. #28, Vinyl siding upgrade, \$5,460. #30, Transfer of funds from the General Requirements line item to General Conditions, \$42,000 (this does not affect the contingency nor does it increase the project cost).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve OCO #7 which will result in \$15,405 charged to the Contingency and \$42,000 moved from the General Requirements line item to General Conditions line item. Motion carried – unanimous.**

RFC #7

Includes earthwork/site utilities, asphalt paving, and surveying all due to dealing with the delay and changes caused by the Department of Environmental Quality (DEQ) permitting process. More specifically building and paving a temporary entrance to the parking lot and facility, changing the piping (culvert) requirements, and changes to preparation and grade work for the permanent entrance.

RFC #8

Includes snowmelt work to date at a cost of \$29,425. More specifically, it includes all exterior work; slab insulation, tubing, and sensor installation to the building. There will be more costs on this part of the project once the boiler connection is configured.

RFC #22

\$25,899 - Includes: additional controls and monitoring (alarm system) for the water tanks for the fire security system on the hill, additional furring and increasing the thickness of the roofing system plywood from 3/4" to 5/8" per UL requirements, plumbing changes to laundry room, bathroom and revised water feed to building, and electrical modifications on water tanks.

RFC #32

\$4,957 - Includes: Additional low voltage sleeves to go through bulk head areas for data cables, benefits the present and future data cable installations.

RFC #34

\$3,294 - Includes: Changing paint grade doors to varnish grade doors and making sure matching white oak with current doors in some areas and red oak in other areas.

RFC #23

\$19,690 - Includes: Door changes in each of the "cottages" in the new area that required for ingress-egress to meet UL requirements. Revised linen closet frames for electrical strikes which will allow card reading cabinets for security purposes. Deletion of drywall bulkheads at kitchens. Addition of fire protection requirements in the D area third floor ceiling.

RFC #36

Auto operator doors in the dietary area for two doors \$5,958. Currently, the doors would have to be pushed open by employees pushing big carts.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC #'s 7, 8, 22, 32, 34, 23 and 36. Motion carried – unanimous.**

The Committee reviewed the contingency fund with Mr. Kranig. With all approved owner change orders, requests for changes, and all currently projected changes the Contingency Fund is at \$802,690.

Mr. Kranig informed the Committee of additional items that will be coming up that he is not quite ready to present.

Issue # 29 will include: Clarification to finishes in lobby area, 32 new dampers installed in the duct work throughout the facility which will provide better balancing of the air handling system, and the addition of wall finishing in the basement (mechanical area) at this time projected cost is \$24,925. Mr. Kranig wants to firm up the numbers.

Bulletin #8: Additional bulkheads in many of the rooms for infection control, no projected cost at this time.

Change in flooring from sheet flooring to tile, projected at approximately \$15,000, but awaiting firm figures.

Mr. Kranig informed the committee he is working with the mechanical contractor through some issues with the controls on some mechanical equipment which may end up adding about \$30,000.

Application for Payment

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the request for payment from Christman Company for February 1 to February 28, 2013 for \$1,131,321.37. Motion carried – unanimous.**

## **5. Nifty Thrifty**

The Committee reviewed the income and expenses for the Nifty Thrifty for the past 3 years

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners not approve an addition to the Nifty Thrifty in 2013. The project would be added to the Capital Improvement Committees agenda for consideration in the future. Motion carried – unanimous.**

## **6. Building Maintenance**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve the invoice from Temperature Control for \$489.27 of initial repairs to the leaking pre-heat coil in the County Building. Motion carried – unanimous.**

Mr. Vitale indicated there will be more expenses to come on this issue as he is awaiting the cost quotation on the replacement of the 3-way control valve.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve replacement of the heat exchanger and blower motor on the Jail rooftop unit that serves the cell #12 area at a cost of \$2,312. Motion carried – unanimous.**

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve replacement of a backflow preventer on the 1905 Courthouse at a cost of \$980. Motion carried – unanimous.**

Mr. Vitale informed the Committee the fuel exhaust motor bearings on the Jail rooftop unit that serves the west cell area has failed and needs to be replaced. Mr. Vitale indicate it will cost approximately \$419, but he has not received an invoice as of yet. The Committee directed Mr. Vitale to wait for the invoice.

Nifty Thrifty Awning

Mr. Vitale informed the Committee the awning on the Nifty Thrifty is at a point that it needs to be replaced.

Mr. Vitale informed the Committee the Veterans Affairs Office remodel is complete.

Maintenance Personnel

Mr. Vitale informed the Committee another one of the Maintenance Department employees will be retiring within the next two months. Mr. Vitale renewed his request to fill the custodian position left vacant due to Jeffery Braden's retirement.

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

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**March 14, 2013**  
**Special Meeting Minutes**

Members present: David Howelman, Laura Stanek, Jerroll Drenth  
Members absent: None.  
Others present: Pete Garwood, Mike Crawford

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

### **2. Public Comment:**

None

### **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig, Christman Company, gave the Committee an overview of Request for Change (RFC) #29.

Painting and wall covering in the basement mechanical room, electrical room and vestibule which includes 1,600 square feet of walls & ceiling for a total of \$6,650.

Drywall change totaling \$383.

Fire Protection

A number of changes made in order to fit the plumbing in the ceiling totaling \$1533.

Ductwork dampers

32 new dampers will allow for more effective balancing in the air handling system for a total of \$7,107.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the RFC #29 at a cost of \$15,673, which will be taken from the contingency fund. Motion carried – unanimous.**

The meeting was adjourned at 8:45 a.m.

# Buildings and Grounds Committee

*Jerrold Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**April 2, 2013  
Minutes**

Members present: David Howelman, Jerroll Drenth and Laura Stanek  
Members absent: None.  
Others present: Pete Garwood and Mike Crawford

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

### **2. Public Comment:**

None

### **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig from Christman Company gave an update on the progress of the MCF construction project. Mr. Kranig is working on getting costs for fencing and guard rail around the pond. Mr. Kranig indicated they have worked out an inexpensive way to fill the fire suppression tanks on the hill.

Mr. Kranig informed the Committee he will be seeking approval for a Request for Change (RFC) for smoke dampers to close off the duct work and seal one area of the facility from another. The RFQ will be submitted once he has received pricing.

They are currently installing a door into the part of the facility that is scheduled for the next phase of construction. Completion of the current phase is still on track for a May 8<sup>th</sup> to May 11<sup>th</sup> completion date.

RFC #43, Fire Alarm Annunciators

The request is to install fire alarm annunciators at the nursing station in each household. The request includes the purchase of three new annunciators, plus installation and the reinstallation of two current annunciators. RFC's require Committee approval, but not Board of Commissioner approval.

Motion by Dave Howelman, supported by Jerroll Drenth, to approve Request for Change #43 installation of fire alarm annunciators in each household at an estimated cost of \$2,667.00. Motion carried – unanimous.

Owner Change Order (OCO) #8

OCO #8 includes RFC's #7, 8, 22, 23, 29, 32, 34 and 37.

#7 \$17,586 - Includes: Earthwork/site utilities, asphalt paving, and surveying all due to dealing with the delay and changes caused by the Department of Environmental Quality (DEQ) permitting process. More specifically building and paving a temporary entrance to the parking lot and facility, changing the piping (culvert) requirements, and changes to preparation and grade work for the permanent entrance.

#8 \$29,425 –Includes: Snowmelt work to date at a cost of \$29,425. More specifically, it includes all exterior work; slab insulation, tubing, and sensor installation to the building. There will be more costs on this part of the project once the boiler connection is configured.

#22 \$25,899 - Includes: Additional controls and monitoring (alarm system) for the water tanks for the fire security system on the hill, additional furring and increasing the thickness of the roofing system plywood from ¾” to 5/8” per UL requirements, plumbing changes to laundry room, bathroom and revised water feed to building, and electrical modifications on water tanks.

#23 \$15,297 - Includes: Door changes in each of the “cottages” in the new area that required for ingress-egress to meet UL requirements. Revised linen closet frames for electrical strikes which will allow card reading cabinets for security purposes. Deletion of drywall bulkheads at kitchens. Addition of fire protection requirements in the D area third floor ceiling.

Issue # 29 \$15,673 - Includes: Clarification to finishes in lobby area, 32 new dampers installed in the duct work throughout the facility which will provide better balancing of the air handling system, fire protection modifications in the living room areas and the addition of wall finishing in the basement (mechanical, electrical, and vestibule rooms).

#32 \$4,957 - Includes: Additional low voltage sleeves to go through bulk head areas for data cables, benefits the present and future data cable installations.

#34 \$1,375 - Includes: Changing paint grade doors to varnish grade doors and making sure matching white oak with current doors in some areas and red oak in other areas.

#37 \$9,640 – Includes: Change in flooring from sheet flooring to tile in community bathrooms in shower and the rest of the bathroom.

**Motion by Dave Howelman, supported by Jerroll Drenth, to recommend the Board of Commissioners approve Owner Change Order #8 at a total cost of \$99,852 to be paid for out of the construction contingency. Motion carried – unanimous.**

The Committee reviewed the contingency fund with Mr. Kranig. With all approved owner change orders, requests for changes, and all currently projected changes the Contingency Fund is at \$790,393.

MCF Construction Application for Payment

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the application for payment from the Christman Company for the MCF construction project at a cost of \$845,853.79 (attached). Motion carried – unanimous.**

The Committee reviewed the status of the open RFQ's and the OCO's prepared by the Administrator Office staff (attached).

#### **4. Meadow Brook Medical Care Facility (MCF) Financial Status**

David Schulz, Administrative Services Director from the MCF, gave an overview of the Status of Cash, Depreciation and Restricted Funds Accounts as of February 28, 2013 (attached).

#### **5. Maintenance Update**

Mr. Vitale gave a report of the months activities for the Maintenance Department.

Mr. Vitale will bring an estimate to lower the light fixtures in each of the stairwells in the County Building (for safety reasons).

Mr. Vitale informed the Committee he has arranged for Cummins Bridgeway and Arndt Electric to measure the kilowatts in the County Building and the Courthouse in preparation to get an estimate on what size generator would be required to service each of the buildings. This is as a result of the Capital Improvements Committee request to get an estimate on generators to service each building.

##### Jail Key Control Roof Top Unit

Mr. Vitale presented three quotes for replacement of the roof top HVAC system that services the Jail key control room and surrounding area. Quotes were received from:

- Temperature Control, Inc. \$9,585
- Northern Heating and Refrigeration \$3,766
- K & K Heating and Cooling, LLC \$6,500

The Committee requested Mr. Vitale obtain additional information from the three companies and have it ready for the Board of Commissioners meeting. The funds are budgeted.

##### Nifty Thrifty Awning

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Finance Committee identify a funding source and the Board of Commissioners approve the quote from Advanced Awning, Upholstery and Canvas to replace the awning at the Nifty Thrifty at a cost of \$1,982.80 (attached). Motion carried – unanimous.**

##### Room 211 Light Switch

Mr. Vitale presented a quote to install a light switch next to the new entrance door for Room 211 (attached).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Finance Committee identify a funding source and the Board of Commissioners approve the installation of a 3-way light switch next to the new meeting room entrance door in Room 211 at a cost of \$335.00. Motion carried – unanimous.**

##### 1905 Courthouse Roof Ice Melt System

Mr. Vitale presented a quote from Moon Electric to replace the roof top ice melt system to be installed on the northeast corner of the 1905 Courthouse roof at a cost of \$1,650.00 (attached).

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Finance Committee identify the funding source and the Board of Commissioners approve the installation of a replacement ice melt system to be installed on the northeast corner of the 1905 Courthouse roof at a cost of \$1,650.00. Motion carried – unanimous.**

**6. Energy Savings Report**

The Committee reviewed the energy savings report produced through the Energy Star Portfolio Manager software.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners put the \$4,643.00 of savings (50%) realized in the year 2012 from the energy saving measures taken in 2010 into the Energy Savings Fund. Motion carried – unanimous.**

The meeting was adjourned at 10:45 a.m.

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**May 1, 2013  
Minutes**

Members present: David Howelman, Jerroll Drenth and Laura Stanek  
Members absent: None.  
Others present: Pete Garwood and Mike Crawford

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

### **2. Public Comment:**

None

### **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig of the Christman Company joined the meeting. Mr. Kranig and Peter Garwood, County Administrator, gave an update on the construction project.

Payment Request

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioners approve the payment request from the Christman Company for \$565,745.21 which covers the period of April 1, 2013 to April 30, 2013. Motion carried – unanimous.**

Owner Change Order (OCO) #9

OCO #9 includes Request for Change (RFC) #38 and #43.

RFC #38, Includes matching trim, millwork and doors so they are coordinated – red oak with red oak, white oak with white oak. Adding trim pieces around shakes on the posts in lobby area to protect the shakes from damage and protect residents from splinters. Total cost \$8,391.00.

RFC #43, Fire Alarm Enunciators

The request is to install fire alarm enunciators at the nursing station in each household. The request includes the purchase of three new enunciators, plus installation and the reinstallation of two current enunciators.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve OCO #9 at a cost of \$11,353 which will be taken from the Construction Contingency Fund. Motion carried – unanimous.**

The following RFC's do not require Board of Commissioner action.

RFC #49

Rework of fire suppression piping on the third floor due to layout, structural beam and ceiling conflicts in the elevator lobby and common areas.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC #49 at a projected cost of \$3,083.00. Motion carried – unanimous.

Requests for Change #40, #50, #51

RFC #40 Changing single room to a double occupancy room; cubicle curtains, track and installation and electrical work. Total cost \$2,964.00.

RFC #50

Additional relays and wiring for fire alarms on the exit doors. Total cost \$2,643.00.

RFC #51

Addition and installation of 14 eye wash stations at each household pantry and soiled utility sink. Total cost \$4,008.00.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC #40, #50 and #51 at a total projected cost of \$9,615. Motion carried – unanimous.

With all current and projected change orders the Contingency Fund is at **\$750,478.00**.

Other Interesting Project Facts:

- Approximately, 85% of the employees within 50 miles of the project.
- Phase one is 95% complete.
- By timeline the project is 40% complete and 65% of the project funds have been expended.
- The project is about 2.5 weeks behind schedule.
- There have been 61,500 hours worked on the project without an accident.

Other issues being worked on:

- Checking on the need for a water softener for the tankless water heater system.
- Backflow preventers for the big tubs.
- Fireproofing finish on the shakes on the walls in the lobby entrance.
- Railing around the pond.
- Generator enunciator so employees know if the generator kicks on or is malfunctioning.
- Outside sign for the new main entrance.
- Breakers on the equipment under the kitchen hoods (RFC #52).

#### **4. Meadow Brook Medical Care Facility (MCF) Financial Status**

Marna Robertson, Administrator and David Schulz, Administrative Services Director of the MCF, joined the meeting and provided an update on the Status of Cash, Depreciation and Restricted Funds Accounts for the MCF.

Ms. Robertson gave the Committee an update on the issues with the Family and Friends Council group.

## **5. Maintenance Update**

Dave Vitale, Maintenance Director, joined the meeting and gave an update of the past month's activities in the Maintenance Department.

### County Building Light Fixtures

Mr. Vitale informed the Committee of the difficulty of changing the florescent light tubes in the stairwells in the County Building. He presented a quote from Arndt Electric to mount new fixtures on the walls in each of the stairwells as an alternative to the current ceiling mount fixtures. Mr. Vitale was instructed to obtain two additional quotes and present all three at next month's meeting.

### Jail Key Control Roof Top HVAC

After the Board of Commissioners approved the bid from Northern Heating and Refrigeration for the replacement of the roof top HVAC unit that services the key control area of the jail, it was announced that Northern Heating and Refrigeration had been bought out by K & K Heating and Cooling. K & K had informed Mr. Garwood that they could not do the job for the price quoted by Northern Heating and Refrigeration (\$5,207.00), but lowered their own bid substantially (from \$6,320.00 to \$5,556.00). This resulted in an additional cost of \$349.00. Due to the impending summer, the project was treated as an emergency and has already been installed. According to County policy, the Committee and Board of Commissioners must approve the emergency project retrospectively.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the change from Northern Heating and Refrigeration to K & K Heating and Cooling as the contractor for the replacement of the roof top HVAC unit that services the key control area of the jail at an additional cost of \$349.00. Motion carried – unanimous.**

### County Building Compressor and Pulley

Mr. Vitale informed the Committee that a pulley on one of the rooftop compressors came off, and upon dealing with that situation he discovered a leak in the pipe that holds the Freon. The issue is being addressed as an emergency (see attached). The Committee will wait until the County receives an invoice for the work from Temperature Control to take action.

### Nifty Thrifty (Maltby) Building

Mr. Vitale inquired about the excavated area behind the Nifty Thrifty Building. The Committee requested Mr. Garwood get a load of fill and seed the area. This is to be paid out of the Building Maintenance Fund.

### Lamp Post

The damaged light post in the west parking lot is scheduled to be replaced by next week.

The meeting was adjourned at 10:13 a.m.

# Buildings and Grounds Committee

*Jerrold Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**June 5, 2013  
Minutes**

Members present: David Howelman, Jerroll Drenth  
Members absent: Laura Stanek  
Others present: Pete Garwood and Mike Crawford

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

### **2. Public Comment:**

None

### **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig, Christman Company, gave an overview of progress on the MCF Construction project. The project is behind six weeks. Bureau of Fire Services and the State Health Department have not completed their inspections as of yet.

Mr. Kranig shared they are working on a way to accommodate the fact that the water temperature needs vary between different uses. The water for the dishwasher is required to be 120 degrees and the water for the Janitor closet is required to be 113 degrees. More information will be forthcoming.

Also, as a result of the State Health Department inspection, additional lighting must be provided at the nurses' station and medicine cabinet in each room. Mr. Kranig will update the County as he gets more information.

### **Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner action.

RFC #33 – includes additional wall protection including steel corner guards, rework of the corridor for smoke damper installation, smoke damper tie-in to the fire alarm system - electrical, add separator/filters and associated by-pass and add smoke dampers at corridors G and H – mechanical at a total cost of \$27,105.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve RFC #33 at a cost of \$27,105.00. Motion carried – unanimous.

RFC#36

Auto operators at door E147A – frame prep and hardware upgrades as well as electrical system, at a total cost of \$8,167.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve RFC #36 at a total cost of \$8,167.00. Motion carried – unanimous.

RFC #44

As a result of inspection by the Fire Marshall, the RFC includes changing to a fire rated varnish in entry vestibule at a total cost of \$2,326.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve RFC #44 at a total cost of \$2,326.00. Motion carried – unanimous.

RFC #45

In order to fill the three 50,000 gallon water tanks on the hill appropriately (so it doesn't impact the water softeners and chlorination system), the waterline tie-in was revised and now originates in the basement at a total cost of \$8,652.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve of RFC #45 at a total cost of \$8,652.00. Motion carried – unanimous.

RFC #46

Adding of a shaft wall at the west stairwell to enclose the pipes, per code at a total cost of \$1,973.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve RFC #46 at a total cost of \$1,973.00. Motion carried – unanimous.

RFC #53

Addition of six backflow preventers at three custom bathing tubs at a total cost of \$9,051.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve RFC #53 at a total cost of \$9,051.00. Motion carried – unanimous.

RFC #59

A credit for adjustments to the asphalt mix for the parking lot and driveway a total deduct of \$9,860.00.

Motion by Jerroll Drenth, supported by Dave Howelman, to approve RFC #59 for a credit of \$9,860.00. Motion carried – unanimous.

**Owner Change Order (OCO) #10**

The OCO #10 includes:

- RFC #49 - Rework of fire suppression piping on the third floor due to layout, structural beam and ceiling conflicts in the elevator lobby and common areas.
- RFC #40 - Changing single room to a double occupancy room; cubicle curtains, track and installation and electrical work.
- RFC #50 - Additional relays and wiring for fire alarms on the exit doors.
- RFC #51 - Addition and installation of 14 eye wash stations at each household pantry and soiled utility sink.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioner's approve OCO #10 which includes: RFC #40 – changing room F136 to a semi-private room (\$2,964.00), RFC #49 fire suppression change on the third floor (\$3,083.00), RFC # 50 addition of fire alarm relays at door security (\$2,643.00), and RFC #51 eyewash stations (\$4,008.00) for a total cost of \$12,698.00. Motion carried - unanimous.**

With the current and past OCO's and RFC's, as well as all projected changes, the Contingency Fund stands at **\$698,894**.

Pay Application

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioner's approve the pay application submitted by the Christman Company for the MCF construction project of \$503,185.30. Motion carried – unanimous.**

Mr. Kranig informed the Committee that the last storm created a storm water runoff and soil erosion issue. There will be some additional cost to deal with the erosion and create a plan for dealing with the problem long term. More information is forthcoming.

#### **4. Meadow Brook Medical Care Facility (MCF) Funds Status**

David Schulz, Administrative Services Director joined the meeting and gave a report on the Status of Cash, Depreciation and Restricted Funds Accounts (attached).

#### **5. Maintenance Update**

Dave Vitale, Maintenance Director, joined the meeting and gave an update of the Maintenance Department activities for the month.

Nifty Thrifty (Maltby) Building

Mr. Vitale proposed the Committee consider re-painting the Maltby Building. The Committee directed Mr. Vitale to get three bids for painting the Maltby Building.

Mr. Vitale indicated he is in need of two new vacuum cleaners. The Committee directed Mr. Vitale to get quotes for two new vacuum cleaners and present them to the Finance Committee.

County Building Cooling Unit

Last month, Mr. Vitale informed the Committee that a pulley on one of the rooftop compressors came off, and upon dealing with that situation he discovered a leak in the pipe that holds the Freon. The issue was addressed as an emergency (see attached). Repairs have been completed and the invoice is attached.

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioner's approve payment to Temperature Control, Inc. for the emergency repair to the condenser unit #2 on the County Building at a cost of \$4,808.69.**

**Motion carried – unanimous.**

### Light Replacement Stairwells

The Committee reviewed three quotes for the installation of new light fixtures in the County Building stairwells. As the current light fixtures are mounted to the ceiling and are somewhat dangerous to service, it was deemed necessary to install new fixtures that will be easier to service.

- Arndt Electric \$1,227.00
- Moon Electric \$1,415.70
- J&J Electric \$1,540.00

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioner's approve the quote from Arndt Electric to install new wall mount light fixtures in the County Building stairwells at a cost of \$1,227.00. Motion carried – unanimous.**

### Septic Pumping

Mr. Vitale presented three quotes to pump the septic tanks for the various County facilities and the Animal Shelter holding chamber (dog waste).

- Niepoth & Sons \$1,035.00
- Savage Septic Service \$790.00
- C&K Inc. \$775.00

**Motion by Jerroll Drenth, supported by Dave Howelman, to recommend the Board of Commissioner's approve the quote from Savage Septic Service (attached) to pump the septic tanks for the various County facilities and the Animal Shelter holding chamber (dog waste) at a cost not to exceed \$790.00. Motion carried – unanimous.**

The meeting was adjourned at 10:35 a.m.

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**July 3, 2013**

**Minutes**

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Pete Garwood

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

## **2. Public Comment:**

None

## **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig, Christman Company, gave an overview of progress on the MCF Construction project. Landscaping is almost 100% complete. The driveway into the Meadowview Apartments has been repaved. The Fire Marshall and State Health Department have approved Phase 1. They are now waiting for the Medical Care Facility Licensing Office to complete their inspection.

Pay Application

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner's approve the pay application submitted by the Christman Company for the MCF construction project of \$324,499.02. Motion carried – unanimous.**

### **Owner Change Order (OCO) #11**

Includes Request for Changes (RFC's) 33, 36, 44, 45,46, 53, 59

- RFC #33 – includes additional wall protection including steel corner guards, rework of the corridor for smoke damper installation, smoke damper tie-in to the fire alarm system - electrical, add separator/filters and associated by-pass and add smoke dampers at corridors G and H – mechanical at a total cost of \$27,105.00.
- RFC#36 - Auto operators at door E147A – frame prep and hardware upgrades as well as electrical system, at a total cost of \$8,167.00.
- RFC #44 - As a result of inspection by the Fire Marshall, the RFC includes changing to a fire rated varnish in entry vestibule at a total cost of \$2,326.00.
- RFC #45 - In order to fill the three 50,000 gallon water tanks on the hill appropriately (so it doesn't impact the water softeners and chlorination system), the waterline tie-in was revised and now originates in the basement at a total cost of \$8,652.00.

- RFC #46 - Adding of a shaft wall at the west stairwell to enclose the pipes, per code at a total cost of \$1,973.00.
- RFC #53 - Addition of six backflow preventers at three custom bathing tubs at a total cost of \$9,051.00.
- RFC #59 - A credit for adjustments to the asphalt mix for the parking lot and driveway a total deduct of \$9,860.00.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners approve OCO #11 at a total cost of a \$47,414.00.**

**Motion carried – unanimous.**

### **Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner action:

RFC #41 - Additional fencing around the pond and steel guardrail for safety purposes, costs \$24,875.00.

RFC #52 – Shunt trip breakers at the Ansul hood systems in the kitchen – seven household pantry kitchens, cost \$2,072.00. If the hood turns on, it automatically shuts off the stove.

RFC #54 – Casework and trim to accommodate the Daiken heating/cooling wall units in each living room, \$1,903.00.

RFC #55 – Additional blocking and installation of televisions and medicine cabinets, rework fans and insulate door-wall in corridor “F”, replace deck in maintenance, add railings at elevator shaft, \$7,206.00.

RFC #58 – Adding glass light kits to the pantry kitchen doors so an individual on one side can see if someone is on the other side before opening the door, \$709.00.

RFC #62 – Completion of laundry room changes, temporary flooring at temporary entrances, \$2,353.00.

RFC #63 – Casework cabinet addition in the resident bathrooms, casework sloped top instead of a bulkhead – all rooms in all phases, \$11,819.00.

RFC #64 – Main entrance signs and lettering of the facility, \$2,746.00.

RFC #67 – Removal of Consumers Power transformer from courtyard, \$4,300.00.

RFC #68 – Flagpole lights, materials and insulation (two locations), \$1,323.00

RFC #66 – Temporary weather protection and barriers, safety rails during the Phase I part of the project, \$4,314.00 (from contingencies, the rest was in budget).

RFC #69 – Replacement of cracked windows at room H328 (third floor), \$562.00.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC's in the amount of \$64,182.

The Committee reviewed all past and projected RFC's. Adding water softeners to the facility is not included as a projected RFC and therefore is not in the contingency projection. The contingency now stands at \$692,555, without the addition of a water softener.

#### **4. Meadow Brook Medical Care Facility (MCF) Funds Status**

Marna Robertson, MCF Administrator and David Schulz, Administrative Services Director joined the meeting and gave a report on the Status of Cash, Depreciation and Restricted Funds Accounts (attached).

#### **5. Energy Saving Fund**

John Strehl, Airport Manager joined the meeting. Mr. Strehl requested that if and when there is additional funding in the Energy Savings Fund the Airport Terminal and hangar be considered for lighting replacement.

#### **6. Maintenance Update**

Dave Vitale, Maintenance Director, was unable to attend the meeting.

Havel Invoice – Jail Roof Top Unit

In the absence of Mr. Vitale, Peter Garwood, County Administrator explained Havel had to be called in from Grand Rapids to integrate the roof top unit into the software package that controls the heating and cooling in all main campus facilities at a cost of \$1,266.25.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the invoice from Havel for adjusting the software program to accept the Jail Roof Top Unit at \$1,266.25. Motion carried – unanimous.**

DTE Rebate Application

Mr. Garwood explained that Temperature Control, Inc. is assisting the County with the submission of an Incentive Application to DTE Energy for \$2,000. The County is eligible because of the new high efficiency boiler installed in the jail. The incentive application has an agreement component that must be approved for signature.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner's approve the DTE Incentive Application Agreement for signature by the Maintenance Supervisor, Dave Vitale. Motion carried – unanimous.**

AED's (Defibrillators) Batteries and Pads

Mr. Garwood explained that the AED in the County Building as well as the AED in the 1905 Courthouse needs new batteries and (shock) pads. Replacement batteries and pads will cost a total of \$964.68 (see attached).

The Committee requested more investigation be done on this issue.

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

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**August 7, 2013**

**Minutes**

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Joe Meyers

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

## **2. Public Comment:**

None

## **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

Brad Kranig, Christman Company, gave an overview of progress on the MCF Construction Project (attached).

Pay Application

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner's approve the pay application submitted by the Christman Company for the MCF construction project of \$324,499.02. Motion carried – unanimous.**

### **Requests for Change (RFC)**

The following RFC does not require Board of Commissioner action:

RFC #47 – Miscellaneous Electrical Items, cost \$3,446.00.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC #47 in the amount of \$3,446.00. Motion carried – unanimous.

### **Owner Change Order (OCO) #12**

Includes Request for Changes (RFC's) 52, 54, 55, 58, 62, 63, 64, 66, 68, 69

- RFC #52 - 52 Shunt trip breakers at the Ansul hood systems in the kitchen – seven household pantry kitchens, cost \$2,072.00. If the hood turns on, it automatically shuts off the stove.
- RFC #54 - Casework and trim to accommodate the Daiken heating/cooling wall units in each living room, \$1,903.00.
- RFC #55 - Additional blocking and installation of televisions and medicine cabinets, rework fans and insulate door-wall in corridor "F", replace deck in maintenance, add railings at elevator shaft, \$7,206.00.

- RFC #58 - Adding glass light kits to the pantry kitchen doors so an individual on one side can see if someone is on the other side before opening the door, \$709.00.
- RFC #62 - Completion of laundry room changes, temporary flooring at temporary entrances, \$2,353.00.
- RFC #63 - Casework cabinet addition in the resident bathrooms, casework sloped top instead of a bulkhead – all rooms in all phases, \$11,819.00.
- RFC #64 - Main entrance signs and lettering of the facility, \$2,746.00. RFC #66 - Temporary weather protection and barriers, safety rails during the Phase I part of the project, \$4,314.00 (from contingencies, the rest was in budget).
- RFC #68 - Flagpole lights, materials and insulation (two locations), \$1,323.00.
- RFC #69 - Replacement of cracked windows at room H328 (third floor), \$562.00.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve OCO #12 at a total cost of a \$40,007.00.**

**Motion carried - unanimous.**

#### **Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner action:

- RFC #71 - Water Softener, cost \$20,877.00.
- RFC #74 - Courtyard Areaway Railing, cost \$2,244.00.
- RFC #75 - Added T&G wood ceiling and trim at lobby, cost \$2,650.00.
- RFC #81 - Additional resident room signs – Phase 1, cost \$651.00.
- RFC #82 - Added waterproofing at the existing building/loading dock, cost \$1,300.00.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC's in the amount of \$27,722. Motion carried – unanimous.

The Committee reviewed the past RFC's.

Mr. Kranig went over the request for changes that will be coming over the next few months.

Further discussion ensued over the delays in construction and Christman's RFC #79 for the delay in the MDEQ and State permits.

Discussion ensued over the remodel process.

#### **4. Meadow Brook Medical Care Facility (MCF) Funds Status**

David Schulz, MCF Administrative Services Director, joined the meeting and presented a report on the Status of Cash, Depreciation and Restricted Funds Accounts (attached).

Mr. Schulz informed the Committee the States' disbursement of funds would be down \$600,000 for July due to a glitch in the State's system. The funds would be fully reinstated in August.

#### **5. Airport**

Discussion ensued over the County Airport terminal building drainage issue in the shop space (attached). The Airport Manager and the plumber would like to extend the drainage pipe and route it to a different location to keep water from coming into the shop. The quote for the project from E.H. Niepoth and Sons is \$2,595.00 (attached).

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the quote from E.H. Niepoth and Sons for \$2,595.00 to be paid from the Airport Building Maintenance fund account # 581000-295-932.000.**

**Motion carried – unanimous.**

#### **6. ACT (Antrim County Transportation)**

Discussion ensued over the ACT emergency well repair (attached).

The Committee was presented a bill from E.H. Niepoth and Sons for a total of \$6,313.00.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve payment of the emergency well repair at the ACT building to E.H. Niepoth and Sons for a total cost of \$6,313.00 to be paid out of the Building Maintenance account #588000-296-932.000. Motion carried – unanimous.**

#### **7. GRNA (Grass River Natural Area)**

Joe Meyers, Associate Planner, informed the Committee of the Grass River reimbursement for the circulation pump to come out of the Grass River Center Fund (attached).

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the request for reimbursement for the circulation pump at the Grass River Center to come out of the Grass River Center Fund #468000. Motion carried – unanimous.**

#### **8. Nifty Thrifty Building**

Discussion ensued over the bid specs for painting the Nifty Thrifty building (attached). The Committee indicated that it should need two coats of paint.

Discussion ensued over lead paint. Mike Crawford indicated that he would check to see if there was lead paint on the building.

**Motion by Laura Stanek, supported by Jerroll Drenth,, to approve the bid specs and bid out the project and request the Board of Commissioner's allow the Committee to open the bids and award the contract. Motion carried – unanimous.**

## **9. Maintenance Update**

Dave Vitale, Maintenance Director, presented an emergency repair on the County Jail toilets (attached).

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Jail toilet emergency repair from Temperature Control for a cost of \$767.41 to be paid out of the Jail Building Maintenance account #101000-351-932.000. Motion carried – unanimous.**

Mr. Vitale informed the Committee that the Jail boilers are installed and have been inspected. He also indicated the need to get them linked to his computer system.

Mr. Vitale informed the Committee that the 911 Dispatch Center is requesting new carpeting. The Committee requested more information and quotes.

Mr. Vitale informed the Committee that Nifty Thrifty is requesting a shed for additional storage. The Committee took no action on this item.

Mr. Vitale spoke on the condition of the front door at Nifty Thrifty. The Committee requested that he obtain quotes for the next Committee meeting.

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

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**September 4, 2013**

**Minutes**

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Pete Garwood, Mike Crawford, Deb Haydell

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

## **2. Public Comment:**

None

## **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

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

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner's approve the application for payment for the period of August 1 to 31, 2013 in the amount of \$335, 720.51 (attached). Motion carried – unanimous.**

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #13

Includes: Request for Change #41, pond fencing and guardrail at a total cost of \$24,875.

OCO #14

Includes: RCF's (issues) #'s 47,71,74,75,81, and 82

- RFC #47 – Temporary generator location, temporary power at loading dock, rework of pantry kitchen rough-ins, temporary elevator power and elevator pit lighting additions, additional light fixtures in kitchens and re-feeding well to bring up to code, cost \$3,446.00.
- RFC #71 - Water softener, cost \$20,877.00.
- RFC #74 - Courtyard areaway railing, cost \$2,244.00.
- RFC #75 - Added T&G wood ceiling and trim at lobby, cost \$2,650.00.
- RFC #81 - Additional resident room signs – Phase 1, cost \$651.00.
- RFC #82 - Added waterproofing at the existing building/loading dock, cost \$1,300.00.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner's approve OCO#13 in the amount of \$24,875 and OCO #14 in the amount of \$31,168. Motion carried – unanimous.**

**Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner action:

- RCF #35 - Mechanical items – gas line, roof demolition and mechanical controls, \$10,601.00. This one is related to RFC #90 which has additional cost related to the gas line.
- RFC #65 - Additional temperature boosters on the dishwashers, \$3,340.00.
- RFC #67 - Removal of Consumers Power equipment from the courtyard, \$3,513.00.
- RFC #76 - Miscellaneous painting extras, with some subtractions related to carpentry, and drywall finishes, \$1,219.00.
- RFC #77 - Courtyard irrigation backflow preventer, \$2,484.00. This one is a wash as other items were eliminated, \$0.00.
- RFC #78 - Plumbing Changes for laundry rooms within the households to prevent the cross contamination of clean laundry with dirty laundry (will likely be included in future code requirements), \$4,264.00.
- RFC #89 - Rework and replace all current fire alarm wiring. Originally called out for reusing current wiring, but is a spaghetti mess. Cost \$12,457.00.
- RFC #91 - Addition of a cooling unit in the IT closet, heat for plumbing in open vestibules during cold weather, drain repair and extension – mechanical room, and demolition at roof penetration, \$3,582.00.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC's #'s 35, 65, 67, 76, 77, 78, 89, and 91 at cost of \$38,976. Motion carried – unanimous.

In the near future, items contained in Bulletin 11 will need to be approved which include: Glass installation in kitchen doors, lighting changes, electrical items, and shunt trip breakers.

The contingency fund now stands at \$419,000 with all approved and projected changes.

Mr. Kranig will check with Scott Jones to see if the November meeting is okay to meet with the Committee to go over DEQ permitting and contract language.

**Rhoades McKee Invoice**

Peter Garwood, County Administrator, explained the charges from Rhoades McKee for Mark Smith's services in reviewing the contract with the construction manager.

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the invoice from Rhoads McKee, PC in the amount of \$930.00 for work on the Meadow Brook MCF Construction project contract review due to delays in the project. Motion carried – unanimous.**

#### **4. Meadow Brook Medical Care Facility (MCF) Funds Status**

David Schulz, Administrative Service Director, joined the meeting and presented a report on the MCF Status of Cash, Depreciation and Restricted Funds Accounts.

#### **5. County Building Safety and Security**

Sherry Comben, Treasurer, joined the meeting. Ms. Comben requested the Committee consider a security and safety review of the County Building. The Committee requested that the issue be reviewed by the safety officer, who is believed to be Carl Goeman.

#### **6. Maintenance Department Budgets**

Grove Street Annex

Dave Vitale, Maintenance Director, presented the 2014 budget request for the Grove Street Annex building.

**Motion by Jerroll Drenth, supported by Laura Stanek, to approve the 2014 budget request for the Grove Street Annex Building for submittal to the Finance Committee.**

**Motion carried – unanimous.**

1905 Courthouse

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2014 budget request for the 1905 Courthouse for submittal to the Finance Committee.**

**Motion carried – unanimous.**

Building and Grounds

The Building and Grounds budget is for the County Building, file storage building and all grounds surrounding the main campus.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the 2014 budget for the Building and Grounds for submittal to the Finance Committee. Motion carried – unanimous.**

Capital Outlay

Mr. Vitale presented the capital outlay request.

**Motion by Laura Stanek, supported by Jerroll Drenth, to approve the Maintenance Department capital outlay request for the year 2014 for submittal to the Finance Committee.**

**Motion carried – unanimous.**

#### **7. Fund #470 Capital Projects and the Meadow Brook Bond and Construction Funds**

**Motion by Laura Stanek, supported by Jerroll Drenth, to request the Finance Committee review and take action on the Meadow Brook Project Debt Retirement Fund # 351 and Meadow Brook Renovations Project Fund #451 once the proper revenue is known, along with the Capital Projects Fund #470. Motion carried – unanimous.**

## **8. Maintenance Update**

Mr. Vitale gave his monthly update.

The bids were opened for the Nifty Thrifty Building painting project. No action was taken.

The meeting was adjourned at 10:45 a.m.

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**October 2, 2013**

**Minutes**

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Pete Garwood, Mike Crawford

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

## **2. Public Comment:**

None

## **3. Meadow Brook Medical Care Facility (MCF) Construction Project**

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

**Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$496,766.48, for work completed during the period of September 1, 2013 to September 30, 2013. Motion carried – unanimous.**

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #15

Includes: Request for Changes (RFC) 35, 65, 67, 76, 77, 78, 89, and 91.

- RFC #35 – Mechanical items – gas line, roof demolition and mechanical controls for HVAC system, \$10,601.00. This one is related to RFC #90 which has additional cost related to the gas line.
- RFC #65 - Additional temperature boosters on the dishwashers, \$3,340.00.
- RFC #67 - Removal of Consumers Power equipment from the courtyard, \$3,513.00
- RFC #76 - Miscellaneous painting extras, with some subtractions related to carpentry, and drywall finishes, \$1,219.00.
- RFC #77 - Courtyard irrigation backflow preventer, \$2,484.00. This one does not subtract from the Contingency Fund as it was budgeted in a different fund.
- RFC #78 - Plumbing Changes for laundry rooms within the households to prevent the cross contamination of clean laundry with dirty laundry (will likely be included in future code requirements), \$4,264.00.

- RFC #89 - Rework and replace all current fire alarm wiring. Originally called out for reusing current wiring, but is a spaghetti mess. Cost \$12,457.00.
- RFC #91 - Addition of a cooling unit in the IT closet, heat for plumbing in open vestibules during cold weather, drain repair and extension – mechanical room, and demolition at roof penetration, \$3,582.00

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner's approve OCO# 15 at a total cost to the contingency of \$38,976.**

**Motion carried – unanimous.**

### **Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee:

- RFC #70 - Low voltage wiring for exterior doors for security system, with the subtraction of \$371.00 paid for by a sub-contractor for damage to power supply that was hooked up improperly, total cost \$3,024.00.
- RFC #73 - Mechanical changes including backflow preventers for the bathing tubs, modify air handler motors from belt drive to direct drive, creation of an office space, Shunt breakers for the cook tops and wiring for booster heaters for dishwashers for kitchens, installation of window lights (windows) for pantry doors, change counter tops in kitchen (no sharp edges), total cost \$36,305.00.
- RFC #85 - Shoring up of a load bearing wall, addition of support steel, total cost \$6,468.00.
- RFC #95 - Waterproofing of C area, the wall to floor connection/joint (water has been seeping in through this joint for years). Also, includes waterproofing the exterior wall same area, total cost \$8,850.00.
- RFC #96 - For Phase #2 addition of corner guard protection at elevators and full height corner guards at resident rooms, total cost \$1,262.00.

Motion by Jerroll Drenth, supported by Laura Stanek, to approve RFC's #70, 73, 85, 95, and 96 at a cost of \$54,773.00. Motion carried – unanimous.

Construction cost is around 70% complete. With the OCO's, RFC's and projected additional changes the Contingency Fund is at \$324,250.00.

### **Pending Items**

Issue #31 - Snowmelt system the projected pricing has increased from \$21,000 to \$64,444. Mr. Kranig continues to work with the sub-contractor to get a more reasonable price.

Issue #42 - Temporary laundry has a projected cost of \$62,977. Contracting the laundry out to an outside facility has been quoted at \$125,000 to \$150,000.

Marna Robertson, MCF Administrator, indicated the MCF Board took action indicating the approval of funds to fund this projected change to the contract (temporary laundry). The

Committee agreed it made sense for the MCF to pay for this change as they would have to pay the cost of contracting out the service as an operational cost. Paying the \$62,977 is preferable to the MCF Board than paying to contract the service to an outside source at twice the price. By making this change, the contingency fund will be \$387,227.

Issue #87 is the other ½ of Bulletin #11 and is projected at \$36,305 for replacing drain pipe under the concrete floor, which has been found to have deteriorated to the point it no longer functions properly.

The Committee expressed strong concern to both the Construction Manager and the Architect regarding the number of change orders and the dwindling of the Contingency Fund.

#### **4. Meadow Brook Medical Care Facility (MCF) Funds Status**

Ms. Robertson presented the Status of Cash, Depreciation and Restricted Funds (attached).

#### **5. Maintenance Department**

Dave Vitale, Maintenance Director indicated that he is having additional problems with the compressors on the County Building. The original repair was at a cost of \$1,560.55 (attached). The new problem is currently being evaluated. Mr. Vitale recommended the Committee hold off on payment until the work is completed.

Mr. Vitale gave a report on the Maintenance Department activities for the past month.

#### **6. Jail Showers**

The Committee requested more information on a product that could be used for the shower walls in the jail.

#### **7. Senior Center Door Opener**

Mike Neubecker, Commission on Aging Director, joined the meeting to address the issue of an automatic door opener on the front door of the Senior Center. Mr. Neubecker reported he continues to seek two more quotes. He will return to the next meeting with new information.

#### **8. ACT Furnace**

Mr. Garwood will convey to Al Meacham, ACT Director, to get three quotes for replacement of the furnace. Mr. Meacham has indicated he will likely be able to use leftover grant dollars to fund the new furnace. However, in the event that does not work out, the Committee indicated alternative funds will be used.

#### **9. Airport**

John Strehl, Airport Manager, joined the meeting. Board of Commissioner Chairman, Mike Crawford, stated that any improvements or repairs to the buildings and/or grounds of the airport should in the future come through the Buildings and Grounds Committee. Conversely, all issues regarding airport policy or aviation should be handled by the Transportation Committee.

Mr. Strehl gave an update on the lightning strike that happened at the airport on September 11, 2013.

The meeting was adjourned at 11:00 a.m.

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**November 6, 2013**

**Minutes**

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Pete Garwood, Mike Crawford

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

## **2. Public Comment:**

None.

## **3. Trash Bids**

The Committee opened three bids for trash removal at the various County facilities. The bidding companies are as follows: American Waste, Revolution Waste, Waste Management.

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve hiring American Waste to pick up and remove trash from the various County facilities for a three year period. Motion carried – unanimous.**

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

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

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$566,045.94 for work completed during the period of October 1, 2013 to October 31, 2013. Motion carried – unanimous.**

Owner Change Orders (OCO)  
OCO's require Board of Commissioner approval.

OCO #16

Includes: Request for Changes (RFC) 70, 73, 95, and 96.

- RFC #70 – Low voltage wiring for exterior doors for security system, with the subtraction of \$371.00 paid for by a sub-contractor for damage to power supply that was hooked up improperly, total cost \$3,024.00.
- RFC #73 – Mechanical changes including backflow preventers for the bathing tubs, modify air handler motors from belt drive to direct drive, creation of an office space, Shunt breakers for the cook tops and wiring for booster heaters for dishwashers for kitchens, installation of window lights (windows) for pantry doors, change counter tops in kitchen (no sharp edges), total cost \$36,305.00.

- RFC #95 – Waterproofing of C area, the wall to floor connection/joint (water has been seeping in through this joint for years). Also, includes waterproofing the exterior wall same area, total cost \$8,850.00.
- RFC #96 – For Phase #2 addition of corner guard protection at elevators and full height corner guards at resident rooms, total cost \$1,262.00.

**Motion by Jerroll Drenth, supported by Laura Stanek, to recommend the Board of Commissioner’s approve OCO# 16 at a total cost to the contingency of \$49,441.00.**

**Motion carried – unanimous.**

### **Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner’s approval, but only approval of the Buildings and Grounds Committee:

- RFC #16 – Replacement of sidewalks in front of Meadowview Apartments, \$3,952.00.
- RFC #31 – Completes the snowmelt installation, including the purchase of a separate boiler, \$37,270.00.
- Issue #48 – Excessive floor patching. This was paid for by the contractor and **does not affect the contingency fund**, \$8,398.00.
- RFC #60 – Winter concrete cost. For the added cost of heating the concrete pour area and additional chemicals necessary due to the cold temperatures, \$1,387.00.
- RFC #93 – Underground water issues. Use of an underground camera, additional excavation, water pumping and pipe replacement, \$6,157.00
- RFC #94 - Site drainage and leaching basins to address the groundwater flooding issues found during construction, \$53,729.00.
- RFC #97 - Added drains for the Daikin heating units. Drained to adjacent plumbing, #1,088.00.
- RFC #98 - Added lighting and motion sensors in 18 rooms above medicine cabinet, required by State Health Department inspector, \$12,552.00.
- RFC #99 - Therapy range disconnect, will allow staff to control range units so patients do not get hurt, \$1,916.00.
- RFC #100 - Change baseboard heat registers to convector/heat panels. This was a trip hazard/potential skin tear issue, \$9,643.00.
- RFC #101 - A Transient Voltage Surge Suppression (TVSS) to the power panel. This was proposed after panel was hit by lightning, \$6,802.00.

- RFC #102 - Adding insulation to the pipes to stop the sweating of the cold water pipes, \$9,566.00.
- RFC #103 - Patching of existing corridor wall penetrations, \$1,390.00.
- RFC #104 - Demolition/rework of additional door frames, \$6,393.00.
- RFC #105 - Additional waterproofing at floor patches due to high groundwater table, \$3,453.00.
- RFC #108 - Adding landscaping to the courtyard at roof drip line. **Not a contingency fund issue.** \$1,582.00.
- RFC #109 – T&M plumbing and mechanical work required in Phase 2, moving existing fan to accommodate occupied space, addition of check valves at kitchen pantry faucet, reroute drain line from mechanical room, move existing eye wash station from middle of mechanical room, \$2,699.00.

With the OCO's, RFC's and projected additional changes the Contingency Fund is at \$330,615.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC #16, RFC #31, RFC #48, RFC #60 RFC #93, RFC #94, RFC #97, RFC #98, Issue #99, RFC #100, RFC #101, RFC #102, RFC #103, RFC #104, RFC #105, RFC #108, and RFC #109 at a total cost of \$157,987. Motion carried – unanimous.

#### **5. Meadow Brook Medical Care Facility (MCF) Funds Status**

Marna Robertson, Administrator and David Schulz, Administrative Services Director for MCF, distributed and reviewed the Status of Cash, Depreciation and Restricted Funds Accounts.

#### **6. Antrim County Transportation (ACT) Furnace**

Alan Meacham, Transportation Director, joined the meeting. Peter Garwood, County Administrator, informed the Committee the furnace that heats the front of the ACT Building was replaced on an emergency basis, and now must be approved after the fact in accordance with policy. Mr. Meacham indicated he is quite sure he can get the new furnace paid for out of grant funding.

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the quote from Climate Control Heating and Cooling for replacement of the small furnace at the ACT building at a cost of \$1,995.00 to be paid for from grant funding if possible, if it cannot be paid from grant funding, or if it is a reimbursement process, it is to be paid for from the Transportation Fund #588. Motion carried – unanimous.**

## **7. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor, gave a verbal report to the Committee regarding the past month's activities in the Maintenance Department.

**Motion by Laura Stanek, seconded by Drenth, to recommend the Board of Commissioner's pay the Temperature Control invoices of \$44.00 and \$1,769.11 (attached).**

**Motion carried - Unanimous**

Elevator

Mr. Vitale requested approval to hire Kone to conduct an inspection on the elevator in the County Building.

**Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve hiring Kone, Inc. to inspect the elevator in the County Building at a cost of \$1,450.00. Motion carried - Unanimous**

## **8. Airport**

Lightning Strike Repair Bid Opening

Committee Chairman Dave Howelman opened two bids for repair work and testing for the runway lighting cable and transformers. The bidders were: Allstate Electric, Inc. and J. Ranck Electric, Inc.

**Motion by Laura Stanek, supported by Jerroll Drenth, to hire J. Ranck Electric, Inc. to repair and meter the cable and transformers for the runway lighting, in the areas identified by Mead & Hunt, cost \$16,900.00. Motion carried – unanimous.**

Fence Repair Quotes

A number of fence companies were contacted for quotes to do repairs on the fence between the tree line and Derenzy Road. One quote was received from Perfect Fence.

**Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the quote from Perfect Fence to repair the fence at the Airport at a cost of \$2,000.00. Motion carried – unanimous.**

Mr. Strehl distributed an estimate of how much dollars the County can save if we were able to replace the ramp lights with LED lights. Mr. Strehl can get a grant from the FAA to pay 90% of the cost. The State would pick up 5% and the County will be responsible for 5% or \$3,500.00.

Mr. Strehl informed the Committee that striping the runway could be added to the projects submitted to the FAA which would increase the total project by approximately \$21,000 and would increase the County's share by approximately \$1,500.00.

## **9. Elk Rapids Pavilion**

Bids were opened for the construction of a pavilion at the Elk Rapids Day Park. The County had previously been told that a local family would donate \$20,000 for a pavilion at the park. Three bids were opened: Eckler Building Solutions, LLC, Richter Construction, Inc. and Hallmark Construction. The best bid came from Eckler Building Solutions at \$40,000 for a base bid, \$1,100 for a performance bond (if required), \$13,200 for Alternate 1 (stone base at each post) and \$6,950 for Alternate 2 (removal and replacement of the steps).

The Committee discussed funding and realized the project was not currently in the 2013 or 2014 budget. If the project is to be completed it will likely cost the County a total around \$25,000 with the pledged donation of \$20,000.

**It was the consensus of the Committee that the project be taken to the full board for consideration given that the project was not budgeted.**

#### **10. Lakeshore**

The Committee authorized the Administration Office to move forward with the paperwork for a natural gas supplier fixed-rate agreement with Lakeshore Energy from April, 2014 – March, 2015. The agreement will be presented at the next meeting.

The meeting was adjourned at 12:10 p.m.

# Buildings and Grounds Committee

*Jerroll Drenth*

*David Howelman, Chairman*

*Laura Stanek*

**December 4, 2013**

**Minutes**

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Pete Garwood, Mike Crawford (joined the meeting at 9:05 a.m.)

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

## **2. Public Comment:**

None.

## **3. Christman Waiver**

During the course of the Meadow Brook Medical Care Facility (MCF) construction project, there have been a couple of delays that have been caused by regulatory agencies (the Department of Environmental Quality and the State Fire Marshall). The contract with the Christman Company indicates that they can request additional compensation if the delay was out of their control and exceeds 30 days. However, it is the consensus of the Committee that it is premature for the Christman Company to make a claim as the project is not yet complete, thus the impact of the delay on the total project cannot yet be determined. (See attachment page 1)

**Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the attached Waiver of Article 15 Claim Deadline for Specific Claims for signature by the Chairman of the Board of Commissioners.**

**Motion carried – unanimous.**

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

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

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$551,301.11 for work completed during the period of November 1, 2013 to November 30, 2013. Motion carried – unanimous. (See attachment page 1-5)**

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

**OCO #17 – (See attachment page 6)**

Includes: Request for Changes (RFC) 85, 94, 98, 100, and 102.

- RFC #85 - Shoring up of a load bearing wall, addition of support steel, total cost \$6,468.00.
- RFC #94 - Site drainage and leaching basins to address the groundwater flooding issues found during construction, \$53,729.00.

- RFC #98 - Added lighting and motion sensors in 18 rooms above medicine cabinet, required by State Health Department inspector, \$12,552.00.
- RFC #100 - Change baseboard heat registers to convector/heat panels. This was a trip hazard/potential skin tear issue, \$9,643.00.
- RFC #102 - Adding insulation to the pipes to stop the sweating of the cold water pipes, \$8,359.00.

OCO #17 total amount \$90,751

OCO #18 includes RFC's 16, 48, 60, 93, 97, 103, 104, 105, 108 and 109. (See attachment page 7)

- RFC #16 – Replacement of sidewalks in front of Meadowview Apartments, \$3,952.00.
- Issue #48 – Excessive floor patching. This was paid for by the contractor and **does not affect the contingency fund**, \$8,398.00.
- RFC #60 – Winter concrete cost. For the added cost of heating the concrete pour area and additional chemicals necessary due to the cold temperatures, \$1,387.00.
- RFC #93 – Underground water issues. Use of an underground camera, additional excavation, water pumping and pipe replacement, \$6,157.00
- RFC #97 - Added drains for the Daikin heating units. Drained to adjacent plumbing, \$1,088.00.
- RFC #103 - Patching of existing corridor wall penetrations, \$1,390.00.
- RFC #104 - Demolition/rework of additional door frames, \$6,393.00.
- RFC #105 - Additional waterproofing at floor patches due to high groundwater table, \$3,453.00.
- RFC #108 - Adding landscaping to the courtyard at roof drip line. **Not a contingency fund issue.** \$1,582.00.
- RFC #109 – T&M plumbing and mechanical work required in Phase 2, moving existing fan to accommodate occupied space, addition of check valves at kitchen pantry faucet, reroute drain line from mechanical room, move existing eye wash station from middle of mechanical room, \$2,699.00.

OCO #18, total amount \$26,519.

OCO #19 includes RFC 111. (See attachment page 8)

RFC #111 – Includes wiring to the heat exchanger unit. Heat exchanger unit was coupled with a heating/cooling unit. Drawings show one power source for both, but each needed independent wiring.

OCO #19 total amount \$4,603.00.

OCO #20 includes RFC's 31 and 99. (See attachment page 9)

- RFC #31 – Completes the snowmelt installation, including the purchase of a separate boiler, \$37,270.00.
- RFC #99 - Therapy range disconnect, will allow staff to control range units so patients do not get hurt, \$1,916.00.

OCO #20 total amount \$39,186.

**Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve OCOs 17,18,19, and 20 at a total cost of \$161,059.00.**

**Motion carried – unanimous.**

#### **Requests for Change (RFC)**

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee: (See attachment pages 10-15)

- RFC #57 – The addition of four 6" steel bollards at Main entrance canopy columns, \$1,238.00.
- RFC #84 - Additional flooring removal not picked up in the demo sheets, \$9,297.00.
- RFC #92 - Additional water piping, hose bibs and masonry patching, \$10,231.00.
- RFC #101 - Addition of surge suppression due to lightning strike, \$5,231.00.
- RFC #110 - Addition of a cover board due to height discrepancy in re-roof, the addition of a nailer around roof perimeter and attachment and stabilization of roof drains, \$7,438.00.
- RFC #111 – Includes wiring to the heat exchanger unit. Heat exchanger unit was coupled with a heating/cooling unit. Drawings show one power source for both, but each needed independent wiring, \$4,603.00.
- RFC #113 - Added doors to isolate the landscaping/maintenance corridor and deletion of shed in Courtyard, \$375.00.
- RFC #114 - Additional flooring preparation, install base at basement columns, repair flooding area base, and other repairs due to water damage, \$5,035.00.

- RFC #119 - Change of hood at therapy kitchen, \$636.00.

**Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFCs #57, 84, 92, 101, 110, 111, 113, 114, and 119 at a total cost of \$44,084.00 from the contingency fund.**

**Motion carried – unanimous.**

With the OCO's, RFC's and projected additional changes the Contingency Fund is at \$315,792.00.  
(See attachment pages 16-19)

The Committee discussed whether the cost of the temporary laundry should be included into the construction project or paid for by Meadow Brook outside of the project. Due to concerns about insurance coverage and how to treat the contractors outside of the current arrangement, it was decided to include the temporary laundry under the current contract and simply treat the additional revenue from the MCF (as they are paying for the temporary laundry) as an amendment to the construction contract.

#### **5. Meadow Brook Medical Care Facility (MCF) Financial Status**

Marna Robertson, Administrator and David Schulz, Administrative Services Coordinator from the MCF, presented the Status of Cash, Depreciation and Restricted Funds Accounts.

(See attachment pages 20, 21)

#### **6. Airport – Natural Gas Conversion Bid Opening**

The Committee received one bid for the conversion of the two buildings at the County Airport. The bid was from Niepoth and Sons Plumbing and Heating and is as follows:

Airport SRE Building \$895.00 and the Maintenance Building \$1,695.00 if no new piping is necessary. If there is a need to increase the size of the piping there will be an additional \$2,195.00 for each building. (See attachment page 22, 23)

**Motion by Jerroll Drenth, seconded by Laura Stanek, to approve the quote from Niepoth Plumbing and Heating for conversion of the furnaces in the SRE Building and the Maintenance Building from propane to natural gas not to exceed a total amount of \$6,980.00.**

**Motion carried – unanimous.**

#### **7. Temperature Control Invoice**

Peter Garwood, County Administrator, explained that Temperature Control, Inc. performed emergency work on the roof top units of the County Building back in September/October. When the two invoices were approved last month only \$44.00 of the \$1,560.00 invoice was approved.

(See attachment page 24)

**Motion by Jerroll Drenth, seconded by Laura Stane, to recommend the Board of Commissioner's approve the Temperature Control, Inc. invoice of \$1,560.00.**

**Motion carried - unanimous.**

## **8. Jail Generator Maintenance Contract**

The Committee reviewed the maintenance contract for the Jail generator with Cummings Bridgeway. (See attachment pages 25-27)

**Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the maintenance agreement for the Jail generator with Cummings Bridgeway for \$549.46 per year for a one year period (January 1, 2014 to December 31, 2014), and direct Mr. Vitale to get quotes for the same service prior to next year's expiration date. Motion carried – unanimous.**

## **9. Fire Alarm Maintenance Agreement**

The Committee reviewed a maintenance agreement for the fire alarm system with Simplex-Grinnel. (See attachment pages 28-31)

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the maintenance agreement with Simplex –Grinnel for the fire alarm system for an annual cost of \$4,823.00 for both the 1905 Courthouse and the County Building. Motion carried – unanimous.**

## **10. County Building Boiler Pump**

Mr. Vitale informed the Committee the pump and motor for the boiler in the County Building required replacement on an emergency basis. The cost of the equipment is \$2,500. However, we do not yet know the labor cost. Mr. Vitale will bring the invoice with the final cost to the next meeting.

Mr. Vitale also informed the Committee the plowing contractor knocked over one of our light poles in the parking lot. His insurance will cover the cost of replacement.

## **11. Natural Gas Contract**

The Committee reviewed an agreement between Antrim County and Lakeshore Energy Services for the provision of natural gas. The price as of November 25, 2013 is .455 per Ccf. As the price of natural gas fluctuates daily, we will have to check the price on December 12<sup>th</sup>, the day of the Board of Commissioner's meeting, to get an accurate number. (See attachment pages 32-35)

**Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's choose Lakeshore Energy Service as the County's natural gas provider at a cost to be determined on the meeting day. Motion carried – unanimous.**

The meeting was adjourned at 12:05 p.m.