

MINUTES
February 2, 1999
9:00 a.m.

Members present: John Conway, Larry Bargy and Don Schuiteman
Members absent: None
Others present: Pete Garwood and Dave Vitale

1. 1905 Courthouse Windows – Update

Dave Vitale addressed the Committee on what is needed at the 1905 Courthouse Windows, tuck pointing, metal work (trim).

John Conway and Arlen Turner will review the needs at the Courthouse and get back with Mr. Vitale.

2. Mechanical System Update (Y2K Compliance)

Dave Vitale presented the sole quote from Havel Bros. to update the global control unit to Y2K compliance. He informed the Committee that no other vendor was willing to provide a quote.

Havel Bros. Quote:

With Microzone Controllers	\$2,220.00
Without Microzone Controllers	\$1,840.00

The system will run without updating the Microzone Controllers (they are "functional", thus don't need to be Y2K compliant).

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Finance Committee and Board of Commissioners direct Mr. Vitale to update the mechanical system "Global Control Unit" at a cost of \$1,840.00. Motion carried – unanimous.

3. Computer to run the Mechanical System

Tabled.

4. County Building Panel Stabilization Project

All panels have been stabilized with fasteners. Caulking or sealer was not adhering. The sealing will be completed by Antrim Enterprises in the spring, (warmer weather).

5. Back Parking Lot and Tree Removal

The Committee directed Mr. Vitale to request McDuffie Tree Care to remove the Chinese Elm in February, thus allowing us to get started on parking lot expansion plans.

6. FIA Equipment Room – Air Circulation

Dave Vitale presented the Committee with a proposal to install a cooling system. FIA will cover the cost if the County will install two 220 outlets. Mr. Vitale was directed to obtain an estimate on how much it will cost.

7. Underground Storage Tanks

Motion by Don Schuiteman, supported by Larry Bargy to direct Dave Vitale to get a quote to fill the test wells that were drilled during the removal of the fuel tanks at the Sheriff Department. Motion carried – unanimous.

Pete Garwood will obtain some state specs that Mr. Vitale can use when contacting the drillers.

Motion by Larry Bargy, supported by Don Schuiteman to allow the State of Michigan to update the equipment room in the current FIA office (leased by the County Building) by adding a cooling system and to direct Mr. Vitale to get quotes on the County providing two 220 outlets. Motion carried – unanimous.

8. Conservation District Building – Evidence Storage

The Committee talked to Janet Person (on speaker phone), Conservation District, about possibly using the space under the proposed new building for the Conservation District (attached to the current DNR office) for evidence storage.

- The building will be on DNR property
- The building will be owned by Conservation District
- We could use basement, likely, at no cost
- Janet feels through preliminary research it would not be subject to ADA
- 1,620 square feet
- Making basement regular depth and fully waterproof
- Would have access 24 hours a day

The Committee thought it was an option worth keeping in mind.

9. Animal Shelter

John Conway detailed his conversation with Ken Bradstreet and George McManus. Pete Garwood detailed his conversation with Senator McManus' staff

The plan is to pursue the Derenzy/Ritt Roads property and, if that fails, the second option would be Meadowbrook property next to Antrim County Transportation building.

10. Phone System Y2K Update

The Committee talked to Dave Anderson, (speaker phone), from NetCom Group about the quote NetCom supplied for Y2K compliance.

Motion by Don Schuiteman, supported by John Conway, to recommend the Board of Commissioners and Finance Committee approve \$4,260.00 for the purchase of a new CPU for the phone system. Motion carried – unanimous.

11. File Storage Building

The Committee directed Pete Garwood to write a letter to all Department Heads to clean their area in the file storage building.

12. Health Department

Pete Garwood will set up a meeting with the Health Depart and County as previously directed.

Respectfully submitted, Pete Garwood

**ANTRIM COUNTY
BUILDINGS AND GROUNDS COMMITTEE**

Larry Bargy
Chairman

Don Schuiteman

John

Conway,

MINUTES

February 17, 1999

9:00 a.m.

Antrim County Transportation Building

Members present: John Conway, Larry Bargy and Don Schuiteman

Members absent: None

Others present: Pete Garwood, Dave Vitale and Bob Straw

1. ACT Building: Bob Straw presented a proposal for energy conservation improvements at the ACT Building. The Committee toured the entire building.

The Committee discussed hiring Tom Comfort of Temex, Inc. as a consulting engineer on energy conservation measures

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners give Bob Straw the authority to work with Temex, Inc. (Tom Comfort) to prepare bid specs for the energy conservation project of the ACT building. Motion carried – unanimous.

The Committee would like to meet with Mr. Comfort prior to letting out bids. (Probably during the April 28 Building and Grounds Committee meeting.)

2. Fuel Farm Re-Paving: Mr. Straw informed the Committee about proposed re-paving around the fuel farm. The Committee thought it could be coordinated with any proposed paving around the County Building.

3. Closing Test Wells: Dave Vitale provided the Committee with a quote from SKM, Inc. Well Drillers, (these are the same well drillers who installed the wells.)

Motion by Larry Bargy, supported by Don Schuiteman to approve Mr. Vitale to work with SKM, Inc. to properly close the test wells around the County Building at \$150 per well; estimated five wells. Motion carried – unanimous.

4. Telephone System CPU: Pete Garwood was directed to ask Dave Anderson from The NetCom Group to put in writing whether or not the CPU for the phone system will cease to function in year 2000.

5. FIA Improvements: Dave Vitale informed the Committee of the progress on improvements for the FIA equipment room. Mr. Vitale has received one quote from an electrician to install the two 220 volt outlets.

6. '05 Courthouse Improvements: Dave Vitale confirmed with the Committee the improvements needed at the 1905 Courthouse. John Conway will initiate specifications for the 1905 Courthouse when he get back from vacation.

Meeting adjourned at 10:30 a.m.

**ANTRIM COUNTY
BUILDINGS AND GROUNDS COMMITTEE**

Larry Bargy

Don Schuiteman

John Conway, Chairman

MINUTES

March 31, 1999

9:00 a.m.

Coordinator/Planner Office

Members present: Don Schuiteman
Members absent: John Conway and Larry Bargy
Others present: Pete Garwood

1. **Meeting called to order** at 9:10 a.m.

No quorum was present so an official meeting of the committee could not be held.

2. **Antrim Conservation District Building**

Janet Person updated those present on the proposed Antrim Conservation District building and the possibility of using the basement for evidence storage. She stated they were looking for a commitment from the County as they want to start building in May.

Sheriff Roggenbeck was present and asking questions.

Building would be 1,680 square feet. No lease required. Because it would be storage in the basement, Ms. Person stated an elevator would not be required.

Mr. Schuitemann inquired about whether or not a sump pump would be installed in the basement. Which brought up concern about dampness in the basement. Ms. Person stated the proper heating, cooling and de-humidification would be installed as specified by the County.

Sheriff Roggenbeck stated the basement would likely have to be ventilated, would need a larger than usual security-type door, and have private access to the space (no one but Sheriff Department personnel could have a key). Additionally, a sprinkler system would have to be installed.

Ms. Person stated the District decided the lease amount should be determined by the County.

3. **Jail Medical Office – Temperature Control**

Sheriff Roggenbeck informed those present that Dave Vitale, Maintenance Director, is working on the temperature control problem in the jail medical office.

4. **Animal Shelter**

Garwood updated those present on the progress with relocating the animal shelter.

Meeting adjourned at 10:30 a.m.

**ANTRIM COUNTY
BUILDINGS AND GROUNDS COMMITTEE**

Larry Bargy

Don Schuiteman

John Conway, Chairman

MINUTES

April 28, 1999

9:00 a.m.

Coordinator/Planner Office

Members present: Don Schuiteman, John Conway, and Larry Bargy

Members absent: None

Others present: Pete Garwood

1. **Meeting called to order** at 9:05 a.m.

2. **ACT Building Energy Management Report**

Bob Straw presented the Energy Management Study completed by Temex, Inc.

Mr. Straw believes cost will come in in the middle range of the cost estimate (\$36,800).

The grant budget is \$40,000.

Motion by Larry Bargy, supported by Don Schuiteman to recommend the Board of Commissioners authorize the bidding process to implement the cost savings measures outlined in the Energy Management Report. Motion carried – unanimous.

3. **MSU Extension Refrigerator**

Dave Vitale recommends replacing the refrigerator unit in the MSU Extension kitchen.

Motion by Don Schuiteman, supported by Larry Bargy to approve replacement of the refrigerator in the MSU Extension kitchen at a cost of approximately \$500. Motion carried – unanimous.

4. **Monitoring Wells on County Building Grounds**

The wells on county building grounds (monitoring wells for contamination from a leaky underground storage tank) have been plugged and sealed in compliance with MDNR requirements. The fuel tank and soil had been removed previously.

5. **Air Conditioner** in FIA computer room has been installed.

6. **Tree in back of County Building** has been cut down. Tree service will be back to trim other trees and ground the stump of the tree that was removed.

7. **1905 Building**: Chairman Conway expressed concerns over the uncleanliness of the 1905 building.

8. **Parking Lot Expansion**

Discussion took place regarding expansion of the parking lot to the rear of the County building. The bid specs should include railing on both the north and south sides to protect the county building and the file storage building. Also include in bid specs marking for automobile spaces.

Motion by Larry Bargy, supported by Don Schuiteman to recommend the Board of Commissioners approve and the Finance Committee find funding for the expansion of the parking lot to the north of the county building and paving barren areas adjacent to Grove Street. Motion carried – unanimous.

9. **Prosecutor Space Study**

Charlie Koop was directed to get the space study complete and bid specs ready (working with a consultant) and bring them back to the Committee.

10. **1905 Building Improvements**

The Committee discussed improvements needed at the 1905 courthouse. Items discussed:

- Time and materials
- Breaking out tuck pointing, painting, glass work, etc. and bidding out separate and together.

11. **Animal Control Shelter**

The Committee discussed the relocation of the animal control shelter with some evidence storage.

Meeting adjourned at 11:30 a.m.

**ANTRIM COUNTY
BUILDINGS AND GROUNDS COMMITTEE**

Larry Bargy

Don Schuiteman

John Conway, Chairman

MINUTES

May 26, 1999

9:00 a.m.

Coordinator/Planner Office

Members present: Don Schuiteman, John Conway, and Larry Bargy

Members absent: None

Others present: Pete Garwood and Dave Vitale

1. **Meeting called to order** at 9:00 a.m.

2. **Maintenance Department Update**

- Dave Vitale informed the Committee that the alarm system is Y2K ready.
- McDuffie Tree Service will complete the tree trimming project within a month.
- Mr. Vitale informed the Committee that he will be asking the Committee to update the sprinkler system. The Committee directed him to obtain costs.
- 1905 Courthouse – Pete Garwood will write specifications on the roof valleys, gutters, trim, tuck pointing, and arched windows.
- Refrigerator for MSU Extension conference room.

3. **Animal Control/Evidence Storage Building**

Pete Garwood will follow-up with a letter to Bill O'Neil, the DNR Field Representative.

4. **Storage Building**

The Committee discussed the progress on straightening out the file storage building.

Pete Garwood will write a follow-up letter to department heads, elected and appointed, to remind them to organize their assigned area.

Meeting adjourned at 10:30 a.m.

Antrim County Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Minutes June 30, 1999 – 9:00 a.m.

Members present: Don Schuiteman, John Conway and Larry Bargy
Members absent: None
Others present: Pete Garwood, Dave Vitale and Laura Sexton

1. Maintenance Department Buildings and Grounds 2000 Budget

Motion by Don Schuiteman, supported by Larry Bargy to approve the Maintenance Department budget (Buildings and Grounds) for submittal to the Finance Committee with changes to line items 922.000, 931.000 and 935.000 (attached). Motion carried – unanimous.

2. Maintenance Department '05 Courthouse Budget

Motion by Larry Bargy, supported by Don Schuiteman to approve the Maintenance Department budget ('05 Courthouse) for submittal to the Finance Committee with changes to line items 931.000 and 935.000 (attached). Motion carried – unanimous.

3. Sprinkler System

Dave Vitale presented a proposal to repair the sprinkler system at a cost of \$1,362.00 .

Motion by Larry Bargy, supported by Don Schuiteman to approve the upgrade and repair of the sprinkler system at a cost of \$1,362.00 to be paid from the Building Maintenance fund. Motion carried – unanimous.

4. '05 Courthouse

Pete Garwood and John Conway will meet to work on specifications regarding repairs and maintenance to the '05 Courthouse.

Dave Vitale mentioned a request from Probate Court to redesign the entrance door to their office and make it a split door.

5. Lawn Care at Bellaire Dam

Staff will check with the lawn care contractor used by the Village to obtain a quote to mow around the Bellaire Dam area.

6. Parking Lot

- Pete Garwood was directed to contact the Village of Bellaire regarding vehicle traffic driving north in the alley next to the file storage building. As you pass the corner you can't see pedestrian traffic.
- The Committee directed Pete Garwood to add an alternate to the Parking Lot Bid Specs to blacktop the entire parking lot behind the County Building.

6. Animal Shelter

Sheriff Roggenbeck and the two Animal Control Officers presented the most recent inspection report from the Department of Agriculture for the Animal Control Shelter. The report was negative on the animal shelter conditions.

The location on the corner of Ritt and Derenzy Roads was discussed along with a location west of Mancelona for possible animal shelter/evidence storage sites.

7. Antrim County Transportation

John Conway informed the Committee that the bids for work at the Antrim County Transportation building will be opened in two weeks.

Meeting adjourned at 11:45 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes July 28, 1999 – 9:00 a.m.

Members present: Don Schuiteman, John Conway and Larry Bargy
Members absent: None
Others present: Jack White and Pete Garwood

1. Parking Lot Project

Garwood and Conway updated the Committee on the parking lot drainage issue and the issue of the parking lot sinking in various areas.

Garwood will update the bid specs to include an alternate which would include grinding out the old pavement, removing the foundation under the current pavement and re-paving the parking lot.

2. Stormwater Measures on North Parking Lot

Conway and Schuiteman detailed their meeting with Pepper Bromelmeier down by the river where the parking lot culvert empties out. There is some soil erosion below the culvert and a plan is being devised to alleviate the problem.

Pepper Bromelmeier arrived at the meeting at 9:10 a.m. with an outline for costs to implement the plan for soil erosion control below the culvert. The Village has agreed to pay for half of what the grant doesn't pay for and for enough sediment bags so that one can be placed in each village-owned storm drain connected with this project.

Motion by Don Schuiteman, support by Larry Bargy to recommend the County approve the soil erosion control project at 50 % of the \$855.00 and six (6) sediment bags @ \$50 to \$90 each. Motion carried – unanimous.

3. Elk River Chain of Lakes Watershed Protection Project

Garwood to draft a resolution for the Board of Commissioners to support continued funding for the Elk River Chain of Lakes Watershed Protection Project.

4. 1905 Courthouse

A meeting will be held with John Walter, an architect on August 10 at 9:00 a.m. to outline what needs to be done on the 1905 Courthouse facelift.

5. Computer Networking – Prosecutor Office

Charlie Koop presented a quote from Sky Electric to run cabling to enable the Prosecutor Office to network their computer system for \$1,364.48. A 10/100 MBS auto sensing twelve port electronic hub would be an additional \$795.00.

Motion by Larry Bargy, supported by Don Schuiteman to recommend approval of the proposal submitted by Sky Electric to re-cable the computer system, including the installation of an electronic hub, for the Prosecuting Attorney Office at \$2,159.48. Motion carried – unanimous.

6. Probate Court

John Conway updated the Committee on the request from the Probate Court Judge to install a "Dutch Door" (splits the top from the bottom). The Committee suggested the architect look at the Probate Court request when meeting about the rest of the Courthouse facelift.

7. Fuel Pump

Vic Crandall produced documentation that shows the old retired fuel pump in the maintenance garage actually belongs to his company.

Motion by Larry Bargy, supported by Don Schuiteman to authorize Victor Crandall to remove the old fuel pump currently in the maintenance garage. Motion carried – Unanimous.

8. Antrim County Transportation

Bob Straw addressed the Committee on the plugged up drainfield at the Transportation Building. This drainfield services runoff from the buses and runoff from the shop area.

Ideas:

- A charcoal filter lagoon system. A question was asked if this would meet EPA and DNR standards.
- The possibility of hooking into the Village of Bellaire sewer system.

ACT has money in their budget to cover the expense of rectifying the problem.

Bob Straw will check with the Village of Bellaire and the Bellaire Bowling Alley to see about connecting with the Village system.

9. Animal Control Shelter

Discussion took place regarding the location of the Animal Shelter.

Motion by Don Schuiteman, supported by Larry Bargy to have the Architect (coming on August 10) do a site visit to the Animal Shelter and determine what the County needs to bring the Animal Shelter up to compliance, along with adding a place to store one Marine Patrol boat. Motion carried – Unanimous.

Motion by Don Schuiteman, supported by Larry Bargy to approve the purchase and installation of a two-sided sign for the Animal Shelter to identify it. Motion carried – Unanimous.

Meeting adjourned at 11:30 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Don

Minutes

August 25, 1999 – 9:00 a.m.

Members present: John Conway, Don Schuiteman and Larry Bargy
Members absent: None
Others present: Pete Garwood

1. Animal Control Shelter

Bud and Rose Bechtold came in to hear the discussion regarding the Animal Shelter.

John Conway outlined the search for a different place for a new Animal Shelter. The search is taking place because of the deteriorating condition of the current facility at the Airport.

Bud Bechtold informed the committee that in the opinion of an attorney he has consulted with, the Michigan Aeronautics Commission and Federal Aviation Administration will not allow the facility to be enlarged at the airport. He also informed the Committee the Animal Shelter has been there since 1974.

John Strehl joined the meeting at 9:25 a.m.

Additional options were put on the table, such as:

- Approach Lamina for the purchase of a small parcel on the south side of the Airport property.
- On the north side of the runway.
- If Lamina will not sell a parcel, pursue a location on the extreme south side of the airport.
- Move the Emergency Services Department to the ACT Building and add on to the current structure for an animal shelter.

2. County Building Electrical System

Mr. Dave Vitale updated the Committee on the progress of the assessment on the electrical system's ability to handle the modern day computer load.

3. 1905 Courthouse Water Leak

Mr. Vitale believes the water leak is being caused by a hole in the 2" water line of the sprinkler system.

4. Parking Lot Project

Garwood informed the Committee the three companies chosen for bid solicitation are; Reith Reilly, Elmers, and H&D. The Committee had no additions to the list of paving firms.

5. 1905 Courthouse Update

Mr. Conway updated the Committee on the meeting with the Architect, John Walters. Mr. Walters will return to take pictures and do a final review of the necessary improvements.

6. Various Matters

Discussion took place regarding the purchase of the silt sacks and how they will be used.

Meeting was adjourned by Chair Conway at 10:30 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

September 29, 1999 – 9:00 a.m.

Members present: John Conway, Don Schuiteman and Larry Bargy
Members absent: None
Others present: Pete Garwood and Jack White

1. County Building Electrical System

Dave Vitale presented a report on the electrical system in the County Building. The testing was done by an electrician and showed the County Building is in good shape capacity-wise. Two to three outlets will be added to the MSU Extension office to handle the computer load.

Mr. Vitale also stated the leak in the 1905 Courthouse has been repaired.

2. Parking Lot Bids

One bid was received from H & D, Inc. Roadbuilding Plus. A letter from Elmer's Asphalt was received stating they were not interested in bidding at this time. The bid was opened and read by Chair Conway at 9:15 a.m.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners accept the alternate #2 proposal submitted by H & D, Inc. for the County Building parking lot and the proposal for the 1905 Courthouse parking lot addition for a total of \$27,091.02. Motion carried – unanimous.

3. Repairs other than County Buildings

Discussion took place regarding the stone monument on Cairn Highway, the sign in front of the County Building and the cabin at Grass River Natural Area, all of which are in need of minor stone repair.

Motion by Don Schuiteman, supported by Larry Bargy for John Conway to contact a few stone masons in the area to obtain an estimate for time and material for all three jobs. Motion carried – unanimous.

4. Easement across Meadow Brook Property

Charlie Koop joined the meeting regarding the Village of Bellaire asking for an easement across Meadow Brook property to connect to an existing two-track. Discussion took place regarding concerns with property owner protection, the pond and whether or not the trail will co-exist with the road or be separate from the road.

John Conway will talk with Ray Mills to find out what the Village intention is.

5. Space Study – Prosecutor’s Office

Charlie Koop presented a space study from Commercial Office Interiors with a total of \$32,558.12. He has asked Commercial Office Interiors to refigure the study using refurbished office furniture.

It was recommended by John Conway that Mr. Koop use this layout and obtain bids from other office suppliers by the time the Finance Committee meets.

6. Animal Shelter

There is a possibility of building the animal shelter on the backside of Lamina, Inc. Charlie Koop will have a report on this at the next Committee meeting.

There are three other site possibilities for the animal shelter:

- 0 South end of the Airport (possibly including Lamina property)
- 0 The Emergency Center
- 0 Property across from Lamina

It was suggested by Don Schuiteman that the Committee possibly put some specs together for a shelter. John Conway will bring some sketches to the next meeting. It was also suggested that the Committee tour the Charlevoix and Benzie County animal shelters since they are both fairly new facilities. The Coordinator/Planner office will set up dates and times for the tours.

7. 1905 Courthouse

John Walters, Architect, will be putting together a bid proposal for major repairs on the 1905 Courthouse. He will also provide a rough estimate of the cost. He recommends the County hire a general contractor to do all.

Meeting adjourned at 11:35 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

October 14, 1999 – 8:10 a.m.

Members present: Don Schuiteman and Larry Bargo
Members absent: John Conway
Others present: Pete Garwood

Meeting called to order at 8:10 a.m.

1. Meadowbrook Easement

Mr. Schuiteman outlined the issue. The Village of Bellaire has requested an easement across County property for a boardwalk and a walking path. The property is located across from Meadowbrook.

Motion by Larry Bargo, supported by Don Schuiteman to recommend the Board of Commissioners approve an easement across County property across from Meadow Brook Medical Care Facility to the Village of Bellaire, and allow them to begin construction on a boardwalk across the wet area of the property. Motion carried – unanimous.

Meeting Adjourned at 8:30 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

October 27, 1999 – 9:00 a.m.

Members present: John Conway, Don Schuiteman and Larry Bargy
Members absent: None
Others present: Peggy Hamminga (in place of Pete Garwood)

Meeting called to order at 9:05 a.m.

1. Maintenance Department

- Garage Door on Jail
Dave Vitale reported that he obtained three bids for a new garage door on the jail.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve the purchase of a new garage door from Grand Traverse Garage Door in the amount of \$1,161.00. Motion carried – unanimous.

- Nurse's Office at Jail
Dave Vitale reported that this room was initially set up to be used as a storage room and bathroom. Due to a shortage of space at the jail, it was modified for the jail nurse's office. Ventilation is not adequate. Mr. Vitale suggests terminating the heat to that room and adding an air conditioner.

It was suggested by Don Schuiteman to table this matter pending further investigation regarding the Dispatch Center booking area. Mr. Vitale asked permission to pursue obtaining quotes for an air conditioner, which was acceptable. John Conway recommended the Committee tour the jail after the meeting.

2. County Building Space Needs

John Conway reported that he and Pete Garwood toured the County Building and that the Health Department will be down-sizing. This could have an affect on the following offices:

- Adult Probation
- Grass River Natural Area
- Housing Department

Discussion took place.

3. Parking Lot Update

John Conway reported that after discussion with H&D, it was agreed that the 1905 parking lot will be completed before year end and the parking lot between the County Building and storage building will be completed in the spring.

4. 1905 Courthouse Repairs – No report.

5. Animal Shelter Update

- John Conway updated the Committee on the two animal shelter tours; one to Charlevoix County and one to Benzie County. Pictures of the two facilities were distributed. Discussion.
 - A report from Charlie Koop regarding building the animal shelter on the Lamina property is attached.
 - John Conway reported on the two lots from sale across from the Emergency Management building on Derenzy Road. The price is listed at \$29,500 each and the lot sizes are 150' X 300'.

6. Various Matters

Dave Vitale requested reimbursement for gas or mileage when he makes trips back and forth to the County Building other than regular working hours, (evening, weekends).

Motion by Don Schuiteman, supported by Larry Bargy to recommend Mr. Vitale contact the Finance Committee regarding possible budget adjustment. Motion carried – unanimous.

7. County Building/Storage Building/Jail Tour

The Committee toured the County Building, the storage building and the jail.

It was suggested that the Jail Nurse pursue the concept of a portable building being placed at the north end of the jail building with a covered walkway between the two. Lou Basso will pursue the DOC codes on this issue.

Meeting adjourned at 11:35 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

November 24, 1999 – 9:00 a.m.

Members present: John Conway, Don Schuiteman and Larry Bargy
Members absent: None
Others present: Pete Garwood

Meeting called to order by Chair John Conway at 9:00 a.m.

1. Maintenance Department

- Jail Nurse Space – Options were discussed for getting cool air to the space currently used by the Jail Nurse.

Discussion took place regarding adding on to the jail between the current jail and the proposed 911 Dispatch Center for the Jail Nurse space.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve an addition to the jail between the current jail and the proposed 911 Dispatch Center for an examination room and bathroom for the Jail Nurse to conduct daily duties (not to be paid for out of 911 funds). Motion carried – unanimous.

Sheriff Dale Roggenbeck entered the meeting at 9:20 a.m.

2. County Building Space Needs

- Circuit Court Probation – Discussion took place regarding the possibility of locating the Circuit Court Probation Offices on the north end of the Jail with a separate entrance. The Probation Offices would be adjacent to the proposed Jail Nurse space and 911 Dispatch Center.

Bill Catinella and Jim Ribbey came in to update the Committee on the hiring of a new probation officer and the need for additional space. The Committee updated Mr. Catinella and Mr. Ribbey on the short and long term plans for accommodating their needs.

- Grass River Natural Area – Lorraine Keils came in on behalf of Grass River Natural Area, Inc. Ms. Keils stated that in the interest of everybody Grass River would stay in the current space they occupy if it would be helpful.
- George Perkins, Veterans Counselor came in to discuss his needs for more space.

- Patricia Lowery, Housing Director came in to discuss the space needs for the Housing Program. The Committee shared their plans to address the space needs for the program.
- **Dale Roggenbeck inquired about the plans for the relocation of the Animal Shelter. The Committee will ask the Board to go into closed session at the December Board of Commissioner meeting to discuss property purchase.**
- Stanley Moore, MSU Extension Director came in to discuss the rearranging of his department's space to accommodate the needs of other department space needs. Mr. Moore agreed with the plans.

3. 1905 Courthouse Repairs

No new information to report.

4. Parking Lot Update

All parking lot paving and repaving will likely take place in the Spring.

Meeting adjourned at 11:30 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

December 1, 1999 – 7:00 p.m.

Members present: Don Schuiteman and Larry Bargy
Members absent: John Conway
Others present: Jack White, E-911 Board

Joint meeting with E-911 Board.

1. E-911 Dispatch Center

Bids for the E-911 Dispatch Center construction were opened and read by Jay Gliwa, Chair of the E-911 Board.

Discussion took place regarding the details of the three bids:

- Petrie Construction \$267,600
- Graham Construction \$288,000
- Farrington Development Co. \$319,316

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners accept the E-911 Board's recommendation and approve low bidder, Petrie Construction at \$267,600, for the construction of the Antrim County E-911 Central Dispatch Center. Motion carried – unanimous.

Meeting adjourned at 8:55 p.m.

Buildings and Grounds Committee

Larry Baran

John Conway, Chairman

Don

Minutes

December 28, 1999 – 9:00 AM

Members present: Larry Bargy, Don Schuiteman and John Conway
Members absent: N/A
Others present: Eric Cline

1. Call To Order:

Chairman Conway called the meeting to order at 9:55 AM.

2. Animal Control Shelter:

Discussion occurred on the offer by the Ketchum family for the County to purchase a portion of their property in Echo Township to use as an Animal Control Shelter. It was noted that this property was adjacent to Murphy Park and to Donovan Cemetery. The discussion also focused upon the possible privatization of the animal control facility and how this type of system would need to be organized. Commissioner Conway also provided an explanation of how the Emmet County animal control facility was operated. The costs associated with constructing a new facility were also discussed.

3. Ketchum Property Tour:

The Committee drove to the subject property and toured the area. The Committee met briefly with Mrs. Ketchum to ask several questions about the property. Mrs. Ketchum was informed that this visit was only exploratory and that no final decisions had been made. The Committee then visited the current animal control facility and then drove to another potential shelter location on the airport grounds.

4. Discussion:

Upon returning from the property tour the Committee had a brief discussion concerning accessibility and convenience issues with an animal control facility. The discussion then focused upon upgrades to the current facility as compared to the costs associated with constructing a new facility. No further action taken.

Meeting adjourned at 12:00 PM.

Submitted by: Eric Cline, Associate Planner