

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Don

Minutes January 27, 2000 – 9:00 AM

Members present: John Conway, Larry Bargy and Don Schuiteman
Members absent: N/A
Others present: Dave Vitale and Pete Garwood

1. Call To Order:

Chairman Conway called the meeting to order at 9:13 a.m.

2. Maintenance Department Update

Mr. Vitale did not have anything to update the Committee on.

3. Remodeling County Building Quotes

Mr. Vitale presented bids for work on the second floor of the County Building. Two quotes were reviewed, one from Antrim Enterprises at \$7,200, and another from Petrie Construction at \$13,736.80.

Motion by Don Schuiteman, supported by Larry Bargy to accept the Antrim Enterprises Bid at \$7,200 for completion of the work on the second floor of the County Building. Motion carried – unanimous.

4. Second Addition to the Jail

The Committee will be meeting with the Architect, Bill Bedford on the possibilities for the addition to the jail, which would include space for the jail nurse and the probation department of the Circuit Court.

5. Consent to Enter Private Property

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners authorize the Chairman to sign the "Consent to Enter Private Property" form (a MDEQ form) for the contamination investigation related to the old Baymart Convenience Store. Motion carried – unanimous.

6. Health Department Lease

No Action taken as the lease is not complete.

7. Animal Shelter

A meeting with the Airport Ad Hoc Planning Committee was scheduled for Wednesday, February 9 at 4:30 p.m. Mr. Conway will attend the meeting in behalf of the Buildings and Grounds Committee.

Meeting adjourned at 10:15 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Don

Minutes February 23, 2000 – 9:00 AM

Members present: John Conway, Larry Bargy and Don Schuiteman
Members absent: N/A
Others present: Pete Garwood and Charlie Koop

1. Call To Order:

Chairman Conway called the meeting to order at 9:06 a.m.

2. Remodeling Second Floor

Pete Garwood and John Conway updated the Committee on the progress on the second floor remodeling. The job is close to completion with only a few details to finish. Garwood and Conway reviewed expenses that were additional to the contractor's proposed cost and were necessary to complete the project.

3. Animal Control Shelter

The Committee reviewed options for the Animal Control Shelter. Mr. Conway has met with the Ad Hoc Planning Committee of the Airport regarding a location on the south side of the airport. The Ad Hoc Committee is not in favor of the southern location. The Committee directed Mr. Garwood to find out how long the Animal Shelter has been in the current location, and directed Mr. Koop to draft a letter to the Michigan Aeronautics Commission.

4. Courthouse Remodeling Update

Mr. Koop updated the Committee on the progress of the Courthouse project. Mr. Koop will continue working with the architect on the project. Koop will encourage the architect to get the plans completed by this spring.

5. 911 Construction Update

Mr. Garwood informed the Committee the 911 construction meeting set for Friday, February, 28 has been cancelled due to the fact that construction has not yet begun on the Center.

Mr. Petrie has indicated they may start as early as Friday the 25th.

6. Jail Expansion

Mr. Garwood distributed a proposal from Harrison/Landmark to prepare a study which would detail the various alternatives for an addition to the jail (in particular for the Jail Nurse and the Circuit Court Probation Department).

Mr. Koop advised the Committee to consider provisions for juvenile detention when considering jail expansion.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve the Harrison/Landmark proposal for a study on options for a jail addition at a cost of \$2,800.00. Motion carried – unanimous.

7. Clerk Office – Counter Gate

The Committee directed Mr. Vitale to contact an overhead door company to evaluate the Clerk's counter gate along with the counter gates for the other departments.

8. Victims Rights Tree

Mr. Koop brought up a proposal to the Committee for a plaque commemorating the Tree and Victim's Rights.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve the placement of a plaque near the Victim's Rights Tree, upon consultation with Dave Vitale, the Maintenance Supervisor. Motion carried – unanimous.

9. Communications

A letter was received from the Abstract Office regarding space concerns. Mr. Garwood was directed to ask Ms. Austin to put her needs on paper.

Meeting adjourned at 10:15 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Don

Minutes

March 29, 2000 – 9:00 AM

Members present: Larry Bary and Don Schuiteman
Members absent: John Conway
Others present: Pete Garwood, Jack White and Dave Vitale

1. Remodeling Second Floor

Dave Vitale reported the second floor improvements are substantially complete. Mr. Garwood informed the Committee the Health Department has requested a barrier be placed so the public looking for the Housing Department cannot venture into the Health Department personnel area. Committee directed Mr. Vitale to take care of it.

2. First Floor – Rolling Grill Doors

Mr. Vitale presented quotes for motorizing the counter grill doors for first floor office counters. Mr. Vitale stated the doors were originally installed by Garage Door Services, Inc., the company that provided the quote.

Motion by Don Schuiteman, supported by Larry Bary to recommend the Board of Commissioners approve the installation of motors on the counter grill doors for the Clerk, Equalization, Abstract and Register of Deeds offices, at a cost of \$8,100 for the installation of the motors and \$150 each to run electricity to each counter. Motion carried – unanimous.

3. Jail Showers

Mr. Vitale presented quotes to install a membrane in the shower area at the jail. Currently, the shower tiles are being torn off the walls. The Committee members felt this project would be considered regular building maintenance.

Motion by Don Schuiteman, supported by Larry Bary to direct Mr. Vitale to secure a third quote, and choose the best quote (lowest price, experience and good references, etc.) to complete the job. Motion carried – unanimous.

4. Courthouse Remodeling Update

Mr. Koop was not available.

Mr. Vitale offered to assist Mr. Koop with getting the project going. Committee directed Mr. Garwood and Mr. Vitale to get together with Mr. Koop to offer assistance.

Mr. Vitale informed the Committee his crew is currently repainting the inside of the Courthouse.

5. Fiber Optic Conduit

A quotation from Sky Electric in the amount of \$3,485.00 was distributed to the Committee for running conduit from the 911 Center to the 1905 Courthouse for future fiber optics between buildings. The Committee felt they needed more information.

6. Animal Control Shelter

Dale Roggenbeck and Michelle Carson came in regarding the Animal Shelter progress. Mr. Roggenbeck also brought in the most recent inspection reports from the Department of Agriculture.

Sheriff Roggenbeck stated two of the violations should be taken care of immediately. Grates over the drain and a waterproof covering over the walls. The Committee asked the Sheriff and Mr. Vitale to put together a plan for what is needed to bring it up to code and get quotes for the repairs.

Garwood will call the Charlevoix County Humane Society to see if they are interested in a contract with Antrim County to take Antrim County animals.

Discussion also took place regarding leaving the Animal Shelter where it is, or moving it just to the North of the MichCon facility, on County property.

Motion by Don Schuiteman, supported by Larry Bargy to request the Sheriff determine the needs at the Animal Shelter for compliance with the codes and to present the cost to the Finance Committee for approval. Motion carried – unanimous.

7. Jail Addition for Jail Nurse and Probation Office

Mr. Schuiteman brought up the \$2,800 architectural study the Board of Commissioners failed to approve at the last meeting.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve the \$2,800 architectural study which would allow the County to hire Landmark Design to work with the Buildings and Grounds Committee to bring forth alternatives for adding on to the jail for the Jail Nurse, Probation Office or other possibilities. Motion carried – unanimous.

Meeting adjourned at 11:10 p.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Don

Minutes April 26, 2000 – 9:00 AM

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

1. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, was not present at the meeting due to a number of concurrent projects today. Peter Garwood informed the Committee that Mr. Vitale reported the Counter Gates are on order.

Also, Mr. Vitale is getting information regarding a Maintenance Agreement for the heating, cooling and air handling control system. Mr. Vitale will present the Maintenance Agreement information at a future meeting. Mr. Conway suggested Mr. Vitale also contact Honeywell for a quote on a Maintenance Agreement.

2. Parking Lot – Update

Parking lot improvements are in progress. Committee agreed the parking lot entrance on the Grove Street (east) side should be closed and converted to parking spaces. The County would still have an entrance on the Broad Street (north) side of the parking lot.

3. Animal Control Shelter

The Committee discussed the location of the Animal Shelter. There was consensus the Shelter should stay on Airport property.

Garwood updated the Committee on his discussions with Charlevoix County and the Charlevoix County Humane Society regarding contracting with them for animal shelter services.

Motion by Don Schuiteman, supported by John Conway to recommend the Board of Commissioners approve the Airport property as the location of a new Animal Shelter. Motion carried – unanimous.

Mr. Garwood updated the Committee on the improvements at the Animal Shelter as reported to him by Dave Vitale, the Maintenance Supervisor.

4. E-911 Construction Update

There is a 911 Dispatch Center construction meeting next Friday, April 28. After the 911 Dispatch Center construction meeting, a jail addition planning meeting will be held.

Meeting adjourned at 10:30 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Don

Minutes

May 31, 2000 – 9:00 AM

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

5. Meeting called to order at 9:18 a.m.

2. Maintenance Department Update

- Mr. Vitale informed the Committee of the emergency purchase of a water heater for the jail. Mr. Vitale followed the bid policy for an emergency purchase. The cost of the water heater was \$3,795.00 purchased from and installed by E.H. Niepoth and Sons Plumbing and Heating Co.

Motion by Don Schuiteman, supported by Larry Bargy to approve the expenditure of \$3,795.00 for a water heater for the jail. Motion carried – unanimous.

- Mr. Vitale informed the Committee the counter gates have been installed and are currently being enjoyed by the departments.
- The Committee was informed the parking lots are complete. The signs for the parking lot behind the County Building will be in place next week.
- Mr. Vitale informed the Committee the company that was to provide silt sacks for the storm drains at the County Buildings parking lots is unable to provide the type that will fit our drains.

3. Antrim County Animal Shelter

Discussion took place regarding the Animal Control Shelter.

The Committee will meet with the Sheriff and the Animal Control staff by the next meeting and take a tour of the facility.

Other possible actions to be taken:

- Meeting with the Transportation Committee.
- Get Bradstreet's support on working with the Michigan Aeronautics Commission to decommission the property.

4. 1905 Courthouse Remodeling Update

Mr. Koop updated the Committee on his discussions with Mr. Jack Murchie of Schroeder, Murchie Laya Associates, Ltd. about the current problems at the 1905 Courthouse.

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The Committee had a speakerphone conference with Mr. Murchie and informed him of the concerns.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners agree to pay for the air fair and out of pocket expenses for a site visit by architect Jack Murchie (he will donate his time gratis). Motion carried – unanimous.

5. First Aid Kits

The Committee considered first aid kits in the county facilities. Mr. Vitale was directed to seek a recommendation from MIOSHA on what is required in the way of a first aid kit.

6. Parking Lot Guardrails

Mr. Vitale was directed to get a price on the cost of installing the old guardrail from the re-done parking lot at the parking lot next to the Red Cross building, along with a price to purchase enough new guardrail to complete the project.

Meeting adjourned at 10:55 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

June 28, 2000 – 9:00 AM

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

3. Meeting called to order at 9:15 a.m.

4. Maintenance Department Update

▪ HVAC Central Control System

Motion by Don Schuiteman, supported by Larry Baryg to recommend the Board of Commissioners approve the installation of equipment that would connect the air handling, heating and cooling system to the central computer in the Maintenance Department at a cost of \$4,804.00. Motion carried – unanimous.

The project *can* be paid for out of the E-911 Dispatch Center Construction Contingency Fund.

▪ Panic Button Relocation Quote

Motion by Don Schuiteman, supported by Larry Baryg to approve the quote to move the central control system for the “panic buttons” to the new E-911 Center (\$980.00) and forward to the Finance Committee for recommendation to the Board of Commissioners. Motion carried – unanimous.

The moving of the panic button central control system *cannot* be paid for out of the E-911 funds.

5. Citizens Management Insurance Update

Mr. Garwood informed the Committee he had coordinated a visit from a risk analyst from our workers compensation insurance company, Citizens Insurance. The risk analyst was escorted through the County Building, maintenance garage, airport, and transportation building. He took video tape of areas of concern which were later shown to be department heads. Action is being taken to take care of the potential problems he found.

4. Courthouse Remodeling Update

Mr. Garwood and Mr. Schuiteman updated the Committee on the walk through the 1905 Courthouse with the architect Jack Murchie, from Schroeder, Murchie and Laya Associates. Mr. Murchie will provide a report with recommendations shortly.

5. Jail Study Update

Mr. Garwood distributed the preliminary plans from the architect Bob VanPutten for the addition to the jail for the Jail Nurse and the Circuit Court Probation office. Two options were presented. The Probation Department was most interested in Option B. Mr. Garwood will discuss the concerns of the Building and Grounds Committee with Mr. VanPutten.

6. Vacant Property Across from Sheriff's Department

The owner of the property, William Garrett, has contacted Mr. Garwood inquiring about the possibility of County interest in the property. Matter was tabled pending more information on the cost. The issue was brought up again later in the meeting, as Mr. Garrett called on the phone. Asking price for the property (lots 1, 2 and 3) is \$85,000.00. The foundation and lower floor of a burned office building would remain on the property. If the County was interested in lot 4 the price would be higher. No action was taken.

The Committee discussed future needs for County property for administrative and parking purposes. The Committee focused on property, which is on the same side of M-88 as the other County facilities. The Committee directed Mr. Garwood to send the Citizens Bank a communication letting them know the County may be interested in purchasing the property to the east of the Sheriff Department Administration Building.

7. Community Mental Health (CMH) Computer Room

Mr. Garwood informed the committee that CMH has added additional computers into their computer room. The new computers have added more heat to the room (97 degrees over the weekend), and the CMH representatives are concerned for the safety of the equipment.

The Committee took a tour of the CMH computer room.

Motion by Larry Bargy, supported by Don Schuiteman to approve the addition of an air conditioner unit to the CMH computer room in the event the building air conditioner cannot be programmed to increase service to the computer room, only. Expense to be covered by CMH (in accordance with their lease agreement). Motion carried – unanimous.

Meeting adjourned at 11:45 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

July 26, 2000 – 1:00 p.m.

Members present: John Conway, Don Schuiteman and Larry Bargy
Members absent: None
Others present: Pete Garwood, Dave Vitale, Dale Roggenbeck (at 1:15) and Jack White
(at 1:35)

3. Meeting called to order at 1:00 p.m.

2. Jail Study

Robert VanPutten from Harrison Landmark presented "Master Plan" drawings for the Antrim County Jail. The first page of the plan addressed the immediate need for Circuit Court Probation office and Jail Nurse space. The second page addressed a future plan for additional jail space.

Motion by Don Schuiteman, supported by Larry Bargy to request that Mr. Van Putten attend the August 10, 2000 Board of Commissioners meeting for a presentation of the Jail Master Plan. Motion carried – unanimous.

3. Maintenance Department Update

- Parking lot complete except for signs. Correct signs will be installed by next week.
- Generator installed, Mr. Vitale has tested it. Regular testing will be done.
- First Aid Kits have been ordered for the Courthouse and County Building.
- Mike Meriwether, County Forester has informed Mr. Vitale the big maple tree next to the jail may have root damage that occurred during the last construction project.
- Air conditioner in Mental Health is currently being installed.
- Mr. Vitale expressed the need for an additional employee. Mr. Vitale will have a proposal for the Committee at the next meeting.
- Mr. Vitale informed the Committee he had recently attended an Integrated Pest Management Control Workshop.

4. 1905 Courthouse

Mr. Conway presented a letter signed "A very disgusted taxpayer" regarding the condition of the 1905 Courthouse. Discussion took place.

5. 1905 Courthouse Remodeling

- The Committee reviewed the rough plan submitted by Jack Murchie, Architect for adding a support to the roof of the 1905 Courthouse.
- Mr. Conway reviewed the other improvements needed at the Courthouse.

6. Vacant Property Between Sheriff Department and USDA Building

Mr. Garwood informed the Committee he had sent a communication to Citizen's Bank indicating the County's interest in the property, but we have not yet had a response.

7. Various Matters

- Energy Initiative Project – Michigan Association of Counties sent the County a communication advocating a service which would do an energy efficiency analysis for the County facilities. Committee directed Mr. Vitale to look into the service and report back at the next meeting.

Meeting adjourned at 3:00 p.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

August 30, 2000 – 8:45 a.m.

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

3. Meeting called to order at 8:45 a.m.

4. Maintenance Department Update

- Removal of Handicap Ramps – Front Parking Lot
Mr. Conway explained the problem with the obsolete ramps in front of the County Building. The ramps could be tough for an individual using the sidewalk to negotiate. Mr. Vitale informed the Committee he has had a concrete contractor look at it and expects to receive a proposal soon. Committee directed Mr. Vitale to get a couple other quotes and select the least expensive.
- Button Panel for Jail
The button panel for the jail unlocks the doors in the jail automatically from the Jail Control Room. The current project includes replacing the electronics part to all the door locks in the jail. Mr. Vitale informed the Committee the job was near completion.
- FIA Door Installation
Mr. Vitale explained the FIA would like a new door installed in their lobby area at their own cost.

Motion by Don Schuiteman, supported by John Conway to recommend the Board of Commissioners approve the FIA to install a new door in their lobby at no cost to the County. Motion carried – unanimous.

- Jail – Counter Installation
Mr. Vitale presented a schematic and a price quote for the installation of a new counter in the Jail Control Room. The removal of the radio and 911 equipment will leave holes in the current counter and it will not be usable.

Motion by Don Schuiteman, supported by John Conway to recommend the Board of Commissioners allow Mr. Vitale to obtain additional quotes and choose the lowest quote. Motion carried – unanimous.

- **Tree Trimming on County Grounds**

Mr. Vitale informed the Committee a number of the trees around the grounds need dead limbs trimmed. The Committee gave Mr. Vitale the names of some tree trimming companies. Mr. Vitale will make contacts and get back with the Committee.

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- **Budgets –**

Buildings and Grounds Budget was reviewed.

Motion by Don Schuiteman, supported by John Conway to approve the Buildings and Grounds budget for 2001 and forward it to the Finance Committee with an increase in line item 865 – Gas and Oil from \$400 to \$500. Motion carried – unanimous.

1905 Courthouse Budget was reviewed.

Motion by Don Schuiteman, supported by John Conway to approve the 1905 Courthouse Budget request for 2001 and forward it to the Finance Committee with a change in line item 921 – Electric from \$18,000 to \$21,000. Motion carried – unanimous.

3. 1905 Courthouse Remodeling

The Committee reviewed photographs of a previous re-roofing job on the 1905 Courthouse.

4. Jail Study Update

Mr. Garwood had been contacted by the Jail Nurse regarding the plans for adding space to the jail. Ms. Bertram has concerns about the design. Mr. Garwood contacted the Architect, Mr. Bob Van Putten and asked him to contact Ms. Bertram. The Committee reviewed a revised plan based on Ms. Bertram's comments.

5. Animal Control

Mr. Conway presented a sketch of how the addition to the Animal Control Shelter could be achieved. Mr. Conway indicated Mr. Koop had sent a letter to the Michigan Aeronautics Commission and expects to have a response soon.

6. Office Paper Recycling Program

Mr. Conway suggested to Mr. Vitale he check into the new Waste Management recycling site in Bellaire as a place to recycle office paper from the County facilities. Even though there is a cost for disposal, it may be cheaper than the wage and fuel cost to haul the recyclables to Central Lake.

Meeting adjourned at 11:15 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

September 26, 2000 – 8:45 a.m.

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

3. Meeting called to order at 8:45 a.m.

4. Maintenance Department Update

- Jail locks are installed.
- Petrie Construction will be filling in old handicap ramps.
- Niepoth's Plumbing had been hired to fix a burst water line between the Sheriff Administration Building and the Village water main.

3. Jail Addition Update

Mr. Robert Van Putten, Architect from Landmark Design, presented the Committee with the plans for adding a Jail Nurse area and Adult Probation office to the jail.

- * Mr. Van Putten will have the final drawings and bid package ready for review for the October Buildings and Grounds meeting.

Mr. Van Putten thought we could go out for bid in December.

4. Animal Control Shelter

Mr. Schuiteman discussed some concern as to whether the proposed air space zoning ordinance will have any effect on expanding the Animal Shelter at the Airport.

Committee discussed the possibility of having a full service construction company design and build the shelter for the County.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners allow the Buildings and Grounds Committee to hire Peninsula Construction and Supply to design and build the Animal Control Shelter. Motion carried – unanimous.

5. Snow Plowing Bid

The Committee reviewed the snow plowing bid specifications for the County parking lots. Recommendations were made for additions, as follows:

Under normal conditions:

- Using a maximum of four (4) parking spaces in the 1905 Courthouse parking lot and three (3) parking spaces in the lot behind the County Building, snow piles shall be removed once they reach a maximum height of six (6) feet.

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- If snow reaches a depth of two (2) inches or more it must be removed from the parking lots prior to the start of the business day.
- Parking lots are to be sanded as necessary (e.g. when ice is prevalent).

Meeting adjourned at 10:20 a.m.

Architect Jack Murchie and Roof Specialist Chris English met with the Chairman of the Building and Grounds Committee, the Coordinator/Planner, Maintenance Supervisor and the Chairman of the Board of Commissioners after the meeting adjourned.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

October 25, 2000 – 9:00 a.m.

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

3. Meeting called to order at 9:00 a.m.

4. Jail Addition Update

Mr. Robert Van Putten, Architect presented an update on the addition to the jail complete with the latest draft of the drawings. Mr. Van Putten reviewed a possible timeline for the bidding process.

The Committee decided the bids would be open on December 11, at 2:00 p.m. in the Commissioners Room.

3. Maintenance Department Update

Mr. Dave Vitale, the Maintenance Supervisor was unable to attend the meeting because the mechanical contractor was here this morning. In behalf of Mr. Vitale, Mr. Garwood updated the Committee on the following projects:

- The abandoned handicap ramps in front of the County Building have been filled in and leveled off with concrete. The curb will be painted within the week.
- New concrete was also installed in front of the new 911 Center as the original sidewalk had a crack in it.
- The Road Commission will be upgrading the driveway to the dumpster next to the Nifty Thrifty, as it is getting soft and sandy.
- First aid kits have been installed in the County Building and Courthouse.

4. Authorized Parking Sign

Mr. Garwood indicated the "Authorized Parking" spot is not used as originally intended anymore, as the Treasurer Office is no longer using it. The Committee directed Mr. Garwood to check with the Treasurer and pull the sign if they no longer need it.

5. Animal Control Shelter

Mr. Garwood and Mr. Schuiteman updated the Committee on where things stand on the idea of having Peninsula Construction assist with the Animal Control Shelter plans and construction. Although there appeared not to be support for the idea at the last Board of Commissioners meeting, Mr. Garwood received a call from Kevin Reffitt of Peninsula

Construction yesterday. Mr. Reffitt indicated they had drawn up preliminary plans and would bring them by on the 25th.

The Committee agreed, if the plans and cost estimates looked reasonable, that Mr. Conway should go to the Finance Committee and make a case for sole sourcing the project.

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October 25, 2000

6. 1905 Courthouse Update

Mr. Garwood updated the Committee on his conversation with the Architect, Jack Murchie. Mr. Murchie indicated the roof repairs and tuck pointing on the east side should be done yet this year. He also said he would be here November 9 (Board meeting day) with a tuck pointing specialist, and could update the Board of Commissioners on his progress.

He recommends the County sole source the roof repairs and tuck pointing on the east side of the 1905 Courthouse before the snow flies and the weather gets bad. He felt we can bid the remaining parts of the job through the normal process.

7. Snow Plow Bids

	<u>Bert's Excavating</u>	<u>Trees North</u>
<u>2 year</u>		<u>1 year</u>
County Buildings \$8,600 and Jail	\$7,300	\$7,200
Animal Shelter, Maltby, \$1,400 Emergency Service, Bellaire Dam	\$1,475	\$1,400
Dial-a-Ride \$1,200	<u>\$1,250</u>	<u>\$1,200</u>
Total	\$10,025	\$9,800
		\$11,200

Motion by Larry Bargy, supported by Don Schuiteman to recommend the Board of Commissioners hire Bert's Excavating for a two year period at \$9,800 a year to provide snow plowing service at the County facilities. Motion carried – unanimous.

8. Elk Rapids Day Park – Bathhouse Roof

Discussion took place regarding the bids for the materials for the replacement of the bathhouse roof. Discussion also took place regarding a discrepancy in the low bid. Apparently the bid was missing some of the materials listed on the other two bids.

Motion by Don Schuiteman, supported by Bargy to accept the Alden Lumber bid for \$1,758.98 minus a 10 percent discount for a price of \$1,583.08 for materials to complete the bathhouse at the Elk Rapids Day Park. Motion carried – unanimous.

Meeting adjourned at 11:15 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

November 20, 2000 – 9:00 a.m.

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

3. Meeting called to order at 9:00 a.m.

4. 1905 Courthouse – Repairs

The Committee reviewed the proposal by Northern Restoration and Waterproof Systems, Inc. for emergency measures to seal the flashing on the roof, tuck pointing the southeast wall and cleaning out the gutter and downspout on the southeast side. Northern Restoration and Waterproof Systems, Inc. proposed an approximate budget of \$2,500.00 to complete the job. The Committee discussed the proposal with architect Jack Murchie via speakerphone.

The Committee discussed the long-term improvements needed on the Courthouse. The long-term improvements would be completed in the spring of 2001.

Mr. Murchie recommends bidding out the tuck pointing and painting of the galvanized gutters, decorative metal work and downspouts, but to go with the cost of materials plus labor fee on the replacement of the flashing.

For the roofing and flashing replacement the Committee agreed the best method would be cost of materials plus labor fee on the long-term improvements.

Mr. Murchie will provide costs estimates on the long-term project.

Motion by Larry Bargy, supported by John Conway to approve the proposal from Northern Restoration and Waterproof Systems, Inc. for short-term emergency improvements to the 1905 Courthouse on a time and material basis not to exceed \$2,500.00. Motion carried 0– unanimous.

Meeting adjourned at 10:30 a.m.

Buildings and Grounds Committee

Larry Barau

John Conway, Chairman

Minutes

November 29, 2000 – 9:00 a.m.

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

3. Meeting called to order at 9:00 a.m.

2. Maintenance Department Update

- Authorized Parking sign has been removed as requested.
- Air Handling Unit – Variable Frequency Drive
Mr. Vitale informed the Committee the motor that operates the air venting fins for the air handling system broke down. The motor and vents determine how much fresh air comes into the building and keeps the static pressure constant. The motor has been repaired in the past and once again it was repaired through a band-aid approach but there are no guarantees regarding how long it will work.

Mr. Vitale informed the Committee of an option of replacing the motor with a unit that has a variable frequency drive, which would automatically adjust the vent based on the pressure.

The Committee felt this was an emergency situation and directed Mr. Vitale to get competitive quotes for a new unit with a variable frequency drive and bring them in for the December 11 Buildings and Grounds Committee meeting.

- Request for Additional Employees
Mr. Vitale informed the Committee he is in need of additional employees. Mr. Vitale was directed to go to the Administration and County Services Committee with his request.

3. Jail Addition – Nurse's Office

Ms. Phyllis Bertram, Jail Nurse asked the Committee whether or not furniture (desks, chairs etc.) had been budgeted for in the recently released bid specifications. Mr. Garwood will find out.

4. Animal Control Shelter Update

Committee reviewed the preliminary plans for the Animal Control Shelter addition. Mr. Garwood was directed to contact Kevin Reffitt from Peninsula Construction and Supply Co.

and request he come to a meeting to finalize the plans. The Committee discussed putting the addition out for bid.

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5. Jail Addition Update

Mr. Garwood informed the Committee the bids for the jail addition were sent out to contractors, the pre-bid meeting between the architect and interested contractors is November 30 and the bid opening is December 11 at 2:00.

6. Courthouse Remodeling Update

Mr. Garwood informed the Committee the architect, Mr. Murchie has met with the roofer and the tuck pointer. Both agree the County should proceed with temporary measures to solve the problem at the Courthouse now and focus on the long term solutions next spring.

Mr. Richard Vanderley from Northern Restoration and Waterproof Systems, Inc. submitted an approximate budget of \$2,500 to complete the temporary measures. At the last Buildings and Grounds meeting the Committee had asked Mr. Murchie to pursue a time and material agreement with Mr. Vanderley with a cap not to exceed \$2,500.

Motion by Larry Bargy, supported by Don Schuiteman to approve a time and material arrangement with Northern Restoration and Waterproof Systems, Inc., not to exceed \$2,500, for work on the 1905 Courthouse, detailed on a proposal from Mr. Richard Vanderley dated November 15, 2000, attached. Motion carried – unanimous.

7. Various Matters

- County Building Parking Lot
The Village of Bellaire has expressed concern that the way the pavement was installed adjacent to the sidewalk may not meet the handicap requirements. Mr. Garwood will call H& D to have them check it out.
- Parking Lot Next to the Red Cross Building
Mr. Garwood informed the Committee on a conversation he had with the Village Manager regarding the parking lot next to the Red Cross building.

Meeting adjourned at 10:40 am.

Buildings and Grounds Committee

Larry Bargy

Don Schuiteman

John Conway, Chairman

Minutes

December 12, 2000 – 2:00 p.m.

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

1. Meeting called to order at 2:00 p.m.

2. Jail Addition Bid Opening

Seven bids were received. Bob Van Putten, Architect, assisted with the bid opening.

Motion by Don Schuiteman, supported by Larry Bargy to recommend the Board of Commissioners approve the low bidder, Petrie Construction, at a cost of \$429,000. Motion carried – unanimous.

3. Animal Control Shelter Addition Review

The Committee reviewed the Animal Control Shelter preliminary design submitted by Peninsula Construction and Supply. Designer Kevin Reffit and Animal Control Department employees Michelle Carson and Brenda McCreary were also present. Mr. Reffit will incorporate ideas from the meeting into the next draft.

4. Maintenance Department – Variable Speed Frequency Drive and Motor

At the November meeting, Mr. Vitale informed the Committee the motor that operates the air venting fins for the air handling system had broken down. At that time, Mr. Vitale was directed to obtain competitive quotes for a new unit including a variable speed frequency drive.

Given the project was determined to be an emergency the Committee directed Mr. Vitale to get together with Mr. Garwood and Mr. Conway and choose the best solution for the situation.

Meeting adjourned at 3:10 p.m.