

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes January 31, 2001 – 9:00 a.m.

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

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

2. Maintenance Department Update

Mr. Dave Vitale, Maintenance Supervisor updated the Committee on the installation of handicap parking signs, the installation of the Variable Frequency Drive and motor.

3. Jail Addition Update

Bob Van Putten, architect from Landmark Design, presented the County with a contract signed by Petrie Construction for the construction of the jail addition. Mr. Garwood will have the contract reviewed and signed by the Chairman of the Board of Commissioners. Committee reviewed the plans for the addition with the new sheriff and commissioner.

4. Evidence Storage

Mr. Van Putten, Sheriff Johnson and the Committee discussed the proposal to add an evidence storage room within the jail addition.

5. Sheriff Department – Locker Room

Sheriff Terry Johnson informed the Committee of his concerns regarding the unisex status of the deputy locker room at Sheriff Administration Building.

6. Animal Control Shelter

The Committee discussed the plans for the Animal Control Shelter. Mr. Koop will fill out the application to the Michigan Aeronautics Commission to use the property for an addition to the Animal Control Shelter. Mr. Conway will draw out the boundaries of the amount of property we need to use and get it to Mr. Koop.

7. Courthouse Remodeling

Mr. Vitale and Mr. Garwood informed the Committee that the short-term repairs to the flashing on the roof of the Courthouse are complete. The tuck-pointing has not been done because it was the opinion of the contractor and the architect it would not hold due to the low temperature.

Discussion took place regarding the need for security at the Courthouse. Sheriff Johnson will check into the need and the options.

8. Register of Deeds – Space Needs

Ms. Karen McCann, Deputy Register of Deeds, presented a request for additional space (vacant office behind Veterans Affairs) for the Register of Deeds.

Motion by Larry Bargy, supported by Mike Crawford to direct Mr. Vitale obtain a quote for adding the old Drain Commissioner office (directly behind the Veterans Affairs office) to the space occupied by the Register of Deeds Office. Motion carried – Unanimous.

9. Snowplowing of Parking Lots

Mr. Vitale has worked out a vehicle rotation system with the snowplow contractor.

10. Various Matters

- Prosecuting Attorney Office – Space Needs

Mr. Koop informed the committee most of the law books in the law library are obsolete and the county can get rid of a good deal of them. Mr. Koop presented an idea to move some of his office into a part of the law library. It was Mr. Koop's opinion this move would save the county from having to spend the dollars to redesign his office. The Law Library could be moved to a smaller office on the third floor.

The Committee walked to the 1905 Courthouse to view the Prosecuting Attorney's office and the law library. The Committee authorized Mr. Koop to get prices to install the proper cabling, wiring and wall panels to convert the Law Library into office space.

- Sheriff Administration Building – The Committee paid a site visit to the Sheriff Administration Building to look at the locker room. Currently, there is one room for both male and female employees. The female employees currently come to work in full uniform and typically do not use the locker room. Sheriff Johnson would like to construct a wall and divider to create two separate changing areas, which would allow the female employees equal access to the locker room facility.

Motion by Mike Crawford, supported by Larry Bargy to direct Mr. Garwood to arrange for a quote to complete the project (the construction of a divider wall and a wall the full length of the room) to create separate changing rooms for the male and female employees of the Sheriff Department and recommend the Board of Commissioners approve completion of the job. Motion carried – Unanimous.

Meeting adjourned at 12:05 p.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes March 5, 2001 – 9:00 a.m.

Members present: Larry Bargy and Mike Crawford
Members absent: John Conway
Others present: Pete Garwood and Dave Vitale

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

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor updated the Committee on:

- Register of Deeds Space Needs – The addition of the old Drain Commissioner office to the Register of Deeds Office space has been completed.
- Installation of the frequency drive and motor has been completed.
- Sheriff Department Locker Room Improvements – The Committee discussed some new ideas for changing the Sheriff Department locker room to more easily provide privacy for both male and female deputies. Sheriff Johnson stated the carpet in the locker room is worn out and the room should be replaced with tile flooring.

The Committee directed Mr. Vitale to get estimates on the cost of replacing the carpet in the Sheriff Administration locker room with tile.

3. Jail Addition – Evidence Storage

Committee reviewed the jail addition changes which will incorporate an evidence storage facility in the construction plans. The change orders have been forwarded to the contractor, Petrie Construction for getting a price.

4. Animal Control Shelter Update

Mr. Garwood informed the Committee that a second advertisement to privatize the Animal Control Shelter has been placed in the newspaper. The deadline is April 5, 2001 to submit a bid.

Additionally, Mr. Koop has ordered an Abstract for the Airport property where the current animal shelter is located. The Abstract will be important in applying to the Michigan Aeronautics Commission and the Federal Aviation Administration for permission to expand the current Animal Shelter.

5. Courthouse Remodeling Project Update

Mr. Garwood distributed a proposal from Jack Murchie, Architect to create bid documents (drawings – elevations and specifications) at a cost of \$5,720.00. The Committee discussed the proposal with Mr. Murchie on speakerphone.

Motion by Mike Crawford, supported by Larry Bargy to recommend the Board of Commissioners approve the proposal from Schroeder, Murchie and Laya, Ltd. for Architectual Services – Masonry Restoration (bid specs and drawing) at a cost of \$5,720.00 plus travel and lodging expenses. Motion carried – unanimous.

6. Courthouse Security

Sheriff Johnson presented a report to the Committee on his assessment of security of the 1905 Courthouse. The Committee discussed the issues driving the need for greater security, along with methods for implementation.

Meeting adjourned at 11:30 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes April 9, 2001 – 1:00 p.m.

Members present: John Conway and Larry Bargy
Members absent: Mike Crawford
Others present: Pete Garwood, Jack White and Dave Vitale (at 1:15)

1. Meeting called to order at 1:10 p.m.

2. Animal Shelter

Sheriff Terry Johnson presented an inspection report for the Animal Shelter. The general feel of the report was negative.

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners approve the hiring of Peninsula Construction and Supply to put together a design and specifications for bid-out of the Animal Control Shelter construction. Motion carried – unanimous.

Mr. Peter Garwood will check to make sure Peninsula Construction and Supply has a registered Architect or Engineer on staff.

3. Sheriff Department Locker Room

Dave Vitale, Maintenance Supervisor presented quotations for different ways of dividing the locker room area into a male locker room area and a female locker room area (hospital type curtains, two by four walls and drywall, or accordion style folding walls).

Mr. Vitale also presented quotes for tiling the floor in the locker room.

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners approve hiring the Carpet Barn, Inc. to install a tile floor in the locker room in the Sheriff Department Administration Building at a price of \$583.04. Motion carried – unanimous.

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners approve hiring Antrim Enterprises to construct the dividing walls for the locker room in the Sheriff Department Administration Building at a cost of \$1,150.00. Motion carried – unanimous.

4. Meadowbrook Medical Care Facility Dining Room

Judy Martin updated the Committee on plans to add on to an area of the Meadowbrook facility called Blue Jay Lane. The area would be used as a dining room for the cognitively impaired.

Ms. Martin indicated they have been applying for grant funds to support the project. Ms. Martin also inquired about the possibility of combining this project with some of the other construction projects taking place on County facilities. The Committee told Ms. Martin they will consider the project as they work toward other projects.

5. Maintenance Department Update

- Mr. Vitale informed the Committee the Register of Deeds has requested the sink and cabinets be removed from the dark room attached to the copy room.
- Antrim Kalkaska Community Mental Health (CMH)
Mr. Vitale informed the Committee CMH has requested a wall be re-installed in the CMH office space. As a leasing agency, CMH will be responsible for contracting out and paying for the changes and must be willing to return the space to its original condition if they were to no longer lease the space. Mr. Garwood will write a communication to CMH outlining the conditions for engaging in construction changes in the space they rent from the County.
- Family Independence Agency (FIA)
An FIA representative has requested the authority to remove a kitchen sink, counter and cabinets. Again, the FIA as a leasing agency, will be responsible for contracting out, and paying for the changes and must be willing to return the space to its original condition if they were to no longer lease the space.

6. Storm Drain Back Up Problem

Mr. Vitale informed the Committee the storm drain that the 911 Center roof drains into had backed up and froze this past winter. The architect for the jail addition recommended the County consider getting a civil engineer to study the problem and report back.

Committee directed Mr. Garwood to contact Lennox Engineering to study and report on the drain.

7. MSU Extension

Stan Moore, MSU Extension Director requested permission to put an MSU Extension sign at the entrance of the County Building parking lot next to the FIA sign. The Committee will consider it and get back to Mr. Moore.

8. Health Department/FIA and County Building Space

Committee directed Mr. Garwood to request Mr. Chase, Health Department Director and Fred Harris, FIA Director to come to the next Buildings and Grounds Committee meeting.

9. Prosecutor Office Space

Committee inquired about any progress on the initiative to locate a part of the Prosecuting Attorney's Office in the current law library. Mr. Garwood indicated he has not received any new information from Mr. Koop.

10. County Security System

Mr. Vitale presented a quote to update the security system in the County Offices. The cost from Engineering Protection Systems, Inc. (EPS) to update the system is \$1,990.00 with an option of a \$30.00 a month monitoring service or \$60.00 a month for monitoring and maintenance.

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners approve the proposal from EPS, inc. for an expenditure of \$1,990.00 to update the security system in the County Building and the 1905 Courthouse to be paid out of the Building Maintenance Fund. Motion carried – unanimous.

Mr. Vitale will check on whether or not there is a warranty for the first year.

Meeting adjourned at 4:00 p.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes April 25, 2001 – 9:00 a.m.

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

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

2. Bid Opening – Trash Pick up

Two bids were open for trash pick up at County facilities:

- a. A & K Disposal, gave a lump sum annual bid for all locations (except Barnes Park): 1st year \$7,200, 2nd year \$7,800, 3rd year \$8,400.
- b. Waste Management bid each location separately. Grouped together the 1st year bid (except Barnes Park) came to \$6,565.

**Motion by Larry Bargy, supported by Mike Crawford to approve the bid from Waste Management for a one year period for all County facility locations.
Motion carried – unanimous.**

3. Maintenance Department Update

Mr. Dave Vitale, Maintenance Supervisor updated the Committee on the progress in the Sheriff Department locker room.

Mr. Vitale informed the Committee that the contractor will be reviewing the construction changes in the Mental Health offices.

4. MSU Extension Sign

Committee discussed the possibility of putting an MSU Extension sign under and attached to the FIA sign. Committee talked to Fred Harris, FIA Director to see if he has any problem with an MSU Extension sign on the same post as the FIA sign. Mr. Harris indicated he had no problems with the proposal.

5. Building Authority with Inclusion of Meadow Brook

Mr. Conway indicated there may be funds available for the Meadow Brook addition, and therefore it may not be advantageous to combine Meadow Brook with the other projects under the Building Authority.

Members of the Committee went out to the Sheriff Administration Building to look at the roof (approximately 40 minutes).

6. County Clerk Storage Space Request

The Committee reviewed a letter from Laura Sexton, County Clerk regarding the need for additional space for storing files. The Committee discussed ideas for where the files should be located. The issue was tabled until discussion with Ms. Sexton can take place and we find out more about the intentions of the Health Department.

7. Prosecutor Office

Charles Koop, Prosecuting Attorney presented plans and an estimate for moving a part of his office into the law library on the 3rd floor of the 1905 Courthouse. The approximate cost is \$13,444.

Mr. Koop informed the Committee he has discussed the use of the Law Library with the Circuit Court Judges and he has permission to dispose of outdated law books.

Motion by Larry Bargy, supported by Mike Crawford to recommend the Finance Committee find the funds and the Board of Commissioners approve the proposal to convert the Law Library to Prosecuting Attorney office space at an approximate cost of \$13,444. Motion carried – unanimous.

8. Animal Shelter

Mr. Koop has the abstracts for the airport property which contains information needed to fill out the application to enable the County to get the blessing of the Michigan Aeronautics Commission (MAC), and the Federal Aviation Administration (FAA) to locate a new animal shelter at the current location. Mr. Koop will file an application with the two agencies.

9. Health Department and Family Independence Agency – Office Space

Mr. Jerry Chase, Director of the Health Department, and Fred Harris the FIA Director, along with Ms. Rhonda Vorheis, FIA Office Manager met with the Committee to discuss the transfer of space between the two agencies within the County Building.

Mr. Chase discussed a proposal which would allow a building to be constructed to house the Health Department on Broad Street across from the Sheriff Department Administration Building. The building would be leased by a non-profit agency to the Health Department until the bond is paid off. Once the bond is paid off the building would be owned by the County.

A little more than half of the vacated space in the County Building would be transferred to the FIA. Mr. Harris indicated his agency's interest in the space adjacent to the current FIA office space in the County Building, but was not interested in the space that would be vacated on the second floor.

Motion by Mike Crawford, supported by Larry Bargy to recommend the Board of Commissioners approve the resolution approving Northwest Michigan Community Health Agency Building Project, contingent on legal council review and settlement of past lease cost. Motion carried – unanimous.

Mr. Garwood will continue to pursue the property next to the Sheriff Department from Citizen's Bank.

Meeting adjourned at 1:00 p.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes May 30, 2001 – 9:00 a.m.

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

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

2. Maintenance Department Update

Mr. Vitale was unable to attend the meeting. Mr. Garwood informed the Committee of the activity in the Maintenance Department.

- The remodeling in the Mental Health Department is underway.
- The floor has been replaced in the locker room in the Sheriff Department Administration Building. The construction of the walls is beginning today.
- Mr. Vitale stated to Mr. Garwood the roof replacement on the Sheriff Administration Building will start within the month.

3. 1905 Courthouse Bid Specs

The Committee reviewed the drawings and specifications submitted by the architect, Mr. Jack Murchie. The Committee talked to Mr. Murchie via speakerphone. After Mr. Murchie answered the Committee's questions, a bid opening date of July 9, 2001 at 9:00 a.m. was set. Mr. Murchie will contact Mr. Garwood with a date for the pre-bid conference. The Committee will recommend the awarding of the bid to the Board of Commissioners at their July 12 meeting.

4. Animal Shelter

The Committee discussed the search for a new location for the animal shelter by the group of citizens that has attended the Health, Animal Control and Public Safety Committee meetings in the past. The Committee directed Mr. Garwood to contact the architect that designed the Benzie County Animal Control Shelter and have him come to the next Buildings and Grounds Committee meeting.

5. Health Department Lease Settlement

Mr. Garwood updated the Committee on the lump sum adjustment the Health Department would have to pay the County in order to bring their lease payment up to date. The Committee reviewed a letter from Mr. Chase on the matter. The Committee directed Mr. Garwood to continue to negotiate on the issue with Mr. Chase.

6. Various Matters

The Committee read a letter from Mr. Carl Proch who is interested in selling the County a map which displays the County Courthouses for each of the 83 counties. No action taken.

Meeting adjourned at 11:05 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

June 27, 2001 – 9:00 a.m.

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

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

2. Budget – Maintenance Department

Ms. Laura Sexton and Mr. Dave Vitale presented the 2002 budget request for the Maintenance Department. The Committee reviewed the budget request.

Motion by Mike Crawford, supported by Larry Bargy to approve the proposed 265 Buildings and Grounds and 1905 Courthouse budgets for 2002 for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Capital Outlay

Motion by Mike Crawford, supported by Larry Bargy to approve the proposed capital outlay request of a computer for the Maintenance Department (\$1,600) and a broom attachment (\$1,242) for submittal to the Finance Committee and Board of Commissioners. Motion carried – unanimous.

3. Broad Street Development

Morey Dennis presented a site plan for the proposed Broad Street Development. Mr. Dennis and Mr. Charles Koop explained that to do the development the developers will have to vacate the current plat on the property and develop under the Condominium Act. In order for this to take place the County must approve the vacation of the plat.

Motion by Larry Bargy, supported Mike Crawford to recommend the Board of Commissioners approve vacating the plat for the property included in the Broad Street Development. Motion carried – unanimous.

Mr. Koop informed the Committee that a portion of the description and survey the County has around the Dam and the description and survey the owners of the Broad Street Development have overlap. The developer has made a proposal that if the County conveys their interest in the property adjacent to the dam to the Broad Street Development, the developer will convey permanent easement to the County to get to and maintain the dam.

Motion by Larry Bargy, supported by Mike Crawford to convey the County's interest in the 60 by 120 foot parcel adjacent to the Bellaire Dam to the Broad Street Development in return for a permanent easement to the get to the dam for maintenance and repairs. County's legal counsel to draft the conveyance and easement. Motion carried – unanimous.

4. Maintenance Department Update

- The construction in the Sheriff Department locker room is complete.
- The new roof on the Sheriff Administration Building should be complete tomorrow.

The Committee discussed whether or not Mr. Vitale should be sent to a masonry workshop in Chicago.

Motion by Mike Crawford, supported by Larry Bargy to recommend the Finance Committee find the funds and the Board of Commissioners approve an expenditure of up to \$1,400 for Mr. Vitale to attend a masonry workshop in Chicago. Motion carried – unanimous.

5. Animal Shelter

Robert Yvon, Architect came in to talk to the Committee about the possibility of providing plans and specifications for an Antrim County Animal Shelter.

Mr. Garwood will check on the zoning of the property in mind.

Mr. Yvon suggested the County put together our list of needs and he will draw up a proposal for the County for work and fees.

6. Consent Agenda

Motion by John Conway, supported by Mike Crawford to put the entire Buildings and Grounds Committee minutes on the Consent Agenda. Motion carried – unanimous.

Meeting adjourned at 10:45 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

July 9, 2001 – 9:00 a.m.

Members present: John Conway, Mike Crawford and Larry Bargy
Members absent: None
Others present: Pete Garwood

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

2. Bid Opening – 1905 Courthouse Project

The Committee Chair, John Conway, opened bids from five different construction companies (bid tabulation sheet is attached).

The Committee discussed the bids with Jack Murchie, Architect, by speakerphone. Mr. Murchie will take the bid results and prepare an analysis for the Committee by late Wednesday afternoon.

Mr. Murchie clarified the reasoning for asking for unit prices for #'s 2, 3, and 4:

- Unit price #2 – resetting of brick – not likely that this will be necessary, only if bricks are replaced.
- Unit price #3 – Only if metal has to be replaced.
- Unit price #4 – Re-pointing stonework, just in case we find we need it in certain areas.

The Committee decided to meet again at 8:00 a.m. just prior to the Board of Commissioner meeting on Thursday, July 12.

Meeting adjourned at 10:15 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes August 3, 2001 – 9:00 a.m.

Members present: John Conway and Larry Bargy
Members absent: Mike Crawford
Others present: Pete Garwood

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

2. Meadowview Apartments - Carports

George Perkins presented information on modular carports. The idea is to use the carports for the Meadow View Apartment complex. Mr. Perkins also informed the Committee they have two other projects pending; installation of an air conditioning system in the hallways of the apartment complex, and carpeting all the hallways and lobby areas in the building.

The Committee indicated they would revisit the issue next month.

3. Maintenance Department – Update

- a. VAV boxes in the courtroom in the 1905 Courthouse (controls for air handling) are not operating properly. Mr. Vitale has been working with Petrie Construction and Haggard Heating and Plumbing to rectify the problem.
- b. Sheriff Department Administration Buildings
Mr. Vitale has received one quote for replacing the carpet with linoleum tiles in the squad room of the Sheriff Department Administration Building. Mr. Vitale is waiting for additional quotes.
- c. Jail Kitchen – The hoods in the kitchen over the stove are deteriorating and need to be replaced. The Committee directed Mr. Vitale to get quotes for replacement of the hoods.
- d. Orchard Hill Antenna Tower Equipment Building
Because of the new communication equipment in the building Mr. Vitale recommended a unit air conditioner be installed into the small building, to keep the equipment from overheating. The Orchard Hill tower is used for the 911 Dispatch communication system.

Motion by Larry Bargy, supported by John Conway to declare this an emergency situation and to direct Mr. Vitale to purchase an air conditioner and get it installed as soon as possible, not to exceed \$500. Motion carried – unanimous.

4. Sidewalk Improvements

The issue involves the sidewalk adjacent to the east exit of the back parking lot (behind the County Building, next to the File Storage Building) which has been repaved by H & D Roadbuilding Plus. When H & D repaved the east entrance of the parking lot they changed the grade, creating a steeper than desirable incline for a pedestrian using the sidewalk. H & D solved the problem by removing a portion of the sidewalk on both sides of the driveway and replacing it at a more gradual slope. H & D stated they would cover the cost of replacing the sidewalk, but requested the County pay for the removal of the concrete. H & D submitted a cost of \$605 for the removal of the concrete.

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners approve a payment of \$400 to H & D Roadbuilding Plus for a portion of the concrete removal. Motion carried – unanimous.

5. Animal Control Shelter

Undersheriff Dan Bean presented parcels of property that he and the Sheriff have identified for the location of the animal control shelter. Discussion followed.

Undersheriff Bean stated he would contact one of the citizens who previously indicated she might be interested in selling a parcel of their property for the location of the Animal Shelter. He also said he would deliver the message to the Sheriff to get together with the group of citizens interested in the construction of the animal shelter and bring their ideas back to the Buildings and Grounds Committee.

6. 1905 Courthouse Exterior Restoration

The Committee reviewed the written recommendation of Jack Murchie, Architect along with a "courtesy cost bid" (a bid put together by an experienced contractor for cost comparison only – attached) from Berglund Maintenance Company. The Committee spoke with Mr. Murchie by speakerphone.

Mr. Murchie's recommendation (attached) is for the County to hire Northern Restoration & Waterproofing Systems, Inc. to do the tuck pointing of the 1905 Courthouse (both the base bid and alternate 1).

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners hire Northern Restoration & Waterproofing Systems, Inc. for both the base bid amount (\$71,200) plus Alternate No. 1 (\$148,433) for a total of \$219,633. Motion carried – unanimous.

7. Additional Filing Room – Clerk Office

Laura Sexton, County Clerk informed the Committee her office is in dire need of additional file storage space. Committee indicated some of the space to be vacated by the Health Department would be earmarked for a file room for the Clerk Office.

8. Meadow Brook – Waste Water Treatment System

Judy Martin, Director of Meadow Brook and Doug Coates, Gosling Czuback, Inc. addressed the Committee on the condition of the wastewater treatment system at Meadow Brook. Mr. Coates informed the Committee regarding two proposals, a) for upgrade of the current system, or b) connecting to the Village wastewater treatment system. Mr. Coates indicated that when the numbers were run the two options were virtually a wash in regards to the cost.

The Family Independence Agency Board has chosen option b) connecting to the Village wastewater treatment system as their preferred option.

Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners endorse the option of Meadow Brook hooking up to the waste water treatment system of the Village of Bellaire. Motion carried – unanimous.

Meeting adjourned at 12:00 noon.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

August 29, 2001 – 9:00 a.m.

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

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

2. Maintenance Update

The Committee reviewed a communication from Ross Gibson, AKCMH Director. The letter indicated that employees in their office complex have been experiencing allergy like symptoms that have intensified during the workweek. The letter requested some type of evaluation of the air quality in the County Building.

Ms. Sara Brown and Ms. Christine Gebhard from AKCMH came in to discuss the concern with the Committee. The Committee directed Mr. Vitale to get one more estimate (along with the two Ms. Brown has) on the cost of an evaluation as soon as possible.

Motion by Mike Crawford, supported by Larry Bargy to recommend the Board of Commissioners approve an air quality evaluation in the County Building and allow the Chairman of the Buildings and Grounds Committee to choose the best proposal (after Mr. Vitale receives the third proposal). Motion carried – unanimous.

3. Sheriff Administration Building – Tiling the Floor in Squad Room

Mr. Vitale presented a quote from Kiss Carpet for tearing out the current carpet in the squad room and replacing it with a tile product. The Committee had decided at the last meeting to wait until the next budget year for this project.

4. Jail Addition Change Proposal

Sheriff Johnson proposed the Board of Commissioners consider changing the plans for the new jail addition by moving the Sheriff Administration into the space currently scheduled for the Department of Corrections - Probation Department and move the Probation Department to the Current Sheriff Administration Building. The Sheriff gave the Committee a list of reasons for the change (attached).

Costs should be available at the 11:30 a.m. meeting today with the architect and the contractor.

Motion by Larry Bargy, supported by Mike Crawford to recommend the Board of Commissioners approve the proposal to change the plan for the jail addition, which would move the Sheriff administration into the space currently scheduled for the Department of Corrections Probation Department and move the Probation Department to the northern third of the current Sheriff Administration Building. Motion carried – unanimous.

5. 1905 Courthouse Restoration Project

The Committee discussed the 1905 Courthouse Restoration contract with Mr. Jack Murchie, Architect, by speakerphone. The Committee requested that Mr. Vanderley be requested to make a schedule for completing the tuck pointing work. The Committee decided the schedule should be attached to the contract. Additionally, legal counsel has recommended there be a performance bond. Since it was not required in the bid specifications, the request went to the Finance Committee for the County to cover the cost of the performance bond. The Finance Committee will make the recommendation to cover the cost of the performance bond.

6. Meadowview Apartments – Carports

Committee discussed the carport proposal. No action taken.

7. Animal Control

The Committee and the Sheriff discussed pursuing the property across from Meadow Brook for the Animal Shelter. Peter Garwood will discuss the zoning with the Village of Bellaire.

8. Lights in Kitchen

Committee corrected the information in the August 3, 2001 minutes. The August 3, 2001 minutes indicated the hoods over the stoves in the jail kitchen were deteriorating, when in reality it is the light fixtures in the kitchen that are deteriorating.

9. Consent Agenda

Motion by Larry Bargy, supported by Mike Crawford to put all items except the Jail Addition Change Proposal on the Consent Agenda. Motion carried – unanimous.

Meeting adjourned at 11:30 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

September 19, 2001 - 9:00 a.m.

Members present: Larry Bargy and Mike Crawford
Members absent: John Conway
Others present: Pete Garwood and Jack White

1. Meeting called to order at 9:45 a.m.

2. Maintenance Department Update

Mr. Dave Vitale informed the Committee the doors on the 1905 Courthouse are being sanded and refinished.

Fiber optic cable has been installed between the County Building and the 1905 Courthouse.

The masons (Northern Restoration and Waterproofing) had the workshop on the use of "lime putty mortar" in the County Maintenance Garage last week. Work on the 1905 Courthouse will begin soon.

Mr. Vitale informed the Committee the computerized hand held unit he uses to check and adjust the thermostats has died.

The Committee directed Mr. Vitale to find out what he needs in a laptop computer and get some prices. He was also directed to get the prices to the Finance Committee.

3. Animal Control Shelter

The Committee discussed the property across from Meadowbrook as a location for the Animal Shelter. All members agreed it was a good idea. Mr. Garwood will ask Commissioner Schuiteman to take the issue to the Meadowbrook Board for their input.

4. 1905 Courthouse Exterior Restoration Update

The Contract with the contractor is signed. A change order for the performance bond payment will be completed.

5. Jail Renovation Update

The brick is on the building. Underground power lines are currently being installed. Mr. Garwood informed the Committee that Mr. Vitale, the Sheriff or Undersheriff and he will go to the current Sheriff Administration Building and document what changes will be needed to support the Department of Corrections Probation Office and the evidence storage area.

Undersheriff Bean presented a proposal that would change the service counter window in the new Sheriff Administration space from a solid window to a sliding glass window.

6. Air Quality Issue – AKCMH Office Space

The Committee reviewed three proposals for providing an air quality and environmental testing.

Motion by Larry Bargy, supported by Mike Crawford to choose the proposal submitted by RESCOM Environmental Corporation at \$1,330 for an indoor air quality investigation in the Antrim Kalkaska Community Mental Health Department Offices.

Unanimous

Mr. Garwood will contact Sara Brown with AKCMH, with the decision.

The Committee directed Mr. Garwood to contact Lennox Engineering to request a quote for a study on what options are available to alleviate the storm water capacity problem by the jail addition and what the costs are associated with the options.

The Committee decided the entire meeting minutes will go on the Consent Agenda

Meeting adjourned at 10:35 a.m..

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

October 31, 2001 - 9:00 a.m.

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

1. Meeting called to order at 9:45 a.m.

2. Maintenance Department Update

Work on the exterior of the 1905 Courthouse has stopped for the season and will pick up again in the Spring.

Mr. Vitale, Maintenance Supervisor updated the Committee on the boiler issue at the 1905 Courthouse. It turns out the boiler does not have to be replaced, as previously thought. Mr. Vitale had Northern Heating inspect and clean the boiler, which took care of the problem. Mr. Vitale will have a regular schedule for cleaning in the future.

Mr. Vitale read a quote from Sheren Plumbing and Heating (attached) for a Maintenance Contract for annual inspection and maintenance of the boilers in each of the county buildings at a cost of \$450.00.

Motion by Mike Crawford, supported by Larry Bargy to recommend the Board of Commissioners authorize the Chairman to sign the Maintenance Agreement for annual inspection/maintenance of the boilers in each of the county buildings (5 boilers) at a cost of \$450.00. Motion carried – unanimous.

Mr. Vitale informed the Committee he has had a request from a department for emergency lighting in their office when the power goes out. Committee tabled the request.

Sheriff Terry Johnson joined the meeting at 10:25 a.m. to discuss the Animal Shelter progress. Sheriff Johnson and Chairman John Conway updated the Committee on their meeting with the FIA Board regarding the property location. The Committee directed Mr. Garwood to contact Mr. Robert Yvon, the architect to let him know we have identified the property for the shelter location, and to have him meet with the Sheriff and his crew so they can give the architect a list of needs.

3. Jail Renovation Update

Mr. Garwood informed the Committee that Bob Van Putten the architect from Landmark Design began the punch list on October 19, 2001. Mr. Van Putten will be back in mid-November (upon completion of the job) to complete the punch list.

Motion by Mike Crawford, supported by Larry Bargy to direct Dave Vitale obtain estimates on what it would cost to split off the electric for the office space where the Department of Corrections Probation Department will be located from the rest of the building. Motion carried – unanimous.

Mr. Garwood informed the Committee the County will have to purchase a set of phones for the Probation Department when they make the move to the soon-to-be vacated Sheriff Administration space. The Committee directed Mr. Garwood to contact Radio Shack to get a price for a small phone system to serve the Probation Office.

4. Storm Water Drains

The Committee reviewed a proposal from Lennox and Associates, P.C. to study, design, provide cost estimates and supervise the installation of a solution to the storm water drainage problem by the Jail. The Committee decided to put the project on hold for now.

5. Parking Issue

The County has received complaints from citizens regarding the lack of parking in the parking area in front of the County Building (south side).

The Committee asked that Mr. Garwood send a copy of the Parking Lot Policy to all employees.

6. Consent Agenda Items

Committee decided to put all items on the Consent Agenda.

Meeting was adjourned at 11:30 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

November 28, 2001 - 9:00 a.m.

Members present: John Conway and Larry Bargy
Members absent: Mike Crawford
Others present: Pete Garwood, Dave Vitale and Jack White

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

2. Maintenance Department Update

Storm Drain – Committee reviewed the site plan completed by Lennox Engineering which indicates where the storm water flows from the parking lot next to the 1905 Courthouse and the Jail. Mr. Vitale will conduct tests to determine the water flow in the storm water system.

Employees – Mr. Vitale informed the Committee that one of the custodians has resigned and another employee is off on disability.

Mr. Vitale proposed the Committee consider hiring him for about 4 hours a night, in addition to his regular job, to fill in performing the custodial duties until we find a temporary replacement. Committee decided to recommend the proposal to the Administration and County Services Committee.

3. Storage Issues

Ms. Laura Sexton, County Clerk inquired to the Committee about the possibility of the Committee of taking official action to dedicate a storage area to the Clerk Office, once the Health Department moves from the downstairs space.

Motion by Larry Bargy, supported by John Conway to assure the County Clerk that at least two offices in the space soon to be vacated by the Health Department will be dedicated to use for Clerk storage space. Motion carried – unanimous.

4. Animal Shelter Update

Committee informed the County Clerk that if all goes well the County will be breaking ground next spring or early summer (the cost to be in the neighborhood of \$300,000).

Mr. Peter Garwood, Coordinator/Planner informed the Committee Mr. Bob Yvon, architect met with the Sheriff, his crew and concerned citizens. Mr. Garwood also took the architect to the building site. Mr. Yvon will provide the County with a proposal in mid December.

5. Jail Renovation Update

Mr. Garwood updated the Committee on the progress on the Jail addition. The Fire Marshall will complete his inspection on December 6, and Petrie Construction indicated they should be done with the finishing touches by December 8. The Sheriff could move in as early as December 10.

A portion of the area to be vacated by the Sheriff will be used by the Probation Department. The Committee directed Mr. Garwood to find a way to allocate electric and gas usage for their portion of the building.

6. Sewer and Water Rates

Mr. Garwood informed the Committee of an increase in water and sewer rates from the Village of Bellaire.

7. Grass River Natural Area (GRNA)

Mr. Mark Randolph, Director of the GRNA came in to discuss the need for additional office space and asked the Committee to keep GRNA in mind when the Health Department moves out.

8. Consent Agenda

The Committee decided to put the entire set of minutes on the Consent Agenda.

Meeting adjourned at 11:00 a.m.

Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

Minutes

December 27, 2001 - 11:00 a.m.

Members present: John Conway, Mike Crawford and Larry Bargy
Members absent: None
Others present: Howard Yamaguchi and Jack White

1. Meeting called to order at 11:00 a.m.

2. Maintenance Department Update

Backflow Preventor Proposal (attached) – Larry Bargy reported for Dave Vitale that Dave has acquired a proposal from Sheren Plumbing and Heating to purchase backflow preventor regulators at a cost of \$150.00 for the first one and \$75.00 for each regulator thereafter. These regulators prevent boiler chemicals from going into the water supply.

Motion by John Conway, supported by Larry Bargy to accept the proposal from Sheren Plumbing and Heating for \$150.00 for the first backflow preventor regulator and \$75.00 for each regulator thereafter, not to exceed \$500.00. Motion carried – unanimous.

3. Jail Renovation – On hold.

4. Animal Control Shelter Site

The Buildings and Grounds Committee has not yet received communication from Meadow Brook Medical Care Facility regarding the animal control shelter site.

Motion by Larry Bargy, supported by Mike Crawford to recommend the Board of Commissioners establish the site next to the Antrim County Transportation building, across from Meadow Brook, as the animal control shelter site, contingent on obtaining agreement from Meadow Brook. Motion carried – unanimous.

5. Office space

The Committee read a memo from Pete Garwood regarding the different departments who have made requests for additional space. The Committee also read a request from Patti Lowery regarding office space. It was decided to table the discussion until a drawing of the County Building is available.

6. Jail Renovation

Terry Johnson, Sheriff, reported that there is still a little more work to be done. At this time we have a 30-day temporary occupancy permit with the fire marshall.

7. Consent Agenda

It was decided that all items be placed on the consent agenda.

Meeting adjourned at 12:00 noon.