

# Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

## Minutes January 28, 2002 – 1:30 p.m.

Members present: Mike Crawford and Larry Bargy  
Members absent: John Conway  
Others present: Howard Yamaguchi and Jack White

### **1. Meeting called to order** at 1:34 p.m.

### **2. Maintenance Department Update**

Mr. Dave Vitale informed the Committee on the following:

- The cable to the new Probation Office location is set for a January 31st completion date
- Boilers have been inspected and approved
- One of the maintenance/custodial staff is off on disability leave for a month, may get part-timer
- Carpeting needs replacement at CMH hallway and in their kitchen. Mike Crawford indicated some areas in the 1905 Courthouse also should be inspected for possible replacement. Mr. Vitale, Mr. Crawford and Mr. Bargy will visit the sites.

Mr. Vitale indicated the air quality study in AKCMH has been completed and a report is now available. Sturm Heating conducted a site visit and study of the HVAC system on December 12, 2001 (letter to Pete). All was found to be in good shape, except for the condensate pans not being cleaned. Mr. Vitale said it will cause rust dust if it is cleaned right now. In summary, the report indicated there has been good greasing and filtering maintenance, and the system meets standards.

The main air quality report, which was conducted by RESCOM found the air quality was good in the AKCMH space. The report indicated that the air quality may not be a factor in employee complaints. The complaints may be a result of dust particles in the air. Mr. Vitale stated the report also mentioned the complaints could be caused by the gigantic paper shredder. Mr. Vitale presented recommendations from RESCOM.

Mr. Arlen Turner, Building Safety Officer distributed a list of exit signs that either have one bulb burned out or both bulbs burned out. Discussion took place regarding the replacement of the bulbs.

The steps into the new Sheriff Administration offices are irregular. The steps do meet code. However, it was determined the steps should be painted as a warning for the public and employees using the building.

Mr. Jack White stated that fire drills or evacuation drills should be set up and implemented.

### **3. Animal Control Shelter**

Mr. Bob Yvon, Architect had previously met with Sheriff Johnson, Mr. Garwood and representatives of a citizens group about designing a new animal shelter. Mr. Yvon presented an outline (attached) of how the project could take place. Mr. Yvon also distinguished between the type of bid specifications and plans he would put together and the plans and specifications that were associated with the new shelter going up in Grand Traverse County (by the Cherryland Humane Society with a \$1.5 million budget). Mr. Yvon indicated that if the County were interested in a process along the lines of what is happening in Grand Traverse County he is probably not the person for the job. Mr. Yvon stated that if we are interested in a building along the lines of what Benzie County has, it will likely run us between \$300,000 and \$425,000. He also informed the Committee that he had met with a representative of Gourdie-Fraser on site. Gourdie-Fraser has indicated they will complete a site assessment (including soil suitability tests, utilities, etc.) for \$600 to \$1,000. Mr. Yvon distributed an outline which illustrates the potential stages of the project, (attached).

- A. Schematic Design/Design Development Phase
- B. Construction documents/design phase
- C. Bid phase
- D. Construction phase

Mr. Yvon discussed with the Committee the difference in the size of the facility depending on whether or not we included many of the desires of the citizens group into the design of the building. Mr. Yvon indicated the inclusion of some of the desired features would increase the cost considerably. Acknowledging many of the desired features as good ideas in the long run, the Committee directed Mr. Yvon to design a building with the basics that could be expanded to include added features at a later date, if funds became available.

Mr. Yvon stated, if directed to, he will get back to the County with cost estimates to complete Phase A.

**Motion by Mike Crawford, supported by Larry Bargy to request Mr. Yvon submit a cost proposal to the County Phase A., (1. and 2.), to be presented to the Board of Commissioners for approval. Motion carried – unanimous.**

### **4. Meadow Brook Lagoons**

Ms. Judy Martin, Director of Meadow Brook Medical Care Facility, came in to inform the Committee the Family Independence Agency Board decided to go ahead and hook up Meadow Brook with the Village of Bellaire sewer facility. Ms. Martin informed the Committee that Meadowview will also hook into the Village water and sewer. Ms. Martin also inquired about the possibility of the County using equipment to assist with the closing of the settling ponds. Mr. Garwood informed Ms. Martin the heavy equipment belongs to the Road Commission and a request would have to be made to them directly.

**5. Space Needs for Various Offices**

The Committee reviewed the space needs of various offices and possible scenarios for re-arranging the walls to meet the desires and needs.

**6. Consent Agenda**

It was decided to put the entire Buildings and Grounds Committee minutes on the consent agenda.

Meeting adjourned at 3:30 p.m.

# Buildings and Grounds Committee

Larry Bargy

John Conway, Chairman

Michael Crawford

## Minutes

March 6, 2002 – 9:20 a.m.

Members present: Larry Bargy and Mike Crawford

Members absent: John Conway

Others present: Pete Garwood, Dave Vitale, and Terry Johnson

**1. Meeting called to order** at 9:20 a.m.

**2. Maintenance Department Update – Dave Vitale**

- Panic Button

Mr. David Vitale, Maintenance Supervisor indicated he has ordered panic buttons for both the Friend of the Court Office and the third floor office of the Prosecuting Attorney.

- Planned Equipment Maintenance Agreement

Mr. Vitale presented a copy of an agreement with Graham Power, Inc. to provide annual or semi-annual maintenance on the 911 generator.

Mr. Vitale will come to the next meeting with answers to questions regarding the maintenance agreement. The agreement will also be sent to legal counsel for review.

Sheriff Johnson came in at 9:25 a.m.

- Mr. Vitale will research whether the generator can also support the jail if the power were to go out.
- Mr. Vitale informed the Committee he and his staff have been repairing the drywall and painting the walls in the District Court Room.
- Mr. Vitale presented two bids for repair and painting of the dome on the third floor of the 1905 Courthouse. The two bids were from painters. The concern is the job will require plaster repair. Committee directed Mr. Vitale to try for two bids from companies that specifically repair plaster.
- CMH Carpet  
Mr. Vitale presented three bids for replacement of the carpet in the space that CMH rents from the County. Mr. Vitale will follow up with comparisons between the quality of the carpet quoted for installation by each company.
- Mr. Vitale informed the Committee he would like to have one more position in his department.

Mr. Peter Garwood, Coordinator/Planner informed the Committee Ms. Holly Williamson's employment with the County has been terminated in accordance with the bargaining unit contract.

**3. Animal Control Shelter**

Mr. Garwood informed the Committee he requested a survey on the property across from Meadowbrook from Lennox Engineering. Mr. Garwood has also applied for an amendment to the Village of Bellaire Zoning Ordinance to allow government run animal shelters in the commercial zoning district as a special use. Sheriff Johnson informed the Committee he attended the recent Meadow Brook Board meeting. Sheriff Johnson felt the Meadow Brook Board seems to be a little more upbeat about the animal control shelter.

**4. Partition Wall - Sheriff Department Administration Office**

The Sheriff presented a quote to have a partition constructed in the current waiting room to make a space for one of the secretaries.

**Motion by Mike Crawford, supported by Larry Bargy to recommend the Board of Commissioners approve the construction of a partition and moving the door in the Sheriff Department Administration Office at a cost of \$1,550, to be paid out of the Sheriff's 2002 budget for building maintenance. Motion carried – unanimous.**

The Sheriff requested the Committee authorize the installation of the evidence pass-through locker in the evidence storage portion of the file storage building. The evidence pass-through locker was originally supposed to be installed in the new jail addition prior to changing the use of the addition to office space. However, Petrie Construction has previously included the installation of the pass-through locker in their bid, and consequently would install it at no cost.

**Motion by Mike Crawford, supported by Larry Bargy to authorize the Sheriff to contact Petrie Construction to have them install the evidence pass through locker in the evidence storage portion of the file storage building at no additional cost to the County. Motion carried – unanimous.**

**4. Second Floor Office Space**

Committee tabled the issue until the next meeting.

**5. Consent Agenda**

The Committee decided to put the entire meeting minutes on the consent agenda.

Meeting adjourned at 11:10 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**April 3, 2002  
Minutes**

Members present: Larry Bargy and John Conway  
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 – Dave Vitale**

- Mr. Dave Vitale, Maintenance Supervisor indicated that Spring grounds clean up has begun.
- New computer has been installed. The programming for the air handling, heating and cooling system is currently being worked on.
- New employee, Tony Van Horn is on the job and working out good.
- 1905 Courthouse 3<sup>rd</sup> floor dome area bids  
Three quotes were reviewed for the repair and painting of the dome on the third floor of the 1905 Courthouse.
  - \* Palace Painters Inc. \$4,000
  - \* GBG Painting, Inc. \$3,400
  - \* Mark Gehrcke \$2,300

**Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners hire the low bidder, Mark Gehrcke, to repair and paint the dome on the 3<sup>rd</sup> floor of the 1905 Courthouse as well as the walls in the Circuit Court Room, upon a positive reference check and a guarantee of the work for a minimum of a one year period, at a cost not to exceed \$2,300. Motion carried – unanimous. (Bid attached)**

- CMH Carpet  
The Committee reviewed three bids for replacing the carpet in the space rented to Antrim Kalkaska Community Mental Health.
  - \* Kiss Carpet \$7,170.48
  - \* Carpet Barn \$8,768.07
  - \* Carpet Barn \$8,768.07

**Motion by Larry Bargy, supported by John Conway to recommend the Board of Commissioners approve the low quote from Kiss Carpet of \$7,170.48 to replace the carpet in the AKCMH office space with carpet and tile. Motion carried – unanimous. (Bid attached)**

- The Committee discussed the air quality study that was completed in the AKCMH space.

- Office Space Issues

Mr. Vitale informed the Committee that Mr. George Perkins, Veteran's Counselor has requested that the future office space for the Veteran's Affairs Office be on the first floor. No action taken at this time.

- Equipment Maintenance Agreement – 911 Generator

Mr. Vitale informed the Committee the proposed equipment maintenance agreement for the 911 generator is not needed, as it is his belief we already have a maintenance agreement for the generator. Committee requested staff to locate the maintenance agreement.

- Mr. Vitale informed the Committee he has requested that Sky Electric evaluate the capacity of the 911 generator to power the jail in addition to the 911 Center in case of an emergency.

### **3. Various Matters**

Mr. Peter Garwood, Coordinator/Planner brought up a request by the Sheriff Department to assign a part-time custodian to clean the buildings that house the divisions of the Sheriff Department (under the supervision of the Sheriff Department and separate from the staff of the Maintenance/Custodial Department). Mr. Vitale informed the Committee he has been in need of an additional employee for some time. No action taken.

### **4. Consent Agenda**

Committee asked that all items in the minutes be included on the consent agenda.

Committee adjourned for a tour of the 1905 Courthouse at 11:00 a.m.

1905 Courthouse tour ended at 11:45 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**May 1, 2002  
Minutes**

Members present: Larry Bargy, John Conway and Mike Crawford  
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. Peter Garwood, Coordinator/Planner updated the Committee on the Maintenance Department's projects in the absence of Mr. David Vitale the Maintenance Supervisor.

- 1905 Courthouse Exterior Restoration  
The Courthouse exterior restoration project is moving along on schedule.
- Circuit Court and Dome Repair and Painting Project  
Regarding the plaster repair and painting of the Circuit Court Room and the Dome, Mr. Vitale had informed Mr. Garwood, he would be in contact with the selected contractor by the end of the week.
- CMH Carpet Project  
The CMH re-carpeting will be done on a weekend, and will be taking place within the next two weekends. The Committee reviewed a quote from the company that installed the modular furniture in the CMH offices to remove and re-install the furniture before and after the re-carpeting.

**Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approve the expenditure for the removal and replacement of clerical workstations during the re-carpeting of the CMH office space not to exceed \$700 (see attached). Motion carried – unanimous.**

## **3. Message Board**

Committee looked at choices for message boards for the 1905 Courthouse. The Committee decided to table the issue until the Courthouse security issue is decided.

## **4. 1905 Courthouse Security**

Committee discussed the possibility of a courthouse security system at the 1905 Courthouse. Sheriff Johnson came into the meeting to add to the discussion. Mr. Larry Bargy informed the Committee of his visit to, and observations of the Grand Traverse County Courthouse security system.

Committee directed Mr. Garwood to contact the facilities manager for Grand Traverse County to get information on their security system.

Committee directed Mr. Garwood to contact the fire chief to evaluate the necessity of the fire escape on the 1905 Courthouse.

Chairman Conway suggested that the prosecuting attorney be included on the ad hoc committee to study the 1905 Courthouse security issue.

**5. Animal Shelter**

Mr. Garwood and Sheriff Johnson updated the Committee on the successful amendment to Bellaire Village Zoning Ordinance to allow the Animal Shelter across from Meadow Brook as a special use. The next step is for the County to apply for a special use permit. Mr. Garwood indicated the need for the architect to assist with the application.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the proposal for services by the Architect, Robert Yvon, dated February 13, 2002, to assist the County with the Animal Shelter project (attached). Motion carried – unanimous.**

**6. Meadow Brook Letter**

Mr. Garwood read the Committee a letter from Plante & Moran to Ms. Judy Martin, Director of Meadow Brook Medical Care facility.

**7. Consent Agenda**

Committee decided to put the entire minutes on the consent agenda.

Meeting adjourned at 10:45 p.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**June 5, 2002  
Minutes**

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

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

**2. Maintenance Department Update**

Mr. Dave Vitale, Maintenance Supervisor joined the meeting to update the Committee on his departmental activities.

▪ **CMH Carpet Project**

The carpeting project in AKCMH is partially done and will be completed this weekend.

▪ **1905 Courthouse Repair**

Mr. Vitale repaired the wall in 1905 Courthouse.

The re-tuck pointing is almost complete. The contractor will repair damage to the lawn and sidewalk around the 1905 Courthouse.

Mr. Vitale informed the Committee that the plaster repair and painting of the Circuit Courtroom dome is almost complete.

**3. Valley Replacement**

Mr. Peter Garwood, Coordinator/Planner informed the Committee the only tin work that remains undone on the Courthouse is the valleys of the roof. Jack Murchie, Architect is in the process of getting a proposal for replacement from Goldsmith Roofing.

**4. Window Repair Bid**

The Committee reviewed the proposal by Petrie Construction to repair the arched windows at the 1905 Courthouse (attachments - 2).

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the funding and the Board of Commissioners approve the proposal by Petrie Construction to repair and paint the trim around the arched windows of the 1905 Courthouse on a "time and materials" basis with a cost not to exceed \$2600. Motion carried – unanimous.**

**5. 911 Generator Maintenance Agreement**

Mr. Garwood explained that we have a five year Warranty/Maintenance Agreement for the 911 generator, which originally was with Graham Power through Sky Electric. The idea was to get Sky Electric out of the middle. The Dispatch Supervisor signed the agreement in error. The agreement must be signed by the Chairman of the Board of Commissioners.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners authorize the Chairman of the Board to sign the Maintenance Agreement with Graham Power for the 911 Generator. Motion carried – unanimous.**

**6. Clerk Space Issues**

Ms. Laura Sexton, County Clerk suggested to the Committee that, since FIA was no longer able to use the space vacated on the first floor, by the Health Department, the Committee consider adding a small conference room on the first floor.

**7. First Floor Space Tour**

The Committee took a tour of the vacant space on the first floor

**8. Office Space – Second Floor**

The Committee reviewed the draft floor plan for the vacant space on the second floor, and made minor recommendations for change.

**9. Consent Agenda**

Committee put the entire minutes on the consent agenda.

Meeting adjourned at 11:30 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**July 3, 2002  
Minutes**

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

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

## **2. Maintenance Department Budget Request**

Laura Sexton, County Clerk presented the Maintenance Department budgets in behalf of Dave Vitale, Maintenance Supervisor. Three budgets were presented: the General Building and Grounds budget, the 1905 Courthouse budget, and Grove Street Annex budget.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve the General Buildings and Grounds Fund budget, the 1905 Courthouse budget and the Grove Street Annex budget. Motion carried – unanimous.**

## **3. Maintenance Department Update**

In the absence of Dave Vitale, Peter Garwood, Coordinator/Planner gave the Maintenance Department update.

- 1905 Courthouse Repair  
The repair and painting of the exterior frame and trim on the arched windows on the 1905 Courthouse is complete.

Preliminary numbers on heat tape for the roof of the 1905 Courthouse have been received. The numbers appear to be high. Mr. Vitale will try to get additional estimates.

The interior painting on the dome and in the Circuit Courtroom has been completed.

- CMH Carpet Project  
Carpet and tile installation in the office leased by AKCMH has been complete except the foyer in the employee entrance (carpet is on order and will be installed once received).
- County Building  
Mr. Garwood informed the Committee that the joints between the panels on the County Building are worn and cracking. He suggested the County may want to get an estimate on the cost to re-seal the joints.

<b>4. Animal Shelter</b>	
	Mr. Bob Yvon, Architect presented a site plan and schematic for the proposed animal shelter.
	Committee directed Mr. Garwood to apply for a Special Use Permit from the Village of Bellaire, utilizing the plans generated by Mr. Yvon.
	Sheriff Johnson will take the plans and discuss them with his staff and provide feedback to Mr. Yvon. Mr. Yvon was asked to submit a proposal for the next stage of his services.
<b>5. Consent Agenda</b>	
	The entire Committee minutes were placed on the consent agenda.
Meeting adjourned at 11:15 a.m.	

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**August 7, 2002  
Minutes**

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

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

## **2. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor gave the update on the Maintenance Department.

- A deer jumped through the widow in the 1905 Courthouse. The deer was captured and released and the mess was tended to.
- The exterior of the vestibules on the 1905 Courthouse have been refinished.
- The new compressor in the 1905 Courthouse has been replaced and is up and running.
- The department is getting ready to hire two new employees. One of the other employees is off on medical leave.

## **3. Building Permit Fees**

The Committee discussed a policy regarding the charge for building permit fees for municipalities.

## **4. ACT and Animal Shelter**

Bob Straw, Antrim County Transportation Director came in to discuss the possibility of entering the Animal Shelter from the ACT parking lot. Mr. Straw was informed that plan was dropped because of the expense, possible affect on wildlife and the need to cut down mature trees.

## **5. Animal Shelter Update**

Peter Garwood, Coordinator/Planner and Sheriff Terry Johnson updated the Committee on the progress toward completing the Animal Shelter. The Bellaire Planning Commission approved the Special Use Permit last night. The Village Council will consider the Special Use Permit tonight. Mr. Garwood and Sheriff Johnson will attend the Village Council meeting tonight.

Bob Yvon, Architect came in to discuss the future of the animal shelter as well as a contract for his services on the next phase of the project. The Committee also discussed the provision of water and sewer to the animal shelter. The Committee, along with the architect, had a conversation with Ken Stead, Board of Public Works Director for the Village of Bellaire, on speakerphone.

**Motion by Larry Bargy, supported by John Conway, to recommend the Board of Commissioners approve the proposal (see attached) from Bob Yvon, Architect to provide architectural services for the proposed Animal Shelter at a cost of \$36,700 (this does not include potential engineering fees for the extension of village water and sewer services to the site). Motion carried – unanimous.**

**6. Meadowview Apartment Roof**

George Perkins, Manager of Meadowview Apartments came in to discuss the need for roof repair at the Meadowview Apartments.

Committee reviewed an estimate to replace the roof, and another to simply repair the problem areas.

**Motion by Larry Bargy, supported by John Conway, to recommend the Board of Commissioners approve contracting with Springfield Construction to repair the roof on the Meadowview Apartments at a cost of \$6,563.00. Motion carried – unanimous.**

**7. County Building Office Space**

Committee took no action at this time.

**8. Snow Plowing Contract**

The Committee made some changes to the bid specifications and requested the bid notice go in the paper for next weeks Antrim County News and associated papers. Bids are to be opened at the next Buildings and Grounds Committee meeting.

Meeting adjourned at 12:12 p.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

September 4, 2002  
Minutes

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 9:04 a.m.**

## **2. Snowplow Bids – Opening**

One bid was received from Bert's Excavating, Inc.

Bert's Excavating bid is:

<i>Location</i>	<i>One Year Contract</i>	<i>Two Year Contract</i>
County Building, etc.	\$7,300	\$7,200/year
Animal Shelter, etc.	\$2,800	\$2,700/year
Antrim County Transportation	\$1,250	1,200/year
<b>TOTAL</b>	<b>\$11,250</b>	<b>\$11,000/year</b>

**Motion by Mike Crawford, Supported by Larry Bargy, to recommend the Board of Commissioners accept the bid from Bert's Excavating, Inc. for a two year period for \$11,000 per year. Motion carried – Unanimous.**

## **3. Maintenance Department Update**

The crew is working on refinishing the 1905 Courthouse doors.

The new sensor on the elevator in the County Building will be replaced within the next two days.

Carpet is being cleaned at the 1905 Courthouse.

Mr. Vitale informed the Committee the carpet in the squad room in the Annex Building (formerly the Sheriff Administration Building) is worn out and needs to be replaced.

The Committee directed Mr. Vitale to obtain quotes on replacing the carpet with tile and to make sure he has the money in his budget.

The Committee directed Mr. Vitale and Mr. Garwood to contact Dick Vanderley from Northern Restoration to get a ballpark bid for recaulking the entire County Building.

#### **4. Animal Control Shelter**

Mr. Garwood informed the Committee that the contract for the Animal Shelter was signed with the Architect. Mr. Yvon will be going full steam on the plans and specifications for bid.

Chair Conway informed the Committee he and Sheriff Johnson met with the FIA Board about progress on, and the location of, the Animal Shelter. The FIA Board demonstrated a positive attitude toward the project.

Committee reviewed the proposal for moving the Prosecuting Attorney Office on the first floor of the County Building. The Committee requested that Charlie Koop, Prosecuting Attorney be present at the next Committee meeting.

Committee indicated that Laurie Sexton, Clerk could begin using the north two offices on the first floor of the County Building.

The Committee also indicated that the Grass River Natural Area staff could move into the two office spaces vacated by the two sanitarians that work for the health Department.

Meeting adjourned at 10:55 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**October 2, 2002  
Minutes**

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**

- New custodian has been hired and started September 30.
- They are painting the old green walls in the FIA offices.
- We still have a custodian off on disability leave.
- Discussion took place regarding the overflow of the File Storage Building. Committee directed Mr. Peter Garwood, Coordinator/Planner to send a memorandum to all the departments to clean out their areas in the file storage building.

## **3. Animal Shelter Update**

Bob Yvon, Architect, Troy Molby, Site Engineer and Gary Nealis, Mechanical Engineer came in to update the Committee on the Animal Shelter progress. The Committee answered a number of questions and concerns and gave directives to the project team on the animal shelter construction project.

Charles Koop, Prosecuting Attorney joined the meeting at 10:35 a.m.

Mike Crawford left the meeting at 10:45 a.m.

## **4. Courthouse Security**

Lou Basso, Jail Sergeant, and Jeff Bogardus and Laren Thorson from DuHadaway Kendall & Associates, Inc. (a company focusing on security services) joined the meeting to present information on providing a security system at the 1905 Courthouse.

John Conway left the meeting at 11:15 a.m. at which time Jack White, Chairman of the Board of Commissioners acted as a member of the Committee in accordance with the "Board of Commissioner Procedures".

Karen McCann Chief Deputy in the Register of Deeds Office joined the meeting at 11:40 a.m.

## **5. County Building Office Space**

Committee reviewed a proposed plan for relocating the Prosecuting Attorney's Office in the County Building with Charles Koop, Prosecuting Attorney. Committee also discussed proposed changes that would benefit the Register of Deeds Office.

The Committee will visit the garage area where the boats are parked to consider whether that building can accommodate the maintenance office and work room.

Meeting adjourned at 12:05 p.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**November 6, 2002  
Minutes**

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. Maintenance Department Update**

Mr. Dave Vitale, Maintenance Supervisor informed the Committee the hot water heater had to be replaced in the Annex Building (old Sheriff Administration Building).

The safety (light) bar has been replaced in the elevator and is working well.

The walls have been painted in the FIA office area.

The walls in the District Court meeting rooms are being repaired and repainted.

Mr. Vitale presented a quote from Kiss Carpet to replace the carpet with tile in the Annex Building in the area used by the deputies and detectives for completing paperwork.

The Committee directed Mr. Vitale to get at least two more quotes on the tile job.

**3. File Storage Building**

Progress is being made on getting the File Storage Building cleaned up and re-organized.

**4. County Building Office Space**

- Potential Maintenance Office in the File Storage/Maintenance Garage

Committee considered whether there is room in the Maintenance Garage for the addition of an office.

**5. Pavement by the Jail**

Mr. Vitale informed the Committee the pavement on the south side of the jail (where the fuel tank was removed) is slowly sinking. Committee determined the pavement should be repaired when we pave the Animal Shelter drive and parking lot.

**6. Animal Shelter Update**

Mr. Robert Yvon, Architect presented a draft of the plans and drawings for the Animal Shelter that are very near final. Committee decided the plans will be presented to the Board of Commissioners at the December meeting with a request to authorize going out for bid in early to mid January.

**7. Veterans Affairs Office Space**

**Motion by Mike Crawford, supported by John Conway, to recommend the Board of Commissioners authorize moving the Veterans Affairs Office to the second floor in the large office vacated by the Probation Department and to authorize Register of Deeds to incorporate the space vacated by the Veterans Affairs office into the Register of Deeds department. Motion carried – unanimous.**

Meeting adjourned at 11:40 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*John Conway, Chairman*

*Michael Crawford*

**December 11, 2002  
Minutes**

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 1:30 p.m.**

**2. Sheriff Department Update**

Sheriff Johnson updated the Committee on activities in the Sheriff Department and Animal Control Department.

**3. Animal Shelter Construction Update**

Bob Yvon, Architect reviewed the specifications and drawings for the proposed animal shelter. The schedule for the bid process and selecting a contractor is as follows:

- Advertising – January 8 and January 15
- Contractor Registration Deadline – February 17
- Bids Due – March 3
- Opening of Bids – March 5

**4. Performance and Indemnification Resolution**

Peter Garwood, Coordinator/Planner distributed a copy of a Performance and Indemnification Resolution sent to him by the State of Michigan Department of Transportation (MDOT). Committee reviewed the document.

The MDOT has indicated the resolution must be approved by the Board of Commissioners if the County intends to have driveway access on M-88.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the proposed resolution (attached) required by the Michigan Department of Transportation (MDOT) for the installation of a driveway on M-88 for the proposed animal shelter, subject to approval by Legal Counsel. Motion carried – unanimous.**

**5. Meadowview Apartment Roof**

George Perkins, from the Meadowview Apartment management, presented a proposed maintenance contract for inspection and repair of the Meadowview Apartment roof.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the attached agreement for annual inspection and repair (if needed) for the Meadowview Apartment roof. Motion carried – unanimous.**

**6. Telephone Paging**

Dee Miller from MSU Extension presented a letter from the MSU Extension Office requesting their office be taken off of the paging system. The Committee discussed the current use of the paging system.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve a directive that:**

- 1.) **The phone paging system can be used for general announcements during the timeframe between 8:25 a.m. and 8:30 a.m.**
- 2.) **The system is not to be used for announcements related to gambling, and**
- 3.) **Emergency announcements are allowed any time of the day.**

**Motion carried – unanimous.**

**7. Lease Agreement between Antrim County and Antrim Kalkaska Community Mental Health (AKCMH)**

The Committee reviewed a proposed lease agreement between Antrim County and AKCMH for space leased in the Antrim County Building. The lease is essentially the same as the lease agreement that will expire at the end of the year 2002, except the base rate is greater and the lease is proposed for a five (5) year period rather than a ten (10) year period.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the proposed lease agreement between Antrim County and AKCMH for a five (5) year period. Motion carried – unanimous.**

**8. Public Parking**

Committee discussed the problem with employees parking in the parking lot reserved for the public in front of the County Building.

**Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners direct the Maintenance Department to install three signs on the row of parking spaces in the front County Building parking lot (south side) that limit parking to two hour parking between the hours of 8:00 a.m. and 4:00 p.m. Motion carried – unanimous.**

The Committee also directed Mr. Garwood to pursue the possibility of the agency vehicles owned by the Family Independence Agency and Antrim Kalkaska Community Mental Health being moved to the parking lot by the Red Cross building.

Meeting adjourned at 3:35 p.m.