

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

February 5, 2003
Minutes

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

1. Meeting called to order at 8:30 p.m.

2. Maintenance Department Update

▪ 1905 Building – Roof Leakage

Dave Vitale, Maintenance Supervisor and Mike Crawford, Committee Chair informed the Committee that the roof of the 1905 Courthouse has been experiencing an ice build up and consequently has been leaking. A lift (cherry picker) was rented and the ice was removed. Some salt has been placed on the roof. Suggestions for solutions include, insulating the roof, installing heat tape along the edges and gutters.

Committee agreed we should get roofers to come look at the roof on the 1905 Courthouse. Pete Garwood, Coordinator/Planner and Committee Chairman, Mike Crawford will have a discussion with Jack Murchie, Architect regarding his research on the roof.

▪ Old Sheriff Administration Building (or Annex)

Mr. Vitale presented proposals to rip up the carpet and replace with tile in the squad room. Three quotes were obtained from the Carpet Barn, Kiss Carpet, and Pete Wiegman.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from the Carpet Barn for \$986 (low quote - see attachment). Yes - Bargy, Dawson No- Crawford. Motion carried.

▪ Computer

Mr. Vitale informed the Committee that his computer that runs the air handling, heat and cooling system needs a software update at a cost of \$687. The computer also needs new operating system software (Windows XP) for a cost of approximately \$200.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the purchase of software for the Maintenance Department at a cost of \$887 (see attachment). Motion carried – unanimous.

3. Animal Shelter Update

Peter Garwood, Coordinator/Planner updated the Committee on where the County currently stands with the bid process for the Animal Shelter construction project.

Sheriff Johnson expressed concern about the water hook up. The architect is apparently specifying a 3 inch water line which will cost quite a bit more to hook up in addition to the monthly charge. The Village of Bellaire DPW staff indicated a 1 and 1/2 inch line would be adequate and quite a bit cheaper.

Mr. Garwood will contact the architect on this issue.

4. Sheriff Department Parking Lot

Mr. Garwood informed the Committee that the parking area in front of the garage at the jail, which the Committee had previously identified as needing filling and repaving, did not make it into the bid specifications for the animal shelter construction project. The Committee agreed that we will have to ask for a quote on the job after the contract is awarded.

5. Office Space

- Register of Deeds Space
Karen McCann, Deputy Register of Deeds presented in behalf of Patti Niepoth, a revised request for additional space.

- Veterans Affairs Office Space
George Perkins, Veterans Counselor indicated a need for a small room attached to his current office to be added to his designated space.

Motion by Gene Dawson, supported by Larry Bargy, to allocate the additional office space to the Veterans Affairs Office. Motion carried – unanimous.

- Equalization Office Space
Bob Englebrecht, Equalization Director requested his office be moved to the space vacated by the Health Department on the first floor.
- Housing Department
Patti Lowery, Housing Director inquired about the changes on the second floor. Ms. Lowery was informed future plans include the Housing Department getting an increase in space and being relocated to a location that has a door to the hallway.

Laura Sexton, Clerk reminded the Committee of her need for offices on the first floor to be dedicated to storage for the Clerk Office.

6. Community Mental Health – Office Space Changes

Mr. Vitale addressed the Committee on the requested changes by Community Mental Health (CMH) to their computer room. Mr. Garwood reminded the Committee that, in accordance with the lease agreement, all physical changes requested by and implemented for CMH are to be paid for by CMH. The Committee authorized Mike Crawford to make a decision on the proposed changes after he and Mr. Vitale make a site visit.

Meeting adjourned at 10:40 p.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

February 19, 2003

Minutes

Special Meeting

Members present: Larry Bargy, Mike Crawford and Gene Dawson

Members absent: None

Others present: Pete Garwood, Sherry Comben, Theresa Kent, Robert Englebrecht, Patty Niepoth, Laura Sexton and Dave Vitale

1. Meeting called to order at 1:30 p.m.

2. First Floor Space Issues

Chairman Mike Crawford requested each department head to state their needs and proposals for space changes to their office. Each of the department heads presented their requests. The Committee indicated to the department heads they were going to take all the requests into consideration, conduct a site visit to the various offices and draw up plans for office space changes.

The Committee took a tour of the office space on the first floor. The Committee also visited the file storage facility and the maintenance garage.

Meeting was adjourned at 2:55 p.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

March 5, 2003
Minutes

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

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

2. Maintenance Department Update

- Jail Generator

Dave Vitale, Maintenance Supervisor informed the committee the generator at the jail is only a 15 kilowatt generator. The air conditioning unit at the jail runs on 21 kilowatts. The generator only runs the lights when a power outage occurs. The question is whether or not the generator in the jail should run other equipment (e.g. furnace, air handling unit, air conditioner, etc.)

The Committee directed Mr. Vitale to get quotes for a load bank test on the old generator in the jail.

- County Building

Mr. Vitale informed the Committee the joints in between the panels on the outside of the building have cracks and are leaking air (cold air in the winter) into the building. The Committee directed Mr. Vitale to get prices on buying an old lift compared to renting one, and sealing up the leaks in the County Building.

3. Animal Shelter Bid Opening

Bob Yvon, Architect was present for the Animal Shelter Construction Project bid opening.

Contractor representatives at the meeting are as follows:

Bob Jess, Jess Construction; Pat Weisler, Petrie Construction; Mike Elwanger, H & D, Inc.; Chris Richter, Robert T. Cole, Inc.; Ron Ramoie; Brad Burnham, Hallmark Construction; Joseph K. Variot, Will H. Hall & Son, Inc.; Jim Sampson, Christman Company; and Tony Johnson

Chairman Mike Crawford opened the bids for the construction of the animal shelter.

14 bids were opened (list attached).

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve hiring (through contract) Petrie Construction to build the Animal Shelter for a cost of \$408,500 (base bid) plus an additional \$3,222 for an upgrade on the Exterior Insulation and Finish Systems (EIFS - wall covering), and \$6,000 for signs (temporary and permanent) for a total of \$417,722. Motion carried – unanimous.

Pat Weisler from Petrie Construction was present. Mr. Weisler indicated they will shoot for April 15, 2003 as a starting date.

Brenda McGuire, Animal Control Officer joined the meeting and provided input on the plans. Minor changes were made to the plans in the quarantine room and the drop off room.

4. Office Space

Sherry Comben, Treasurer and Theresa Kent, Abstractor joined the meeting. The Committee reviewed three options for use of the space on the first floor. Committee delayed action on the project until the appointed and elected department heads can review the options.

Meeting adjourned at 11:24 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**April 2, 2003
Minutes**

Members present: Larry Bargy, Mike Crawford and Gene Dawson
Members absent: None
Others present: Pete Garwood

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

Sherry Comben, Treasurer Joined the meeting.

2. MSU Extension Boiler Room Concern

For various reasons the boiler room periodically has flooded in the past few years. When the flooding has occurred the water has seeped into a small office in the MSU Extension Department.

Dave Vitale, Maintenance Supervisor informed the Committee the leak from the boiler room to the MSU Extension office has been taken care of. Additionally, the carpet in the small office in the MSU Extension was replaced with tile.

3. Maintenance Department Update

- Spring Grounds Clean Up

The County grounds and lawns have been cleaned up and brushed off.

Sheriff Terry Johnson joined the meeting.

- Sheriff Department Generator

Mr. Vitale informed the Committee he performed a load test on the generator at the jail. The generator only powers the lights, and possibly the electric locks on the doors. The Committee expressed concern over the age and condition of the generator, and directed Mr. Vitale to contact Graham-Cummings Motor to evaluate the generator and also to help us determine how best to replace it, if needed.

- Air Conditioner Unit

The air conditioner compressor on the roof of the County Building is periodically losing Freon and is leaking oil. Quint White is evaluating the compressor, more information to come.

- Equalization Security Gate

Mr. Vitale provided the Committee with information on the cost of moving the Equalization Department service counter and security gate.

Mr. Vitale left the meeting.

4. Animal Shelter Update

Peter Garwood, Coordinator/Planner informed the Committee the Construction contract for the Animal Shelter has been submitted to Legal Counsel for review. The zoning permit has been secured. The Coordinator/Planner Office as well as Petrie Construction have been in contact with the Michigan Department of Transportation regarding the new driveway off M-88 into the animal shelter. Sheriff Terry Johnson informed the Committee the Animal Controls Shelter has received a \$20,000 donation from a donor's estate in Charlevoix.

Sheriff Johnson left the meeting.

5. Office Space

Patty Niepoth, Register of Deeds and Laura Sexton, Clerk joined the meeting.

The Committee reviewed four different options for reorganizing the office space on the first floor.

The Committee heard from the elected department heads on their preferences regarding the reorganization of space on the first floor.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve the formulating of specifications and bidding out the reorganization of the first floor (option 1) and the second floor plan as well as the changes proposed by Community Mental Health for their space (CMH to pay for their own changes). Motion carried – unanimous.

6. Wheel Chair Issue and Evacuation Policy

The Committee discussed a concern of when there is an emergency evacuation in the County facilities and individuals are present who may not be able to get out of the building on their own.

Committee directed Mr. Garwood to get quotes on collapsible wheel chairs for both the County Building and the 1905 Courthouse (one in each building).

Ms. Sexton, Ms. Niepoth and Ms. Comben left the meeting.

7. 1905 Courthouse Roof Valleys

The Committee discussed with Jack Murchie, Architect (on the speaker phone) the repairs needed on the roof of the 1905 Courthouse.

Meeting adjourned at 11:30 a.m.

Buildings and Grounds Committee

Larry Bargy

*Michael Crawford,
Chairman*

Eugene Dawson

**May 7, 2003
Minutes**

Members present: Mike Crawford, Larry Bargy and Gene Dawson
Members absent: None
Others present: Pete Garwood

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

2. Maintenance Department Update – Dave Vitale

- Dave Vitale, Maintenance Director informed the Committee he intends to send his employees to a workshop for cleaning training.

Dan Bean, Undersheriff joined the meeting at 9:05 a.m.

- A dead birch tree on the north side of the County Building has been replaced with another birch tree.
- Lawn has been reseeded in the areas damaged by plowing and salt. Air compressor has been totally repaired and is running very well. The public restrooms are being closed one at a time for an intensive cleaning.

- Courthouse Doors

The door closers on the North side of the 1905 Courthouse need to be replaced. Mr. Vitale presented a price for the materials without installation, \$1,159.89. Mr. Vitale will check into the cost of installation by the same company that supplies the closers.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners approve the quote (attached) from Twin Bay Glass for the materials and installation of door closers at the 1905 Courthouse (north entrance) \$1,489.89. Motion carried – unanimous.

- Maintenance Department Work Orders

Mr. Vitale presented a draft of a Maintenance Request/Work Order Authorization form to the Committee.

Motion by Larry Bargy, supported by Gene Dawson to adopt the draft form of the Maintenance Request/Work Order Authorization and direct Mr. Vitale to use the forms for departments to request maintenance work in their area (attached). Motion carried – unanimous.

Mr. Vitale will have some discretion whether to use the forms depending on the magnitude of the job (e.g. not necessary for a light bulb change).

- Jail Generator

The Committee reviewed a faxed copy of a quotation for a generator that would power the jail in the case of a power outage. The Committee had a speakerphone conversation with Mr. Bruce Otte with Cummins Bridgeway, LLC regarding what the quote of \$27,751.00 covered in addition to the generator. Items not covered are: installation, cabling, natural gas conversion, and a concrete pad. No action taken at this time.

Mr. Vitale left the meeting.

Theresa Kent, Abstractor and Sherry Comben, Treasurer joined the meeting.

3. Animal Shelter Update

Bob Yvon, Architech and Pat Weisler, Contractor came in to update the Committee on the Animal Shelter Construction.

During the initial excavation it was discovered water was close to the surface. A change order for tiling was initiated for \$4,000 to take care of the water problem. Mr. Yvon noticed a culvert was not installed when the road into the shelter was put in. Mr. Weisler will check with the excavator.

It was the consensus of the Committee to send the change order to the Board of Commissioners for after the fact approval (see attached).

Mr. Yvon proposed that for small changes, instead of initiating a change order for each, presenting a change order for all changes at the monthly Committee meeting. The Committee thought this would work out well but indicated large change orders should be handled one at a time.

Mr. Yvon presented a sample of the brick that could be used on the facility.

Mr. Yvon presented minor interior wall changes that were discussed at the last meeting with him. The changes included an animal bathing area, larger drop off area, an area for a washer and dryer, and a larger quarantine area. Mr. Weisler will get back to the Coordinator/Planner Office if there is any price difference.

Mr. Weisler presented a sub-contractor list, and a timeline for completion. Mr. Weisler also indicated that the road will be in by Monday and the construction will start shortly thereafter.

Undersheriff Bean left the meeting.

4. Circuit Court Jury Chairs

The Committee reviewed a communication from a recent juror (attached) that expressed complaints about the Circuit Court jury chairs being uncomfortable. Peter Garwood, Coordinator/ Planner and Laurie Sexton, Clerk will check into alternatives for the jury chairs.

5. 1905 Courthouse Roof

Mike Crawford and Arlen Turner will inspect the roof and report back at the next meeting.

6. Office Space – Estimates

Mr. Garwood indicated he did not have the specifications ready for obtaining quotes. Patty Niepoth, Register of Deeds inquired about the timeline for the changes on the first floor so she can plan for running the cable for a new computer network. The Committee recommended Ms. Niepoth have the cable run, temporarily, from computer to computer without going through the ceiling.

Ms. Niepoth, Ms. Kent and Ms. Comben left the meeting.

7. Wheel Chairs

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners purchase two wheel chairs; one for the County Building and one for the 1905 Courthouse at a price of \$526.04 each (\$1,052.08 total cost). (see attached) Motion carried – unanimous.

Meeting adjourned at 10:50 a.m.

Buildings and Grounds Committee

Larry Bargy

*Michael Crawford,
Chairman*

Eugene Dawson

**June 4, 2003
Minutes**

Members present: Mike Crawford, Larry Bargy and Gene Dawson
Members absent: None
Others present: Pete Garwood

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

2. Maintenance Department Update

Mr. Dave Vitale, Maintenance Director informed the Committee the door closers in the 1905 Courthouse have been replaced, the doors have been sanded and the fire escape has been painted. Mr. Vitale also informed the Committee the Prosecuting Attorney Office has requested the carpet be replaced as they will be installing new workstations shortly.

In the County Building the air conditioner pipes have been sweating and moisture has been dripping onto the ceiling panels and saturating them. Mr. Vitale intends to install a gutter system to capture and redirect the condensation. Mr. Crawford asked whether core bonding them would keep the condensation off. Mr. Vitale indicated he would find out.

Bob McLeod joined the meeting.

3. Elk Rapids Day Park Pavilion

Discussion took place regarding the rotten beams in the pavilion.

Gene Dawson and Bob McLeod left the meeting at 8:45 a.m.

Ron Wood, Plan Reviewer from the Building Department joined the meeting. Mr. Crawford requested of Mr. Wood that someone from the Building Department inspect the pavilion and report on whether or not the structure is worth saving. The Committee decided to wait until Mr. Turner returns tomorrow to have an inspection done.

4. 1905 Courthouse Roof Valleys

Mr. Crawford indicated that he and Arlen Turner, Building Official have not had a chance to rent a cherry picker and check out the roof valleys on the 1905 Courthouse. No action taken at this time.

5. Animal Shelter Construction Update

Bob Yvon, Architect and Pat Weisler from Petrie Construction joined the meeting to update the Committee on the progress at the Animal Shelter. Mr. Weisler presented a document that listed the additions and deductions to the animal shelter construction contract to date.

Mr. Yvon passed around Petrie Construction's first payment request. The Committee agreed the request looked reasonable.

Mr. Yvon reviewed the drawings submitted for the cabinetry. Mr. Yvon indicated that we may be able to save some money on the cabinets. He will work with Mr. Weisler to see if the job can be done for less money than originally estimated.

6. Jury Chairs

Laura Sexton, Clerk reported back on the condition of the jury chairs. The Committee directed Ms. Sexton and Mr. Garwood to get prices on repairing the chairs and also to get comparison prices on replacing the chairs.

7. Office Remodeling - Prosecutor

Motion by Larry Bargy, supported by Mike Crawford, to allow the Prosecuting Attorney to obtain an estimate for installing a bullet proof reception window and an electronic lock on the front entrance door of the office. Motion carried – unanimous.

8. Office Space Update

Mr. Garwood explained that the electrical and lighting is quite involved for the office remodeling project in the County building and wondered if an electrician should assist with the drawings. The Committee directed Mr. Garwood to contact one of the local electricians for assistance.

The Committee went for a site visit at 9:50 a.m. to the animal shelter construction site to see the progress on the building and also visited Mohrmann Park to look at equipment that could potentially be used at the animal shelter.

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

Buildings and Grounds Committee

Larry Bargy

*Michael Crawford,
Chairman*

Eugene Dawson

**July 2, 2003
Minutes**

Members present: Mike Crawford, Larry Bargy and Gene Dawson
Members absent: None
Others present: Pete Garwood, Jack White and Laura Sexton (for budgets)

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

2. Emergency Operations Center (EOC) Roof Replacement – Bid Opening

The County received one bid for the replacement of the EOC roof. The bid was from Crawford Construction.

Because Mike Crawford, Chairman of this Committee is also the owner of Crawford Construction, he made the following statement: *He is the owner of Crawford Construction Company and, as such, he would not participate in the bid opening or discussion, except to answer questions about his bid submittal. He also stated he would abstain from voting on the bid award.*

The bid from Crawford Construction was \$2,919.15.

Motion by Gene Dawson, seconded by Larry Bargy to recommend the Board of Commissioners accept the bid from Crawford Construction Company for re-roofing the EOC at a cost of \$2,919.15. Motion carried – Yes – Bargy, Dawson; Abstain – Crawford.

3. Maintenance Department Update

Budget Request:

Motion by Gene Dawson, seconded by Larry Bargy to approve the Maintenance Department budget request for the County Building and surrounding grounds, the Grove Street Annex, and the 1905 Courthouse as amended and forward each to the Finance Committee for consideration. Motion carried – unanimous.

Capital Outlay: Mr. Vitale requested \$12,000 for a new pick-up truck for the 2004 budget.

Motion by Larry Bargy, seconded by Gene Dawson to approve the capital outlay request for the Maintenance Department of \$12,000 for a used pick-up truck and forward the request to the Finance Committee for consideration. Motion carried – unanimous.

Maintenance Department Update:

Mr. Vitale gave an update of the work his crew has been performing on the County Building and Courthouse grounds. Mr. Vitale also informed the Committee that his crew will be painting the file storage building soon.

4. Animal Shelter Update

Pat Weisler, Petrie Construction and Bob Yvon, Architect joined the meeting.

Mr. Yvon reviewed the payment request from Petrie Construction. The Committee, along with Mr. Yvon determined the payment request was okay for payment.

Mr. Yvon informed the Committee that the drains had to be changed to accommodate the animal bathing tub.

Mr. Yvon and Mr. Weisler reviewed with the Committee the proposed change orders. Mr. Yvon advocated for a couple of minor changes in the cabinetry. Using a beveled edge on the countertops and the addition of a sink as a part of the cabinetry bid. Even with the additions, the price remains below \$8,500 using IWood Cabinetry, which would be approximately a \$3,500 savings. The Committee agreed with using IWood Cabinetry for the Animal Shelter.

Mr. Weisler indicated they were approximately two weeks behind schedule. He stated they will likely have the structure all roughed in by next month. Mr. Weisler distributed results from the soil compaction test.

Mr. Weisler presented a change order from the excavator. The Committee had some questions about some of the costs. Mr. Weisler will take the questions back to the excavator.

Mr. Yvon computed all the additions and savings from the change orders and came up with an increase of approximately \$1,411.

5. Office Space Update

Mr. Garwood mentioned he had met with Walt Roe, Electrical Inspector on the additional lighting and electrical outlets. Mr. Roe had a suggestion that will allow the continuation of the development of the bid specifications.

6. Elk Rapids Day Park Pavilion Update

Mr. Crawford informed the Committee of the problem of rotting beams at the pavilion. Mr. Crawford also informed the Committee that the situation was treated as an emergency and the pavilion has been repaired.

7. Various Matters

Antique Cash Register: Patty Niepoth, Register of Deeds joined the meeting. Mike Crawford informed Ms. Niepoth the Committee had thought we could build a display case for the cash register and other artifacts that we have in storage. Ms. Niepoth informed the Committee the cash register was originally used by the Register of Deeds Office in 1956. She indicated that she also would like to see the item displayed with a plaque indicating that it was used by the Register of Deeds Office.

Circuit Court Chairs:

Mr. Garwood informed the Committee that he had not been able to pursue the issue this month. However, he also informed the Committee the Circuit Court had budgeted for new chairs. It appeared to be the consensus that new chairs as proposed by the Circuit Court would be the way to go.

Meeting adjourned at 10:35 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**August 6, 2003
Minutes**

Members present: Mike Crawford and Gene Dawson
Members absent: Larry Bargy
Others present: Pete Garwood

1. Meeting called to order at 8:37 a.m.

2. Maintenance Department Update

Mr. Dave Vitale, Maintenance Supervisor informed the Committee the worker's compensation insurance company has requested a carpet runner be placed on the east stairway of the 1905 Courthouse. The Committee directed Mr. Vitale to check with Safety First as well as some carpet companies for ideas and estimates.

The dead limbs on the trees have been pruned and a close to dead birch has been removed (on the Courthouse grounds).

Mr. Vitale will contact Mike Meriwether, County Forester to have him look at the trees on the County facility grounds as some appear to be in bad shape.

Mr. Vitale and Mr. Peter Garwood, Coordinator/Planner updated the Committee on the auction.

3. Building Maintenance Ledger

Mike Crawford, Chairman indicated that he, Arlen Turner, and Gene Dawson have been doing a thorough review of all the county buildings. The group has put together a list of both maintenance and capital improvements that need to take place on the County Building and the 1905 Courthouse. Mr. Crawford, Mr. Garwood and Mr. Vitale will get together to review the list and determine which are capital improvements and which are maintenance items.

Mr. Crawford informed the Committee that around the edge of the roof on the County Building the brackets at the top of the panels (especially in the corners) have rusted out. Mr. Crawford suggested the possibility of an aluminum cap over the top of the panels anchored to the building, all around the outside of the County Building.

4. 1905 Courthouse Roof and Valleys

◆ Roof and Valleys

The committee discussed the water and icing problem in the winter at the 1905 Courthouse. The water has been leaking into the offices. The feeling is that the warm temperature in the uninsulated attic of the Courthouse is causing the problem. The Committee directed Mr. Vitale to contact insulation companies to get some ideas to alleviate the leaking problem.

◆ Faucets

The Committee directed Mr. Vitale to replace the faucets in the bathroom on the main floor of the Courthouse with gooseneck faucets (this will allow the employees to fill containers [water pitchers, coffee pots] in the sinks).

5. Animal Shelter Update

Pat Wiesler, Petrie Construction indicated the building is all roughed in. The building is proceeding well. Projected date for completion is end of September.

- ◆ Signs

Mr. Garwood indicated that he is aware of three (3) different sign makers that are interested in doing the sign for the animal shelter. Sheriff Terry Johnson indicated that he has a design in mind for the sign, and requested the sign makers be referred to him so he can get quotes.

- ◆ Phones

Mr. Garwood informed the Committee that he has been contacted by ASCOM North, Inc. with a proposal for a comprehensive phone system with voicemail. The Committee discussed this alternative versus simply purchasing phones from Radio Shack along with an answering machine. The Committee favored the Radio Shack alternative.

Sheriff Johnson indicated that two necessary features would be the ability to hear the phone ring from the kennel area and the ability to intercom from the kennel area to the office.

- ◆ Change Order

The Committee reviewed the submitted change order. After taking into consideration all additions and deletions the total increase of the change order came to \$6,610.94.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Board of Commissioners approve and the Finance Committee find the money to implement the animal shelter construction project change order 1-A at a cost of \$6,610.94 (see attachment). Motion carried – unanimous.

6. Emergency Operations Center (EOC)

- ◆ Roof Replacement

Mr. Crawford informed the Committee the roof replacement at the EOC will take place the second or third week in August.

- ◆ EOC Septic System

Mr. Garwood explained that a contractor working for the Road Commission drove over the septic field at the EOC with a front end loader. A letter has been sent to the Road Commission documenting the incident. However, we do not know if damage occurred. The Committee directed Mr. Garwood to contact a company to inspect the drain field at the EOC for possible damage to the drain field.

7. Antique Cash Register

Patty Niepoth, Register of Deeds joined the meeting.

Ms. Niepoth once again expressed interest in the display of the old antique cash register that was previously used in the Register of Deeds Office.

8. Office Space Update

No action to report at this time.

Meeting adjourned at 10:25 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**September 3, 2003
Minutes**

Members present: Mike Crawford, Larry Bargy and Gene Dawson
Members absent: None
Others present: Pete Garwood

1. Meeting called to order at 8:40 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor came in to give the Maintenance Department report.

Mr. Vitale presented the Committee with a quote for moving the light fixtures in each of the stairwells. The current fixtures are dangerous to service. The quote from Sky Electric is for \$480 per stairwell. The Committee will review the stairwell lighting.

- Treads have been installed on the stairs in the 1905 Courthouse.
- The cable brace has been refastened to the stack on top of the County Building.
- File Storage Building has been re-painted.
- Communication tower on Orchard Hill has been painted.
- Faucet in the ladies restroom in the 1905 Courthouse has been replaced with an adjustable gooseneck faucet.
- Many doors on the County Building have been painted.
- Window in the Prosecuting Attorney Office has been caulked and the lock has been replaced.

3. Removal of Maple Trees

Mr. Vitale presented a quote from Todd's Tree Service for removal of the two partially dead maple trees on the north side of the 1905 Courthouse.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote of \$1,660 from Todd's Tree Service (see attachment), to remove the two maple trees on the south lawn of the Courthouse (dollars to be taken from the Maintenance fund). Motion carried – Unanimous.

4. Building Maintenance Ledger

The Committee as well as Mr. Vitale reviewed the building maintenance ledger, a product of a facility review by Mike Crawford, Arlen Turner, and Gene Dawson.

The Committee reviewed insulation quotes for the 1905 Courthouse attic.

Committee will get quotes on blue board sealed with foam for the attic of the 1905 Courthouse, with OSB board laid on top for walking paths.

5. Animal Shelter Update

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote, for installing phone/data cable in the Animal Shelter, from Bob Pecar for \$1,245 (see attachment). Motion carried – Unanimous.

Bob Yvon, Architect, and Pat Weisler, Contractor, joined the meeting.

Mr. Weisler informed the Committee he is waiting for the windows to be delivered to get the outside of the building completed.

Sheriff Johnson recommended Mr. Yvon contact the Department of Agriculture for some pre-inspections. Mr. Yvon agreed it would be a good idea.

The Committee inquired of Mr. Yvon why the electrical was not included in the bid specifications. Mr. Yvon indicated that because it is a new site with many unknowns it would have been nearly impossible for the contractors to bid on the electrical. Consequently it was left out.

✧ Consumers Energy Invoice

The Committee directed Mr. Garwood to see if he can get the cost reduced by proposing to Consumers Energy a more direct route to the transformer.

6. Mills-Fordray Building

Mr. Garwood informed the Committee that the County was approached with an offer to purchase property across Cayuga Street known as the Mills-Fordray Building. The Committee discussed the proposal and decided, with the current economic conditions, the County would not be able to consider the purchase at this time.

7. Emergency Operations Center (EOC)

- Roof Replacement - To be started next week.
- Septic System Update –Scheduled for Monday, September 8.

8. Office Space Update

The Committee agreed the office space remodeling program was low on the priority list compared to the exterior work that needs to be done on both the County Building and the 1905 Courthouse.

Patti Niepoth, Register of Deeds joined the meeting. The Committee directed Mr. Garwood to contact Dave Vitale and inquire whether he and his crew can remove a wall between the Register of Deeds Office and the old Veterans Affairs Office.

Meeting adjourned at 10:55 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**October 2, 2003
Minutes**

Members present: Mike Crawford and Larry Bargy
Members absent: Gene Dawson
Others present: Pete Garwood

1. Meeting called to order at 8:37 a.m.

2. Maintenance Department Update

▪ Sheriff Department Administration Building

Mr. Vitale informed the Committee the roof on the Sheriff Department Administration Building is having some problems. In addition to a leak, (which has been fixed) it is showing extreme wear for a two year old roof. Mr. Vitale will call the company that installed it as well as Petrie Construction (general contractor) for an assessment of the roof.

▪ War Monument

Mr. Vitale indicated, he continues to work on the war monument in front of the County Building.

▪ Maltby Building

Mr. Vitale indicated the Maltby Building (Nifty Thrifty) needs work on the outside, especially the back side.

The Committee reviewed the daily activity log submitted by Mr. Vitale.

- Kick plates have been installed on the entrance doors to the 1905 Courthouse.
- The file storage Building has been repainted and the fascia board has been replaced or repaired.
- The east wall in the Commissioner Room has been repainted.

Mr. Vitale was directed to shop for a new sink for the 1905 Courthouse Building, second floor restroom.

3. 1905 Courthouse

The Committee and Mr. Vitale discussed measures to keep the ice off the roof (through insulation and/or fans). Mr. Crawford is contacting companies for ideas and insulation quotes.

Bids on the insulation of the attic are not available. No action taken.

4. Carpeting in the Board of Commissioner Room

The Committee discussed re-carpeting the Board of Commissioners Room. It was pointed out that we had discussed replacing the commissioners table in the near future. It was the consensus the re-carpeting should take place when the current table (which is fastened to the floor) is removed. No action was taken at this time.

5. County Building Exterior

The Committee reviewed quotes from Northern Restoration & Waterproof System, Inc. for securing, re-caulking and waterproofing the outer panels on the County Building. Additionally, the committee reviewed a quote from Springfield Construction to entirely encompass the parapet walls and install a metal cap for the entire perimeter of the County Building.

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Finance Committee find the funding and the Board of Commissioners approve \$67,000 for the exterior rehabilitation of the County Building (contracts with Springfield Construction in the amount of \$12,870 for the roofing extension and cap, and Northern Restoration and Waterproofing, Inc in the amount of \$54,035.00 for the securing, re-caulking and waterproofing of the outer panels). Motion carried – unanimous. (see attachments)

6. Animal Shelter Update

Bob Yvon, Architect, and Pat Weisler of Petrie Construction, joined the meeting. Mr. Weisler indicated they are about 2 weeks behind schedule. Mr. Weisler indicated they should be done by the end of the October.

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners give the Building and Grounds Committee permission to use the Animal Donations Fund to purchase equipment and furnishings for the Animal Shelter. Motion carried – unanimous.

8. Emergency Operations Center (EOC)

▪ Roof Replacement Update

Mike Crawford, of Crawford Construction, indicated his company will be re-roofing the EOC building as soon as it looks like the weather is going to be dry for a couple of days in a row.

▪ Septic System Update

Mr. Garwood informed the Committee that he had Ralph's Septic Service evaluate the septic tank and drain field at the EOC. They indicated the system was in good shape.

9. Office Space Update

Mr. Garwood informed the Committee he had asked Mr. Vitale whether or not he felt his crew could remove walls in the Register of Deeds office. Mr. Vitale indicated that because of the electrical and phone cables, he thought it was not a good thing for him and his crew to take on the project. The project is tabled at this time due to a tight budget and more pressing priorities.

10. Phone System

Peter Garwood, Coordinator/Planner, explained that we are experiencing more and more failure of our phone system in the County Building and 1905 Courthouse. The system was purchased in 1990-91. NETCOM Group has informed us they are no longer manufacturing the system. Parts for phones that breakdown are taken from other old phones. The Committee agreed a new phone system should be submitted as a 2005 budget item.

11. Jail Generator

Dan Bean, Undersheriff, inquired as to whether or not a new generator for the jail made it into the 2004 budget. The answer was no, it did not. The Committee reviewed the quote from Cummins of Gaylord for a new generator. After some discussion it appeared that it may be best to wait until the 2005 budget to submit the request for a new jail generator (cost approximately \$30,000).

12. Consumers Energy Invoice and Right of Way

Mr. Garwood indicated he was still working with Consumers Energy to determine the benefit of re-routing the electrical line to the Animal Shelter.

Meeting adjourned at 10:35 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**November 5, 2003
Minutes**

Members present: Mike Crawford, Gene Dawson and Larry Bargy
Members absent: None
Others present: Pete Garwood

1. Meeting called to order at 8:37 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, informed the Committee his crew is painting the interior of the Courthouse.

Mr. Vitale informed the Committee that he has Twin Bay Glass putting "mullion bars" (a weather stripping material) on the outer doors of the 1905 Courthouse.

Mr. Vitale inquired as to whether or not the County should plant new trees in front of the Courthouse, and if so, which variety. Mr. Vitale will research which variety would be appropriate for that location. Mike Crawford indicated the County Forester, Mike Meriwether, is also researching which type of tree would be a good native variety.

3. Register of Deeds Office Space

Because of a tight budget, the office space remodeling project in the County Building was put on hold. However, Mike Crawford, Chair, had a discussion with Patty Niepoth, Register of Deeds about the space that is to be added to her office (the old Veteran's Affairs Office space). Ms. Niepoth has indicated that she can pay for moving the walls, phone lines, electrical and cable in her office with the Register of Deeds technology fund.

Motion by Mike Crawford, supported by Gene Dawson, to recommend the Board of Commissioners give the Chair of the Building and Grounds Committee; working with the Maintenance Supervisor, the authority to choose a contractor, and an electrician to move the walls in the Register of Deeds Office. The work is to be paid out of the Register of Deeds technology fund. Motion carried – unanimous.

4. Exterior County Building Repairs Update

Mr. Garwood informed the Committee that Northern Restoration has already removed and replaced much of the caulking in between the panels on the outside of the County Building. Mr. Garwood was informed that the crew is beginning the process of securing the panels that appear to be pulling away from the building.

5. 1905 Courthouse

Mr. Crawford informed the Committee that Tim Weaver from Alden Lumber has done a site visit into the attic of the 1905 Courthouse, and will soon have a quote for the provision of insulation board for the entire floor.

6. Emergency Operations Center (EOC)

The roof at the Emergency Operations Center has been replaced.

Mr. Crawford informed the Committee there is a small tree up against the EOC building. Mr. Garwood will request the Maintenance crew remove the tree.

7. Display Case

The committee left the room and went on a site visit to a location of the County building's lobby area where there is a proposal to put a display case for old County artifacts (cash register, paintings, etc.). Mr. Crawford will contact Twin Bay Glass and Balon Cabinets for quotes.

8. Consumers Energy Invoice and Easement

Mr. Garwood informed the Committee that all the paperwork has been complete for the easement and a check has been sent to Consumers Energy for the provision of power to the Animal Shelter.

Motion by Gene Dawson, supported by Larry Bargy, to approve the original plan for an easement and installation of the electric supply from Consumers Energy for the Animal Shelter. Motion carried – unanimous.

9. Annex Building

Committee directed the Sheriff to obtain quotes for removal of the six (6) electrical meter boxes on the old Sheriff Annex Building and replacing it with one (1) electrical meter box.

10. Animal Shelter Update

Pat Weisler, Petrie Construction, indicated we are still waiting for the excavator on the landscaping. It should be complete by the end of next week. All the materials are here for the inside of the building, it is a matter of continuing with installation.

Concerns were brought up about the effect of the paving taking place at this time of year and the quality of the job. Pat Weisler indicated they would at least have to get the gravel in as well as the bottom coat yet this year. Mr. Yvon indicated that if the concrete curb and sidewalks are installed this year and next year we get cracks due to poor compaction, Petrie Construction will have to take responsibility for replacement.

Mr. Weisler indicated they are shooting for November 15th for a completion date. The Committee indicated they were behind Mr. Weisler contacting another excavator to finish the job if Mr. Marshall, the excavator doesn't get the job going by his imposed deadline.

- Sign

Sheriff Johnson presented one quote that he received (in response to the bid notice) for the Animal Shelter sign from Pro Image. There will be some cost in getting electric out to the sign for lighting.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from Pro Image for the Animal Shelter sign for \$5,470, to be paid out of the Animal Shelter fund. Motion carried – unanimous.

Sheriff Johnson will take the request to the Finance Committee.

- Phone Conduit

Mr. Garwood indicated there will be an invoice coming from Bob Pecar for installing the conduit for phone service. The Committee directed Mr. Garwood to have the invoice ready for the Board of Commissioners meeting.

Meeting adjourned at 10:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

December 3, 2003
Minutes

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

1. Meeting called to order at 8:37 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, informed the Committee there is water in the bottom of the elevator shaft at the 1905 Courthouse. He thinks it is caused by the heavy rains we have experienced lately. Mr. Vitale will keep an eye on the shaft and inform the Committee if there are further problems.

Mullion bars (weather stripping) have been installed on the Courthouse doors.

The tree next to the Emergency Operations Center has been removed.

✧ Picnic Tables at Mohrman Park

Mr. Vitale informed the Committee that he has seen the new picnic tables at Mohrman Park, and they are chained to a stake in the ground. Mr. Vitale indicated he could put them in the garage at the park, but does not have a key to the locks on the chains. Mr. Garwood will track down the keys.

3. Exterior County Building Repairs Update

Mr. Garwood explained the work, by Northern Waterproofing and Restoration on the outside panels of the County Building, is complete. Springfield Construction has begun the work on the roof.

The Committee directed Mr. Garwood to make sure all repairs and improvements to the County Building and other buildings are entered into a log.

4. Office Space

✧ Register of Deeds

Patti Niepoth, Register of Deeds, provided the committee with quotes for changing walls in her office. The total cost would be less than \$3,000.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the bid from Ken Kelly to move the walls (Proposal 2, \$1,460), and the quote from Pecar Electrical Service to move the phone, electric and phone wiring, contingent on a drawing submitted to the Coordinator/Planner Office. Motion carried – unanimous.

5. 1905 Courthouse

✧ Roof Valleys

No new information.

✧ Attic Insulation

Mr. Crawford informed the Committee the Coordinator/Planner Office has purchased blue board to insulate the attic in the Courthouse. The Maintenance Department was unable to install the blueboard. Crawford Construction will install the blueboard. Due to the impending winter, the installation of the blueboard will be done on an emergency basis.

The Committee directed Mr. Garwood to get a quote for re-caulking around all the windows on the 1905 Courthouse (for the spring of 2004).

6. Animal Shelter Update

Bob Yvon, Architect, and Pat Weisler, Petrie Construction, joined the meeting.

Mr. Weisler has called for an inspection from the Department of Agriculture. A representative will be there Thursday or Friday. Other stuff scheduled includes: flooring, finishing, painting, and installing glass on a couple of the doors. The shelter should be completed by mid-December. Asphalt will likely be laid next spring. The gravel base has been laid and compacted.

A part of the sidewalk curb has been damaged. Mr. Weisler stated that the paving company was responsible and it will be fixed in the spring.

7. Grove Street Annex Building

There was nothing to report on the electrical meter box at this time. Undersheriff Dan Bean indicated they are still working on getting quotes for putting the entire building on one electric meter.

8. Display Case

Mr. Crawford informed the Committee he has contacted Twin Bay Glass for a quote to build a display case for county historic artifacts. Mr. Bob Yvon suggested contacting Eye Wood Cabinet Builders also.

Meeting adjourned at 11:05 p.m.