

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

February 4, 2004

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 8:40 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting to update the Committee on the activity in his department. Mr. Vitale informed the Committee that the 1905 Courthouse roof has been leaking. A lift has been rented and Crawford Construction is removing the ice build-up on the roof, which is causing the water to back up and leak into the Courthouse offices.

Mr. Vitale's crew has been shoveling the snow off the roofs of the other County buildings. Mr. Vitale informed the Committee that the County Building has developed a very small leak. Springfield Construction will be here today to patch it.

Mr. Vitale inquired about a new truck. Mr. Vitale was informed the funding for the truck was not in this year's budget.

Mr. Vitale indicated he would like Jim Boni, Foreman, and himself to attend training on how to be a better supervisor.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee allow the Maintenance Supervisor and the Foreman to go to training, on supervisory skills, to be paid out of the "Supplies Operating" line item in the Building and Grounds budget. Motion carried – unanimous.

3. 1905 Courthouse

The Committee discussed re-roofing the 1905 Courthouse. Laura Sexton, County Clerk, joined the meeting. Ms. Sexton informed the Committee there is about \$300,000 in the capital improvements fund.

The projects that need to be done this year are:

- 1905 Courthouse
 - Replace roof
 - Caulk around the windows
 - Repair the gutters

4. Combination of Fund 466 and Fund 470

The Committee, along with Ms. Sexton, discussed the possibility of setting up a fund that had a regular source of revenue.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Finance Committee consider combining fund #466 (Capital Projects - Jail Acquisition &

Renovation Fund) and fund #470 (Capital Projects - County Buildings & Structures) into fund #470 (Capital Projects-County Buildings & Structures). The revenues of the Antrim County jail inmate room and board, currently being credited to fund #466, would be credited to Fund # 470. Additionally, the revenue from other counties for room and board from inmates from those counties, which is currently being credited to the General Fund, would also be credited instead to fund #470. Motion carried – unanimous.

5. Display Cabinet

Committee reviewed a proposal from Twin Bay Glass to build a display cabinet for the lobby of the county building. The Committee directed Peter Garwood, Coordinator/Planner, to get additional quotes.

6. Animal Shelter

Pat Weisler, Petrie Construction, Bob Yvon, Architect, and Sheriff Terry Johnson, joined the meeting. Mr. Weisler explained they are waiting on the Department of Agriculture to inspect the finish on the kennel walls and indicate if they are acceptable. Other items that remain to be addressed are the discolored concrete on one end of the floor in the kennel area, turning the gates around on the kennels, smoothing the concrete around the drains.

Mr. Weisler indicated the Animal Shelter employees should be able to move in by next Thursday, February 12, 2004.

Motion by Gene Dawson, supported by Larry Bargy, to approve the addition of a glass in the door to the kennel room (\$167); the addition of a washable material to the walls around the slop tub and the animal bathing tub (\$250); an additional coat of glossy paint in the cat room, quarantine room and drop off room. Motion carried – unanimous.

7. Annex Building

Sheriff Johnson informed the Committee that Arndt Electric will give a price to consolidate the electrical meters at the Grove Street Annex after he meets with Consumers Power today.

8. District Court Panic Buttons and Window

Mr. Garwood informed the Committee that at one time we considered installing a window in the wall of the District Court Probation office along with a panic button. The panic button has been installed and is in good functioning condition. The window was not installed. No action taken.

9. County Buildings Maintenance Log

The Committee reviewed the maintenance log that was put together by the Coordinator/Planner office. Mr. Garwood invited the Committee members to suggest additions to the log if they are aware of any projects that appear to be missing.

10. Various Matters

Sheriff Johnson indicated his department is running out of room in the kitchen, storage areas, and squad room. Mr. Crawford asked Sheriff Johnson to provide more specific information on the needs of the department.

Patty Nieporth, Register of Deeds, joined the meeting and thanked the Committee for their support on the remodeling of her office space and invited them to look at the results.

Meeting adjourned at 11:00 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

March 3, 2004

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 8:30 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor joined the meeting. Mr. Vitale indicated he thinks they have located the leak in the roof on the County Building. Springfield Construction will be here today to repair the holes, which will be covered under warranty.

The maintenance truck is in the Antrim County Transportation (ACT) repair shop. Mike Crawford, Chair, directed Mr. Vitale to start pricing used pick-up trucks.

Mr. Vitale informed the Committee the roof of the jail had been leaking but has since been fixed.

3. 1905 Courthouse

Mr. Crawford and Peter Garwood, Coordinator/Planner, informed the Committee they had met and put together a rough draft of bid specifications for re-roofing the 1905 Courthouse. Arlen Turner, Building Official, joined the meeting and assisted the Committee with the bid specifications for the re-roofing. Mr. Garwood will take the results and assemble a final draft.

4. Animal Shelter

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

Undersheriff Bean informed the Committee that the animals are being moved in to the new shelter and the doors will be open to the public either today or tomorrow.

Mr. Yvon presented a change order including the window in the door of the kennel area, washable boards in utility closet, letters for the signs on the building and extra painting in the cat room. Total change order to cost is \$804.40. \$416.10 of the change order had previously been approved by the Board of Commissioners. The Committee will need to seek approval for the additional \$388.30.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve an additional change order of \$388.30 (for a total of \$804.40) for the Animal Shelter (see attachment). Motion carried – unanimous.

5. Department Space

Due to the unavailability of Sheriff Johnson at this time, there is nothing to report on this issue.

6. Annex Building - Electrical Meter Box

Undersheriff Bean indicated that Arndt Electric has been out at the building, but has not produced a quote for doing the work as of yet.

7. Display Case

Mr. Crawford and Mr. Garwood informed the Committee that the specifications have been roughed out and will soon be finalized and put out to bid.

8. Trash Pick-up Bids

The Committee directed Mr. Garwood to bid out the County's trash pick-up.

9. Various Matters

The committee inquired about a minimum requirement for fire drills. The Committee directed Mr. Garwood to ask Carl Goeman, Emergency Management Director, to get together with Arlen Turner, Safety Inspector, and Dave Vitale, Maintenance Supervisor.

Meeting adjourned at 10:50 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**April 1, 2004
Minutes**

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

1. Meeting called to order at 10:30 a.m.

2. Grass River Natural Area (GRNA) – Mark Randolph

Mark Randolph, GRNA Director, requested temporary work space (just until summer) for the new GRNA Educational Coordinator. Mr. Randolph indicated there was plenty of space just outside the existing GRNA office. He also indicated that GRNA would be willing to give up the space at any time, if needed by another office.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners authorize GRNA to set up a temporary work space (just until summer) outside the GRNA office for the Educational Coordinator. Motion carried – unanimous.

3. Antrim County Historical Society

Mary Kay and Ed McDuffie, Norton Bretz, and Tom Vranich, all from the Antrim County Historical Society, joined the meeting. Mr. Vranich explained to the Committee that the historical society is exploring possible storage space for historical documents and records. The space needs to be dry and secure. They are asking for space within the county building, approximately 15' X 15' and made available by appointment with a historical society person.

Much discussion followed. Mike Crawford explained the demand for office space just within the county building.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners allocate temporary space in the county building for the Antrim County Historical Society archives. Motion carried – unanimous.

4. Construction Code Department – Pam Hebden

Pam Hebden joined the meeting in behalf of the Construction Code Department. She explained that their department is running out of space for microfilm record storage. They are requesting the use of the old GRNA office space (next to the copy room). The office is easily accessible for keeping the records nearby.

Motion by Larry Bargy, supported by Mike Crawford to recommend the Board of Commissioners allow the Construction Code office use of the old GRNA space for microfilm record storage. Motion carried – unanimous.

5. Maintenance Department Update

Dave Vitale updated the Committee on the Maintenance Department. Lawn care – pruning branches, picnic tables will be out soon.

Circuit breaker box limitations – can add surface mount of new circuit breaker, which provides additional needed capacity and expansion capacity. Mr. Vitale will obtain quotes from electrical contractors for the first floor breaker.

6. 1905 Courthouse Roof/Display Cabinet Specifications

Valerie Craft, from the Coordinator/Planner office, joined the meeting regarding the advertising and specifications for bidding out the 1905 Courthouse roof and the display cabinet to be placed on the first floor of the county building. It was decided to advertise for 30 days, set the deadline for specifications for 4:00 p.m. May 6, and to reschedule the Buildings and Grounds Committee meeting for May 7 at 11:30 a.m.

7. Old Animal Shelter Building

Discussion took place on possible razing of the old animal shelter building and erecting of a new building for sheriff's department storage. If Lamina, Inc. were to purchase the easement at the corner of the airport property that they use for access to Lamina, the County could use those dollars to erect a new storage building for the sheriff department. It is worth looking at. The Transportation Committee will work with the Buildings and Grounds Committee.

8. Sheriff Department Update

Animal Shelter (new) – Sheriff Johnson distributed a list of corrections still needing to be completed at the animal shelter. Mike Crawford will meet with Bob Yvon regarding the corrections, and will have Mr. Yvon contact Petrie Construction.

Also, after the frost laws are lifted, a gate will need to be put at the dumpster as well as a flag pole erected at the shelter.

Department space – there was a real overcrowding problem in the jail recently, due mostly to people awaiting sentencing. Need to add to list of future capital improvements. The possibility exists to build a new jail at the new Animal Shelter, with existing jail connected to squad rooms, etc.

Generator and gas meter – immediate work needs to be done. Gas flow capacity into jail is not adequate. The generator, in a true emergency, cannot supply power to most of the jail, and is WWII surplus equipment. The Sheriff will get some quotes, but money is short.

Annex Building – Undersheriff Bean received prices for electrical meter replacement - \$2,000. He was asked to get a second opinion.

Old animal shelter building – has been cleaned out, debris pile is outside the building. Mike Crawford will pick up and dispose.

9. Various matters

Discussion took place regarding the two requests for use of one piece of Meadow Brook property.

ACT building discussion took place. Who is in control of the building, county or state? The Coordinator/Planner office will research.

Meeting adjourned at 12:05 p.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**May 7, 2004
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 11:30 a.m.

2. Bid Opening - Display Case

The Committee discussed the possibility of extending the bid due date for the proposed display case in the County Building lobby.

Motion by Larry Bargy, supported by Gene Dawson, to extend the bid time frame for submission of a bid on the display case for an additional month. Motion carried – unanimous.

3. Bid Opening - Courthouse Roofing

Three sealed bids were received and were opened.

Arrow Roofing & Supply, Inc.

\$154,244 for roof replacement

\$2.80 a lineal foot for replacement of ridge caps.

\$4.00 a square foot for roof board replacement.

Bri-Car Roofing

\$85,300 for roof replacement.

\$4.50 a lineal foot for replacement of ridge caps.

\$1.85 a square foot for roof board replacement.

MIHM Enterprises, Inc.

\$87,650 for roof replacement

\$18 a lineal foot for ridge cap replacement.

\$12 a square foot for roof board replacement.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners accept the bid from MIHM Enterprises, Inc. to re-roof the 1905

Courthouse at a cost of \$87,650, \$18 lineal foot for ridge cap replacement and \$12 a square foot for roof board replacement (attachment). Motion carried – unanimous.

4. Animal Shelter Update

Sheriff Terry Johnson informed the Committee there remains repairs that need attention by the contractor at the Animal Shelter.

Committee directed Mr. Garwood, and Sheriff Johnson, to contact Bob Yvon, the architect, to review the problems at the Animal Shelter and request his assistance.

5. Old Animal Shelter Building

The Sheriff indicated that the old animal shelter is being used to store boats, dive equipment, and snowmobiles.

6. Annex Building

Nothing to report at this time.

7. Jail

The Committee discussed a report from the fire chief that he cannot find the inspection test valve (for inspecting the sprinkler system). Mr. Garwood explained that he had a discussion with Bob Van Putten, the architect, regarding the issue. Mr. Van Putten has researched the concern, and will relay his findings as soon as a phone conversation can take place. Mr. Garwood will report on this issue at the next meeting.

8. Department Space - Sheriff Department

Sheriff Johnson indicated they are running out of space for file storage and kitchen storage at the jail. He is in the process of converting current space to meet the needs.

Sheriff Johnson indicated, for the 2005 budget, he would like to put in for a new generator for the jail. The Sheriff was directed to coordinate the generator issue with Dave Vitale, Maintenance Director.

9. Family Independence Agency (FIA) Lease

Mr. Garwood indicated that a draft lease was sent to legal counsel for review. Mr. Garwood will check with Charlie Koop to see if he had any concerns prior to the Board of Commissioners meeting.

10. Trash Pick Up Bids

The deadline for submittal of trash pick-up bids is June 1 at 4 o'clock, and will be opened at the next Building and Grounds Committee meeting.

11. Space Lease Agreement for Historical Society

Mr. Garwood indicated that the lease agreement for space in the county building with the Antrim County Historical Society is being reviewed by legal counsel. Mr. Garwood will contact Mr. Koop prior to the Board of Commissioners meeting on May 13.

Meeting adjourned at 12:40 p.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

June 2, 2004

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 8:32 a.m.

2. Bid Opening – Display Case

Three (3) bids were opened for the construction of a display case for the lobby of the County Building.

Twin Bay Glass	\$3,500
John Strehl	\$3,250
James Shugar's Home Remodeling and Repair	\$4,975

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the bid from John Strehl for the construction of a display case for the lobby of the County Building, at a cost of \$3,250 (attached). Motion carried – unanimous.

3. Bid Opening – Trash Pick-up

The Committee reviewed two (2) bids for the pick up of trash for the County at various facilities.

North Country Sanitation was the only company that included all locations in their bid. The other bidder, American Waste omitted Barnes Park and the Animal Shelter.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the North Country Sanitation bid on a three year basis for a cost of \$8,250 annually (attached). Motion carried – unanimous.

4. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, informed the Committee he discovered a leak under the concrete floor in the Sheriff Administration Building storage room. Mr. Vitale has had Haggard Plumbing and Heating poking holes in the concrete to locate the leak, and feels they are getting closer.

Mr. Vitale informed the Committee, the roof on the new Sheriff Administration Building has developed areas that look like they will leak in the future. He has called Petrie Construction and the roofing company. The roof is still under warranty.

5. Airport Terminal Building Roof

The airport terminal building roof was leaking substantially over the recent rainy season. Mr. Vitale informed the Committee, the rubberized portion of the roof is in good shape. Mr. Crawford stated the shingles had been installed over old shingles which voids the warranty. There was concern that where the rubberized roof meets the shingle would be an area that an ordinary roofer would have problems with. Additionally, if the two types of roof are not attached by a roofer, certified to install and work on the rubberized roof, it would void the warranty on the rubberized portion of the roof.

Mr. Vitale was directed to contact Springfield Construction to give a quote on removing and replacing

the old shingled roof and attaching the new shingled portion of the roof to the rubberized portion of the roof.

6. Animal Shelter Update

Sheriff Terry Johnson distributed a letter he drafted to Petrie Construction about the problems we continue to have at the Animal Shelter. Many of the problems would not take a lot of time to fix. However, Pat Weisler, from Petrie Construction, has been unresponsive thus far. The Committee agreed the letter was appropriate for sending.

Mr. Garwood took a call from Pat Weisler and put him on speakerphone. In response to questions from the Committee, Mr. Weisler said, the curbs and second coating of pavement at the Animal Shelter should be completed by July 15. The excavator, Tony Marshall, is about 99% finished. The landscapers will be called in now to finish the landscaping. The landscaping will be coordinated with Bob Yvon the architect. Regarding the problem of the walls peeling in the kennel, Mr. Weisler said he has contacted the company that manufactures the wall coating and they are checking on the chemicals used by the Animal Control Officers for cleaning the walls. Mr. Petrie also indicated he will be at the Animal Shelter to take care of the repairs on the Sheriff's list, this week.

Mr. Robert Yvon, Architect, joined the meeting. Mr. Yvon expressed concern about the workmanship and the length of time it took for Petrie Construction to complete the job. Regarding the peeling walls, Mr. Yvon stated that he was informed by the manufacturer that the product used on the walls was the appropriate product for the kennel walls. The Committee and Mr. Yvon considered the idea of covering the walls with aluminum sheeting or a type of composite plastic sheeting.

7. Annex Building – Electrical Meter Boxes

There was nothing to report on this issue.

8. Jail Sprinkler System – Jail

Previously it had been reported by Chris Dewey, the Fire Chief, that he could not find the inspection valve for the sprinkler system at the jail. Since then, Dave Vitale found the valve and contacted Chris Dewey. Chief Dewey is satisfied and will write a letter to the Department of Corrections that all is in order.

9. File Cabinet – Central Lake Area Historical Society Request (attached)

The Committee received a letter from the Central Lake Area Historical Society requesting the County give them an old wooden file cabinet, currently in storage. The Historical Society would display the file cabinet in their museum.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve loaning the historic wooden file cabinet to the Central Lake Area Historical Society. The Historical Society could not sell or give the file cabinet to anyone else. The file cabinet would have to be returned upon request by the County. Motion carried – unanimous.

10. Family Independence Agency (FIA) Lease Agreement

Mr. Garwood informed the Committee, the lease agreement is not ready for action at this time. Mr. Garwood also briefed the Committee on changes proposed from the current lease agreement. The FIA leases over 6,000 feet of space in the County Building.

11. Various Matters As Appropriate

Correspondence from Northern Restoration and Waterproof Systems, Inc. (attached)

Mr. Garwood reminded the Committee that last winter they had directed him to get a quote from Northern Restoration and Waterproofing to remove old caulk and reseal around all windows on the

1905 Courthouse. Dick Vanderley, from Northern Restoration and Waterproof Systems, Inc., provided a quote of \$9,390.00. After much discussion the Committee decided it made sense to ask the Board of Commissioners to waive the bid policy to allow Northern Restoration (who re-tucked, pointed and sealed the entire courthouse) to continue on with the exterior restoration work.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners waive the bid policy and approve the quote from Northern Restoration and Waterproof Systems, Inc. to continue with the exterior restoration of the 1905 Courthouse by removing all old caulk and resealing around all exterior windows and vents for a cost of \$9,390.00. Motion carried – unanimous.

Rain Gutters – 1905 Courthouse

The Committee directed Mr. Garwood to get a quote from Mihm Enterprises (the company that will be re-roofing the 1905 Courthouse) to include sealing the gutters.

The Committee left the Coordinator/Planner Office to conduct a site visit at the Animal Shelter at 10:30 a.m.

Meeting adjourned at the Animal Shelter at 11:00 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**July 7, 2004
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 8:30 a.m.

Laura Sexton, County Clerk, joined the meeting for the budget requests.

2. Maintenance Department

Budget Request

Dave Vitale, Maintenance Supervisor, joined the meeting to review his budget request.

Motion by Larry Bargy, supported by Gene Dawson, to approve the Building and Grounds budget (as amended), the 1905 Courthouse budget (as amended), the Grove Street Annex Building budget (as amended) and the Maintenance Department Capital Outlay budget for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

3. Animal Shelter

Sheriff Terry Johnson joined the meeting to update the Committee on the Animal Shelter.

Sheriff Johnson informed the Committee someone (probably Petrie Construction) put a bonding agent in the walls where the gates are fastened to the walls, over the weekend when staff was off.

The Committee conversed with Bob Yvon, Architect, on speakerphone. Mr. Yvon updated the

Committee on what could be done with the walls in the kennels, and his attempt to address the high electric bills at the shelter.

The Sheriff informed the Committee his department as well as the jail will need additional space at some point.

Committee Chair, Mike Crawford, suggested the appointment of a committee to address the future planning of the jail and sheriff administration needs.

Dave Vitale will purchase a new push lawn mower for the Animal Shelter.

4. Prosecuting Attorney

Capital Outlay Request

Charlie Koop, Prosecuting Attorney, addressed the Committee regarding remodeling his office, to put in a reception window in the wall with a security system on the door. The Committee directed Mr. Koop to obtain an estimate for installing the window in the wall and a card key system on the door.

Mr. Koop presented a request for office re-design in the Prosecuting Attorney Office at \$15,000.

Motion by Larry Bargy, supported by Gene Dawson, to approve for submittal to the Finance Committee and the Board of Commissioners for 2005, the capital outlay request of \$15,000 for the Prosecuting Attorney's office including chairs for the secretarial staff (\$1,200 for the chairs is a priority). Motion carried – unanimous.

5. Airport Terminal Roof

The Committee reviewed the quote from Springfield Construction for work on the airport terminal roof.

Motion Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners accept the quote from Springfield Construction (attached) to repair and replace the damaged shingle area on the Airport terminal building (\$750.00) and tie in to the Duro Last roof (\$1,250.00). Motion carried – unanimous.

6. Snow Removal Bids

The Committee reviewed the snow plow specification language and made a change.

7. 1905 Courthouse Gutters

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from Mihm Enterprises (attached) for reconditioning and sealing the gutters on the 1905 Courthouse at a cost of \$16,375.00, provided it includes application of a rust inhibitor and paint. Motion carried – unanimous.

Committee directed Mr. Garwood to get a quote to put a heat cable in the gutters and potentially on the roof to guard against winter ice build-up.

Dave Vitale joined the meeting again. The Committee asked Mr. Vitale about the possibility of staggering the lunch hours of the maintenance staff so someone is on duty at all times. Mr. Vitale indicated it would not be a problem.

Meeting adjourned at 10:53 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

August 4, 2004

Minutes

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

1. Meeting called to order at 8:35 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting.

Mr. Vitale informed the Committee he has the crew concentrating on cleaning the carpet.

Mr. Vitale indicated he has contacted Cummings Electric on the generator for the jail. They will send him information on a generator for the jail.

Mr. Vitale presented a quote from Sky Electric for heat tape in the gutters of the 1905 Courthouse of \$8,200 (attached). The Committee directed Mr. Vitale and Mr. Garwood to draft specifications for heat tape in the gutters and downspouts and bid it out.

Mr. Vitale indicated the fire hoses in the Courthouse were removed after consulting with the fire chief. Because of the type of material they are made of, there is a good chance of deterioration. The Fire Chief indicated the fire fighters will bring their own hoses in case of a fire.

Mr. Vitale indicated his crew has been mowing the lawn at the Animal Shelter. Committee discussed the pros and cons of purchasing a riding lawn mower versus a trailer to get the Maintenance Department tractor out to the Animal Shelter. The Committee directed Mr. Vitale to check into modifying the current trailer so that it can be used to transport the tractor.

The Committee directed Mr. Vitale to get a budgetary quote to replace the carpet in the the 1905 Courthouse and the entire County Building (except the area rented by North Country Community Mental Health).

The Committee discussed a new truck for the Maintenance Department. The Committee directed Mr. Garwood to contact the Sheriff to see if they could check into a new truck through a discount service and hand down the current Animal Control truck to the Maintenance Department.

Mr. Vitale informed the Committee the roof on part of the jail appears to be deteriorating. He will have Springfield Construction evaluate the roof.

3. Annex Building – Electrical Meter Update

Sheriff Johnson was unavailable to report on this issue – no action taken.

4. 1905 Courthouse Re-roofing Project

Bob Ziman, Mihm Enterprises, presented invoices for the 1905 Courthouse re-roofing project. The project is over half finished. Mr. Ziman also presented a list of the additional work requested and needed.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the invoice from Mihm Enterprises, for half of the work and materials, for the roof replacement job on the 1905 Courthouse. Motion carried – unanimous.

Bob also showed photos of the work in progress. He also explained some of the minor repairs that the crew had to work on.

Mr. Ziman presented a list of the additional work (attached) that was required and the cost to date (included in the list is \$16,375.00, previously approved by the Board of Commissioners to recondition the gutters). The largest additional cost was related to replacement of rotten roof boards. In addition to the list presented by Mr. Ziman, there will be a cost not to exceed \$300 to replace the four cast iron vent pipes on the roof of the Courthouse.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve an additional cost of \$8,172 for the re-roofing job on the 1905 Courthouse. Motion carried – unanimous.

5. Animal Shelter Update

Mr. Garwood informed the Committee he had been in touch with Bob Yvon, the Architect, about how much to request from the performance bond for completing the Animal Shelter. Additionally, Mr. Yvon will inspect the landscaping to determine if it is complete. Mr. Yvon and Mr. Garwood will meet at the site on Friday. Mr. Yvon is also checking into a coating that is typically used for spraying on a pick up bed, for the walls of the kennels.

6. Airport Terminal Building Roof Update

Mr. Garwood reported that Springfield Construction will be starting on repairing the airport terminal roof soon. Mr. Garwood informed the Committee he has asked the representative of the company to look at the flat portion of the roof one more time to check for leaks.

Meeting adjourned at 10:25 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

September 1, 2004

Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford (joined the meeting at 8:45 a.m.)

Members absent:

Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:35 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor joined the meeting.

Mr. Vitale updated the Committee on what has been happening in his department. Carpet Barn will be coming up with a budgetary quote for carpet replacement in the County Building and the Courthouse.

Mr. Vitale informed the Committee, the tail gate on the department pick-up truck fell off. The Committee indicated the plan is the Sheriff will be getting a quote for a new Animal Control pick-up truck and the current one would be passed on to the Maintenance Department.

3. Sheriff Department

Jail Roof

Mr. Vitale presented an evaluation of the roof over the jail (the part over the exercise area). Committee directed Mr. Vitale and Mr. Garwood to get quotes for roof replacement at the jail. Companies to contact include: Springfield, Traverse Bay Roofing, Bloxom, Great Lakes Roofing and Arrow Roofing. All of these companies carry a membrane roof product.

Jail Generator

Mr. Vitale presented a quote for a generator to run the jail in the case of a power outage.

The Committee directed Mr. Garwood to arrange a site visit from Cummins Bridgeway representatives to discuss the needs at the jail and give a better idea of the total cost of a generator (including installation).

4. Animal Shelter

Mr. Garwood informed the Committee that Bob Yvon, Architect is developing a list of the items that need to be corrected at the Animal Shelter.

5. Airport Terminal Roof Update

Mr. Vitale reported that Springfield Construction has finished the work on the airport terminal roof.

6. 1905 Courthouse Update

Rain Gutters Heat Tape – Bid Opening
No bids were submitted.

Mr. Crawford informed the Committee that Moon Electric is a new company in the area, and might be interested in submitting a bid.

Mr. Garwood will use the Traverse City phone book to find other companies to send bid information to.

Roof Replacement

The roofing job by Mihm has been completed. Additional roof boards had to be replaced, adding another \$6,000 to the contract.

Motion by Gene Dawson, supported by Larry Bargy, to approve the \$6,000 for submittal to the Finance Committee and the Board of Commissioners. Motion carried – unanimous.

Window Caulking

The window caulking job is complete and the County has received an invoice from Northern Restoration and Waterproofing Systems, Inc. Mr. Garwood informed the Committee, he had reviewed some of the work and had questions about one window, in which it appeared only half of the old caulking was replaced. He will talk to Dick Vanderley, from the company, before paying the invoice.

7. Various Matters

Budget Changes

The Committee reviewed the changes to the budgets of those departments under the Buildings and Grounds Committee oversight.

Plowing at the Old Animal Shelter

Gene Dawson has talked to John Strehl regarding plowing at the old animal shelter so the Sheriff can get in and out this, and future, winters. Mr. Strehl said he would be able to clear the driveway out when needed.

The Committee acknowledged that the garage at Mohrmann Park needs to be re-roofed.

Meeting adjourned at 9:55 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

October 6, 2004

Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford

Members absent: None

Others present: Pete Garwood and Jack White

1. Meeting called to order at 8:35 a.m.

2. Clock Repair

Dean Bull, Clock Specialist, joined the meeting to discuss the clock in the 1905 Courthouse. Dave Vitale, Maintenance Director, joined the meeting as well.

Mr. Bull explained that his primary experience is with grandfather clocks, but that he has also worked on about six different tower clocks in the area. Mr. Bull distributed photos of some of the clock tower equipment he has worked on in the past.

Mr. Bull left with Mr. Vitale to do a site visit at the 1905 Courthouse clock tower and will rejoin the meeting at a later time to share his observations and recommendations.

3. Building Safety Inspector

Since Arlen Turner left the County, we do not currently have a building safety inspector. The Committee directed Mr. Garwood to talk to the two individuals the committee had in mind to fulfill this requirement.

4. Bid Openings

Snow Plow Services

The Committee received only one bid for snow plowing services for the County facilities. Mike Crawford, Chairman, opened the bid from Bert's Excavating for snow plowing, beginning the 2004/2005 season. The bid was put in for both a one year and two year period of time.

	<u>One Year Bid</u>	<u>Two Year Bid</u>
County Facilities w/snow removal	\$8,400/yr.	\$8,200/yr.
County Facilities plowing only	\$3,100/yr.	\$3,000/yr.
Antrim County Transportation	\$1,600/yr.	\$1,500/yr.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners accept the bid for snow plowing for the above listed locations from Bert's Excavating for the 2004/2005 and the 2005/2006 seasons at a cost of \$12,700.

5. Heat Tape on the 1905 Courthouse Roof

The bid specifications for the use of heat tape, to eliminate ice build-up on the roof of the 1905 Courthouse, included a base bid (heat tape in the gutters and downspouts) and an alternate bid (heat tape on the eaves of the roof). Mike Crawford opened two bids, one from Moon Electric and the second from Sky Electric.

Sky Electric

Basic Bid

\$12,700

Alternate

\$1,500

Moon Electric

Basic Bid

\$4,933.44

Alternate

\$2,043.84

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners accept the bid from Moon Electric, to install heat tape in the gutters, downspouts and eaves of the Courthouse (base bid and alternate), at a cost of \$6,977.28. Motion carried – unanimous.

6. Animal Shelter

Mr. Garwood indicated he has not been able to touch base with the Sheriff to see if the work on the list, given to Petrie Construction by the architect, has been complete. The Committee also discussed the fact that the paving has not been completed yet at the shelter. Mr. Garwood will contact H&D Paving, and Petrie Construction, to find out when it will be complete.

The Committee tried unsuccessfully to reach Bob Yvon, Architect, on the speakerphone.

7. 1905 Courthouse Window Caulkin

Mr. Garwood informed the Committee that Northern Restoration has finished re-caulking the windows, which were overlooked previously. Northern Restoration has been paid in full.

8. Jail Generator

Bruce Otte, from Bridgeway Power, joined the meeting to discuss a new generator for the jail and Sheriff Administration Building. Mr. Garwood indicated he would check with Missaukee County on a grant they received for a generator to serve their Sheriff Department, Jail, and 911 Center. Mr. Otte will work up some new numbers on a diesel generator.

9. Jail Roof

The Committee reviewed a quote from Springfield Construction, to replace the roof over the exercise room at the jail.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve the quote from Springfield Construction to replace the roof over the exercise room in the jail at a cost of \$8,408. Motion carried – unanimous.

10. 1905 Courthouse Clock Tower

Dean Bull rejoined the meeting to discuss what he saw on the site visit to the clock tower. Mr. Bull gave options for both keeping the cable and weights or electrification of the clock. Mr. Bull was asked to submit a proposal for each option and a ballpark price to pursue each option.

11. Office Building - Barnes Park

Janet Person, Antrim Conservation District, joined the meeting. The committee reviewed the plans and specifications for the proposed office building for Barnes Park. Revisions were made to the plan.

12. Maintenance Department Update

Mr. Vitale asked the Committee to consider cutting the tree down in the back of the County Building. The Committee will review and consider it.

Carpet Replacement

The committee reviewed the budgetary quotes for re-carpeting the County Building and the Courthouse. The Committee decided to focus on one part of the building at a time for re-carpeting, starting with the area rented by the Family Independence Agency in 2005.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Finance Committee budget \$20,000 for re-carpeting in the 2005 budget.

13. Courthouse Repair

The Committee reviewed quotes for repairing the dome and other areas at the Courthouse, affected by the tower clock counter weights crashing through the ceiling and floor.

Mr. Garwood informed the Committee we could still get one more quote in. The Committee will meet at 8:30 a.m. on Thursday October 14, 2004 to recommend a contractor to do the repairs at the Courthouse.

14. Display Case

Mike Crawford will check with John Strehl on when the display cabinet will be complete.

Meeting adjourned at 11:23 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**October 14, 2004
Minutes**

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

1. Meeting called to order at 8:35 a.m.

2. 1905 Courthouse Dome Repair

The Committee reviewed three bids for repairs at the 1905 Courthouse dome area, caused by the clock weights falling through the ceiling.

Bids were received from:

	<u>Bid Amount</u>
Artec Interiors, Inc.	\$ 7,875.00
Jordan Construction Services, Inc.	\$ 15,451.20
Ritsema Associates	\$ 9,960.00

Chess Construction was contacted but declined to bid on the project.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve the bid from Artec Interiors, Inc. for the amount of \$7,875.00 (attachment). Motion carried – unanimous.

Meeting adjourned at 8:50 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

November 3, 2004 Minutes

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

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

2. Maintenance Department Update

Dave Vitale Maintenance Supervisor was unable to make the meeting. Mr. Garwood reported that the department has been stripping all the floors and re-waxing them. Mr. Garwood also reported that one of the custodians will be off on disability leave until early December.

3. Jail Roof Repair

Mr. Garwood informed the Committee Springfield Construction intends to start the job on November 27 and have it completed within a couple of weeks.

4. Jail Generator

The Committee reviewed the quote from Bridgeway Power for a diesel power generator for the jail.

The Committee directed Mr. Garwood to contact Nealis Engineering (electrical engineer) to give a quote on cost for doing bid specifications for a generator for the jail.

5. Animal Shelter Update

Mr. Garwood informed the Committee he has been working with Jim Petrie of Petrie Construction to get the loose ends at the Animal Shelter taken care of including the paving of the driveway and the parking area, which should be finished this week.

6. Sheriff Department and Jail Space

The Committee reviewed the master plan drawing for the jail that was prepared by Landmark in 2000. The Committee recommends an ad hoc committee be appointed to study and make a proposal to address the space needs of the jail and Sheriff administration. The recommendation for the ad hoc committee is as follows:

1 from Public Safety

2 from Buildings and Grounds
Chair or Vice Chair of the Board
2 from the Sheriff Department
Coordinator/Planner

7. Display Case

The Committee talked to John Strehl, who is building the display cabinet, by speakerphone. Mr. Strehl indicated he is nearing completion and should be done sometime in December. Laura Sexton indicated she would get an explanation plaque for the cash register.

8. Circuit Court Juror Chairs

The Committee reviewed a communication from the judges requesting new chairs for the jurors in the Circuit Court.

Motion by Larry Bargy, supported by Gene Dawson to recommend the Board of Commissioners approve a budget of \$3,900 for 13 chairs for the jurors in the Circuit Court. Motion carried – unanimous.

9. Clock Repair

Dean Bull joined the meeting to discuss the options for the tower clock in the 1905 Courthouse.

The Committee discussed electrification vs. restoring it to its original state and the need to put a safety feature to catch the weights if the cable were to break again.

Motion by Mike Crawford, supported by Gene Dawson to recommend the Board of Commissioners approve Option A - restoring the clock to the original condition at an approximate cost of \$11,757 plus the cost of designing and implementing a catch system for the weights as well as the rental of a bucket truck. Motion carried – unanimous.

Work will begin in the spring.

Meeting adjourned at 10:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

December 1, 2004

Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford

Members absent: None

Others present: Pete Garwood

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

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale informed the Committee the file

storage building roof is leaking. The Committee directed Mr. Vitale to have Springfield Construction look at the roof and report on its condition. Mr. Vitale also reported some concern about the wiring to the siren on the file storage building. Mr. Vitale will contact Moon Electric and have them evaluate the wiring.

Mr. Vitale informed the Committee the air handling units that determine how much air gets into the Circuit Courtroom are not functioning properly. The Committee directed Mr. Vitale to contact a Mechanical Contractor and have them assess the lack of air flow and to also devise a plan for making the air control boxes accessible (e.g. reroute the ductwork).

Mr. Vitale's crew has been installing waterproof panels on the walls in the quarantine area at the Animal Shelter.

3. Jail Generator

The Committee reviewed a quote from Nealis Engineering to provide electrical engineering design services for specifications for the installation of a generator that would power the entire jail and current Sheriff Administration offices.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee find the funds and the Board of Commissioners approve hiring Nealis Engineering at a cost of \$3,500 to provide electrical engineering services including the drafting of bid specifications for the jail generator, at a cost of \$3,500 (attached). Motion carried – unanimous.

4. Animal Shelter

Sheriff Terry Johnson joined the meeting.

The Sheriff, Peter Garwood, Coordinator/Planner, and the Committee discussed the status of the repairs needed at the Animal Shelter, to be completed by Petrie Construction. Mr. Garwood will arrange a meeting at the Animal Shelter with Jim Petrie.

5. Jail Space Ad Hoc Committee

The Committee discussed meeting dates and times to hold the first meetings of the Jail Space Ad Hoc Committee. The Committee decided to wait until after the first of the year to set the first meeting.

The Committee did a site visit to the jail to observe the jail kitchen storage room needs. The Committee requested the staff of the jail kitchen come up with ideas as to how they would like to see the space rearranged.

6. 1905 Courthouse

The Committee reviewed a proposed change order submitted by Artec Interiors, Inc., the contractor working on repairing the dome area in front of the Circuit Courtroom. The change order reflected an additional cost for the purchase of a sealed engineered drawing. The drawing was required by the State building inspector and was not anticipated at the time of the bid process.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve the change order to the Artec Interiors, Inc. contract of \$907.20 for sealed engineered drawings for the repair of the Circuit Courtroom dome area (attached). Motion carried – unanimous.

The Committee reviewed a proposal from Lennox Engineering for the design of a system that would catch the clock weights if the cable were to ever break in the future.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of

Commissioners accept the quote of 15% of the construction cost of the catchment system (for the clock weights) for Lennox Engineering for the design of the system (proposal attached). Motion carried – unanimous.

7. Display Case

Pete Garwood informed the committee that the display case has been constructed and installed.

Meeting adjourned at 10:35 a.m.