

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**February 2, 2005
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 8:30 a.m.

2. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, informed the committee, the boiler went out on a cold morning and froze pipes that feed the heat coil that warms the fresh air before it enters the building. A new coil has been ordered and installed.

A week later, the back-flow preventer malfunctioned and the boiler room flooded which seeped into the MSU Extension and also soaked the Family Independence Agency (FIA) office on the first floor.

Mr. Vitale indicated he has made modifications to the system that should prevent the same thing from happening. He also has had a service person out to see what it would cost to re-activate an alarm that would go off in the event the boiler room was to flood again. Mr. Vitale presented a quote for \$399.00 to re-activate the flood detection system which would sound an alarm as well as alert the dispatchers who can then call Mr. Vitale.

Motion by Larry Bargy, supported by Gene Dawson, to approve re-activation of the flood detection system in the boiler room in the County Building at a cost of \$399.00. Motion carried – unanimous.

Mr. Vitale was directed to label all of the components in the boiler room.

3. File Storage Building Roof

The Committee reviewed an evaluation report and proposal for the roof on the File Storage Building. The quote for basic replacement is \$17,629.00. The Committee decided to direct Mr. Vitale to keep patching the roof for a couple of years and will put the roof replacement in the Capital Improvement Plan.

Four items need to be added to the Capital Improvement Plan:

- File Storage Building roof
- County Building Boiler
- Annex Building carpet
- Jail lobby carpet

4. Animal Control Shelter

Sheriff Johnson, Mike Crawford and Pete Garwood updated the Committee on their meeting with Jim Petrie, at the Animal Shelter a couple of weeks ago. Sheriff Johnson indicated Petrie Construction has been at the Animal Shelter taking care of items on the list, presented to Jim Petrie at the meeting.

Mr. Garwood will call Mr. Petrie and let him know the Committee will do a site visit at the Animal Shelter on March 2, 2005 (the next Buildings and Grounds Committee meeting).

5. Jail Space Update

Mr. Garwood read through the notes from the Jail Space Ad Hoc Committee. The meetings of the Jail Space Ad Hoc Committee will be on the last Tuesday of the month at 9:00 a.m.

6. 1905 Courthouse Clock Repair

Mr. Garwood indicated he had talked to Dean Bull and Art Lennox to indicate they should begin designing the catchment system for the clock weights.

7. 1905 Courthouse Repair Update

The repairs to the dome of the 1905 Courthouse, due to the cable breaking and the clock weights dropping through the ceiling, have been completed.

8. Historical Society Space

Mike Crawford indicated the Historical Society has requested additional space. They currently lease one exam room and a closet in the old Health Department office space.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve amending the lease agreement with the Historical Society by adding another of the old Health Department exam rooms to the space leased to the Historical Society. Motion carried – unanimous.

9. Various Matters

The Committee will do a capital outlay inspection on all facilities in the spring.

Meeting adjourned at 10:15 a.m.

Buildings and Grounds Committee

*Larry Bargy
Dawson*

Michael Crawford, Chairman

Eugene

March 2, 2005 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 8:37 a.m.

2. Village of Bellaire – Ball Field Driveway

- Trish Drollinger, Councilwoman and Ken Stead, DPW Director from the Village of Bellaire joined the meeting to discuss where the driveway to the ball fields should be located on the county property across from Meadow Brook. Preliminary consensus was the driveway should enter on the northeast corner of the property. Mr. Stead will contact Michigan Department of Transportation to see if they will allow another curb cut into the property.

Motion by Gene Dawson, supported by Mike Crawford to authorize the Village of Bellaire representatives and the Little League to proceed in getting the measurements to layout the driveway for the ball fields on the county property (northeast corner) across from Meadow Brook. Yes – Dawson, Crawford; no – Bargy.

3. Maintenance Department Update

Dave Vitale, Maintenance Department joined the meeting. Mr. Vitale informed the Committee the flood detection unit has been installed in the boiler room.

Mr. Vitale presented a quote of \$1,150.00 for carbon monoxide detection system for the County Building. The Committee directed Mr. Garwood to put the quote into the Future Capital Improvement Plan. Also, the Committee acknowledged the boilers are old and should be added to the Future Capital Improvements Plan.

Mr. Vitale asked for permission to conduct the annual boiler test and backflow preventer test. Mr. Vitale will come back with quotations for the next Committee meeting.

The Committee directed Mr. Vitale to get quotes from the two elevator companies for regular maintenance for the elevators in the County Building, 1905 Courthouse and Meadowview. The Committee also directed Mr. Vitale to work with George and Betty Perkins, from Meadowview Apartments, on this issue.

4. Jail Space Update

The Jail Space Ad Hoc Committee will be visiting the new Leelanau County Jail on Monday, March 7.

5. Courthouse Clock Repair Update

Mr. Garwood informed the Committee he has had recent email communications with Dean Bull to make sure he and Art Lennox are getting together on the "catchment" system for the clock weights. Mr. Bull will begin the process of refurbishing the clock in April.

6. Animal Shelter Update

Mr. Garwood informed the Committee that Petrie Construction has contacted him seeking the final payment. Sheriff Johnson reported that Petrie Construction has been out to the shelter since we conducted a site visit with him to repair some of the problems. The Committee will conduct another site visit at the end of this meeting.

7. Register of Deeds

Patty Niepoth, Register of Deeds joined the meeting to discuss placing the microfilm camera in the Historical Society space rented from the county in the old health department. The Committee informed Ms. Niepoth she will need to discuss the request with the Historical Society representative, Mary Kay McDuffie. Ms. Niepoth indicated she would have no problem with the County giving the Historical Society the old 35 mm camera as long as her department can use it if they need to.

Motion by Gene Dawson, supported by Larry Bargy to recommend the Board of Commissioners approve giving the 35 mm microfilm camera to the Historical Society, with the stipulation that the Register of Deeds can use it when necessary. Motion carried – unanimous.

8. Various Matters

- Request for Handicap Space
Mr. Crawford informed the Committee there are three (3) employees who have requested they be able to park in the handicap spaces. Mr. Garwood will get a handle on how many spaces we have and whether or not we need to add any spaces.
- Site Visit – Animal Shelter
The Committee adjourned to the Animal Shelter for a site visit at 9:40 a.m. At the Animal Shelter the Committee reviewed the items on the punch list that was given to Jim Petrie in January. Some items on the list have been addressed. Mr. Garwood will develop a new list for Mr. Petrie with the remaining items.

The site visit at the Animal Shelter adjourned at 10:45 a.m.

Meeting adjourned at 10:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**April 6, 2005
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 8:37 a.m.

2. Ballfields - Property Across from Meadow Brook

Trish Drollinger, Village Council Member, joined the meeting. Ms. Drollinger informed the Committee that using the current two track for an entrance for the ball diamonds will not be a problem for MDOT since it is an existing ingress and egress off of M-88.

Motion by Gene Dawson, supported by Mike Crawford, to allow the Village of Bellaire to use the existing two track for an entrance to the ballfields and east side of the ballfields (adjacent to the upper field) for a parking lot. Yes - Dawson, Crawford; No - Bargy

3. Maintenance Update

Mr. Vitale, Maintenance Supervisor, informed the Committee his crew has been working on outside clean-up and increasing the handicap parking spaces.

- Backflow Preventer Bids

The Committee reviewed quotes for backflow preventer testing from three companies:

- D&W Mechanical
- Sheren Plumbing and Heating
- Haggard's Plumbing and Heating

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve hiring Sheren Plumbing and Heating to provide testing on all County backflow preventer units. Motion carried – unanimous.

- Boiler Inspection

After making three contacts, Mr. Vitale received one quote for the annual boiler inspection from Northern Heating and Refrigeration.

Motion by Gene Dawson, supported by Larry Bargy, to authorize Mr. Vitale to seek additional quotations and take the lowest quote for the annual boiler inspection, not to exceed \$350. Motion carried - unanimous.

4. Animal Control Shelter

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

The Committee outlined the problems with the kennel walls.

The Committee, Mr. Weisler and Mr. Yvon agreed that Petrie Construction should redo, as a test, one kennel wall with an epoxy application and the other with a filler and the same Sanneborn product currently on the walls. The kennel would be put back into use to see how it holds up. Whatever product performs the best, the remainder of the kennels would be done the same way.

Mr. Weisler indicated he would do the above described test either this week or early next week.

The Committee discussed with Mr. Weisler the remaining items that need to be completed at the Animal Shelter. Mr. Weisler indicated they will complete these in the next two weeks.

Mr. Weisler indicated there would be an additional cost to get ventilation into the cat room. Mr. Yvon indicated the cat room should already have ventilation and said he would check with the mechanical engineer and get back to the Coordinator/Planner Office.

5. Waterless Urinals

Jay Troger, from Falcon Waterfree Technologies, and Steve Somers, Nichols (janitorial supplies), and Eileen Wallick, Park Manager, joined the meeting. The two representatives presented the possibility of using waterless urinals at Barnes Park and other County facilities. The Committee was interested and indicated they will consider the waterless urinals at a future date.

6. 1905 Clock Tower

Mr. Garwood informed the Committee that Mr. Bull will be starting the clock repair June 13. He also stated that Art Lennox, Engineer is in the process of designing the catchment system for the clock weights.

7. Elevator Contract

George Perkins, representative of the Meadowview Apartments management, joined the meeting. Mr. Perkins discussed the issue of the maintenance agreement for the elevator. He wondered if it was possible to get out of the current agreement with Kone Elevator and switch to Otis Elevator. Mr. Garwood will forward the maintenance contracts for the apartments as well as the maintenance contract for the County Building to Legal Counsel for review and advice.

Meeting adjourned at 11:05 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

**May 4, 2005
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 8:30 a.m.

2. Maintenance Department Update

- County Building

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale informed the Committee that all the walls of an orange color in the County Building are being painted. Mr. Vitale informed the Committee the File Storage Building will be painted this summer.

- Nifty Thrifty Building

Awnings should be repainted and have new graphics. The building should be repainted this summer. Mr. Vitale's crew will do the painting, and Mike Crawford will bring scaffolding.

Mr. Vitale will check with a few companies for redoing the lettering on the awnings.

Mr. Vitale informed the Committee that Todd's Tree Service will be trimming the dead limbs off the big maple tree on the north side of the Courthouse.

- Sink in the Courthouse

Mr. Vitale's crew will install a new larger sink in the 2nd floor restroom of the Courthouse.

The restrooms on the second floor of the Courthouse are currently not marked. The idea was the employees would use these restrooms and, because they are not marked, the public would not use them. However, some members of the public have discovered them and men are using the restroom designated for women. Some of the employees are asking that the restrooms be marked. Mr. Vitale will contact Karl Beal to get signs put up designating the two restrooms "men" and "women".

Mr. Crawford informed the Committee that the old Health Department has inadvertently become a "storage room". Mr. Crawford advocated we implement a policy for how long we keep old furniture and equipment.

Mr. Garwood will have the current policy on how we get rid of old computers for the Committee at next month.

- Maintenance Department Truck

Mr. Vitale inquired regarding what to do with the old Maintenance Department truck. Mr. Vitale was directed to check with the junk yard to see how much they will pay for it.

- Mohrmann Park Garage Roof

Mr. Vitale will try to sweep the roof of debris and moss. However, the roof is very old and its condition is unknown. If there is any problem he will stop.

3. Animal Shelter Update

Sheriff Johnson joined the meeting. Petrie Construction has blasted the walls in one of the kennels, and yesterday they applied a coat of epoxy. Sheriff Johnson will go to the Shelter and review the work later today.

4. Sheriff Administration Building

- Interview Room

Sheriff Johnson presented three quotes for constructing an interview room in the Sheriff Administration building (attached).

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from J. W. Construction (\$3,226.00) for the construction of an interview room in the Sheriff Administration Building.

5. Jail Space Update

Bob Van Putten, Architect from Landmark Design, joined the meeting. The Committee discussed the possibility of Mr. Van Putten doing a feasibility study for the County. Mr. Van Putten will provide the Committee with a quote for doing a Study.

6. Meadowview Apartments Exterior

Mr. Garwood informed the Committee a number of years ago the exterior of Meadowview was redone with a Styrofoam or a fiberglass product. A piece of the material broke off prompting George Perkins to seek someone to repair it. Upon talking to a contractor who specializes in the product he found out the exterior should have been maintained all along. Currently, there are cracks in the surface which could let water in behind it. An estimate to repair and repaint the entire exterior came to \$25,000 to \$30,000. Mike Crawford will go out to Meadowview and evaluate the condition of the exterior.

7. Capital Improvement Inspection

Mr. Crawford and Mr. Garwood will conduct site visits to all the County facilities in order to update the Capital Improvement Schedule.

8. Various Matters

- Handicap Parking

Motion by Gene Dawson, supported by Larry Bargy, to direct Maintenance to reduce the handicap parking at the rear (north side) of the County Building to two spaces. Motion carried – unanimous.

- Barnes Park Office Addition

Janet Person, Executive Director of the Antrim Conservation District, joined the meeting. The Committee considered adding four feet to the length of the soon-to-be constructed Barnes Park Interpretive Center/Office Building. Gary Bucklin, contractor gave a quote of \$7,000. Mr. Garwood will check with the State to see if making such a change would delay the project.

Ms. Person indicated Mr. Bucklin would like the County to drop the requirement for a performance bond for the Barnes Park Interpretive Center/Office Building construction project. She indicated the insurance companies are informing Mr. Bucklin they will not

issue a performance bond for a job that small (\$91,300).

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners eliminate the requirement for a performance bond for Gary Bucklin on the soon to be constructed Interpretive Center/Office Building at the park, subject to Legal Counsel review. Motion carried – unanimous.

Ms. Person also informed the Committee that Mr. Bucklin has requested that the billing for the project be issued by, and the payment checks be issued to the Antrim Conservation District instead of directly from and to him. Mr. Garwood will add this to the contract.

Meeting adjourned at 10:40 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

June 1, 2005

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. Public Comment

None.

3. Maintenance Department Update

- **County Building Roof**

Dave Vitale, Maintenance Supervisor, informed the Committee he has spotted some cracks on the County Building roof. Springfield Construction is scheduled to come out and evaluate the roof.

- **Parking Lots**

Mr. Vitale and his crew are relining the parking lots.

- **Maltby (Nifty Thrifty) Building**

The awnings are repainted but will not be reinstalled until the Maltby Building is repainted. The Committee directed Mr. Vitale to get quotes from local painters to paint the building.

4. 1905 Courthouse Anniversary (attachment)

Gary Dawson, from the Antrim County Historical Society, informed the Committee that they along with the Masons and Eastern Stars would like permission to organize a celebration for the 100th birthday of the 1905 Courthouse. Target date is August 7 or 8, 2005.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners allow the Antrim County Historical Society to organize a 100th birthday celebration for the 1905 Courthouse. Motion carried – unanimous.

5. Animal Control Shelter

Mr. Garwood informed the Committee that Petrie Construction has finished painting the one kennel as a test to see if the epoxy will stay on the walls even when applied over the product previously used. According to the Animal Control Officers it appears to be adhering to the wall just fine.

The Committee directed Mr. Garwood to contact Petrie Construction and have them repaint the remaining kennel walls with the epoxy product and work the schedule out with the Animal Control officers. Additionally, Mr. Garwood will remind Petrie to fix the sidewalk and patch the area in the storage room in the jail.

6. Sheriff Administration Building Update

Sheriff Terry Johnson joined the meeting. Sheriff Johnson presented two letters from DTE Energy (attachments) indicating the gas line going into the jail building is insufficient in size, and would need to be upgraded.

Motion by Gene Dawson, supported Larry Bargy, to recommend that Finance Committee find the dollars and the Board of Commissioners approve increasing the size of the gas line going into the jail building at a cost of \$4,440. Motion carried – unanimous.

7. Jail Space Update

The Committee reviewed the proposal from Harrison Landmark to conduct a study, price \$5,500.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve \$5,500 for the Jail Space Study by Landmark Design. Motion carried – unanimous.

8. 1905 Courthouse Clock Repair Update

Mr. Garwood informed the Committee that in his conversations with Dean Bull, Mr. Bull has indicated he would like to perform the work on the Courthouse clock outside of our regular contract. Mr. Bull felt we had a contract when he made a proposal and the County accepted. The Committee discussed the lack of specialist (horologists) in the area to work on old tower clocks, the relatively low cost of the contract, and their impressions of Mr. Bull both personally and as a professionally.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve waiving the requirement for the regular contract with Dean Bull as long as he provides proof of insurance. Motion carried – unanimous.

The Committee reviewed the plans for the catchment system designed by Art Lennox for the clock weights in the 1905 Courthouse.

9. Ambulance Barn

The Committee reviewed the plans for the ambulance barn which will be constructed on County property on the same side of M-88 as Meadow Brook and Meadowview apartments.

10. Meadowview Apartments Exterior Repairs Update

George Perkins, representative for the Meadowview Apartment management, joined the meeting. Mr. Perkins explained the need for repairs and painting on the exterior of Meadowview Apartments.

Mr. Perkins was directed to get one more opinion on how to address the exterior and bring the results back to this Committee next month.

11. Equipment and Furniture Disposal Policy

The Committee reviewed a draft of the Equipment and Furniture Disposal Policy. The Committee made one amendment to the draft policy and directed Mr. Garwood to send the draft policy to all department heads for review and comment.

Meeting adjourned at 10:31 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

SPECIAL MEETING

June 14, 2005

Minutes

Members present: Gene Dawson, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood, Jack White, Laura Sexton, Dave Vitale, Lou Basso and Dan Bean

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

2. Public Comment

None.

3. Jail Generator

Chris Dewey, Fire Chief, joined the meeting. Mr. Dewey gave an account of the problem in the jail last weekend. The power was out on Friday for a number of hours. The generator in the jail picked up the lights but does not power the air handling system. The temperature in the jail was above 100 degrees.

Discussion took place regarding whether to install a temporary generator vs. installing a permanent unit.

Ms. Sexton indicated the dollars are available in the capital outlay fund to replace the current generator.

Peter Garwood, Coordinator/Planner, indicated that the two choices are simply contracting with a generator supplier and electrical contractor to install a generator on an emergency basis or having an electrical engineer draft specifications and go through the bid policy.

The Committee had a speakerphone call with Jason VanBrocklin from Nealis Engineering.

It was the consensus of the committee that if we went through the bid process it wouldn't be until the end of the summer that we would get started on installation of the generator.

Motion by Larry Bargy, supported by Gene Dawson, to select D and R Electric as the contractor and Bridgeway Generator as the generator supplier, and get a diesel generator installed on an emergency basis. Motion carried – unanimous.

Meeting adjourned at 9:55 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

SPECIAL MEETING

June 20, 2005

Minutes

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

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

2. Public Comment

None.

3. Jail Generator

Chris Dewey, electrical contractor, and Bruce Otte, from Bridgeway-Cummings Power, joined the meeting to present options to replace the generator in the jail. At the last Committee meeting the Committee decided to initiate the emergency purchase provisions of the bid policy. The Committee worked with Mr. Dewey and Mr. Otte to amend the generator specifications which will result in a final price. Mr. Otte thought the price of the generator unit would not exceed \$35,000.

Motion by Gene Dawson, supported by Larry Bargy, to approve the purchase of a diesel generator for the jail as presented with changes, as well as installation. The purchase will take place on an emergency basis. Motion carried – unanimous.

4. Various Matters

- 1905 Clock Tower

Peter Garwood Coordinator/Planner, informed the Committee that Dean Bull has removed the inside mechanisms from the clock in the tower of the 1905 Courthouse, as well as the hands from the exterior of the clock faces. Mr. Bull has provided the County with a list of things he feels the County should consider (attached).

Meeting adjourned at 10:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

July 6, 2005

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 8:30 a.m.

2. Public Comment

None.

3. Maintenance Department Update

❖ Maltby Building (Nifty Thrifty) Painting

Two proposals were reviewed by the Committee for repainting the Maltby (Nifty Thrifty) Building; one from GBG Painting and the other from Palace Painters, Inc.

Motion by Gene Dawson, supported by Larry Bargy, to recommend hiring Palace Painters, Inc. to paint the Maltby Building on a time and material basis with an approximate cost of \$4,000 using a tinted latex "Drylock" masonry product.

Motion carried – unanimous.

❖ Budget Request

The Committee reviewed the budget submission for the Maintenance Department.

Motion by Larry Bargy, supported by Gene Dawson, to approve the Maintenance Department budgets (#'s 263, 264, and 265), as amended, as well as the capital outlay request for submittal to the Finance Committee. Motion carried – unanimous.

4. Meadowview Apartments

Discussion took place regarding how to pay for the exterior repair on the apartments.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve the repairs to the exterior of the Meadowview Apartments and to pay for the project out of the capital outlay fund for 2006.

Motion carried – unanimous.

5. Airport Hangar Roof Replacement

John Strehl, Airport Manager, joined the meeting.

Mr. Strehl brought in four quotes for repair/replacement of the roof on the community hangar at the airport. However, each quote involved different materials or the use of a different process to solve the problem.

Mr. Strehl was directed to get at least two more bids on the use of a membrane roof for the hangar. The Committee will have a meeting at 8:30 a.m. on July 14th to consider the quotes.

6. County Buildings

❖ Prosecutors Office Remodeling

Charles Koop, Prosecuting Attorney, presented a capital outlay request for making changes in the Prosecuting Attorney's Office for security purposes. The changes would be similar to the service window and security door in the District Court.

Peter Garwood will contact Jack Murchie, Architect, to make sure it is alright to put a service window through the wall.

Mr. Koop will get a quote from contractors and work station suppliers for estimates on the changes.

7. Animal Shelter

Mr. Garwood informed the Committee that Petrie Construction has been instructed to apply the epoxy paint on the walls of the kennels without grinding the current product off the walls. Petrie Construction was told to coordinate the job with the Animal Control Officers. Mr. Garwood has also had a phone conversation with Jim Petrie, who indicated he will come this week to look at the problems we are having with the sidewalks crumbling, and will engage in a strategy for fixing them.

8. Jail Space Update

The Committee decided to hold the next Jail Space Ad Hoc Committee meeting on the last Tuesday of the month of July.

9. 1905 Courthouse Clock

Mr. Garwood updated the Committee on the clock tower refurbishing project. He has contacted Mr. Lennox to get him over to give advice on some of the observations of Dean Bull, Horologist.

10. 1905 Courthouse 100 Year Birthday Celebration

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners waive the weekend building use fee for the 1905 Courthouse 100 year celebration on Sunday August 7. Motion carried – unanimous.

The issue of personnel from the Maintenance Department at the 100 year celebration will be referred to the Administration and County Services Committee.

Gene Dawson updated the Committee on the last meeting of the Historical Society on the 1905 Courthouse celebration.

11. Workers Compensation Fund Loss Control Visit

The Committee reviewed the Workers Compensation Fund Loss Control Visit communication.

12. Equipment and Furniture Disposal Policy

Patty Niepoth, Register of Deeds, joined the meeting.

She indicated she had a computer she was willing to give to the parks department (Barnes Park). However, she was wondering what to do with the information from her office that would still be on the hard drive. Mr. Garwood indicated she is to contact the Bellaire Computer Center to remove the data from the hard drive.

13. Equipment and Furniture Disposal Policy

Mr. Garwood informed the Committee that the Equipment and Furniture Disposal Policy has been distributed to all the department heads two to three weeks ago. No response has been offered.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the proposed Equipment and Furniture Disposal Policy.

Motion carried – unanimous.

Meeting adjourned at 11:15 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

SPECIAL MEETING

July 14, 2005

Minutes

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

1. Meeting called to order at 8:32 a.m.

2. Public Comment

None.

3. Airport Hangar Roof

The Committee reviewed the quotes for the airport hangar roof repair:

❖ Bloxom Roofing	\$ 49,050.00
❖ Springfield Construction	\$ 54,240.00
❖ Traverse Bay Roofing	\$ 49,766.00

Springfield Construction gives a 15 year warranty. The others give only a 10 year warranty or less.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote of \$54,240.00 from Springfield Construction (attachment) to apply the membrane roof on the airport community hangar. Motion carried – unanimous.

4. Airport Terminal Air Conditioning Quotes

The air conditioner at the airport does not work any more and must be replaced on an emergency basis due to the hot weather. The Committee received four (4) quotes for replacing the air conditioner.

❖ Aloha Heating	\$ 4,770.00
❖ E. H. Niepoth & Sons	\$ 4,975.00
❖ Central Heating and Cooling	\$ 5,000.00
❖ Climatron Heating & Air Conditioning	\$ 4,818.00

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from Aloha Heating to replace the air conditioner for the airport terminal at a cost of \$ 4,770.00 (attachment). Motion carried – unanimous.

Meeting adjourned at 8:52 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

August 3, 2005
Minutes

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

1. Meeting called to order at 8:32 a.m.

2. Public Comment

None.

3. Maintenance Department Update

❖ Grove Street Annex Carpet Quotes

Dave Vitale, Maintenance Supervisor, presented three quotes for tearing out old carpet and re-carpeting the Grove Street Annex Building, as follows:

- Bartlett's Home Interiors \$1,988.00
- Kalkaska Floor Covering \$1,821.62
- Carpet Barn, Inc. \$2,156.18

Motion by Gene Dawson, seconded by Larry Bargy, to recommend the Board of Commissioners approve the quote from Kalkaska Floor Covering (attachment) at a cost of \$1,821.62, as long as the references check out. If the references do not check out the next choice will be Carpet Barn. Motion carried – unanimous.

Mr. Vitale informed the Committee they have installed plywood in the ceiling, of the doghouse in the clock tower, and painted the inside.

Mr. Vitale informed the Committee that the air-conditioner unit on the County Building had a welded crack that re-fractured within the last few days. The fracture has been re-welded once again.

4. Maltby (Nifty Thrifty) Building Update

Mr. Garwood informed the Committee that the painting of the building has been complete.

The Committee spoke with Mike Crawford on the speakerphone. Mr. Crawford and Mr. Garwood had received a quote from Palace Painters to fix the rotten frames, replace some of the windows and finish painting the wood at the Maltby Building, for \$2,800. Mr. Crawford stated and the Committee members agreed this is the cheapest it could likely be completed for, and thought the Board of Commissioners should accept the quote. The only parts left are the trim and the windows.

5. Animal Shelter Update

Motion by Gene Dawson, supported by Larry Bargy, to recommend pursuing the hiring of a different contractor to finish the work at the Animal Shelter using the funds withheld from Petrie Construction (due to non-performance) or the Performance Bond, pursuant to legal counsel advice. Motion carried – unanimous.

6. Airport Hangar Roof Update

Mr. Garwood informed the Committee that the Coordinator/Planner office is currently working on the contract with Springfield Construction for the hangar roof. The project will take place in September.

7. Annex Building Electrical Evaluation

Sheriff Terry Johnson joined the meeting.

Sheriff Johnson informed the Committee that the risk analyst recommended an electrical evaluation for the Grove Street Annex Building. The initial problem that was identified was that the light switch is in the middle of the hall (someone would have to potentially walk in the dark to get to it). The Committee asked the Sheriff to check into using a night light to illuminate the area by the light switch.

8. Jail Space Update

Sheriff Johnson informed the Committee that they have run out of space for file storage at the jail. Also there is a need for some masonry work in a women's cell in the jail. Sheriff Johnson will get quotes for the job.

Mr. Garwood informed the Committee that, at their meeting on July 26, the Jail Ad Hoc Committee recommended this Committee, once again, recommend to the Board of Commissioners hiring Landmark Design to conduct the jail study. The Committee strongly agreed that the need for the jail study was great.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners reconsider and approve the \$5,500 for the jail study to be conducted by Landmark Design. Motion carried – unanimous.

9. 1905 Courthouse Update

The Committee reviewed correspondence, included in their packets, regarding the 1905 Courthouse.

10. Jail Generator

Mr. Garwood and Sheriff Johnson informed the Committee that D & R Electric has begun preparation for installing the new diesel generator at the jail.

The Committee directed Mr. Garwood to contact the original fence company to have them extend the fence around the new generator once installed.

11. Meadowview Apartments Exterior Repairs Update

Mr. Garwood informed the Committee that the Coordinator/Planner Office is working on bid specifications at this time.

12. Various Matters

❖ Clock Tower Exterior Quote

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve the quote (attached) from Northern Restoration and Waterproof System, Inc. to replace glass, cut out glazing cap seals and re-glaze around all clock faces at a cost of \$1,650 to \$2,250. Motion carried – unanimous.

Meeting adjourned at 10:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

September 7, 2005
Minutes

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

1. Meeting called to order at 8:32 a.m.

2. Public Comment
None.

3. Maltby Building (Nifty Thrifty)

Don Groeneveld, owner of Palace Painters, Inc., joined the meeting. Mr. Groeneveld explained how he did the project (painting the Maltby Building) and why it cost what it did. Mr. Groeneveld also indicated the windows still need to be done (remove rotted wood, replace some windows, re-caulk and paint), as well as paint, install and caulk the trim board.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve paying to Palace Painters the balance of \$6,824.10 for previous work and to approve the additional work (not to exceed) \$2,800. Motion carried – unanimous.

4. Meadowview Apartments

The committee opened one bid for the exterior work needed on the Meadowview Apartments from Mid West Stucco for \$38,500.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners reject all bids and wait until spring due to financial constraints. Motion carried – unanimous.

5. Maintenance Update

Dave Vitale, Maintenance Supervisor, informed the Committee of the following:

- ❖ A bracket on the 1905 Courthouse fire escape needs to be welded.
- ❖ New filters in the air handling units have been installed in the County Building and the 1905 Courthouse.
- ❖ The carpet has been installed in the Grove Street Annex.

Concerns about the location of the light switches in the Grove Street Annex were expressed by our Risk Management representative. The Committee requested that Mr. Vitale install a light sensitive night light in the area of the light switch, so an individual can see well enough to get to the light switch.

The Committee directed Mr. Vitale to paint the doors at the Maltby Building (to match the trim).

6. 1905 Courthouse Clock

Mr. Garwood distributed an update from Mr. Dean Bull Horologist on his progress on the historic clock in the courthouse.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Board of Commissioners approve the work proposed by Northern Restoration at a cost not to exceed \$2,250 (attached). Motion carried – unanimous.

Regarding the rest of the work in the 1905 Courthouse, Mr. Crawford, Mr. Garwood and Mr. Vitale will do a site visit and determine how much of the work can be done by staff and how much should be done by a contractor.

7. Airport Hanger Roof

Mr. Garwood informed the Committee that work on the Hangar roof at the Antrim County Airport will begin mid-September.

8. Annex Building – Electrical Evaluation

Sheriff Terry Johnson was unavailable – no action taken.

9. Animal Shelter

Mr. Garwood informed the Committee that Petrie Construction has started finishing the work at the Animal Shelter.

10. Jail Ad Hoc Committee

Gene Dawson, Larry Bary and Pete Garwood updated the Committee on their meeting with Bob VanPutten, from Landmark Design regarding the jail study.

11. Various Matters

❖ **Bellaire Ball Fields**

The Village of Bellaire has requested permission to build dugouts and install a sprinkler system at the ball fields on the County land across from Meadow Brook.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Board of Commissioners approve the construction of dugouts and installation of sprinkler systems at the ball diamonds, on the County property across from Meadow Brook, at no cost to the County. Yes - Crawford, Dawson No - Bary

Meeting adjourned 10:15 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

October 5, 2005
Minutes

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

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

2. Public Comment

None.

3. Maintenance Update

Dave Vitale, Maintenance Supervisor, updated the Committee on the following issues:

The hand rail along the handicap ramp at Nifty Thrifty has been repaired.

The floor in ROD/Abstract Vault has been washed and waxed.

Mr. Vitale informed the Committee of his concerns regarding the carpet in the County Building.

Mr. Vitale has been working with Dean Bull, Horologist, to make final adjustments on the clock in the clock tower.

The glass reception window in Mental Health has been repaired.

The new generator installation has been completed and it has been powered up. Mr. Vitale inquired about what to do with the old generator (WWII vintage). The Committee directed Mr. Vitale to take bids for the old generator.

Mr. Vitale will re-tuck the mortar joints on the stairways for the 1905 Courthouse.

Mr. Vitale was directed to get the fence around the new generator, at the jail, installed as we know what is going on with the old generator.

4. Abstract Office Space

Theresa Kent, Abstractor, joined the meeting. Mr. Crawford explained that the Abstract Department is lacking enough space to spread out documents and maps necessary to adequately do the required research. The Committee will do another site visit to see what could be done.

5. 1905 Courthouse List of Repairs

Mr. Garwood presented a draft bid package for the odds and ends that need to be done in the clock tower. The Committee directed Mr. Garwood to initiate the bid process, with the addition of a time and material fee for any unforeseen problems they may run into.

6. Clock Update

The Committee reviewed the latest update on the clock repair from Dean Bull (attachment).

7. Maltby (Nifty Thrifty) Building Updated

Mr. Garwood informed the Committee that the repairs and painting to the Maltby building are complete.

8. Airport Hangar Roof Update

Mr. Garwood informed the Committee that the Airport Hangar Roof replacement project has been completed by Springfield Construction.

9. Animal Shelter Deadline

Mr. Garwood and Mr. Crawford inspected the Animal Shelter with Jim Petrie last Thursday. There were a few very minor things that still needed to be taken care of. Mr. Petrie was here with his crew on Monday to take care of those details.

Motion by Larry Bargy, supported by Mike Crawford, to release the \$19,000 left on the Petrie Construction contract for the animal shelter. Motion carried – unanimous.

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Finance Committee and the Board of Commissioners consider paying Petrie Construction \$4,283.25 (attachment) for the extra materials and labor they did on the kennel walls in the animal shelter. Motion carried – unanimous.

10. Jail Space Update

Mr. Garwood informed the Committee that he had received a communication from Bob Van Putten requesting additional information to complete a jail population study. He has forwarded the request to Lou Basso, Jail Sergeant.

11. Various Matters

Mr. Garwood presented a communication from Trane and Oppenhiemer offering to come and do an energy audit. No action taken.

Meeting was adjourned at 10:40 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

November 2, 2005
Minutes

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

1. Meeting called to order at 8:00 a.m.

2. Public Comment

None.

3. Grove Street Annex

Chris Dewey, owner of D and R Electric, indicated that we may not want to consolidate all the meters at the Grove Street Annex Building. The savings appears to be minimal and would not be seen for a couple of decades. The Committee decided it would not be worth the cost to consolidate the meters at the Grove Street Annex Building.

4. Sheriff Department Administration Building

The majority of the part of the jail dedicated to housing the Sheriff Department administration is running off three phase - 480 amps. Mr. Dewey recommended the administration part of the jail should be converted to single phase. If this is done it will save the County money and the administration part of the building could be hooked to the new generator. The cost of the project would be around \$4,300.

Motion by Gene Dawson, supported by Mike Crawford, to recommend the Board of Commissioners approve hiring D and R Electric to convert the Sheriff Administration to single phase power and include it on the new generator for a cost not to exceed \$4,300. Motion carried – unanimous.

The Committee discussed selling the old 911 generator. Peter Garwood, Coordinator/Planner will contact Carl Goeman to have him inquire if any of the fire departments or other emergency service departments is interested in the 911 generator.

5. Construction Project Policy

The Committee discussed what the policy should include and directed Mr. Garwood to draft a policy for the next meeting.

6. Maintenance Department Update

- ❖ Restroom repair and repainting has been completed.
- ❖ Mr. Vitale is going to install a motion sensitive light on the rear side of the Maltby Building. The Committee agreed with the project.
- ❖ Roof repair on the Maltby Building is near completion.
- ❖ Heat tape on the 1905 Courthouse has been repaired.
- ❖ All batteries in the panic buttons have been replaced.
- ❖ The Veterans Memorial has been resealed.

The Committee authorized putting the WWII generator from the jail out for bid.

The Committee directed Mr. Vitale to put exit signs in the File Storage Building.

7. Clock Tower Safety/Reinforcement Project Bid Opening

No bids were received. The Committee requested that Mr. Garwood contact the contractor who just finished constructing the interview room in the Sheriff Department.

8. Office Space

Bob Englebrecht, Equalization Director, and Theresa Kent, Abstractor, joined the meeting. The Committee requested the two department heads formulate their wish list for their office space needs and get them to Mr. Garwood in about two weeks. The Committee will then be able to address the issue at their next meeting.

Meeting adjourned at 9:10 a.m.

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

December 7, 2005
Minutes

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

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

2. Public Comment

None.

3. Office Space

❖ Equalization and Abstract Office Space

Bob Englebrecht, Equalization Director, and Theresa Kent, Abstractor, joined the meeting. The Committee reviewed the space requirements and desires. Peter Garwood Coordinator/Planner and Mike Crawford will contact the Construction Code Department and see if they can assist with drawing up plans for the changes.

❖ Prosecutor Office Space

Charlie Koop, Prosecuting Attorney, joined the meeting to discuss needed security changes in his office. The Committee discussed the possibility of constructing a vestibule at the office entry door. Mr. Crawford and Dave Vitale, Maintenance Supervisor, will do a site visit within the next couple of days.

4. Art Donations

Becky Folker was unable to make the meeting. No action taken.

5. Elevator Agreements

Mr. Koop indicated the elevator agreement, which has an automatic renewal clause every five (5) years, would be almost impossible to get out of before the expiration date. Mr. Vitale was instructed to keep track of the expiration date, so that we can notify them that we want to terminate the contract.

6. Maintenance Department Update

Mr. Vitale informed the Committee of the recent power outage last weekend and the effects on the County facilities.

The Committee discussed the recently retired 911 generator.

7. Meadowview Apartments - Elevator

Blair Coutant, Apartment Manager, indicated that he had a tough time getting the elevator repaired at the Meadowview Apartments after the power outage last weekend. Mr. Coutant wondered if we should consider replacing the elevator. The Committee directed Mr. Coutant to explore options for upgrading the elevator including a possible replacement.

8. 1905 Courthouse

❖ Clock Tower update

Mr. Crawford informed the Committee that we were unsuccessful in getting any bidders for the clock tower safety reinforcement project. The Committee reviewed a time and material quote from Joe Wirtz to do the improvements on the clock tower safety reinforcement project.

Motion by Mike Crawford, supported by Gene Dawson, to recommend the Board of Commissioners to hire Joe Wirtz to complete the clock tower reinforcement project on a time and material basis at \$32 an hour (attachment). Motion carried – unanimous.

9. Construction Project Change Order Policy

Mr. Garwood distributed a draft copy of a Construction Project Change Order Policy for review by the Committee.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the Construction Project Change Order Policy as presented (attachment). Motion carried – unanimous.

10. Jail Update

The Committee discussed the options presented by the architect at the last Jail Ad Hoc Committee. The Jail Ad Hoc Committee will meet again when the architect has some cost estimates.

11. Telephone

Mr. Garwood informed the Committee that the phone company will no longer provide lightning protection in the maintenance agreement.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the telephone maintenance agreement contingent on not being able to find a company that will provide lightning strike protection (attachment). Motion carried – unanimous.

Meeting adjourned at 10:10 a.m.