

Buildings and Grounds Committee

Larry Bargy

Michael Crawford, Chairman

Eugene Dawson

CHANGED MEETING DATE

January 30, 2007

Minutes

Members present: Gene Dawson and Mike Crawford

Members absent: Larry Bargy

Others present: Pete Garwood and Jack White

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

2. Public Comment

None.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale informed the Committee there is some ice build up on the 1905 Courthouse roof in the area that was leaking in December. Mr. Vitale will keep an eye on it for now.

The Committee talked about the value of a lift for exterior maintenance to the buildings.

The maintenance crew has been working with the carpet installers in the Department of Human Services (DHS).

Havel Brothers Heating and Cooling advised Mr. Vitale how to revise the air handling system in the Abstract Department and the new conference room. Mr. Vitale and his crew were able to make the revisions resulting in a savings of around \$3,500.

The new maintenance employee is on the job and working out well.

Mr. Vitale discussed the difference in the way they are cleaning the carpets. The Committee directed Mr. Vitale to get prices on steam cleaners for the carpets and to talk to the carpet people to discuss the best methods for carpet cleaning.

4. County Building

◇ First Floor Remodeling Update

Peter Garwood, Coordinator/Planner, informed the Committee that all wall and electrical modifications have been complete in the Abstract/Register of Deeds area.

◇ Re-carpeting

Six offices and a hallway have been re-carpeted in the DHS Office. Additionally, the new conference room on the first floor has been re-carpeted.

✧ Carpet Cleaning Schedule

Mr. Vitale shared with the Committee the carpet cleaning schedule his crew uses.

✧ Carpet Protection Policy

Motion by Mike Crawford, supported by Jerroll Drenth, to recommend that a carpet protection device (typically a plastic mat) be used at all work stations in all County offices as well as in offices leased by the County to other agencies. This policy is to apply to all offices that have been re-carpeted after October, 2006. Motion carried – unanimous.

Meeting adjourned at 10:00 am.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

CHANGED MEETING DATE

February 27, 2007

Minutes

Members present: Jerroll Drenth, Larry Bargy and Mike Crawford

Members absent: None

Others present: Pete Garwood

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

2. Public Comment

None.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale showed the Committee pictures of the roof on the County Building. The roof is developing small spiral shaped cracks. Springfield Construction repaired the leaks. Mr. Vitale will get a roof replacement estimate from Springfield Construction.

◇ 911 Center Humidifier

Mr. Vitale had representatives from Reliable Mechanical Systems evaluate the humidifier in the 911 Center. The Reliable Mechanical Systems representative indicated that the system was never installed properly. The representative indicated it would take a few thousand of dollars to re-install the humidifier properly.

Mr. Vitale and Mr. Garwood will contact Petrie Construction and find out who installed the humidifier and have them come and answer questions regarding the installation.

◇ Carpet Cleaner

Mr. Vitale presented a quote for a new steam carpet cleaner for \$2,886.47 (attached). The Committee thought it was important to take good care of the new carpet with a good carpet cleaner.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the money and the Board of Commissioners approve the purchase of a carpet steam cleaner for a cost of \$2,886.47 from KSS Enterprises.

Unanimous

4. Artwork

Nancy Hunt and Amy Folker joined the meeting. Ms. Hunt and Ms. Folker brought a number of paintings with them with the intention of donating them to the County for display in the hallways. The paintings were of scenes from around the County. The Committee expressed a great deal of gratitude for the donation and invited Ms. Hunt and Ms. Folker to the next Board of Commissioners meeting for a ceremonial presentation and acceptance of the paintings.

5. Sheriff Department

Sheriff Terry Johnson joined the meeting. Sheriff Johnson indicated that the County received a score of 100% for compliance on the jail inspection

The County has entered into an agreement with the Grand Traverse Band of Ottawa and Chippewa Indians to keep two beds available for the tribe at an annual fee of \$25,700. The County and the Tribe also have an agreement for cross deputization between County deputies and the tribal police officers.

Sheriff Johnson said that he felt it may not be a good time to pursue a new jail in the current economic climate.

6. Animal Shelter

The walls have been painted. They have also purchased new computers for the Animal Control Officers. The heat diffuser in the cat room is still coming out too hard and too hot.

7. Parking Lot Agreement

The Committee reviewed the soon to be expired parking lot agreement between the County and the Village of Bellaire. Mr. Garwood will set up a meeting for him and Jerroll Drenth to meet with Village representatives.

8. County Building

✧ First Floor Remodeling Update

Mr. Garwood informed the Committee that the remodeling on the first floor of the County Building is complete.

✧ Re-Carpeting

Mr. Garwood informed the Committee that the re-carpeting of the Abstract, Register of Deeds Office and Department of Human Services has been completed and look very nice. The Committee decided that the following departments would be included in phase 2 of the re-carpeting effort: Treasurer, Clerk, Coordinator/Planner, Building Department, MSU Extension, and Veterans Affairs Office.

Meeting adjourned at 10:55 am.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**April 4, 2007
Minutes**

Members present: Jerroll Drenth, 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

Dave Vitale, Maintenance Director joined the meeting and informed the Committee he and his crew removed a wall in the Building Department to give them extra room. The department will be losing a storage room to the computer network project in the future.

The maintenance crew has been working on the lawn and landscaping in these past couple of weeks of good weather.

The maintenance crew has been using the new carpet cleaner, and Mr. Vitale indicated it is working great.

On the County Building roof the HVAC equipment bearings have been replaced. Additionally, the roof was repaired again and a couple of vents were replaced.

4. County Building Roof

The Committee reviewed a quotation from Springfield Roofing for replacing the County Building roof with a Duralast product. The Committee decided to hold off on both the roof replacement and a precautionary review and repair at this time. Jerroll Drenth will bring up roof replacement at the Finance Committee.

Mr. Vitale informed the Committee he had a service man from Temperature Control come and service the air conditioning units on the County Building. He was very satisfied with the knowledge and service provided. The service man indicated the compressors are in good shape. This was good news as it was contrary to the opinion from a different service provider.

5. County Building

❖ **Electrical Outlets**

Mr. Vitale indicated the technology consultant, Fred Trimble has informed him the County Building and the Courthouse do not have enough electrical outlets for today's equipment.

❖ 911 Humidifier

Mr. Garwood informed the Committee the company that installed the humidifier in the 911 Center has gone out of business. The Committee asked Mr. Vitale to see if there is a portable humidifier around that could be put in the 911 Center at least for now.

❖ County Building Carpet

Chairman, Jerroll Drenth opened two bids: one from Kiss Carpet and the other from Floor Covering Brokers.

Kiss Carpet – \$23,748

Alternate Bid (Using Tile in Treasurer's Vault) – \$23,597

Floor Covering Brokers – \$25,124.30

Alternate \$25,373. 07

Motion by Mike Crawford, supported by Larry Bargy to recommend the Board of Commissioners approve the "Alternate Bid" option from Kiss Carpet (attached) for re-carpeting and tiling of various areas in the County Building at a cost of \$23,597. Motion carried – unanimous.

Meeting adjourned at 9:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

May 2, 2007
Minutes

Members present: Jerroll Drenth, 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.

Laura Sexton, Clerk and Sherry Comben, Treasurer joined the meeting.

3. Maintenance Department Update

Dave Vitale, Maintenance Supervisor, joined the meeting. Mr. Vitale informed the Committee that the Treasurer has a historical safe that she doesn't use or need. When the Treasurers' vault was being prepared for floor tiling, the safe was removed. Mr. Vitale will place the safe in the first floor meeting room, while Ms. Sexton asks the Historical Society if they are interested in the safe.

The Committee reviewed a communication from Laura Sexton, Clerk, regarding the need to have the doors on the first floor meeting room lock from both inside the room and out.

Motion by Mike Crawford, supported by Larry Bargy, to change the locks on the doors in the first floor meeting room so they lock from both inside the room and out, and have them keyed alike. Motion carried – unanimous.

Ms. Sexton and Ms. Comben expressed concern that anyone can access the offices through the employee entrances at the back of the County Building. Mr. Vitale will check with Allen Supply and Pete Garwood will set up a meeting to go over the various options with the Maintenance Supervisor, Clerk, Treasurer and Register of Deeds.

Dave Vitale indicated that Springfield Construction has completed repairs on the File Storage Building roof.

Mr. Vitale indicated that he will inspect the condition of the floor tile in the work release area in the jail and report back.

Mr. Vitale will have some of the trees evaluated on the grounds by Mike Meriwether, the County Forester.

Mr. Vitale indicated that the pipe and coupling to the air conditioner on the County Building appears to be wearing (developing a crack). He also indicated we would save money if we installed a modulator on the air conditioning compressor so it only turns on when necessary instead of running constantly. Mr. Vitale presented a quote for both from Temperature Control, Inc. \$1,500 and \$2,050 respectively.

Motion by Mike Crawford, supported by Larry Bargy, to accept the quote for repair of the pipes and installation of the modulator to the compressor for a total of \$3,550 to be paid out of the building maintenance fund (attachment). Motion carried – unanimous.

4. County Building Roof

Jerroll Drenth, Chairman indicated that the Finance Committee has stated that the funds exist in the capital improvements fund to re-roof the County Building.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the bid process for replacing the roof on the County Building. Motion carried – unanimous.

Mr. Vitale reported that the tile and re-carpet job is proceeding well.

5. District Court

Carol Stocking, Court Administrator, joined the meeting. Ms. Stocking requested the District Court walls be painted and floor re-carpeted. The Committee will check with the maintenance supervisor to see if his crew can do the painting. The Committee indicated that the re-carpeting should be completed in the next couple of years if funds are available.

Ms. Stocking also indicated a desire to resurrect the Courthouse Security Committee. Ms. Stocking was asked to provide the results of the bid process Grand Traverse County is undertaking for the provision of Courthouse security through a private security firm.

6. Barnes Park Bathhouse Re-Roofing

Jerroll Drenth indicated that the Finance Committee stated the funds were available to replace the roof on the bathhouse at Barnes Park. The Committee agreed the replacement of the roof should be bid out.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve bidding out the roof replacement for the old bathhouse and grant the Buildings and Grounds Committee the authority to award the bid. Motion carried – unanimous.

7. Pavilion at Elk Rapids Day Park

The Committee discussed the condition of the pavilion at the Elk Rapids Day Park. No action was taken at this time. Site visits will be conducted.

8. Parking Lot Agreement

The agreement with the Village of Bellaire for the lease of the property next to the Red Cross building ends at the end of 2007. Mr. Garwood and Mr. Drenth reported on their meeting with Janet Person, Executive Clerk, and John Hansen, President of the Village of Bellaire, regarding renewal of the agreement.

Meeting adjourned at 10:20 a.m.

5. County Building – Re-roofing Bid Specifications

The Committee approved the bid specifications, for re-roofing the County Building, as is.

6. 1905 Courthouse

Roof Wall Flashing Proposal

Motion by Mike Crawford, supported by Larry Bargy, to recommend the proposal from Northern Restoration and Waterproof Systems, Inc. for re-flashing a portion of the 1905 Courthouse roof be approved for funding by the Finance Committee, (up to \$2,500). Motion carried – unanimous.

The Committee suggested the funding to come from the building maintenance fund.

7. Probate Courtroom Remodeling

Bill Hefferan, Court Administrator, joined the meeting. Mr. Hefferan requested that the Probate Court Room be reorganized. The Committee thought it is a reasonable request and will tour the courtroom tomorrow.

8. Trash Removal Bid Specifications

The Committee reviewed the previous bid specifications for the County facilities trash removal. The Committee made no recommendations for changing the specifications. Mr. Garwood indicated he will make sure all affected department heads (at location away from the main campus) will get a chance to review the specifications as it relates to their operation.

9. Parking Policy

Mr. Drenth and Mr. Garwood updated the Committee on the negotiations with the Village of Bellaire regarding the parking lot next to the Red Cross Building. During the course of negotiations the Village asked that the County address - better enforcement of the parking policy. It was the Village representatives' contention that County employees are parking on the Village streets instead of the parking lot.

10. File Storage Building

The Committee reviewed a memorandum from the Coordinator/Planner Office to the departments requesting they organize their area in the File Storage Building. The Committee then left the Coordinator/Planner Office and conducted a tour of the File Storage Building.

Meeting adjourned at 10:15 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**July 3, 2007
Minutes**

Members present: Jerroll Drenth, 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 Comments

None.

3. Maintenance Department

Mr. Vitale, Maintenance Supervisor, Steve Groll, Bellaire Computer Center, and Laurie Sexton, Clerk, joined the meeting.

- Budget

Mr. Vitale indicated that the controllers, software and computer equipment for the air handling system have, over time become outdated. Mr. Groll (from an I.T. perspective) agreed. This will be included in capital outlay budget request for the County Building and 1905 Courthouse.

Motion by Larry Bargy, supported by Mike Crawford, to approve the operations and maintenance budget request for the County Building for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Mike Crawford, supported by Jerroll Drenth, to approve the operations and maintenance budget request for the 1905 Courthouse and the Grove Street Annex Building for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Mike Crawford, supported by Jerroll Drenth, to approve the capital outlay budget request for both the County Building and the 1905 Courthouse for submittal to the Finance Committee. Motion carried - unanimous.

4. Mohrmann Park Garage Roof

Peter Garwood, Coordinator/Planner, informed the Committee that there is \$3,000 in the park budget very likely for the replacement of the roof on the garage at Mohrmann Park.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the bid process for replacing the roof on the garage at Mohrmann Park. Motion carried – unanimous.

5. Maintenance Department Update

Mr. Vitale reported on the activities of the Maintenance Department. The current phase of the carpet project is approximately half finished.

Mr. Vitale has contacted a tree trimmer to cut any dead limbs from trees on the County grounds (main campus).

The air conditioner compressor at the 1905 Courthouse malfunctioned but has been repaired.

The Committee considered the question of whether or not the gutters are necessary on the 1905 Courthouse. More research will be done.

6. Courthouse Security

Carol Stocking, District Court Administrator, joined the meeting.

Ms. Stocking presented preliminary quotations for Courthouse security (based on Grand Traverse bidding experience).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Chairman of the Board of Commissioners appoint an Ad Hoc Courthouse Security Committee. Motion carried – unanimous.

7. County Building Roof

Mr. Garwood indicated that the bid specifications for the County Building roof are very close to completion. The Committee set the date for a mandatory walkthrough for any roofing company that intends to bid on the job. Mr. Garwood and Mr. Crawford will lead the walkthrough. For the purpose of consistency (with other county buildings), the Committee approved the specification of a Duro-Last membrane roof.

8. Parking Lot

Mr. Garwood explained that the Village of Bellaire is not interested in swapping properties (County owned property in Richardi Park for Village owned property where the County owned parking lot is located) at this time. The Village proposed we enter into a short term agreement (two years) with the same language as the current lease without the construction related language. The two years would give them a chance to figure out what their future need is for the property (if any).

Motion by Mike Crawford, supported by Jerroll Drenth, to recommend the Board of Commissioners approve entering into a temporary two year agreement with the Village for the County owned parking lot on Village of Bellaire property, with removal of the language concerning construction of the parking lot. Motion carried – unanimous.

9. Parking Policy

Mr. Garwood informed the Committee that much like the Village of Bellaire President reported, some of our employees are parking in the front of the County Building and on the streets of Bellaire, which is not consistent with the Board of Commissioner adopted parking policy. Mr. Garwood will talk to Sheriff Johnson about options for enforcement.

Meeting adjourned at 10:00 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

August 1, 2007 Minutes

Members present: Jerroll Drenth, 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 Comments

Sherry Comben, Treasurer joined the meeting. She indicated when the Committee gets to the issue of the dark room/storage room she would like the Committee to know her position. She would like the room to be treated as primarily a dark room and secondarily as a storage room.

3. Bid Opening

County Building Roof Replacement.

The Committee opened three bids for the roof replacement on the County Building. The bid tabulations were as follows:

Great Lakes Roofing

Base bid:	\$ 59,439
Alternate 1 (add two inch of insulation):	\$ 84,439
Alternate 2 (add four inches of insulation):	\$108,139
15 year warranty	
Certificate of insurance - yes	

Bloxsom Roofing

Base bid:	\$ 65,560
Alternate 1 (add two inch of insulation):	\$ 80,175
Alternate 2 (add four inches of insulation):	\$102,130
15 year warranty	
Certificate of insurance - yes	

Springfield Roofing

Base bid:	\$ 65,582	*\$61,542
Alternate 1 (add two inch of insulation):	\$ 85,251	*\$81,211
Alternate 2 (add four inches of insulation):	\$103,916	*\$99,876
15 year warranty		
Certificate of insurance - yes		

**If they can leave the recently installed flashing on the parapet as well as the metal cap (welding the new membrane roof to it), they would reduce the quote by \$4,040.*

The Committee decided to stick with the Duro-Last membrane as specified, which left Great Lakes Roofing and Springfield Construction as the only two qualified bidders. The Committee also indicated that even though Springfield Roofing was about \$800 more expensive than Great Lakes Roofing, due to personal experience and reference checks, they felt more comfortable awarding the bid to Springfield Roofing.

Motion by Larry Bargy, supported by Jerroll Drenth to recommend the bid be awarded to Springfield Roofing for Alternate 1 at a cost of \$85,251 (attached). The Committee also recommended the Board of Commissioners approve applying a voluntary alternate of a \$4,040 reduction for allowing the contractor to re-use the recently installed flashing on the parapet as well as the metal cap. Motion carried – unanimous.

Trash Removal Bids

The Committee opened two bids for trash removal at various County facilities. The bids were as follows:

American Waste

Total bid (all facilities)

1 year contract \$8,950

3 year contract (annualized) \$9,225

Waste Management

Total bid (all facilities)

1 year contract \$10,230

3 year contract First two years \$10,230.00

Third year \$10,741.50

Motion by Larry Bargy, support by Jerroll Drenth to recommend the Board of Commissioners choose American Waste for trash removal at the County facilities at the three year contract rate of \$9,225 per year (attached). Motion carried – unanimous.

4. Maintenance Department Update

Dave Vitale, Maintenance Supervisor gave an update for the Maintenance Department.

- **Tile and Carpet Update**
Mr. Vitale indicated that phase 2 of the project is complete. Mr. Garwood will come up with a proposal for using the rest of the re-carpet budget (approximately \$21,000) for the next meeting.
- **Tree Removal**
Mr. Vitale indicated the big maple on the north side of the Courthouse is rotted in the middle and needs to be removed.

Motion by Mike Crawford supported by Larry Bargy to put the removal of the maple and the spruce on the north side of the Courthouse out for quotes. Motion carried – unanimous.

- **1905 Courthouse Boiler**
Mr. Vitale presented three options from Temperature Control, Inc. for fixing the boiler in the 1905 Courthouse.

Motion by Mike Crawford supported by Larry Bargy to recommend the Board of Commissioners approve putting the replacement of the boiler in the 1905 courthouse out for sealed bid. Motion carried – unanimous.

- **County Building Hot Water Heater**
Mr. Vitale informed the Committee the hot water heater in the County Building had to be replaced on an emergency basis. The guidelines in the bid policy for an emergency situation were followed.

- **Annex Building**
Mr. Vitale informed the Committee a compressor for an air conditioner on the Grove Street Annex Building had to be replaced on an emergency basis. The guidelines in the bid policy for an emergency situation were followed.
- **Lights**
Lights in the Emergency Services Building and the lights in the evidence storage facility need to be replaced. The Committee indicated Mr. Vitale should get quotes and take care of it.

Motion by Larry Bargy, supported by Mike Crawford to approve the quote for \$950 submitted by Environmental Testing and Consulting, Inc. to do an indoor air quality test and take and analyze mold samples in the 911 center. Motion carried – unanimous.

5. Elk Rapids Day Park Pavilion

Mr. Drenth informed the Committee he has visited the pavilion at the Elk Rapids Day Park. He indicated there is no immediate danger of the pavilion failing. Staff will locate the information regarding the last time repairs were done on the structure and bring it to the Committee.

6. Barnes Park Bathhouse Roof

The Committee discussed a new proposal from the previously chosen roofer Brian Drukenmiller for replacing the current sky lights on the old bathhouse at Barnes Park. The Committee wanted more discussion with Mr. Drukenmiller. Mr. Garwood will set up a meeting at the site.

7. Register of Deeds/Treasurer – Storage Room/Dark Room

Bonnie Homan, Chief Deputy in the Register of Deeds Office joined the meeting. The Committee discussed a room off the first floor copier room that is currently being used as a dark room by the Treasurer's Office and a storage room by the Register of Deeds Office. After the meeting was adjourned, some of the members toured the area where the dark room/storage room is located.

Meeting adjourned at 10:15 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

September 5, 2007
Minutes

Members present: Jerroll Drenth, 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. Mohrmann Park Storage Building Roof Replacement - Bid Opening

The County received five bids for the replacement of the Mohrmann Park storage building roof, as follows:

Company	Bid Price	T&M for Board Replacement	Certificate of Insurance
Person Construction	\$2,380	\$30/hour	yes
Craig Dawson	\$2,200	\$25/hour	yes (no W.C.)
Brian Druckenmiller	\$1,670	\$25/hour, \$8 a sheet	not included
Extreme Seasons Builders	\$1,800	\$25/hour plus materials	yes (no W.C.)
Scotts Construction	\$2,000	\$20/hour plus sheets	no

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the bid from Brian Druckenmiller for \$1,670. Motion carried – unanimous.

Peter Garwood, Coordinator/Planner, will make sure Mr. Druckenmiller provides the County with a certificate of insurance prior to starting the job.

4. Maintenance Department Update

There was no maintenance department update as Dave Vitale, Maintenance Director, could not make the meeting due to a family emergency.

5. Victim's Rights Office - Remodeling

Charlie Koop, Prosecuting Attorney, joined the meeting. Mr. Koop presented a plan for a new work station and other office furniture for the Victim's Rights Office.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the funds and the Board of Commissioners approve installation of the office furniture in the Victim's Rights Office (proposal attached). Motion carried – unanimous.

6. County Building Roof Replacement - Update

Mr. Garwood informed the Committee that Springfield Construction will be starting next week on replacing the County Building roof.

7. Elk Rapids Pavilion

Jerroll Drenth informed the Committee that he had a discussion with Joe Wirtz, the contractor who originally did the work on the Elk Rapids pavilion, about shoring up some of the roof beams on the pavilion, about five years ago. Mr. Drenth will request a cost estimate from Mr. Wirtz for shoring up the rest of the beams. He will also ask Mr. Wirtz to evaluate the parts of the beams that are covered by the roof.

Mr. Drenth will also consult with the Building Department regarding the plan.

8. Barnes Park Bathhouse Roof

Mr. Garwood informed the Committee that work on the Barnes Park bathhouse roof would start this week or next week.

9. Dark Room/Storage Room in Copy Room - 1st Floor

Motion by Mike Crawford, supported by Larry Bargy, that the dark room/storage room be used primarily as a dark room and secondarily as a storage room, only if the space is available. Motion carried – unanimous.

10. November Meeting Date

The Committee agreed that the November meeting be changed to October 31 at 8:30 a.m.

The meeting was adjourned at 9:35 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**October 3, 2007
Minutes**

Members present: Jerroll Drenth, Larry Bargy and Mike Crawford
Members absent: None
Others present: Pete Garwood, Jack White, Dave Vitale, and Bill Hefferan

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

2. Public Comment

None

3. Antrim County Boiler System - Bid Opening

The County received six (6) bids for the replacement of one of the two boilers in the 1905 Court House as follows:

Company	Bid Price	Certificate of Insurance	Notes
Grand Traverse Plumbing & Heating	\$9,750	No	Bid the spec'ed LOCHINVAR
Haggard's Plumbing & Heating	\$8,170	No	LOCHINVAR
Temperature Control	\$10,750	Yes	LOCHINVAR
ABI Mechanical (attachment)	\$7,351	Yes	LOCHINVAR
Northern Heating & Refrigeration	\$15,147	Yes	LOCHINVAR
John E. Green	\$7,696	Yes	LOCHINVAR

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approves the bid from ABI Mechanical (low bid of \$7,351) to replace a boiler in the 1905 Courthouse. Motion carried – unanimous.

4. Maintenance Department Update

Dave Vitale, Maintenance Director informed the Committee the flag pole in front of the County Building was not in good shape. It was removed and replaced. The sprinkler system has been turned off for the season. The crew has been doing painting in various areas around the County facilities.

Peter Garwood, Coordinator/Planner informed the Committee the air quality test in the 911 Center has been completed. The study indicates the air going into the center is not contaminated. However, the samples from the ducts indicate there is some mold (it is dormant and not air born). Mr. Vitale has been in contact with mold removal companies and will meet with them on site within the next two weeks. (attachment)

Mr. Vitale will contact Todd's Tree Service (the company chosen to remove the maple and spruce trees on the north side of the Courthouse), and have them begin removing the trees.

Mr. Vitale will be getting quotes from different companies on providing the annual check-up on the Backflow Preventers in the County facilities.

5. Probate Court – Remodeling Project

Bill Hefferan, Court Administrator joined the meeting. The Committee discussed how the remodeling project would take place in the Probate Court room. Discussion also took place regarding the security needs at the Courthouse.

6. Elk Rapids Pavilion

Mr. Drenth will discuss the pavilion with a builder named Fritz Dodge, who specializes in beam construction.

7. Barnes Park Bathhouse Roof

Mr. Garwood informed the Committee that work on the Barnes Park bathhouse roof was completed.

8. Antrim County Jail – Sheriff Department Generator

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the Planned Equipment Maintenance Agreement for the jail generator, from Cummings-Bridgeway, for one (1) year period; November 2007 to November 2008. The cost will be \$505.28. Motion Carried – Unanimous. (attachment)

8. Various Matters

Antrim County Building:

Mr. Garwood informed the Committee that work on the Antrim County Building roof was completed.

Re-Carpeting Various Rooms:

Motion by Mike Crawford, supported by Larry Bargy to approve re-carpeting the Drain Commissioner Office, the Board of Commissioners Room, the stairways and elevator in the 1905 Courthouse, and a portion of the District Court space, not to exceed the amount left in the 2007 budget of approximately \$21,000. Motion Carried – Unanimous. (attachment)

Cost Control Associates, Inc.:

Mr. Garwood shared a communication from Cost Control Associates, Inc. A company that specializes in looking at different bills (cell phones, energy and telecom providers) and identifying cost savings. No action was taken. (attachment)

10. November Meeting Date

The Committee agreed that the November meeting be changed to October 30 at 8:30 am

The meeting was adjourned at 10:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**October 30, 2007
Minutes**

Members present: Larry Bargy, Mike Crawford and Jerroll Drenth (arrived at 9:00 a.m.)
Members absent: None
Others present: Pete Garwood and Jack White

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

Dave Vitale, Maintenance Supervisor joined the meeting.

2. Public Comment

None

3. Antrim County Carpet Replacement - Bid Opening

Mike Crawford opened six (6) bids for the replacement of carpet in selected areas of the County Building and 1905 Courthouse. The bids are as follows:

Company	Bid Price	Certificate of Insurance
Bartlett's Home Interiors	\$14,570.00	Yes
Brown Lumber	\$12,814.12	Yes
Carpet Barn	\$13,089.00	Yes
Kiss Carpet	\$16,166.22	Yes
Northern Floor & Tile	\$12,768.00	Yes
Stone Mountain	\$14,490.00	Yes

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approves the bid from Northern Floor and Tile, in the amount of \$12,768, to replace the carpet in selected areas of the County Building and 1905 Courthouse. Motion carried – unanimous.

4. Maintenance Department Update

Mr. Vitale informed the Committee the two trees that were in front of the Courthouse have been removed.

Painting is taking place in the District Court and the Probate Court.

The Boiler for the Courthouse is scheduled to arrive tomorrow.

Mr. Vitale indicated the carpet in the jail lobby and key control area is in need of replacement. He also suggested that we might consider tile in at least part of that area.

The Committee directed staff to get a quote from Northern Carpet and Tile to tile the area in the jail.

5. Probate Court – Remodeling Project

No action taken. Mr. Crawford and Mr. Garwood will get together to draft specifications for the project.

6. Elk Rapids Pavilion

Mr. Drenth has been unable to contact Fritz Dodge as of yet, as Mr. Dodge has been out of the area. Contact will be made this month.

7. Board of Commissioners Room

The Committee discussed the current Commissioner Table arrangement. The Committee decided to temporarily keep the current table arrangement after we re-carpet; while immediately looking into what is available in the way of individual tables / desks for each Commissioner.

8. Various Matters

Safety Inspection:

Mr. Crawford inquired about whether or not there has recently been a safety inspection of the building. Mr. Garwood will check into it with the designated Safety Inspector, as well as the Safety Committee (which was formed as a result of the safety meetings with the workers' compensation safety representative).

The meeting was adjourned at 9:50 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**December 5, 2007
Minutes**

Members present: Larry Bargy, Mike Crawford and Jerroll Drenth
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. Jail Plumbing

Dave Vitale, Maintenance Director and Sheriff Terry Johnson informed the Committee about a plumbing problem in the jail. Old pipes under the slab in the old part of the jail had sprung a leak. The problem was declared an emergency and a contractor (Temperature Control) were called into devise a plan and re-route the piping. The cost quoted, at time and material, not to exceed \$7800.

Sheriff Johnson informed the Committee there is a need for a mixing valve off the hot water tank and two of the sinks (in cells 1 and 2) still need hot water. The Committee requested staff to take care of this problem as soon a possible.

4. Maintenance Department Update

Mr. Vitale informed the Committee that a light was installed on the outside of the County Building, on the north side.

New lights have been installed in the evidence room. In addition, new lighting will be installed at the Emergency Operations Center.

Carpet and wall painting has been taking place in the District Court.
Some of the walls in the District Court needed to be repaired prior to painting.

Lots of snow shoveling has been taking place.

Mats have been placed in the high traffic areas in each office.

5. Board of Commissioners Room: Table / Desks

The Committee met with Dave Holiday from Custom Office Systems to discuss and see a model of new tables/desks for the Commissioner Room. Mr. Holiday will prepare a quote for the tables/desks.

6. Barnes Park

Mr. Drenth read four separate quotes for the replacement of the water heater at the old bathhouse in Barnes Park.

Clark and Sons:	\$6,802
Haggard's Plumbing & Heating:	\$5,475
Niepoth Plumbing & Heating:	\$4,100
Aloha Plumbing and Heating:	\$5,059

Motion by Jerroll Drenth, supported by Mike Crawford, to recommend the Board of Commissioners approve the quote from Niepoth Plumbing and Heating for a new water heater at the old Barnes Park Bathhouse (\$4,100 to be paid out of the Barnes Park budget). Motion Carried – Unanimous.

7. Emergency Operations Center (EOC)

Mr. Drenth indicated that Carl Goeman had received a quote from Arndt Electric of \$750 for a heavy duty electrical outlet on the outside of the EOC. Mr. Goeman had indicated he had some funds that could be utilized for the purpose.

**Motion by Larry Bargy, supported by Mike Crawford, to approve and pass on to the Finance Committee the request to hire Arndt Electric to install a heavy duty electrical outlet on the outside of the EOC at a cost of \$750.
Motion Carried - Unanimous**

8. Michigan Municipal Risk Management Association (MMRMA) Electric Choice Program

The Committee reviewed a communication from the MMRMA regarding a program they offer, which they claim can save 8-12% on the County's electric bill. The Committee requested that Peter Garwood, Coordinator/Planner get more information on the program.

9. Parking Lot Agreement

Mr. Garwood informed the Committee that the Village of Bellaire has new members on the Council, some of whom believe a 2 year time frame is too short. The Village Executive Clerk has indicated, the length of the appointment, will go back to one of their Committees for additional review.

10. Courthouse Security

The Committee discussed options with Jack Murchie (Architect), on speakerphone, regarding methods for addressing the security concerns at the 1905 Courthouse.

11. Parking Lot Snow Removal

Mr. Garwood informed the Committee that the bank is no longer plowing the parking lot directly east of the Grove Street Annex. He presented a quote from Bert's Excavating for adding the parking lot, to the list of parking lots they plow for the County (\$1,500). The Committee requested Mr. Garwood get a quote from the company that is plowing the adjacent drive-thru and parking area for the bank.

The meeting was adjourned at 10:30 a.m.

