

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**February 6, 2008  
Minutes**

Members present: Larry Bargy, Mike Crawford and Jeroll 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. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor joined the meeting.

Mr. Vitale presented a quote for two separate options from Temperature Control for fixing the hot water in the jail kitchen.

**Motion by Mike Crawford, supported by Larry Bargy, to approve running a dedicated pipe from the water heater to the dishwasher and sink, in the jail kitchen, at a cost of \$950.00 (attached). Motion Carried - Unanimous**

The valve for the pre-heater for the air handler in the County Building had to be replaced.

At the jail, during the safety inspection, a leak in one of the pumps was discovered. It has been shut down and is scheduled for repair.

An inspection has taken place on two backflow preventers. Inspections are needed on seven more. The Committee deemed it regular maintenance and directed Mr. Vitale to get quotes and pick the lowest quote. The Committee indicated Mr. Vitale should go ahead and do this every two years or as otherwise required.

Mr. Vitale indicated a crack has developed in an interior wall on the third floor of the 1905 courthouse. He asked the Committee to take a look at it prior to repairing it.

Mr. Vitale indicated the electronics for the mechanical system in the County Building, in the 1905 Courthouse, are old and need to be assessed and possibly replaced. Mr. Vitale was directed to have Havel Brothers do an assessment of the system and conduct a follow up presentation to the Committee.

## **4. Probate Court Remodeling**

Bill Hefferan, Court Administrator joined the meeting. This issue was tabled until next meeting.

## **5. Board of Commissioners Room: Table/Desks**

The Committee reviewed the quote from Custom Office Systems to replace the current Commissioners Room table with a portable table system. No action taken.

## **6. Lakeshore Energy**

The Committee reviewed the Lakeshore Energy program for the supply of natural gas to the County facilities. Peter Garwood, Coordinator/Planner will call DTE to see if they have a program that provides discounts to larger users.

## **7. North Country Community Mental Health (NCCMH) – Lease Agreement**

The Committee reviewed the current lease agreement between the County and NCCMH. Mr. Garwood will contact representatives from NCCMH and begin negotiations for a new lease agreement keeping the wishes of the Committee in mind.

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

# Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

March 5, 2008  
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. Maintenance Department Update

Dave Vitale, Maintenance Director joined the meeting and gave a departmental update.

Jerroll Drenth inquired about the radio tower building on Orchard Hill Road and the rodent problem. Mr. Vitale indicated that they have had problems with rodents at the facility on a regular basis. He also indicated that he thinks they now have it under control.

First Aid Kits:

Mr. Vitale informed the committee he has discussed getting first aid boxes for each of the buildings. With the Cintas program, we would pay \$100 for the initial box with all the supplies in it. After the initial purchase, they would keep them stocked, and would make sure that the supplies that have an expiration date are replaced when required. The County would only get charged for the cost of the supplies. Peter Garwood, Coordinator/Planner indicated that Antrim County Transportation (ACT) already has such an arrangement, but that there was interest expressed by the John Strehl, airport manager.

**Motion by Mike Crawford, Supported by Larry Bargy, To direct Mr. Vitale to contact the various department heads in the different county facilities and make sure a first aid box is ordered where needed.**

**Motion Carried – Unanimous.**

## 4. Combination Locks for Employee Entrances

Mr. Vitale explained that various department heads have inquired about a combination or card system for the employee entrances at the back of the County Building. Dan Doornbos, from Allen Supply presented a demonstration of how a combination lock works.

**Motion by Larry Bargy, Supported by Mike Crawford, to recommend the**

**Board of Commissioners approve the purchase and installation of three combination lock sets for the three employee entrances at the back of the County Building at a cost of \$2,379.45. Motion Carried – Unanimous.**

**5. Wireless Network Lease**

Charlie Koop, legal counsel had not provided anything on this issue for consideration. No action taken.

Mr. Garwood will contact Mr. Koop and ask if the agreement will be ready for the Board of Commissioners meeting.

**6. Lakeshore Energy Natural Gas Proposal**

The Committee reviewed the communications between Mr. Garwood and the DTE representative and reconsidered the Lakeshore Energy proposal. The Committee thought it was better to stay with DTE for now. No action was taken.

**7. Old Telephone System**

Mr. Garwood explained that his staff has contacted the company that serviced our old phone system, CMH and other parties that were thought to have an interest in our old phone system with no success. The recommendation is to throw it away unless the Committee had some ideas regarding who else might have an interest in the old phone system. The Committee gave the following suggestions:

- M Tech in Traverse City
- Women Resource Center (may be able to be used for a client starting a business).
- Put ad in Record Eagle

**8. Torch Lake Township Property**

The Committee reviewed a communication from a realtor for Torch Lake Township, inquiring if the County has any interest in the old township hall and fire department property. Jerroll Drenth will check with the realtor on the details of the property and buildings.

The meeting was adjourned at 9:57 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**April 29, 2008  
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. Agreement with Dale Snook**

Peter Garwood, Coordinator/Planner informed the Committee that the agreement with Dale Snook for the use of his hangar (for mounting an antenna for our computer network), requires changes to be made. Mr. Garwood and Valerie Craft, Network Engineer will be meeting with Charlie Koop, Legal Counsel later today regarding this issue. The agreement will likely include the following; the County will pay the electric bill for Mr. Snook's hangar with a limit of 2,700 kilowatt hours per year. In addition, Antrim County will provide internet service at Dale Snook's hangar. The County will be able to transfer the internet service provided by Chain of Lakes Internet (COLI) to Mr. Snook's hangar at no monthly cost to the County (there may be a cost to transfer the equipment). Internet service for the airport terminal and the Emergency Operations Center will now be provided by Charter Cable Company, which means the COLI equipment is no longer needed for this purpose. Mr. Garwood indicated it is very likely the agreement will be in the Commissioner packets.

## **4. Elk Rapids Pavilion**

Jerroll Drenth, Chairman informed the Committee that Fritz Dodge, with whom he was going to discuss the Elk Rapids pavilion appears to have moved out of the area. Mr. Drenth will contact Jim Barnard, a local engineer, for ideas regarding the structure.

## **5. Air Conditioner Unit – Data Room**

Dave Vitale, Maintenance Supervisor joined the meeting. Mr. Garwood and Mr. Drenth informed the Committee that the new Main Data Facility (MDF) room, with all the computer servers, is getting so hot there is a concern about overheating. Thus, an ad was placed in the newspaper seeking bids for an air conditioning unit to cool the MDF. Because of timing the bids will be opened by the Finance Committee rather than the Building and Grounds Committee.

## **6. Maintenance Update – Dave Vitale**

Mr. Vitale indicated his department is in the process of refinishing the outside doors in the 1905 Courthouse.

Mr. Vitale indicated he had to replace two micro-flow units in the prosecutor's office. The micro-flow units determine how much air flows into an area.

Mr. Vitale also informed the committee that the lawn has been raked and "thatched" and the sprinkler system has been turned on.

The bearings on the HVAC equipment in the county building have been greased.

The elevator is currently turned off, and the elevator repair man is repairing it at this time.

All parking lots are currently being swept and will then be striped as weather permits. Mr. Crawford inquired about whether or not the parking lots should be coated. Mr. Vitale indicated he will inspect the parking lots.

Mr. Vitale informed the Committee that a window is being replaced at the County Building.

Mr. Vitale informed the Committee that one of the offices in the Department of Human Services had a mold problem. Mr. Vitale and his crew are in the process of treating the mold.

Mr. Vitale informed the Committee that the flag pole in front of the Courthouse broke into three pieces. The Committee directed Mr. Vitale to replace it.

Mr. Vitale inquired about the possibility of purchasing a lift. Mr. Drenth indicated that Larry Essenberg in Ellsworth has one for rent - he thought it would reach about 40 feet high. Mr. Drenth will check into the specifics on the lift, but also indicated that renting a lift for the few times we need it a year should be adequate.

## **7. HVAC System**

The Committee reviewed the proposal from Havel Brothers for updating or replacing the current computer and controller system for the HVAC system. The Committee directed Mr. Vitale to check to see if the money is in the budget to upgrade the HVAC system. Additionally, they requested Mr. Vitale get a quote from Havel Brothers for the update, and find out if Havel Brothers is the only company that can sell parts and service the Barber-Colman controls and associated computer system.

The meeting was adjourned at 9:55 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**June 4, 2008**

## **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. Maintenance Department Update:

Dave Vitale, Maintenance Supervisor joined the meeting. Mr. Vitale informed the Committee the flagpoles at the 1905 Courthouse and the Animal Shelter are being installed.

The generator for the County Building has developed a bad oil pan leak. Because the oil pan is attached to the motor mounts, the fix is expensive (\$1,562.98).

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve the repair of the generator in the County Building at a cost of \$1,562.98**

**Motion carried – Unanimous.**

Mr. Vitale informed the Committee that Crawford Construction and the maintenance personnel took care of a mold problem in the wall of an office in DHS, on an emergency basis.

Mr. Vitale informed the Committee the evergreen tree over the parking area on the northwest corner of the County Building is dying. The Committee directed Mr. Vitale to remove the tree.

Mr. Vitale informed the Committee he will invite Tim Kerkstra from Havel Brothers to the next meeting to explain his proposal for updating the controls for the air handling and mechanical systems in the County Building, Courthouse and Jail.

4. Rubber Ducky Festival:

The Committee reviewed a request from the Bellaire Chamber of Commerce for the use of the Courthouse lawn and the Courthouse restrooms.

**Motion by Larry Bargy, supported Mike Crawford, to recommend the Board of Commissioners approve allowing the Bellaire Chamber of Commerce to use the Courthouse lawn and the County Building restrooms, and that they pay the weekend building use fee of \$20.00 an hour (to offset the cost of having a**

**custodian on site). Motion carried – unanimous.**

5. Elk Rapids Pavilion:

The Committee reviewed an evaluation of the pavilion at the Elk Rapids Day Park, submitted by Jim Barnard, Engineer. The Committee recommended the evaluation be sent to the Parks Committee for review and recommendation.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee approve payment of the invoice of \$400.00 from Jim Barnard for the structural evaluation of the Elk Rapids pavilion.**

**Motion carried – unanimous.**

The meeting was adjourned at 9:30 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**July 2, 2008  
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. Maintenance Department Budget Request:**

Laurie Sexton, Clerk and Dave Vitale, Maintenance Supervisor joined the meeting. The Committee reviewed the Maintenance Department budget for the general Building and Grounds budget, the 1905 Courthouse budget and the Grove Street Annex budget.

**Motion by Mike Crawford, supported by Larry Bargy, to approve the Building and Grounds, 1905 Courthouse and Grove Street Annex budgets (as amended) as well as the maintenance department capital outlay budget for submittal to the Finance Committee. Motion carried – unanimous.**

**4. HVAC System, County Facilities:**

Tim Kerkstra, from Havel Brothers, Inc. joined the meeting and explained the history of the of the HVAC system. He also provided a quotation for what it will cost to bring the system up to date.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the funding (an additional \$5,000) and the Board of Commissioners approve the upgrade of the HVAC systems in the County Building and the 1905 Courthouse at a cost not to exceed \$42,568. Motion carried – unanimous.**

**5. Animal Shelter:**

Sheriff Terry Johnson informed the Committee of the problems with the heating at the Animal Shelter. He also indicated a problem with snow build up in the fenced area. The Committee members will take a look at it. Mr. Garwood also indicated he has called Bob Yvon, Architect regarding the long standing problem.

## **6. Maintenance Department Update:**

- The crew is trimming bushes.
- Painting of the File Storage Building will be scheduled for later this summer.
- Mr. Vitale has been talking to a tree removal service regarding the removal of the spruce tree on the north side of the County Building.
- Mr. Vitale has repaired the opener on the 1905 Courthouse doors.
- The parking lot has been re-striped.
- The compressor on the air conditioner at the 1905 Courthouse is currently being repaired.
- Flag poles have been installed at the 1905 Courthouse and the Animal Shelter.

## **7. Emergency Operation Center (EOC)**

Carl Goeman, Emergency Services Coordinator distributed an invitation to submit grant applications (from the Federal government) to upgrade the EOC. The grant monies can be used to increase the size of an EOC or simply remodel. The grant requires a 25% local match. If the County is interested a "Letter of Intent" would have to be sent to by tomorrow (July 3, 2008).

**Motion by Mike Crawford, supported by Larry Bargo, to direct Mr. Goeman to submit a Letter of Intent by July 3, 2008 to apply for a grant, and recommend the Board of Commissioners approve the submittal of a grant application to the Emergency Operations Center Grant Program by the deadline of July 21, 2008. Motion carried – unanimous.**

## **8. Various Matters**

The Committee reviewed a request for 2009 capital improvements for various areas in and around the County facilities. The requests will be addressed at their next meeting.

Meeting adjourned at 10:05 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**August 5, 2008  
Minutes**

Members present: Larry Bargy, Mike Crawford and Jerroll Drenth  
Members absent: None  
Others present: Pete Garwood

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

### **2. Public Comment:**

None

### **3. Various Budget Requests:**

Probate Court Remodeling:

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners budget \$5,000 for the Probate Court remodeling project. Motion carried – unanimous.**

### **4. Maintenance Department:**

The curbs on the sidewalks have been painted. The evidence room in the file storage building is being painted. The air conditioner compressor at the 911 Center has been repaired on an emergency basis at a cost of \$1,261. The tree by the back parking lot has been removed and an exit sign by the Clerk's Office has been replaced.

A tree by the Bellaire Dam has cracked and fallen on the area the maintenance crew typically mows. Peter Garwood, Coordinator/Planner will go with Mr. Vitale on a site visit to determine who is responsible for removal.

Window Tinting:

Mr. Vitale presented a quote to remove and replace old tinting on the front entrances of the County Building. The Committee decided to wait until Mr. Vitale can get an additional estimate for the Circuit Court windows, as well as estimates for both areas from other vendors.

### **5. Village of Bellaire:**

Janet Person, Village of Bellaire Executive Clerk and Susan Disbrow, Bellaire Postmaster joined the meeting. Ms. Person proposed that the County designate 4 to 5 parking spaces closest to M-88 in the alley next to MOKA's for public parking. The parking spaces are currently designated for county employee use only. The Committee will consider the request in the future.

**6. Airport Entrances:**

John Strehl, Airport Manager joined the meeting. Mr. Strehl informed the Committee that the vestibule on the west side of the airport terminal has been freezing up every winter. Mr. Strehl indicated he would like to make some changes to the entrance to abate the problem.

Mr. Strehl indicated such a project would cost approximately \$7,500 and should come from the airport capital outlay request for 2009.

**Motion by Mike Crawford, supported by Larry Bargy, to approve a 2009 Airport capital outlay request of \$7,500 for submittal to the Finance Committee. Motion carried – unanimous.**

**7. County Building Interior Signs:**

The Committee reviewed the quote for updating the signs in the County Building. Due to changes being proposed the Committee decided to wait on recommending action on the signs.

**8. ACT Parking Lot Update:**

The parking lot at ACT has been repaved and restriped.

**9. Second Floor Remodeling:**

The Committee directed Mr. Garwood to move forward with the design for remodeling the old Health Department area and the current Housing Department area on the second floor of the County Building.

**10. Prosecuting Attorney's Association of Michigan Request:**

No action taken.

**11. North Country Community Mental Health (CMH) Request:**

Mr. Garwood indicated he had received a letter from Sean Burke, Contract Manager for CMH, indicating they need to have a written annual inspection report on both the heating and air conditioning systems as a requirement to stay accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). Mr. Garwood has already faxed them a copy of the boiler inspection report. Mr. Vitale informed the Committee that CMH inquired about this same issue last year. Once the air conditioning service company serviced the air conditioner, a report was sent to CMH which satisfied their request. The Committee directed that a report from this years' service to the unit be sent to CMH.

**12. Animal Shelter:**

Mr. Drenth indicated that he had visited the Animal Shelter and thought there would have to be a creative solution to the snow build-up problem in the outside kennel area. Mr. Garwood informed the Committee that Bob Yvon, architect, had returned his call and indicated that he and the mechanical engineer were going to come to the Animal Shelter for a site visit to consider our air handling and heating problems in that building. The Committee members would like to be notified when the visit is scheduled to take place.

Meeting adjourned at 10:03 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**September 3, 2008  
Minutes**

Members present: Mike Crawford and Jerroll Drenth  
Members absent: Larry Bargy  
Others present: Pete Garwood and Jack White

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

### **2. Public Comment:**

None

### **3. Bid Opening**

Jerroll Drenth, Chairman opened four bids (attached) for the second floor remodeling project.

<u>Company</u>	<u>Bid Amount</u>	<u>Hourly Rate</u>	<u>Mark Up</u>
Prestige Construction	\$12,800.00	n/a	n/a
Jordan Construction	\$ 5,539.00	\$35	10%
Comstock Construction	\$11,290.00	\$50 (carpentry) \$53 (electrical)	10%
Arndt Electric(electrical only)	\$5,875.00	\$65	35%

**Motion By Jerroll Drenth, supported by Mike Crawford to recommend the Board of Commissioners hire Jordan Construction, pending reference and background checks, to do the remodeling job on the second floor of the County Building at a cost of \$5,539.00. If the background and reference check are not favorable the second choice will be Comstock Construction at a cost of \$11,290.00. Motion carried – unanimous.**

Once received from Joel Margelis, the Jordan Construction Company representative, Mr. Garwood will check the references prior to the Board of Commissioners meeting on September 11.

### **4. Maintenance Department:**

Dave Vitale, Maintenance Supervisor indicated they will start painting the File Storage Building as soon as they are finished with the surface preparation.

Mr. Vitale indicated that the satellite dish has been removed from the County Building.

Mr. Vitale also indicated he will be having the chimney stack on the County Building inspected and repaired if necessary.

Meeting adjourned at 9:50 a.m.



# Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

October 1, 2008  
Minutes

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

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

### 2. Public Comment:

None

### 3. Carpet Bid Opening:

Ron Rozema from Nu Floor joined the meeting during the re-carpet bid opening. Jerroll Drenth, Chairman of the Committee opened eight (8) bids for carpet replacement in the remaining portion of the Antrim County Building.

<u>Bidder Name</u>	<u>Location</u>	<u>Bid Amount</u>	<u>Insurance Provided</u>
Apache Carpet & Floor Covering	Wixom, MI	\$ 14,033.67	No
Bartlett's Home Interior	Charlevoix, MI	\$ 17,308.45	Yes
Carpet Barn	Central Lake, MI	\$ 16,763.00	Yes
Continental Flooring	Scottsdale, AZ	\$ 17,505.00	Yes
Kiss Carpet	Mancelona, MI	\$ 18,050.75	Yes
Northern Floor & Tile	Traverse City, MI	\$ 17,199.00	Yes
NuFloor (attached)	Williamsburg, MI	\$ 16,890.00	Yes
Stone Mountain	Fife Lake, MI	\$ 20,136.47	Yes

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve Nu Floor to remove old carpet and install new carpet in selected offices and the hallway of the second floor of the County Building. If they are unable or unwilling to accept the job, the bid shall be awarded to the Carpet Barn. If the Carpet Barn is unable or unwilling to accept the job, the bid shall be awarded to Northern Floor and Tile Services, Inc. Motion Carried – Unanimous.**

### 4. Snow Removal Bid Opening

Bert Stambaugh from Bert's Excavating joined the meeting. Mr. Drenth opened two bids, as follows:

<u>Bidder Name</u>	<u>Location</u>	<u>1-Year</u>	<u>2-Year</u>	<u>Equipment List Provided</u>
Bert's Excavating (attached)	Bellaire	\$17,500	\$34,000	Yes
I-Kon Construction, Inc.	Mancelona & Glen Arbor	\$15,745	\$32,615	No

Bert's Excavating also included a surcharge of \$35.00 per trip if fuel prices increased greater than \$4.50 per gallon for the one year bid and \$5.00 per gallon for the two year bid.

**Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approves hiring Bert's Excavating on a two year basis to do the snow plowing for the County facilities at a cost of \$34,000 (\$17,000 per year) minus the surcharge. Motion Carried – Unanimous.**

Mr. Stambaugh informed the Committee very soon he intends to cut control joints in the sidewalks he poured in front of the County Building this summer.

#### **5. Maintenance Department Update**

Mr. Vitale informed the Committee that the File Storage Building has been power washed and painted.

Mr. Vitale has inspected the roofs of the County facilities. The roof of the File Storage Building may need to be replaced within the next few years.

Mr. Vitale indicated the seal on a double pane window at the Grove Street Annex has failed. He will get it replaced.

Mr. Vitale indicated he will winterize the sprinkler system soon.

#### **6. Window Tinting Quotes**

Mr. Vitale presented three quotes for window tinting in the entrance of the County Building and the Courthouse Circuit Courtroom windows on the south side of the building.

<u>Bidder Name</u>	<u>Bid Amount</u>
All Season	\$ 2,460.04
Solar Solutions (attached)	\$ 1,000.00
Sun Shade	\$ 1,064.64

**Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approve the quote from Solar Solution for \$1,000 to put the tinting on the windows on the front entrance doors of the County Building and the courtroom windows of the Circuit Court in the 1905 Courthouse. Motion Carried – Unanimous.**

#### **7. County Grounds Tree Issue**

The Committee reviewed a communication from Raelene Reilly regarding trees on the County Courthouse Square grounds. No action taken.

#### **8. Meadowview Apartments**

The Committee discussed a request from Dave Schulz to put out to bid replacement of all the windows at Meadowview Apartments. The Committee decided they would like Mr. Schulz to get budgetary quotes for both the replacement of the windows as well as insulating the walls at Meadowview Apartments.

Meeting adjourned at 9:50 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**November 5, 2008  
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. Maintenance Department Update:**

Dave Vitale, Maintenance Supervisor joined the meeting. Window tinting will be complete on Friday. The sprinkler system has been blown out for the season. The walls in the newly remodeled area of the county building have been painted.

The Committee agreed that Mr. Vitale should dispose of the remains of the old table from Room 203-B.

Havel Brothers will be here to install new system computer software for controlling the mechanical system on November 11, 2008.

**4. 1905 Courthouse Clock**

The Committee reviewed the communication from Dean Bull, Horologist regarding the need for maintenance and cleaning of the clock apparatus in the 1905 Courthouse clock tower. It was decided to wait and review the need again in the future.

**5. County Building Office Signs**

**Motion by Larry Bargy, supported by Michael Crawford, to recommend hiring Signs 4 Fun to supply and install new office identification signs in the County Building at a cost of \$2,461. Motion carried – unanimous.**

**6. 203-B Tables and Chairs**

Mr. Garwood informed the Committee that Laurie Sexton, Purchasing Agent is checking her sources for prices on tables and chairs for the recently expanded Room 203-B. More information will be forthcoming.

**7. North Country Community Mental Health (CMH) Lease**

Mr. Garwood informed the Committee that originally CMH requested a five year extension to the current lease agreement. However, legal counsel recommends a rewrite of the lease for a five (5) year period. The changes requested by CMH can be incorporated into the new agreement. The lease will be ready for the December meeting packets.

**8. Animal Shelter**

Mr. Garwood will call the architect to see how he is coming along on the recommendations for addressing the snow drifting problems at the shelter.

Mr. Garwood informed the Committee that a review of our files, from the construction of the Animal Shelter, revealed that we had not been charged for the exhaust fan that was never installed.

**Motion by Michael Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve getting competitive quotes for installation of an exhaust fan for the cat room in the Animal Shelter. Motion carried – unanimous.**

**9. Meadowview Apartment Window**

Dave Schultz, Apartment Manager joined the meeting and presented a budgetary estimate for replacement of windows at the apartment building from Mikes Glass (attached). The Committee gave Mr. Schultz a few more suggestions regarding the windows as well as the possibility of insulating the outside walls at the apartment building.

Meeting adjourned at 10:00 a.m.

# Buildings and Grounds Committee

*Larry Bargy*

*Jerroll Drenth, Chairman*

*Michael Crawford*

**December 3, 2008  
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. Maintenance Department Update:**

Dave Vitale, Maintenance Supervisor joined the meeting. Mr. Vitale presented a quote from Temperature Control, Inc. for replacing a crankcase heater and valve plates with gaskets on the air conditioner compressor for the County Building.

**Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approve the quote from Temperature Control, Inc., to replace the Crankcase heater and valve plates with gaskets for the County Building Air Conditioner, at a cost of \$1,730.00. Motion Carried – Unanimous.**

Mr. Vitale informed the Committee that Havel Brothers will be starting the work on replacing the technology for the mechanical system in the County Building, 1905 Courthouse and the Jail within the week.

### **4. North Country Community Mental Health (CMH) Lease**

Peter Garwood, Coordinator/Planner informed the Committee that the proposed lease agreement with CMH has been reviewed by legal counsel and is being reviewed by CMH. We are waiting for the new numbers from Maximus, to insert in the agreement, but would need to get it signed as soon as the numbers are available and CMH has expressed approval.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners authorize the chairman to sign the new CMH lease (attached) once the new lease amount is added and CMH approves it. Motion Carried – Unanimous.**

### **5. Antrim County Transportation (ACT)**

Sheridan Rhoads, Transportation Director joined the meeting. Mr. Rhoads was seeking advice and direction on replacing the roof at the ACT Building.

The Committee directed Mr. Rhoads and Mr. Garwood to work together, to have an independent structural engineer do an evaluation of the roof. Mr. Garwood will contact Dave Chryst or another structural engineer for a quote.

**6. Conference Room 211 – Furnishings and Equipment**

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve the purchase of the equipment and furnishings (for the meeting room 211) on the attached document, at a cost of \$6,950. Motion Carried – Unanimous.**

**7. Animal Shelter**

Mr. Garwood informed the Committee five mechanical contractors were contacted for quotes to install an exhaust fan in the cat room of the Animal Shelter. Niepoth and Sons Plumbing and Heating Company were the only contractor to submit a quotation.

**Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the funds, and the Board of Commissioners hire Niepoth and Sons Plumbing and Heating Company to install an exhaust fan, in the cat room at the animal shelter, at a cost of \$995.00. Motion Carried – Unanimous.**

**8. Grass River Natural Area (GRNA) Barn Roof**

The Committee reviewed the proposal from Dave Chryst of CTM Associates, Inc. for the evaluation and submittal of a report on the barn at Grass River Natural Area. Mr. Garwood indicated that Mr. Chryst was given the okay to proceed as a result of last months' Board action.

Meeting adjourned at 9:45 a.m.