

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**March 4, 2009
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. Grass River Natural Area (GRNA) Roof:

Representatives from Ray Hall Roofing were present for the bid opening. The Committee opened nine (9) bids for the re-roofing of the barn at the GRNA (attached).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approves the bid of \$4,600 from Ray Hall Roofing to complete the re-roofing of the GRNA barn. Motion Carried – Unanimous.

4. Maintenance Department Update

Dave Vitale, Maintenance Director provided an update.

The maintenance crew will be caulking around some the windows in the Courthouse due to outside airflow into the building.

The File Storage Building roof was leaking and has been repaired. Mr. Vitale indicated he thinks the roof should be replaced next year. Mr. Vitale will get a quote for replacing the roof for the 2010 budget.

Mr. Vitale indicated they are dealing with some old water damage areas in the Department of Human Services office area.

The Committee reviewed a quote from Bridgeway-Cummings to repair the generator for the County Building due to the increasing repair cost. The Committee asked Mr. Vitale to also get an estimate on a replacement generator.

The Committee reviewed a quote from Temperature Control, Inc. for \$1,720 to replace a Venturi style (air handling) box with a new VAV box in one of the Courtrooms in the Courthouse (attached).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from Temperature Control, Inc. for \$1,720 to replace a Venturi style (air velocity control) box with a new VAV box in one of the

Courtrooms in the Courthouse. Motion Carried – Unanimous.

Mr. Vitale informed the Committee that the new equipment installed by Havel Brothers is up and running. Mr. Vitale gave the Committee a quick example, with his lap top computer, of how the system works.

5. Rubber Ducky Festival

The Committee reviewed a communication from the Bellaire Chamber of Commerce requesting the use of the Courthouse and County Building lawns for the Rubber Ducky Festival Craft Show on August 15, 2009 (attached).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approves the Chamber of Commerce request to use the Courthouse lawn for the Rubber Ducky Festival Craft Show. Motion Carried – Unanimous.

6. Meadowview Apartments Insulation Project

Dave Schulz, Apartment Manger joined the meeting. The Committee reviewed a quote for insulating the exterior walls at the Meadowview Apartments. Mr. Schulz gave the Committee some possible scenarios.

The Committee agreed with the Human Services Committee that it was better to consider insulating the exterior walls, when a remodel is considered in the future.

7. Grass River Natural Area (GRNA) Building Plans

Mark Randolph, GRNA Director joined the meeting and explained the status of the building they are planning to construct at GRNA. Mr. Randolph explained that with the dollars they have in hand, the construction of a "green" building is not possible. However, if the Kresgee Foundation were to come through with matching funds a "green" building can be constructed. The Committee cautioned the project cost must not exceed whatever the amount of money in hand is, when the project is started. They also expressed a desire to have a local project manager. Mr. Randolph indicated the Request for Qualifications (RFQ) process only included project manager firms that had a broad experience in "green" or "living building" construction.

Meeting adjourned at 10:25 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**April 1, 2009
Minutes**

Members present: Larry Bargy and Jerroll Drenth
Members absent: Mike Crawford
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 maintenance crew is working on spring clean up (grass, parking lot sweeping, etc.) They have also been caulking windows in the 1905 Courthouse. The Committee discussed the plowing, sanding and sidewalk salting practices in the winter.

County Building Generator – The Committee reviewed quotes from Cummings Bridgeway, LLC for replacement or upgrade generators for the County Building. The Committee requested the quotes because the repairs for the current generator were starting to get costly. The quotes for replacement of the generator were quite a bit higher than the quote they reviewed last month for the repair of the current generator (\$2,144.00).

Motion by Larry Bargy, supported by Jerroll Drenth to recommend the Board of Commissioners take no action on the quotes for a new generator and approve the repair of the current generator at a cost of \$2,144.00. Motion carried – unanimous.

Annual Boiler Inspection – The Committee reviewed three quotes for the annual boiler inspection. Mr. Vitale indicated that he should be receiving one more quote.

ABI Mechanical	955.00
Temperature Control	1,600.00
Arms and Cole	1,193.00

Motion by Larry Bargy, supported by Jerroll Drenth to authorize Mr. Vitale to get the annual inspection done at a cost not to exceed \$955.00.

Gutters and Downspouts – 1905 Courthouse – The Committee reviewed a quote from Northern Restoration and Waterproof System, Inc. to complete the project started this winter, which will address the ice build up and subsequent water leaking into the 1905 Courthouse.

Motion by Larry Bargy, supported by Jerroll Drenth to recommend the Board of Commissioners approve a quote from Northern Restoration and Waterproof System, Inc. to install additional gutters and flashing on the 1905 Courthouse at a cost not to exceed \$2,500 (quote attached). Motion carried – Unanimous.

4. Clock Tower Maintenance

The Committee revisited an email communication (attached) from last fall that included a recommendation from Horologist, Dean Bull to have the Clock mechanisms cleaned, adjusted and maintained.

Motion by Larry Bargy, supported by Jerroll Drenth to recommend the Board of Commissioners approve Horologist, Dean Bull perform the cleaning, adjusting and maintenance of the clock in the 1905 Courthouse clock tower at a cost not to exceed \$1,500. Motion carried – unanimous.

5. Prosecuting Attorney Office

Charlie Koop, Prosecuting Attorney joined the meeting. Mr. Koop requested permission to install a keypad lock on the door of the Prosecutor Office file room. The keypad lock would allow him to assign a code to all his employees who need to enter the file room and would also keep a record of all who have access to the room. He had contacted two companies for quotes and Allen Supply was the only one that came out to evaluate the situation and provide a quote (see attached).

Motion by Larry Bargy, supported by Jerroll Drenth to recommend the Finance Committee find the funds and the Board of Commissioners approve the installation of a keypad lock on the Prosecuting Attorney Office file room door at a cost of \$1,750.00. Motion carried – unanimous.

Mr. Koop will check the Child Support Program for the possibility of getting some reimbursement funding for the keypad lock.

Meeting adjourned at 10:50 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**May 6, 2009
Minutes**

Members present: Mike Crawford, Larry Bargy 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 County Building generator has been repaired. ABI Mechanical will be here to inspect the boilers tomorrow. The 1905 Courthouse doors are being sanded and varnished. The underground wiring for one of the outdoor lights in front of the 1905 Courthouse was damaged and is now repaired.

The Committee reviewed a quote from Charlevoix Glass to reconstruct the vestibule on western most entrance on the front or North side of the County Building. The Committee reviewed the report Peter Garwood, Coordinator/Planner filed with the insurance company. The Maintenance Department and the Coordinator/Planner Office will work together to get quotes from other companies for the construction of a new vestibule once we get the okay from the insurance company.

Mr. Vitale asked about getting a small storage building made for gas can storage. The Committee requested Mr. Vitale to look into a cabinet made for gas can storage in the interior of the Maintenance Garage.

The Committee reviewed a budget quote from Springfield Construction for replacement of the roof on the File Storage Building. **The Committee decided they wanted \$23,000 included in the budget for 2010 for replacement of the File Storage Building roof.**

4. Various Matters

Charter Cable:

Mr. Garwood presented a quote from Charter Communications for the provision of cable to the County Building. Because the County already receives internet service from Charter the cost to add cable is minimal (see attached).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee add \$195.00 (\$100 installation, \$95 for a years worth of service) to the IT Department budget and the Board of Commissioners approve a contract with Charter Communications for a "bundle" which includes internet for the County offices and cable in the County Building. Motion Carried – Unanimous.

The Committee directed Mr. Vitale to add a lock to the door in Room 211 which accesses the back kitchen room (currently used by Grass River Natural Area) so that the door can be locked from the inside of the meeting room

5. Abstract Office

Mr. Crawford informed the Committee that he has been approached by Theresa Kent, Abstractor with a request for additional shelving in the vault the Abstract Department shares with the Register of Deeds. Chairman Jerroll Drenth and Mike Crawford will stop down in the Abstract Office for a site visit after the meeting.

Meeting adjourned at 9:20 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

May 6, 2009
Minutes

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

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

2. Public Comment:

None

3. Bid Opening – County Building Vestibule Reconstruction

	<u>Base Bid</u>	<u>Additional</u>	<u>Insurance Proof</u>
By the Bay Glass	\$8,800		Ins. – yes
Twin Bay Glass	\$9,935	Hopper vent \$300.	Ins. – yes

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners award a bid for County Building vestibule to By the Bay Glass at a cost of \$8,800, contingent on approval by the insurance company. Motion Carried – Unanimous.

4. Maintenance Department Update

Dave Vitale, Maintenance joined the meeting and informed the Committee of the following:
The lawn has been fertilized and the sprinklers are fixed.
The dead bushes in front of the Animal Shelter have been removed.
The boiler inspections are complete. The County Building boilers need maintenance and will be done when the warm weather is more consistent.
The air conditioning compressors have been repaired.

5. County Building Duct Work

The Committee reviewed a quote from Havel Brothers to reroute some ductwork and to make changes to which thermostats control which offices (due to the reconfiguring/remodeling that has recently taken place).

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Finance Committee find the funds and the Board of Commissioners approve the Havel Brothers quote to re-route ductwork and move the thermostats in the County Building at a cost of \$2,732.00 (attached). Motion Carried – Unanimous.

6. Jail

The Committee discussed the brick spalling on the old generator room of the jail. Mr. Vitale will check with local tradesmen to find the best way to deal with the problem.

7. Combination Door Lock for Main Distribution Frame (MDF)

Valerie Craft, IT Director joined the meeting and presented a request for a combination lock on the door to the MDF. She explained the request is being made due to a security audit, which identified the need for better control on who has access to that room.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the installation of a combination lock on the MDF door at a cost of \$ Motion Carried – Unanimous.

8. 1905 Courthouse Clock Tower Communication

The Committee read a report from Dean Bull, Horologist regarding the work he recently completed on the 1905 Courthouse clock (attached).

9. Barnes Park Visitor Center Windows and Doors

The Committee reviewed an inspection report from the Building Department on the windows and doors on the Visitors Center at Barnes Park (attached).

Motion by Mike Crawford, supported by Larry Bargy, to approve hiring Ray Wallick to identify the problems with the windows and doors at the Barnes Park Visitor's Center and provide a quote for fixing the problems. Motion Carried – Unanimous.

Meeting adjourned at 9:30 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**July 1, 2009
Minutes**

Members present: Mike Crawford, Larry Bargy and Jerroll Drenth

Members absent: None

Others present: Pete Garwood, Jack White and Laura Sexton

1. Meeting called to order at 8:33 a.m.

2. Public Comment:

None

3. Maintenance Department Update

Mr. Vitale, Maintenance Director joined the meeting and gave a verbal update on the Maintenance Department. In addition, he informed the Committee the compressor on the County Building will be repaired this week.

4. "As Built" for Mechanical System

The Committee discussed the \$1,600 quote from Havel Bros. to have an intern draw an "as built" plan for the ductwork system in the County Building. Action on this item was postponed pending additional information.

5. Buildings and Grounds Budget – Fund 265

The Committee reviewed the Building and Grounds Budget (Fund 265) request for 2010. This budget covers the maintenance and expenses for the County Building, the Maltby Building (Nifty Thrifty) and the File Storage Building.

Motion by Jerroll Drenth, supported by Larry Bargy, to approve the Building and Grounds Budget for submittal to the Finance Committee and the Board of Commissioners. Motion Carried – Unanimous.

The Committee discussed the need to budget for replacing the roof on the File Storage Building and also re-carpeting the second and third floors of the 1905 Courthouse. Laura Sexton, County Clerk indicated both of these items should be included in the Capital Projects Fund.

Motion by Mike Crawford, supported by Larry Bargy, to approve \$25,000 for re-roofing the File Storage Building and \$20,000 for re-carpeting the second and the third floor of the 1905 Courthouse for the Capital Projects Fund for submittal to the Finance Committee. Motion Carried – Unanimous.

The Committee also asked Mr. Garwood to get a budgetary quote on getting a PA system in the Board of Commissioners Room.

6. 1905 Courthouse Budget

The Committee reviewed the budget request for the 1905 Courthouse Fund 264.

Motion by Larry Bargy, supported by Mike Crawford, to approve the 1905 Courthouse Budget for submittal to the Finance Committee and the Board of Commissioners. Motion Carried - Unanimous.

7. Grove Street Annex

Motion by Mike Crawford, supported by Larry Bargy, to approve the Grove Street Annex Building budget along with \$800 capital outlay (water heater) for submittal to the Finance Committee and the Board of Commissioners. Motion Carried – Unanimous.

8. Antrim County Transportation (ACT) Building

The Committee discussed improvements to the Antrim County Transportation Building.

The Committee directed Mr. Vitale to contact Al Meachum, ACT Director, to figure out what the landscaping needs are at the ACT Building.

9. Barnes Park

The Committee discussed the repairs needed to the windows and doors at the Barnes Park Visitors Center. Ms. Sexton informed the Committee that the repairs can be paid out of Fund 470 from this year's budget.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners waive the Bid Policy and hire Ray Wallick to fix the windows and doors at the Barnes Park Visitors Center at a cost not to exceed \$6,550. Motion Carried – Unanimous.

10. Antrim Conservation District (ACD)

Peter Garwood, Coordinator/Planner, informed the Committee that the ACD would like to have a retired, County-owned filing cabinet. It was the consensus of the Committee that handing down a filing cabinet to the ACD would be a good use for it.

11. County Building Vestibule

Mr. Garwood, Coordinator/Planner, updated the Committee on the progress of the reconstruction of the County Building vestibule.

12. Abstract/Register of Deeds

Mr. Crawford inquired about the status of the installation of the vault shelving. Mr. Drenth indicated he believed they had seen invoices for the shelves come through at the Finance Committee meeting.

Meeting adjourned at 9:55 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**July 28, 2009
Minutes**

Members present: Mike Crawford and Jerroll Drenth
Members absent: Larry Bargy
Others present: Pete Garwood, Dave Vitale and Al Meacham

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

2. Public Comment:

None

3. Maintenance Department Update

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

The glass panel in the Southeast vestibule of the County Building is cracked. He is in the process of getting it replaced.

The bushes have been trimmed around the 1905 Courthouse.

The coils in the air conditioner in the County Building have been repaired and the air conditioner is working at full capacity.

The maintenance crew has completed the re-landscaping job in front of Antrim County Transportation (ACT) building.

The bugs are being cleaned out of the light fixtures.

The crew is repainting the key control room in the jail.

Mr. Vitale has been working on the air handling system in the Probate Judges chamber.

4. County Building Signage

Mr. Garwood, Coordinator/Planner informed the Committee that he has had a request to consider additional signs for each of the departments. The sign would be attached to the wall and protrude at the top of the doorway so that it could be seen as you are approaching each office. The Committee asked whether there had been a problem identified with residents finding the proper office. No action taken at this time.

5. Antrim County Transportation (ACT) Building Improvements

Alan Meacham, ACT Director and Peggy Kole, Administrative Assistant presented quotes for various improvements at the ACT Building. The Committee indicated the quotes are for budgetary purposes only for the 2010 budget. The quotes at this time include most of the improvements necessary. Mr. Meacham was instructed to get the additional quotes necessary for the interior painting. The Committee also informed Mr. Meacham they thought it would be best to keep the request for 2010 to between \$25,000 and \$30,000.

6. Greffen Systems Technology – “ Michigan Saves”

The Committee viewed a presentation of the Greffen Systems M2G technology through the internet and communicated to the company representatives by speakerphone. The technology is designed to save energy and thus dollars. It changes the cycle of how the water is heated by the boiler which heats the building. No action was taken.

7. Havel Brothers Quote

The Committee had previously asked Mr. Garwood to find out what all was included in the “as built” quote from Havel Brothers. Mr. Garwood informed the Committee it would be a comprehensive drawing showing all ductwork, controllers and thermostats. The Committee decided to wait and see what the County gets as a computer illustration when the re-routing of the ductwork and controllers is completed.

8. County Building Vestibule

Mr. Garwood and Mr. Vitale reported that the County Building vestibule is complete except for the automatic door opener, the vent window installation and some trim. Mr. Vitale indicated he may have detected a leak during the last couple of rains, which he will follow up on.

9. Barnes Park Visitors Center

Mr. Garwood informed the Committee that the contractor, Ray Wallick had indicated the concerns with the windows were not as bad as was originally thought, which should result in a savings for the County.

10. Brochure Rack

**Motion by Mike Crawford, supported by Jerroll Drenth, to give the unused and abandoned brochure rack to the Northern Lakes Economic Alliance.
Motion Carried – Unanimous.**

Meeting adjourned at 10:20 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

September 2, 2009
Minutes

Members present: Jerroll Drenth, Mike Crawford and Larry Bargy
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

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

The lime build-up on the exterior walls of the 911 Center has been cleaned off.

The entire lawn has been edged.

Windows at the 1905 Courthouse have been washed.

The boiler in the County Building had a complete maintenance overhaul, completed by ABI Mechanical.

Havel Brothers have completed the job of rerouting ductwork and making sure the various thermostats are controlling the appropriate rooms.

4. Future Projects

Mr. Vitale will have the crew painting doors on the County Building. They will also work on redoing the mortar joints on the 1905 Courthouse steps.

5. County Building Air Conditioner

Mr. Vitale informed the Committee that one of the three fans in the air conditioner had to be replaced as a part of the fan blades had rusted through. Other parts had to be replaced also. The total cost was approximately \$2,500.00 for parts. Mr. Vitale and the maintenance crew did the labor. The repair was done as an emergency repair.

6. County Building Vestibule

The front entrance vestibule replacement has been completed and the reimbursement request has been submitted to the insurance company.

7. Veterans Memorial

Pictures of the damaged Veterans Memorial were reviewed by the Committee. Although there were no witnesses, it was quite clear a vehicle had struck the memorial.

Mr. Vitale will get in touch with Bob Smith with Chain of Lakes Masonry to get the Veterans Memorial re-mortared. He will also look into installing some type barrier so this type of accident doesn't happen again (this is the second time in three years).

8. ACT Building

The steel posts that support the ACT Building are rusted badly and in need of repair. Mr. Vitale presented a quote from Richland Enterprises to address the problem. Mr. Crawford informed the Committee that the Construction Codes Department will require an engineered drawing for the project. Mr. Garwood will get in touch with Richland Enterprises and local engineer, Jim Barnard to get an idea of cost and timeframe for getting engineered drawings. If these two sources do not respond quickly, Mr. Garwood is to contact Peninsula Construction.

Mike Crawford commented that the exterior and interior of the ACT building looks great after all the improvements (painting, landscaping, remodeling).

9. Meadowview Apartments

Marna Robertson, Administrator, and David Schulz, Meadowview Apartment Manager, joined the meeting. Mr. Schulz informed the Committee that the pumps in the septic tanks at the apartments have both failed and no longer work. Mr. Schulz presented a comparison for rebuilding the pump motors versus purchasing new replacements. Mr. Schulz presented a third option of hooking the apartment building to village sewer and water. The Committee had many questions and concerns and felt that they needed to know the working condition of the septic field before making a decision.

The Committee directed Mr. Schulz to contact Niepoth's Plumbing and Heating to evaluate the septic field. Mr. Schulz will also contact the Health Department for records on how old the septic system is.

Mr. Schulz informed the Committee that the Meadow Brook Board passed a resolution asking the Antrim County Board of Commissioners to approve a policy that would give the Meadow Brook Governing Board control and responsibility of the Meadowview Apartments and would give the Medical Care Facility first right of use for the Antrim County owned property on the east side of M-88 (the property adjacent to, and that Meadowview Apartments and Meadow Brook Medical Care Facility is located on). Possible future uses that were cited include (but not limited to) a medical center or assisted living facility. The issue was referred to the Administration and County Services Committee.

10. Antrim County Airport Well Issue

John Strehl, Airport Manager joined the meeting. Mr. Strehl informed the Committee that the well at the airport has sand in it and the volume the well is producing is down. Mr. Crawford suggested Mr. Strehl get a hold of Orin's Well Drilling to evaluate the system (pull the well and check the screen, etc.). If there appears to be a need to drill a new well, Mr. Strehl was instructed to contact Mr. Garwood and that it will be treated as an emergency situation.

Meeting adjourned at 10:20 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**September 29, 2009
Minutes**

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

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

2. Public Comment:

None

3. Maintenance Department Update

Dave Vitale, Maintenance Director joined the meeting. Mr. Vitale informed the Committee that his crew is close to finishing painting the interior of the 1905 Courthouse.

Mr. Vitale presented a quote from Chain-O-Lakes Masonry for the repair of the damage done to the Veteran's Memorial. The quote of \$1,330 includes the installation of concrete filled protection pipes.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the repair of the Veteran's Memorial including the installation of concrete filled protection pipes at a minimum height of 48" above ground, at a cost of \$1,330 (attached). Motion Carried – Unanimous.

Mr. Vitale informed the Committee of a break in at the Nifty Thrifty. Crawford Construction was called to make emergency repairs to the entrance that was damaged by the thieves.

4. Snowmobile Races – Village of Bellaire

Cathy Odom, Village Clerk, and Ken Stead, Village DPW Director, joined the meeting with a request to use County property for Village-sponsored snowmobile races on a weekend later this winter (possibly February). The snowmobile races will be held as a fund raiser for the sewer system maintenance.

Mr. Garwood informed the Village representatives they would need to provide the County with a Certificate of Insurance naming the County as "also insured".

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approve the Village of Bellaire use of County property (formerly known as the Hunt Club property) for snowmobile races, conditioned on the Village supplying the County with an Insurance Certificate naming the County as also insured. Motion Carried – Unanimous.

5. Sheriff Department Walk-In Cooler

Sheriff Dan Bean, Sergeant Lou Basso and Mike Sizen, Jail Cook, joined the meeting. The three Sheriff Department representatives presented a proposal for the installation of a new walk-in cooler for the Sheriff Department kitchen. The freezer/refrigerator combination would be a separate unit that would be located outside on the south side of the jail. Security and aesthetics were brought up as concerns.

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approve the bid/quote process for the removal of the old cooler and installation of a new walk-in freezer/cooler and the remodeling necessary to accommodate the project (budgetary quote attached) to be paid out of the 2010 Budget, Fund #470 Capital Improvements. Motion Carried –Unanimous.

6. Antrim County Building (ACT)

Alan Meacham, ACT Director, joined the meeting. Jim Barnard, Engineer, distributed drawings and specifications to repair the beams and purlins at the ACT Building.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners waive the Bid Policy and authorize the release of the specifications for shoring up the beams and purlins of the ACT Building for competitive quotes. Motion Carried – Unanimous.

7. Meadowview Apartment Septic Update

David Schulz, Meadowview Apartments Manager, joined the meeting. Mr. Schulz informed the Committee that Niepoth Plumbing had taken a comprehensive look at what it would take to convert the Meadowview Apartments from a septic system to the Village of Bellaire sewer system. The good news is that the pipes have already been installed and only require the plugging of the pipes to the septic system and the unplugging of the pipes to the sewer system. The conversion will also require a new meter, pumping out the old septic tank and filling it with an acceptable fill material and payment of the Village hook-up fee. All together the cost should not exceed \$21,000.

Motion by Mike Crawford, supported by Larry Bargy, to recommend that Niepoth Plumbing be authorized to complete the plumbing part of the septic to sewer conversion for the Meadowview Apartments. Motion Carried – Unanimous.

Motion by Larry Bargy, supported by Mike Crawford, to recommend the Board of Commissioners approve an expense of up to \$21,000 to convert the Meadowview Apartments from a septic system to the Village of Bellaire sewer system. Motion Carried – Unanimous.

8. Airport Well

John Strehl, Airport Manager, joined the meeting. Mr. Strehl presented three quotes for drilling both a 50 foot well and a 100 foot well.

Motion by Mike Crawford, supported by Larry Bargy, to recommend the Board of Commissioners approve the quote from Orin's Well Drilling to drill a 100' water well at the Airport at a cost of \$4,572, plus up to \$325 for the permit (total \$4,897). The cost of the project is to be forwarded to the Finance Committee for a determination on how to pay for the project. Motion Carried – Unanimous.

9. Energy Audit

Mr. Garwood informed the Committee that the Northwest Michigan Council of Governments (NWMCOG) will be submitting a grant application for Energy Efficiency Conservation Block Grant (EECBG) Program (stimulus money) on behalf of counties in Region 10 that would be interested in participating. For Antrim County it could help to fund an energy audit for all Antrim County facilities and a plan for reducing energy usage.

All Committee members were in favor of participating.

Meeting adjourned at 10:50 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**November 4, 2009
Minutes**

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

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

2. Public Comment:

None

3. Maintenance Department Update

Dave Vitale, Maintenance Director, joined the meeting. The painting of the interior of the 1905 Courthouse has been completed aside from the vestibules, which will be done shortly.

The Veteran's Monument has been repaired and the protective bollards have been installed. The sprinkler system has been blown out (thanks to the Village of Bellaire letting the Maintenance Crew use their compressor). A motor for the HVAC system has been replaced.

Mr. Vitale informed the Committee that he had been contacted by an individual who complained that his wife had a difficult time negotiating the stairs (seeing the steps) at the 1905 Courthouse. Mr. Vitale had Bob Massey, the Building Official, take a look at the stairway. Mr. Massey indicated that both the north and the south stairways of the building are up to code. The Committee pointed out we also have an ADA compliant entrance on the lower floor.

4. Nifty Thrifty (Maltby Building)

Mr. Garwood informed the Committee that the mortar joints, along with the paint, on the Maltby Building are peeling off. The Committee directed Mr. Vitale to apply some thorseal on the peeling areas before winter. The problem can be revisited in the Spring in order to determine a long-term solution.

5. Sheriff Department Walk-In Cooler

Mr. Garwood informed the Committee that he met with Mike Sizen, Jail Cook and Lou Basso, Jail Sergeant regarding direction on the bid process for the walk-in cooler. Thus far, Mr. Garwood has received some items that Mr. Sizen would like to see included in the bid specifications.

6. Antrim County Building (ACT)

Mr. Garwood informed the Committee that the tile work is complete and the inside painting is about to commence.

7. Meadowview Apartment Septic Update

Mr. Garwood indicated the Apartment Building is now hooked up to the Village of Bellaire Sewer System.

8. Airport Well Update

Mr. Crawford reported the well has been installed at the Airport, but it is not hooked up yet.

9. Green Team Appointments for Energy Grant

It was the consensus of the Committee, that in addition to the Building and Grounds Committee members, to recommend the Chairman of the Board of Commissioners appoint Peter Garwood and Jack White to the Green Team for the Energy Grant.

10. Various Matters as Appropriate

Award Display for Antrim County High Tea for Breast Cancer

The Committee examined the awards received by the Antrim County High Tea for Breast Cancer. Dee Lynch, one of the main organizers, requested the awards be displayed in the County Building. The Committee was in favor of the awards being displayed in the County Building. They also indicated they would like the Coordinator/Planner Office to contact Dee Lynch to invite her for a presentation at the next Board of Commissioners meeting.

Meeting adjourned at 9:45 a.m.

Buildings and Grounds Committee

Larry Bargy

Jerroll Drenth, Chairman

Michael Crawford

**December 2, 2009
Minutes**

Members present: Jerroll Drenth, Mike Crawford and Larry Bargy
Members absent: None
Others present: Pete Garwood, 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. He reported that the tractor has been switched over for snow removal. The tile floors in the County Building have been stripped and waxed. The outside walls of the Nifty Thrifty have been sealed and painted where the peeling had occurred.

Mr. Vitale indicated that the awnings over the door and windows are ripping. The Committee directed Mr. Vitale to remove the awnings and look for a company to re-cover the frames. The Committee requested that Mr. Vitale also look into simply replacing the entire awning with an aluminum awning. Mr. Vitale will be contacting companies to evaluate the wall heaters on each entrance of the Courthouse.

The Committee indicated they want to evaluate all sidewalks to see which sections need to be replaced in the Spring.

4. Sheriff Department/Jail Walk-In Cooler

Sheriff Dan Bean and Mike Sizen, Jail Cook joined the meeting and presented draft bid specifications for a walk-in cooler/freezer that would be situated outside of the jail kitchen door. The Committee reviewed the specifications and made some changes.

Motion by Larry Bargy, supported by Mike Crawford, to authorize sending the exterior walk-in cooler out for bids. Motion Carried – Unanimous.

5. Antrim County Building (ACT)

Mike Crawford informed the Committee the shoring up of the beams and columns is complete and looks good. Completion of the interior painting will be done starting next week.

6. Airport Well Update

According to John Strehl, the well has been installed, hooked up and is working well.

Meeting adjourned at 9:10 a.m.