

# Buildings and Grounds Committee

*Jerroll Drenth, Chairman*

*Michael Crawford*

**January 7, 2011  
Minutes**

Members present: Jerroll Drenth and Michael Crawford  
Members absent:  
Others present: Pete Garwood, Laurie Stanek

## **1. Meeting called to order at 8:55 a.m.**

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

None

### **3. Courthouse Security RFP Opening**

Joining the meeting for the opening of the RFP's were Sergeant Todd Rawling, Officer Todd Johnson, and Sheriff Dan Bean. Jerroll Drenth, Acting Chairman, opened and distributed copies of proposals from three different security companies to provide security personnel for the 1905 Courthouse. The Companies are: DK Security, GS4 and Advance Security.

The Committee, along with Peter Garwood, Coordinator/Planner, Sergeant Todd Rawling and Officer Todd Johnson will review the proposals and complete the rating sheets for each company for the next Buildings and Grounds meeting.

### **4. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor gave an update on the activity in the Maintenance Department. The "lighting replacement project" in the County facilities is well underway. The maintenance crew is moving a lot of snow. The maintenance crew is also helping the Department of Human Services move offices around. Mr. Vitale informed the Committee there has been a request for consideration of replacing the carpet in the Nifty Thrifty. Mr. Crawford inquired about repair of the Courthouse historic sign and the problems discussed at a previous meeting regarding the pitch of the pavement as you exit one of the east side doors on the Grove Street Annex.

### **5. Meadow Brook Construction Project Update**

Marna Robertson, Administrator, and David Schulz, Finance Director, gave an update on the pending construction project at Meadow Brook Medical Care Facility (MCF). Mr. Schulz gave an overview of a proposal by Elzinga & Volkers, the construction management firm, to incorporate the use of small local contractors into the construction project at the MCF.

The meeting was adjourned at 10:35 a.m.

# Buildings and Grounds Committee

*Jerroll Drenth, Chairman*

*Michael Crawford*

**February 2, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Members absent:  
Others present: Pete Garwood, Laurie Stanek

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

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

None

### **3. Maintenance Update**

Dave Vitale, Maintenance Director, gave a verbal update on the activities of the Maintenance Department. The crew has painted the DHS lobby area and has stripped and waxed the floor. The crew has repaired and covered a roof air conditioner that was leaking through the ceiling of the squad room at the Grove Street Annex. Mr. Vitale is repairing an electric lock on the Prosecuting Attorney Office entrance door. Mr. Vitale has repaired a leak in the roof of the Animal Shelter caused by an ice dam.

The Committee discussed the failed septic system at the Antrim County Transportation (ACT) Building with Mr. Vitale.

### **4. Michigan Public Services Commission (MPSC) Grant – Action Plan**

Patti O'Donnell, from the NWMCOG and Mike Power from SEEDS were on speakerphone. Ms. O'Donnell asked if the Building and Grounds Committee was ready to take action on the potential adoption of the proposed Energy Efficiency and Renewable Energy Action Plan for Antrim County. Peter Garwood, Coordinator/Planner explained that two of the three members of the Committee are new and have not had a chance to review the plan. Thus, no action will be taken before the next Committee meeting.

### **5. Meadow Brook Medical Care Facility (MCF) Construction Project Update**

Marna Robertson, Administrator, and Dave Schulz, Finance Director, of MCF joined the meeting with Joe Novakoski and Mike Novakoski from Elzinga & Volkers Construction Professionals joined the meeting. Mike Novakoski gave an overview of their proposal to hire local people for some of the construction project at the MCF. The Committee asked multiple questions regarding the proposal.

**Motion by Michael Crawford and supported by David Howelman, to recommend the Board of Commissioners approve the proposal by Elzinga & Volkers to self perform limited items as outlined in the attached proposal. Yes-Howelman, Crawford No-Boettcher**

The invoices for work on the MCF project will be sent to both the Building and Grounds Committee and the Finance Committee for recommendation to the Board of Commissioners before payment.

#### **6. Antrim County Transportation (ACT) Septic Issue**

Al Meacham, ACT Director joined the meeting. Mr. Meacham advised the Committee of what actions have been taken thus far on the failed septic system at the ACT Building. The Committee acknowledged that the County will have to hook up the ACT Building to the Bellaire sewer system. However, the septic tank will have to be pumped periodically until the ground is thawed enough to proceed with the sewer hook up. Mr. Meacham will contact Chuck Edwards from the Health Department to find out exactly how we should proceed.

#### **7. 1905 Courthouse Security Issue**

Dan Bean - Sheriff, Todd Johnson - Corrections Officer, and Todd Rawlings – Corrections Sergeant joined the meeting. At the previous meeting the Committee received three proposals from three different companies to provide security services at the 1905 Courthouse. Sheriff Bean presented two alternative proposals to provide the same service using County employees.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the Sheriff's Alternative Proposal #2 for Courthouse Security (attached). Motion Carried – Unanimous.**

#### **8. Michigan Works**

Mr. Garwood informed the Committee the NWMCOG is planning to put a Michigan Works! sub-station in Antrim County. He will be working with them to find a place in the County Building.

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

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**March 2, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Members absent:  
Others present: Pete Garwood, Laurie Stanek

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

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

None

### **3. Jail Water Heater Bid Opening**

Eight (8) bids were received two of which were not received by the deadline of 4:00 p.m. on March 1, 2011. The Committee decided not to open the two late bids (from D & M Mechanical and Ballard's Plumbing and Heating). Bids were open from six (6) different contractors (the bid tally sheet is attached). Four (4) of the bids were deemed to be non-responsive as they lacked information that was required by the "Invitation to Bid".

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve awarding the bid to K& K Heating and Cooling to replace the current hot water heater at the jail with a high efficiency hot water heater at a cost of \$11,452 for the water heater and \$663.25 for a circulating pump. If for some reason they are unable to accept the job the bid is to go to Niepoth Plumbing and Heating at a cost of \$11,995 for the water heater and \$1,295 for the circulating pump. The successful contractor must pass a post bid opening interview and reference checks. Motion Carried - Unanimous.**

### **4. Maintenance Update**

Dave Vitale, Maintenance Director gave a verbal update on the activities of the Maintenance Department.

### **5. Energy Efficiency and Renewable Energy Action Plan**

Patty O'Donnell, from the Northwest Michigan Council of Governments (NWMCOG) and Mike Powers, from SEEDS, joined the meeting and gave a presentation on the proposed Energy Efficiency and Renewable Energy Action Plan. Mr. Garwood pointed out that some of the numbers on page 16. Table 5 does not correspond to the numbers referenced in the text. Mr. Powers indicated he will find out which are the correct numbers and make the changes. Other changes include: Changes to the data on recycling at the County facilities and the cost and payback for the Jail Water Heater replacement.

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the draft Antrim County Energy Efficiency and Renewable Energy Action Plan, with changes. Motion Carried – Unanimous.**

## **6. VAV Boxes/Insurance Claim**

Mr. Vitale gave the Committee the history on the damage a power outage and associated spikes cause to the air handling VAV Box Controllers. The claim has been submitted to the insurance company.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the quote for replacing the damaged VAV Box Controllers in the County facilities. Motion Carried – Unanimous.**

## **7. Chamber of Commerce Request**

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners grant the request for the Chamber of Commerce to use the Courthouse lawn during the Rubber Ducky weekend. Motion Carried – Unanimous.**

The meeting was adjourned at 3:20 p.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**April 6, 2011  
Minutes**

Members present: Mike Crawford and David Howelman  
Members absent:  
Others present: Pete Garwood

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

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

None

### **3. Maintenance Department Update**

The Maintenance crew has been engaging in spring cleanup and landscaping around ground.

Springfield Roofing fixed the roof on the Grove Street Annex.

The exit lights in the County Building have been replaced with LED lights. This was done as a recommendation of the Energy Audit for the building (20 watts vs. 1 watt each or 1660 watts to 76 watts total).

The energy efficient hot water heater has been installed in the jail. Final approval from the Building Department is still pending.

All broken floor tiles in the County Building have been replaced.

Mr. Crawford inquired about the leak in the 1905 Courthouse in the northeast corner. Mr. Vitale indicated they plan to dig a hole next to the foundation in that corner and inspect it.

Mr. Crawford also inquired about the posts for the historical marker sign in front of the Courthouse. Mr. Vitale explained that Shannon Meeder, Secretary in the Coordinator/Planner Office, is checking with a source for posts.

Mr. Vitale indicated the work on the faulty bearings in the air conditioner for the County Building will begin when it warms up a little more outside.

Discussion on the Nifty Thrifty.

The Committee requested that we invite Mike Neubecker, COA Director, to the next meeting.

#### **4. Medical Examiner Office Space**

Due to a proposal to move the Medical Examiner Office out to the ACT building the Committee considered the following quotes:

Crawford Construction	\$1,861.02
Newton and Sons	\$2,950.00
Torch Ridge Construction	\$2,822.00

#### Electrical

Arndt Electric	\$382.00
Atlas Electric	\$580.00

The Committee directed Mr. Garwood to inquire about renting space from the Health Department. No action was taken on the quotes.

#### **5. Green Team Update**

The Committee reviewed the following documents:

- Antrim County Renewable Energy Potential
- Comprehensive Assessment – Energy Use and Greenhouse Gas Emissions
  - Inventory of County Government Operations

#### **6. Various Matters**

The Committee listened to updates on both the Grass River Natural Area GRNA Education Center construction project and the Meadow Brook Construction Project.

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

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**May 4, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Others present: Pete Garwood, Dave Vitale

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

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

None

### **3. Exterior Lighting Bid Opening**

The Committee opened five (5) bids for the Exterior Lighting project. The Arndt Electric bid was not opened as it was submitted after the deadline. A bid tabulation sheet is attached for the bidders below:

Atlas Electric  
Northern Power  
Three J Electric  
Eden Electric  
Advantage Electric

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the bid from Atlas Electric for \$7,500 for replacement of the exterior lights on and around the Jail, Courthouse and County Building. Motion Carried – Unanimous.**

The expenditures for this project will be reimbursed by the grant received from the Michigan Public Service Commission.

### **4. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor gave a verbal maintenance update. He indicated that all grounds have been dethatched and that all curbs have been painted. The replacement of the VAV Boxes (that were hit by lightning) will begin shortly.

Mr. Vitale said that the actuating motor in the Courthouse went out and but is in the process of being replaced. Mr. Vitale will be turning on the irrigation system next week. The maintenance crew has permanently placed a couple of MNRTF recognition signs at properties recently purchased by the County. Bearings for the HVAC system in the County Building will be replaced next week. The generator at the Orchard Hill communication tower will be replaced next week. Mr. Vitale fixed a leak in the roof at the Senior Center.

The Committee directed Mr. Vitale to do an inventory of the stuff (equipment and materials) we have in storage. The Committee thought the stuff could be put in the Sheriff auction, if one was coming up sometime soon.

## **5. Airport/Building Maintenance**

John Strehl, Airport Manager, joined the meeting. Mr. Strehl informed the Committee about some repaving that is being bid out at the airport.

Mr. Strehl presented a plan to update the Fixed Base Operation (FBO) building at the airport (painting, fix roof leaks and replace the door). Budgetary quotes were presented for the improvements. The Committee requested Mr. Strehl also get a price to install a DuraLast membrane roof on the building. The Committee also directed Mr. Strehl to bid out all facets of the project. Mr. Strehl will also inform the Finance Committee of the project.

## **6. Antrim County Transportation (ACT) Bid Opening**

Al Meacham, ACT Director, joined the meeting. Mr. Meacham presented three bids for replacement of the septic system at the ACT Building. The Committee Chair David Howelman opened three (3) bids for the replacement of the septic system at ACT.

Ralph's Septic - \$ 4,575  
G'Mosers - \$ 3,250  
E. H. Niepoth Plumbing - \$ 2,750

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Finance Committee find the funding and the Board of Commissioners approve the bid from E.H. Niepoth Plumbing for the replacement of the septic system at ACT at a cost of \$2,750.00. Motion Carried – Unanimous.**

## **7. Medical Examiner Space**

Mike Crawford made a statement indicating that he will not participate in the discussion, and will abstain from the vote due to the fact that he has a conflict of interest as he is a bidder on the project.

**Motion by Ed Boettcher, supported by Dave Howelman, to recommend the Finance Committee find the funds and the Board of Commissioners approve the low bid for construction - Crawford Construction \$1,861.02 (excluding permit fees) and the low bid for electrical work - Arndt Electric \$ 382.00 for constructing an office in the ACT Building for the Medical Examiner at a cost not to exceed \$3,000.00. Yes: Boettcher, Howelman Abstain: Crawford**

Included in the \$3,000.00 is a computer/ telephone drop.

The meeting was adjourned at 10:20 a.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**June 1, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Others present: Pete Garwood, Dave Vitale

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

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

None

### **3. Airport Maintenance Hangar Project**

The Committee opened six (6) bids for the preparation and painting of the roof and the preparation and painting of the outside walls of the Fixed Base Operation (FBO) hangar (bid tabulation attached). The two were bid as separate items so they could either be awarded together or the County may award only one component.

The Committee considered two quotes for a Dura-Last roof on the Fixed Base Operation (FBO) hangar at the airport; one from Springfield Roofing, the second from Great Lakes Roofing. No other quotes were obtained as no other companies are authorized by Dura-Last to install their product.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners waive the bid policy (for sealed bids) and approve the quote from Great Lakes Roofing for a Dura-Last membrane roof for the FBO hangar a cost of \$14,800, contingent on the contractor understanding they will not receive payment for 50% until the materials are on site. Motion carried – Unanimous.**

### **4. Maintenance Department Update**

Dave Vitale, Maintenance Supervisor gave an update on the activities of the Maintenance crew. The generator has been installed at the Orchard Hill communication tower. Roof has been repaired at the Nifty Thrifty. Lines have been painted on the parking lots. Jail HVAC has been repaired. Limbs on the trees around the grounds have been removed and or trimmed. Water conditioner in the jail has been malfunctioning and is being dealt with.

### **5. Courthouse Security Signs**

Undersheriff Dean Pratt requested permission for erecting signs for the new Courthouse security program. The signs will be paid for out of the Sheriff Department budget.

**Motion by Ed Boettcher, supported by Mike Crawford, to authorize the placement of the signs for the Courthouse security program. Motion Carried – Unanimous.**

## **6. Bellaire Chamber of Commerce Request**

Paula Vivyan from the Bellaire Chamber of Commerce joined the meeting. She requested the County give permission for the Chamber of Commerce to allow the company from whom they rent the large air filled games to use the electrical outlets at the File Storage Building during the Rubber Ducky Festival weekend.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend Board of Commissioners approve the Bellaire Chamber of Commerce be allowed to use the electrical outlets at the File Storage Building during the Rubber Ducky Days weekend to plug in the blowers for the inflatable games. Motion Carried – Unanimous.**

## **7. Mohrmann Park**

The Committee reviewed the Mohrmann Park garage inventory list compiled by Mr. Vitale. They asked that Mr. Vitale determine which items would be appropriate to sell in the Sheriff Auction this fall.

## **8. Airport FBO Maintenance Hangar Project Continued**

Discussion continued regarding the six (6) opened bids for maintenance on the airport hangar.

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the bid from Pro Select for painting the outside walls of the Fixed Base Operation hangar at the airport at a cost of \$6,750. Motion Carried – Unanimous.**

### Garage Door

The Committee considered three (3) quotes for replacement of the FBO hangar garage door.

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the bid from Garage Door Services to replace the door at the FBO hangar at the airport at a cost of \$1,234.00. Motion Carried – Unanimous.**

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

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**July 6, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Others present: Pete Garwood, Dave Vitale, Laura Stanek, Laura Sexton, Danell Doucette

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

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

None

### **3. County Buildings Budget**

Dave Vitale, Maintenance Supervisor presented the budgets for the County facilities.

**Motion by Ed Boettcher, supported by Mike Crawford, to approve the 2012 budget requests for Buildings and Grounds #265, 1905 Courthouse #264, and the Grove Street Annex #263 along with capital outlay for submittal to the Finance Committee. Motion Carried – Unanimous.**

### **4. Meadow Brook Medical Care Facility (MCF) Construction Project**

The Committee reviewed the budget for the construction project for MCF. The Committee put the budget request on hold until the next Committee meeting.

### **5. Carpet Replacement**

Bill Hefferan, Probate Court Administrator, joined the meeting to express support for carpet replacement in the 1905 Courthouse, in particular the Probate Court General Office.

### **6. Sheriff Department/Jail Interior Lighting Upgrade Project – Bid Opening**

David Howelman, Chairman opened two bids for the Sheriff Department/Jail Interior Lighting Upgrade project (attached):

- Alpine Electric
- Atlas Electric

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the bid from Alpine Electric to do the Sheriff Dept./Jail Interior Lighting Upgrade project (\$9807.00 if done in off hours; \$9207.00 if done during regular working hours). Motion Carried – Unanimous.**

## **7. Maintenance Update**

Mr. Vitale gave a verbal update of the activities in the Maintenance Department. The bearings in the County Building boiler have been repaired. Mr. Vitale helped the IT Director install a network cable in the ACT Building for the Medical Examiner's office space.

Mr. Vitale indicated he has received one quote from a plumber and is waiting for 2 more quotes for replacement of a very small water heater that serves the sink in the Coordinator/Planner office. The project is not expected to exceed \$625.00 (including labor).

**Motion by Mike Crawford, supported by Ed Boettcher, to give the Maintenance Director and the Coordinator/Planner the authority to hire a plumber to replace the water heater in the Coordinator/Planner Office. Motion Carried – Unanimous.**

Mr. Vitale indicated that he would be getting a price for an outlet in the 1905 Courthouse. He also said he would price out vent motors in the County Building and bring the information back to the Committee.

The Committee expressed a consensus that if a bid for a project comes in late, it will be handed back to the bidder and there will not be an original or copy kept. Mr. Garwood will communicate this directive to both his office staff and the Clerk's Office.

## **8. 911 Center Air Conditioning Unit – Bid Opening**

The Committee opened five (5) bids for the 911 Center Air Conditioning Unit. The bidders were:

Ballard's  
Danboise Mechanical  
Haggard's  
John E. Green  
Team Bob's

The Committee tabled a decision on the air conditioning unit so that Fred Trimble can evaluate the bids.

## **9. North Country Community Mental Health (CMH) Art Display**

Jan Smith from North Country CMH requested they be allowed to display artwork from some of their clients in the hallways of the County Building.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend to the Board of Commissioners approve allowing CMH to display art in the halls of the County Building. Motion Carried – Unanimous.**

## **10. Grass River Natural Area (GRNA) Update**

The Committee discussed the Grass River Natural Area Construction project. The following are potential change orders for the GRNA Nature Center Construction Project. Some are more immediate than others as we do not have dollar amounts for some yet.

Cupola Discussion - \$9,500  
Concrete Aggregate Floor in the Pavilion - \$1,000  
Video Screen - \$950.00  
Cabinetry - \$1,075  
Internet/Phone Cable – no amount yet  
Concrete Counter Top – no amount yet  
Overhead Projector – no amount yet

**Motion by Ed Boettcher, supported by Mike Crawford, to approve the exposed aggregate floor, the changes in the cabinetry and the installation of a video screen, with the cost not to exceed \$4,000.00. Motion Carried – Unanimous.**

### **11. Meadow Brook Medical Care Facility (MCF) Construction Project Update**

Marna Robertson, Administrator, and David Schulz, Finance Director for MCF, joined the meeting and along with Mr. Garwood gave an update on the status of the construction project.

### **12. Rubber Ducky Festival Tea**

The Miss Bellaire Committee requested permission to use the Courthouse lawn on Broad Street for a “Rubber Ducky Royal-Tea” on the afternoon of Friday, August 19, 2011.

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve allowing the Miss Bellaire Committee to hold a “tea” on the lawn of the 1905 Courthouse as long as they coordinate with the Chamber of Commerce’s use of the lawn for the craft show. Motion Carried – Unanimous.**

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

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**August 3, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Others present: Pete Garwood

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

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

None

### **3. Maintenance Update**

Dave Vitale, Maintenance Director, joined the meeting and gave an update on the Maintenance Department activities the past month. The 1905 Courthouse has been leaking the last two rain storms into the District Court offices. Dave Vitale, Maintenance Supervisor, borrowed the Meadow Brook cherry picker lift which allowed him to view the gutters from above and remove a large amount of material that appeared to be blocking the flow of the gutters. However, Mr. Vitale will have to complete a further assessment as it was leaking again during the rain event Tuesday evening, August 2<sup>nd</sup> and Wednesday, August 3<sup>rd</sup>.

The Commission on Aging Senior Center also leaked in a recent storm due to a downspout getting plugged with leaves and branches from a nearby willow tree. The removal of the debris seems to have cured the leak. Mr. Vitale will look into the possibility of removing the tree.

There was a fire at the Nifty Thrifty due to the plug on a window air conditioner overheating. A new outlet on a separate circuit was installed on an emergency basis for \$550.00. The County policy requires the Committee to approve emergency expenditures after such an occurrence.

**Motion by Ed Boettcher, supported by Mike Crawford, to approve the expenditure of \$550.00 to install an electrical outlet in the Nifty Thrifty on its own circuit. Motion carried - unanimous**

The Medical Examiner office has been completed and Dr. Benson is now operating out of his new office. The water conditioner at the jail is being repaired. A leak in the irrigation system caused by lightning has been repaired. The vestibules in the County Building are being painted. Trees around the garage in the Mohrmann Natural Area are threatening the garage with falling limbs. Mr. Vitale will contact Mike Meriwether, Forester regarding removal of the trees.

## **4. Courthouse Re-carpeting and Rewiring**

Charlie Koop, Prosecuting Attorney; Valerie Craft, Information Technology Director; and Joe Meyers, Associate Planner, addressed the Committee on installing conduit in the floor of the Circuit Courtroom for microphones, electrical and video.

**Motion by Ed Boettcher, supported by Mike Crawford, to authorize the Administrator Office to bid out the re-carpeting of the Community Mental Health office, the Circuit Courtroom and offices, the Probate Court and offices, and to contact an electrician and obtain the costs on a time and material basis to install the conduit in the concrete floor in the Circuit Courtroom. Motion carried – unanimous.**

#### **5. 911 Equipment Room**

Steve Bratschi, Dispatch Sergeant; Valerie Craft, Information Technology Director; and Fred Trimble, Technology Consultant, joined the meeting to discuss the recent bids for a new air conditioning unit for the 911 Center. The consensus of the Committee was to re-bid the project.

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve the re-bidding of the 911 equipment room air conditioning unit and open the bid opportunity to the original bidders. Additionally, to utilize Trimble Consulting at the beginning of the process for sizing of the unit and at the end of the project for evaluation of the bids. Trimble Consulting is to be paid out of left over funds budgeted for the air conditioning unit project and/or 911 funds. Motion carried – unanimous.**

#### **6. Barnes Park Road/Elk Rapids Pavilion**

Eileen Wallick, Park Manager, joined the meeting and presented her capital outlay request for 2012, which was referred to the Buildings and Grounds Committee from the Parks and Lands Committee. The capital outlay request consists of a new pavilion at the Elk Rapids Day Park and the repaving of the road in Barnes Park Campground.

Mr. Garwood will schedule a meeting with Burt Thompson and the Committee out at the park to look at the road.

Elk Rapids Day Park Pavilion:

Eileen Wallick presented a budgetary quote for replacing the pavilion at the Day Park.

**Motion by Ed Boettcher, supported by Mike Crawford, to approve including a new pavilion at the Elk Rapids Day Park for inclusion as a 2012 capital outlay item for submission to the Finance Committee. Motion carried – unanimous.**

#### **7. Meadow Brook Medical Care Facility**

Marna Robertson, Administrator and David Schulz, Finance Director, joined the meeting and gave an update on the Medical Care Facility construction project.

#### **8. MPSC Grant**

Jacklyn Sanborn, from the Northwest Michigan Council of Governments, joined the meeting. Ms. Sanborn indicated we can use \$6,126.90 to audit two additional buildings. She indicated Elk Rapids Village and Township are interested in the remaining \$3,740.11.

**Motion by Mike Crawford, supported by Ed Boettcher to recommend the Board of Commissioners approve using the remaining MPSC grant dollars for conducting energy audits in the 1905 Courthouse and the Grove Street Annex for \$6,126.90, and allow the Village of Elk Rapids use the remaining \$3,740.11 for their lighting project. Motion carried – unanimous.**

## **9. Grass River Natural Area (GRNA) Center**

**Motion by Ed Boettcher, supported by Mike Crawford, to approve for payment of the invoices for June and July for Hallmark Construction, the general contractor on the GRNA Center project (June invoice \$107,983.53, July invoice \$145,308.07). Motion carried – unanimous.**

Mr. Garwood will make sure we receive conditional waivers prior to invoice payment, which will become unconditional waivers once payment is made from the County to Hallmark Construction.

The indoor portion of the meeting was adjourned at 10:25 a.m. with two of the three Committee members examining the sidewalk between the Courthouse and 911 Dispatch.

The meeting was adjourned at 10:25 a.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**September 7, 2011  
Minutes**

Members present: Ed Boettcher, Mike Crawford and David Howelman  
Others present: Pete Garwood

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

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

None

### **3. Maintenance Update**

Dave Vitale, Maintenance Director, joined the meeting and presented a verbal report on the activities of the Maintenance Department.

#### **County Building Roof Top HVAC**

Mr. Vitale informed the Committee that a fan blade on the HVAC was broken off and needed to be replaced. He believed it may have been as a result of a loose bracket which allowed the fan to wobble and hit the housing. Other equipment which had to be repaired included two motors and bearings on two motors. This was treated as an emergency. Mr. Vitale will have costs for all repairs at the next Committee meeting.

#### **Circuit Court Electric Conduit**

Joe Meyers, Associate Planner joined the meeting. Mr. Vitale and Mr. Meyers updated the Committee on progress toward getting the conduit in the floor of the Circuit Court Room. The Committee reviewed quotes for installing electrical in the floor of the Circuit Courtroom at the Prosecuting Attorney table and the defense attorney table. No numbers were available yet for installing conduit for Cat 5 cabling.

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners approve using Arndt Electric for the installation of electrical and Conduit for Cat 5 cabling in the Circuit Court Room on a time and material basis with a “not to exceed” amount of \$3,500. Motion carried – unanimous.**

Mr. Meyers updated the Committee on the carpet project in the Courthouse and CMH.

## **4. Antrim County Airport**

John Strehl, Airport Manager, and Mike Meriwether, Forrester, joined the meeting. Mr. Strehl showed the Committee pictures of the trees that he feels are a hazard to the County hangars. **The Committee discussed adding an alternate bid for clearing the trees on the east side of the County Airplane Hangar and directed Mr. Meriwether to do so.**

## **5. Sidewalk Issue**

Since the 1905 Courthouse security program was implemented, the prisoners have been entering through the north entrance along with all others who enter the building. Because it was originally not contemplated they would have to enter the building using the north entrance, the grass is getting trampled. The Committee reviewed a drawing illustrating a sidewalk in this location. No action was taken pending alternatives to the plan.

## **6. Courthouse Repair**

Mr. Vitale informed the Committee of a leak in the District Court area. Mr. Vitale has identified the problem and called Northern Restoration and Waterproof Systems, Inc., which provided a quote for repairing the outside wall and gutter system (attached).

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the quote from Northern Restoration and Waterproof System, Inc. to repair the outside wall and gutter system on the north side of the Courthouse at a total cost of \$4,900.**

**Motion carried – unanimous.**

## **7. MPSC Grant**

Jaclyn Sanborn from the Northwest Michigan Council of Governments joined the meeting and explained the recent concerns with the MPSC grant. Due to a court decision, it has been determined that the MPSC cannot legally administer the grant. Ms. Sanborn believes we, as well as the other municipalities involved with the grant, will eventually get our reimbursement but is unsure of how long it will take. It is a matter of between \$9,000 and \$10,000 for Antrim County.

## **8. Grass River Natural Area (GRNA) Center**

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve payment of the attached invoice from Hallmark Construction for \$148,685.16 as long as the lien waivers are received prior to payment. Motion carried – unanimous.**

## **9. Various Matters**

Laurie Sexton, County Clerk, informed the Committee that the Finance Committee had discussed where the office for the new County Accountant should be located. Ms. Sexton had identified Room 120 as a good location (currently a meeting room on the first floor).

**Motion by Mike Crawford, supported by Ed Boettcher, to recommend the Board of Commissioners locate the office of the new County Accountant in Room 120.**

**Motion carried – unanimous.**

The Committee did a site visit to the 1905 Courthouse to review the exterior work that will be completed by Northern Restoration and Waterproof Systems, Inc.

The meeting was adjourned at 10:25 a.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**October 5, 2011  
Minutes**

Members present: Mike Crawford and David Howelman  
Members absent: Ed Boettcher  
Others present: Pete Garwood

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

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

None

### **3. Re-Carpeting Project**

David Howelman, Chairman opened 3 bids for the re-carpeting project (details attached).

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners award the re-carpeting bid to Northern Floor & Tile Service, Inc. at an amount of \$40,515. If they are unable to meet the conditions and do not fair well on the reference check the bid should be awarded to Nu Floor at an amount of \$46,849. Motion carried – unanimous.**

### **4. Circuit Court Conduit Installation**

Joe Meyers, Associate Planner, reviewed the conduit installation project. The Board of Commissioners previously approved using Arndt Electric on a time and material basis with a “not to exceed” of \$3,500. Mr. Meyers will have a solid quote from Arndt by the Board of Commissioners meeting.

### **5. VAV Boxes Quote**

Dave Vitale, Maintenance Director, informed the Committee the equipment that controls air flow in the Probate Court offices has broken down and needs to be replaced. The Committee reviewed a quote from Havel Brothers for replacement (attached).

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve Option 1 from a Havel Brothers communication dated 9/21/2011 for the replacement of 3 VAV boxes at a cost of \$2,677.00. Motion carried – unanimous.**

### **6. Sidewalk Replacement**

The Committee reviewed two quotes for replacing broken sidewalks on the County grounds from Bert’s Excavating, Inc. and Dave Robb Construction, LLC. The Committee decided to exclude the part of the quote that addressed installing a new sidewalk around the east side of the Courthouse, and focus only on replacement of the existing damaged sidewalk.

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the quote from Bert's Excavating for replacing damaged sidewalk on County grounds for \$3,414.00. Motion carried – unanimous.**

**7. Posts for Historical Sign**

Mr. Vitale presented a price for replacing the posts on the sign on the south side of the 1905 Courthouse that explains the buildings history.

**Motion by Mike Crawford, supported by Dave Howelman, to approve the price of \$ 700.00 to replace the posts on the sign that explains the history of the building on the south side of the 1905 Courthouse. Motion carried – unanimous.**

**8. Emergency Repair – County Building Air Conditioner**

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve the emergency repair of the air conditioner motors and fan on the County Building (attached). Motion carried – unanimous.**

**9. Maintenance Update**

Mr. Vitale informed the Committee trees will have to come down behind the Nifty Thrifty. Mr. Vitale will try to do the trimming with his crew.

Mr. Vitale informed the Committee the Village of Bellaire will again let us use their compressor to blow out the lawn irrigation system.

Temperature Control will do the required annual boiler inspection and backflow preventer inspection on our equipment.

**10. Meadowview Apartments – Exterior Handicap Access Doors**

David Schulz, Meadowview Apartment Manager, presented a quote for just over \$3,200 to have the doors at Meadowview Apartments be made push button handicap accessible. He asked if the County would kick in the funds to pay for the project or a portion of the project. The Committee indicated the project should be paid for out of the Meadowview Apartments fund.

**11. Grass River Natural Area (GRNA)**

The Committee reviewed invoices from CWS Architects and Hallmark Construction for work on the Grass River Center. Peter Garwood, County Administrator, informed the Committee the project is substantially complete and there will be training on the geothermal heating system as well as other aspects of the building in the afternoon. Mr. Garwood and Mr. Vitale will be in attendance at the training.

**Motion by Mike Crawford, supported by Dave Howelman, to pay Hallmark \$132,574.12 upon receipt of the lien waivers, as well as the 5% hold back upon final approval by the architect. Motion carried – unanimous.**

**Motion by Mike Crawford, supported by Dave Howelman, to pay the CWS Architects invoice of \$3,000.00. Motion carried – unanimous.**

Grass River Center - Change Order

Mr. Garwood presented the second and last of the change orders (attached). With this change order the total dollar amount for all change orders on the project is \$9,942.07.

Michigan Natural Resources Trust Fund (MNRTF) Grant Extension

Mr. Garwood explained he had requested a one month extension. However, the MNRTF staff has drafted the extension agreement for a three month period.

**Motion by Mike Crawford, supported by Dave Howelman, to recommend the Board of Commissioners approve an amendment to MNRTF grant agreement #TF 07-113 for an extension to allow the completion of construction on the Grass River Center.**

**Motion carried – unanimous.**

The meeting was adjourned at 10:00 a.m.

# Buildings and Grounds Committee

*Ed Boettcher*

*David Howelman, Chairman*

*Michael Crawford*

**November 2, 2011**  
**Minutes**

Members present: David Howelman, Mike Crawford, Ed Boettcher  
Members absent: None  
Others present: Pete Garwood and Laura Stanek

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

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

None

### **3. Maintenance Update**

Dave Vitale, Maintenance Director, joined the meeting and gave a verbal update on the activities of the Maintenance Department.

Mr. Vitale circulated a couple of invoices; one for fixing the County Building generator (\$1,190.78) and the other for completing the repair of the HVAC system on the County Building (\$1,020.46). The bills will be submitted to the Finance Committee (both attached).

### **4. Re-carpet Project**

Joe Meyers, Associate Planner, joined the meeting and updated the Committee on the re-carpeting project. Mr. Meyers indicated much of the project will be done in 2012. This information will be relayed to the Finance Committee.

In Community Mental Health (CMH), the furniture will have to be moved during the re-carpeting project. Mr. Meyers was directed to get a quote for moving the furniture from the carpet company.

### **5. Meadow Brook Medical Care Facility (MCF)**

Frank Bednarek, from the architectural firm Hooker DeJong, reviewed a schedule for moving forward on the MCF project (attached).

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve sending out a Request for Proposals (RFP) for Construction Manager on the MCF. Motion carried – unanimous.**

### **6. Bellaire Family Health Center**

Dan McKinnon and Tim Goebel, from East Jordan Family Health Center (which runs the Bellaire Family Health Center) joined the meeting. Mr. McKinnon gave a history of the non-profit organization.

Mr. McKinnon informed the Committee that they would like to replace the facility in Bellaire with

a larger, more patient friendly facility. They would also approximately double the number of employees for the Bellaire facility. They requested the County sell or lease the County property between the ambulance building and the MCF (approximately 2.5 to 3 acres).

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners support the grant application to construct a new Bellaire Family Health Center and express the County's intent to lease the County-owned property adjacent to the ambulance facility off of M-88, contingent upon the final details. Motion carried – unanimous.**

#### **7. Grass River Natural Area (GRNA)**

Grass River Center - Change Order

Debbie Hershey, GRNA Director, joined the meeting. Peter Garwood, County Administrator, informed the Committee of the last change order on the Grass River Center construction project (attached).

**Motion by Ed Boettcher, supported by Mike Crawford, to recommend the Board of Commissioners approve the last change order for the Grass River Center at a cost of \$350. Motion carried – unanimous.**

Entrance Road

Mr. Garwood informed the Committee the day before the ribbon cutting ceremony, the GRNA entrance road was well graded. However, it is now full of potholes where they were previously.

**Motion by Mike Crawford, supported by Ed Boettcher, to pay for the gravel (possibly an afton stone mix) to fix/upgrade the entrance road for the GRNA out of the Construction Contingency Fund. Motion carried – unanimous.**

Mr. Garwood will request the Road Commission Manager look into using an afton stone mix for the potholes.

#### **8. Nifty Thrifty**

Mike Crawford informed the Committee that the Nifty Thrifty needs more room. Mr. Crawford will come back next meeting with ballpark costs on adding space.

The meeting was adjourned at 10:40 a.m.