

Buildings and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

January 6, 2014

Minutes

Members present: David Howelman, Jerroll Drenth, Laura Stanek

Members absent:

Others present: Pete Garwood

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

2. Public Comment:

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Brad Kranig, Construction Manager from the Christman Company, joined the meeting. Mr. Kranig gave an update on the Construction project at the MCF.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$358,204.64 for work completed during the period of December 1, 2013 to December 31, 2013. Motion carried – unanimous.

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #21

Includes: Request for Changes (RFC) 57, 84, 92,101, 110, 113, 114, and 119.

- RFC #57 – The addition of four 6” steel bollards at Main entrance canopy columns, \$1,238.00.
- RFC #84 - Additional flooring removal not picked up in the demo sheets, \$9,297.00.
- RFC #92 - Additional water piping, hose bibs and masonry patching, \$10,231.00.
- RFC #101 - Addition of surge suppression due to lightning strike, \$5,231.00.
- RFC #110 - Addition of a cover board due to height discrepancy in re-roof, the addition of a nailer around roof perimeter and attachment and stabilization of roof drains, \$7,438.00.
- RFC #113 - Added doors to isolate the landscaping/maintenance corridor and deletion of shed in Courtyard, \$375.00.

- RFC #114 - Additional flooring preparation, install base at basement columns, repair flooding area base, and other repairs due to water damage, \$5,035.00.
- RFC #119 - Change of hood at therapy kitchen, \$636.00.

The total cost of OCO #21 is \$39,481.

OCO #22

Includes: RFC's 42 and 120.

- RFC #42 is part one of the temporary laundry (which will eventually be reimbursed to the Contingency Fund by the MCF), \$55,946.00.
- RFC# 120 is for gutters along the roof line on the new part of the building above a flat roof of the old section of the building (an additional cost for heat tape is forthcoming), \$3,726.00.

The total cost of OCO #22 is \$59,672.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve OCO #21 and #22 for a total cost of \$99,153.00.

Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee:

RFC #61

Temporary walls (removal and installation), smoke seal on top of block wall, refinish bathroom walls and other miscellaneous items, \$4,070.00.

RFC #86

Additional phase 2 insulation and drywall at the exterior perimeter walls due to mold and remediation, \$12,576.00.

RFC #120

Addition for gutters along the roof line on the new part of the building above a flat roof of the old section of the building (an additional cost for heat tape is forthcoming), \$3,726.00

RFC #122

Phase 2, installation of temporary protection items including; temporary fencing, protection of existing window sills, temporary enclosures for the IT equipment and boiler area, \$2,057.00.

RFC #123

Installation of items provided by owner - medicine cabinets and TV brackets. Additional floor drains and cleanouts not shown on demolition drawings, \$5,530.

Motion by Laura Stanek, seconded by Jerroll Drenth, to approve RFC's 61, 86, 120, 122, and 123 at a total cost of \$27,959.00 from the contingency fund. Motion carried – unanimous.

With the OCO's, RFC's and projected additional changes the **Contingency Fund is at \$299,730.00**. However, this is including the amount associated with the temporary laundry (earmarked at \$65,000).

RFC 121 will be addressed next month and related to the Temporary Laundry with a preliminary cost of \$9,054. This is RFC will be addressed at next month's meeting.

4. Meadow Brook Medical Care Facility (MCF) Financial Status

Marna Robertson, Administrator and David Schulz, Administrative Services Director, joined the meeting and presented the Status of Cash, Depreciation and Restricted Funds Accounts (attached).

5. Maintenance Update

1905 Courthouse Roof

Mr. Vitale, Maintenance Director informed the Committee that birds have made their nest in the flashing of roof on the 1905 Courthouse which allowed water to enter the brick mortar and through freezing and thawing, has compromised the joints. Northern Waterproofing and Restoration has sealed the joints temporarily with silicone and will be back to re-mortar the joints in the spring.

County Building Boiler Pump and Motor

Mr. Vitale presented an invoice from Temperature Control for repairing boiler pump in the County Building.

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioners approve the invoice from Temperature Control for repair to the County Building boiler pump at a cost of \$2,455.40. Motion carried – unanimous.

The meeting was adjourned at 3:00 p.m.

Buildings and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

February 5, 2014

Minutes

Members present: David Howelman and Laura Stanek
Members absent:
Others present: Pete Garwood, Janet Koch and Mike Crawford

1. Meeting called to order at 10:35 a.m.

2. Public Comment:

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Also present: Frank Bednarek, Eric Maring, Brad Kranig, Marna, Robertson, David Schulz

Construction Project Change Orders

Peter Garwood, County Administrator, gave an overview of the process so far in addressing the issue of what the County feels is a high amount of change orders that were either forgotten by the architect or items that needed tweaking in order to be functional. **(See attached pgs. 1 - 3)**

Frank Bednarek discussed the issue from their standpoint as the architect for the project.

A great deal of discussion took place.

Mr. Bednarek is unable to attend the February 13th Board of Commissioner's meeting, but will be able to attend the March 13th Board of Commissioner's meeting.

Brad Kranig, Construction Manager from the Christman Company, gave an update on the Construction project at the MCF.

Motion by Laura Stanek, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$321,647.84 for work completed during the period of January 1, 2014 to January 31, 2014. Motion carried – unanimous. (See attached pg. 4 - 7)

Owner Change Orders (OCO) **(See attached pgs. 8-21)**
OCO's require Board of Commissioner approval.

OCO #23

Includes: Request for Changes (RFC) 61, 86, 122 and 123.

- RFC #61 – Temporary walls (removal and installation), smoke seal on top of block wall, refinish bathroom walls and other miscellaneous items, \$4,070.00.

- RFC #86 - Additional phase 2 insulation and drywall at the exterior perimeter walls due to mold and remediation, \$12,576.00.
- RFC #122 - Phase 2, installation of temporary protection items including: temporary fencing, protection of existing window sills, temporary enclosures for the IT equipment and boiler area, \$2,057.00.
- RFC #123 - Installation of items provided by owner - medicine cabinets and TV brackets. Additional floor drains and cleanouts not shown on demolition drawings, \$5,530.00.

Motion by Laura Stanek, seconded by Dave Howelman, to recommend the Board of Commissioner's approve OCO #23 at a total cost of \$24,233. Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee:

RFC #126

Includes insulation on PEX piping for Phase 3 and 4, and HVAC items, \$11,111.00.

RFC #128

Heat Trace in the gutters, \$9,976.00.

RFC #130

Completion of changes from bulletin 13 to reroute waterlines that could not be completed during Phase 2. Also includes revisions at the west end of D for Phase 3 and 4. Partly for redundancy purposes, they tapped into a waterline in the Courtyard, \$3,917.00.

RFC #131

Miscellaneous electrical items; ATS wiring to elevator per inspector requirements, wiring for split units for IT closet, addition of exit lights in Phase 1 area (fire marshal inspection), temporary power for fan to create negative air during construction, temporary support for a cable during construction until it could be addressed (low voltage), cleaning electrical room – dust from demolition, repair damaged circuits, installation of occupancy sensors-second floor landing for lights to turn on, add card reader rough in for phase 2 doors not shown on security plan, repair parking lot lighting hit during underground installation of drainage pump and piping, add low voltage chase for door, and phone cable repair to construction trailer, \$6,361.00.

RFC #133

Fire protection – replacement of heads at storage room due to paint overspray and delay as ceiling was not ready as promised. Includes \$642.00 of back charges to the dry waller and painter for the fire suppression contractor because of a wasted trip due to ceilings not being ready as promised, \$0.00.

RFC #134

Painting and caulking of existing windows, repainting of door frames due to excessive glue or damage during flooring installation (original amount \$807.00, but \$385.00 of it was back charged to the flooring contractor, \$442.00.

Motion by Laura Stanek, seconded by Dave Howelman, to approve RFC's 126, 128, 130, 131, 133, and 134 at a total cost of \$31,807 from the Contingency Fund.

Motion carried – unanimous.

New RFC's received today: 88, 127, and 136

RFC #88

Changing room to finished storage space from an exit to the courtyard, and mounting of convector below window instead of cabinet unit heater, \$1,842.00.

RFC #127

Changes where Area A transitions to Area B an S-curved corridor. Demo and reinstall ceiling, beef up with metal studs the walls that carry the trusses, add two thickened footings under the wall. Demo an existing wall below the slab prior to pouring floor. Added structural detail on how masonry attaches and added expansion joints and caulking, \$7,392.00.

RFC #136

Part of bulletin #18 - replace current windows with new appropriately fitting windows to avoid cost of re-constructing bulk heads and other methods of accommodating existing windows that are too bid for the space, \$1,834.00.

Motion by Laura Stanek, seconded by Dave Howelman, to approve RFC's 88, 127, and 136 at a total cost of \$11,068.00 from the Contingency Fund. Motion carried – unanimous.

With the OCO's, RFC's and projected additional changes the **Contingency Fund is at \$231,608.00.**

4. Meadow Brook Medical Care Facility (MCF) Financial Status

Marna Robertson and David Schulz presented the Status of Cash, Depreciation and Restricted Funds Accounts as of December 31, 2013. (See attached pgs. 22-24).

5. Maintenance Department Update

Dave Vitale, Maintenance Director, informed the Committee the motherboard in the water heater for the jail must be replaced at an approximate cost of \$840.00.

Mr. Vitale had to replace a vent motor in the 911 Center.

Mr. Vitale informed the Committee that a safety switch on one of the boilers in the 1905 Courthouse had to be replaced cost approximately \$200.

6. Airport Furnace

Mr. Garwood informed the Committee that one of the two furnaces in the airport terminal broke down and needed to be replaced. However, the furnace was one of two furnaces that work together to provide heat for the terminal building, both of which are 15 years old. Both furnaces are being replaced at a cost of \$3,195.00 by Niepoth Plumbing and Heating (the lower of two quotes).

(See attached pg. 25)

As this is an unbudgeted expense, the bill will go to the Finance Committee with a recommendation to take it from the Airport Enterprise Fund.

7. Bellaire Chamber of Commerce Request

The Committee reviewed two communications from the Bellaire Chamber of Commerce requesting use of the Courthouse lawn and the use of an electrical outlet to plug in a “Bouncer” (a large inflatable toy that kids can enter and bounce around in) for the weekend of August 16th – during the Rubber Ducky Festival. (See attached pgs. 26, 27)

Motion by Laura Stanek, seconded by Dave Howelman, to recommend the Board of Commissioner’s approve the Bellaire Chamber of Commerce request for use of the Courthouse lawn and the use of an electrical outlet to plug in a “Bouncer” (a large inflatable toy that kids can enter and bounce around in) for the weekend of August 16th – during the Rubber Ducky Festival. Motion carried – unanimous.

The meeting was adjourned at 12:10 p.m.

Buildings and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

March 5, 2014

Minutes

Members present: David Howelman, Jerroll Drenth and Laura Stanek
Members absent: None
Others present: Marna Robertson, David Schulz, Eric Maring, Brad Kranig and Janet Koch

1. Meeting called to order at 10:30 a.m.

2. Public Comment:

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$287,214.86 for work completed during the period of February 1, 2014 to February 28, 2014. Motion carried – unanimous. (See attached pg. 1-4.)

Owner Change Orders (OCO) (See attached pgs. 5-18)
OCO's require Board of Commissioner approval.

OCO #24

Includes: Request for Changes (RFC) 88, 126, 127, 128, 130, 131, 133, 134 and 136.

- RFC #88– Changing room to finished storage space from an exit to the courtyard, and mounting of convector below window instead of cabinet unit heater, \$1,842.00.
- RFC #126 - Includes insulation on PEX piping for Phase 3 and 4, and HVAC items, \$11,111.00.
- RFC #127 - Changes where Area A transitions to Area B an S-curved corridor. Demo and reinstall ceiling, beef up with metal studs the walls that carry the trusses, add two thickened footings under the wall. Demo an existing wall below the slab prior to pouring floor. Added structural detail on how masonry attaches and added expansion joints and caulking, \$7,392.00.
- RFC #128 - Heat Trace in the gutters, \$9,976.00.
- RFC #130 - Completion of changes from bulletin 13 to reroute waterlines that could not be completed during Phase 2. Also includes revisions at the west end of D for Phase 3 and 4. Partly for redundancy purposes, they tapped into a waterline in the Courtyard, \$3,917.00.

- RFC #131 - Miscellaneous electrical items; ATS wiring to elevator per inspector requirements, wiring for split units for IT closet, addition of exit lights in Phase 1 area (fire marshal inspection), temporary power for fan to create negative air during construction, temporary support for a cable during construction until it could be addressed (low voltage), cleaning electrical room – dust from demolition, repair damaged circuits, installation of occupancy sensors-second floor landing for lights to turn on, add card reader rough in for phase 2 doors not shown on security plan, repair parking lot lighting hit during underground installation of drainage pump and piping, ad low voltage chase for door, and phone cable repair to construction trailer, \$6,361.00.
- RFC #133 - Fire protection – replacement of heads at storage room due to paint overspray and delay as ceiling was not ready as promised. Includes \$642.00 of back charges to the dry waller and painter for the fire suppression contractor because of a wasted trip due to ceilings not being ready as promised, \$0.00.
- RFC #134 - Painting and caulking of existing windows, repainting of door frames due to excessive glue or damage during flooring installation (original amount \$807.00, but \$385.00 of it was back charged to the flooring contractor, \$422.00.
- RFC #136 - Part of bulletin #18 - replace current windows with new appropriately fitting windows to avoid cost of re-constructing bulk heads and other methods of accommodating existing windows that are too bid for the space, \$1,834.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner’s approve OCO #24 at a total cost of \$42,855. Motion carried – unanimous.

Mr. Kranig said the heart of the demolition is complete. It was noted that if the pace of change orders continues, the contingency will be exhausted within 4 months.

Dave Howelman, Committee Chairman, asked Brad Kranig, Christman Company’s Construction Manager for the Meadow Brook Construction Project, about the vault discovered underneath the old lab near the connection between Meadow Brook and Meadowview Apartments. Mr. Kranig said the well in the room had been confirmed to be a water well. The plans for the room include:

- 1) The well pump needs to be removed and the well capped (estimated cost \$3000 to \$6000)
- 2) The tank and the room itself will be filled with a flowable fill (estimate cost \$3000 to \$4000).

A question was posed regarding the visibility of the trap door prior to demolition. Marna Robertson, Administrator of MCF, said there had been shelving in the room. Dave Schulz, Director of Administration Services for MCF, said the room wasn’t shown on any of the old MCF plans.

Ms. Robertson and Mr. Schulz told the Committee about an issue that has come up regarding an increase in discharge through the facility’s sanitary system. The facility’s sanitary discharge is treated at the Village of Bellaire’s wastewater treatment facility. Testing is planned to determine if there are cross-contamination issues. This is an operations issue for MCF and should not have an effect on the construction project.

A long discussion ensued regarding the heating issues at MCF.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee:

RFC #112

Phase 2 flooring changes. Temporary carpet due to having to put the Blue Jay Lane kitchen online. Also there was a change to a more durable flooring in a section of the corridor that has access to both the courtyard and the exterior of the facility, \$4,380.00.

RFC #115

Remaining phase 2 glue removal and flooring prep; leveling material beyond the specified requirements. This was in the part of the facility built in the 1980s, \$6,854.00.

RFC #116

Additional wayfinding signage. A walk-through of the facility indicated the need for 4 more room signs on semi-private rooms and 5 more directional signs, \$1,716.00.

RFC #117

Addition of 8 fire extinguishers at the pantry kitchens (\$185 each), additional fire alarm emergency calls, \$2,111.00

RFC #118

Additional finishes, drywall; the new doors in F corridor that were previously approved in RFC #113, \$1,938.00.

RFC #135

Phase 3 door, frame and hardware modifications to coordinate with security not required, resulting in a credit of \$2,619.00.

RFC #138

The three rooftop air handler units (#3, #4 & #6) are heat recovery units and each have two pieces of equipment. The two piece-arrangement requires two separate power sources; only one power source was specified; \$9,728.00.

RFC #141

Electrical changes to Daikin circuiting, temporary radiant panels at Blue Jay Lane dining area, \$1,022.00

RFC #142

In the laundry room in one residential area the finished flooring was damaged after construction was complete, \$1,443.00.

RFC #144

Additional corner guards for phases 3 and 4, \$3,654.00.

RFC #145

Replacement doors for doors that did not fit, \$2,082.00.

Motion by Laura Stanek, seconded by Dave Howelman, to approve RFC numbers 112, 115, 116, 117, 118, 135, 141, 142, 144 and 145 at a total cost of \$22,581 from the Contingency Fund. Motion carried – unanimous.

Note: RFC number 138 was not approved by the Committee.

A discussion took place regarding the possibility of modifying the process for approving RFCs. Suggestions were made to place a dollar amount on RFCs that would require approval before proceeding and to have the committee meet twice a month.

4. Meadow Brook Medical Care Facility (MCF) Financial Status

Mr. Schulz presented the Meadow Brook Financial Report. (See attached pgs. 19- 21) He also told the Committee that during the February Meadow Brook Board meeting, a resolution was approved to transfer Meadow Brook’s “reserved for construction” funds when Antrim County’s construction fund is spent down to \$1,000,000.00.

5. Maintenance Department Update

Dave Vitale, Maintenance Director, told the Committee that the invoice from Northern Restoration was for the December repair of the northeast corner of the 1905 Courthouse roof. The repair was on an emergency basis and due to the winter conditions, there is more work remaining to correct the situation. The southwest Courthouse roof corner was previously repaired completely; the other three corners of the building have not been repaired. Mr. Vitale will ask Northern Restoration for an estimate to repair the three corners.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Finance Committee approve the payment of \$1,269.43 to Northern Restoration & Waterproof Systems, Inc. for the emergency repair at the 1905 Courthouse (GL #101000-264-932-000). Motion carried – unanimous.

Mr. Vitale presented three estimates from Temperature Control regarding the 1992 boiler at the Courthouse. This is the newer boiler. Mr. Vitale told the Committee that Temperature Control recommended cleaning the heat exchanger (estimated cost of \$1165) instead of replacing the heat exchanger (estimated cost \$4,895) or the boiler itself (estimated cost of \$10,950).

Other projects the Maintenance Department have been working on include repairs in the Circuit Courtroom, the County Building’s fan motor, a backflow preventer in the Courthouse, and a heating unit at the Jail. Mr. Vitale said the Jail’s exercise room has a separate rooftop heating unit and it wasn’t functioning properly. It was determined that the automatic damper wasn’t working properly; Mr. Vitale said they will use a manual damper. Mr. Vitale also told the Committee that, due to the depth of the frost in the ground, they cannot yet determine the extent of the November damage to a parking lot light pole.

Mr. Drenth asked about the current snowplowing contract. He suggested getting “per time” bids for the next contract instead of a “lump sum” contract amount, saying that a “per time” arrangement would increase the number of bidders.

6. Bellaire Chamber of Commerce Request

The Committee reviewed a letter from the Bellaire Chamber of Commerce (**see attached pg. 22**) requesting an electricity source on July 22nd for an evening Music Downtown event. The Committee asked Mr. Vitale to contact the Chamber and get more details.

**Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the Bellaire Chamber of Commerce request for the use of an electrical outlet on the evening of July 22, 2014, pending the recommendation of Dave Vitale, Maintenance Director, after he contacts the Chamber for more information.
Motion carried – unanimous.**

The meeting was adjourned at 12:50 p.m.

Buildings and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

March 13, 2014

Special Meeting Minutes

Members present: David Howelman, Jerroll Drenth and Laura Stanek
Members absent: None
Others present: David Schulz, Brad Kranig, Pete Garwood and Janet Koch

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

2. Public Comment:

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

ABI Invoice

Pete Garwood, County Administrator, said the original invoice from ABI for the disputed items was approximately \$26,000. (ABI is the mechanical contractor for the project.) Brad Kranig, Christman Company's Project Manager, said the primary items in dispute were the fireplaces and a reworking of the gas line. There are 8 fireplaces in the facility, but ABI is contending that only one (1) was specified.

Scott Jones of Christman and Mr. Garwood had been discussing the invoice with ABI; ABI's most recent communication to Mr. Jones was that they'd accept a revised invoice of \$13,500.00. Mr. Kranig said in his experience the result of mediation is often an even split of the original invoice. There would also be attorney fees. Because gas line changes of \$7,400.00 have already been included in the projected costs charged to the contingency, the settlement would require that \$6,100.00 be added to the cost charged to the contingency.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's accept the proposed settlement for all disputed claims by ABI in the amount of \$13,500. Motion carried – unanimous.

Request for Change #140

The Committee reviewed information regarding the request for change. (**See attached**). These were structural changes that were required when it was discovered upon demolition that the existing conditions did not match the building plans. The RFC included masonry work, additional steel beams, and associated carpentry work.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC number 140 at a total cost of \$10,111.00 from the Contingency Fund. Motion carried – unanimous.

4. Various Matters

The heating issue was discussed. Mr. Kranig explained the heating system at Meadow Brook and the options that Hooker / DeJong were exploring to correct the problems. Dave Howelman asked when there would be a solution; Mr. Kranig said he should have more information within a matter of days.

The meeting was adjourned at 9:00 a.m.

Buildings and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

April 2, 2014

Minutes

Members present: David Howelman, Jerroll Drenth and Laura Stanek
Members absent: None
Others present: Marna Robertson, David Schulz, Eric Maring, Brad Kranig and Janet Koch

1. Meeting called to order at 10:30 a.m.

2. Public Comment:

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$387,279.87 for work completed during the period of March 1, 2014 to March 31, 2014.

Motion carried – unanimous. (See attached pgs. 1-4)

Owner Change Orders (OCO) (See attached pgs. 5-20)
OCO's require Board of Commissioner approval.

OCO #25

Includes: Request for Changes (RFC) #112, 115, 116, 117, 118, 135, 141, 142, 144, and 145, at a cost of \$22,581.

- RFC #112 - Phase 2 flooring changes. Temporary carpet due to having to put the Blue Jay Lane kitchen online. Also there was a change to more durable flooring in a section of the corridor that has access to both the courtyard and the exterior of the facility, \$4,380.00.
- RFC #115 - Remaining Phase 2 glue removal and flooring prep; leveling material beyond the specified requirements. This was in the part of the facility built in the 1980s, \$6,854.00.
- RFC #116 - Additional way finding signage. A walk-through of the facility indicated the need for 4 more room signs on semi-private rooms and 5 more directional signs, \$1,716.00.
- RFC #117 - Addition of 8 fire extinguishers at the pantry kitchens (\$185 each), additional fire alarm emergency calls, \$2,111.00.
- RFC #118 - Additional finishes, drywall; the new doors in F corridor that were previously approved in RFC #113, \$1,938.00.
- RFC #135 - Phase 3 door, frame and hardware modifications to coordinate with security not required, resulting in a credit of \$2,619.00.

- RFC #141 - Electrical changes to Daikin circuiting, temporary radiant panels at Blue Jay Lane dining area, \$1,022.00.
- RFC #142 - In the laundry room in one residential area the finished flooring was damaged after construction was complete, \$1,443.00.
- RFC #144 - Additional corner guards for phases 3 and 4, \$3,654.00.
- RFC #145 - Replacement doors for doors that did not fit in Phase 2, \$2,082.00.

OCO #26

Includes: RFC #140 - Structural changes, shoring, masonry work, demolition and carpentry, and steel purchases, cost \$10,111.00.

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve OCO #25 (\$22,581) and #26 (\$10,111) for a total of \$32,692.00. Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee.

RFC #90

Balance to settle dispute with ABI, Inc. The settlement amount of \$13,500.00 for this RFC was already approved by the Board of Commissioners, but the Committee had never approved the paperwork. The approval of RFC #90 is a formality.

RFC #138

The roof top unit which was purchased from Trane. Trane put two pieces of equipment from two different manufactures in one cabinet and sold it under their name. The specifications from Trane showed the need for one power source so that is what was required in the plans prepared by the architect. However, once the contractor began installation they found that it needed two power sources, cost \$9,728.00.

RFC #148

Includes the purchase of three windows, two that were oversize for the space and would require much modification to the bulk head trim and the third which was scheduled for reuse that was single pain and 20 years old and should be replaced for energy savings, cost \$1,163.00.

RFC# 149

Includes extension of the trench drain in the new laundry room closer to the washing machines and fill and cap the trench that will now be outside of the laundry room, \$1,834.00.

RFC #150

Will address the underground vault that was discovered during demolition. A flowable concrete slurry mix will be used to fill in the vault. A mix of regular concrete and rebar will be poured over that and finished to match the surrounding concrete floor base, cost \$3,221.00.

RFC #125

Addition of a temporary window at Blue Jay Lane, removal of stained glass in Phase 3 area, temporary protection on Phase 3 window sills and curved corridor walls, and provide and install window and sill in Phase 2 area and installation of Phase 2 fire extinguishers in kitchens, cost \$6,252.00.

RFC #132

Includes patching of walls, adding block to areas, window head repair, furring and blocking concrete walls, added temporary walls in phase 3, flooring patches, and sealing old penetrations, cost \$11,148.00.

RFC #139

Trades work for bulletin 18, bulkhead work over windows, drop ceiling modifications and drywall work to accommodate windows , additional fire suppression, EIFS (exterior walls) work, ceiling height changes combined with surface mounted light fixtures, required additional fire suppression lines and heads at each room, and masonry work, cost \$10,642.00

RFC #146

Miscellaneous plumbing items, backflow prevention in the kitchen, pulling water closets in Phase 2 to check for leaks, added drain box for D corridor Daikin drain, relocated storm drain in Phase 3 in the way of demolition, and hook up of existing wall hydrant at an area that were not shown but needed, cost \$2,344.00.

RFC #152

Conversions of coffee shop/vending area into two offices, \$3,267.00.

RFC #153

Installation of an independent control for heating/cooling in the pantry kitchens, \$13,914.00. This is the cost for two kitchens. There are five others that would need an independent control for heating/cooling with an estimated cost of an additional \$60,000. Marna Robertson, MCF Administrator, indicated that since this is not a health, safety or welfare issue she is requesting that this RFC be removed from consideration.

RFC#154

Rounding off the edges of 18 countertops, \$443.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC's #90, 138, 148, 149, 150, 125, 132, 139, 146, 152, and 154, at a total cost of \$63,542.00.

Motion carried – unanimous.

RFC #153 was not approved.

With the OCO's, RFC's and projected additional changes the **Contingency Fund is at \$148,514.00.**

Mr. Kranig, the MCF Administrative staff and the Village of Bellaire are working on a problem that was discovered by the Village of Bellaire in which there is quite a bit more volume of effluent going into the sanitary sewer in Bellaire than water is being used at the MCF. The suspicion is that additional water is leaking into the floor drain from outside sources into the sanitary sewer.

In addition to a cracked drain pipe found outside the facility, they suspect a leak is happening inside the building in a drain located in Phase 4. More testing will be done to confirm the location. This problem is not associated with the construction project and will be paid for by the MCF funds.

Rob Gustafson, Mechanical Engineer, gave an update on what is being done to make sure the heating system will handle the extreme negative zero temperatures we experienced in late February. More information will follow as they identify the best and most cost efficient method.

4. Meadow Brook Medical Care Facility (MCF) Financial Status

Ms. Robertson and Dave Schulz, Administrative Services Director, presented the MCF of Status of Cash, Depreciation and Restricted Funds Accounts (**see attached pgs. 21-23**).

Lightning Strike Protection Proposal

Mr. Schulz presented a proposal to add lightning strike protection to the Meadowview Apartments. The DHS Board is intending to add lightning strike protection to the MCF and the question is does the County want to add protection to the apartment building at the same time at a cost of \$9,725.00. The Committee asked a number of questions regarding past experience with lightning strikes at the apartments and the MCF. Peter Garwood, County Administrator and Jim Rossiter, Civil Counsel, also raised some concerns with the proposal.

The Committee delayed any decision on the proposal.

5. Maintenance Department Update

Dave Vitale, Maintenance Director, gave a report on activities of the Maintenance Department during the past month.

Mr. Vitale presented an invoice from Temperature Control, Inc. for cleaning the heat exchanger on one of the boilers in the 1905 Courthouse at a cost of \$1,165.00. (**See attached pg. 24**).

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend approval of the invoice from Temperature Control to clean the heat exchanger on one of the boilers in the 1905 Courthouse at a cost of \$1,165.00. Motion carried – unanimous.

Mr. Vitale informed the Committee about an emergency repair that took place at the 911 Center air conditioner for the technology room. The invoice has not been received as of yet.

Mr. Vitale informed the Committee he has asked Temperature Control to help the County draft bid specifications for the replacing the air conditioning system on the County Building. The County has \$110,000 in the budget for this project.

6. Department of Human Services Requests

The Committee reviewed the request from DHS for repainting all the walls, and re-carpeting the observation room and scanning room. Mr. Garwood and Mr. Vitale will tour the DHS Office area to evaluate their request.

The meeting was adjourned at 1:30 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes: April 29, 2014

Members Present: Laura Stanek, David Howelman, Jerroll Drenth

Others Present: Pete Garwood, Mike Crawford

1. The meeting was called to order at 10:30 a.m.

2. Public Comment

None

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Request for Payment from Christman Company

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$385,715.01 for work completed during the period of April 1, 2014 to April 30, 2014. (See attachment pages 1-4) Motion carried – unanimous.

Owner Change Orders (OCO) (See attachment page 5)

OCO's require Board of Commissioner approval.

OCO #27 includes Requests for Change (RFC's) 90, 125,132,138,139,146,148,149,150,152, and 154 at a cost of \$63,992.00.

- RFC #90 - Balance to settle dispute with ABI, Inc. The settlement amount of \$13,500.00 for this RFC was already approved by the Board of Commissioners, but the Committee had never approved the paperwork. The approval of RFC #90 is a formality.
- RFC #125 - Addition of a temporary window at Blue Jay Lane, removal of stained glass in Phase 3 area, temporary protection on Phase 3 window sills and curved corridor walls, and provide and install window and sill in Phase 2 area and installation of Phase 2 fire extinguishers in kitchens, cost \$6,252.00.
- RFC #132 - Includes patching of walls, adding block to areas, window head repair, furring and blocking concrete walls, added temporary walls in phase 3, flooring patches, and sealing old penetrations, cost \$11,148.00.
- RFC #138 - The roof top unit which was purchased from Trane. Trane put two pieces of equipment from two different manufactures in one cabinet and sold it under their name. The specifications from Trane showed the need for one power source so that is what was required in the plans prepared by the architect. However, once the contractor began installation they found that it needed two power sources, cost \$9,728.00.
- RFC #139 - Trades work for bulletin 18, bulkhead work over windows, drop ceiling modifications and drywall work to accommodate windows , additional fire suppression, EIFS (exterior walls) work, ceiling height changes combined with surface mounted light

fixtures, required additional fire suppression lines and heads at each room, and masonry work, cost \$10,642.00

- RFC #146 - Miscellaneous plumbing items, backflow prevention in the kitchen, pulling water closets in Phase 2 to check for leaks, added drain box for D corridor Daikin drain, relocated storm drain in Phase 3 in the way of demolition, and hook up of existing wall hydrant at an area that were not shown but needed, cost \$2,344.00.
- RFC #148 - Includes the purchase of three windows, two that were oversize for the space and would require much modification to the bulk head trim and the third which was scheduled for reuse that was single pain and 20 years old and should be replaced for energy savings, cost \$1,613.00.
- RFC #149 - Includes extension of the trench drain in the new laundry room closer to the washing machines and fill and cap the trench that will now be outside of the laundry room, cost \$1,834.00.
- RFC #150 - Will address the underground vault that was discovered during demolition. A flowable concrete slurry mix will be used to fill in the vault. A mix of regular concrete and rebar will be poured over that and finished to match the surrounding concrete floor base, cost \$3,221.00.
- RFC #152 - Conversions of coffee shop/vending area into two offices, cost \$3,267.00.
- RFC #154 - Rounding off the edges of 18 countertops, cost \$443.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve OCO #27 for a total of \$63,992.00. Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee.

- RFC #147, includes rework of old front entry, a credit on masonry, construction of 17 solid surface window sills, includes the bulkheads and trim on 15 windows and changed ceiling from drywall to acoustic (including a paint credit), cost \$13,310.00.
- RFC #156, added a dual pump for storm retention area behind facility to provide redundancy. Additionally, both will kick on in heavy rain (would have used both last week), cost \$3,785.00.
- RFC #157, includes addition of tapered insulation board placed under the rubber membrane roof to provide runoff and inhibit puddling, cost \$1,815.00.
- RFC #158, includes plumbing issues: roof drain relocation at "A" area due to wall layout conflict, re-piping of existing wall hydrant at "A" area, re-work existing stormwater lines that was cracked and in conflict with fire suppression at "E" area, cost \$4,422.00.
- RFC #159, addition of structural rework of beam at the east end of phase 3 "E" area, due to existing roof drain, cost \$275.00.
- RFC #160, Additional labor for roofer and electrician, for installation of heat trace (tape) in gutter and on roof above gutter, cost \$1,189.00.
- RFC #155, the majority is mechanical additions of exhaust vents and air venting, additional wiring and controls to the rooms associated with the laundry area, the masonry required in moving an existing door to the wall behind the lint traps for access and to

block up the wall where door is currently located, rubber seal around dryer openings, and labor to drywall and finish block walls, cost \$25,423.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC's #147, 156, 157, 158, 159, 160, and 155 at a total cost of \$50,219.00 from the Contingency Fund. Motion carried – unanimous

With the OCO's, RFC's and projected additional changes, the Contingency Fund is at \$110,657.00. (See attachment pages 6-15)

Brad Kranig gave an update on the issue of heating the MCF building during extremely cold temperatures. Two bulletins each with specifications for a different solution have been issued for contractors to provide pricing. The solution will be paired down to a single bulletin once the pricing is received. The Committee requested, and Eric Maring from Hooker DeJong agreed, to put in writing that the selected solution meets code.

4. Meadow Brook Medical Care Facility (MCF) Financial Status

Dave Schulz, Administrative Services Director, presented the MCF Status of Cash, Depreciation and Restricted Funds Accounts.

5. Maintenance Department Update

Dave Vitale, Maintenance Director, gave a report on activities of the Maintenance Department during the past month.

Mr. Vitale informed the Committee the maintenance crew has been painting various areas in the 1905 Courthouse including the dome.

Mr. Vitale informed the Committee he has requested Northern Waterproofing and Restoration to provide a cost for an evaluation of brick around the flashing in each corner of the 1905 Courthouse and the necessary re-tuck pointing of the brick joints based on that evaluation.

Mr. Vitale is going to have Orland's Well Drilling take a look at an abandon well between the 1905 Courthouse and the County Building to see if it could be used to water the lawns of the main campus. Due to future price increases for water by the Village of Bellaire, if the well is determined to be viable, it could save the County money.

Automatic Door Opener Quotes – Commission on Aging

The Committee reviewed three quotes for the installation of automatic door openers in the Senior Center.

Allen Supply \$2,603.40
Automatic Equipment Sales & Service, Inc. \$1,931.00
Great Lakes Automatic Door, Inc. \$1,790.00

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioners approve the low quote from Great Lakes Automatic Door, Inc. at a cost of \$1,790.00. (See attachment page 16) Motion carried – unanimous

Department of Human Services (DHS) - Painting

The Committee gave authority to put out for bid the painting of walls in the DHS space, and referred the project to the Finance Committee for funding.

Bid Notice for Air-Cooled Condensing Unit – County Building

The Committee reviewed draft bid specifications for replacement of the air conditioning units on the County Building. The specifications were originally drafted by Temperature Control and revised by the Administration Office. The Committee gave authority to put the specifications out for bids.

6. Capital Improvements Plan (CIP)

Janet Koch, Associate Planner, joined the meeting and presented the latest version of the CIP for review by the Committee. The Committee determined they needed the actual quotes that the estimations were based at the next meeting. Ms. Koch will provide the additional information for the next meeting.

7. Energy Savings Report

The Committee reviewed the energy savings report produced through the Energy Star Portfolio Manager software for the year 2013. (See attachment page 17)

Motion by Laura Stanek, supported by Jerroll Drenth, to recommend the Board of Commissioners put the \$3,805.63 of savings (50%) realized in the year 2013 from the energy saving measures taken in 2010 into the Energy Savings Fund. Motion carried – unanimous.

This issue will be reviewed by the Finance Committee for a determination of where the funding comes from.

The meeting was adjourned at 1:00 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes June 4, 2014

Members Present: Laura Stanek, David Howelman, Jerroll Drenth
Others Present: Pete Garwood, Mike Crawford

1. The meeting was called to order at 10:30 a.m.

2. Public Comment

None.

3. Condensing Unit and Coil Replacement Bid Opening

Chairman Dave Howelman opened four bids for the replacement of the roof top condensing unit and the coil in the air handling unit. **(See attached pg. 1)**

<u>Bidding Company</u>	<u>Bid Amount</u>	<u>Emergency Bid</u>
Ballard's Plumbing & Heating	\$81,800	\$85,418
Haggard's Plumbing & Heating	\$87,850	+\$500
Temperature Control, Inc.	\$86,400	not to exceed \$91,016
John E. Green Company	\$99,100	-

The Committee requested the County Administrator get answers to questions about the timeline in Ballard's bid proposal prior to the Board of Commissioner's meeting on June 12.

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

Brad Kranig, Christman Company's Project Manager, gave an update on the MCF Construction Project. **(See attached pgs. 2-10)**

Request for Payment from Christman Company

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$441,207.83 for work completed during the period of May 1, 2014 to May 31, 2014. Motion carried – unanimous.

Owner Change Orders (OCO) (See attached pgs. 11, 12)

OCO's require Board of Commissioner approval.

OCO #28 includes Requests for Change (RFC's) 147,156, and 157 at a total cost of \$18,910.00.

- RFC #147, includes rework of old front entry, a credit on masonry, construction of 17 solid surface window sills, includes the bulkheads and trim on 15 windows and changed ceiling from drywall to acoustic (including a paint credit), cost \$13,310.00.
- RFC #156, added a dual pump for storm retention area behind facility to provide redundancy. Additionally, both will kick on in heavy rain (would have used both last week), cost \$3,785.00.
- RFC #157, includes addition of tapered insulation board placed under the rubber membrane roof to provide runoff and inhibit puddling, cost \$1,815.00.

OCO #29 includes Requests for Change (RFC's) 155,158, 159 and 160 at a total cost of \$29,353.00.

- RFC #155, the majority is mechanical additions of exhaust vents and air venting, additional wiring and controls to the rooms associated with the laundry area, the masonry required in moving an existing door to the wall behind the lint traps for access and to block up the wall where door is currently located, rubber seal around dryer openings, and labor to drywall and finish block walls, cost \$23,467.00.
- RFC #158, includes plumbing issues: roof drain relocation at "A" area due to wall layout conflict, re-piping of existing wall hydrant at "A" area, re-work existing storm water lines that was cracked and in conflict with fire suppression at "E" area, cost \$4,422.00.
- RFC #159, addition of structural rework of beam at the east end of phase 3 "E" area, due to existing roof drain, cost \$275.00.
- RFC #160, Additional labor for roofer and electrician, for installation of heat trace (tape) in gutter and on roof above gutter, cost \$1,189.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve OCO #28 and OCO #29 for a total of \$48,263.00. Motion carried – unanimous.

Rob Gustafson, Mechanical Engineer from Hooker-DeJong, gave an overview of the solution selected to address the fact that the heating system did not keep up in extreme cold temperatures in parts of the MCF. Mr. Gustafson indicated the airflow in a medical care facility is governed by the Health Facility Guidelines and he stated that the chosen solution meets such guidelines. Mr. Gustafson will provide written verification that the solution meets the guidelines. Mr. Gustafson will also put in writing that Hooker-DeJong will be back to fix the system if it doesn't work properly in extreme cold temperatures.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee.

- RFC #163, rework of the heating system in order that it can sustain acceptable temperature in extreme cold weather, cost \$20,679.00.
- RFC #164, laminate tops for fireplaces in sections E and B households, cost \$991.00.
- RFC #165, includes funding for additional general conditions for temporary heat, electrical and dumpster costs that have exceeded the original budget due to extended time on the job, cost \$10,000.00.
- RFC #166, removal of fabric canopies from the construction project, cost savings (\$30,000.00).
- RFC #167, cost for staffing and general conditions due to project delays for phase 2 and 3 caused by Hallmark Construction, charged to Hallmark Construction to be added back into the project budget and paid to Christman for additional time and miscellaneous conditions. This RFC is a net \$0 to the County, but must pass through the project budge, (\$32,340.00).

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC's #163, 164 and 166 at a total add back to the project budget of \$8,330.00. Motion carried – unanimous

RFC #165 was not included as the Committee requested more information. RFC #167 was not included as the Committee chose to wait until the discussions between Christman Company and Hallmark are completed.

With the OCO's, RFC's and projected additional changes, the Contingency Fund is at \$89,213.00.

5. Meadow Brook Medical Care Facility (MCF) Financial Status

Dave Schulz, Administrative Services Director, presented the MCF Status of Cash, Depreciation and Restricted Funds Accounts. **(See attached pgs. 13-16)**

Meadow Brook Lightning Strike Protection Proposal

Mr. Schulz informed the Committee that the insurance company stated there would be no discount on the insurance due to the addition of lightning strike protection. The Committee chose not to recommend adding lightning strike protection to Meadowview Apartments.

6. Airport Field Lighting

John Strehl, Airport Manager, explained that the repairs to the airport field lighting, as outlined by Mead and Hunt, have been completed by the contractor J. Ranck Electric. As required in the contract with J. Ranck Electric, they tested the field lighting system before and after the work they performed. After the work was performed, the lighting system had a reading of 15 MΩ. The reading was out of the Federal Aviation Administration (FAA) specifications for a newly installed circuit (should be 50 MΩ). The repair work as a result of the lightning strike is to be funded by the insurance company. Even though the work specified by the engineer is complete, the staff does not feel comfortable submitting the cost of this work as the final bill.

J. Ranck Electric provided a daily cost estimate of \$1,900 if hired to determine what part of the field lighting system remains faulty. They estimated it would likely take them no more than three days to identify the faulty equipment.

The Committee agreed it made sense to contact the insurance company and explain the situation to make sure they will continue the testing and eventual repair and /or replacement of faulty equipment. Mr. Stehl will have more information prior to the Board of Commissioner's meeting on June 12.

Energy Savings Fund

Mr. Strehl inquired about the possibility of using dollars in the Energy Savings Fund to pay for replacement of the lighting in the airport terminal building with more energy efficient lighting. The Committee requested that Mr. Strehl get an estimate regarding the cost for the project.

7. Tower Clock Maintenance

The Committee reviewed a proposal from Dean Bull, Horologist to do maintenance on the tower clock in the 1905 Courthouse. **(See attached pg. 17)**

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the proposal from Dean Bull, Horologist for maintenance on the 1905 Courthouse clock in the clock tower at a cost of \$1,500.00. Motion carried – unanimous.

8. Maintenance Department Update

Dave Vitale, Maintenance Director, gave a report on activities of the Maintenance Department during the past month.

Mr. Vitale informed the Committee an individual has complained that the entrance to the Circuit Court Probation Office in the Grove Street Annex is not compliant with the Americans with Disabilities Act (ADA). Mr. Vitale will get an estimate on the cost to make the changes.

The installation of automatic doors at the Senior Center has been completed.

The compressors (number 1 and 2) on the roof top unit on the County Building failed. It was determined to be head gaskets. Mr. Vitale will come back with costs at the next meeting.

The irrigation system on the main campus has been turned on.

Weatherization Repairs – 1905 Courthouse

The Committee reviewed a proposal from Northern Restoration and Waterproofing Systems (NRWS) to repair three corners of the 1905 Courthouse in the same fashion they had repaired the Southwest corner last November. The Committee requested that Mr. Vitale seek additional bids.

Simplex-Grinnell Fire Alarm

Mr. Garwood informed the Committee that based on the review by Civil Counsel of the contract with Simplex-Grinnell for maintenance of the fire alarm system in the County Building and the 1905 Courthouse, the contract is almost ready to sign.

9. Building Use Policy

Mr. Garwood will survey other Counties for their building use policies.

The meeting was adjourned at 1:25 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes July 2, 2014

Members present: Drenth, Howelman, Stanek

Others: Garwood

1. The meeting was called to order at 10:30 a.m.

2. Public Comment

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Brad Kranig, Christman Company's Project Manager, gave an update on the MCF Construction Project.
(See attached pgs. 1-16)

Request for Payment from Christman Company

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$270,431.94 for work completed during the period of June 1, 2014 to June 30, 2014. Motion carried – unanimous.

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #31

Includes RFC's # 163, 164 and 166 at a total add back to the contingency fund of \$8,330.00.

- RFC #163, rework of the heating system in order that it can sustain acceptable temperature in extreme cold weather, cost \$20,679.00.
- RFC #164, laminate tops for fireplaces in sections E and B households, cost \$991.00.
- RFC #166, removal of fabric canopies from the construction project, cost savings (\$30,000.00).

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve OCO #31 which results in \$8,330.00 added back to the Contingency Fund.

Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee.

RFC # 79 - Includes costs that the Christman Company claimed back in July 2013 that are due to them for delays in the project due to the Department of Environmental Quality (DEQ) and the State Fire Marshall inspection. A review of a waiver signed by both parties in December 2013 indicates that the claim would be addressed after "substantial completion" of the project, cost \$67,475.00. RFC #79 was discussed at length, but was not approved at this time.

RFC #129 - Relocating the snowmelt equipment to the space where the old generator was located, along with associated mechanical and electrical changes and demolition related to the old generator equipment, cost \$2,205.00.

RFC #151 - Additional patching and masonry rework at existing walls in the phase 3 areas. Includes additional block at roof parapet of the new addition, rework of the window for room A103, filling of miscellaneous vents and openings at the courtyards, fire extinguisher cabinets, old unit heaters, and deck grouting at the old main entry, cost \$7,454.00.

RFC #161 - Additional furring and drywall in phase 3 walls, due to rough in and finish areas where no finishes were called out in the plan, cost \$4,264.00.

RFC #165 - An addition to the General Conditions budget due to additional cost for electric, heating fuel, and dumpsters, cost \$10,000.00.

RFC #168 - Miscellaneous plumbing items in phase 3; piping of outside hydrants, Daiken Unit drain modifications, a cover for the building transition and replacement of an old laundry valve originally scheduled for reuse, cost \$1,805.00.

RFC #175 - The cost for additional test and balance work related to Bulletin # 18 that was not included in the original quotes, cost 814.00.

Total RFC's \$26,542.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC's 129, 151, 161, 165, 168, and 175 for a total cost of \$26,542.00. Motion carried – unanimous.

RFC #171

Mr. Kranig informed the Committee of changes that will be coming. One of the changes is due to conditions found on Meadowview Apartments once they started tearing into it - total projection is \$10,000. The current portion that needs to be done right away or it will cause delays, costs \$6,733.00 and consists of framing and decking over a portion of the building on the back side of the Meadowview Apartments community room, that was apparently added on using residential construction standards. They will also have to put the standard roof over it and drywall the inside walls.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend RFC #171 at a cost of \$6,733.00. Motion carried – unanimous.

With the OCO's, RFC's and projected additional changes, the Contingency Fund is at \$39,635.00.

Mr. Kranig indicated an RFC that is on the horizon, which will include additional and replacement mechanical equipment for the kitchen area. The mechanical contractor is in the process of getting numbers to either replace heat exchanger in the existing roof top unit or replace the entire roof top unit. Preliminary numbers indicate replacement of heat exchanger would be \$5,800 and replace entire unit would be approximately \$22,000. Firm numbers will be forthcoming.

4. Water Issue

Marna Robertson, Administrator and David Schulz, Administrative Service Director gave an update on their quest to find out where the extra water exiting the facility into the Bellaire Waste Water Treatment facility is coming from. This is a MCF problem and is not a part of the construction project.

5. MCF Financial Status

Ms. Robertson and Mr. Schulz, presented the MCF Status of Cash, Depreciation and Restricted Funds Accounts. **(See attached pgs. 17-18)**

6. County Building Fiber Optics

Mike Haydell, Information Technology (IT) Specialist for North Country Community Mental Health (NCCMH) and two other representatives from NCCMH and two representatives from Charter joined the meeting. The group presented a proposal to bring fiber optics into the County Building for the NCCMH operations.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve the proposal from Charter Cable to install fiber optic cable in to the County Building for the NCCMH operations. Motion carried – unanimous.

7. County Museum Proposal

Bill Garratt, resident of Antrim County, presented a proposal for the County to purchase a Victorian House he owns across from the main County campus and turn it into a museum. The lot is 75 x 125 or 150 feet. The Committee informed Mr. Garratt that he should share the proposal with the Historical Society.

8. Commission on Aging (COA) Asphalt Proposal

Judy Parliament, COA Interim Director, presented a proposal to sealcoat the two parking lots at the Senior Center at a total cost of \$1,550.00 which is in the COA budget. The opportunity came up as the Area Seniors, Inc. included the Senior Center parking lots in their bid request from vendors. Skop Asphalt Maintenance was the successful bidder. **(See attached pgs. 19-26)**

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Finance Committee approve a cost of \$1,550.00 to fill cracks, seal and stripe the two parking lots at the Senior Center from the Building Maintenance line Item of the COA Fund #297000-686-932.000. Motion carried –unanimous.

9. Maintenance Update

Dave Vitale, Maintenance Supervisor, gave a monthly update for the Maintenance Department.

Emergency

Mr. Vitale informed the Committee the battery backup for the 1905 Courthouse is in need of replacement. Mr. Vitale informed the Committee there are six batteries at a cost of \$184.99 each at a total cost of \$1,109.94. The Committee directed Mr. Vitale to seek other quotes.

Kone Elevator (See attached pg. 27)

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Finance Committee approve the invoice from Kone (elevator company) of \$1,356.11 for repairs on the County Building elevator.

Motion carried – unanimous.

Mr. Vitale reported he received a quote from Northern Tree of \$260.00 to remove a dead pine tree in the front of the County Building. The cost is within his authority to authorize as a department head.

Grove Street Annex Handicap Access

Mr. Vitale informed the Committee he is seeking quotes to change the sidewalk in front of the Grove Street Annex to be handicap accessible in conformance with the American with Disabilities Act.

10. Flag Box

Peter Garwood, County Administrator, informed the Committee that he had a request from Marsha Varble to move the American Legion flag box (for retired flags in need of proper disposal) from the Senior Center to a different County facility. Mr. Garwood will get more information for the next meeting.

11. Airport

Lighting Replacement Proposal

There is \$10,448 in the Energy Savings fund which would be enough to cover the replacement of lighting in all three of the Airport facilities. The Committee directed the Airport Manager to bid out the lighting replacement, requesting a price for each of the three facilities and requiring the successful bidder to assist the County with obtaining any available rebates from the power company.

Lightning Strike Field Lighting Proposal

The repairs to the Airport field lighting, as outlined by Mead and Hunt, have been completed by the contractor J. Ranck Electric. As required in the contract with J. Ranck Electric, they tested the field lighting system before and after the work they performed. After the work was performed, the lighting system had a reading of 15 MΩ. The reading was out of the Federal Aviation Administration (FAA) specifications for a newly installed circuit (should be 50 MΩ). The insurance company has given the go ahead to replace the remaining electric cable around the air field. **(See attached pgs. 28-30)**

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve a continuation of the contract with J. Ranck Electric, Inc. at a cost of \$59,790.00 to be paid for by the insurance company. Motion carried – unanimous.

The meeting was adjourned at 1:00 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes August 6, 2014

Members present: Stanek, Drenth, Howelman

Others: Garwood, Crawford

1. The meeting was called to order at 10:30 a.m.

2. Public Comment

None.

3. Meadow Brook Medical Care Facility (MCF) Construction Project

Brad Kranig, Christman Company's Project Manager, gave an update on the MCF Construction Project. (See attached pgs. 1-14)

Request for Payment from Christman Company

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$320,638.89 for work completed during the period of July 1, 2014 to July 31, 2014.

Motion carried – unanimous.

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #32 - Includes RFC's #129, 151, 161, 165, 165, 168, 171, and 175 at a total cost of \$33,275.00.

- RFC #129 - Relocating the snowmelt equipment to the space where the old generator was located along with associated mechanical and electrical changes and demolition related to the old generator equipment, cost \$2,205.00.
- RFC #151 - Additional patching and masonry rework at existing walls in the Phase 3 areas. Includes additional block at roof parapet of the new addition, rework of the window for room A103, filling of miscellaneous vents and openings at the courtyards, fire extinguisher cabinets, old unit heaters, and deck grouting at the old main entry, cost \$7,454.00.
- RFC #161 - Additional furring and drywall in Phase 3 walls, due to rough in and finish areas where no finishes were called out in the plan, cost \$4,264.00.
- RFC #165 - An addition to the General Conditions budget due to additional cost for electric, heating fuel, and dumpsters, cost \$10,000.00.
- RFC #168 - Miscellaneous plumbing items in Phase 3; piping of outside hydrants, Daiken Unit drain modifications, a cover for the building transition and replacement of an old laundry valve originally scheduled for reuse, cost \$1,805.00.

- RFC #171 - Mr. Kranig informed the Committee of changes that will be coming. One of the changes is due to conditions found in Meadowview Apartments once they started tearing into it - total projection is \$10,000. The current portion that needs to be done right away or it will cause delays costs \$6,733.00 and consists of framing and decking over a portion of the building on the back side of the Meadowview Apartments community room that was apparently added on using residential construction standards. They will also have to put the standard roof over it and drywall the inside walls.
- RFC #175 - The cost for additional test and balance work related to Bulletin # 18 that was not included in the original quotes, cost \$814.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve OCO #32 at a total cost of \$33,275.00. Motion carried – unanimous.

Mr. Kranig informed the Committee on their progress regarding the drain deterioration problem in the old Blue Jay Lane (Phase 4) of the construction project. More water than is being used by the MCF is exiting the facility into the Bellaire Waste Water Treatment Facility. By running a camera in the drain pipe they have found parts of the pipe that are essentially disintegrated. Mr. Kranig is pursuing a method of “sleeving” the existing drain pipe with a PVC –epoxy-fiberglass product that goes in soft and hardens into a strong walled pipe. This is a MCF problem and is not a part of the construction project.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee.

- RFC #143 - includes miscellaneous drywall for temporary walls and protection for Phase 3. Additional parapet walls in A. Sealing and fire spraying tops of existing walls and sealing existing penetrations. Total cost is \$9,636.00. However, \$5,000.00 will be paid from a budgeted allowance leaving a cost to the contingency fund of \$3,738.00.
- RFC# 169 - Flooring preparation in Phase 3. It was set that any floor dips less than ¼ inch were included in the base bid for the sub-contractor and any depressions greater than ¼ inch was to be handled through an adjustment. Total cost \$8,845.00.
- RFC #172 - includes HVAC revisions and replacement over the main kitchen area. The original plan was to replace the heat exchanger on the current roof top unit and modify the duct work and vents. However, it is 14 years old and could break down again anytime. Additionally, the duct work does not conform to code and the vents are old and rusty. Because the MCF would have to replace the unit soon anyways, the Meadow Brook Board voted to replace it with a new unit. Other modifications had to be made as well. Total cost will be funded by the MCF, \$38,098.00.
- RFC #174 - includes flooring demolition that was not called out on the demolition drawings in Phase 4. The work is quoted as a time and material job with a not to exceed. Total cost \$13,000.00.
- RFC #176 - includes addition of multiple electrical outlets throughout Phase 3 area and some information technology (IT) modifications and additions, \$2,324.00.
- RFC #180 - includes a drywall bulkhead in the beauty shop, cost \$479.00.
- RFC #183 - includes removal of old drywall, shoring up of metal studs and installation of new drywall and insulation for interior walls in Phase 4. Total cost will be funded by the MCF, \$33,052.00.

- RFC #187 - Additional carpentry and brackets for mounting medical cabinets and televisions (T & M), cost \$968.00.
- RFC #190 - includes prepping and painting of existing windows at the old administration area and touch up of reused doors, cost \$988.00.
- RFC #182 - HVAC revisions and replacement for the kitchen refund to the project from the Meadow Brook MCF Board, an addition of revenue \$38,098.00.
- RFC # 184 - removal of old interior wall drywall and replacement with new drywall and insulation in Phase 4. Refund to the project from MCF Board, additional revenue \$33,052.

Motion by Laura Stanek, seconded by Jerroll Drenth, to approve RFC's # 143, 169, 172, 174,176,180,183, 187,190,182, and 184 at a total cost of \$30,342.00.

Motion carried – unanimous.

With the OCO's, RFC's and projected additional changes, the Contingency Fund is at \$20,424.00.

Mr. Kranig and the Committee reviewed the future RFC's that are included in the contingency fund projection.

RFC #79 - which includes a payment to Christman Company due to delays caused by the Department of Environmental Quality (DEQ) and the State Fire Marshall. Mr. Kranig indicated he wanted to establish if the Committee was in agreement on the amount of the RFC \$67,475.00. He also explained how they got to that number. **(See attached pg. 15)**

The Committee asked Mr. Kranig if this will be the end of additional funding requests for delay of the project. He indicated the only problem that could cause an additional request is the drain deterioration problem if it delays the project for an extended period of time.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve RFC #79 which is \$67,475.00 (see attached pg. 16).

Motion carried – unanimous.

4. Meadow Brook MCF Financials

David Schulz, Administrative Services Director, presented the MCF Status of Cash, Depreciation and Restricted Funds Accounts. **(See attached pgs. 17-20)**

Mr. Schulz informed the Committee of a problem the facility has encountered regarding how elderly are handling their estates as they become residents of the MCF.

5. Maintenance Update

Dave Vitale, Maintenance Supervisor, gave a monthly report for the Maintenance Department.

Jail Valve Repair (see attached pgs. 21-23)

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Finance Committee approve the invoice from T & M Plumbing and Heating, Inc. for repairs to a valve in the jail at a cost of \$1,079.18. Motion carried – unanimous.

Battery Back-Up for Courthouse

Mr. Vitale informed the Committee he was able to get additional quotes for the batteries at the Courthouse that provide continued energy during a power outage. The original quote, he presented at last month's meeting, for the six batteries was \$1,109.94. The additional quotes are as follows:

- AZ Battery Store - \$976.84
- Exit Sign - \$899.94 (would not be available for a month)

Mr. Vitale bought the batteries from AZ Battery Store at a cost of \$976.84, because the Exit Sign could not provide the batteries for a month. **(See attached pgs. 24-25)**

The installation of the fiber optics to the Community Mental Health space is partially complete.

1905 Courthouse Repair

Mr. Vitale informed the Committee he is still in the process of getting additional bids on the repair of the roof corners of the Courthouse.

Grove Street Annex

Mr. Vitale has secured two quotes for replacing the sidewalk in front of the Grove Street Annex to make it compliant with the Americans with Disabilities Act (ADA). The two quotes are as follows:

- Dave Robb Construction - \$1,140
- Bert's Excavating - \$725

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Finance Committee approve the quote of \$725 from Bert's Excavating for replacing the sidewalk entrance into the Grove Street Annex (Circuit Court Probation Office) to make it compliant with the ADA. Motion carried – unanimous.

Tree Removal

Mr. Vitale had received three quotes for removal of a dead pine tree in front of the County Building.

- Tree Pro - \$300
- Northern Tree Service - \$260
- Todd's Tree Service - \$260

The job was given to Northern Tree Service.

6. Flag Box

At the last meeting Peter Garwood, Administrator, was asked to get more information on the request from Marsha Varble to move the American Legion flag box (for retired flags in need of proper disposal) from the Senior Center to a different County facility. The Committee decided the Flag Box should go on the second floor of the County Building close to the Veteran's Affairs Office, if possible.

7. County Building Air Flow Controller

Mr. Vitale informed the Committee that a number of the VAV controller boxes in the County Building and a couple in the 1905 Courthouse are not working. These boxes control the air flow into the individual offices. Mr. Vitale is having them evaluated by Havel Brothers. It is likely the controllers are out due to a lightning strike. A claim will be made if Havel Brothers agrees with the determination.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioner's approve a contract with Mackinac Environmental Tech for asbestos testing in the boiler room of the County Building at a cost of \$680, contingent on the County Administrator and Civil Counsel coming to agreement with Mackinac Environmental on the revised contract language. Motion carried – unanimous.

The meeting was adjourned at 12:50 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes September 3, 2014

Members present: Dave Howelman, Jerroll Drenth, Laura Stanek

Others: Pete Garwood, Deb Haydell

1. The meeting was called to order at 11:30 a.m.

2. Public Comment

None.

3. Mental Health Traveling Art Show

Jan Smith from North Country Community Mental Health (CMH), requested that the County approve a display of the Mental Health Traveling Art Show in the County Building. (See attached pgs. 1-3)

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the display of the Mental Health Traveling Art Show October 2 – 8, 2014 in the County Building hallways. Motion carried – unanimous.

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

Brad Kranig, Christman Company's Project Manager, gave an update on the MCF construction project. (See attached pgs. 4-16)

Request for Payment from Christman Company

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$318,758.19 for work completed on the MCF construction project during the period of August 1, 2014 to August 31, 2014. Motion carried – unanimous.

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #33

Includes Request for Changes (RFC's) #172 and 183, total cost of \$71,150.00.

- RFC #172 - includes HVAC revisions and replacement over the main kitchen area. The original plan was to replace the heat exchanger on the current roof top unit and modify the duct work and vents. However, it is 14 years old and could break down again anytime. Additionally, the duct work does not conform to code and the vents are old and rusty. Because the MCF would have to replace the unit soon anyways, the Meadow Brook Board

voted to fund the replacement with a new unit. Other modifications had to be made as well. Total cost will be funded by the MCF, \$38,098.00.

- RFC #183 - includes removal of old drywall, shoring up of metal studs and installation of new drywall and insulation for interior walls in Phase 4. Total cost will be funded by the MCF, \$33,052.00.

OCO #34

Includes RFC's # 79, 143, 169, 174, 176, 180, 182, 184, 187 and 190, total cost \$26,667.00.

- RFC #79 - includes a payment to Christman Company due to delays caused by the Department of Environmental Quality (DEQ) and the State Fire Marshall, cost \$67,475.00.
- RFC #143 - includes miscellaneous drywall for temporary walls and protection for Phase 3. Additional parapet walls in A. Sealing and fire spraying tops of existing walls and sealing existing penetrations. Total cost is \$9,636.00. However, \$5,000.00 will be paid from a budgeted allowance leaving a cost to the contingency fund of \$3,738.00.
- RFC# 169 - Flooring preparation in Phase 3. It was set that any floor dips less than ¼ inch were included in the base bid for the sub-contractor and any depressions greater than ¼ inch was to be handled through an adjustment. Total cost \$8,845.00.
- RFC #174 - includes flooring demolition that was not called out on the demolition drawings in Phase 4. The work is quoted as a time and material job with a not to exceed. Total cost \$13,000.00.
- RFC #176 - includes addition of multiple electrical outlets throughout Phase 3 area and some information technology (IT) modifications and additions, \$2,324.00.
- RFC #180 - includes a drywall bulkhead in the beauty shop, cost \$479.00.
- RFC #182 - HVAC revisions and replacement for the kitchen refund to the project from the Meadow Brook MCF Board, an addition of revenue \$38,098.00.
- RFC # 184 - removal of old interior wall drywall and replacement with new drywall and insulation throughout Phase 4. Refund to the project from MCF Board, additional revenue \$33,052.
- RFC #187 – for Phase 3, on a time and material basis, install medicine cabinets in multiple rooms, install television brackets in thirty rooms, and install wood trim around window, cost \$968.00.
- RFC #190 – various painting items including; prep and painting of existing windows in old administration area and repair and touch up of a number of door frames. As some of the need for door frame touch up was caused by the carpet and tile installer there was a \$253.00 reimbursement from them to offset that cost, bringing the amount charged to the contingency down to \$988.00.

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve OCO #33 and OCO #34 at a total cost of \$97,817.00.

Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner's approval, but only approval of the Buildings and Grounds Committee.

- RFC #173 - Includes door hardware items and installation for replacement. Also, changing the handing of a door and the hardware required, cost \$2,514.00.
- RFC #179, revision of electrical in the Courtyard, includes rework of conduit and painting of conduit, cost \$3,286.00.
- RFC #188 cost for addition pre-cast and steel support in phase 4, cost \$1,456.00.
- RFC #189 includes multiple areas of masonry patching, cost \$4,895.00.
- RFC #195 includes the addition of a nurse's station. Demolition, cabinets, casework and drywall, cost \$3,251.00.
- RFC #197 includes cost for addition concrete at the Meadowview Apartments foundations, due to existing conditions for one sided wall pour to maintain existing slab, cost \$700.00.
- RFC #191 Time and material for Drywall and temporary protection. Additional roof blocking to bring to correct height, sealing abandoned roof openings, sealing of existing walls, temporary walls and openings in E area, protection of loading dock area and temporary handrails, cost \$5,082.00.
- RFC #199 Plumbing in phase 3 laundry, installation of backflow preventers at E kitchen, stainless window opening trim at laundry, patching of abandoned roof penetration, and relocation of lift hydraulic lines, cost \$1,863.00.
- RFC #200 in the B area, drain modifications for Daiken heating/cooling units for safe waste where gravity option not possible, sink changes to fit into surroundings, exterior wall hydrants re-piping, cost \$5,786.00.
- RFC #201 Stainless ductwork and grills at main dishwashing room (replacement of deteriorating galvanized ductwork), cost \$2,511.00.

Motion by Laura Stanek, seconded by Jerroll Drenth, to approve RFC's #173, 179, 188, 189, 195, 197, 191, 199, 200, and 201, at a total cost of \$31,344.00. Motion carried – unanimous.

With all current, and if all projected changes were completed and invoiced today, the contingency fund would be at a negative \$6,278. However, the Meadow Brook Board has pledged to pick up the additional cost for the currently projected and other future changes once the contingency fund hits zero.

5. Meadow Brook MCF Financials

David Schulz, Administrative Services Director, presented the MCF Status of Cash, Depreciation and Restricted Funds Accounts (**see attached pgs. 17-20**).

Mr. Schulz reported on the drain pipe deterioration problem at the facility and indicated that the chosen method of "sleeving" the existing drain pipe with a PVC –epoxy-fiberglass product that goes in soft and hardens into a strong walled pipe will begin September 15. This is a MCF problem and is not a part of the construction project (**see attached pgs. 21-23**).

6. Maintenance Department

Grove Street Annex

Dave Vitale, Maintenance Supervisor, presented the budget for the Grove Street Annex.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve the 2015 budget request for the Grove Street Annex, from the General Fund cost center, #101000-263 for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve the 2015 Buildings & Grounds budget request, General Fund cost center, #101000-265 as amended, for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve the 2015 '05 Courthouse budget request, General Fund cost center, #101000-264, as amended for submittal to the Finance Committee. Motion carried – unanimous.

Motion by Laura Stanek, seconded by Jerroll Drenth, to approve the 2015 capital outlay request for the Grove Street Annex (carpeting) \$15,000, from the General Fund cost center, #101000-901-980.263, the County Building (counter tops replacement) \$10,000 (reduced from \$16,500) from the General Fund line item #101000-901-980.265, and a John Deere Tractor for the Maintenance Department at \$20,862, also from the General Fund line item #101000-901-980.265 for submittal to the Finance Committee. Motion carried – unanimous.

Nifty Thrifty Building

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve the 2015 capital outlay request for the Maltby (Nifty Thrifty) Building for exterior painting, from the Capital Projects Fund, #470, at a cost of \$10,000 for submittal to the Finance Committee. Motion carried – unanimous.

1905 Courthouse Corner Repair

Mr. Vitale indicated he has contacted contractors in an effort to obtain additional bids to repair the other three corners of the 1905 Courthouse in a way similar to how the Southwest corner was repaired, but is not having any luck.

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Northwest Restoration and Weatherization Systems (NRWS) quote for \$12,450.00 (see attached pg. 24), to repair the remaining three corners in the same way as the Southwest corner was repaired. Motion carried – unanimous.

Mr. Vitale gave a report of the activities of the Maintenance Department for the past month.

Jim Rossiter, Civil Counsel joined the meeting.

7. Airport Floor Drains

Mr. Strehl, Airport Manager, distributed a communication from the Environmental Protection Agency (EPA) regarding regulations on the drains in the garage of the Airport terminal (see **attached pgs. 25-29**). Mr. Strehl informed the Committee of the options. The Committee directed Mr. Strehl to include the project in the 2015 budget request and get budgetary figures that pursues the holding tank option (that would be pumped out when necessary). The Committee directed Mr. Strehl to communicate back to the EPA the County's intention to address the issue in the 2015 budget year.

8. Prosecuting Attorney Office – Space Needs

Jim Rossiter, Prosecuting Attorney, addressed the Committee regarding the space needs of his staff.

The Committee directed Peter Garwood, County Administrator, to approach the Chief Judge of the District Court about the desire to use space on the lower level of the County Building.

9. Department of Human Services Lease Agreement

The Committee directed the County Administrator and Civil Counsel to negotiate with the State regarding the lease agreement in the County Building with the Department of Human Services.

10. Snow Removal Bid Request

The County Administration Office will bid out the snow plowing and removal for the upcoming two years and have the bids ready for the next Building and Grounds Committee meeting.

The meeting was adjourned at 2:55 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes October 1, 2014

Members present: Jerroll Drenth, Dave Howelman, Laura Stanek
Others: Pete Garwood, Mike Crawford

1. The meeting was called to order at 10:35 a.m.

2. Public Comment

None.

3. Snow Plowing Bid

Chairman Dave Howelman opened one bid for the Snow Plowing around the County facilities from Bert's Excavating (a two year contract).

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioners approve the bid from Bert's Excavating for a two year contract at a total cost of \$19,300.00 per year. Motion carried – unanimous.

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

Brad Kranig, Christman Company's Project Manager, gave an update on the MCF construction project. (See attached pgs. 1-14).

Request for Payment from Christman Company

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioner's approve the Request for Payment from the Christman Company of \$368,268.08 for work completed on the MCF construction project during the period of September 1, 2014 to September 30, 2014.

Motion carried – unanimous.

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #35 Includes Request for Changes (RFC's) #173, 179, 188, 189, 191, 197, 199, 200, and 201 at a total cost of \$28,093.00.

- RFC #173 - Includes door hardware items and installation for replacement. Also, changing the handing of a door and the hardware required, cost \$2,514.00.
- RFC #179, revision of electrical in the Courtyard, includes rework of conduit and painting of conduit, cost \$3,286.00.
- RFC #188 cost for addition pre-cast and steel support in Phase 4, cost \$1,456.00.
- RFC #189 includes multiple areas of masonry patching, cost \$4,895.00.

- RFC #191 Time and material for Drywall and temporary protection. Additional roof blocking to bring to correct height, sealing abandoned roof openings, sealing of existing walls, temporary walls and openings in “E” area, protection of loading dock area and temporary handrails, cost \$5,082.00.
- RFC #197 includes cost for additional concrete at the Meadowview Apartments foundations, due to existing conditions for one sided wall pour to maintain existing slab, cost \$700.00.
- RFC #199 Plumbing in Phase 3 laundry, installation of backflow preventers at “E” kitchen, stainless window opening trim at laundry, patching of abandoned roof penetration, and relocation of lift hydraulic lines, cost \$1,863.00.
- RFC #200 in the “B” area, drain modifications for Daiken heating/cooling units for safe waste where gravity option not possible, sink changes to fit into surroundings, exterior wall hydrants re-piping, cost \$5,786.00.
- RFC #201 Stainless steel ductwork and grills at main dishwashing room (replacement of deteriorating galvanized ductwork), cost \$2,511.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioners approve OCO #35 at a total cost of \$28,093.00. Motion carried – unanimous.

Requests for Change (RFC)

The following RFC's do not require Board of Commissioner’s approval, but only approval of the Buildings and Grounds Committee.

- RFC #72 - includes installation of a culvert and drainage at the top of the hill where washouts have occurred during the project, cost \$3,775.00.
- RFC #87 - includes concrete removal, plumbing and concrete reinstallation in the kitchen area. Original estimated cost and set aside was three times as high, cost \$9,563.00.
- RFC #121 - includes additional items associated with the temporary laundry set up including electrical and mechanical. Also includes floor grinding to remove paint and prep food storage area from temporary laundry, cost \$2,743.00.
- RFC #124 - includes payment to the project by the Meadow Brook Board for the temporary laundry, an **addition** to the contingency of \$58,698.00
- RFC #181 - includes additional costs for adding grease traps in two locations in the kitchen, located at the dishwashing room, and at the compartments sink in the SE corner of the main kitchen, as per requirements and discussions with the plumbing inspection, cost \$5,005.00.
- RFC #193 - includes temporary gravel access drive at the backside of B area (250 feet long by 9 feet wide). This was done to limit damage to the front side of the facility during demolition, cost \$3,250.00.
- RFC #196 - includes kitchen hood upgrades to the mechanical system and electrical system, including a total repiping for natural gas to the equipment and all new electrical in conduit, total cost \$5,445.00.
- RFC #202 - includes costs associated with the irrigation water supply and meter install to service the Zen garden, total cost \$681.00.
- RFC # 203 - includes changes due to the kitchen rooftop equipment and duct drops. During installation it was discovered there was no previous roof reinforcement installed in a particular area, cost \$1,562.00.

- RFC #204 - includes additional cost for grab bar that are required to be changed in the bathing area due to conflicts with the shower fixtures and additional flip down grab bars that were installed in the public restrooms, cost \$2,129.00.
- RFC #205 - includes costs for additional masonry infill at E area due to removal of piping and other equipment, \$871.00.
- RFC #206 - includes cost for door changes in Phase 4 – door, frame and hardware changes, cost \$2,879.00.
- RFC #208 - includes concrete work due to work on the drains in a response to the high ground water and deteriorating drain pipes in corridors and outside of facility. This is a partial payment, \$22,106.00.

Motion by Jerroll Drenth, seconded by Laura Stanek, to approve RFC's #72, 87, 121, 124, 181, 193, 196, 202, 203, 204, 205, 206, and 208 at a total cost of \$251.00. Motion carried – unanimous.

There have been delays on delivery of the proper equipment for the company that will undertake the process of “sleeving” the existing drain pipe with a PVC –epoxy-fiberglass product that goes in soft and hardens into a strong walled pipe. The sleeving of the drainpipe has been rescheduled to take place the end of this week or beginning of next week.

David Schulz, Administrative Service Director of the MCF, distributed an excerpt of the DHS Board minutes (**see attached pg.15**) in which they approved transferring dollars from the MCF to the Construction fund. He also distributed a copy of a receipt from the Antrim County Treasurer (**see attached pg.16**) that indicates the County received \$58,698.00 from the MCF.

5. MCF Financial Status

Mr. Schulz presented the Status of Cash, Depreciation and Restricted Funds Accounts. (**See attached pg. 17-20**).

6. Maintenance Update

Dave Vitale, Maintenance Director and Tim Kerkstra from Havel Brothers, joined the meeting. Mr. Vitale gave an update on the problem with a number of VAV boxes having been struck by lightning. VAV boxes control the airflow into each of the office spaces in the County Building. Mr. Kerkstra has supplied a report on the damage that was submitted to the insurance company along with an insurance claim for coverage. Sheryl Guy, Clerk, will check on the status of the claim. (**See attached pgs. 21-27**).

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioners approve the proposal from Havel Brothers for replacement of 82 VAV boxes at a cost of \$86,806.00, and the Finance Committee identify a funding source. Motion carried – unanimous.

Elevator – County Building

Mr. Vitale informed the Committee that a relay in the elevator in the County Building must be replaced and has been approved on an emergency basis. The final cost will be brought to a future meeting.

County Building Air Conditioner Replacement

Mr. Vitale informed the Committee the replacement of the County Building air conditioner and air handler is scheduled to take place in two weeks.

911/Jail Generator Maintenance Agreement

Mr. Vitale presented three quotes for the maintenance of the 911/Jail generator.

- Wolverine Power Systems \$360.00
- Graham Electric Motor Service \$474.21
- Cummins Bridgeway \$450.58

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioners approve a Level 1 maintenance contract with Wolverine Power Systems for the 911/Jail generator with the understanding that the automatic renewal clause be removed and Civil Counsel reviews the agreement, at a cost of \$360.00 for a one year period. Motion carried – unanimous.

Maintenance Personnel

Mr. Vitale was sent to the Building and Grounds Committee by the Administration Committee for an endorsement regarding his request to increase the part-time employee to a full-time employee. The Committee was unwilling to endorse the request at this time.

Grove Street Annex Flag Pole

Mr. Vitale asked if the Committee would like him to pursue replacement of the flagpole in front of the Grove Street Annex Building. Due to the fact that there are a number of other flagpoles on County grounds the Committee indicated they were not in favor of pursuing replacement of the flagpole.

Northern Restoration

Work on the remaining three corners of the 1905 Courthouse is scheduled to take place in the next two weeks.

Bert's Excavating

Concrete work at Grove Street Annex sidewalk is will begin next week.

Havel Brothers Invoice

Mr. Vitale presented an invoice (**see attached pg.28**) for \$1,420.00 from Havel Brothers for assessing the VAV box problem.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Finance Committee pay the invoice from the Havel Brothers for work on assessing the problem with the VAV boxes in the County Building and writing a report for submittal to the insurance company, cost \$1,420.00. Motion carried – unanimous.

7. Airport

Mr. Strehl presented a quote from Fleet Construction for installation and hook up of a holding tank for the garage drainage system to comply with the requirement of the Environmental Protection Agency (EPA). Mr. Strehl will get additional quotes after the beginning of the new budget year.

Airport Fuel System Electrical

Mr. Strehl informed the Committee they are having a problem with an electrical cable that feeds the fuel tanks monitoring system at the Airport. Mr. Strehl indicated he has received one written quote and one verbal quote to replace the cable. Due to the urgency, the Committee directed Mr. Strehl to get three quotes and have them ready for the Board of Commissioners meeting.

Airport Lighting Replacement

Chairman Howelman opened one bid for the Airport Lighting Replacement Project from Arndt Electric. The following are the costs to update the various buildings at the airport:

- Terminal and Garage Building \$ 5,336.00
- Maintenance Garage \$ 3,900.00
- Hangar Buildings \$ 2,088.00
- Total cost \$11,324.00

Peter Garwood, Administrator, informed the Committee there is \$10,448 in the Energy Savings fund.

Motion by Jerroll Drenth, seconded by Laura Stanek, to recommend the Board of Commissioners to award to Arndt Electric a project that will update the lighting in and outside of the two main buildings at the airport (terminal and garage building and the maintenance garage) at a cost of \$9,236.00 to be paid out of the Energy Savings Fund #242. Motion carried – unanimous.

8. Grove Street Annex

Chairman Howelman opened four bids for the replacement of two rooftop air conditioning units on the Grove Street Annex Building. (See attached pg. 29). The bidders and bid amounts were as follows:

- Haggard's \$17,068
- K&K Heating & Cooling \$7,576
- Temperature Control \$15,556
- Wise Cooling & Heating \$12,480

Motion by Laura Stanek, seconded by Jerroll Drenth, to recommend the Board of Commissioners approve the K & K Heating and Cooling Bid to replace the two rooftop air conditioners at a price of \$7,576.00. Motion carried – unanimous.

Mr. Garwood will follow up with K & K Heating and Cooling to make sure they are confident in their bid as it is quite lower than the other bidders.

The Buildings and Grounds Committee will hold a special meeting on Thursday, October 9 at 8:30 a.m. prior to the Board of Commissioner's meeting to discuss the Airport Fuel Farm Electrical Repair.

The meeting was adjourned at 1:40 p.m.

Building and Grounds Committee

Jerroll Drenth

David Howelman, Chairman

Laura Stanek

Minutes – Special Meeting October 9, 2014

Members present: Dave Howelman, Laura Stanek

Others: Pete Garwood, Mike Crawford

1. The meeting was called to order at 8:30 a.m.

2. Public Comment

None.

3. Airport Fuel Farm Electrical

The Committee reviewed 3 quotes to replace the cabling to the Fuel Farm.

- Mercer Company \$2,900
- Arndt Electric Service \$1,867
- Northern Pump Service, Inc. \$6,475

Motion by Laura Stanek, seconded by Dave Howelman, to recommend the Board of Commissioner's approve the quote from Arndt Electric Service to replace the cable to the Fuel Farm System at a cost of \$1,867.00 to be paid from the Airport Fund #295, contractual labor line item. Motion carried – unanimous.

4. Airport Lightning Strike

The cabling around the runway lighting has all been replaced. The only area left is the cable that runs under the pavement. In order to meet the Federal Aviation Administration (FAA) required megger reading, the cabling under the pavement must be completed. The insurance carrier is aware and has approved the addition to the project.

Motion by Laura Stanek, seconded by Dave Howelman, to approve the replacement of the cabling under the apron area and under the parallel taxi-way and taxi-way connector, at a cost of \$18,230.00 to be performed by J. Ranck Electric, Inc. Motion carried – unanimous.

The meeting was adjourned at 9:00 a.m.