

Buildings, Lands & Infrastructure Committee

Bernie Blackmore

David Howelman, Chairman

Christian Marcus

Minutes November 4, 2014

Members present: Dave Howelman, Christian Marcus
Members absent: Bernie Blackmore
Others present: Mike Crawford, Pete Garwood and Janet Koch

1. The meeting was called to order at 9:00 a.m.

2. Public Comment

None.

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

Brad Kranig, Christman Company's Project Manager, updated the Committee on the project, saying that it's coming to a close. (See attached pgs. 1-14) Phase 4 is nearly complete and they've had full approval from the fire marshal and the County building inspector. He added that the State of Michigan health inspector will be at the site on November 7. The underground leak issue has mostly been resolved. One joint is still leaking but is expected to be repaired soon. Mr. Kranig expected that the job trailer will be removed from the site the following week. Dave Howelman said he appreciated Mr. Kranig's efforts during the project.

Request for Payment from Christman Company

Motion by Christian Marcus, seconded by Dave Howelman, to recommend the Board of Commissioners approve the Request for Payment from the Christman Company of \$305,523.54 for work completed on the MCF construction project during the period of October 1, 2014 to October 31, 2014. Motion carried – unanimous

Owner Change Orders (OCO)

OCO's require Board of Commissioner approval.

OCO #36 includes Request for Changes (RFC's) #72, #87, #121, #124, #181, #193, #195, #196, #202, #203, #204, #205, #206, and #208 at a total cost of \$58,698.

- 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 #195 - includes the addition of a nurse's station. Demolition, cabinets, casework and drywall, cost \$3,251.00
- RFC #196 - includes kitchen hood upgrades to the mechanical system and electrical system, including a total re-piping 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 bars 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 Christian Marcus, seconded by Dave Howelman, to recommend the Board of Commissioners approve OCO #36 at a total cost of \$58,698.00. Motion carried – unanimous.

OCO #37 includes Request for Changes (RFCs) #214 and #215.

- RFC #214 - reworking of plumbing underground work for the B area, connecting to the area that was previously sleeved by ABI, cost \$45,762.00.
- RFC #215 - budget adjustment for RFC #214. Dave Schulz, MCF's Administrative Services Director, said the Meadow Brook board had approved the dollar amount in RFC #214 and had already transferred the \$45,762.00.

Motion by Christian Marcus, seconded by Dave Howelman, to recommend the Board of Commissioners approve OCO #37 with no cost to Antrim County. Motion carried – unanimous.

Requests for Change (RFC)

The following RFCs do not require Board of Commissioner (BOC) approval, but only approval of the Buildings, Lands & Infrastructure Committee.

- RFC #26 - earthwork at courtyard due to phasing, temporary generator pad at Meadow View drive, cost \$2,228.00.
- RFC #212 - miscellaneous ductwork changes in E area, including extension of ductwork through Nursing Supply and additional ductwork in Janitor's closet and Food Storage, plus sealing of existing holes, cost \$2803.00.
- RFC #213 - additional carpet in Meadow View common area was requested due to existing floor conditions, cost \$962.00.
- RFC #216 - budget adjustment of \$24,274.00 to fund RFCs approved by the MCF Board at their September meeting. No cost to the County.
- RFC #217 - budget adjustment of \$13,193.00 to fund RFCs approved by the MCF Board at their October meeting. No cost to the County.

Motion by Christian Marcus, seconded by Dave Howelman, to approve RFCs #26, 212, 213, 216, and 217 at a total cost of \$5,993. Motion carried – unanimous.

Contingency

Mr. Kranig said that there are a number of pending changes, and with those current potential changes and the transfers into the project from the MCF, there is a balance of \$7,695 in the contingency. He said he hasn't received final invoices for issue #209 regarding drywall in phase 4 and issue #218 for rework of corridor columns that were requested by the fire marshal.

4. Meadow Brook Financial Status

Mr. Schulz presented the Status of Cash, Depreciation and Restricted Funds Accounts, which were included with the Health and Public Safety meeting minutes from October 29. Mr. Howelman asked if the endowment funds are intact; Mr. Schulz said that they are.

5. Building Department Concerns

The monthly report from Bob Massey, Antrim County Building Official, was distributed with the revised agenda (**see attached pgs. 15-17**).

Two area contractors, Dean Crandall and Chris Clore, discussed a number of concerns regarding the Building Department. Mr. Crandall told the Committee that he'd been told by Building Department that submitting pictures for approval of footings is not acceptable. He added that paying for an engineer to write and submit a report certifying foundation footings isn't a realistic option given that he's already paying for inspections.

Chris Clore said he had many of the same concerns with delayed inspections, especially in the fall when the weather becomes a serious timing issue. He recommended hiring an inspector from another county. Mr. Massey said that, due to staffing cutbacks, the only redundancy in Building Dept. inspections is mechanical. Mr. Massey said the County has agreements with Kalkaska County and two other building inspectors, but that inspections in their own areas naturally take precedence over Antrim County's. Mr. Massey said that, due to legal considerations, it is considered a best practice not to accept photos that an inspector hasn't taken personally. Mr. Massey also said the code book has no time frame for doing an inspection.

Regarding the fact that inspectors have been out of town attending conferences, Pete Garwood, County Administrator, said their conferences are often held in off seasons to reduce conference costs, which happens to be a busy time for inspectors. Mr. Massey said he's on the board of both the plumbing and the mechanical inspector associations, and that he could discuss the issue with them.

Mr. Crandall asked the Committee to review the situation and assist the builders of Antrim County. Mike Crawford, Chairman of the Board of Commissioners, agreed with the suggestion of an email list to send to contractors announcing any anticipated absences of inspectors. Mr. Marcus suggested distributing a calendar at the issuance of a permit. Mr. Crawford said there should be a resolution to the issue of approving footings on a timely basis since that inspection is so critical to construction.

6. Glacial Hills Update

Janet Koch, Associate Planner, distributed the action item summary (**see attached pg. 18**). Mr. Garwood explained the concept of a 501(c)3 to manage Glacial Hills. Mr. Garwood said Dave Reck from the County's Civil Counsel has created the framework for a 501(c)3 and Ms. Koch has reserved website addresses in the name of Glacial Hills Trails.

Mr. Marcus said he would like to have trails that are accessible to motorized vehicles. Mike Meriwether, County Forester, said he viewed his responsibility as the manager of County lands, and that he wanted to make sure the 501(c)3 knows that timber cuts could occur on any of the County's property inside Glacial Hills, not just inside the Kirkpatrick Forest.

Motion by Christian Marcus, seconded by Dave Howelman, to recommend that the Board of Commissioners approve the concept of a 501(c)3 to manage the Glacial Hills trail system with documentation detailing the members of the 501(c)3 and its operations to be brought before the Board of Commissioners at the December 11, 2014 meeting. Motion carried – unanimous.

7. Grass River Natural Area (GRNA) Update

Haley Breniser, GRNA Director, had included the GRNA report with the Committee packet (**see attached pg. 19**). She told the Committee that they've made some temporary repairs to the Cold Creek bridge deck. Ms. Breniser described the fencing issue on the bridge and her plans to re-install the fence and contact the adjacent property owners. The Committee and Mike Crawford agreed that this was the correct approach.

Ms. Breniser said she has had discussions regarding repairs and improvements to the GRNA entrance road with Burt Thompson, Engineer-Manager of the Antrim County Road Commission. The entrance road is an Antrim County seasonal road. Mr. Thompson had presented Ms. Breniser with three options. Mr. Crawford said the County has made many small improvements to the road over the years. The Committee asked Ms. Breniser to pursue grant possibilities for the project. Mr. Howelman said the County should do the first and second options presented in Mr. Thompson's letter; Mr. Marcus agreed and said he would like to see it added to a 2016 budget proposal.

Mr. Marcus asked about GRNA's role in the County; Ms. Breniser said she would like to make a presentation to the BOC early in the next year on the topic.

8. Parks Update

Eileen Wallick, Parks Manager, asked for approval to purchase replacement tile for the tile that had been installed earlier this year in the Barnes Park bath house women's showers. Because the tile doesn't have a glossy surface it absorbs iron from the Park's well water and is difficult to clean. Ms. Wallick requested an expenditure of \$1,345.66 to purchase the tile now, with installation to take place in the spring at a cost of \$1,731.34 (**see attached pg. 20**). Mr. Marcus asked about the water quality; Ms. Wallick said the volume of water through the system makes purchase and maintenance of a water softener cost prohibitive.

Motion by Christian Marcus, seconded by Dave Howelman, to recommend the Finance Committee approve the payment to Northern Floor and Tile Service for new shower tile at Barnes Park, cost \$1,345.66 and approve the expenditures of \$1,731.34 from the 2015 Barnes Park Cost Center, and that the Board of Commissioners approve the total project expenditure of \$3,077.00.

Motion carried – unanimous.

Ms. Wallick asked that the Elk Rapids Walk of Art group be asked to fabricate a sign noting that the park is the Antrim County Day Park. She said the MDOT signs on US31 for the Day Park are now in place. In addition, Ms. Wallick wanted the Committee to be aware of additional information regarding camping fees, that in Otsego County when county residents camp for 7 days the discount is \$7. In Antrim County, when a County resident camps for 7 days the discount is \$26.

9. Forestry Update

Mr. Meriwether distributed his monthly report (**see attached pg. 21**). He told the Committee that his timber cut contract had not yet been approved by Civil Counsel.

He said the Skinkle Road washout repair would take place the following day. He added that though they'd removed all the hazardous trees that had come down during the September 5 storm at the Cedar River Natural Area, more trees would need to be removed next summer.

10. Soil Erosion Control Update

The report from Heidi Shaffer, Antrim County's Soil Erosion Control Officer, had been included in the Committee's packets (**see attached pgs. 22-23**). She said she is working with MCF and the adjacent property owner to help resolve the issues with the MCF pond.

Truck Repairs

A memo to the Committee from Mr. Garwood (see attached pg. 24) described the issue regarding the repair of the Conservation District truck.

Motion by Christian Marcus, seconded by Dave Howelman, to recommend the Finance Committee approve the transfer of \$2600 from the Antrim Conservation District Reserve Fund #165 to pay for the vehicle's repair and the Board of Commissioners approve the expenditure.

Motion carried – unanimous.

Violation policy / procedure request

Ms. Shaffer said that the State of Michigan Department of Environmental Quality has requested that the conservation district have a formal violation policy/procedure. Ms. Shaffer asked to work with Mr. Crawford and Civil Counsel to develop a policy. The Committee agreed.

Regarding the Conservation District's 2015 budget, Ms. Shaffer thanked the Committee for the approval of their appropriation request.

11. Operator of Dams Update

Mark Stone, Antrim County Operator of Dams, said the Bellaire Dam's gear boxes are still being repaired.

Water elevation monument proposal

Mr. Stone distributed a memo outlining the findings of the work group that has been exploring installation of lake level monuments (see attached pg. 25).

Pete Garwood suggested that since the issue is most closely related to construction concerns, that the Building Department's budget pays for the monuments or lake level gauges.

It was decided that the issue should be placed on the agenda for the following month, with a request that the Board of Commissioners recommend to pursue the proposal for installation of a monument or lake level gauge in five locations on the Chain of Lakes, with the Finance Committee finding funding for the pilot project.

Hydro Dam Fence

Mr. Stone asked for clarification regarding a site plan for the proposed fence at the hydro dam. The Board of Commissioners had wanted to know if there would be any cost to the site plan. Mr. Marcus said he didn't see a need for the new fencing. Mr. Stone said it was the positive relationship with the village of Elk Rapids that allowed the hydro dam to come back online.

Mr. Howelman asked to have the item placed on the Committee's December agenda and that Mr. Stone have a cost proposal for the Committee.

12. Road Commission Right-of-Way Abandonment Request

Mr. Thompson described the request from the Road Commission regarding abandonment of a public right-of-way near Barnes Park (see attached pgs. 26-27). The issue had been first discussed during the September 30, 2014 Parks and Lands Committee meeting and had asked Civil Counsel to provide a legal opinion regarding the County's ability to refuse the Road Commission's abandonment request and a legal opinion on monetary compensation for a reversion of a right-of-way.

Mr. Thompson said State law dictates that the township has the first right of refusal and the Department of Natural Resources (DNR) has the second right of refusal. He added that the Torch Lake Township Supervisor had indicated that there was no Township interest in the property and asked for input from the County.

Mr. Rossiter said that road abandonments are up to the Road Commission, the pertinent township, and the DNR. Mr. Crawford said he'd hate to see any loss of lake access. Mr. Thompson said the property under consideration isn't certified as a public road. Mr. Garwood said the County has no authority regarding the issue. The Committee determined that no action on the issue was needed.

13. Maintenance Update

Valerie Craft, Information Technology Director, asked for approval to wire the server room so that the servers could be powered by the County's existing generator in case of a power outage. There is an electrical outlet wired to the current County Building generator located near the men's bathrooms on the second floor (due to the previous location of the phone system) that could be relocated to power the servers.

Mr. Howelman asked if the current generator has the capacity to add that kind of load. Dave Vitale, Maintenance Director, said he is talking with a local electrician and getting estimates. The Committee discussed the need for a generator to power the entire building in case of emergency.

Ms. Craft said the County Building's servers act as redundancy to the Sheriff's Office. She added that she'd also like to connect a light fixture to her office to what is powered by the generator since at this point she has no light if the power goes out.

Mr. Howelman asked about supplying emergency power from the jail's generator. Mr. Vitale said he will bring estimates back to the Committee.

Animal Shelter Furnace

Motion by Christian Marcus, seconded by Dave Howelman, to approve the payment of the invoice from K&K Heating and Cooling for the repair of the Animal Shelter's furnace, cost of \$787.00.

Motion carried – unanimous

Elevator Repair

Mr. Vitale told the Committee that he hadn't received prompt service from Kone, Inc., to repair the County Building's elevator. Mr. Garwood said the County has a contract with Kone until 2018.

Motion by Christian Marcus, seconded by Dave Howelman, to recommend the Finance Committee approve the payment of the invoice from Kone, Inc. for the repair of the County Building's elevator, cost of \$2,009.17. Motion carried – unanimous.

Update

Mr. Vitale said the installation of the County Building's new air conditioner is almost complete, that control issues are being finalized. He also told the Committee that Northern Restoration is weatherizing the corners of the 1905 Courthouse. Mr. Vitale said the cement work at the Annex building may not be able to be completed this year due to weather conditions. He asked if the contract would still be good; Mr. Garwood said that while the contract would still be valid, payment would have to be re-budgeted for the next fiscal year.

14. Recycling Bid Options (see attached pg. 28)

Motion by Christian Marcus, seconded by Dave Howelman, to direct the Administration and Planning Department to prepare a Request for Proposal for the Antrim County Recycling Program that consists of separate bids for hauling of the recyclables and the receipt, processing, and marketing of recyclables. Motion carried – unanimous.

15. Emergency Services Request (see attached pg. 29)

A request from Leslie Meyers, Emergency Services Coordinator, was in the Committee packets. The Committee agreed that she should go ahead with the removal of one bathroom from the Emergency Operations Center, adding that if one of the restrooms was handicap accessible, that it should be the one to stay.

16. Various Matters

Lightning Protection

Mr. Garwood had been asked if there would be any insurance savings if lightning protection was installed on the County Building. He said there would be no reduction in insurance costs.

Communication

Mr. Garwood said he'd had a series of written communications with Hooker-DeJong regarding the heating problems at MCF last winter (**see attached pgs. 30-34**). Most of the requests made in Mr. Garwood's April 25, 2014 email have been addressed by Hooker-DeJong.

Mr. Garwood said that MCF is now planning to keep their boilers as a backup heating system, adding that he has asked Mr. Vitale to present options, including cost, to replace the County Building's boilers.

Office Space Request

Mr. Rossiter had asked the Committee to consider a request for increased office space in the 1905 Courthouse. He said the District Court is unwilling to vacate any of their current space. Mr. Garwood outlined a second option that could be shared with Judge Stepka. Mr. Rossiter said the space located on the bottom floor currently assigned to the District Court is the most important part of his proposal for the fulfillment of his space needs, but due to the growing nature of the County and the growing technological needs, he expects to request more space in the future.

The Committee discussed possible alterations to the third floor. Mr. Rossiter said soundproofing is critical.

Motion by Christian Marcus, seconded by Dave Howelman, to have Mr. Garwood approach Judge Stepka and begin to get estimates for the change in office arrangements.

Motion carried – unanimous.

Parks Director

Mr. Crawford said the creation of a Parks Director position has been part of the County's Parks & Recreation plan for many years. He recommended paying for a study exploring the necessity of hiring a Parks Director, anticipating it as a two-year project. He also suggested hiring Mark Stone to perform and write the study, saying that Mr. Stone is already an employee of the County, and that this would be temporary additional work.

The Committee agreed to have Mr. Garwood discuss the issue with Mr. Stone and bring back options and costs. Ms. Koch suggested that, to bring the cost of the study down that one option would be for her to work on the project with Mr. Stone as part of her regular duties.

Walk of Art

The annual report for Walk of Art is attached (**see attached pgs. 35-37**).

The meeting was adjourned at 2:22 p.m.

Buildings, Lands & Infrastructure Committee

Bernie Blackmore

David Howelman, Chairman

Christian Marcus

Minutes December 1, 2014

Members present: Dave Howelman, Christian Marcus
Members absent: Bernie Blackmore
Others present: Pete Garwood and Janet Koch

1. The meeting was called to order at 9:00 a.m.

2. Public Comment

None.

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

In the absence of a Christman Company representative, Pete Garwood, County Administrator updated the Committee on the project. (See attached pgs.1-13)

Request for Payment from Christman Company

Motion by Christian Marcus, supported by Dave Howelman, to recommend the Board of Commissioners approve the Request for Payment from the Christman Company of \$211,351.84 for work completed on the MCF construction project during the period of November 1, 2014 to November 30, 2014. Motion carried – unanimous.

Owner Change Orders (OCO)

OCOs require Board of Commissioner approval.

OCO #38 includes Request for Changes (RFCs) #26, #212, #213, #216, and #217 at a total cost of \$31,474.00. (Note: this amount is the total of RFCs 216 plus 217 minus the amount of RFCs 26, 212, and 213.)

- RFC #26 - earthwork at courtyard due to phasing, temporary generator pad at Meadow View drive, cost \$2,228.00.
- RFC #212 - miscellaneous ductwork changes in E area, including extension of ductwork through Nursing Supply and additional ductwork in Janitor's closet and Food Storage, plus sealing of existing holes, cost \$2,803.00.
- RFC #213 - additional carpet in Meadow View common area was requested due to existing floor conditions, cost \$962.00.
- RFC #216 - budget adjustment of \$24,274.00, addition to the contingency to fund RFCs approved by the MCF Board at their September meeting. No cost to the County.
- RFC #217 - budget adjustment of \$13,193.00, addition to the contingency to fund RFCs approved by the MCF Board at their October meeting. No cost to the County.

Motion by Christian Marcus, supported by Dave Howelman, to recommend the Board of Commissioners approve OCO #38 at a total cost of \$31,474.00.

Motion carried – unanimous.

Requests for Changes (RFCs)

The following RFCs do not require Board of Commissioner (BOC) approval, but only approval of the Buildings, Lands & Infrastructure Committee.

- RFC #137 - compensation for working in extreme winter conditions, includes payment to mason for laying block and earthwork, cost \$5,854.00.
- RFC #185 – underground plumbing rework in the B area, includes additional flooring preparation, temporary protection and management labor, cost \$28,315.00.
- RFC #186 – budget adjustment for underground plumbing repairs, to be funded from MCF directly to offset costs incurred from RFC #185 and #208; cost of \$54,238.00 to be transferred into the construction project from the MCF contingency fund.
- RFC #192 – additional electrical work; circuits and disconnects in existing areas that were not picked up in the initial plans; mostly in the existing kitchen behind equipment, cost \$4,293.00.
- RFC #198 – costs associated with field work orders; expenses are primarily added blocking and medicine cabinet installation, also includes some credits for flooring demolition and door frame installation, cost \$2,047.00.
- RFC #210 – credit for plaster demolition that was not required due to resulting narrowing of hallway width, cost \$6,822.00.
- RFC #219 – miscellaneous electrical items in phase 4; weatherproof exit signs, additional outlets, reworking power for kitchen appliances to meet code requirements, cost \$4,107.00.
- RFC #222 – back charges associated with concrete flooring and other additional items in phase 3, payment from Hallmark to the other sub-contractors, cost is \$0.
- RFC #223 – additional finish work and drywall due to mold and underground work, cost \$3,223.00.
- RFC #224 – miscellaneous phase 4 plumbing and HVAC items to bring system up to code and make it more functional, repair of radiant panel used for temporary heat, cost \$2,718.00. Christian Marcus questioned the \$477 item noted as a radiant panel repair used for temporary heat during phase 2; Mr. Garwood said he would research the issue.
- RFC #226 – miscellaneous phase 3 electrical items; lighting behind laundry dryers, added outlets in laundry, repair of ground boxes in existing parking lots, cost \$3,318.00.

Motion by Christian Marcus, supported by Dave Howelman, to approve RFCs #137, 185, 186, 192, 198, 210, 219, 222, 223 224, and 226, resulting in an addition of \$7,185.00 to the contingency fund, pending an answer to the question on #224 regarding radiant panels. Motion carried – unanimous.

Mr. Garwood and David Schulz, MCF's Administrative Services Director, updated the Committee on the situation regarding fire ratings for the doors to the households, the laundry room inside of the households and the clean utility rooms in each of the seven households. Without approval from the current fire marshal for the fire rating on the doors, MCF cannot obtain their occupancy permit. Mr. Schulz said MCF's annual licensing team is out of Gaylord and that the team includes the fire marshal. Mr. Schulz said MCF is compiling documentation for the building's fire ratings to have on hand in case of future inquiries. Mr. Marcus asked about landscaping. Mr. Schulz said the MCF Board had approved some additional landscaping on the south side of phase 4 to be paid for outside of the construction project.

Mr. Howelman commended Mr. Garwood, Mr. Schulz, and Marna Robertson, MCF Administrator, for their efforts regarding the construction project.

4. Meadow Brook Financial Status

Mr. Schulz reviewed the Status of Cash, Depreciation and Restricted Funds Accounts which had been included in the Committee packets. He noted that MCF's net available funds are \$3,675,101.92, which is approximately three months of operations. On page 3, Mr. Schulz noted that as of the end of October, MCF has transferred \$116,912.00 to the construction fund to ensure contingency stays above zero.

5. Building Department

Bob Massey, Antrim County Building Official, presented his monthly update (**see attached pgs. 14-16**).

Mr. Howelman said he, Mr. Garwood, and Mr. Massey had discussed the concerns presented by Dean Crandall and Chris Clore at the November 4, 2014 meeting. Mr. Garwood said there was a period of time during which the Construction Code Department had been short staffed, and that was the time frame when Mr. Crandall and Mr. Clore had the most complaints. Mr. Massey said that since the new inspector had been working, that inspections had been completed in a timely manner. Mr. Marcus said if site inspection appointments are made, that Mr. Massey should establish a way to notify builders about delayed arrivals or cancelled appointments.

Mr. Massey said he would be discussing the legal issues of accepting pictures for inspections with the County's civil counsel. He added that when he realized there would be some staffing issues, his office staff had informed contractors multiple times that there would be hold-ups with inspections. In addition, Mr. Massey said his department will be adding a calendar to the new website that will show dates when no inspections will take place.

Capital Improvement Request

Mr. Massey said he would like to purchase a large-size scanner (**see attached pg. 17**). There had been a previous discussion about the possibility of purchasing a digital camera system instead, but he said that would not work well for the department's needs. Mr. Massey asked the Committee for approval of the scanner as a capital outlay, adding that the scanner could be used by other departments. Mr. Massey had first brought up the request in the proposed 2015 budget for the Building Department.

Mr. Marcus asked about the need for a scanner when so many plans are now digital. Mr. Massey said that they have plans from 1974-1997 on microfilm. From 1997 forward, the smaller drawings have been converted to digital, but the larger drawings have not been scanned. Mr. Marcus said he would like to see more quotes for the scanner, including lease options.

Motion by Christian Marcus, supported by Dave Howelman, to recommend that the Finance Committee approve the capital outlay purchase of a large-scale scanner at an amount not to exceed \$18,995.00, line item 24900-901-980.000. Motion carried – unanimous.

There was a discussion of the proposed lake level monumentation project. Mr. Stone, Operator of Dams, proposes five monuments or site gauges. Though exact site locations will be determined as the project progresses, the lakes discussed for locating monuments or site gauges were Six Mile Lake, Lake Bellaire, Torch Lake, and Clam Lake.

Mr. Stone said site gauges could likely be installed on the piers at Alden and at Torch Lake Village, but that they might need to be removable due to ice issues.

Mr. Howelman asked about calibration maintenance. Mr. Stone said a spring inspection would take care of that. He added that the County's installation of these monuments or gauges wouldn't necessarily replace the requirement that a survey might have to be done if the building inspector remains unconvinced of an elevation.

Motion by Christian Marcus, supported by Dave Howelman, that if Antrim County Civil Counsel establishes that paying for the project from the Building Department fund complies with Public Act 230, to recommend that the Finance Committee approve the 2015 purchase and installation of five lake level markers for a not to exceed cost of \$4,000.00, line item 249000-901-980.000.

Motion carried – unanimous.

6. Operator of Dams Update

Bellaire Dam

Mr. Stone said the Bellaire Dam gear box had been rebuilt and is back in position. He said the electrical components will be connected soon and that it will be painted green in the spring. Mr. Stone also said the Bellaire Dam gates have been wide open for months. He added that with the freeze/thaw cycle of recent weeks, lake levels are very high. Mr. Stone said that 2013 was the wettest year in Michigan's history.

Elk Rapids Hydrodam

Mr. Stone said he has not heard from FERC (Federal Energy Regulatory Commission) about the new license. He said he's been told that the existing operating protocol will be extended until the license is approved.

In addition, he met with the Stockhausen's last week and that they'd asked about funding for rehabbing the dam's interior. Mr. Stone also said the community's desire for a new fence around the dam and landscaping is not going to go away, adding that there are concrete spalling issues and liability issues associated with the existing fence. Mr. Marcus disagreed with Mr. Stone's concern about liability and said he saw more need for work on the dam's interior than on a fence.

Mr. Howelman expressed interest in getting more precise quotes for the fencing. Mr. Marcus did not see any need for fence improvements, except perhaps for adding shrubbery.

Mr. Stone said a rough estimate for the interior rehab work is \$100,000. Mr. Marcus said maintenance of existing County assets is a priority. Mr. Stone will go ahead with pursuing quotes for the work.

Parks Director Study

There was a discussion of Mr. Stone's proposed work on a study regarding a Parks Director, which he said will include options and recommendations for the County parks. Mr. Stone said there is no cohesive plan for the County's parks and recreation assets. Mr. Stone said he's looking at this study as a short-term project.

Mr. Marcus said he'd like to see Mr. Stone's vision for the County's parks and that he'd like to see ways to find funding for a Parks Director. Mr. Stone said he appreciates the existing county parks and will work on presenting a memo regarding the project.

7. Maintenance Update

Dave Vitale, Maintenance Director, said that the existing generator should have the capacity to power the County building's computer servers in the event of a power outage. He will be getting a price to run conduit from the generator to the server room. The new line cannot be run from second floor storage room due to electrical limitations; it needs to be run directly from generator.

Mr. Vitale also told the Committee that Temperature Control will be looking at the air handler shaft on the 1905 Courthouse due to vibration issues, that Havel Brothers will begin replacing the VAV boxes on December 8, and that the replacement of the annex's air conditioner will take place on December 10. He also said that instead of purchasing a new garage door opener that he rebuilt a circuit board from old parts.

Mr. Garwood and the Committee discussed the possible costs of boiler replacement.

Replacement of mixed air damper actuators

Motion by Christian Marcus, seconded by Dave Howelman, to recommend the Board of Commissioners approve an expenditure up to \$2,000 to replace two cooling AHU damper actuators for the County Building and the Finance Committee identify the funding; and to allow Dave Vitale to get additional quotes and choose the best option for the County.

Motion carried – unanimous.

8. Glacial Hills Update

Snowplowing

The Committee agreed that there was a need to have the County-owned Vandermark Road parking lot plowed in a similar fashion to the plowing at Antrim Creek Natural Area. The plowing at Antrim Creek is done when there is 4" to 6" of snowfall.

Janet Koch, Associate Planner, will obtain quotes for the plowing and present them to the Board of Commissioners at their December 11, 2014 meeting.

Resolution

The Committee reviewed the resolution regarding Glacial Hills (see attached pg. 18). Ms. Koch wrote the resolution after meeting with representatives from Antrim County, Forest Home Township, and the Village of Bellaire. Ms. Koch said all the representatives had approved the resolution as written.

Motion by Christian Marcus, seconded by Dave Howelman, to recommend that the Board of Commissioners approve the Glacial Hills resolution. Motion carried – unanimous.

9. Grass River Natural Area (GRNA) Update

Ms. Breniser told the Committee that GRNA's traffic counter gave them an estimate of 15,000 visitors in 2014. She said that approximately 5,000 had been into the visitor's center. Other figures are: 250 people attended the autumn fest, 700 attended the wetland and woodland curriculum (3000 contact hours), and that there were 1500 volunteer hours in 2014. The new GRNA website gets 1100 views per month.

Ms. Breniser said she'd applied for a Rotary grant in September; \$75,000 for 3 years, which would pay for a full-time education director and an outreach coordinator. She will hear about the grant award by mid-December. James Dake, GRNA's Education Director, applied for and received a \$1,000 education grant which went toward purchasing new microscopes and other educational equipment. In addition, GRNA has received a scholarship for consultation regarding

the GRNA organization and its operations; Ms. Breniser said she hopes that the commissioners will want to be involved with the consultation.

GRNA is considering developing a specific birding trail; saying that birders are largest recreational draw in the United States. Mr. Howelman asked about snowplowing. Ms. Breniser said that since it's a seasonal road, the Road Commission does not plow; GRNA pays for the plowing.

Ms. Breniser said they will be grooming for cross-country skiing this winter and that she is doing a lot of work on fund development.

10. Parks Update

Mr. Howelman commended Eileen Wallick, Parks Manager, on her efforts and hard work at the parks.

Ms. Wallick presented the Barnes Park receipts for 2014 and an income summary (**see attached pgs. 19-20**). She said the blue column reflected the years that campground fees were raised. There was a discussion regarding the continuation of giving Antrim County residents such a large discount; after six paid nights in a season, county residents get one night free.

Ms. Wallick said tree work is being done in Elk Rapids Day Park and that she's working on the Barnes Park pages in the new website.

11. Forestry Update

Mike Meriwether, County Forester, said he is working with Civil Counsel on reconstructing the standard timber sale contract. There is a pending timber sale so completion of the contract is critical.

Mr. Meriwether presented a summary regarding the gift of forest land to the County (**see attached pgs. 21-22**). Mr. Meriwether said the parcel under discussion is 20 acres and is landlocked forest land. There are outstanding taxes of over \$800 that the County would be asked to pay.

Mr. Howelman asked about landlocked situation. Mr. Meriwether said he would approach neighbors about easements. He has not done an assessment on timber value, but that he estimated a current harvesting value of \$10,000 to \$15,000.

Motion by Christian Marcus, supported by Dave Howelman, to recommend that the Board of Commissioners accept the property gift from the Prince Family, tax ID 05-02-034-010-00, and to recommend that the closing costs be paid from the County's Forestry Fund #230, and that the parcel be added to the existing County forest land holdings.

Motion carried – unanimous.

Mr. Garwood asked Mr. Meriwether about an erosion issue near Mohrmann Park. Mr. Meriwether said he would look to see if there was a clogged culvert.

12. Soil Erosion Control Update

Heidi Shaffer had included a report in the Committee packets (**see attached pgs. 23-24**).

13. Walk of Art

Ms. Koch said she was working on a new Memorandum of Understanding for the Walk of Art in the Elk Rapids Day Park, and one of the requests from the Art Rapids! representatives was to allow a three-year extension for sculptures to be displayed in the park, making up to a six-year placement possible. Mr. Marcus said he would not make a motion to accept a three-year extension, adding that the point of the agreement was to have new artwork on a regular basis.

Ms. Wallick distributed copies of the brochures that are available at the entrance to the Walk of Art. She also asked that the Art Rapids! organization be requested to install a sign noting that the Elk Rapids Day Park is owned by Antrim County.

14. Arndt Electric Invoice (see attached pgs. 25-26)

Motion by Christian Marcus, supported by Dave Howelman, to recommend the Finance Committee approve the additional payment of \$1,584.00 to Arndt Electric Service (Invoice #7743) for the Antrim County Airport emergency repair. Motion carried – unanimous.

15. 2015 Remonumentation Grant Application

Scott Papineau, County Surveyor, was requesting that the BOC sign a grant application for another year of Remonumentation of section corners (see attached pgs. 27-34).

Motion by Christian Marcus, supported by Dave Howelman, to recommend the Board of Commissioners authorize the County Administrator to sign the grant application for the 2015 Remonumentation Program totaling \$46,529.00 and approve the submission of the application. Motion carried – unanimous.

16. Natural Gas Contract (see attached pgs. 35-40)

Motion by Christian Marcus, supported by Dave Howelman, to recommend the Board of Commissioners choose Continuum Energy/Lakeshore Energy Services as the County's natural gas provider at a cost to be determined on the Board's meeting day.

17. Various Matters

Antrim Review Article

Janet Koch, Associate Planner, said some County employees had been concerned about the article in the November 20, 2014 Antrim Review (see attached pg. 41). She told the Committee that portions of the article had been interpreted as stating that the current park employees were not doing an appropriate job of taking care of the parks.

The Committee assured Ms. Wallick that they considered the park maintenance efforts to be outstanding and asked that she pass on that comment to the parks crew.

Chestonia Bridge

Ms. Koch updated the Committee on the Chestonia Bridge project. Funds are being raised by the Conservation Resource Alliance. Construction will take place in 2016 at the earliest.

The meeting was adjourned at 12:40 p.m.