

# Antrim County

## Construction Project Change Order Policy

Purpose: Antrim County engages in construction projects regularly. From time to time the need for a change order becomes necessary. In some cases approval of a change order can wait until the next regularly scheduled meeting of the Board of Commissioners. In other cases a change order is of an immediate nature and cannot be put off until the next Board of Commissioners' meeting. This policy will address the latter case when an immediate decision is necessary.

1. The need for a change order will be brought to the attention of the Coordinator/Planner. The Coordinator/Planner or his/her designee will work with the contractor, engineer or architect to determine if the change order needs immediate action.
2. Once it is determined the change order needs immediate action, the Coordinator/Planner or his/her designee will contact the Chair of the appropriate standing committee and the Chair of the Board of Commissioners to inform each of them of the needed change order.
3. If both the standing committee chair and the chair of the Board of Commissioners agree that the change order needs immediate action, approval will be granted to begin implementation of the change order.
4. Although work can begin immediately, a change order will be prepared by the contractor, engineer or architect and submitted for formal approval at the next Board of Commissioners' meeting (through recommendation by the appropriate standing committee). Appropriate budget adjustments shall be approved at the same meeting, as necessary.
5. The approved change order document shall be filed with the plans and contract for the project.

Resolution #49-05 – continued

NOW, THEREFORE, BE IT RESOLVED the Antrim County Board of Commissioners the Tentative Antrim County Emergency 911 Plan is hereby the Antrim County Emergency 911 Final Plan.

Yes – McLeod, Dawson, Bary, White, Howelman, Crawford, Stanek, Blackmore, Allen;  
No - None;  
Absent – None.

RESOLUTION #49-05 DECLARED ADOPTED.

It was moved by Crawford, seconded by Dawson that Joseph Wirtz be hired at \$32.00 per hour, time and materials, to reinforce the areas around the base of the clock tower of the 1905 Courthouse contingent upon Arthur Lennox's recommendation. Motion carried by a yea and nay vote as follows: Yes – McLeod, Dawson, Bary, White, Howelman, Crawford, Stanek, Blackmore, Allen; No – None; Absent – None.

It was moved by Crawford, seconded by Dawson the Construction Project Change Order Policy (see p ) be approved. Motion carried all members present voting yes.

It was moved by Crawford, seconded by Dawson the telephone maintenance agreement with Norlight be approved. Motion carried by a yea and nay vote as follows: Yes – McLeod, Dawson, Bary, White, Howelman, Crawford, Stanek, Blackmore, Allen; No – None; Absent – None.

It was moved by Crawford, seconded by Howelman the “graffiti” wall in the clock tower of the 1905 Courthouse be preserved. Motion carried all members present voting yes.

It was moved by Crawford, seconded by Dawson that, in the event the grant application for Wetzel Lake has not yet been submitted, it be changed to be submitted in the name of Antrim County and, if the grant application has been submitted, a letter of support to the tribe be prepared to go with the grant application. Motion carried all members present voting yes.

It was moved by Crawford, seconded by Allen a letter be written to the Michigan Department of Transportation requested signs on U.S. 31 for Barnes Park in Eastport and the Elk Rapids Day Park. Motion carried all members present voting yes.

Peter Garwood was requested to research verbal and vague agreements and consequently formalize working relationships with other government entities and the private sector.