

# Antrim County Capital Improvement Committee

**Minutes  
May 30, 2019**

Members: Rick Teague, Karen Bargy, Pete Garwood, Valerie Craft, Terry VanAlstine, Deb Haydell, Bill Bailey, Christian Marcus, Dave Vitale

Members absent:

Others: Ed Boettcher, Margie Boyd, Travis Youatt, John Strehl, Leslie Meyers, Mike Gank

**1. The meeting was called to order at 9:06 a.m.**

**2. Organization**

Terry VanAlstine nominated Karen Bargy for Chairperson.

**Motion by Terry VanAlstine, seconded by Christian Marcus to close nominations for Chairperson and cast a unanimous vote for Karen Bargy.**

**Motion carries - unanimous**

**2. Public Comment**

John Strehl, Antrim County Airport Manager, informed the Committee that he applied to receive grant funding for improvements to the airport taxiway. Mr. Strehl indicated new federal funding has become available for 2020. The total project cost will be approximately \$2 million dollars and requires a 5% match from the County. He asked that this project be considered for the 2020-2025 Capital Improvement Plan (see attached pg. 4). Ms. Bargy said this issue would be taken up during the review of new projects.

**3. Review of Minutes from June 26, 2018**

The Committee reviewed the minutes from June 26, 2018.

**Motion by Pete Garwood, seconded by Deb Haydell, to approve the minutes of May 31, 2018 as amended.**

**Motion Carries- Unanimous.**

**4. Review of the 2019-2024 Capital Improvement Plan (CIP)**

The Committee reviewed the 2019 CIP projects. Karen Bargy asked Administration Office staff to reformat the project sheets to include original project request submission dates and indicate whether any changes or updates have been made to the projects.

Existing projects

Ms. Bargy asked about the status of quotes for the Barnes Park bathroom project. Pete Garwood, County Administrator, said he will follow up with Eileen Wallick, Barnes Park Manager and bring updated quotes to the next meeting.

Valerie Craft, Information Technology Director, told the committee the phone system hardware project should not be listed as a CIP project as the project request is for replacement technology. She indicated the current definition of a capital improvement project as outlined in the 2019-2024 CIP plan says only original purchases are considered capital projects. The committee discussed

the definition. Mr. Garwood suggested the addition of a category specifically for future technology needs.

**Motion by Terry VanAlstine, seconded by Pete Garwood that the 2020-2025 CIP include a ten year forecast for technology purchases addendum.**

**Motion carries – unanimous**

**Motion by Pete Garwood, seconded by Rick Teague to withdraw phone systems hardware project from CIP and include it in the technology forecast addendum.**

**Motion carries - unanimous**

Mr. Marcus asked about the status of the existing drain field at Barnes Park and what the projected cost of a new field would be if the field were slated to begin. A question was whether there is one or two drain fields currently.

It was the consensus of the committee to slate the Barnes Park Drain Field project as a future needs project until questions are answered.

*Emergency Services Coordinator Leslie Meyers and Dispatch Sergeant Mike Gank arrived at 10:15.*

Mr. Marcus asked about the possibility of a collaboration with other counties to help mitigate the cost of a new communications trailer for Emergency Services. Ms. Meyers indicated we currently collaborate with other counties on service, but she felt a communications trailer was not something that works well for two or more county collaborations. Sergeant Gank noted while the communications trailer is used for emergencies, it is also used during non-emergency/planned events. Those events double as training opportunities for law enforcement staff. If a collaboration were sought, Antrim County would run the risk of losing the use of the unit if the owning county has a need. Rick Teague asked about the possibility of converting and retrofitting an ambulance. Ms. Meyers said the possibility does exist, but doing so may not suit the needs of Emergency Services. She also indicated the current trailer will not last more than two (2) years and must be replaced. More information was needed before the committee could move forward.

It was the consensus of the committee to leave the Barnes Park interior road project as a future needs project until more information can be gathered. The Administration Office was asked to work with Ms. Wallick and the Antrim County Road Commission on gathering that information.

Mr. Garwood provided the Committee with an updated project sheet for the County Building Security Project (pg 5). Ms. Bargy requested more information on the cost of the key fob project.

*Valerie Craft left the meeting @10:50*

Dave Vitale, Maintenance Director, informed the committee the current generator for the county building is in need of replacement due to age and difficulty in finding replacement parts. The proposed new generator would be much larger than the current generator and, if purchased and installed, would power the entire building. Bill Bailey asked whether the generators could be moved to the new county facility should that project move forward. Mr. Vitale said the generators could be moved and used at the new facility; however, he is only asking to replace the generator at the county building at this time. He will request a generator for the courthouse at a later date. It was the consensus of the committee to remove the project from the “Delayed” list and add it to the 2020 project list.

It was the consensus of the committee to move the Grass River Natural Area Boardwalk project to “Future Needs” until a more specific dollar amount is requested.

## **5. CIP Projects 2020-2025**

It was the consensus of the committee to add the Jail Portable Radio Project to the 2020-2025 CIP project list.

It was the consensus of the committee to add the Hydro Dam Roof Replacement Project to the 2020-2025 CIP project list and that funds be budgeted from fund 582.

It was the consensus of the committee to add the County Building Wall Heaters Project to the 2020-2025 CIP project list.

It was the consensus of the committee to add the Airport Taxiway Rehabilitation Project to the 2020-2025 CIP project list. This project will require a 5% grant match from the County.

## **6. Various Matters**

Ed Boettcher, Board Chair, said in light of the Facilities Master Plan, he would like to see a fund set up from a portion of the General Fund fund balance that would be used specifically to fund capital improvement projects. Ms. Haydell said if that fund were to be set up, any funds left over at the end of a fiscal year would be reflected as a part of the General Fund fund balance in the audit.

## **7. Public Comment**

None.

The meeting adjourned at 12:10 p.m.

# CIP Project **NEW** *(Projects that have not been submitted previously)*



## For inclusion in the 2020-2025 Capital Improvement Plan

<b>Project Title</b> Taxiway A & B Rehab	<b>Estimated cost of project</b> <i>(Use a specific amount, not a range)</i> \$2,000,000
<b>Department</b> Antrim County Airport	<b>Contact name</b> John Strehl

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### What are the sources for the money? *(List all funding sources. Please be as specific as possible.)*

90% Federal, 5% State, 5% Local

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### In which fiscal year(s) would you like funding to be allocated? *(Can be spread across multiple years.)*

<b>2020</b>	2021	2022	2023	2024
2025	2026	2027	2028	2029

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### Project description

Taxiway A&B pavements were last rehabilitated in 2006. The State of Michigan last inspected the condition of the Taxiways for the Statewide Pavement Management System in 2015. At the time of inspection, the average Pavement Condition Index (PCI) for Taxiway A & B were 33 and 37, respectively, due to low to medium severity transverse and longitudinal cracking as well as low to high severity raveling of the PFC course, which creates unsafe Foreign Object Debris (FOD) concerns. Based to normal pavement deterioration rates for Porous Friction Course (PFC) pavements, the Statewide Pavement Management System anticipates that by 2020, those PCI values will have dropped to 4 & 6 respectively.

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### Why is this project needed?

The airport is a single runway airport, with Taxiway A being the parallel taxiway for Runway 2-20 and Taxiway B being primary route to the Airport terminal apron for all large piston and business jet aircraft. This project will allow for long-term economic sustainability by continuing to allow for safe operations into and out of the airport, which according to the 2017 Michigan Aviation System Plan (MASP), contributes over \$10.6 million to the local economy.

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### Are any future costs *(such as annual fees)* associated with this project? If so, please estimate. Will there be any savings if the project is approved?

Pavement maintenance will be greatly reduced.

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### Additional comments

# CIP Project\* **UPDATE** *(Projects that have been submitted previously)*



## For inclusion in the 2020-2025 Capital Improvement Plan

<b>Project Title</b>	<b>Estimated cost of project</b> <i>(Use a specific amount, not a range)</i>
County Building Security	\$35,000
<b>Department</b>	<b>Contact name</b>
Administration	Peter Garwood

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**What are the sources for the money?** *(List all funding sources. Please be as specific as possible.)*  
General Fund.

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**In which fiscal year(s) would you like funding to be allocated?** *(Can be spread across multiple years.)*

2020 <u>X</u>	2021	2022	2023	2024
2025	2026	2027	2028	2029

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### Project description

This project was previously lumped in with all renovations of the County Building. However, due to the fact that building security has been on everyone's minds, especially those who work in the building, I am breaking it out of from the overall project. The focus of this project is on those things that will remain the same whether or not we remodel at a later date and/or things that can be repurposed if we do change them later.

Unless the project or portions of the project are completed in 2019, the basic components of the intended improvements are as follows: Lock all doors except the designated public entrances. Install key card option for employees on all public entrances and employee entrances. All active entrances will be controlled from designated computers. Install cameras at all public entrances. Extend the computer operated/fob system that has been installed on the Clerk Office door and the Treasurer Office door to all offices that have a large open service counter on the first floor.

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### Why is this project needed?

Employees and Commissioners both have been expressing a need for greater security in the County Building. Building security was included in the Facilities Master Plan along with County Building reallocation of space. The total cost for the "Reallocation of Space and Security System" for the County Building was projected at \$243,163 to \$282,595.

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**Are any future costs** *(such as annual fees)* **associated with this project? If so, please estimate.**

**Will there be any savings if the project is approved?**

If this is approved, the rest of the project (reallocation of space) included in the Facilities Master Plan will have to be completed at a later date. The balance of the total cost represented above will have to be spent at that time.

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### Additional comments

The focus of this project is to do the basic things that can be done to make the work space more secure.

**\*Unless withdrawn, the project must be updated or it will not be included in the Plan.**