

# ***Public Works Committee***

*Larry Bargy*

*Joseph Allen, Chairman*

*Eugene Dawson*

## **Minutes February 4, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Jack White

### **1. Meeting called to order** at 11:00 a.m.

### **2. Drain Commissioner**

Mark Stone, Drain Commissioner, informed the Committee that the job of fixing the mechanism that adjusts the gates at the Bellaire Dam, which previously was estimated to cost over \$4,000, ended up costing just over \$1,000.

Mr. Stone distributed the inspection report for the Bellaire Dam. He reported the electronic lake level gauge in the Intermediate Lake has been a huge help in keeping the level of the upper chain correct.

Mr. Stone updated the Committee on the Elk Rapids Dam through a slide show.

### **3. Soil Erosion Contract**

Mr. Garwood distributed an email from Janet Person, Executive Director of the Conservation District, regarding the Soil Erosion and Sedimentation Control Program contract between Antrim County and the Antrim Conservation District.

**Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the Soil Erosion and Sedimentation Control Program contract for 2004, between Antrim County and the Conservation District, as presented (attachment). Motion carried – unanimous.**

### **4. Household Hazardous Waste Program**

The Solid Waste and Recycling Council recommended the county set aside \$15,000 for two Household Hazardous Waste Programs in 2004.

**Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners allow the Solid Waste and Recycling Council to spend \$15,000 for two Household Hazardous Waste days - \$10,000 of which has been budgeted in the resource recovery (General Fund) budget cost center, and \$5,000 to be appropriated from the solid waste reserve fund. Motion carried – unanimous.**

The Committee also directed the Coordinator/Planner office to take the request for the \$5,000 appropriation to the Finance Committee.

Meeting adjourned at 12:03 p.m.

# ***Public Works Committee***

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes April 01, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Howard Yamaguchi and Jack White

**1. Meeting called to order** at 12:30 p.m.

**2. Soil Erosion Ordinance**

Howard informed the Committee that Charlie Koop has reviewed and revised the proposed Soil Erosion and Stormwater Ordinance. Following his suggestions, Heidi Lang and Howard are revising the guidance document portion of the ordinance. Heidi is working on the soil erosion portions, and Howard is working on the stormwater portions. The Prosecuting Attorney, Heidi, and Howard will give a presentation to the Public Works Committee when the document is substantially complete.

**3. DEQ Pollution Prevention (P2) Grant for Electronics Recycling**

The Solid Waste & Recycling Council is recommending that the Public Works Committee recommend to the Board of Commissioners that the County apply for a P2 grant for electronics recycling. If awarded, the recycling activities will be held at the same time as the household hazardous waste (HHW) days or local spring cleanup days.

**Motion by Gene Dawson, seconded by Larry Bargy, to recommend to the Board of Commissioners that the County apply for a DEQ Pollution Prevention (P2) grant for electronics recycling for 2004. Motion carried – unanimous.**

Meeting adjourned at 12:45 p.m.

# ***Public Works Committee***

*Larry Bargy*

***Joseph Allen, Chairman***

*Eugene Dawson*

## **Minutes May 14, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood

**1. Meeting called to order** at 1:05 p.m.

**2. Building Department Issue**

The Committee discussed the possible effects of the performance evaluation on the future of inspections in Antrim County. It was the consensus of the Committee that the decision by the State, to take over inspections in Antrim County, must be appealed.

Peter Garwood, Coordinator/Planner, updated the Committee regarding the efforts to appeal the decision as well as the efforts to bring the construction code department into compliance. The Committee expressed their support for all that has been done to date, and directed Mr. Garwood to continue to implement measures to address the compliance concerns in the Construction Code Department.

Meeting adjourned at 1:55 p.m.

# **Public Works Committee**

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes June 2, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Jack White

**1. Meeting called to order** at 11:10 p.m.

**2. Building Department Performance Evaluation**

The Committee discussed the meeting that Pete Garwood, Coordinator/Planner, Jack White and Mike Crawford had in Lansing yesterday, with Henry Green and Mark Sisco, from the State Construction Code and Fire Safety Bureau, Senator Jason Allen, Joe Agostonelli, from Senator Allen's office and Tom Martin, Legislative Liaison.

**Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners request the State Bureau of Construction Code and Fire Safety Bureau take over the inspections for a three (3) month period while the County formulates the plan (in response to the performance evaluation report) and closes existing inspection files. Motion carried – unanimous.**

**3. Building Department Issue**

Charles Koop, Legal Counsel, was not available. The Committee directed Mr. Garwood to schedule a special meeting of the Committee for 8:30 a.m. on Thursday, June 10, with Mr. Koop to address the complaint from a resident in Banks Township.

**4. Solid Waste Survey - Board of Commissioners**

Howard Yamaguchi, Associate Planner, joined the meeting. Mr. Yamaguchi explained the contents of the survey and asked that the Public Works Committee get the other Board of Commissioners to complete the survey. The Committee decided to include the survey with the Board of Commissioner packets and review the results at the next Public Woks Committee meeting (see attachments).

Meeting adjourned at 12:30 p.m.

# ***Public Works Committee***

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes August 4, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Jack White

### **1. Meeting called to order** at 11:00 a.m.

### **2. Construction Code Department Update**

Bob Massey, Interim Head of the Building Department, and Ron Wood, Plan Reviewer, joined the meeting.

Mark Chupp, Carefree Homes, also joined the meeting.

Mr. Massey explained the concerns with how the department had been interpreting the requirements for plan review on commercial construction. Mr. Massey indicated the State code gives the Building Official the authority to require sealed plans for the structure and all the trades.

Mr. Chupp explained his opposition to requiring sealed plans for all trades on all commercial structures.

Through further discussion it was discovered that Mr. Chupp had not applied for permits in any of the other trades aside from the building permit. Mr. Chupp was informed he will have to apply to the State for permits for the other trades.

#### o Settlement Agreement

Mr. Massey informed the Committee the list of open permits had been sent to the State Bureau of Construction Code and Fire Safety (BCCFS) as well as the list of 20% of all permits from January 1, 2000 to March 31, 2004. Mr. Massey has not heard back from the BCCFS, but is starting to initiate the process for re-inspections.

#### o Board of Appeals

Mr. Massey informed the Committee, we have had only two letters of interest submitted to fill the four open positions on the Construction Code Board of Appeals. We still need representatives for each of the plumbing and mechanical trades.

#### o Plan Review

Regarding plan review requirements, the committee agreed with Mr. Massey's policy to require a full set of sealed plans on all commercial projects.

- Items Needed for Office:
  - Fax
  - Internet Connection
  - Cell Phone
  - Network Connection to Equalization

Mr. Massey informed the Committee the phone lines are being installed for a fax machine and an internet connection. Mr. Massey also indicated that he felt all inspectors need to have a cell phone so the office can keep in touch with them during the day. Currently, some of the inspectors do not carry cell phones. Mr. Massey indicated if the County paid for the phones it would raise the cost about \$10 or \$15 an inspector.

**Motion by Gene Dawson, supported by Larry Bargy, to allow the Interim Building Department Head to purchase cell phones for all the inspectors. Motion carried – unanimous.**

Mr. Massey will put a policy in place to address usage of the cell phones.

- Network Connection to Equalization

Mr. Massey informed the Committee he will be working on getting a network connection with the Equalization Department which will enable the Building Department to look up addresses and properties.

- Budget

Mr. Massey reviewed with the Committee the revised budget request for the 2005 year. Mr. Massey also reviewed with the Committee a new method for calculating permit fees. Mr. Massey presented his capital purchase budget.

**Motion by Gene Dawson, supported by Larry Bargy, to approve the expenditure side of the Building Department budget and the capital purchase budget, and instruct Mr. Massey to have the revenue side of the budget completed and ready for submittal by August 19, 2004 for the Finance Committee. Motion carried – unanimous.**

Mr. Massey discussed the possibilities for different hardware and software that are available for construction code departments operations. The Committee directed Mr. Massey to investigate the available computerized systems for the Construction Code Department.

Meeting adjourned at 1:15 p.m.

# ***Public Works Committee***

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes August 4, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Jack White

### **1. Meeting called to order** at 11:00 a.m.

### **2. Construction Code Department Update**

Bob Massey, Interim Head of the Building Department, and Ron Wood, Plan Reviewer, joined the meeting.

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Mr. Chupp explained his opposition to requiring sealed plans for all trades on all commercial structures.

Through further discussion it was discovered that Mr. Chupp had not applied for permits in any of the other trades aside from the building permit. Mr. Chupp was informed he will have to apply to the State for permits for the other trades.

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**Motion by Gene Dawson, supported by Larry Bargy, to allow the Interim Building Department Head to purchase cell phones for all the inspectors. Motion carried – unanimous.**

Mr. Massey will put a policy in place to address usage of the cell phones.

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Mr. Massey informed the Committee he will be working on getting a network connection with the Equalization Department which will enable the Building Department to look up addresses and properties.

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**Motion by Gene Dawson, supported by Larry Bargy, to approve the expenditure side of the Building Department budget and the capital purchase budget, and instruct Mr. Massey to have the revenue side of the budget completed and ready for submittal by August 19, 2004 for the Finance Committee. Motion carried – unanimous.**

Mr. Massey discussed the possibilities for different hardware and software that are available for construction code departments operations. The Committee directed Mr. Massey to investigate the available computerized systems for the Construction Code Department.

Meeting adjourned at 1:15 p.m.

# ***Public Works Committee***

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes August 25, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Jack White

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

Bob Massey, Interim Director of the Construction Code Department, and Ron Wood, Plan Reviewer, joined the meeting.

### **2. Permit Issue**

Pat and Sarah McGuire joined the meeting to discuss their construction project and whether it would be considered agricultural or commercial.

### **3. Construction Code Department Update**

Mr. Massey presented the revenue budget, which is based on the proposed fee schedule for the department.

Mr. Massey also presented draft/proposed permit applications and procedures for the issuance of permits. All of the new documents must be presented to the State Construction Code and Fire Safety Bureau by September 1, 2004.

**Motion by Gene Dawson, supported by Larry Bargy, to support submittal of the procedures, proposed fee schedule, draft permit application forms, and other documents to the State Construction Code and Fire Safety Bureau.**

**Motion carried – unanimous.**

Mr. Massey informed the Committee that the State approved the list of 20% of the permits from January 2000 to March 31, 2004, for re-inspections. The 90 day clock for the re-inspections began ticking on August 18, 2004. Mr. Massey updated the Committee on how the inspections are going.

Meeting adjourned at 1:00 p.m.

# **Public Works Committee**

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes October 6, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Jack White

**1. Meeting called to order at 11:00 a.m.**

**2. Solid Waste and Recycling Council (SWRC)**

Janet Person, Member of the Solid Waste and Recycling Council, and Howard Yamaguchi, Associate Planner, joined the meeting. Ms. Person indicated the SWRC had sent surveys to all the County Commissioners regarding solid waste issues but, they had only received two out of nine surveys back from the Commissioners. The Commissioners will be given another chance to get the surveys in by Thursday, October 14 (the regular Board of Commissioners meeting date). The surveys will provide guidance to the Solid Waste and Recycling Council.

Mr. Yamaguchi informed the Committee that Elk Rapids is considering closing their recycling center/transfer station.

**3. Building Department Issue**

Bob Massey, Interim Head of the Building Department, joined the meeting. Mr. Massey and Peter Garwood, Coordinator/Planner, updated the Committee on their most recent interaction with the State regarding the "Settlement Agreement". Mr. Garwood presented a Management Oversight Plan, as required by the Settlement Agreement.

**Motion by Gene Dawson, supported by Larry Bargy, to approve the Construction Code Department Management Oversight Plan (attached) for submittal to the Bureau of Construction Codes and Fire Safety (BCCFS) and recommend the Board of Commissioners approve the plan. Motion carried – unanimous.**

⇒ Building Department Update

The Committee asked for updates on past concerns on specific construction project/permit applicants the Building Department was dealing with. Mr. Massey provided the update.

⇒ Building Department Cell Phone Proposal

Mr. Massey presented a comparison of two companies that could be chosen to provide group cellular phone services for the inspectors in the building department.

**Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee and Board of Commissioners approve a contract with ALL-TEL for cellular phones for the inspectors. Motion carried – unanimous.**

The Committee reviewed a complaint regarding the Building Department with Mr. Massey.

**4. Various Matters**

The Committee reviewed the budget cuts for departments they oversee. The budget cuts were recommended by the Finance Committee for the proposed 2005 budget.

Meeting adjourned at 1:03 p.m.

# **Public Works Committee**

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes December 1, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Laura Stanek

**1. Meeting called to order** at 11:00 a.m.

**2. Soil Erosion Control Contract**

Jim Ferguson and Bill White, Antrim Conservation District (ACD) Directors, and Janet Person, Executive Director of the ACD, joined the meeting.

The Committee reviewed, with the ACD representatives, the expenses and revenues for the ACD for the Soil Erosion program.

**Motion by Gene Dawson, supported by Joe Allen, to recommend the Board of Commissioners approve the Contract between Antrim County and the Antrim Conservation District for \$60,000 for the 2005 year. Motion carried – unanimous.**

**3. Construction Code Department**

Mr. Garwood presented a request in behalf of Bob Massey, Director of the Construction Code Department, to keep the part-time clerical position for four months into the year 2005 at a cost of \$5,286.75.

**Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve the extension of the part-time clerical position for four months into the year 2005, at a cost of \$5,286.75 (attachment). Motion carried – unanimous.**

The meeting was adjourned at 12:25 p.m.

# **Public Works Committee**

*Larry Bargy*

**Joseph Allen, Chairman**

*Eugene Dawson*

## **Minutes December 1, 2004**

Members present: Joe Allen, Gene Dawson and Larry Bargy  
Members absent: None  
Others present: Pete Garwood and Laura Stanek

**1. Meeting called to order** at 11:00 a.m.

**2. Soil Erosion Control Contract**

Jim Ferguson and Bill White, Antrim Conservation District (ACD) Directors, and Janet Person, Executive Director of the ACD, joined the meeting.

The Committee reviewed, with the ACD representatives, the expenses and revenues for the ACD for the Soil Erosion program.

**Motion by Gene Dawson, supported by Joe Allen, to recommend the Board of Commissioners approve the Contract between Antrim County and the Antrim Conservation District for \$60,000 for the 2005 year. Motion carried – unanimous.**

**3. Construction Code Department**

Mr. Garwood presented a request in behalf of Bob Massey, Director of the Construction Code Department, to keep the part-time clerical position for four months into the year 2005 at a cost of \$5,286.75.

**Motion by Gene Dawson, supported by Larry Bargy, to recommend the Finance Committee and the Board of Commissioners approve the extension of the part-time clerical position for four months into the year 2005, at a cost of \$5,286.75 (attachment). Motion carried – unanimous.**

The meeting was adjourned at 12:25 p.m.