

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes February 2, 2005

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. Hydro Facility Maintenance Update

Mark Stone, Drain Commissioner, informed the Committee a hydraulic seal on the hydro facility broke. The power generating facility was shut down. The repair was done by Traverse City Light and Power and the facility was powered back up. The cost was about \$5,000.

3. Agreement between Antrim County, Central Lake Township and Marvin Rubingh

The Committee reviewed the existing agreement with Mr. Rubingh, which is set to expire on March 1, 2005.

Motion by Gene Dawson, supported by Larry Bargy, to direct Mr. Garwood to negotiate a renewal of the paper recycling contract, with Marvin Rubingh, for \$400 a month. Motion carried – unanimous.

Mr. Garwood will contact Mr. Rubingh for an agreement prior to the Board of Commissioners meeting.

4. Household Hazardous Waste (HHW) Days

Janet Person, Director of the Antrim Conservation District, came in to propose that Antrim Conservation District (ACD) coordinate the HHW days for 2005. The total cost of the program would be \$18,500 (\$13,500 for drug and lab services, and \$5,000 for the ACD). Ms. Person suggested adding tire recycling this year to the HHW day.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve contracting with the Antrim Conservation District to coordinate the Household Hazardous Waste Days, and to include a small charge to the participants to cover some of the cost. The funding must be reviewed by the Finance Committee. Motion carried – unanimous.

5. Construction Code Department Update

Bob Massey, Director of the Construction Codes Department, was unable to attend the meeting. Pete Garwood addressed the Committee in his place.

The Committee reviewed the draft plan, the County will be submitting to the State Bureau of Construction Code and Fire Safety, which outlines how the inspections can be transferred back to the County by April 1, 2005. The Committee was satisfied with the draft plan.

6. Various Matters as Appropriate

The Committee discussed a communication from Mr. Garwood regarding a phone conversation he had with a citizen who was dissatisfied with the choice of training opportunities by members of the Planning Commission.

Meeting was adjourned at 12:30 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes March 2, 2005

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 11:02 a.m.

2. Hydro Dam Facility Update

Peter Garwood, Coordinator/Planner, informed the Committee that Traverse City Light and Power has made a decision to decommission their three (3) hydro generating/dam facilities. Mr. Garwood indicated that he had a conversation with Mark Stone, Drain Commissioner, who in turn has discussed the future maintenance of the Antrim County Hydro generating facility with Joe Cultenbock of Traverse City Light and Power. Mr. Cultenbock assured Mr. Stone that TCLP will continue to provide the same service for the Antrim County hydro generating facility that they have in years past.

3. Agreement between Antrim County, Central Lake Township and Marvin Rubingh

Mr. Garwood indicated that the contract with Marvin Rubingh for the paper fiber recycling is up for renewal March 1, 2005. Mr. Rubingh would like a ten dollar increase per month, from \$400 to \$410.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve a two (2) year contract with Marvin Rubingh and Central Lake Township for the Paper Fiber Recycling Program at a cost of \$410 per month beginning March 1, 2005 and ending March 1, 2007. Motion carried – unanimous.

4. Construction Code Department Update

Mr. Garwood reminded the Committee that today is the day the State Construction Code Commission will be deciding on whether or not to re-authorize Antrim County to administer the Construction Code beginning April 1, 2005.

Bob Massey, Director of the Construction Code Department, joined the meeting. Mr. Massey informed the Committee that if the State Construction Code Commission approves re-authorizing the County to administer the construction code, his office will be holding meetings for the contractors on March 17 and March 24.

Mr. Massey also indicated he would like authority to hire additional part-time inspectors (plumbing and mechanical) on a contract basis. Mr. Massey stated the additional inspectors will be needed to make sure the department can continue to final out the open permits (a requirement of the 5(j) of the "Settlement Agreement" between the County and the State).

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners authorize Bob Massey to contract with a mechanical inspector and a plumbing inspector (both on a part-time basis) contingent on the County receiving authority to administer the construction code program in Antrim County. Motion carried – unanimous.

Currently, the Construction Code department has a part-time temporary employee that was hired mid-last year. Mr. Massey informed the Committee he feels the position should be elevated to a permanent full-time position due to the increased work load.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve a full-time clerical position for the Construction Code Department. Motion carried – unanimous.

The Committee stated the staffing levels will be reviewed once the department is caught up and running smooth.

- Appeals Board Process

Mr. Massey informed the Committee that he will be working with the Coordinator/Planner Office to move the responsibility of the Construction Code Appeals Board from the Coordinator/Planner Office to the Construction Code Office.

Mr. Massey informed the Committee he will be approaching the Finance Committee with a request for purchasing new computer hardware and software (the Public Works Committee recommended the purchase at a past meeting).

Mr. Massey indicated he has been working with his inspectors to address complaints from contractors. Mr. Massey feels that some of the complaints are due to the nature of the re-inspections and the closing of old open permits.

Mr. Massey requested the Committee consider a new policy regarding how and when house numbers are posted. He would like posting of an address to be mandatory prior to the first inspection. Currently, the ordinance calls for posting just prior to issuing a Certificate of Occupancy.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners authorize amending the house numbering ordinance to require the posting of an address prior to the first inspection. Motion carried – unanimous.

Mr. Massey discussed with the Committee the current requirements for the depth of footings.

- Trusses

The old code includes a map that shows a line through Charlevoix County and the tip of Banks Township as a border for differing snow loads. Above the line the trusses must be constructed for 70 lbs. snow load while below the line trusses must be constructed for 60 lbs. In the new code the line has been moved to the middle of Antrim County, but it is very unclear exactly where the line falls geographically. Mr. Massey is struggling with how to enforce the line. The Bureau of Construction Code and Fire Safety has been no help on the issue. The consensus of the Committee was it would

make sense to enforce the 70 lbs. throughout the County.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Board of Commissioners approve a 70 lbs. per inch snow load for trusses throughout the County. Motion carried – unanimous.

- Roofing and Siding Permits

Mr. Massey explained that previously the Construction Code Department was issuing permits when a homeowner wanted to re-roof or re-side their house. The inspectors are unable to get to all the re-roofing and re-siding projects throughout the County as there is a narrow window of time for such a project. Mr. Massey asked whether or not the Committee wanted the department to continue to require such permits.

Motion by Larry Bargy, supported by Gene Dawson, to recommend that the Board of Commissioners discontinue the requirement to pull a permit for a re-roofing or a re-siding project and make the permit optional. Motion carried – unanimous.

Meeting adjourned at 12:55 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes April 6, 2005

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 11:08 a.m.

2. Household Hazardous Waste Day

The Committee reviewed a proposal from the Antrim Conservation District (ACD) to administer the Household Hazardous Waste Day.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve \$5,000 for the Antrim Conservation District to administer the Household Hazardous Waste Day program with the stipulation that the total expenditures program must be kept within the \$15,000 budget (the Committee favored Scenario #1 - attachment). Motion carried – unanimous.

3. Construction Code Department Update

Bob Massey, Director of the Construction Code Department, joined the meeting with an update on the following issues and items:

- 5(j) list and the 5(k) list of the Settlement Agreement.
- The amount of training hours the inspectors have.
- The current laws and policies regarding mobile homes.
- The status of the new computer system.

Mr. Massey also indicated the operation is going well since the department has been given back the authority for inspections.

Meeting adjourned at 12:15 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes May 4, 2005

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, Director for the Construction Code Department, joined the meeting and presented a report of the number of permits issued and revenues received to date. The Committee also reviewed progress and the 5.k. lists and the 5.j. list from the Settlement Agreement.

Most of Mr. Massey's contact with the State has been regarding the coordination of code enforcement.

- Roofing and Siding Permits

Mr. Massey informed the Committee that Henry Green, Director of the Construction Code and Fire Safety Department, indicated the State is not requiring a permit for installation of a new roof. At the March Board of Commissioners meeting, the Public Works Committee recommended the County make re-roofing and re-siding permits optional. The Board of Commissioners put the issue on hold.

The Committee directed Mr. Massey to find out what the surrounding Counties are doing on the issue. Mr. Massey will also get in touch with State to let them know what we are considering.

Mr. Massey requested the authority to search for a building inspector to work on a part-time basis on contract.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners authorize Mr. Massey to hire a building inspector on a part-time contract basis. Motion carried – unanimous.

Mr. Massey informed the Committee that they are receiving complaints on rental properties. Mr. Massey said it appears that a department or agency that a renter can go to for action on rental units does not exist. Mr. Massey will do a little research to find out who has jurisdiction on this matter (contact other counties, etc.).

3. Solid Waste and Recycling Council Recommendation

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners dissolve the Solid Waste Planning Committee under Act 451, Part 115 and continue the Solid Waste and Recycling Council as a nine member board with definite term periods. Motion carried – unanimous.

Meeting adjourned at 12:06 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes June 1, 2005

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

1. Meeting called to order at 11:06 a.m.

2. Elk Rapids Dam Grounds Maintenance

Mark Stone, Drain Commissioner, requested the Committee agree to use dollars out of the Hydro Fund to do landscaping maintenance around the dam (weed whipping, scrub tree cutting, etc.)

Motion by Gene Dawson, supported by Larry Bargy, to allow the Drain Commissioner to hire someone periodically to do minor landscaping maintenance inside the fence at the Elk Rapids Hydro Dam Facility, with a cap of \$500 to be paid from the Dam Maintenance Fund. Motion carried – unanimous.

Mr. Stone informed the Committee that Governor Granholm is proposing to cut the State dam inspections dollars out of the State budget.

Mr. Stone recommended the Board of Commissioners approve a resolution to oppose such a move.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve a resolution opposing cutting dam inspections from the State budget (to be drafted by Mr. Stone). Motion carried - unanimous.

3. Soil Erosion Program

Janet Person, Executive Director of the Antrim Conservation District, requested funding for the Soil Erosion and Sedimentation Control Program be increased by \$6,500 for 2005.

Motion by Larry Bargy, supported by Gene Dawson, to recommend the Finance Committee and the Board of Commissioners approve an increase to the 2005 Soil Erosion and Sedimentation Control budget by \$6,500. Motion carried – unanimous.

Ms. Person distributed the draft Stormwater and Soil Erosion Control Guidelines (attached). Mr. Garwood will contact Legal Counsel for an update on the draft copy of the Stormwater and Soil Erosion Control Ordinance.

4. Construction Code Department Update

Bob Massey, Director Construction Code Department, presented a status report on the 5.k. list and the 5.j. list of the Settlement Agreement.

Mr. Massey informed the Committee that ads have been placed in the paper for a part-time contractual building inspector.

Mr. Massey informed the Committee that the new computers are installed and the staff is currently learning how to use them. The inspectors now have lap top computers in the field and are also learning how to use them.

Mr. Massey informed the Committee that Mancelona Village had constructed a pavilion and restrooms without a permit. A Mancelona official brought it to the attention of the Construction Code Department and are currently asking for an after the fact permit. The Construction Code Department is working with them to address the issue appropriately.

Meeting adjourned at 12:40 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes July 6, 2005

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

1. Meeting called to order at 11:20 a.m.

2. Dam Easement

Mark Stone, Drain Commissioner, Janet Person, Executive Director for the Antrim Conservation District, and Charles Koop, Legal Counsel, joined the meeting. Mr. Stone addressed the Committee regarding the plans for providing an easement to the dam over the adjoining property.

Mr. Stone and Mr. Koop were directed to meet with the land owners. Mr. Stone will draft a list of needs for the easement and get a copy to the Coordinator/Planner Office, who will distribute it to all Committee members.

Mr. Stone requested the dam be converted for using a generator for opening the gates in case of a power outage. Mr. Stone will bring back quotes for the conversion.

Motion by Gene Dawson, supported by Larry Bargy, to allow the Drain Commissioner to use the dues and subscriptions to join the Hydro Power Producers Organization. Motion carried – unanimous.

Motion by Larry Bargy, supported by Gene Dawson, to approve the Drain Commissioner budget for submittal to the Finance Committee. Motion carried – unanimous.

3. Board of Public Works (BPW) Budget Request

No request for funds.

4. Economic Development Corporation (EDC) Budget Request

Pete Garwood presented the EDC Budget.

Motion by Gene Dawson, supported by Larry Bargy, to approve the Economic Development Corporation (EDC) budget for submittal to the Finance Committee. Motion carried – unanimous.

5. Solid Waste and Recycling Council (SWRC) Budget Request

Julie Mathieson and Janet Person, SWRC members, joined the meeting.

Mr. Garwood presented the SWRC budget request.

Motion by Gene Dawson, supported by Larry Bargy, to approve the Solid Waste Recycling Council budget with an addition of \$2,500 for contractual services and a reduction in printing and publishing to \$500 for submittal to the Finance Committee. Motion carried – unanimous.

Ms. Person presented a spreadsheet that compared Drug and Lab, our current disposal company for Household Hazardous Waste (HHW), and Heritage, a new company that provides the same service.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners agree to use Heritage for a trial period for one Household Hazardous Waste day at two sites. Motion carried – unanimous.

Ms. Person indicated she had been contacted by an individual interested in dropping off syringes to the HHW day. The Committee agreed that residents may drop off syringes in a sealed container so long as Drug and Lab approves and that only the Drug and Lab personnel handle the containers.

6. Planning Commission Budget Request

Mr. Garwood presented the Planning Commission budget request.

Motion by Gene Dawson, supported by Larry Bargy, to approve the Planning Commission budget with a reduction in per diem to \$3,020 for submittal to the Finance Committee. Motion carried – unanimous.

7. Soil Erosion

Ms. Person presented the request for the Soil Erosion Program for 2006.

Motion by Gene Dawson, supported by Larry Bargy, to approve the Soil Erosion Control request of \$73,000 for submittal to the Finance Committee. Motion carried – unanimous.

8. Northern Lakes Economic Alliance (NLEA) Appropriation Request

Andy Hayes, President of the NLEA and Sheri Rhoades, NLEA Economic Development Specialist, joined the meeting to request an appropriation. Mr. Hayes proposed a change in the way the appropriation is allotted from each of the counties. Instead of using population the appropriation would be based on taxable value.

Motion by Gene Dawson, supported by Larry Bargy, to approve the Northern Lakes Economic Alliance appropriation request of \$46,244.40 for submittal to the Finance Committee, as well as the newly proposed method of basing the appropriation on taxable value. Motion carried – unanimous.

9. Construction Code Department

Bob Massey, Construction Code Department Director, joined the meeting and presented the budget request for the Construction Code Department.

Motion by Gene Dawson, supported by Larry Bargy, to approve the Construction Code budget for submittal to the Finance Committee. Motion carried – unanimous.

Mr. Massey informed the Committee that his new computers did not come with Microsoft® Word. Mr. Massey along with Bellaire Computer Center is working at resolving this issue.

Motion by Gene Dawson, supported by Larry Bargy, to recommend to the Board of Commissioners agree to pay the contract inspectors \$150.00 per day of training. Motion carried – unanimous.

Meeting adjourned at 2:00 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes August 3, 2005

Members present: Joe Allen, Gene Dawson and Larry Bargy
Members absent: None
Others present: Joe Meyers and Peggy Kole

1. Meeting called to order at 11:05 a.m.

2. Construction Code Department

Bob Massey, Director of the Construction Code Department, updated the committee on his department:

- Financial update
 - The Department has brought in as much money in permits as it has paid out for expenses for the past two months.
 - May have to adjust the fee schedule as the department is still recovering from the first quarter in 2005.
- The contractual part-time building inspector was also on the Board of Appeals. He will need to be replaced.
- Old Inspections are 90% complete.
- The department worked through two appeals in the last month as well as a show cause hearing.
- The software installation for the computers in the department is mostly complete and will be finished by the end of the week.
- Part-time Clerk Typist position
 - Mr. Massey requested this position become a full-time position as the work load has changed but not lessened.
 - Joseph Allen indicated that the Finance and Administration Committees will need to get involved due to the financial situation in the department.

3. Special Meeting

Due to the need to open bids and select a tire hauler for the Household Hazardous Waste Collection Days (first one is scheduled for September 10), a special meeting for this committee has been scheduled for Wednesday, August 31 at 11:30 a.m.

Committee needs Board of Commissioner authorization to open bids and make a selection regarding the tire hauler at their August 31 special meeting.

4. Drain Commissioner

The Committee discussed correspondence from Mark Stone, Drain Commissioner, regarding the effect of the Broad Street Development Project on the Bellaire Dam.

A public hearing is scheduled for Tuesday, August 9 at 5:00 p.m. at the village offices. Joe Allen indicated he would try to make it to that meeting.

Meeting adjourned at 11:50 a.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes August 31, 2005

Members present: Joe Allen and Gene Dawson
Members absent: Larry Bargy
Others present: Pete Garwood, Janet Person and Jack White

1. Meeting called to order at 11:30 a.m.

2. Bid Opening - Tire Hauling

The Committee opened one bid for collecting and hauling the used tires from the Household Hazardous Waste (HHW) Day.

❖ Northwest Lawn and Maintenance bid \$250 a day plus a \$60 fuel charge for additional trips to J & J Salvage Co.

Janet Person disclosed that the owner of Northwest Lawn and Maintenance is her brother-in-law. She also stated that she has no financial ties to the company thus receives no profit from the business.

Ms. Person also indicated that we have not had many request for the disposals of tires at the HHW Day. She indicated that if we do not get many more request that the tires could be hauled in a Conservation District pick up truck. The Committee discussed the possibility of having the bidder on a "stand by" basis, and only used if we get more tires than we can handle.

Peter Garwood, Coordinator/Planner, will contact Northwest Lawn & Maintenance and see if they are willing to be on standby and at what price.

3. Construction Code Department Update

Bob Massey, Director of the Construction Code Department, indicated the revenues for the month of July were \$51,000. Mr. Massey indicated that in previous months, some expenses had not been properly charged to the Construction Code Department. Those charges were charged to the department in July. Thus, the expenses for the department in July were \$54,000.

The Committee discussed with Mr. Massey the current contractual arrangements with the part-time inspectors. The Committee agreed that Mr. Massey should approach the contractual building inspector and offer to put him on a part-time irregular basis.

The Committee discussed with Mr. Massey complaints they have received recently.

Board Chairman, Jack White, requested that Mr. Massey itemize his expenses, e.g. labor, computers, rent, etc.

Mr. Massey informed the Committee that the department is still operating the new computer system as well as the old computer system. He is hoping they can discontinue use of the old system within the next two months.

Mr. Massey expressed concerns with the support his department is getting from some of the other departments and the Commissioners. The show of strong support will be key when the next review by the State comes up in October.

Meeting adjourned at 1:00 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes October 5, 2005

Members present: Joe Allen and Larry Bargy
Members absent: Gene Dawson
Others present: Pete Garwood and Jack White

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

2. Construction Code Department Update

Bob Massey, Building Official, joined the meeting. Mr. Massey reviewed the financial data for the Construction Code Department. Mr. Massey also updated the Committee on the inspection situation. Mr. Massey informed the Committee that as of October 1, 2005 the State handed the Commercial Plan Review back to the Antrim County Construction Code Department.

❖ Commercial Plan Review

Mr. Massey indicated a need to establish a fee for commercial plan review. Mr. Massey indicated that through some investigation it appears using a multiplier of .0013 would work well for establishing the fee for plan review, with a minimum of \$100. A re-review fee of \$50 is also recommended.

Motion by Larry Bargy, supported by Joe Allen, to recommend the Board of Commissioners approve a multiplier of .0013 with a minimum of \$100 for commercial plan review and for residential plan review over 3,500 sq. ft., and a re-submission fee of \$50. Motion carried – unanimous.

Motion by Larry Bargy, supported by Joe Allen, to recommend the Board of Commissioners approve a fee equal to 25% of the commercial plan review fee for commercial plan review and residential plan review, over 3,500 sq. ft. for each of the trades (plumbing, electrical and mechanical), with a minimum of \$50 for plan review. There shall also be a re-submission fee of \$25. Motion carried – unanimous.

Mr. Massey reported that the inspectors are doing an average of 7.5 to 10 inspections per day.

❖ Mileage Reimbursement

Mr. Massey informed the Committee that he is on the Administration and County Services Committee agenda and will be advocating raising the per mile reimbursement amount to the .0485 cents adopted by the Internal Revenue Service (IRS).

❖ Construction Code Appeals Board Per Diem

Mr. Massey informed the Committee that one or two the Construction Code Board of Appeals members has requested that the County consider raising the compensation for the appeals board meetings. This will be taken up at the Administration and County Services Committee meeting also.

❖ Citations for Infractions of the Building Codes

Mr. Massey indicated that he had sent a draft schedule of penalty fees to legal counsel, but had not heard back. Mr. Massey reviewed the fee schedule with the Committee. The Committee asked Mr. Garwood to request that Mr. Koop attend the next meeting.

Mr. Garwood informed the Committee of a phone call he received from a home builder Bob Morris. Mr. Morris was very frustrated with the inspection team in the Construction Code Department.

3. Extension of M-32 Resolution

Mr. Garwood distributed a draft resolution to support the extension of M-32 through East Jordan and Ellsworth to US 31. The extension would make M-32 a true shore to shore, cross-peninsular state highway.

Motion by Joe Allen, supported by Larry Bargy, to recommend the Board of Commissioners approve the resolution (attached) to extend M-32 through East Jordan and Ellsworth to US 31 on the west side of Antrim County. Motion carried – unanimous.

4. Feasibility Study – Moving the Soil Erosion Control Program

Motion by Larry Bargy, supported by Joe Allen, to table work on the Feasibility Study for a month. Motion carried – unanimous.

Meeting adjourned at 12:45 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes November 2, 2005

Members present: Joe Allen and Gene Dawson
Members absent: Larry Bargy
Others present: Pete Garwood

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

2. Soil Erosion Feasibility Study

Janet Person, Director of the Antrim Conservation District (ACD), requested the Committee not do the feasibility study regarding whether to keep the administration of the Soil Erosion and Sedimentation Control Program at the ACD or move it into a County office until February. She indicated she would like the additional time in order to get some information together which may assist the County with the study. The Committee agreed. Peter Garwood, Coordinator/Planner, informed the Committee that his office will compare the information pulled together by Ms. Person with what the program might look like if administered out of a County office.

3. Contractor/Building Department Workshop

Bob Massey, Building Official, discussed how a workshop, for contractors to discuss the changes in the operations of the Construction Code Department, would take place.

Ms. Person explained how the workshop could work with the ACD's involvement. Mr. Massey indicated that he will get together with Ms. Person on the workshop

The workshop is being planned for the third Thursday in January.

4. Construction Code Department

Mr. Massey updated the Committee on activities in the Construction Code department.

Mr. Massey reminded the Committee that Mike McPherson has been hired as a full-time inspector, because the contractual arrangement that the Board of Commissioners approved at their last meeting did not pass labor counsel's review. The hiring was informally approved by the Chairman of the Board of Commissioners with consent from the Public Works Committee members.

Motion by Gene Dawson, supported by Joe Allen, to recommend the Board of Commissioners reaffirm the hiring of Mike McPherson as a full time inspector in the Construction Code Department. Motion carried – unanimous.

Mr. Massey informed the Committee that revenues have exceeded expenditures by quite a bit for the last two months.

For the month of October, the department has been averaging over 17 building inspection requests per day: mechanical - 10 per day, plumbing - over 8 per day, electrical - 15 per day.

Mr. Massey distributed information about implementing a civil citation program for construction code violations. The Committee is waiting for communication from legal counsel.

Motion by Gene Dawson, supported by Joe Allen, to recommend the Board of Commissioners approve the implementation of the civil citation program for the Construction Code Department and to direct legal counsel to work with the Building Official to have all paperwork together for the Board of Commissioners meeting on November 10, 2005. Motion carried – unanimous.

Mobile Homes

The Appeals Board has been hearing many appeals on bringing mobile homes up to the building code regarding roof load limits. Mr. Massey has contacted officials connected with the mobile home commission. Mr. Massey indicated the official concurred that it would be more appropriate for the Construction Code Department (rather than the Construction Code Board of Appeals) to make the decision on whether or not the mobile home meets the snow load requirements and whether or not it would be able to meet code with a stick built roof.

Motion by Gene Dawson, supported by Joe Allen, to recommend the Board of Commissioners approve a policy which allows the Construction Code Department to determine whether or not a mobile home meets the snow load requirements and if it does not, to allow the Construction Code Department personnel to issue a permit to place the mobile home as long as they pull another permit to construct a roof (with the proper snow load) over the top of the mobile home. Motion carried – unanimous.

Motion by Gene Dawson, supported by Joe Allen to recommend the Board of Commissioners approve a policy to not allow any mobile home manufactured prior to 1975 in Antrim County and to adopt the attached standards for mobile homes manufactured after 1975. Motion carried – unanimous.

5. Appeals Board Per Diem

Mr. Massey informed the Committee he will be going to the Administration Committee regarding a request by an appeals board member to increase the pay for Appeals Board meetings.

Meeting adjourned at 12:45 p.m.

Public Works Committee

Larry Bargy

Joseph Allen, Chairman

Eugene Dawson

Minutes December 7, 2005

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

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

2. Reciprocal Agreement - Leelanau County

Joe Meyers, Associate Planner, informed the Committee that the Solid Waste and Recycling Council has recommended approval of the draft reciprocal agreement with Leelanau County.

Motion by Gene Dawson, supported by Larry Bargy, to recommend the Board of Commissioners approve the Chairman sign the reciprocal agreement with Leelanau County (attachment). Motion carried – unanimous.

3. Procedures for Conducting Solid Waste and Recycling Council Activity

Mr. Meyers presented the Committee with changes to the Solid Waste and Recycling Council Procedures. The Committee discussed the requirement to have a member of a regional solid waste board representative on the Antrim County Solid Waste and Recycling Council. Gene Dawson and Joe Meyers will come back at a future meeting with a recommendation on this issue.

4. Construction Code Department Update

Bob Massey, Construction Code Department Director, joined the meeting. Mr. Massey reviewed his report for the month of November (attachment). Mr. Massey indicated the expenses for October were \$41,141.99 and the revenues were \$66,757.84. November revenues were \$67,016.20.

Mr. Massey gave the Committee an overview of the upcoming informational forum for the contractors (attachment). The Committee indicated they did not favor giving a free inspection for those that attend the workshop.

Mr. Massey asked that the Board of Commissioners consider removing Joe Wirtz from the Construction Code Board of Appeals. Mr. Wirtz has been operating in violation of the Construction Code and the Sanitary Code for quite some time without making progress toward compliance. The Committee asked that Mr. Massey give Mr. Wirtz more time to come in compliance with the codes.

Mr. Massey requested that he be able to present the same information he will be presenting to the contractors to the full Board of Commissioners. The Committee indicated that Mr. Massey should make the presentation at the 2006 organizational meeting (yet to be scheduled).

Meeting was adjourned at 12:40 p.m.