

Antrim County Capital Improvement Committee

Minutes July 9, 2020

Members: Karen Bargy, David Vitale, Terry VanAlstine, Bradley Rizzo, Peter Garwood, Christian Marcus, Rick Teague, Valerie Craft

Members absent: Bill Bailey

Others: Margie Boyd, Ed Boettcher

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

2. Public Comment

None.

3. Review of Minutes from July 22, 2019

Pete Garwood nominated Karen Bargy as chair.

Motion by Garwood, seconded by Marcus to cast a ballot for Karen Bargy as chair of the Capital Improvement Plan Committee.

Motion carried.

The Committee reviewed the minutes from July 22, 2019. Rick Teague noted he was not listed as present. Mr. Garwood indicated he had several corrections which he emailed to the committee prior to the meeting. Those corrections were reviewed.

Motion by VanAlstine, seconded by Bargy, to approve the minutes of July 22, 2019 as amended.

Roll call:

Yes – Vitale, VanAlstine, Rizzo, Marcus, Bargy, Craft, Garwood

No – None

Absent – Bailey

Teague was not present for the vote due to technical difficulties.

4. 2020-2025 Projects Review

Commissioner Bargy reviewed the CIP process with the committee.

Mr. VanAlstine said he would recommend postponing 2021 capital project expenditures until 2021 state budget is set, moving approved projects to 2022. Mr. Marcus pointed out some projects have a timeline that requires them to be completed in 2021. Ms. Bargy noted while financial conditions may be uncertain, it was still necessary to have to plan for potential 2021 expenditures and rely on the Board to approve those expenditures once the budget has been adopted. She also indicated the committee should not expect funding from the delinquent tax fund to help fund projects.

Ms. Bargy said Barnes Park Road is scheduled to be paved in 2020. She suggested there may be potential to save money if partnering with the township to pave the Barnes Park interior road. Admin staff will contact the township and road commission to see if possible.

Ms. Bargy noted projects delayed due to the Facilities Master Plan are all being discussed at the Board level with the exception of the roof of the Grove Street Annex. Mr. Vitale indicated the roof is currently not leaking, but has been repeatedly patched over the last several years. He said it was a matter of time before the roof would need to be replaced.

The committee discussed potential changes to the jail. Ms. Bargy said she felt this was a discussion that is best had with the entire Board. She asked the committee for input on projects with a future needs or delayed status and whether there may be a need for more immediate action. Mr. VanAlstine recommended the Grove Street Annex roof replacement be placed in the 2021 CIP. Mr. Vitale said he will bring a company out to evaluate the current status of the roof, but said it is his opinion it should be replaced. Mr. Teague agreed and noted the project should be done sooner rather than later to avoid an increase in cost of materials.

It was the consensus of the committee to have roof of the Grove Street Annex evaluated, to have the Maintenance Director provide quotes on repairs versus full replacement before determining how to proceed. Mr. Vitale was asked to have that information for the next meeting.

Mr. Garwood indicated the current set up of the Board room does not allow for flexibility. The existing table makes social distancing difficult for meetings and suggested the project could be done piecemeal to save on cost. Mr. Rizzo noted chairs could be moved more easily no matter the status of the Facilities Master Plan. The Admin Office was directed to obtain quotes to replace chairs only for the next meeting.

Mr. Vitale said the parking lots are becoming a safety issue that patching cannot continue to help. Mr. Teague said while patching is temporary, he finds he cannot justify resurfacing given possibility of moving facilities. Mr. VanAlstine suggested contacting the Antrim County Road Commission to determine whether there are more economical ways to repair or replace parking lot. Mr. Vitale was directed to research heat treating costs vs. repair/replacement costs for the next meeting.

5. 2021-2026 CIP Projects

New Projects

Mr. Rizzo indicated there was a possibility the Courthouse Access Control Project and the purchase of a communications trailer for Emergency Services could be funded as COVID19 expenses, but would need to be pulled into 2020 to be considered qualifying expenses. He will have more information on how COVID funding should be spent at the next meeting.

Mr. Boettcher said the 911 Board talked about the trailer at their most recent meeting. He said the state of the trailer makes it more of a necessity than previously thought.

Mr. Boettcher said, even though it had previously been determined 911 projects would not go through the CIP, he prompted 911 Board to give information on the 800 mHz project to the CIP committee to avoid surprises during budget season. Mr. Rizzo said he will look into allowable expenses for the 911 millage and whether it can be used for law enforcement radios.

Updated Projects

Mr. Garwood indicated the Orthophotography project needs to be moved to the 2021 project list. He said the State of Michigan will be updating their photos in 2021 and a partnership with the State saves the County money. Mr. VanAlstine would like to see if the Antrim County Road Commission can help cover the cost of the project since it would also benefit them. The Admin Office was directed to look into cost sharing with GIS, 911, and the Road Commission and bring information to the next meeting.

It was the consensus of the committee to move the Orthophotography Project to the 2021 CIP from 2022.

Ms. Bargy informed the committee the Parks & Recreation Plan is currently undergoing an update. Mr. VanAlstine indicated Grass River natural Area has identified the DNR Natural Resource Trust Fund Grant as possible resource for partial funding for the boardwalk project. He said they will likely be asking the Board for matching funds over the course of the next 3-4 years. Ms. Bargy said she is not comfortable allocating funding in light of COVID19 and suggested holding off until there was a better idea of how much funding would be needed.

It was the consensus of the committee to leave the Grass River Natural Area Boardwalk Project as a future needs project.

Admin staff was directed to schedule GRNA Executive Director Jenn Wright for a short presentation at next meeting regarding the status of the boardwalk.

ER Stairs:

Mr. VanAlstine would like funding for the Elk Rapids Day Park Stairway Project to come from the Forestry Fund and move forward with the project in 2021. Admin staff was directed to obtain more information and updated costs for the project. Mr. Garwood will ask Jenn Wright for Americorps contact.

It was the consensus of the committee to include the Elk Rapids Day Park Stairway Project as a 2021 project with the Forestry Fund to be considered as the funding source

6. Various Matters

None

7. Public/Member Comment

None

The next meeting is scheduled for July 30 at 10:00 a.m. and will be held virtually.

Meeting adjourned at 11:18.

Antrim County Capital Improvement Committee

Minutes July 30, 2020

Members: Karen Bargy, David Vitale, Terry VanAlstine, Bradley Rizzo, Peter Garwood, Christian Marcus, Rick Teague, Bill Bailey, Valerie Craft

Members absent:

Others: Jenn Wright, Margie Boyd, Jeremy Scott, Ed Boettcher

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

2. Public Comment

None.

3. Review of Minutes from July 09, 2020

Motion by VanAlstine, seconded by Marcus, to approve the minutes of July 22, 2019 as amended.

Roll call:

Yes – Vitale, VanAlstine, Rizzo, Marcus, Bargy, Craft, Garwood, Teague, Bailey

No – None

Motion Carries - Unanimous

4. Grass River Natural Area

Jenn Wright, Executive Director of Grass River Natural Area, presented a brief history, update, and timeline on the next phase of the Boardwalk Project (see attached).

Ms. Wright said the boardwalk is approximately forty (40) years old. She indicated there are some sections which are in disrepair, some are not Americans with Disabilities Act (ADA) accessible, and other sections in need of a total rebuild. Proof of concept from 2018 are ADA compliant, adjustable, and durable.

Phase I of the project was completed in 2018. For the remaining boardwalk repair, the project is expected to be labor intensive as it is located in remote wetlands. Accessibility for materials and special equipment will be difficult.

The dock access section will be a priority for GRNA when applying for funding through the Natural Resources Trust Fund Grant. To be eligible for this grant, projects must be ADA accessible. Additionally, being part of the Paddle Antrim watertrail will help obtain funding as that shows a willingness on the part of the applicant to partner with other organizations. Ms. Wright indicated she will be requesting the maximum amount the grant awards, which is \$300,000. The grant does require a 25% match from the applying entity, though that entire amount does not necessarily need to come from the County.

COVID is effecting the construction timeline. Gosling Czubek will have more solid numbers for the project once the design is complete. Construction is tentatively set to begin in 2022.

Ms. Wright said she is anticipating asking for specific funding in 2021 from Antrim County for the 2022 fiscal year; depending on funding raised through private donations and fundraising, the expected request will likely be between \$500,000 - \$800,000. The required 25% match for should be on hand by October of 2021. Match doesn't have to be entirely from the County, but can be supplemented by private donations and fundraising. Ms. Wright noted it would show good faith on behalf of the County to put in 1/3 to 1/2 of the cost of the project.

5. 2021-2026 CIP Projects

Grass River Natural Area

It was the consensus of the committee to place the Grass River Natural Area Boardwalk Project on the CIP plan, with \$75,000 being allocated in 2021 and \$100,000 annually through 2024.

Grove Street Roof, Parking Lot

The committee discussed information received regarding the repair versus replacement of the Grove Street Annex roof (see attached). Dave Vitale indicated repairs to the roof could get through next year. He recommended pulling the project out of CIP and requesting costs to repair through the normal budget cycle. The committee agreed.

It was the consensus of the committee to add the Grove Street Annex roof replacement to Delayed Projects in the CIP.

Parking Lot

Mr. Vitale indicated he was unable to obtain a quote for cost of replacement. Mr. Garwood said he does not expect the Facilities Master Plan project to happen anytime soon. He suggested re-doing the parking lot would not be money wasted. Mr. Vitale was directed to get a quote to resurface and to replace before the project can be considered at the next meeting.

Courthouse Security

Mr. Rizzo indicated there is a possibility the Courthouse Security and Emergency Operations Trailer projects can be funded using CARES Act monies.

It was the consensus of the committee to include the Courthouse Security – Access Controls as a 2021 CIP project at a projected cost of \$16,450.

Emergency Operations Trailer

It was the consensus of the committee to include the replacement of the Emergency Operations Trailer as a 2021 CIP project at a projected cost of \$46,450.

911 Radios

It was the consensus of the committee to include law enforcement radios in 2021 CIP at a projected cost of \$120,000 to be paid out of Fund 262.

BOC Chairs

Mr. Garwood noted the current chairs in the Board room have been there since 2001. Quotes included with the agenda packet show purchases would be under CIP threshold. He also said the current Board table lacks functionality because it is immovable.

It was the consensus of the committee to pull chair purchase out of CIP and to be considered for budget cycle in 2021 under \$9,999.

It was the consensus of the committee to include replacement of the Board table in 2022 CIP at a projected cost of \$12,000.

Orthophotography

It was the consensus of the committee to include the Orthophotography project in the 2021 CIP at a projected cost of \$49,000.

ER Day Park Stairs

The Deputy Administrator, Jeremy Scott, met with contractors two days prior to the meeting. An estimated figure for the project was not available for this meeting. He indicated he expected to have more solid figures by the next meeting.

6. Various Matters

Barnes Park Pedestals

A new project was submitted for consideration by the Barnes Park Manager for inclusion in the 2021 CIP (see attached). Mr. Rizzo noted the cost to replace thirty-eight (38) pedestals in 2017 was \$61,990. The Admin office will bring clarification on this quote to the next CIP meeting before considering this project.

7. Public/Member Comment

None.

The next meeting is scheduled for 9:00 on August 7, 2020.

Meeting adjourned at 11:53 a.m.



1

GRNA Boardwalk System Overview:

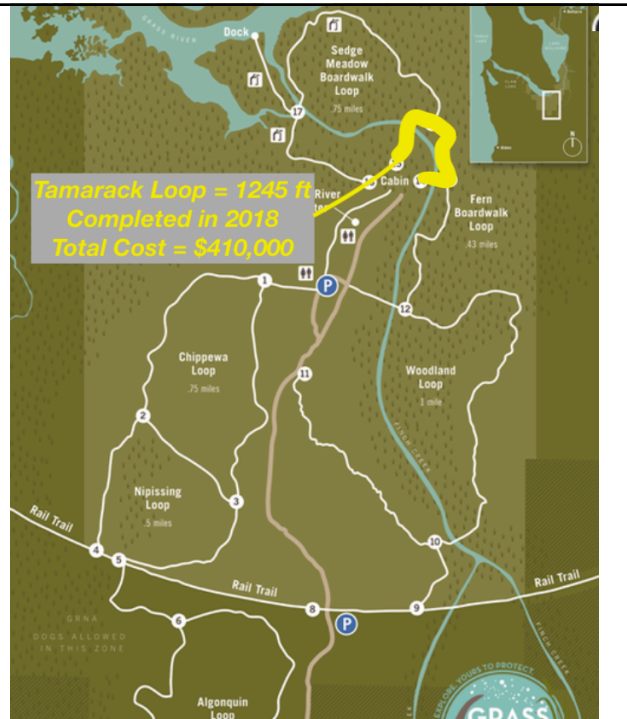
- Total of 1.12 mi of boardwalk
- Construction began in the early 1980s
- Allows visitors to access a unique ecosystem while also providing access to Grass River.
- The boardwalk is the main point of interest when people come to GRNA
- Over the years many repairs have been made, but overall deferred maintenance has caused it to become unsafe and hard to traverse in some conditions.
- Not ADA accessible



2

Tamarack Loop:

- .24 mi of boardwalk completed in 2018
- Used Wickcraft Panels systems on metal frames
- 2 clear-span bridges (helicals and fiberglass beams)
- Includes portion of the Perception Pathway



3

Sedge-Meadow Trail:

- .50 mile of boardwalk
- Access to the farthest northerly sections is going to be difficult and may require water access
- Much of this trail is in very wet habitat
- Will require spuds and possibly helicals as opposed to the plates used on Tamarack for some sections.

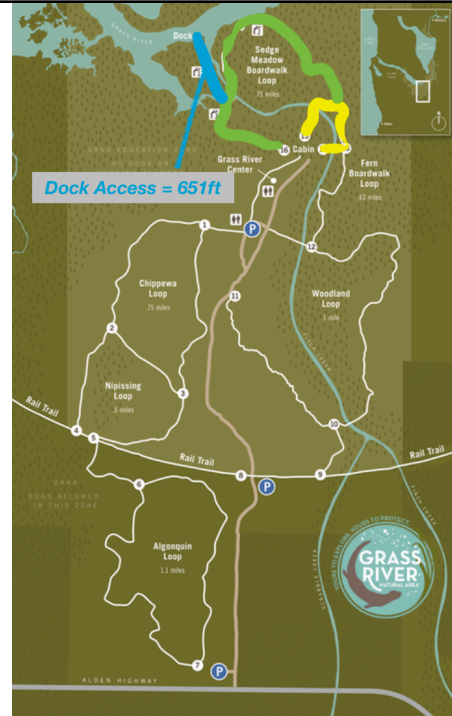


4

Dock Access:



- .12 mi of boardwalk
- In constant need of repair
- Includes an observation platform as well as the dock at Grass River
- This will be our priority for the MI Trust Fund Grant as we can also tie it into the Paddle Antrim Water Trail.
*this may mean that we need to extend to include some of the Sedge Meadow so it is accessible from the GR Center



5

Fern Trail:

- .26 mi of boardwalk in dense cover
- Not as much repair needed on this section but it gets VERY slippery due to excessive amounts of algae and fungus on the surface.
- Contains a significant section of the Perception Pathway
- Discussion about not elevating this in an effort to maintain the feel of the trail.



6

Current Cost Estimates

Note: These are NOT final

- Tamarack Loop = \$410,000 (completed in 2018)
 - \$100,000 of this was from Antrim County
 - Remainder was from private donors & foundations
- Sedge Meadow = \$1,357,526
- Dock Access = \$317,508
- Fern Trail = \$458,839

Estimated Total Project Cost = \$2,543,873

7

Tentative Project Timeline

Fall 2019:

- Architects Gosling Czubak presented to the GRNA Board of Directors

Spring-Summer 2020:

- GRNA Board of Directors approved a Boardwalk System Design Phase 2
- Design and final cost estimates will be done in September 2020 with the plan to present to the GRNA Board in November 2020. The final product will include renderings and materials to be used in fundraising for the project.

Fall 2020 – Fall 2021:

- GRNA staff will finalize the Case Statement for the project, develop the fundraising materials, and begin the quiet phase of the campaign.
- MI Trust Fund grant (\$300K) will be submitted in April 2021 (pending a completed Parks and Rec Plan). Announcements for this will happen in December 2021.
- Funding will also be considered from private donors and foundations.

Fall-Winter 2021:

- If we are at our intended goals by fall of 2021 we will go live to the public to complete the campaign.

Spring 2022:

- Goal to complete the campaign in Spring of 2022 and begin construction immediately.

8



From: [Vitale, David](#)
To: [Garwood, Peter](#); [Boyd, Margie](#); [Craft, Valerie](#); [VanAlstine, Terry](#); [Rizzo, Bradley](#); [William Bailey](#); [Boettcher, Ed](#)
Subject: Fwd: Springfield - Antrim County Annex Roof
Date: Wednesday, July 29, 2020 4:48:52 PM
Attachments: [ATT00001.htm](#)
[ATT00002.htm](#)
[13033 Antrim County Annex Building Re-Roof Project.pdf](#)
[ATT00003.htm](#)

Sent from my iPhone

Begin forwarded message:

From: Nick Jacqmain <nick@springfieldsmart.com>
Date: July 29, 2020 at 4:29:12 PM EDT
To: "Dave Vitale (vitaled@antrimcounty.org)" <vitaled@antrimcounty.org>
Cc: Josh Walton <Josh@springfieldsmart.com>, Pamela Bender
<pam@springfieldsmart.com>
Subject: Springfield - Antrim County Annex Roof

Dave,

Please see our attached proposal for re-roof or repair at the Annex building. The existing roof was installed in 2001 with a 15 year warranty. To answer your question regarding how long the roof has left, we think it could last another year with preventative maintenance if replacement is not in the budget for this year.

If you have any other questions about the roof, please contact us at your convenience.
Thank you Dave.

Nick Jacqmain
CEO

<!--[if !vml]-->

SPRINGFIELD

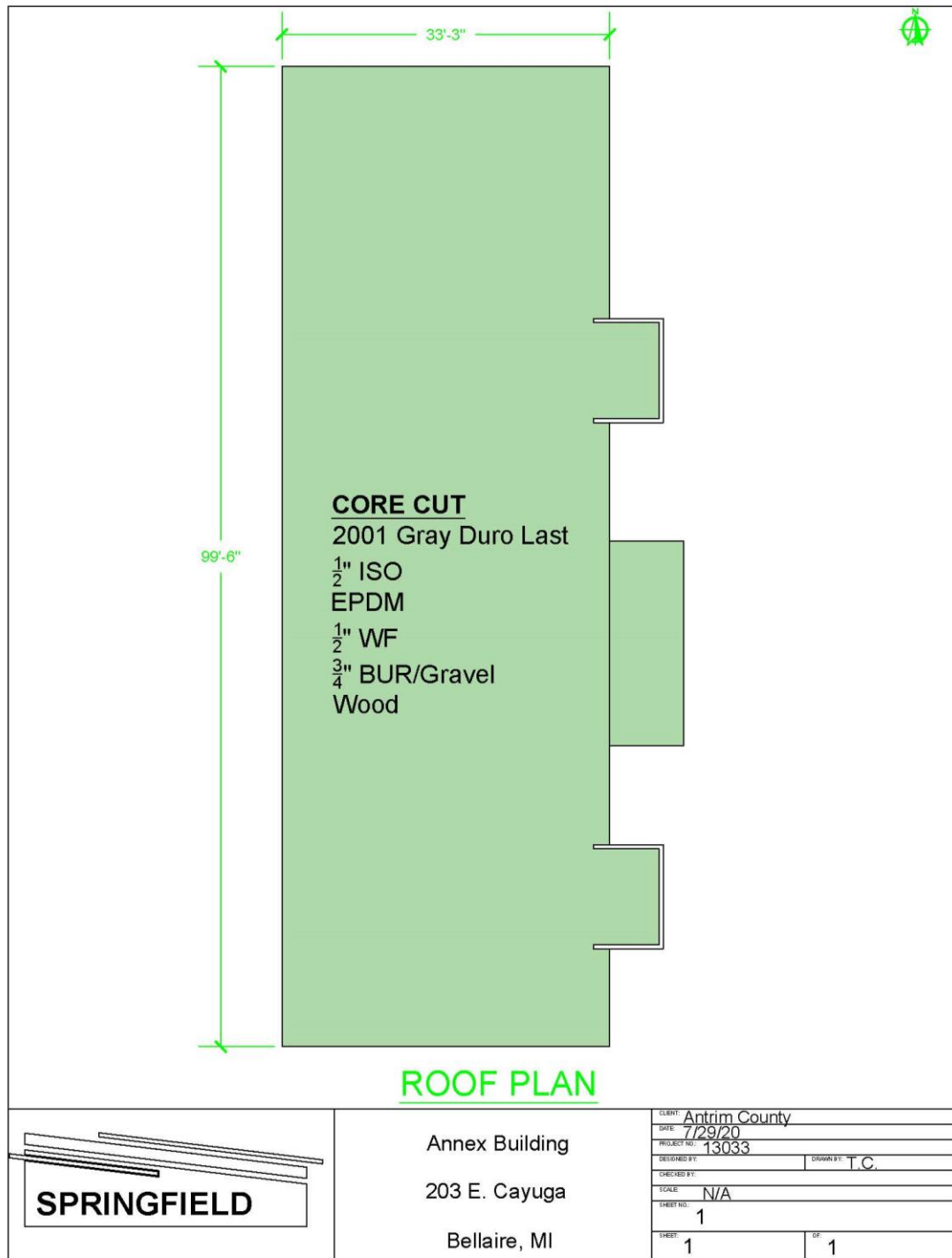
COMMERCIAL ROOFING
FALL PROTECTION
MECHANICAL INSULATION

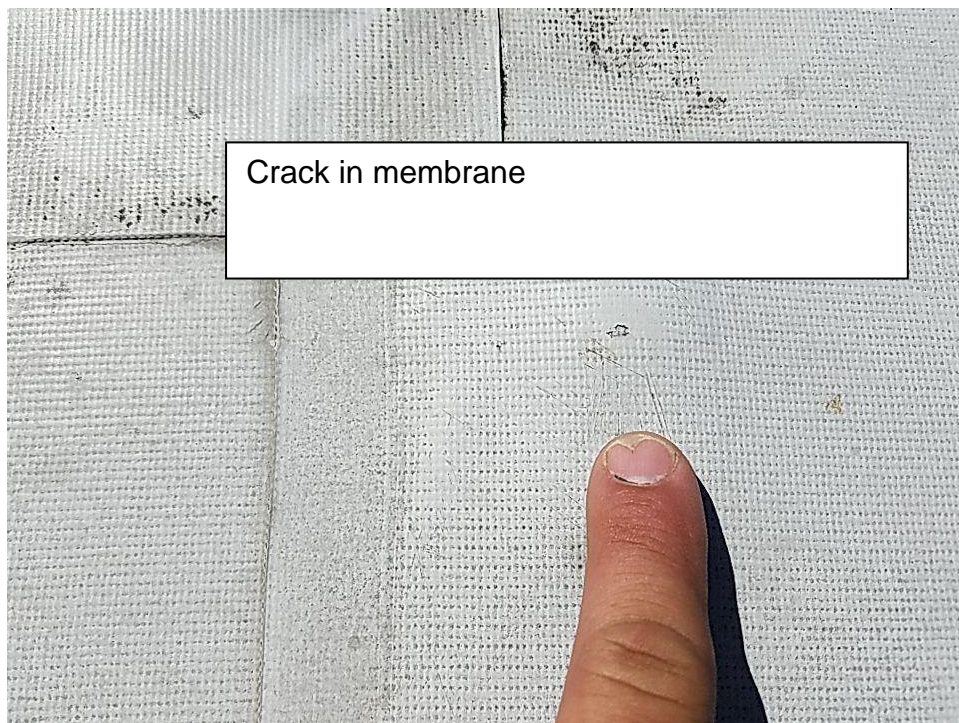
BID PROPOSAL

Antrim County
Annex Building Re-Roof Project
203 Cayuga St.
Bellaire, MI 49615
[Project #13033]

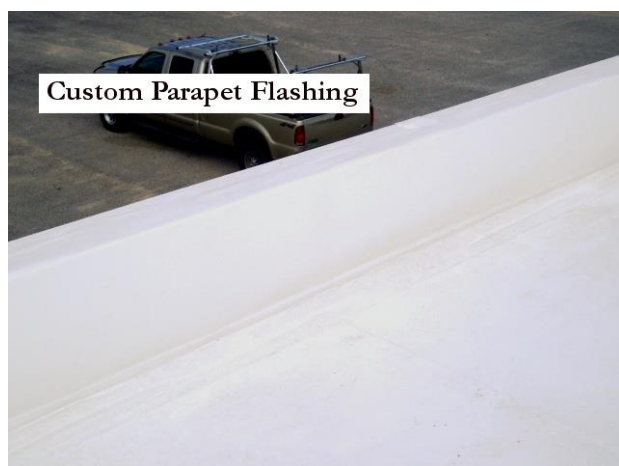
July 29, 2020







Springfield, Inc. | **Solution [Overall - Pictures]**



Springfield, Inc. | Re-Roof Proposal Description

Our recommendation is to install a Springfield SmartRoof™ System which includes the following labor and materials performed by our Springfield Team.

This includes:

- **Prepare building for re-roofing** by removing and disposing of the PVC, ½" ISO, EPDM, wood fiber insulation, debris, edge metal, and related materials.
- **Replace any rotted decking or saturated substrate, if found**, per the line item on the estimate page.
- **Install one (R-8.6) layer) of 1½" polyisocyanurate insulation.**
- **50 mil Duro-Last™ mechanically fastened membrane.**
- **New double coated fasteners** manufactured to twice the industry standard for maximum performance.
- **New custom manufactured stack and curb flashings** made from the same material as the roof membrane. This eliminates the damaging shear forces generated at this transition with other roofing systems.
- **New drain flashings** that are integrated into the roofing system.
- **New custom manufactured parapet flashings** that are welded directly to the roof membrane creating a waterproof layer from roof edge to roof edge.
- **New edge detail that consists of a 24 gauge two-piece metal system**, in the standard color of your choice. The material will be wrapped over the edge of the building and affixed to the outside edge, creating a one piece waterproofing layer from roof edge to roof edge.
- **Install a tapered edge on the upper roof** to promote water flow away from the edge.
- **Install a Springfield SmartAnchor™ Ladder Anchor.** When an extension ladder is placed on the anchor with the posts between the rungs, the anchor will prevent the bottom of the ladder from kicking out, away from the building and will hold the top of the ladder in place.

The Springfield SmartRoof™ System is completely maintenance free.* This system will be installed by certified Springfield Technicians, and completed in strict accordance with the manufacturer's specifications. It will be 100% inspected by the Springfield Team, and then by an inspector from the manufacturer. The manufacturer will then award a full 15 year labor and material warranty, which is the best on the market.

**Annual inspections and debris removal are recommended and included at no-charge for the first two years of your roof's life. These inspections help us track the performance of your roofing system and also keep abreast of any new developments that could occur over time. Please contact your Project Manager to schedule your inspections.*

If the re-roof option does not fit into your business plans at this time, we can provide the following preventative maintenance. This roof may require regular maintenance until it is replaced.

This includes:

- **Pressure wash the existing membrane to prepare for inspection.**
- **Inspect for any holes or cracks in the membrane.**
- **Clean, dry and hot air weld new patches over the deficiencies.**

These repairs will be billed at actual T&M used.

Springfield, Inc. | **Antrim County Annex Building**

The following estimate is to be used for budgeting purposes only. We can provide a firm, fixed price upon request:

Annex Building (3,247 sq. ft.)

50 mil Duro-Last Re-Roof with 15 yr warranty [R8.6 added]: \$32,165_____

Pressure Wash and Patch (3,247 sq. ft.)

Billed at actual T&M: \$2,043_____

Line item for replacement of unforeseen saturated substrate: \$.80 / sq ft of 1.5" ISO + Time

Line item for replacement of unforeseen decayed decking: \$3.00 / sq ft of deck + Time

Line item for replacement of unforeseen decayed nailer: \$1.00 / lin.ft +Time

Line item for Snow and/or ice removal..... Time + Materials

CUSTOMER SELECTIONS


Roofing estimate based on **White** membrane cost. [**Gray** or **Tan** available for an additional cost.]

Metal Color Choice: _____ [Please see enclosed brochure for options.]

CONTRACTOR

Springfield Inc.™
6509 M 37
Kingsley, MI 49649

231 263-5300 office
231 263-5723 fax



Nick Jacqumain, CEO

Acceptance and return of this proposal shall constitute a contract. Please return one signed copy to Springfield, and thank you for the confidence you've placed in us.

DATE

AUTHORIZED SIGNATURE

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



For inclusion in the 2020-2025 Capital Improvement Plan

Project Title

specific amount, not a range)

Replace 27 Electric Pedestal's

Department

Estimated cost of project \$31,301 not specific *(Use a*

Contact name Eileen Wallick

Barnes Park

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

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

2020	2021	2022	2023	2024
2025	2026	2027	2028	2029

Project description

Replacing 27 older (20 & 30-amp) pedestals from 2005 that are overheating with new buried line and 50-amp service

Why is this project needed?

The pedestals have 20 amp & 30 amp. We have no problems with the newer 50 amp for the campers and that should make it good.

Are any future costs *(such as annual fees)* associated with this project? Yes would be 20 amp outlets maintenance. If so, please estimate.

Will there be any savings if the project is approved? Now we are doing maintenance breakers and plugs.

Additional comments

Antrim County Capital Improvement Committee

Minutes July 30, 2020

Members: Karen Bargy, Bradley Rizzo, Terry VanAlstine, Pete Garwood, Christian Marcus, Dave Vitale, Rick Teague

Members absent: Valerie Craft, Bill Bailey

Others: Margie Boyd, Jeremy Scott

1. The meeting was called to order at 9:20 a.m. by Karen Bargy

The start of the meeting was delayed due to technical difficulties.

2. Public Comment

None.

3. Review of Minutes from July 30, 2020

**Motion by VanAlstine, seconded by Garwood, to approve the minutes of July 30, 2019 as amended.
Roll call:**

Yes – Rizzo, Garwood, VanAlstine, Vitale, Marcus, Bargy

No –

Absent – Teague

Motion Carries – Unanimous

Mr. Teague was absent from vote due to technical difficulties

4. New Projects

Barnes Park Pedestals

The Barnes Park manager was unable to get quote for several weeks. She was advised to use the quote for 2019 with an additional 5%. The updated number was approximately \$40,000.

It was the consensus of the committee to add the Barnes Park Pedestal replacement project to the 2021 CIP.

5. Follow-up 2021-2026 CIP Projects

Parking Lots

Mr. Vitale indicated he had received a proposal to repair the parking lots”

- Front of courthouse (south side) – repairs to parking lot: approx. \$3,650 including cost of labor
- Back of courthouse (north side) – repairs to parking lot: approx. \$1,445 including cost of labor
- West side of county building – repairs to parking lot: approx. \$2530 including cost of labor
- Jail parking lot – repairs to parking lot: approx. \$3,120 including cost of labor
- Annex building (east side) – contractor said it was in very poor shape and must be replaced;
- Annex building (west side) – repair approx. \$2,000
- Annex building – TBD

Motion by Teague, seconded by Garwood to recommend BOC consider campus parking lot resurfacing project for 2020.

Roll Call:

Yes – Rizzo, Garwood, VanAlstine, Vitale, Marcus, Bargo, Teague

No – None

Motion Passed

It was the consensus of committee to include campus parking lot repairs on the 2021 CIP at an estimated cost of \$13,000 if the Board of Commissioners cannot take action sooner.

Boardroom Table

Mr. Garwood provided an updated cost to replace the table in the Boardroom. He indicated the estimated cost of \$15,500 would provide for a new table, microphones, and carpet repairs.

It was the consensus of the committee to include the Boardroom table replacement on the 2021 CIP.

ER Day Park Stairs

Mr. Garwood said the Deputy Administrator had contacted contractors to obtain three quotes. Two came in under the \$10,000 threshold. Mr. Scott indicated the soonest project could be completed is 2021. The project will be submitted for approval through the regular budgeting process.

It was the consensus of the committee to remove the Elk Rapids Day Park Stairway project from the CIP.

6. Various Matters

Ms. Bargo reminded the committee that the Facilities Master Plan (FMP) will be up for Board discussion in 2021. She said projects that have been delayed because of the FMP will need to be discussed.

Motion by VanAlstine, seconded by Teague to direct the County Administrator to work with the Maintenance Director to evaluate past maintenance projects and life expectancy for future needs for recommendation to 2021 CIP committee.

Roll Call:

Yes - Rizzo, Garwood, VanAlstine, Vitale, Marcus, Teague, Bargo

No - None

Motion Passes

Motion by VanAlstine seconded by Garwood to recommend adding Facilities Master Plan projects to 2021 CIP Committee if the Board of Commissioners takes no action on the plan.

Roll Call:

Yes - Rizzo, Garwood, VanAlstine, Vitale, Marcus, Teague, Bargo

No – None

Motion Passes

The final draft of the plan will include projects through 2026 and updated project sheets. A copy of plan will be emailed to members who will sign off via email prior to the plan being presented to the Board for approval.

7. Public/Member Comment

None.

Meeting adjourned at 10:13 a.m.

