



Antrim County Capital Improvement Planning Committee



The Antrim County Capital Improvement Planning Committee meeting is scheduled for

Monday, June 21, 2021 at 9:00 a.m.

Board of Commissioners Room
203 East Cayuga, Room 201
Bellaire, MI

MEMBERS

Bill Bailey

Karen Bargy

Valerie Craft

Peter Garwood

Jason Helwig

Dawn LaVanway

Gary Lockwood

Bradley Rizzo

David Vitale

STAFF

Pete Garwood
County Administrator

Jeremy Scott
Deputy Administrator

Tina Schrader
Administrative Asst.

Margie Boyd
Secretary

OFFICE ADDRESS

P.O. Box 187
Bellaire, MI 49615

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SPECIAL ASSISTANCE

If you wish to attend a CIP meeting and require special assistance, please contact the Administration and Planning Office.

AGENDA ITEMS INCLUDE:

- Call to Order
- Public Comment
- Review of Minutes - May 24, 2021 (*pgs. 2-3*)
- 2022-2027 CIP Projects - Follow Up Information (*pgs. 4-8*)
- Various Matters
- Public/Member Comment

Adjourn

Antrim County Capital Improvement Committee

**Minutes
May 24, 2020**

Members: Karen Bargy, Jason Helwig, Dawn LaVanway, Pete Garwood, Bill Bailey, Gary Lockwood, Dave Vitale, Brad Rizzo,

Members absent: Valerie Craft

Others: Terry VanAlstine, Jeremy Scott

1. The meeting was called to order at 9:08 a.m. by Karen Bargy

Bill Bailey attended via Zoom webinar.

2. Public Comment

None.

3. Organization

Pete Garwood nominated Karen Bargy to chair the committee.

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

Motion passes, 7 yes, 2 absent.

4. Review of Minutes from August 7, 2020

The Committee reviewed the minutes from August 7, 2020.

Motion by Pete Garwood, seconded by Brad Rizzo, to approve the minutes of August 7, 2020 as presented.

Motion passes, 7 yes, 2 absent.

5. 2021-2026 Projects Review

Projects were reviewed, including discussion of the County Building Generator, Barnes Park Pedestals and Aerial Photography.

Jason Helwig joined the meeting at 9:20 via Zoom.

Dawn LaVanway questioned why Broadband was not listed in the CIP. Karen Bargy advised that this committee needed direction from the Board for that project. Pete Garwood advised that the consulting fee is not a capital asset and that we don't currently have a price estimate on actual backbone.

Ms. LaVanway felt that the CIP rules should be followed consistently, therefore the Barnes Park vehicle purchases should not be a part of the plan. It was the consensus of the committee that the vehicle purchase request from Barnes Park be removed from CIP project and advised that the Parks Director request the funding through the 2022 budget process.

Discussion ensued regarding the Annex building, particularly its deficiencies. Ms. LaVanway wants to explore moving the Michigan Department of Corrections/Probation offices to the County Building or Courthouse. Mr. Garwood, Ms. Bary, and Dave Vitale expressed past and current general public safety and space concerns. Ms. Bary asked that the committee be provided with a list of estimated repair/replace items included in the Facilities Master Plan that could be addressed through CIP, specifically the annex building. Staff was also asked to provide an overall estimated maintenance and replacement plan for all County facilities.

The Probate Courtroom renovation project was briefly discussed. It was the consensus of the committee to remove the Probate Courtroom renovation from the capital improvement plan.

Discussion ensued regarding the Bank Building purchase.

A discussion of the Barnes Park drain field was on the CIP agenda. The committee requested that the health department have a site evaluation done on Barnes Park regarding the drain field.

Karen Bary requested committee members prioritize CIP projects for the next meeting.

5. 2022-2027 CIP Projects

New Projects

The CIP committee generally wanted to see specific breakdown costs for Barnes Park projects, including bathroom/septic improvement, pedestals, site clearing, and road repair/replacement. Committee members also requested clarification of project costs at the Elk Rapids Day Park between 2021 and 2022

It was the consensus of the committee to remove the Jail Duct Cleaning project from CIP and advised the Jail Administrator to put into the regular 2022 budget process or request budget amendment in 2021.

Clarification was requested as to the timing of the Jail RFID project.

County Building flooring to be switched to 2022 only with specific estimates requested.

Courthouse project slated specifically for 2022.

Ms. Bary requested updated pricing for a boardroom table.

6. Various Matters

Next meeting scheduled for June 21, 9:00am held in-person/hybrid

7. Public/Member Comment

None

Meeting adjourned at 11:30.

At-a-glance Proposed Projects For 2022-2027 CIP

Project	Status in 2022-2027 CIP	Action
New Projects:		
Barnes Park Expansion	New	
Barnes Park Playground Expansion	New	
Vehicle Replacement/Update	New	Removed from CIP in favor of 2022 budgeting process
Elk Rapids Day Park Bathroom	New	
Data Room Fire Suppressant System	New	
Jail Facility Vent & Duct Cleaning	New	Removed from CIP in favor of 2021 budget amendment or 2022 budget process
Real-time RFID Tracking	New	
County Building 1 st Floor Re-tile	New	Moved to 2022
1905 Courthouse Door Replacement	New	Moved to 2022
Updated Projects:		
GRNA Boardwalk Reconstruction	2021-2024	
Boardroom Tables	2022	
Future Needs Projects:		
Barnes Park Drain Field		Health Dept. site evaluation requested by committee
County Building Interior Renovations	Delayed	
Grove Street Annex Roof Replacement	Delayed	Repairs in 2021
Probate Courthouse Renovations	Delayed	Removed from CIP
Electronic Forensics Lab	Delayed	
Law Enforcement Center	Delayed	
Parking Lot Replacement	Delayed	

Antrim County
 Capital Improvement Timeline
 FYE 12/31/2022-2031

General Notes:

1. I understand several of the projects recommended by Byce are under the \$10,000 threshold for the committee. However, due to uncertainty regarding FMP, several items have been deferred, and I feel a comprehensive punch list is appropriate for consideration.
2. The primary focus for this list, at this time, is a 5-year time horizon. This is expected to be expanded to a 10-year plan in future revisions. Included as a 10-year plan due to possible timing of issues identified by Byce.

Project#	Dept	Location	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Cost	Commenter	Comment
2020-01	GRNA	Parks	Boardwalk Reconstruction	100,000	100,000	100,000								300,000		
2016-01	Admin	County Bldg	Commissioner Table	20,000										20,000		
2016-02	Maint	County Bldg	County Building Parking Lot					100,000						100,000		
2016-03	Maint	Courthouse	Courthouse Parking Lot					80,000						80,000		
2018-01	Maint	County Bldg	County Building Interior Repairs											-----	Rizzo	See 2022-10
2017-01	Maint	Annex	Annex Roof Replacement											-----	Rizzo	See 2022-27
2014-01	Sheriff	Annex	Electronic Forensic Lab											-	Bean	TBD - Currently no available space.
2014-02	Sheriff	New	Law Enforcement Center											-		
2022-01	Parks	Parks	Barnes Park Expansion	80,000										80,000		
2022-02	Parks	Parks	Barnes Park Playground	100,000										100,000		
2022-03	Parks	Parks	ER Day Park Bathroom	25,000										25,000		
2022-04	IT	Cty Bld/Shf	Fire Suppressant	20,000										20,000		
2022-05	Jail	Jail	RFID Tracking	27,652										27,652		
2022-05A	IT	Jail	Jail Wi-Fi Project	10,000										10,000	Rawling/Craft	Need Wi-Fi to read RFID monitors.
2022-06	Maint	County Bldg	County Building Tile	18,000										18,000		
2022-07	Maint	Courthouse	Court Door/Entrance	36,955										36,955		
2022-08	Byce	County Bldg	Exterior Walls									3,000,000		3,000,000		
2022-09	Byce	County Bldg	Exterior Doors/Windows						500,000					500,000		
2022-10	Byce	County Bldg	Interior Walls											-----	Vitale	Not needed
2022-11	Byce	County Bldg	Security System											-----	Vitale	Completed
2022-12	Byce	County Bldg	Bathroom ADA Upgrades		10,000									10,000		
2022-13	Byce	County Bldg	AHU Heating Coil											-----	Vitale	Repaired
2022-14	Byce	Courthouse	Court Windows/Doors											-----	Vitale	Office windows okay
2022-15	Byce	Courthouse	Exterior Sealants				8,000							8,000		
2022-16	Byce	Courthouse	Tuckpoint Limestone							150,000				150,000		
2022-17	Byce	Courthouse	ADA Compliant Handrails			5,000								5,000		
2022-18	Byce	Courthouse	Replace Old Boiler											-----	Vitale	No
2022-19	Byce	Courthouse	Replace Air Cooled Chiller		130,000									130,000		
2022-20	Byce	Sheriff/Jail	Tuck point masonry			120,000								120,000	Vitale, Bean/Rawling	Dave - complete; Todd/Dan - need brick replacement
2022-21	Byce	Sheriff/Jail	Exterior Doors/Windows/Sealant		80,000									80,000	Vitale, Bean/Rawling	Dave - no; Todd/Dan - several doors rusting through
2022-22	Byce	Sheriff/Jail	AHU and add AC Unit		40,000									40,000	Bean/Rawling	9 cells not air conditioned
2022-23	Byce	Sheriff/Jail	New Transformer/Electrical Panels				60,000							60,000	Vitale, Bean/Rawling	Dave - no clue; Todd/Dan - consolidate, not urgent
2022-24	Byce	Annex	Wood Siding to Metal											-----		
2022-25	Byce	Annex	Exterior Doors & Windows		30,000									30,000		
2022-26	Byce	Annex	Rain Water Drainage System											-----	Bean/Rawling	Request pitched roof. Should eliminate need for drain
2022-27	Byce	Annex	New Roof System/Flashing	80,000										80,000	Bean/Rawling	Request pitched roof. Should eliminate need for drain
2022-28	Byce	Annex	Consolidate Electric				35,000							35,000	Bean/Rawling	Consolidate, not urgent
2022-29	Byce	Annex	Replace Emergency Signage/Lights		2,000									2,000		

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Project#	Dept	Location	Description	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total Cost	Commenter	Comment
2022-30	Byce	Annex	Lighting Upgrade												Bean/Rawling	-Completed-
2022-31	Byce	Storage	Roof Replacement										70,000	70,000		
2022-32	Byce	Storage	Paint Soffit	1,400										1,400	Vitale	Paint only
2022-33	Byce	Storage	Exterior Insulation on Shell												Vitale	-Not needed-
2022-34	Byce	Storage	Replace HM Doors/Frames/Hardware	3,000										3,000		
2022-35	Byce	Storage	Replace Gas Heaters		12,000									12,000		
2022-36	Byce	Storage	Replace Gas Furnace										6,000	6,000		
2022-37	Byce	Animal Ctrl	Replace Trench Drain												Bean	-Unknown - small dollar amount-
2022-38	Byce	ACT	Main Building Roof					15,000						100,000	Meacham	Repair in 5 yr. Replace in 10 yr.
2022-39	Byce	ACT	Storefront Construction											200,000		
2022-40	Byce	ACT	Garage Trench Drains												Meacham	-Dug and cleaned in 2020. Only suggest new grates going forward-
2022-41	Byce	ACT	Consolidate Electric						50,000					50,000	Meacham	Not urgent.
2022-42	Byce	COA	Replace 1 Condensing Unit												Rizzo	-Small dollar. Judy believes replaced-
2022-43	Byce	Nifty Thrifty	Replace Roof and Trim													
2022-44	Byce	Nifty Thrifty	Exterior Windows/Doors													
2022-45	Byce	Nifty Thrifty	Exterior Insulation on Shell													
2022-46	Byce	Nifty Thrifty	Interior Finish													
2022-47	IT	Sheriff Dept	Air Conditioner Server Room		10,000									10,000		
2022-48	IT	County Bldg	COOP - Essential Wiring for Generator											-	Craft	TBD - One outlet in essential offices hooked to generator.
2022-49	Sheriff	Jail	Water Heater & Related Pipes			25,000								25,000	Bean/Rawling	Water heater is newer, but have had several issues with unit/surrounding infrastructure
2022-50	Sheriff	Jail	Workout Equipment		15,000									15,000	Bean/Rawling	In the past, equipment has been purchased from commissary funds
2022-51	Sheriff	Jail	Office Space Addition											-	Bean/Rawling	TBD - Currently no office space in jail. Possible expansion needed.
2022-52	Sheriff	Annex	Interior Walls, Doors, Soundproofing	40,000										40,000	Bean/Rawling	Interior walls and doors not soundproof, can hear between interviews and lockerroom. Can hear between offices.
2022-53	Sheriff	Storage	Evidence Room											-	Bean/Rawling	TBD - Currently in maintenance bldg complaint of roof leak.
2022-54	Airport	Airport	Easement Purchases/Tree trimming		200,000									200,000	Strehl	Easements are reimbursable, but initial outlay from Co. funds.
2022-55	ACT	ACT	Garage Doors (11)	15,000										15,000	Meacham	Current garage doors are original
2022-56	ACT	ACT	Exterior Doors		10,000									10,000	Meacham	Several doors rusted through
2022-57	ACT	ACT	2 Large Lifts			40,000								40,000	Meacham	In need of replacement
2022-58	IT	Parks	Barnes Park - Charter Internet Hookup	10,000										10,000	Craft	In case True Stream unable to hook up.
2022-59	COA	COA	Flooring Main Hall	43,200										43,200	Parliament	Can wait to 2023, if CY maintenance
2022-60	COA	COA	Walk-in Freezer		30,000									30,000	Parliament	Current freezer is 24 years old
2022-61	COA	COA	Roofing tiles/facia/trim	35,000										35,000	Parliament	Several panel are falling out, plows have hit trim.

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2022-62	Maint/Admin	Nifty Thrifty	Tear Down/Remediation		145,000									145,000	Vitale	Include asbestos eval, tear down, remediation	
2022-63	Maint	County Bldg	Carpet					300,000						300,000			
2022-64	Maint	Cty Bld/Ct/Shf	Sidewalks					200,000						200,000			
2022-65	E-911	E-911	UPS Replacement			35,000					35,000			70,000			
2022-66	E-911	E-911	MPSCS Pagers	180,000										180,000			
2022-67	E-911	E-911	Radio Tower	800,000										800,000			
2022-68	E-911	E-911	911 Portable & Mobile Radio Replacement	50,000										50,000			
2022-69	E-911	E-911/Jail	911 Air Conditioner	10,000										10,000			
2022-70	E-911	E-911	MCT Project Completion	40,000										40,000			
2022-71	Jail	Jail	Jail Plumbing Plumbing	30,000										30,000	Rawling	Best estimate - exact figure not known	
Annual Total				1,775,207	814,000	325,000	103,000	695,000	550,000	150,000	35,000	3,000,000	376,000	7,823,207			
Recommended Funding																	
Oil/Gas or Forestry				290,000	100,000	100,000					-	-	-	490,000			
ACT				15,000	10,000	40,000		15,000	50,000				300,000	430,000			
Airport					200,000									200,000			
COA				78,200	30,000									108,200			
Commissary Fund					15,000									15,000			
E-911				1,070,000		35,000					35,000			1,140,000			
General				322,007	459,000	150,000	103,000	680,000	500,000	150,000	-	3,000,000	76,000	5,440,007			
Transfer to (from) R&M Fund				272,993	136,000	445,000	492,000	(85,000)	95,000	445,000	595,000	(2,405,000)					
CY GF outlays add (less) transfer to (from)R&M				595,000	595,000	595,000	595,000	595,000	595,000	595,000	595,000	595,000					
R&M Fund Balance				272,993	408,993	853,993	1,345,993	1,260,993	1,355,993	1,800,993	2,395,993	(9,007)					

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



For inclusion in the 2022-2027 Capital Improvement Plan

Project Title	Estimated cost of project <i>(Use a specific amount, not a range)</i>
Board Room Tables	\$40,000
Department	Contact name
Admin/BOC	Pete Garwood
Date Originally Submitted	Significant changes to project
2017	Y/N

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

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

2022	2023	2024	2025	2026
2027	2028	2029	2030	2031

Project description

Replacement of the existing horseshoe table in the Board of Commissioners Room.

Why is this project needed?

The existing table cannot be moved, making the room far less functional. Pre-COVID, Many other groups would meet in the Board room at a rate of approximately 3 per week. Since the onset of COVID19, the need for modular tables that can be arranged to accommodate social distancing recommendations has become greater than ever.

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?

There would be no additional costs, however waiting beyond 2022 may significantly increase the cost of the tables as the supply of the materials needed to make the tables continue to decrease.

Additional comments

Administration Office staff was able to secure an estimate for modular table pieces that will allow for a horseshoe configuration similar to what is currently in the Boardroom.

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