

Antrim County Capital Improvement Committee

**Minutes
June 21, 2021**

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

Members absent:

Others: Jeremy Scott, Terry VanAlstine, Jarris Rubingh

1. The meeting was called to order at 9:01a.m. by Pete Garwood

2. Public Comment

Commissioners VanAlstine and Rubingh were present only as members of the public.

3. Review of Minutes from May 24, 2021

The Committee reviewed the minutes from May 24, 2021.

Dawn LaVanway noted she commented on annex building issues, potential nifty thrifty building demolition, and the Health department contract expiring April 1, 2022. The meeting adjourned 11:35.

Motion by Pete Garwood, seconded by Dawn LaVanway, to approve the minutes of May 24, 2021 as amended.

Motion – Passes Unanimously

4. 2022-2027 CIP Projects

The Committee reviewed the report and attached spreadsheet prepared by the Finance Director. Each item was reviewed and discussed, the following included actions taken and requested:

- The Barnes Park drain field was discussed, Bill Bailey advised evaluating the field again in 3 years. It was the consensus of the committee to remove the drain field from CIP.
- Valerie Craft indicated that 911 Unlimited Power Supply (UPS) was just replaced, therefore the committee moved the timeline back by 2 years.
- Clarification was requested for the 911 – 2022 - \$50,000 Radio Replacement.
- Clarification was requested for the 911 – 2022 - \$10,000 A/C Replacement.
- Clarification was requested for the 911 – 2022 - \$40,000 MCT Completion.
- Storage Building Paint and Door replacement to be removed and budgeted appropriately.
- Staff directed to communicate to ACT Director about adding covered parking to CIP.
- Board Room table to be updated to \$40,000
- Pricing for additional Barnes Park expansion improvements (e.g. pedestals, water or cable) was requested for subsequent years.
- Annex Emergency Signage & Lights to be removed and budgeted appropriately.

Mr. Lockwood left the meeting at 10:20am

The Annex building was discussed, specifically repairs versus replacement. The committee chose to present the Board of Commissioners with both options, to repair as scheduled or replacement within the next 2-3 years with room for Sheriff's Office needs (e.g. Administration offices, evidence lock-up, squad room, detective offices, and a forensics lab).

Additional information was requested about how many ACT garage doors are being replaced and their cost.

Board Room furniture was considered for removal by a few of the members.

6. Various Matters

7. Public/Member Comment

None

Meeting adjourned at 11:04.

The next meeting is scheduled for 9:00 a.m. on July 13, 2021.

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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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						115,000	Meacham	Repair in 5 yr. Replace in 10 yr.
2022-39	Byce	ACT	Storefront Construction										200,000	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)				