



Antrim County Capital Improvement Planning Committee



The Antrim County Capital Improvement Planning Committee meeting is scheduled for

Monday, May 9, 2022 at 10:00 a.m.

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

MEMBERS

- Mitchell Bart
- Valerie Craft
- Richard Friske, Jr.
- Peter Garwood
- Jason Helwig
- Dawn LaVanway
- Gary Lockwood
- Bradley Rizzo
- Jarris Rubingh

STAFF

Pete Garwood
County Administrator

Jeremy Scott
Deputy Administrator

Tina Schrader
Administrative Asst.

Margie Boyd
Secretary

OFFICE ADDRESS

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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 - April 18, 2022 *(pgs. x-x)*
- 2023-2032 CIP Projects *(pgs. x-xx)*
 - * Continued Review
 - * Additional Information: ACNA Projects
 - * Additional Information: Technology Purchases
- Various Matters
- Public/Member Comment

Adjourn

Antrim County Capital Improvement Committee

**Minutes
August 18, 2022**

Members Present: Dawn LaVanway, Gary Lockwood, Richard Friske, Jarris Rubingh, Mitch Bart, Brad Rizzo,
Jason Helwig, Pete Garwood, Valerie Craft

Members absent: Gary Lockwood, Jason Helwig

Others: Jeremy Scott, Terry VanAlstine

1. The meeting was called to order at 9:03 am by Pete Garwood

2. Public Comment

None

3. Organization

Richard Friske Nominated Jarris Rubingh to chair the committee.

Motion by Richard Friske, seconded by Dawn LaVanway to cast a unanimous ballot for Jarris Rubingh as chair of the Capital Improvement Plan Committee.

Motion passes, 7 yes, 2 absent.

Richard Friske Nominated Dawn LaVanway as vice-chair of the committee.

Motion by Pete Garwood, seconded by Richard Friske to cast a unanimous ballot for Dawn LaVanway as vice-chair of the Capital Improvement Plan Committee.

Motion passes, 7 yes, 2 absent.

4. Review of Minutes from August 2, 2021

Dawn LaVanway requested to strike “Ms. LaVanway requested that the Annex roof system be moved to 2023, the committee did not concur.”

Motion by Pete Garwood, seconded by Richard Friske, to approve the minutes of August 2, 2020 as amended.

Motion passes, 7 yes, 2 absent.

4. 2022-2027 CIP Projects

The health Department Building Renovation was discussed, Valerie Craft advised that a generator should be considered for the location. A discussion of an older generator currently at the Road Commission ensued.

The Committee requested that the Maintenance Director and Deputy Administrator get together to discuss the board room reconfiguration.

Jason Helwig entered the meeting at 9:43am

Additional information was requested for the folder/insert/sealer, specifically the maintenance requirements.

10:00 am the group took a 10-minute break to look at the carpet and ceiling tile in the building.

The Nifty thrifty building was discussed and Mary Shafer was invited to give input.

The committee reviewed several maintenance projects briefly.

It was requested of the Maintenance Director to look into stainless steel doors for the jail.

6. Various Matters

None

7. Public/Member Comment

None

Meeting adjourned at 10:50

DRAFT

Antrim Creek Natural Area Commission

Don Miles
Douglas Seaney

Jarris Rubingh, Chairman

Carl Veenstra
Lauri Grear

ACNA Meeting Minutes

DATE 4/27/2022 at 7PM held at the Antrim Creek Natural Area Schoolhouse

Members Present: Jarris Rubingh, Carl Veenstra, Douglas Seaney

Members absent: Don Miles, Lauri Grear

Others present: Steve Lagerquist from Grand Traverse Land Conservancy, James Hunter Antrim Co. Parks

1. **The meeting was called to order at 7 PM by Jarris Rubingh.**

2. **Public Comment**

An open house is requested by the Friends of Antrim Creek to invite the public on Saturday, May 28th. Also requested is a park cleanup day to be set as a volunteer event on June 11th. Commission discussed inviting the public and agreed to have the Friends of Antrim Creek host the two events.

3. **Capital Improvements Plan – School House**

Schoolhouse Subcommittee report provided by Carl Veenstra. Carl advised on the goal for the school house to be a welcome center for visitors which was educational for children. The theme of the CIP requests would be to save the building, maintain historical integrity as it is renovated.

CIP requests would include the top three improvements needed;

- Roof repair (Approximately \$11,000) to correct the roof and install standing seam steel roofing.
- Foundation repair (No quote was able to be collected)
- Well/septic field and bathroom to be installed in coming years.

Funding for these projects was discussed, with the possibility of asking the County to match ACNA funds using possibly forestry funds to allow for additional work to be completed. Commission requested additional quotes for those repairs.

4. **Trail expansion/maintenance**

Discussion about expanding the trail network to connect to the school house. A site for the new trail was selected to connect the upper rim trail near 'Iron Oak Grove' to connect to the new trail head which would be established at the School House.

Motion by Veenstra to erect a trail from the Schoolhouse to connect to the upper trail, not to exceed \$2,000. Second by Rubingh. **Passed.**

General discussion regarding N parking lot drainage problems, there being a need for aggregate materials to maintain the driveways and parking areas. Additional aggregate to be purchased and delivered for a day when volunteers from Friends of Antrim Creek can install with coordination from Parks Department.

Motion by Seaney to purchase 10 yards of stone not to exceed \$600 and 40 yards of wood chips for a total cost not to exceed \$1,100. Second by Rubingh, **Passed.**

Motion by Seaney to purchase additional aggregate materials as needed to create/implement a maintenance plan for the parking/roadway areas not to exceed \$2,000. Second by Rubingh, **Passed**.

5. **Signage**

Steve Lagerquist from Grand Traverse Land Conservancy gave insight on and shared a copy of the updated waypoint sign plan (attached). Steve advised it will cost \$1,200 for the signs to be updated to correct the previous errors and trailhead sign for the Schoolhouse Trailhead.

General discussion on the proper way to post rules for the Natural Area using the signage Steve is designing. An electronic copy is to be sent to James Hunter with Parks to facilitate discussion and implement corrections prior to the May 18th meeting so they may be finalized and approved at that time.

6. **General discussion**

Rubingh requested quotes for permanent vault toilets to be discussed during the May 18th meeting.

Adjourned at 8:24 PM by Rubingh

The next meeting is scheduled for May 18, 2022 at 7PM to be held at the Antrim Creek Schoolhouse.

DRAFT

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



For inclusion in the 2023-2032 Capital Improvement Plan

Project Title **Estimated cost of project** (Use a specific amount, not a range)

Antrim Creek Schoolhouse Roof and foundation **\$35,000**

Department **Contact name**

Parks Department **James Hunter**

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

ACNA Funds, Forestry Fund, General Fund

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

2023 <input checked="" type="checkbox"/>	2024 <input type="checkbox"/>	2025 <input type="checkbox"/>	2026 <input type="checkbox"/>	2027 <input type="checkbox"/>
2028 <input type="checkbox"/>	2029 <input type="checkbox"/>	2030 <input type="checkbox"/>	2031 <input type="checkbox"/>	2032 <input type="checkbox"/>

Project description

Correct the walls and roof by installing appropriate materials to install a standing seam steel roof for era accuracy to the school house. Some repairs are necessary to correct the foundation. This project is estimated to cost approximately \$25,000 if it were completed in 2022, however, additional cost is built in with anticipation of building and labor costs to increase by project year.

Why is this project needed?

Currently the roof is approximately 4-6" out of square. The materials installed currently are beyond their lifespan and require replacement. Installing steel roofing would reduce upkeep cost, reduce snow load and this is the best time to correct the walls of the building for the lowest cost.

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?

Savings from reducing long term maintenance due to using era accurate steel roofing. Unknown estimated savings.

Additional comments

Click or tap here to enter text.

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



For inclusion in the 2023-2032 Capital Improvement Plan

Project Title Estimated cost of project *(Use a specific amount, not a range)*
Permanent toilets, ACNA \$90000
Department Contact name
Parks Department **James Hunter**

What are the sources for the money? *(List all funding sources. Please be as specific as possible.)*
Grant funding, Donations, ACNA fund, Friends of Antrim Creek private donations.

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

2023 2024 2025 2026 2027
2028 2029 2030 2031 2032

Project description

Installation of bathroom structures set on a septic tank at each trail head/parking lot. At the time of this proposal, prefabricated single stall buildings are being considered. These are set in place with a crane and are pumped out annually. These fit the theme and intent of the ACNA and are a step closer to completing the natural area. Stick built bathrooms could be cheaper but at the time of this proposal no contractors were available to give quotes.

Why is this project needed?

Currently, chemical toilets are rented and paid for during May-October. These will be permanent fixtures to replace the currently temporary rented chemical toilets.

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?

Currently the rented chemical toilets cost \$160/each per month (There will be 6 as of 2023 on site May-October) for a total cost of \$4,800 annually. The permanent toilets would replace the chemical toilets, which are expected to have at least a 30 year lifespan. If spread across their lifespan the permanent toilets are a \$83 per month cost over their lifetime.

Additional comments

INFORMATION TECHNOLOGY DEPARTMENT

(INFORMATION ONLY)

Projected Projects – 10 Years
Technology Replacement Schedule
for Network Equipment & Software
As of April 26, 2022

2023

File/Print Servers (2)		\$14,000
Domain Controller Server (1)		\$5,500
Email Security Appliance (1)		\$5,500
Sheriff/911 Servers (2)		\$20,000
Sheriff/911 SAN (1)		\$25,000
	TOTAL BUDGET REQUEST	\$70,000

2024

Security Camera Server (1)		\$20,000
Firewall/Security Appliance (2)		\$13,000
	TOTAL BUDGET REQUEST	\$33,000

2025

SAN (Storage Area Network)		\$25,000
Servers (2)		\$22,000
Exchange Email Server & Client Access Licenses		\$14,000
	TOTAL BUDGET REQUEST	\$61,000

2026

Switches		\$100,000
	TOTAL BUDGET REQUEST	\$100,000

2027

Back-up File Server (1)		\$10,000
Sheriff Phone Recorder Server (1)		\$28,000
Substation/Park Firewalls (5)		\$2,600
	TOTAL BUDGET REQUEST	\$40,600

2028

Phone Servers & Labor		\$66,000
File/Print Servers (2)		\$14,000
Domain Controller Server (1)		\$5,500
Email Security Appliance (1)		\$5,500
Sheriff/911 Servers (2)		\$20,000
Sheriff/911 SAN (1)		\$25,000
	TOTAL BUDGET REQUEST	\$136,000

2029

Security Camera Server (1)		\$20,000
Firewall/Security Appliance (2)		\$13,000
	TOTAL BUDGET REQUEST	\$33,000

2030

SAN (Storage Area Network)		\$25,000
Sheriff Phone Recorder Server (1)		\$28,000
Servers (2)		\$22,000
	TOTAL BUDGET REQUEST	\$75,000

2031

Switches		\$100,000
	TOTAL BUDGET REQUEST	\$100,000

2032

Back-up File Server (1)		\$10,000
UPS/Battery Backup (14)		\$16,000
Back-up Tape Library (1)		\$10,000
	TOTAL BUDGET REQUEST	\$36,000

Antrim County
 Capital Improvement Timeline
 FYE 12/31/2023-2032

Project#	Requesting		Funding	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2028-2032	Total Cost	Commenter	Comment
	Dept.	Location																
2022-57	ACT	ACT	ACT	2 Large Lifts		75,000	75,000								-	150,000	Meacham	In need of replacement
2022-38	Byce	ACT	ACT	Main Building Roof				15,000					100,000		100,000	115,000		
2022-41	Byce	ACT	ACT	Consolidate Electric					50,000						-	50,000	Meacham	Not urgent.
2022-39	Byce	ACT	ACT	Storefront Construction									200,000		200,000	200,000		
2022-73	Byce	ACT	ACT	Covered Space for Busses									100,000		100,000	100,000		
2022-54	Airport	Airport	Airport	Easement Purchases/Tree trimming	200,000										-	200,000	Strehl	Easements are reimbursable, but initial outlay from Co. funds.
2022-25	Byce	Annex	General	Exterior Doors & Windows	30,000										-	30,000		
2023-23A	Admin	Annex/HD	General	Sheriff Relocation	412,827										-	412,827		
2023-23B	Admin	Annex	General	Annex Demo/Parking		200,000									-	200,000		
2022-28	Byce	Annex	General	Consolidate Electric			35,000								-	35,000	Bean/Rawling	Consolidate, not urgent
2014-01	Sheriff	Annex	General	Electronic Forensic Lab											-	-	Bean	TBD - Currently no available space.
2023-21	Maintenance	COA	COA	Handicap Ramp	16,000										-	16,000		
2022-12	Byce	County Bldg.	General	Restroom updates	30,000										-	30,000		
2023-01	Maintenance	County Bldg.	General	BOC Room Reconfiguration	25,000										-	25,000		
2023-02	Maintenance	County Bldg.	General	VFD Motor and Controls AHU	14,000										-	14,000		
2023-03A	Treasurer	County Bldg.	General	Replacement Folder/Sealer	9,500										-	9,500		
2023-03B	Treasurer	County Bldg.	Foreclosure	Replacement Folder/Sealer	9,500										-	9,500		
2023-04	Maintenance	County Bldg.	General	Entry Door Hardware	15,000										-	15,000		
2022-63	Maintenance	County Bldg.	General	Carpet	35,000	35,000	35,000	35,000							-	140,000		
2023-05	Maintenance	County Bldg.	General	Ceiling Tile Replacement	57,000	57,000	57,000	58,000	58,000						-	287,000		
2023-06	Maintenance	County Bldg.	General	Elevator upgrades		110,000									-	110,000		
2023-07	Maintenance	County Bldg.	General	Replace AC in Server Room		12,000									-	12,000		
2023-08	Maintenance	County Bldg.	General	Heating Coil AHU			12,000								-	12,000		
2023-09	Maintenance	County Bldg.	General	Roof Replacement					300,000						-	300,000		
2022-09	Byce	County Bldg.	General	Exterior Doors/Windows							400,000				400,000	400,000		
2022-08	Byce	County Bldg.	General	Exterior Walls							3,000,000				3,000,000	3,000,000		
2022-64	Maintenance	County Bldg.	General	Sidewalks - Cty Bldg., Court, Sheriff								200,000			200,000	200,000		
2016-02	Maintenance	County Bldg.	General	County Building Parking Lot								120,000			120,000	120,000		
2022-19	Byce	Courthouse	General	Replace Air Cooled Chiller	130,000										-	130,000		
2023-10	Maintenance	Courthouse	General	Restroom Countertops	12,000										-	12,000		
2022-16	Byce	Courthouse	General	Tuck-point Limestone		150,000									-	150,000		
2023-11	Maintenance	Courthouse	General	Window Replacement		90,000									-	90,000		
2023-12	Maintenance	Courthouse	General	Carpet Replacement			17,000	17,000	17,000						-	51,000		
2016-03	Maintenance	Courthouse	General	Courthouse Parking Lot				80,000							-	80,000		
2023-13	Maintenance	Courthouse	General	Elevator upgrades				110,000							-	110,000		
2023-14	Maintenance	Courthouse	General	Boiler Replacement					17,000						-	17,000		
2023-15	Maintenance	Courthouse	General	Roof Replacement							60,000				60,000	60,000		
2022-72	E-911	E-911	E-911	Offsite/backup/mobile facility	32,000										-	32,000	Gank	Build cart with remote facility capability in case building is inoperable.
2022-65	E-911	E-911	E-911	UPS Replacement								35,000			35,000	35,000	Gank	5,000-10,000 batteries in 2024. 10 yr. replacement more realistic.
2022-50	Sheriff	Jail	Commissary	Workout Equipment	15,000										-	15,000	Bean/Rawling	In the past, equipment has been purchased from commissary funds
2023-16	Maintenance	Jail	General	Door Replacement	30,000										-	30,000		
2023-17	Maintenance	Jail	General	Roof Replacement	72,000	77,200	62,000	73,600							-	284,800		
2023-18	Maintenance	Jail	General	Replace Rooftop units	40,000	15,000	15,000	15,000							-	85,000		
2022-49	Byce	Jail	General	Water Heater & Related Pipes		25,000									-	25,000	Bean/Rawling	Water heater is newer, but have had several issues with unit/surrounding infrastructure
2023-19	Maintenance	Jail	General	Kitchen Ductwork Replacement		15,000									-	15,000		
2022-51	Sheriff	Jail	General	Office Space Addition											-	-	Bean/Rawling	TBD - Currently no office space in jail. Possible expansion needed.
2022-22	Byce	Sheriff/Jail	General	AHU and add AC Unit	40,000										-	40,000	Bean/Rawling	9 cells not air conditioned
2022-21	Byce	Sheriff/Jail	General	Exterior Doors/Sealant	80,000										-	80,000	Vitale, Bean/Rawling	Dave - no; Todd/Dan - several doors rusting through
2022-20	Byce	Sheriff/Jail	General	Tuck point masonry		120,000									-	120,000	Vitale, Bean/Rawling	Dave - complete; Todd/Dan - need brick replacement
2022-23	Byce	Sheriff/Jail	General	New Transformer/Electrical Panels			60,000								-	60,000	Bean/Rawling	Consolidate, not urgent
2014-02	Sheriff	New	General	Law Enforcement Center											-	-		
2022-62	Maintenance/Admin	Nifty Thrifty	General	Tear Down/Remediation	145,000										-	145,000	Vitale	Include asbestos evaluation, tear down, remediation
2022-01C	Parks	Parks	Oil/Gas/Forestry/Park	Privy John for tent site	20,000										-	20,000	Hunter	Reduce usage on septic/sites per facilities.
2022-01A	Parks	Parks	Oil/Gas/Forestry/Park	Electric Hookup	60,000	60,000									-	120,000	Hunter	Electric hookups (2,000/site equip & install)

Antrim County
 Capital Improvement Timeline
 FYE 12/31/2023-2032

Project#	Requesting		Funding	Description	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2028-2032	Total Cost	Commenter	Comment	
	Dept.	Location																	
2022-01B	Parks	Parks	Oil/Gas/Forestry/Park	Barnes Park Repaving			242,000									242,000	Hunter	Current = 176,000 (10% increase from old project) Expansion = 66,000 (1.25/foot*16' wide*3,300')	
2023-24	ACNA	Parks	Oil/Gas/Forestry/Park	ACNA Schoolhouse Roof/Foundation	35,000														
2023-25	ACNA	Parks	Oil/Gas/Forestry/Park	ACNA Permanent Toilets		90,000													
2020-01	GRNA	Parks	Oil/Gas/Forestry/Park	Boardwalk Reconstruction	100,000	100,000													
2023-22	Glacial Hills	Parks	Oil/Gas/Forestry/Park	Vandermark Trailhead Water	18,750														
2022-35	Byce	Storage	General	Replace Ceiling Gas Heaters	10,000														
2023-20	Maintenance	Storage	General	Replace Doors, Paint, Soffit	20,000														
2022-36	Byce	Storage	General	Replace Gas Furnace		6,000													
2022-31	Byce	Storage	General	Roof Replacement								70,000			70,000	70,000			
2022-53	Sheriff	Storage	General	Evidence Room													Bean/Rawling	TBD - Currently in maintenance bldg. complaint of roof leak.	
Annual Total					1,713,577	1,237,200	610,000	403,600	442,000	-	3,460,000	425,000	400,000	-	4,285,000	8,566,377			
Recommended Funding																			
Oil/Gas/Forestry/Park					233,750	250,000	242,000	-	-	-	-	-	-	-	-	-	725,750		
ACT					-	75,000	75,000	15,000	50,000	-	-	-	400,000	-	-	400,000	615,000		
Airport					200,000	-	-	-	-	-	-	-	-	-	-	-	200,000		
COA					16,000	-	-	-	-	-	-	-	-	-	-	-	16,000		
Commissary					15,000	-	-	-	-	-	-	-	-	-	-	-	15,000		
E-911					32,000	-	-	-	-	-	-	35,000	-	-	-	35,000	67,000		
Foreclosure					9,500	-	-	-	-	-	-	-	-	-	-	-	9,500		
General					1,207,327	912,200	293,000	388,600	392,000	-	3,460,000	390,000	-	-	-	3,850,000	7,043,127		
Transfer to (from) R&M Fund					(207,327)	(72,200)	547,000	451,400	448,000	840,000	(2,620,000)	10,000	300,000	300,000					
CY GF outlays add (less) transfer to (from) R&M					1,000,000	840,000	840,000	840,000	840,000	840,000	840,000	400,000	300,000	300,000					
R&M Fund Balance					424,173	351,973	898,973	1,350,373	1,798,373	2,638,373	18,373	28,373	328,373	628,373					
Gas/Oil					553,000														
Forestry					245,000														
Parks					256,000														
ACNA					40,000														
Total Beginning Fund Balance					1,094,000	860,250	610,250												
Annual CIP Request					233,750	250,000	242,000												
Ending Fund Balance					860,250	610,250	368,250												