



# Antrim County

## Capital Improvement Planning Committee (CIP)

### **MEMBERS**

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

### **STAFF**

**Pete Garwood**  
County Administrator  
**Jeremey Scott**  
Deputy Administrator  
**Tina Schrader**  
Administrative Assistant  
**Margie Boyd**  
Secretary

### **OFFICE ADDRESS**

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The Antrim County Capital Improvement Planning Committee  
meeting is scheduled for

**Monday, June 13, 2022; 10:00 a.m.**

**Board of Commissioners Room**

### **AGENDA ITEMS INCLUDE:**

1. Call to Order
2. Public Comment
3. Review of Minutes—May 9, 2022 ..... 2
4. 2023—2032 CIP Projects
  - New ..... 3
  - Updated ..... 4
5. Various Matters
6. Public/Member Comment
7. Adjourn

If you wish to attend a CIP meeting and require special assistance,  
please contact the Administration and Planning office at (231) 533-6265.

# Antrim County Capital Improvement Committee

## Minutes May 9, 2022

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

Members absent: Richard Friske  
Others: Jeremy Scott, Terry VanAlstine

**1. The meeting was called to order at 10:00 am by Jarris Rubingh**

**2. Public Comment**

None

**3. Review of Minutes from April 18, 2022**

**Corrections: date at top and bottom right, correct numbering and correct absences/present.**

**Motion by Ms. LaVanway, seconded by Mr. Helwig, to approve the minutes of April 18, 2022 as amended.**

**Motion Passes 8 Yes, 0 No, 1 Absent**

**4. 2023-2032 CIP Projects**

Questions from the prior meeting were answered by staff and discussed. The committee reviewed the CIP page by page.

Staff was directed to get additional information on the possibility of adding a generator to the health department building.

The Committee requested that the Maintenance Director investigate cost savings in having the jail roofed in a single year.

A question regarding the need for a kitchen in the jail was raised.

More information was requested regarding the \$50 ongoing charge for electricity on the Glacial Hills Well project, specifically, who would be paying for it.

**\*Update page 46 - exterior windows and doors to identify it for the County Building**

The committee asked for an estimate for an engineering study on the County Building exterior walls.

New ACNA projects were discussed in further detail, the committee moved the dates of both the schoolhouse roof and permanent toilets to 2026.

The Barnes Park improvements and delayed timeline were discussed in detail.

The committee requested that the prior Annex projects (e.g. Exterior Doors & Windows) be removed

The Next CIP meeting was scheduled for June 13 at 10AM

**5. Various Matters**

None

**6. Public/Member Comment**

None

Meeting adjourned at 11:27

# 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 <i>(Use a specific amount, not a range)</i>
180 800 MHZ Radios	\$340,000
Department	Contact name
<u>Emergency Management</u>	<u>Brad Rizzo/Leslie Meyers</u>

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

Grant Funding: AFG Grant 288,000,.Tribe Grant 15,000. General Fund or 911 37,000

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

160 of these radios would be used to outfit all firefighters serving Antrim County. The other 20 would serve as the emergency cache of radios for use as needed by first responders. As the use of 800 MHz radios has grown exponentially over the past 5 years, the need for radios to utilize by CERT, Auxiliary Officers and staff has become more apparent. As an example, the majority of firefighters do not have portable 800's. During the EF3 Tornado in Gaylord, their biggest request from Antrim County was for light towers. Many of our departments used pick-ups to transport the towers. Once on scene, they were unable to communicate as all responders were on 800 radios. The CERT and RACES Teams also use 800's for events such as Whitepine Stampede and Paddle Antrim. We currently borrow radios from Charlevoix County and MSP. This will allow them to communicate with all first responders during these large events.

## Why is this project needed?

Allowing all first responders and staff to communicate during events, emergencies and disasters is paramount for interoperable communications.

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?

Future costs may include necessary programming and maintenance. If the County is to retain ownership of the radios and maintain the supply in perpetuity, the County would be responsible for replacement at end of life.

Additional comments

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

Project#	Requesting Dept.	Location	Description	2023	2024	2025	2026	2027	2028-2032	Total Cost	Commenter	Comment
2022-57	ACT	ACT	2 Large Lifts		75,000	75,000			-	150,000	Meacham	In need of replacement
2022-38	Byce	ACT	Main Building Roof				15,000		100,000	115,000		
2022-41	Byce	ACT	Consolidate Electric					50,000	-	50,000	Meacham	Not urgent.
2022-39	Byce	ACT	Storefront Construction						200,000	200,000		
2022-73	Byce	ACT	Covered Space for Busses						100,000	100,000		
2022-54	Airport	Airport	Easement Purchases/Tree trimming	200,000					-	200,000	Strehl	Easements are reimbursable, but initial outlay from Co. funds.
2023-23A	Admin	Annex/HD	Sheriff Relocation	412,827					-	412,827		
2023-23B	Admin	Annex	Annex Demo/Parking		200,000				-	200,000		
2014-01	Sheriff	Annex	Electronic Forensic Lab						-	-	Bean	TBD - Currently no available space.
2023-21	Maintenance	COA	Handicap Ramp	16,000						16,000		
2022-12	Byce	County Bldg.	Restroom updates	30,000					-	30,000		
2023-01	Maintenance	County Bldg.	BOC Room Reconfiguration	30,000					-	30,000		
2023-02	Maintenance	County Bldg.	VFD Motor and Controls AHU	14,000					-	14,000		
2023-03A	Treasurer	County Bldg.	Replacement Folder/Sealer	9,500					-	9,500		
2023-03B	Treasurer	County Bldg.	Replacement Folder/Sealer	9,500					-	9,500		
2023-04	Maintenance	County Bldg.	Entry Door Hardware	15,000					-	15,000		
2022-63	Maintenance	County Bldg.	Carpet	35,000	35,000	35,000	35,000		-	140,000		
2023-05	Maintenance	County Bldg.	Ceiling Tile Replacement	57,000	57,000	57,000	58,000	58,000	-	287,000		
2023-06	Maintenance	County Bldg.	Elevator upgrades		110,000				-	110,000		
2023-07	Maintenance	County Bldg.	Replace AC in Server Room		12,000				-	12,000		
2023-08	Maintenance	County Bldg.	Heating Coil AHU			12,000			-	12,000		
2023-09	Maintenance	County Bldg.	Roof Replacement					300,000	-	300,000		
2022-09	Byce	County Bldg.	Exterior Doors/Windows						400,000	400,000		
2022-08	Byce	County Bldg.	Exterior Walls						3,000,000	3,000,000		
2022-64	Maintenance	County Bldg.	Sidewalks - Cty Bldg., Court, Sheriff						200,000	200,000		
2016-02	Maintenance	County Bldg.	County Building Parking Lot						120,000	120,000		
2022-19	Byce	Courthouse	Replace Air Cooled Chiller	130,000					-	130,000		
2023-10	Maintenance	Courthouse	Restroom Countertops	12,000					-	12,000		
2022-16	Byce	Courthouse	Tuck-point Limestone		150,000				-	150,000		
2023-11	Maintenance	Courthouse	Window Replacement		90,000				-	90,000		
2023-12	Maintenance	Courthouse	Carpet Replacement			17,000	17,000	17,000	-	51,000		
2016-03	Maintenance	Courthouse	Courthouse Parking Lot				80,000		-	80,000		
2023-13	Maintenance	Courthouse	Elevator upgrades				110,000		-	110,000		
2023-14	Maintenance	Courthouse	Boiler Replacement					17,000	-	17,000		
2023-15	Maintenance	Courthouse	Roof Replacement						60,000	60,000		
2022-72	E-911	E-911	Offsite/backup/mobile facility	32,000					-	32,000	Gank	Build cart with remote facility capability in case building is inoperable.
2023-26	Emg Mgt	Firefighters/Emg Mgt	180 800 MHz Portable Radios	340,000					-	340,000	Rizzo	Net County funded expected at 37,000.
2022-65	E-911	E-911	UPS Replacement						35,000	35,000	Gank	5,000-10,000 batteries in 2024. 10 yr. replacement more realistic.
2022-50	Sheriff	Jail	Workout Equipment	15,000					-	15,000	Bean/Rawling	In the past, equipment has been purchased from commissary funds
2023-16	Maintenance	Jail	Door Replacement	30,000					-	30,000		
2023-17	Maintenance	Jail	Roof Replacement	72,000	77,200	62,000	73,600		-	284,800		
2023-18	Maintenance	Jail	Replace Rooftop units	40,000	15,000	15,000	15,000		-	85,000		
2022-49	Byce	Jail	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	Kitchen Ductwork Replacement		15,000				-	15,000		
2022-51	Sheriff	Jail	Office Space Addition						-	-	Bean/Rawling	TBD - Currently no office space in jail. Possible expansion needed.

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

Project#	Requesting Dept.	Location	Description	2023	2024	2025	2026	2027	2028-2032	Total Cost	Commenter	Comment
2022-22	Byce	Sheriff/Jail	AHU and add AC Unit	40,000					-	40,000	Bean/Rawling	9 cells not air conditioned
2022-21	Byce	Sheriff/Jail	Exterior Doors/Sealant	80,000					-	80,000	Vitale, Bean/Rawling	Dave - no; Todd/Dan - several doors rusting through
2022-20	Byce	Sheriff/Jail	Tuck point masonry		120,000				-	120,000	Vitale, Bean/Rawling	Dave - complete; Todd/Dan - need brick replacement
2022-23	Byce	Sheriff/Jail	New Transformer/Electrical Panels			60,000			-	60,000	Bean/Rawling	Consolidate, not urgent
2014-02	Sheriff	New	Law Enforcement Center						-	-		
2022-62	Maintenance/Adm in	Nifty Thrifty	Tear Down/Remediation	145,000					-	145,000	Vitale	Include asbestos evaluation, tear down, remediation
2022-01C	Parks	Parks	Privy John for tent site	20,000					-	20,000	Hunter	Reduce usage on septic/sites per facilities.
2022-01A	Parks	Parks	Electric Hookup	60,000	60,000				-	120,000	Hunter	Electric hookups (2,000/site equip & install)
2022-01B	Parks	Parks	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	ACNA Schoolhouse Roof/Foundation				35,000			35,000		
2023-25	ACNA	Parks	ACNA Permanent Toilets				90,000			90,000		
2020-01	GRNA	Parks	Boardwalk Reconstruction	100,000	100,000				-	200,000		
2023-22	Glacial Hills	Parks	Vandermark Trailhead Water	18,750					-	18,750		
2022-35	Byce	Storage	Replace Ceiling Gas Heaters	10,000					-	10,000		
2023-20	Maintenance	Storage	Replace Doors, Paint, Soffit	20,000					-	20,000		
2022-36	Byce	Storage	Replace Gas Furnace		6,000				-	6,000		
2022-31	Byce	Storage	Roof Replacement						70,000	70,000		
2022-53	Sheriff	Storage	Evidence Room						-	-	Bean/Rawling	TBD - Currently in maintenance bldg. complaint of roof leak.

Annual Total 1,993,577 1,147,200 575,000 528,600 442,000 4,285,000 8,971,377

Recommended Funding

Oil/Gas/Forestry/Park	198,750	160,000	242,000	125,000	-	-	725,750
ACT	-	75,000	75,000	15,000	50,000	400,000	615,000
Airport	200,000	-	-	-	-	-	200,000
COA	16,000	-	-	-	-	-	16,000
Commissary	15,000	-	-	-	-	-	15,000
E-911	372,000	-	-	-	-	35,000	407,000
Foreclosure	9,500	-	-	-	-	-	9,500

General 1,182,327 912,200 258,000 388,600 392,000 3,850,000 6,983,127

Transfer to (from) R&M Fund (182,327) (82,200) 572,000 441,400 438,000

CY GF outlays add (less) transfer to (from) R&M 1,000,000 830,000 830,000 830,000 830,000

R&M Fund Balance 449,173 366,973 938,973 1,380,373 1,818,373

Gas/Oil	553,000
Forestry	245,000
Parks	256,000
ACNA	40,000

Total Beginning Fund Balance 1,094,000 895,250 735,250 493,250

Annual CIP Request 198,750 160,000 242,000 125,000

<u>Project#</u>	<u>Requesting Dept.</u>	<u>Location</u>	<u>Description</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028-2032</u>	<u>Total Cost</u>	<u>Commenter</u>	<u>Comment</u>
		Ending Fund Balance		895,250	735,250	493,250	368,250					