

Antrim County Capital Improvement Committee

**Minutes
May 30, 2019**

Members: Rick Teague, Karen Bargy, Pete Garwood, Valerie Craft, Terry VanAlstine, Deb Haydell, Bill Bailey, Christian Marcus, Dave Vitale

Members absent:

Others: Ed Boettcher, Margie Boyd, Travis Youatt, John Strehl, Leslie Meyers, Mike Gank

1. The meeting was called to order at 9:06 a.m.

2. Organization

Terry VanAlstine nominated Karen Bargy for Chairperson.

Motion by Terry VanAlstine, seconded by Christian Marcus to close nominations for Chairperson and cast a unanimous vote for Karen Bargy.

Motion carries - unanimous

2. Public Comment

John Strehl, Antrim County Airport Manager, informed the Committee that he applied to receive grant funding for improvements to the airport taxiway. Mr. Strehl indicated new federal funding has become available for 2020. The total project cost will be approximately \$2 million dollars and requires a 5% match from the County. He asked that this project be considered for the 2020-2025 Capital Improvement Plan (see attached pg. 4). Ms. Bargy said this issue would be taken up during the review of new projects.

3. Review of Minutes from June 26, 2018

The Committee reviewed the minutes from June 26, 2018.

Motion by Pete Garwood, seconded by Deb Haydell, to approve the minutes of May 31, 2018 as amended.

Motion Carries- Unanimous.

4. Review of the 2019-2024 Capital Improvement Plan (CIP)

The Committee reviewed the 2019 CIP projects. Karen Bargy asked Administration Office staff to reformat the project sheets to include original project request submission dates and indicate whether any changes or updates have been made to the projects.

Existing projects

Ms. Bargy asked about the status of quotes for the Barnes Park bathroom project. Pete Garwood, County Administrator, said he will follow up with Eileen Wallick, Barnes Park Manager and bring updated quotes to the next meeting.

Valerie Craft, Information Technology Director, told the committee the phone system hardware project should not be listed as a CIP project as the project request is for replacement technology. She indicated the current definition of a capital improvement project as outlined in the 2019-2024 CIP plan says only original purchases are considered capital projects. The committee discussed

the definition. Mr. Garwood suggested the addition of a category specifically for future technology needs.

Motion by Terry VanAlstine, seconded by Pete Garwood that the 2020-2025 CIP include a ten year forecast for technology purchases addendum.

Motion carries – unanimous

Motion by Pete Garwood, seconded by Rick Teague to withdraw phone systems hardware project from CIP and include it in the technology forecast addendum.

Motion carries - unanimous

Mr. Marcus asked about the status of the existing drain field at Barnes Park and what the projected cost of a new field would be if the field were slated to begin. A question was whether there is one or two drain fields currently.

It was the consensus of the committee to slate the Barnes Park Drain Field project as a future needs project until questions are answered.

Emergency Services Coordinator Leslie Meyers and Dispatch Sergeant Mike Gank arrived at 10:15.

Mr. Marcus asked about the possibility of a collaboration with other counties to help mitigate the cost of a new communications trailer for Emergency Services. Ms. Meyers indicated we currently collaborate with other counties on service, but she felt a communications trailer was not something that works well for two or more county collaborations. Sergeant Gank noted while the communications trailer is used for emergencies, it is also used during non-emergency/planned events. Those events double as training opportunities for law enforcement staff. If a collaboration were sought, Antrim County would run the risk of losing the use of the unit if the owning county has a need. Rick Teague asked about the possibility of converting and retrofitting an ambulance. Ms. Meyers said the possibility does exist, but doing so may not suit the needs of Emergency Services. She also indicated the current trailer will not last more than two (2) years and must be replaced. More information was needed before the committee could move forward.

It was the consensus of the committee to leave the Barnes Park interior road project as a future needs project until more information can be gathered. The Administration Office was asked to work with Ms. Wallick and the Antrim County Road Commission on gathering that information.

Mr. Garwood provided the Committee with an updated project sheet for the County Building Security Project (pg 5). Ms. Bargy requested more information on the cost of the key fob project.

Valerie Craft left the meeting @10:50

Dave Vitale, Maintenance Director, informed the committee the current generator for the county building is in need of replacement due to age and difficulty in finding replacement parts. The proposed new generator would be much larger than the current generator and, if purchased and installed, would power the entire building. Bill Bailey asked whether the generators could be moved to the new county facility should that project move forward. Mr. Vitale said the generators could be moved and used at the new facility; however, he is only asking to replace the generator at the county building at this time. He will request a generator for the courthouse at a later date. It was the consensus of the committee to remove the project from the “Delayed” list and add it to the 2020 project list.

It was the consensus of the committee to move the Grass River Natural Area Boardwalk project to “Future Needs” until a more specific dollar amount is requested.

5. CIP Projects 2020-2025

It was the consensus of the committee to add the Jail Portable Radio Project to the 2020-2025 CIP project list.

It was the consensus of the committee to add the Hydro Dam Roof Replacement Project to the 2020-2025 CIP project list and that funds be budgeted from fund 582.

It was the consensus of the committee to add the County Building Wall Heaters Project to the 2020-2025 CIP project list.

It was the consensus of the committee to add the Airport Taxiway Rehabilitation Project to the 2020-2025 CIP project list. This project will require a 5% grant match from the County.

6. Various Matters

Ed Boettcher, Board Chair, said in light of the Facilities Master Plan, he would like to see a fund set up from a portion of the General Fund fund balance that would be used specifically to fund capital improvement projects. Ms. Haydell said if that fund were to be set up, any funds left over at the end of a fiscal year would be reflected as a part of the General Fund fund balance in the audit.

7. Public Comment

None.

The meeting adjourned at 12:10 p.m.

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



For inclusion in the 2020-2025 Capital Improvement Plan

Project Title Estimated cost of project *(Use a specific amount, not a range)*
Taxiway A & B Rehab \$2,000,000

Department Contact name
Antrim County Airport John Strehl

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

90% Federal, 5% State, 5% Local

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

Taxiway A&B pavements were last rehabilitated in 2006. The State of Michigan last inspected the condition of the Taxiways for the Statewide Pavement Management System in 2015. At the time of inspection, the average Pavement Condition Index (PCI) for Taxiway A & B were 33 and 37, respectively, due to low to medium severity transverse and longitudinal cracking as well as low to high severity raveling of the PFC course, which creates unsafe Foreign Object Debris (FOD) concerns. Based to normal pavement deterioration rates for Porous Friction Course (PFC) pavements, the Statewide Pavement Management System anticipates that by 2020, those PCI values will have dropped to 4 & 6 respectively.

Why is this project needed?

The airport is a single runway airport, with Taxiway A being the parallel taxiway for Runway 2-20 and Taxiway B being primary route to the Airport terminal apron for all large piston and business jet aircraft. This project will allow for long-term economic sustainability by continuing to allow for safe operations into and out of the airport, which according to the 2017 Michigan Aviation System Plan (MASP), contributes over \$10.6 million to the local economy.

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?

Pavement maintenance will be greatly reduced.

Additional comments

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



For inclusion in the 2020-2025 Capital Improvement Plan

Project Title	Estimated cost of project <i>(Use a specific amount, not a range)</i>
County Building Security	\$35,000
Department	Contact name
Administration	Peter Garwood

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.)*

2020 <u>X</u>	2021	2022	2023	2024
2025	2026	2027	2028	2029

Project description

This project was previously lumped in with all renovations of the County Building. However, due to the fact that building security has been on everyone's minds, especially those who work in the building, I am breaking it out of from the overall project. The focus of this project is on those things that will remain the same whether or not we remodel at a later date and/or things that can be repurposed if we do change them later.

Unless the project or portions of the project are completed in 2019, the basic components of the intended improvements are as follows: Lock all doors except the designated public entrances. Install key card option for employees on all public entrances and employee entrances. All active entrances will be controlled from designated computers. Install cameras at all public entrances. Extend the computer operated/fob system that has been installed on the Clerk Office door and the Treasurer Office door to all offices that have a large open service counter on the first floor.

Why is this project needed?

Employees and Commissioners both have been expressing a need for greater security in the County Building. Building security was included in the Facilities Master Plan along with County Building reallocation of space. The total cost for the "Reallocation of Space and Security System" for the County Building was projected at \$243,163 to \$282,595.

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?

If this is approved, the rest of the project (reallocation of space) included in the Facilities Master Plan will have to be completed at a later date. The balance of the total cost represented above will have to be spent at that time.

Additional comments

The focus of this project is to do the basic things that can be done to make the work space more secure.

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

Antrim County Capital Improvement Committee

**Minutes
June 27, 2019**

Members: Rick Teague, Karen Bargy, Pete Garwood, Valerie Craft, Terry VanAlstine, Deb Haydell, Bill Bailey, Christian Marcus

Members absent: Dave Vitale

Others: Travis Youatt

1. The meeting was called to order at 9:02 a.m. by Commissioner Bargy

2. Public Comment

None

3. Review of Minutes from May 30, 2019

The Committee reviewed the minutes from May 30, 2019.

Motion by Terry VanAlstine, seconded by Rick Teague, to approve the minutes of May 30, 2019.

Motion Carries

4. Review of the 2019-2024 Capital Improvement Plan (CIP)

Commissioner Bargy passed out a spreadsheet of current projects (see attached pgs. 3-4). Discussion ensued.

The board discussed the drainage/ventilation issues at Barnes Park. The Administration Office will seek updated quotes. It was the consensus of the committee to add the 2020 project list.

5. CIP Projects 2020-2025

The phones system hardware is due to be replaced in 2021. The Information Technology (IT) department was asked to provide more information to the committee members for consideration at the next meeting.

It was the consensus of the committee to move the Health Department Building Connectivity project to the future needs category. The Administration Office was directed to bring the issue to the full Board depending on the status of the Village of Bellaire's Broad Street re-construction project.

The committee agreed the Barnes Park Drain Field project needs more details in order to move any further within CIP. Questions to be considered include:

- What is the age of the current system?
- Is there a need for one or two fields?
- Will pumps be beneficial?

It was the consensus of the committee to move the Barnes Park Drain Field Project to future needs.

The committee requested specific quotes for the failing asphalt that needs to be replaced as part of the Barnes Park Road Project. The committee also requested quotes for the hot mix to improve the edges of the road. The quotes need to be received by the next CIP meeting. Pete Garwood,

County Administrator, passed out an email from Burt Thompson, Antrim County Road Commission Engineer-Manager, on the condition of the road at Barnes Park (see attached pgs. 5-6).

It was the consensus of the committee to split the key fob and camera project into two projects with the camera project coming out of the IT budget for 2020.

It was the consensus of the committee to approve the key fob project as a 2020 project. The Committee requested an updated plan sheet for this project for the next CIP meeting.

6. Various Matters

Travis Youatt, Deputy Administrator, brought up the issue of the communications trailer to the committee for discussion. Representatives from Otsego County brought their recently purchased communications trailer to Antrim County on June 20, 2019 so Board and committee members could take a tour and compare to Antrim County's current trailer. Discussion ensued about the communications trailer and its importance. Commissioner Bargo stated that a tent could serve the same purpose as a trailer.

Rick Teague mentioned that there is an August 6th local election for emergency services.

Mr. Garwood brought up the Bank Building demolition project. He stated that only one contractor showed up to the mandatory walk-through. There will be an additional walk-through in the near future.

7. Public Comment

None

The CIP committee will have another meeting yet this year on July 22, 2019.

Meeting adjourned at 11:00 a.m.

Dept	Initial Submittal (per CIP agenda 6/27/19)	Project	Status in 2019-2024 CIP	Action/Notes (from Atch A CIP 6/26/18)	Status in 2020-2025 CIP	Action/Notes (from 5/30/19 Mtg Notes)	Projected Project Cost
Sheriff	2019	Animal Control Floor	2019	Funding from Restricted Donation Fund	2019	Status ?	\$ -
IT	2017	Network Switch Replacement	2019	3rd & Final Installment	2019	Status ?	\$ -
Parks	2003/ 2016	Barnes Park Bathroom Ventilation / Floor Drains	2019	Waiting on Quotes on Project to Update	Pending ?'s	P Garwood to check into; cost?	\$ -
IT	2015	Phone System Hardware	2020	Leave as is, need updated sheet for next year	2020	Move to IT addendum per CIP comm	\$ -
Maintenance	2019	County Bldg Generator	Delay	To be considered w/ Facilities Master Plan; Future update will separate into (1) for Courthouse & (1) for County Admin Bldg	2020		\$ 170,000
Sheriff	2019	Jail 800mhz Radios (11)			2020	Resubmitted as 'new' after BOC funded half of request in 2019	\$ 20,900
Dams	2019	Elk Rapids Hydro Roof Replacement			2020	From Fund 582	\$ 46,742
Maintenance	2019	Co Bldg Stairway Heater Replacements (8)			2020	D Vitale to explore other alternative heat solutions but if none, project still ok	\$ 16,895
Airport	2019	Taxiway A & B Rehab			2020	90% Federal 5% State 5% Local- Local match is \$100,000	\$ 100,000
Equalization	2017	Orthophotography	2022	Do every 5-6 years, move to 2022 unless state does 2021 cost share	2022		\$ 49,000
IT	2017	Health Dept Bldg Connectivity	2022	Keep for 2022	Pending ?'s	No sheet submitted; s/b incl for consideration; potentially affected by Broad St repaving	\$ -
Sheriff	2014	Jail Kitchen Mixer Replacement	2022	Keep for 2022; Replacement of parts in 2018 for current mixer; Original Quote from 2013	2022		\$ 15,000
Emer Services / Sheriff	2019	Communications Trailer	Future Needs		Future Needs	Proposed for 2022 by Dept Head; CIP asked if possible to coor w/other Co?	\$ 89,000
Parks	2016	Barnes Park Drain Field Replacement	Future Needs		Pending ?'s Future Needs	Need info: age of current field? Propose 2 fields into one? Or 2 fields? Cost est?; Proposed for 2024 by Dept Head	\$ -
Parks	2019	GRNA Boardwalk Replacement	Delay	Ask for resubmittal for 2020-2025 CIP w/following info: cost per foot, funding years requested, dollar amt for each funding yr	Future Needs	Per CIP comm moved to future needs; Expect revised project plan for 2022 construction w/ recent organizational leadership transition	\$ -

Parks	2005/ 2016	Barnes Park Pave Interior Road	Future Needs	Patched Areas in 2017; original evaluation done in 2015	Pending ?'s Future Needs	Keep as Future need for now; Need more info- P Garwood asked to work w/dept head & Rd Comm to determine what is most appropriate (preventative, overlay, complete repave?); C Marcus suggested contact Lakes of the North to see what it cost them as they recently paved campground	\$ -
Admin	2016	New Tables in BOC Room	Delay	Consensus due to Facilities Master Plan	Delay		\$ -
CIP	2018	County Bldg Renovations Interior	Delay	Consensus due to Facilities Master Plan		To address space reallocation only	\$ 233,800
Maintenance	2017	Annex Roof Replacement	Delay	Consensus due to Facilities Master Plan	Delay		\$ -
Probate	2014	Courtroom Renovations	Delay	Consensus due to Facilities Master Plan	Delay		\$ -
IT	2016	Security Key Fobs	Delay	Consensus due to Facilities Master Plan		Updated as Co Bldg Security by Admin; P Garwood & V Craft will come back w/more info- suggest splitting out ready to go projects; Fobs in 2020- How many? How much?	\$ 35,000
Maintenance	2016	Courthouse & Jail Parking Lot Repave	Delay	Consensus due to Facilities Master Plan	Delay		\$ -
Sheriff	2014	Forensic Lab for Electronics	Delay	Consensus due to Facilities Master Plan	Delay/ Withdrawn	Currently being discussed at the BOC Level as part of the Facilities Master Plan	\$ -
Sheriff	2014	New Jail & Law Enforcement Center	Delay	Consensus due to Facilities Master Plan	Delay/ Withdrawn	Currently being discussed at the BOC Level as part of the Facilities Master Plan	\$ -
Parks	2016	GRNA Rd/ Parking Lot	2019	3rd & Final Installment	Withdrawn	In process of being completed	\$ -
Parks	2006/ 2016	Barnes Park Bury Overhead Wires	Future Needs		Withdrawn	Reduced outages due to critter deterrents by Great Lakes Energy	\$ -
Maintenance	2014	County Bldg Siding Repair	Delay	Consensus due to Facilities Master Plan	Withdrawn	Withdrawn by Dept Head	\$ -
Sheriff	2018	Jail Stove Replacement	Removed	Funded in 2018	Withdrawn	Replaced in 2018	\$ -
Maintenance	2019	Courthouse Bldg Generator	Delay	Included with Co Bldg Generator project	Withdrawn	Per updated Co Bldg Gen Project Form	\$ -
Maintenance	2019	Courthouse Boiler Replacement	Removed	Rec to BLI as 2018 Project			
Treasurer / Abstract / Others	2014	Microfilming	Removed	Per County Treasurer for lack of coordination w/other depts			
Parks	2014/ 2015	ACNA Schoolhouse	Removed	CIP removed; owner has not shown any interest in selling & ACNA Comm noted that bldg is becoming dilapidated			

From: Garwood, Peter
Sent: Thursday, June 27, 2019 8:28 AM
To: 'Burt Thompson' <bthompson@antrimcrc.org>
Cc: Schrader Tina (schradert@antrimcounty.org) <schradert@antrimcounty.org>
Subject: RE: Barnes Park asphalt

Thanks Burt. This will be very helpful.

Pete
Peter Garwood, Administrator
Antrim County
PO Box 187
203 E. Cayuga St.
Bellaire, MI 49615
231.533.6265
garwoodp@antrimcounty.org

From: Burt Thompson <bthompson@antrimcrc.org>
Sent: Wednesday, June 19, 2019 2:12 PM
To: Garwood, Peter <garwoodp@antrimcounty.org>
Subject: Barnes Park asphalt

Pete,

I made a trip through Barnes Park on the 18th. The pavement is in fairly good shape. There are some areas of edge deterioration, mainly at lots from vehicles driving across the edge. It is showing minor differential settlement which is common for older pavements which results in a somewhat rougher ride, but nothing extreme that would cause a problem. I observed very little cracking, it is likely that there are hair line cracks that are not readily visible. I am guessing that this pavement is at least 30 years old.

I don't think I would recommend any work on this pavement. If ride quality and better aesthetics are the goal, a hot mix asphalt overlay and gravel placed along the shoulders would probably be the most economical work.

Near the entrance to the park there are two small areas of failing pavement. Some patches have been made in the recent past. These areas should be cut out and replaced and an investigation into the base material should be made as well. It may need base strengthening so that any new pavement does not fail prematurely.

Let me know if you need any further information.

Burt

Burt Thompson, P.E.
Engineer-Manager
Antrim County Road Commission
PO Box 308
Mancelona, MI 49659
Ph 231-587-8521

Antrim County Capital Improvement Committee

Minutes
July 22, 2019

Members: Karen Bargy, Val Craft, Peter Garwood, Terry VanAlstine, Bill Bailey, Christian Marcus, Deb

Members absent: Dave Vitale

Others: Travis Youatt, Eileen Wallick, Leslie Meyers, Mike Gank Sheryl Guy

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

2. Public Comment

Leslie Meyers spoke on the need for an Emergency trailer.

3. Review of Minutes from June 27, 2019

The Committee reviewed the minutes from June 27, 2019. There were several corrections.

Motion by Deb, seconded by Terry, to approve the minutes of June 27, 2019.

Motion Carries

4. CIP Projects 2020-2025

The Committee spoke on several projects.

Barnes Park Bathroom Facility.

Motion by VanAlstine, seconded by Christian Marcus to remove the Barnes Park Bathroom Facility project from CIP.

Motion carries.

Motion by Teague, seconded by Garwood to recommend the Barnes Park Bathroom Renovations Project to the Board of Commissioners.

Yes – Bargy, Teague, Garwood, VanAlstine, Bailey, Marcus

No – Haydell

Motion Passed

It was noted that Eileen Wallick would like to use tile.

Barnes Park Drain Field.

Eileen Wallick, Barnes Park Manager, spoke on the Septic Field.

It was the consensus of the committee to move the Drain Field Project into Future Needs. It was noted there may be a need for a second septic field in the future.

Barnes Park Road

Ms. Wallick noted that the crew normally uses Afton stone to help support the edges. Additional information is needed on turn areas.

Motion by VanAlstine, seconded by Craft to add the Barnes Park Road Repaving project to 2020 projects.

Yes – Bary, Teague, Garwood, Bailey VanAlstine, Haydell

No – Marcus

Motion carries

County Building Security/Access Control

There was discussion on the project and details of different quotes obtained by Val Craft and Peter Garwood.

Christian Marcus asked if Grant money would be available for the security of the building.

There was a consensus approve the project for the 2020 list.

Waiting on IT addendum pending any corrections.

Motion by VanAlstine, seconded by Bailey to approve 2020 projects as discussed pending final approval by committee by email to be sent on July 25, 2019.

Motion Carries

5. Various Matters

The committee discussed the financials with the finance director for the 2020 projects.

6. Public Comment

Mr. Garwood spoke on the need for a communications trailer for Emergency Services. He indicated the current trailer should be replaced in a few years. The project is identified as a future needs. The project will be discussed next year. It was a consensus was to move to 2022.

Motion to by Teague, seconded by VanAlstine to recommend the Board of Commissioner approve CIP plan pending distribution to the CIP committee.

Motion Carries.

Meeting adjourned at 10:23