

<p>Antrim County</p> <p><b>Capital Improvement Committee</b></p>
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**Minutes**  
**April 19, 2017**

Members: Deb Haydell, Valerie Craft, Christian Marcus, Mike Hayes, Karen Bargy,  
Dave Vitale, Peter Garwood

Members absent: Bill Bailey

Others: Dan Bean, Ed Boettcher, Melissa Zelenak

**1. The meeting came to order at 9:00 a.m.**

The committee discussed the fact that a chair was not appointed for the committee. Christian Marcus expressed an interest in being chair. It was the consensus of the members that Mr. Marcus would be committee chair.

**2. Public Comment**

None.

**3. Review of Minutes from June 29, 2016**

**Motion by Mike Hayes, seconded by Peter Garwood, to approve the minutes of June 29, 2016 as presented. Motion carried – unanimous.**

**4. Review of the 2017-2022 Capital Improvement Plan (CIP)**

The CIP from 2017-2022 was reviewed.

Mr. Marcus would like a better way of distinguishing those capital improvements that have an annual cost after purchase.

Mr. Garwood informed the committee that forms for updating previous projects and submitting new projects had been sent to all department heads and elected officials with a submission deadline of May 5th.

The committee reviewed the status of all 2017 projects.

**5. Parking Lot Discussion**

Mr. Garwood informed the committee that the \$46,000 in the 2017 budget for the parking lots was for an overlay of both parking lots. The County is now being advised that the parking lots should be ground up and repaved. This would mean that the County would only be able to afford paving one parking lot this year. Mr. Marcus questioned whether a total repaving is necessary.

A discussion took place regarding how the purchase and ultimate use of the Huntington Bank property might affect the re-paving needs of the north parking lot of the courthouse.

Additionally, it was brought up that the building space needs, security, and ADA compliance study might change the location of the handicap ramps in the south (County Building) parking lot. Mr. Vitale indicated repaving the south and east sides of the jail building is very important to get done this year.

**Motion by Karen Bargy, seconded by Mike Hayes, to recommend the Buildings, Lands & Infrastructure Committee remove the County Courthouse and County Building re-paving project from consideration for 2017 and delay it to the 2018-2023 Capital Improvement Plan, and to recommend the Buildings, Lands, and Infrastructure move forward with the jail area re-paving project.**

**Motion carried – unanimous.**

**6. Strategy Plan Changes (2018-2023)**

Grass River Natural Area (GRNA) Road will be included for the second and third year of a three-year funding commitment at \$67,000 for 2018 and 2019.

Per comments from Sheriff Bean, the jail classification software will be removed from the 2017 project list and the portable fingerprint system will be resubmitted for 2018.

Mr. Garwood gave an overview of the potential property purchase from Huntington Bank.

It was the consensus of the committee that the Meadow View Apartments and Meadow Brook Assisted Living Facility not be part of the Capital Improvement Plan.

The committee would like an appendix with past project documented by year.

The committee discussed the possibility of extending the space need assessment to the entire main campus, Antrim County Transportation, and Emergency Operations Center.

**Motion by Karen Bargy, seconded by Deb Haydell, to recommend the Finance Committee initiate a budget amendment to extend the space needs assessment scheduled for the County Building in 2017 to the entire main courthouse square campus, as well as the Antrim County Transportation building and the Emergency Operations Center, with ultimate approval by the Board of Commissioners.**

Administration staff will see an estimate for the appropriate amount needed for the budget increase.

The next meeting will be Wednesday, May 31, 2017 at 9:00 a.m.

**7. Various Matters**

None.

**8. Public Comment**

None.

The meeting was adjourned at 11:30 a.m.

# Antrim County Capital Improvement Committee

## Minutes May 31, 2017

Members: Christian Marcus, Bill Bailey, Karen Bargy, Valerie Craft, Peter Garwood, Deb Haydell, Mike Hayes, Scott Kruger, Dave Vitale  
Members absent: None  
Others: Janet Koch, Melissa Zelenak

### **1. Call to Order**

Chair Christian Marcus called the meeting to order at 9:00 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from April 19, 2017**

Ms. Bargy said no vote recorded for the motion in item number six. It was the consensus of the committee that the vote had been unanimous. It was noted that Scott Kruger should have been noted as absent.

**Motion by Scott Kruger, seconded by Mike Hayes, to approve the minutes of April 19, 2017 as corrected.**

**Motion carried – unanimous.**

### **4. Status of 2017-2022 CIP Projects**

The Committee reviewed the status of the CIP projects.

### **5. Bank Property: Timeline**

Current maintenance of the jail was discussed. Dave Vitale, Maintenance Director, said the building had been constructed in the 1950s and there were many unknowns. The 911 Dispatch Center was added in 1999; the Administration addition had been constructed a year later.

Commissioner Karen Bargy said she was reluctant to make decisions regarding a timeline without having a plan for the property. She added that a 10-year timeline seemed too long. Commissioner Christian Marcus said there were substantial arguments against combining the courthouse functions within a new law enforcement center.

IT Director Val Craft said additional cabling inside the 1905 Courthouse would require hiring a contractor.

Security measures in the Annex were discussed. The Committee discussed the possibility of moving the staff in the Annex to the bank building. The abandonment of Grove Street was discussed. Janet Koch, Deputy Administrator, said she would do some research on the process, which would include talking to the Village of Bellaire. Bill Bailey suggested that the County start budgeting now for a new law enforcement center.

Ms. Bargy suggested having a visioning meeting with the Board, elected officials, and staff regarding space needs. Mr. Marcus said he would like to see all the County services under one roof. Ms. Bargy said she would like the County to address current needs. Mr. Hayes cautioned against overbuilding and suggested collaboration with other counties. A regional facility for investigations, specifically autopsies, was discussed. Mr. Garwood said Mecosta County built a laboratory for forensics investigations. Mr. Bailey asked about feasibility studies for revenue streams. Mr. Garwood said he did not recommend building a jail significantly beyond existing capacity. Ms. Bargy noted there could be an opportunity to combine the kitchens of the jail and Commission on Aging.

The Administration Office was asked to conduct a survey of the Board of Commissioners and appointed and elected department heads to generate ideas about the property. It was noted that the department heads should be encouraged speak to their employees about the property. Survey questions discussed included: How do you see the acquisition being used by the County? What are your department's current needs and do you see the acquisition being used? Any other ideas?

Mr. Garwood said the security review from MMRMA had recently been received; he summarized the contents of the letter for the Committee.

## **6. Project Sheets**

The withdrawn, existing and refreshed, new project sheets were reviewed.

Some members of the Committee indicated a wish to see any annual costs to proposed CIP projects. Mr. Garwood said an appendix could be included in the CIP that listed completed past projects.

Ms. Bargy asked for a spreadsheet that showed the history of the submitted project sheets.

## **7. Various Matters**

The next meeting was scheduled for Monday, June 26 at 9:00 a.m.

## **8. Public Comment**

None.

The meeting was adjourned at 12:08 p.m.

# Antrim County Capital Improvement Committee

## Minutes June 26, 2017

Members: Christian Marcus, Karen Bargy, Peter Garwood, Deb Haydell, Mike Hayes, Scott Kruger  
Members absent: Bill Bailey, Valerie Craft, Dave Vitale  
Others: Janet Koch, Ed Boettcher

### **1. Call to Order**

Chair Christian Marcus called the meeting to order at 9:04 a.m.

### **2. Public Comment**

None.

### **3. Review of Minutes from May 31, 2017**

**Motion by Pete Garwood, seconded by Mike Hayes, to approve the minutes of May 31, 2017 as corrected.**

**Motion carried – unanimous.**

### **4. 2018-2023 CIP Projects**

The Committee reviewed the proposed projects. A number of questions were asked about the 2 airport projects, reclaim tanks and SRE fuel tanks. Specifically, Mr. Marcus asked if the cost of removing the existing tanks was included.

The replacement of the annex roof was discussed, which had an estimated cost of \$29,700. Deb Haydell, Finance Director, said the County had spent \$1,228 in repairs to the annex roof since 2014. Mr. Garwood said he would discuss the possibility of a few years of continued patching instead of replacement with Dave Vitale, Maintenance Director.

#### Generators for the County Building and 1905 Courthouse

The Committee discussed the County's current risk level. Mr. Garwood said the existing generator for the County Building, which powered emergency lighting and the network servers, was old and operated near maximum capacity. He said a replacement generator with a slightly higher capacity could be an alternative purchase to what was currently being proposed. Ms. Bargy said grants to help fund the generators might be available from Michigan Municipal Risk Management Authority or the federal government.

#### Jail generator room repairs

Mr. Garwood indicated that the exterior addition to the jail that was formerly used to house the jail generator was not currently used for that purpose and is instead used for storage. Complete removal of the room was discussed.

Mr. Garwood said \$15,000 had been budgeted for 2017 to replace part of the jail roof. Mr. Garwood indicated that included within the proposal from the roofing company was pictures of pieces of the bricks from the jail's chimney lying on the current roof. Discussion took place regarding whether or not the falling pieces of chimney brick might damage a newly installed roof. The Committee requested an estimate to repair the jail's chimney.

#### Grass River Natural Area (GRNA) Access Road

The Committee asked about contacting the County Forester to determine if there was any value to the trees fallen near the roadway.

#### Elk Rapids Day Park Stairway Replacement

**Motion by Mike Hayes, seconded by Deb Haydell, to request that the Buildings, Lands, & Infrastructure Committee provide more specific information regarding the replacement of the two stairways at the Elk Rapids Day Park, and that the Buildings, Lands, & Infrastructure Committee seek donations for the project from Art Rapids!**

**Yes votes – Christian Marcus, Peter Garwood, Deb Haydell, Mike Hayes, Scott Kruger**

**No votes – Karen Bargy**

**Motion carried.**

#### Land Use Study

The Committee removed the project from the CIP. It was noted that the Planning Commission could resubmit the request for a future CIP.

#### Forensic Lab

The Committee had questions regarding the project; it was hoped that Sheriff Bean would be in attendance at the upcoming Health & Public Safety meeting and would be able to answer the questions.

#### Barnes Park

The Committee requested an estimate for changes to the 2003 bathhouse and indicated they would like to see the project scheduled for 2019 in the 2018-2023 CIP. A third-party evaluation of the need to repave the road was suggested.

#### County Building Siding

It was suggested that Northern Restoration if it appears the bolts they installed a number of years ago appear to be popping out in one area as opposed to randomly. Mr. Boettcher suggested hiring a structural engineer for ideas on replacing the current siding.

#### GRNA Boardwalk

**Motion by Mike Hayes, seconded by Deb Haydell, in addition to the \$100,000 already pledged by the Board of Commissioners in 2018, to add \$100,000 for reconstruction of the GRNA boardwalk to the 2018-2023 CIP in the years 2019, 2020, 2021, and 2022.**

**Yes votes – Christian Marcus, Peter Garwood, Deb Haydell, Mike Hayes, Scott Kruger**

**No votes – Karen Bargy**

**Motion carried.**

#### Law Enforcement Center

Ms. Bargy said the existing jail could be renovated. Mr. Boettcher said the layout of the existing jail is linear; current jail construction is typically built in a “pod” style, which allows for operation with fewer personnel at a higher level of safety.

#### Mancelona Business Park

It was the consensus of the Committee to remove the project from the CIP. Ms. Bargy said she would like the County to have a policy that requires a closed meeting when a property is being discussed for acquisition or disposal.

#### Traverse City/Charlevoix Trail Property Acquisition

The Committee removed the project from the CIP.

## **5. Bank Property**

### **Results of Questionnaire**

Janet Koch, Deputy Administrator, distributed the questionnaire results (see attached pg. 4). Pete Garwood, County Administrator, read an email suggestion from Commissioner Dawn LaVanway (see attached pg. 5).

Ms. Bargy noted that the questionnaire had been sent out with a short turnaround and it hadn't included the questions she thought the Committee was asking. Ms. Bargy added that the courthouse had space needs that weren't being addressed and recommended a needs assessment for the courthouse.

Mr. Marcus asked each member of the Committee to submit their written opinions on the future of the bank property. He added that what the Board of Commissioners should establish is how much money they are willing to spend, what their intent is for the property, and what departments would be impacted.

Ms. Bargy said the Board of Commissioners should hold a work session to discuss the possibility of a law enforcement center and what that might entail. Mr. Boettcher recommended that the Board consider a special meeting to talk about the future of the property.

### **Results of Discussion with Village**

Ms. Koch said the Village's recent experience with formally vacating a road had been an expense of approximately \$10,000. She reported that the Village Department of Public Works had told her that though there were no utility mains under Grove Street, there was an 8" sanitary sewer service line from the jail and the bank building.

**Motion by Deb Haydell, seconded by Scott Kruger, to recommend that the Finance Committee discuss moving forward with the vacating of Grove Street. Motion carried.**

### **2018 CIP Projects**

The Committee discussed what projects they would like to be included in the CIP as 2018 projects.

## **7. Various Matters**

The next meeting was scheduled for Tuesday, July 11 at 9 a.m.

## **8. Public Comment**

None.

The meeting was adjourned at 1:55 p.m.



## *Memorandum Administration Office*

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June 23, 2017

FR: Janet Koch, Deputy Administrator

RE: Results of questionnaire sent to BOC/Dept. Heads about plans for bank building/property

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**From Sherry Comben, County Treasurer**

- 1) What are your short-term ideas for the bank building/property? *Keep renting it until a decision is made on what to do with it.*
- 2) What are your long-term ideas for the bank building/property? *Vacate the street between the bank/annex buildings and the existing jail/parking lot. Reconstruct/build a structure that combines the annex, jail, sheriff administration and evidence areas making sure the departments are all connected. Remove annex building and create additional parking area.*

OR

*Remove Annex building and Bank building construct a new structure incorporating all our law enforcement (state included), 911 and evidence rooms. Then put a new parking lot or parking structure where the jail and parking lot is located. Still vacating the street between the jail and the bank/annex buildings.*

- 3) Beyond the bank building, what are your thoughts about other County facilities? *We need additional parking and security measures for the County Building and possibly the Court House building. Restructuring of the Treasurer's Office customer window for public computer access and handicap accessibility.*

**From Ed Boettcher, Board Chair**

The Emergency Management could use a new office.

Also Possibly the Building Department could use the new space. Equalization could move upstairs and the Vets office could use the Equalization offices.

**From Leslie Meyers, Emergency Services Director**

I feel at a great loss as I am unsure what the Commissioners had in mind when they purchased the building. Was it purchased for the land or the building? They must have had some idea (or plan) prior to purchasing it. I feel that we should be way past the idea stage. Should the building be staying and room available, Emergency Management would be very grateful to have a conference room and an office to replace the aging (and very much in need of repair) building on the airport grounds. The rot, mold and vermin will take over this location within the next few years. I feel it would be in the best interest of the County to not invest any additional funds for repairs.

If plans are to demolish the bank building, I respectfully request a small office at the main County Building. I can utilize rm 211 in the event that an EOC is required.



**From:** [Koch, Janet](#)  
**To:** [Boyd, Margie](#)  
**Subject:** FW: Looking for ideas!  
**Date:** Thursday, July 06, 2017 1:05:03 PM

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-----Original Message-----

From: LaVanway, Dawn  
Sent: Sunday, June 25, 2017 5:46 PM  
To: Koch, Janet  
Subject: Re: Looking for ideas!

I discussed this with Triston Cole who said there is a state program for people to get help through DHS I think that instead of putting people in jail the state pays to get them help. This would save the county a lot of money. He had all the information and people to contact that would work perfect in that building and also help the jail.

Sent from my iPad

> On Jun 23, 2017, at 3:11 PM, Koch, Janet <kochj@antrimcounty.org> wrote:  
>  
> Good afternoon,  
>  
> I've received a few (well, 3) emails from folks on this topic and am putting them together for the CIP meeting on Monday morning.  
>  
> If some ideas occur to you that you'd like to have considered, send them over – even after the meeting.  
>  
> Thanks!  
> Janet  
>  
>  
> Janet Koch  
> Deputy Administrator, Antrim County  
> P.O. Box 187, Bellaire, MI 49615  
> 231-533-6265  
> <http://www.antrimcounty.org><<http://www.antrimcounty.org>>  
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**Minutes**  
**July 12, 2017**

Members: Christian Marcus, Bill Bailey, Karen Bargy, Valerie Craft, Peter Garwood, Deb Haydell, Mike Hayes, Scott Kruger, Dave Vitale

Members absent: None

Others: Janet Koch, Ed Boettcher

**1. Call to Order**

Chair Christian Marcus called the meeting to order at 9:10 a.m.

**2. Public Comment**

None.

**3. Review of Minutes from June 26, 2017**

Ms. Bargy noted three corrections to the minutes; that the decision to remove the Mancelona Business Park from the CIP was by consensus, a typo correction on page 3, and moving a sentence on page 3 to earlier on the page.

**Motion by Pete Garwood, seconded by Mike Hayes, to approve the minutes of June 26, 2017 as corrected. Motion carried – unanimous.**

**4. 2018-2023 CIP Projects**

It was the consensus of the Committee to move projects that could be impacted by the to-be-established plans of the Board of Commissioners for the newly-acquired bank property to a new CIP category such as “To be re-evaluated with completion of a building assessment.” These projects included the County building renovations, Grove Street Annex roof replacement, construction of jail/law enforcement center, security key fobs, forensics lab, and Probate Court remodeling. Mr. Vitale said he could patch the roof of the Annex for a year or two.

Regarding changes to the County Building, Dave Vitale, Maintenance Director said most of the interior walls of the County Building cannot be moved much more easily than traditionally framed walls. Pete Garwood, County Administrator and Mr. Vitale said it didn’t appear that siding repairs were needed on an immediate basis. The Committee discussed the possibility of changing the generator project from a complete building generator to an upgrade of the existing generator. As the CIP showed the generator as a possible 2019 purchase, it was the general consensus of the Committee to revisit the project in preparation for the next CIP.

Mr. Vitale said he had contacted a vendor regarding a price for repairing the jail’s generator room but had not yet received a number. Janet Koch, Deputy Administrator, distributed a revised project sheet for the Elk Rapids Day Park stairs (see attached pg. 3). Mr. Boettcher said he had talked to Art Rapids! and reported thought the organization would like to assist with the project, they do not currently have the financial ability to assist with project funding.

**Motion by Deb Haydell, seconded by Pete Garwood, to proceed with the Elk Rapids Day Park project as it was a safety issue. Motion carried – unanimous.**

The Committee asked that staff pass on their concern that the material suggested in the project sheet might be difficult to maintain.

Regarding the forensic lab request, the Committee noted that the costs of equipment and maintenance were intertwined in the project sheets and asked that maintenance be removed from the cost listed in the CIP.

Val Craft, IT Director, said the security cameras requested for the jail and courthouse were IT-based and that she should be consulted if the project was approved for implementation.

The Committee discussed the projects to be included in the CIP for 2018 funding requests and potential scheduled dates for the remaining projects.

**Motion by Pete Garwood, seconded by Bill Bailey, to adopt the 2018 CIP projects as discussed for a total of \$362,261 for submission to the Finance Committee for the 2018 budget, with the completed 2018-2023 CIP made available to the Committee members for their review via email before final submittal to the Finance Committee.**

**Motion carried – unanimous.**

## **5. Bank Property**

In response to a request by the Committee chair at the last meeting regarding ideas for the use of the bank property, Ms. Bargy presented a list titled “Two considerations: space needs and logistics,” followed by a number of questions (see attached pg. 4) she thought should be responded to by department heads. Mr. Marcus said the County should do something unique that could be a model for other counties.

Mr. Boettcher said he planned to schedule a special Board meeting for the purpose of discussing the bank property, adding that a facilitated meeting would allow the Board to focus on the big picture, not the specifics.

Mr. Bailey recommended hiring a specialized consultant to assist with the planning process. Mr. Hayes said the bank building, in its present state, didn’t fit the needs of the County. He said that though some temporary utilization could take place, it was his opinion that it would be more effective to demolish the building and build a new parking lot. Mr. Hayes added that if a Board decision regarding the property’s future were delayed, maintenance costs would become an issue. He also recommended that the entire county campus be evaluated.

Deb Haydell, Finance Director, said a hodgepodge of construction projects over a number of years would result in higher costs as opposed to the development of a campus-wide plan.

Ms. Craft reminded the Committee that the Grove Street Annex also housed State of Michigan Department of Corrections personnel.

## **6. Various Matters**

None.

## **7. Public Comment**

None.

The meeting was adjourned at 11:20 a.m.

## New CIP Projects

For inclusion in the 2018-2023 Capital Improvement Plan

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

Department Contact name

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

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

2018	2019	2020	2021	2022
2023	2024	2025	2026	2027

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Project description

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Why is this project needed?




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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?

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Additional comments

Submitted to CIP 7/12/17 by Karen Bargo:

Two considerations: space needs and logistics

Do you have additional space needs?

Are you a stand alone dept? If no, what depts. Do you work closely with?

What do you like most about your work environment? (décor, work flow, lunch room, etc.)

What do you like least about your work environment? (décor, work flow, lunch room, etc.)

What could improve your workflow? (closer storage, different office configuration, etc.)

Given the ability, what would be the ideal set-up for your dept?

Is parking a concern for your dept or 'customers'?

Does the new building acquisition meet any of our current needs? If so, what would need to be added to the new building to meet those needs?

What needs would constitute a demolition and re-build?

What needs would constitute a remodel?

What needs would constitute a demolition only?

What needs would constitute a reconfiguration only?

What are our current contract obligations? (Mental Health, DHS, leases with parking, etc.)

Are there additional partnership opportunities? (w/related services or agencies)