

Antrim County Capital Improvement Committee

Minutes May 31, 2018

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

1. The meeting came to order at 9:05 a.m.

2. Public Comment

None.

3. Election of Chair

Karen Bargy was nominated by Bill Bailey for Chairman.

Motion by Bill Bailey, seconded by Christian Marcus, to close nominations for Chairman of the Capital Improvement Plan Committee and to cast a unanimous ballot for Karen Bargy.
Motion carried - unanimous.

4. Review of Minutes from July 12, 2017

The Committee reviewed the minutes from July 12, 2017.

Motion by Scott Kruger, seconded by Pete Garwood, to approve the minutes of July 12, 2017 as presented.
Motion carried – unanimous.

5. Review of the 2018-2023 Capital Improvement Plan (CIP)

The CIP from 2018-2023 was reviewed (see attachment A).

6. 2019-2024 Projects

Dave Vitale, Maintenance Director, entered the meeting.

Ms. Bargy noted that some of the buildings reviewed during the Facilities Master Plan (FMP), including Nifty Thrifty and the Grove Street Annex, were not included in possible future campus options. The Committee discussed the impact of the Master Plan on buildings and lands in relation to CIP projects.

The Committee looked through and commented on the proposed 2019-2024 projects (See Attachment B). A new category was created for CIP projects – Future Needs (5 years or more). It was also discussed that Mathew Cooke, Deputy Administrator, will work to develop a new process for CIP projects which will entail updated sheets for all existing projects in addition to new project sheets.

Dave Vitale said that the FMP would not affect the boiler replacement in the 1905 Courthouse.

Motion by Scott Kruger, seconded by Mike Hayes, to recommend the Buildings, Lands and Infrastructure Committee consider a high efficiency boiler replacement for boiler #2 in 1905 Courthouse for completion in 2018.

Motion Carries - Unanimous

Mr. Vitale left the meeting.

Ms. Bargy asked why the microfilming project was withdrawn by the Treasurer. Sherry Comben, County Treasurer, said that she viewed the project as a County project but no other departments were participating so she withdrew the project.

Deb Haydell, Finance Director, noted that the Communications Trailer project could not use funds from the revenues of the 911 Millage. It was also noted that the County has entered into an agreement with Peninsula Fiber to have a continuous loop if 911 phone lines were to go down.

7. Various Matters

None.

8. Public Comment

Mr. Marcus said he toured the Newaygo facilities which housed their own morgues. He said that they showed the financial benefit of using them for morgue and autopsy use. Marcus mentioned partnering with other surrounding counties noting there is no similar facility above Newaygo.

The next meeting is June 26, 2018 at 9:00 a.m. in Room 211.

The meeting was adjourned at 11:33 a.m.

Attachment A

Dept.	Project	Status in 2018-2023 CIP	Action/Notes
Airport	Reclaim Tanks	2018	In process of completion
Airport	SRE Fuel Tanks	2018	In process of completion
IT	Network Switch Replacement	Budgeted 2018(Phase 2)	\$25,000
Maintenance	Jail Generator Room Repairs	2018	Going through BLI
Maintenance	Repave County Building Parking Lot	2018	Look at patchwork, affected by FMP
Parks	GRNA: Boardwalk Replacement	2018-2022	Budgeted in 2018, ongoing
Parks	GRNA: Road/ Parking Lot Improvements	2018-2019	Budgeted in 2018, ongoing
Prosecutor	Case Management Software	2018	Prosecutor Status?
Sheriff	Jail: Replacement Dishwasher	2018	Gathering Quotes
Sheriff	New Portable Fingerprint System	2018	Gathering Quotes
Sheriff	Security Cameras for Courthouse and Jail	2018	In process of completion
Sheriff	Jail: Replacement Stove	2018	Gathering Quotes

Attachment B

Dept.	Project	Status in 2019-2024 CIP	Action/Notes
Sheriff	Animal Control Floor	2019	
Parks	GRNA: Road/ Parking Lot Improvements	2019	Budget for 2019
Parks	Barnes Park: Bathroom Ventilation, Floor Drains	2019	Resubmit for next meeting
IT	Phone System Hardware	2020	Leave as is, updated sheet for next year
Equalization	Orthophotography	2022	Do every 5-6 years, move to 2022 unless State does 2021 cost share
IT	Health Department Building Connectivity	2022	Keep for 2022
Sheriff	Jail: Replacement Kitchen Mixer	2022	Keep for 2022, Update
Emer. Serv./ Sheriff	Communication Trailer	Future Needs	
Parks	Barns Park: Bury Overhead Wires	Future Needs	
Parks	Barnes Park: Drain Field Replacement	Future Needs	
Parks	Barnes Park: Pave Interior Road	Future Needs	
Admin	New Tables in BOC room	Delay	Consensus due to FMP
CIP	County Building Renovations: Interior	Delay	Consensus due to FMP
Maintenance	Annex Roof Replacement	Delay	Consensus due to FMP
Probate	Courtroom Revocations	Delay	Consensus due to FMP
IT	Security Key Fobs	Delay	Consensus due to FMP
Maintenance	County Building: Repair of Siding	Delay	Consensus due to FMP
Maintenance	Repave Courthouse and Jail Parking Lots	Delay	Consensus due to FMP
Sheriff	Foresnics Lab for Electronics	Delay	Consensus due to FMP
Sheriff	New Jail and Law Enforcement Center	Delay	Consensus due to FMP
Maintenance	County Building/ Courthouse: Generators	Needs Update	Consensus to ask for resubmission/update of project
Parks	GRNA: Boardwalk Replacement	Needs Update	Consensus to ask for resubmission/update of project
Maintenance	Courthouse: Replacement of Boilers	Remove	Recommendation to BLI Committee for 2018 project
Sheriff	Jail: Replacement Stove	Remove	Removed- being done in 2018
Treasurer/Abstractor	Microfilming	Removed	Removed per County Treasurer
Parks	ACNA School House	Removed	Withdrawn by CIP Committee

Antrim County Capital Improvement Committee

Minutes June 26, 2018

Members: Deb Haydell, Karen Bargy, Peter Garwood, Mike Hayes, Scott Kruger
Members absent: Bill Bailey, Dave Vitale, Christian Marcus
Others: Mathew Cooke

1. The meeting came to order at 9:05 a.m. by Karen Bargy, Chair.

2. Public Comment

None.

3. Review of Minutes from May 31, 2018

The Committee reviewed the minutes from May 31, 2018. Ms. Bargy noted that Dave Vitale joined the meeting during item six, “2019-2024 Projects,” voted during the motions under that item, and left at the conclusion of item 6. It was also noted that Christian Marcus’s comments should be under “Public Comment,” not “Various Matters”.

Motion by Pete Garwood, seconded by Kruger, 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 2018 CIP projects. They also reviewed and discussed the 2019-2024 CIP Projects (see Attachment A). Mathew Cooke, Deputy Administrator, will ask Prosecuting Attorney Jim Rossiter about the status of the case management software.

Leslie Meyers, Emergency Services Coordinator, said she does not believe the current communications trailer will last 5+ years, noting that the trailer is being used differently than it was intended, indicating it is coming to the end of its useful life. She said it would serve as 911 communications back up Emergency Operations Communication Center and be used at events as often as possible (such as Torch Fest and White Pine Stampede). The Committee discussed putting a date on the communications trailer. Ms. Bargy noted that the future needs category keeps projects on the radar of the CIP Committee. The communications trailer will remain as a future need for the 2019-2024 CIP.

The Committee reviewed the updated County Building and Courthouse Generator project sheet. It was the consensus of the Committee that it be considered with the Facilities Master Plan. The Committee also asked that if the project is updated, it be separated into two (2) individual projects, one for each building. They also discussed needing information regarding the generators such as the need for a large transfer switch and how switching from commercial power to on-site power could affect IT systems.

The Committee reviewed the Grass River Natural Area Boardwalk project update sheet (see attached pg. 4-5). They noted that the sheet did not request a dollar amount. The Committee discussed funding options such as a percentage the County should fund or matching funds up to a

certain dollar amount. The Committee decided to ask for an update for the 2020-2025 CIP with the years requested, a specific dollar amount, and the projected cost per foot.

5. CIP Processes Beginning in 2019

The Committee reviewed the presented process for CIP project submittal beginning in 2019. They mentioned adding date submitted and/or date revised to all forms, and adding the question, “Changes to project, if any?” It was noted that the withdrawal sheet (see attached pg. 6) shows why the project was removed and if there is a possibility the project would come back in the future. The time line moves the process up by a month for submissions.

6. Various Matters

Ed Boettcher, Board of Commissioners Chairman, mentioned the CIP Committee may be required to meet again after the Facilities Master Plan to consider delayed projects depending on the results of the Plan. Ms. Haydell said that similar things have been done in the pasts (such as the Courthouse boiler this year).

7. Public Comment

None.

10:44 a.m. adjournment

Attachment A

Dept.	Project	Status in 2019-2024 CIP	Action/Notes
Sheriff	Animal Control Floor	2019	Funding from restricted donation fund
Parks	GRNA: Road/ Parking Lot Improvements	2019	3rd and final installment
IT	Network Switch Replacement	2019	3rd and final installment
Parks	Barnes Park: Bathroom Ventilation, Floor Drains	2019	Waiting for quotes on project to update
IT	Phone System Hardware	2020	Leave as is, updated sheet for next year
Equalization	Orthophotography	2022	Do every 5-6 years, move to 2022 unless State does 2021 cost share
IT	Health Department Building Connectivity	2022	Keep for 2022
Sheriff	Jail: Replacement Kitchen Mixer	2022	Keep for 2022. Replacement of parts for current mixer in 2018. Original quote is from 2013.
Emer. Serv./ Sheriff	Communication Trailer	Future Needs	
Parks	Barns Park: Bury Overhead Wires	Future Needs	
Parks	Barnes Park: Drain Field Replacement	Future Needs	
Parks	Barnes Park: Pave Interior Road	Future Needs	Patched in areas in 2017, original evaluation done in 2015
Admin	New Tables in BOC room	Delay	Consensus due to Facilities Master Plan (FMP)
CIP	County Building Renovations: Interior	Delay	Consensus due to FMP
Maintenance	Annex Roof Replacement	Delay	Consensus due to FMP
Probate	Courtroom Renovations	Delay	Consensus due to FMP
IT	Security Key Fobs	Delay	Consensus due to FMP
Maintenance	County Building: Repair of Siding	Delay	Consensus due to FMP
Maintenance	Repave Courthouse and Jail Parking Lots	Delay	Consensus due to FMP
Sheriff	Foresnics Lab for Electronics	Delay	Consensus due to FMP
Sheriff	New Jail and Law Enforcement Center	Delay	Consensus due to FMP
Maintenance	County Building/ Courthouse: Generators	Delay	To be considered with FMP. Future update will separate them: one for the courthouse and one for County Administration building.
Parks	GRNA: Boardwalk Replacement	Delay	Ask for a resubmission for 2020-2025 CIP with the following information: cost per foot, years request, dollar amount requested.
Maintenance	Courthouse: Replacement of Boilers	Remove	Recommendation to BLI Committee for 2018 project
Sheriff	Jail: Replacement Stove	Remove	Removed- being done in 2018
Treasurer/Abstract/ Others	Microfilming	Removed	Removed per County Treasurer
Parks	ACNA School House	Removed	Withdrawn by CIP Committee. Owner has not shown interest in selling, ACNA Commission noted that building is becoming dilapidated.

New CIP Projects

For inclusion in the 2019-2024 Capital Improvement Plan



Project Title: Grass River Boardwalk Reconstruction Estimated cost of project: 3,000,000

Department: Building Lands and Infrastructure, GRNA Contact name: Jenn Wright

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

MNRTF, County Forestry Fund, private foundations, individual donors, MDEQ grants, 2% Grant, Rotary Charities Capital Grant, Antrim County General Fund...

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

2019	2020	2021	2022	2023
2024	2025	2026	2027	2028

Project description

Reconstruction of 30yr old wetland boardwalk. Engineering plans conducted by Gosling and Czuback Engineering Sciences in 2017 measure total boardwalk replacement at about 5700 feet- plus 7 bridges, 4 overlooks, a river dock, and additional pullouts for wheelchairs. Construction plans and DEQ permits were completed in 2017/2018 and first phase of reconstruction is underway to be completed Sept 2018. \$410,000 raised in total by GRNA, Inc. (with 100k from County) to support this first phase which will reconstruct about 1230 feet of boardwalk and 4 bridges. Another 4500ft of boardwalk to go - including several bridges, overlooks, and a dock on the Grass River.

This first phase of boardwalk reconstruction will meet new building codes, MDEQ standards, and be ADA accessible (5'8" wide with bumpers).

Why is this project needed?

Unfortunately, the current condition of GRNA's wetland boardwalk is not safe and does not meet our community's needs. In fact in a 2016 Community Impact Survey, 150 individuals cited boardwalk reconstruction as the #1 park improvement needed to more effectively meet our mission. Presently, the boardwalk introduces public safety risks that are becoming worse as each season passes. Therefore GRNA Inc aims to replace .25 miles of boardwalk with a modern, minimally invasive design that has a long lifespan and allows for easier lifetime maintenance. In order to meet our mission to "...conserve and protect our watershed and provide opportunities that increase knowledge and appreciation...", GRNA Inc must provide safe infrastructure on which the public can recreate and explore. To be an effective role model for stewardship and outdoor education, we must protect the integrity of our water resources. To propel forward the research and discoveries realized by countless students, researchers, and environmental organizations, it is essential that this precious resource be accessible to all.

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?

N/A

Additional comments

By supporting GRNA Inc.'s Boardwalk Reconstruction, you will help to provide:

- 1) a safe and intimate environment for individuals to recreate and explore one of the most sensitive habitat types in Michigan
- 2) an inviting and accessible opportunity for all ages and abilities to engage with nature and learn about wetland ecology through hands-on methods
- 3) stream crossing structures that demonstrate our commitment to natural resource protection

Creating meaningful experiences in nature is the primary way to foster positive, long-term behavioral change. In our quest to foster thoughtful stewards of the planet, our boardwalk is and has always been Grass River Natural Area's most engaging infrastructure. As a passionate group of volunteers, board, and staff, we aim to enhance the outdoor experience for thousands, while encouraging the formation of meaningful, life-changing memories in the wild.

CIP Project **Withdrawal**



For withdrawal in the 2020-2025 Capital Improvement Plan

Project Title

Department

Contact name

Why is this project being withdrawn?

Do you foresee this project coming back in the future for CIP consideration?