

LEELANAU COUNTY BOARD OF COMMISSIONERS
Building and Grounds Committee – Friday, February 16, 2024
Tentative Minutes

Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link: <https://leelanau.gov/meetingdetails.asp?MAId=2693>

The meeting was called to order at 2:45 p.m. by Committee Chairman Commissioner Melinda Lautner. Today's meeting is being held at the Government Center, 8527 E. Government center Dr., Suttons Bay, Michigan.

Pledge of Allegiance/Moment of Silence:

The Pledge of Allegiance to the Flag of the United States of America was recited, followed by a moment of silence.

Roll Call:	District #3	Doug Rexroat	PRESENT
	#7	Melinda Lautner	PRESENT

Administrator Deborah Allen, Maintenance Worker Duane Flaska, Interim Finance Director Catherine Hartesvelt, and audience members were present.

Approval of Agenda/Late Additions or Deletions:

MOTION BY REXROAT TO APPROVE THE AGENDA AS PRESENTED. SECONDED BY LAUTNER.

Discussion – none.

AYES – 2 (Rexroat, Lautner)

NO – 0

MOTION CARRIED.

Public Comment: (3 Minutes)

The following individuals spoke: Gwenne Allgaier

Commissioner Comment:

None.

Action Items – Discussion/Potential Recommendation –

Approval of Minutes – Monday, October 9, 2023:

MOTION BY REXROAT TO APPROVE THE MEETING MINUTES OF MONDAY, OCTOBER 9, 2023, AS PRESENTED. SECONDED BY LAUTNER.

Discussion – none.

AYES – 2 (Rexroat, Lautner)

NO – 0

MOTION CARRIED.

Energy Futures Task Force RE: Application to the MPSC – Renewable Energy and Electrification Infrastructure Enhancement and Development Grant, Proposed Solar Panel Location Discussion:

Chairman Lautner said this project proposal has not been before this committee before. There is a proposed area for a whole field but the entire campus hasn't been looked at for other options or possibilities. This map just handed out by Commissioner Kama Ross shows just the field not the proposed carport idea. The map handout can be seen below:

https://leelanau.gov/downloads/campus_map_k_ross_02162024.pdf

Commissioner Rexroat stated he has received a lot of pushback on the lower location by the Veteran's Memorial. Rexroat asked Administrator Allen if this grant application is submitted or granted can it be altered after it has been approved.

Administrator Allen responded that her understanding from legal counsel is that just the legality of submitting the application without board review for signature, and was assured that if submitted and approved, there is a period of review to make adjustments, but do have to go back to the state for approval again, but does not threaten the grant status as far as she understands.

Commissioner Lautner said they definitely need to see the report from EGLE (Michigan Department of Environment, Great Lakes, and Energy) about the septic field area and square footage.

Commissioner Rexroat said if the deadline for the grant is February 21, 2024, and we can modify based on further information, and he is not opposed to the idea of solar in and of itself, but it does seem some things may not be quite as smooth as to what he was led to believe a few days ago. Again, going back if they can indeed go back and modify the scope or pushback is too hard, all the questions need to be more documented, but haven't seen these documents as a board. Rexroat said that in his mind he doesn't see a reason to stall the application for the grant but knowing items may need to be changed. He had an email from Treasurer John Gallagher that at the end of the lifespan and replace them after 25-years we would almost have to disinvest what we had gained or include in budget an amount to tear them out and restore the whole thing. He said he would cautiously support submitting the grant with the idea that there are a lot of hurdles there and not a done deal yet.

Commissioner Lautner mentioned several other concerns about location such as potential glare issues, screening, fencing or berms. She said she does not have a recommendation because they just do not know enough yet, especially until they see the EGLE report and Health Department report on that field area.

Review of Prior Maintenance Issues –
Water Fountains Status Report:

Administrator Allen and Maintenance Worker Duane Flaska gave a brief update about the two recently installed water fountains. The one at the Sheriff's Office has done almost 2,000 bottle fills already, and is working well per Flaska.

The unit in the Government Center lobby was discussed and Flaska explained the unit is being rented and the piping setup in this building prevented a normal wall mount install which is why the water fountain unit sits away from the wall.

Commissioner Lautner asked about installing a cup dispenser in the lobby and Flaska said he has one available to do that. Lautner asked if Flaska would find out from Culligan about the cost difference of purchasing and service on that unit vs. continuing to rent it.

Department Office Chairs:

Administrator Allen updated Commissioners regarding office chairs within the building. Allen stated that the Building Safety office had some sample chairs in their office recently. Allen also

said Custer, Inc. had provided several sample chairs with a pricing range of \$499-\$699 each. Allen said these would be equivalent to the newer version of the original office chairs purchased for the building and gave a brief description of them. Brief discussion ensued regarding the needed number of chairs between both buildings.

Commissioner Lautner asked Interim Finance Director Cathy Hartesvelt if new chairs had been included in the 2024 budget to which Hartesvelt responded no, they were not included, but had been mentioned early on in the budget process. Building Safety had requested money in their own budget specifically for chairs, though she had not seen any invoices for that yet, and reminded Commissioners that since Building Safety had already gotten \$9,000 approved for chairs within their 2024 budget their purchase will not be coming from the General Fund.

Commissioner Rexroat suggested finding out if Building Safety may want to wait on purchasing if they have not already and possibly we put them all together to get a bid on that larger order number. Rexroat said these chairs need to be comfortable for employees to sit in all day long, it's as important as any other tool.

Commissioner Lautner asked if every office had an opportunity to try out the sample chairs. Administrator Allen said the chairs had been here for a few weeks and thought Custer would bring them back if asked. Custer had been the vendor for the original chairs here.

Commissioner Rexroat said he would suggest seeing a couple of different bids maybe from Custer, Integrity Business Solutions, Staples, etc.

Commissioner Lautner agreed that they will look at this again in a couple of months and that gives time to get some chair samples in for employees to try out narrow down to two or three options.

Lower-Level Entrance Facade Repair:

Administrator Allen gave a quick history on the topic. Allen stated that one of the challenges we have is that we do not have an engineer or facilities manager per se on staff so what has happened historically when we have needed an engineer there was a decision made to send out RFP's (Request for Proposal) to engineering firms to identify a "go to" engineer for the county. That is when the board had decided to use Machin Engineering and every two years that contract has been renewed. Allen said the information provided by Machin on this project was dated April 12, 2022, and provided to Commissioners today.

The Machin Engineering handout can be seen at the following link:
https://leelanau.gov/downloads/02162024_bldg_grounds_machin.pdf

Administrator Allen continued by reviewing the Opinion of Probable Construction Cost provided by Machin Engineering that showed a possible cost of over \$400,000.00 which raised a lot of eyebrows. In reviewing the project again in May 2023, it was decided to bring in Apex Engineering & Management, Inc. to do an assessment which was also provided to the members today.

The Apex handout can be seen at the following link:
https://leelanau.gov/downloads/02162024_bldg_grounds_apex_engineering.pdf

Commissioner Rexroat added that he didn't feel that the area needs a roof as suggested by Machin and Apex had actually come out and did a test and ran water on it and did their due diligence on what the problem was. Rexroat said he gets the idea of having a single engineer but that perhaps our RFP process needs to be looked at as it seems a bit too complex at times. He stated he would endorse Apex in taking this project because they are the ones who actually found the problem and have a real solution.

Chairman Lautner said there are two items to address. One is it needs to be engineered and two it needs to be fixed, and asked for recommendations on how to proceed.

MOTION BY REXROAT TO RECOMMEND THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS AWARD THE ENGINEERING AND IMPLEMENTATION OF THE LOWER-LEVEL ENTRANCE FAÇADE REPAIR CONTRACT TO APEX ENGINEERING & MANAGEMENT, INC. BASED ON THE QUOTE DATED NOVEMBER 21, 2023. SECONDED BY LAUTNER.

Discussion – Rexroat stated that Apex will go out and get bids and administer the project if you look through the entire proposal letter. Brief discussion.

Administrator Allen said for the sake of projects such as these, she doesn't believe any other projects are pending at this time so there is not a sense of urgency, but it may behoove the board to consider a house engineer again because it does create some gridlock because we have to go through legal to do the RFP because we don't have an engineer in house.

AYES – 2 (Rexroat, Lautner)
NO – 0

RECOMMENDATION PASSES.

Chairman Lautner said this item should be forwarded to the March Executive Board meeting.

Lower-Level Project (Environmental Health Update):

Administrator Allen gave a brief update on the lower-level project and said there have been minimal needs for additional maintenance things like key pads. There were some wiring costs well below the authorized ability to spend is a couple things that relate to IT have been addressed. Wiring would not be part of that actual project but less than \$5,000.00 for our cost. Discussion ensued. Allen said she is told everything has been ordered and completed and that was the last change anticipated.

HVAC/Heat Pump Discussion:

Gary O'Connor with D&W Mechanical and Interim Finance Director Cathy Hartesvelt were present for this topic. Chairman Lautner asked O'Connor to help recap how we got to replacing heat pumps and you have been doing all the background work buying parts, etc.

O'Connor replied that having done the entire building with the quantities of heat pumps we are talking about they had contacted many suppliers for "the best price" period. In the past we basically had ten heat pump allotments and replaced as needed because the warranty begins once purchased. There are eight different sizes in this building and that's why they decided to do it that way and worked out well. To the point now where things are running on their own but have a list of two now with more frequent failures. He is able to keep them running with minimal repairs but once the major components go then that means we have to replace it.

O'Connor said he would like to replace one at a time as we need it and take care of the ones that are failed so it is not such a great cost. Right now he said, we have given the county the best price with high quality products. Price you have is turnkey as we take one down, put one up, and walk away.

O'Connor said there are 96 heat pumps in this building and have replaced 23 of them. Discussion ensued regarding pricing difference if ordering more at a time, warranty, predicting future failures between three different sizes of pumps.

Commissioner Rexroat said whatever way the board would like to move forward, but we would be spending around \$800,000.00 without going out for bids which would be outside of our normal activity.

Chairman Lautner thanked O'Connor for all of the information as there have been so many discussions over the years it was good to recap how things stand currently.

Hartesvelt added that she has communicated with Treasurer John Gallagher and they have agreed where this money will be coming from in regards to cash flow, so that has been covered, regardless of who does the work.

General Maintenance (Formica, Paint, Brick/Mortar, etc. Plan):

O'Connor stated that he is a licensed industrial electrician and the facilities he has been responsible for they had to annually go through every electrical panel box and transformer. This building is a different situation, but he has talked to Maintenance Director Jerry Culman about this for some time, the idea of either going out for bids or having someone take all panel box covers off and infrared scan done on every panel box. The purpose of that would be to see if any wiring is starting to deteriorate and have all the screws, nuts and bolts tightened to specification. O'Connor wanted to put that point out to talk about that we can't shut down the Sheriff's Office let alone here, but we need these items checked before a disaster happens. That is what he is asking for consideration to do.

Commissioner Rexroat agreed that this would be a good idea to have done and shouldn't be that complicated to have someone come in and do an RFP for.

Administrator Allen said she had spoken to Duane Flaska about this a little bit, but this speaks to do we have a facilities maintenance plan, or have written down how often these things are done or being recorded.

O'Connor said he is just bringing it up for discussion and maybe move forward with a plan.

Commissioner Rexroat would advise a third-party firm for that as they are equipped and trained. O'Connor said he is trained and licensed for it, but does not have the equipment.

Commissioner Rexroat said he can find three electrical firms and get quotes from them using prints that we would have of the complex.

Chairman Lautner noted a few items that need attention such as formica countertops, repainting, carpet and stains. Do we want to start at looking at the Capital Plan of replacing and fixing items.

Administrator Allen said as Duane Flaska is here today representing Maintenance, but she will also mention to Culman that there will be an expectation of review of every space and what needs to be done and is all part of the standard maintenance that needs to be happening.

Commissioner Rexroat said so maybe somewhat of a comprehensive list or priorities and how they will move forward. Allen agreed.

Brief conversation ensued with Flaska and he responded to questions.

Future Location of Recycle Bins:

Chairman Lautner asked about the recycling bins that had been moved and Flaska responded that two had been moved temporarily for winter as there was not room when plowing. Discussion ensued about any other possible future locations on the campus for the bins and issues of concern with traffic, speed, etc. No other ideal locations were identified.

Commissioner Rexroat asked if we needed to have this location available since there is also recycling bins located at the Road Commission (and Peshawbestown).

Commissioners asked Administrator Allen to speak with the Solid Waste Counsel and/or the Planning Department regarding if we really need this location as a recycling site with the other in such close proximity at the Road Commission location.

Set Next Meeting Date/Future Subjects:

It was decided to tentatively plan on meeting again prior to the March Executive Board meeting with the first suggestion date of Monday, March 11, 2024 at 1:30 p.m., and an alternate back-up date of Friday, March 8 at 3:30 p.m.

Public Comment: (5 Minutes)

None.

Commissioner Comments:

None.

Adjournment:

Meeting adjourned by Chairman Lautner at 4:11 p.m.

Melinda C. Lautner, Committee Chairman
County Commissioner

Alison Middleton, Administrative Deputy Clerk for
Michelle L. Crocker, Leelanau County Clerk