August 30, 1982

Honorable Chair and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

A meeting of your Environment, Lands and Buildings Committee was duly called and held on August 30, 1982 and copies of the minutes of that meeting have been furnished to all members of the Board of Commissioners and a copy of the minutes is attached hereto and made a part of this report.

Respectfully submitted,

ENVIRONMENT, LANDS & BUILDINGS COMMITTEE

__________________________________________
Chair
August 30, 1982

Honorable Chair and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

In a memo to the Environment, Lands and Buildings Committee, Duane Beard, Controller, advised the Committee that he has approved three change orders for the Courthouse Renovation Project pursuant to Board action that authorizes him to approve change orders of less than $1,000.00. They are as follows:

a. Change Order #1 - deletes certain Federal compliance language per directive of C. Morgan, Construction Administration Engineer, Economic Development Administration, Chicago Regional Office.

b. Change Order #2 - is a credit of $250 as part of the existing concrete slab was of sufficiently good quality to remain under the front steps in the Courthouse.

c. Change Order #3 - is an amendment to contract language allowing for payment of materials and equipment stored at the site or some other location agreed upon in writing.

A fourth change order for an additional $1,171.31 to apply sealant to all new exterior concrete steps to maintain structural integrity of the stairs by limiting moisture penetration requires County Board approval. The change order has been reviewed and approved by both Lincoln Poley, Project Architect, and the Controller.

Your Environment, Lands and Buildings Committee recommends County Board adoption of Change Order #4, as outlined above.

Respectfully submitted,

ENVIRONMENT, LANDS & BUILDINGS COMMITTEE

Chair
August 30, 1982

Honorable Chair and Members of the  
Marquette County Board of Commissioners  
Marquette, Michigan

Ladies and Gentlemen:

The Environment, Lands and Buildings Committee was advised by Duane Beard, Controller, that a Contractor's Application and Certificate for Payment No. 1 in the amount of $38,720.00 has been received from Tezak Company for the Courthouse Renovation Project. Mr. Beard stated it has been reviewed and approved by Lincoln Foley, Project Architect, and himself, and is recommended for approval by the County Board.

Based on the Controller's recommendation, your Environment, Lands and Buildings Committee recommends that the Board of Commissioners accept Tezak Company's Contractor's Application and Certificate for Payment No. 1 and authorize payment.

Respectfully submitted,

ENVIRONMENT, LANDS & BUILDINGS COMMITTEE

Chair
August 30, 1982

The Environment, Lands and Buildings Committee meeting was duly called and held on August 30, 1982 at 8:00 p.m. in the Courthouse Annex.

Present: Commissioners Farrell, Steele and Villeneuve.

Absent: Commissioners Cheatham and Racine.

In Attendance: Linc Poley, Architect; Alan Chase, County Planner; Dave Berns, Director, Department of Social Services; Billie Alexander, Project Rehab, Grand Rapids; and Pat Tikkanen, Substance Abuse Coordinator, Marquette General Hospital.

Approval of the minutes of the August 2, 1982 meeting was the first item of business. It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to approve the minutes as presented.

Public Comment Section: There was no public comment.

Approval of the agenda. Commissioner Farrell felt discussion of the Revised County Comprehensive Plan and Revised Executive Summary of the Plan should be deferred to a later meeting. It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to defer action on the Revised County Comprehensive Plan and Revised Executive Summary until the next regular meeting or at a special meeting.

Linc Poley, Architect, was present regarding the Courthouse Renovation Project. A copy of field reports prepared by the Architect were presented to the Committee. Copies of the reports are supplied to the Controller and contractor's field superintendent. They are comprised of questions and answers that arise re the project, and what is done during each day. Mr. Poley said a meeting was recently held with contractors on a problem resulting from the cutting of sandstone joints. Mr. Poley felt outside work on the building can continue until October 15th.

Mr. Poley said he has received a proposed schedule from Tezak Company indicating the order in which departments will be renovated. Mr. Poley said he met with the Treasurer and Register of Deeds on the proposed schedule and they have indicated they will work with the contractor as much as possible. The first interior portions of the building that will be renovated are that portion of the second floor south of the main courtroom; the Register of Deeds Office; and the Treasurer's Office. Each section will take four to eight weeks to complete. Mr. Poley said has had a good working relationship with the contractors at this point.

A copy of a memo from the Controller to department heads/administrators on renovation related work was provided the Committee for its information.

Duane Beard said the Clerk of the Works job has been amounting to more than a half time position and that it should be monitored so that a determination may be made on whether supervision time should be increased.
Environment, Lands and Buildings Committee  
August 30, 1982  
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A copy of a memo from the Controller to Linc Poley on renovation of the Treasurer's Office was received for the Committee's information. It concerned Mr. Sodergren's request that the renovation of his department take place during that department's yearly non-peak periods.

The Committee received a status report from the Controller on change orders to date. He informed the Committee he approved the first three change orders per Board authorization regarding change orders of less than $1,000. A fourth change order amounting to $1,171.39 requires Board action. The change orders are:

a. Change Order #1 - Deletes certain federal compliance language per directive of EDA.
b. Change Order #2 - Credit for $250 as part of existing concrete slab under front steps of Courthouse was of good enough quality to retain.
c. Change Order #3 - Amendment to contract language allowing for payment of materials and equipment stored at the site or some other location agreed upon.
d. Change Order #4 - Additional $1,171.31 to apply sealant to all new exterior concrete steps to maintain structural integrity. This has been reviewed and approved by the Architect, and the Controller recommended its approval by the Board.

It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to recommend to the Board approval of Change Order #4.

The Committee received a memo from the Controller on a Contractor's Application and Certificate for Payment #1 from Tezak Company in the amount of $38,720. He noted it has been reviewed by both Mr. Poley and himself and that it was recommended for acceptance and authorization for payment. It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to recommend to the Board acceptance of the Contractor's Application and Certificate for Payment No. 1 and to authorize payment.

The Controller provided a list of Additional Items to be Included in Phase I of the project; and Items in Addition to Phase I Work Necessary for Renovation Completion (Phase II) that was prepared by Lincoln Poley.

Additional items to Phase I are as follows:

a. Stenciling (decorative painting) $ 75,000
b. Venetian blinds (sun control devices) 19,000
c. Light fixtures 25,000
d. Artwork 40,000
e. Additional landscaping/comprehensive landscape plan 21,500
f. Contingency 144,867
The above, in addition to work already approved by the Board amounts to $1.9 million, which is the amount budgeted for Phase I.

Phase II items are:

a. P.A. & Recording System for Main Circuit Courtroom $25,000
b. P.A. & Recording System for Small Circuit Courtroom 15,000
c. Modification to Second Floor North 100,000
d. Restore Walk-up Desks in Three Offices on 1st Floor, and Provide and Install New Unit in One Office 30,000
e. Law Library Book Cases 30,000
f. Carpeting 85,000
g. Historic Marker 1,500
h. Hardware Refinishing, Replacement Keying, etc. 25,000
i. Computer Cables and Cable T.V. 10,000
j. Microfilming Equipment and Facilities
   Spare Parts & Equipment for Mechanical System, Valves, Pump Parts, etc. 5,000 - 7,500
   Mylar As-Buils 3,500 - 5,000
   Symbols on Pipes 2,500
k. Office Machine Room Adjacent to Register of Deeds 5,000 - 10,000
l. Gas-Oil Burners on Each Boiler 6,000
m. Phone System Revisions 4,000 - 7,000
n. Signage 45,000 - 60,000
o. Furnishing and Equipment 8,000
p. Lift for Maintenance Purposes 101,500
q. Contingency 46,000
r. Architectural Fee

TOTAL $575,000

The Controller noted the Board transferred $293,000 of the unbudgeted fund balance to add to the original $1.9 million for the project. In addition, $282,000 is recommended in the 1983 capital improvements budget for the project. Mr. Beard suggested that a special meeting be held to review change orders from Tezak Co. with respect to some of the above items.

It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to adopt additions to be included in Phase I as proposed by the Architect in his report dated August 27, 1982.

It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to ask the Architect to put Phase II renovation completion projects in priority order to use up the $293,000 available for the project; and that a special meeting of the Committee be scheduled as soon as change order information is received from Tezak Company on the additional work.
Billie Alexander, Project Rehab, and Pat Tikkanen, Substance Abuse Coordinator, Marquette General Hospital were present to discuss leasing of Brookridge facility by Project Rehab for a substance abuse program they will be operating under contract with the Hospital’s program.

Communications from the Controller on a Brookridge lease feasibility analysis were received by the Committee. Mr. Beard noted the State Police Fire Marshall Division conducted an advisory inspection of the facility to determine what must be done to meet code standards for a child caring institution, and that Linc Poley estimated the cost to renovate the facility to comply with those standards. The estimated cost is $283,206. Mr. Beard stated in his memo that based on that estimate "and an assumed ten-year lease agreement which provides for county lessor responsibility for major maintenance and lessee responsibility for ongoing housekeeping and utilities, etc. it is calculated that the annual lease payment would be $45,354.12". He stated further that "the annual lease amount will be adjusted annually based on actual costs incurred in the prior year by the county". The rental rate assumes a loan from the county's federal revenue sharing fund or other appropriate fund to set up a Brookridge Internal Services Fund which would then pay for the cost of renovation. Costs would be recovered over the 10 year lease period using a 10% rate of interest.

Duane Beard said Project Rehab has a contractual obligation with Marquette General Hospital for a program so the faster the start-up date of renovation, should it be done, the better. The fastest the facility could be renovated is six months. Linc Poley said the figures he used are on the high side and therefore it may be possible to eliminate the more than $45,000 Contingency Fund included in the cost estimate. Further, if the county can get a variance from barrier free the elevator could be eliminated thus saving $44,000.

The Controller stated it must be determined whether a variance is possible and what funds are available. Commissioner Farrell suggested the Controller obtain additional cost information for review at the Committee's special meeting on courthouse renovation change orders. Duane Beard will work with Linc Poley and Billie Alexander to determine specific variances that could be obtained and renovation alternatives and how much they would cost.

Dave Berns, Director, Marquette County Department of Social Services, questioned how soon the facility could be usable as DSS has needs for child care institutional space.

Billie Alexander said the program's projected opening date is November 1, 1982. Pat Tikkanen noted that the opening date was set in relation to a Hospital program that was to have started October 1 but will not start March 1, thus the date may be pushed back. Pat Tikkanen, Linc Poley and Billie Alexander then left the meeting.
A report from the Controller on a lease agreement with AMCAB was received. Mr. Beard stated David Brantely, AMCAB Executive Director, advised him they intend to enter into a lease with the MTA for facilities in the Multi-modal Transportation Center, and that they, therefore, do not intend to execute the lease for space at the Service Center. The Controller recommended that as soon as written notice of their intent is received that a budget amendment be recommended to the Finance Committee to redirect funds appropriated to AMCAB to offset Service Center Internal Service Fund rental charges from the AMCAB appropriation to a direct appropriation to the Service Center Internal Services Fund to cover 1982 operations. Mr. Beard informed the Committee that AMCAB has been paying rent on a monthly basis.

Dave Berns was present to discuss a communication the Committee received on a lease between Marquette County and DSS for space in the lower level of the Courthouse. Mr. Berns said he was not aware of the Controller's recommendation until this afternoon and he still has use for those rooms. He said the DSS family support staff are in that area, across from the County Family Support Unit, which is very convenient. Some of the employment programs operated by DSS use that area also. He said if the lease is terminated he will not be able to rent new facilities. He noted the county received revenues from DSS for this space.

It was the Controller's intent to recommend placing Circuit Court Probation staff in that area. Mr. Beard noted that at the time the lease arrangement was made with DSS it was to be a temporary arrangement. Mr. Berns said that was true at the time but changes have occurred since the lease agreement was made two years ago. Mr. Berns requested that the lease not be terminated at this time when they do not have alternatives for space. It was noted Circuit Court Probation is now located in space above the Sheriff's Department and the Sheriff's Department is in need of that space. It was unclear to the Committee and Controller how provision for this space for Circuit Court Probation came about as it is not a county department, and the county does not receive rent.

It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to place this on the table until the next meeting.

The following notices of applications for construction on waterways were received and filed on a motion by Commissioner Villeneuve, supported by Commissioner Farrell and carried unanimously.

a. Notice from DNR on application by Leo Filizetti to place fill on floodplain area, Carp River, Neguanee Township.
b. Notice from DNR on application by DNR to construct concrete bridge, Dishno Creek, Champion Township.
c. Notice from Corps of Engineers on proposed fill in wetland adjacent to Bass Lake near Cwinnie.
d. Notice from DNR on application by Wilfred Landry to place fill in wetland, Forsyth Township.
e. Notice from DNR on application by Harbor Commission to dredge sand from concrete boat launching ramp in Lake Superior, Powell Twp.
f. Notice from DNR on application by DNR to place concrete and steel bridge across Dishno Creek, Champion Twp.
A draft policy from the Controller on use of electrical appliances in the Courthouse offices was received by the Committee. The draft policy states:

"Placement and operation of electrical appliances within the Courthouse/Jail Complex for the purpose of preparing and/or storing foodstuffs, including beverages such as coffee, tea, etc., shall not be permitted except in the Coffee Shop as designated by the County Board of Commissioners. Other personally owned electrical appliances may only be installed and utilized within the Courthouse/Jail Complex upon written approval of the responsible departmental administrator and attachment of an inspection tag by the Buildings and Maintenance Department assuring that such appliances meet applicable safety standards. Electrical heating appliances shall be permitted only in emergency situations as declared by the Office of County Controller or when prescribed by doctor's orders for protection of the health of an individual County employee. Any such installation of electrical heating appliances must be inspected and tagged by the Maintenance Department signifying compliance with appropriate safety standards."

It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to send a copy of the draft policy, with a cover memo from the Committee, to all department heads in the Courthouse/Jail Complex asking them for their comments on it by the Committee's next meeting; and to ask the Personnel Director to provide a copy to the union for review and comment.

It was then moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to adjourn at 10:45 p.m.

Respectfully submitted,

Karen Chubb, Commission Aide