A MEETING OF THE
INGHAM COUNTY BUILDING AUTHORITY
WILL BE HELD ON
Friday, April 5, 2019 at 3:00 p.m.

Hilliard Building
Conference Room B
121 E. Maple Rd.
Mason, Michigan

AGENDA

Call to Order
Approval of the March 19, 2019 Minutes
Additions to the Agenda
Limited Public Comment

1. Community Mental Health
   a. DBI Invoice 74829-b
   b. DBI Invoice 80649-0
   c. Centennial Electric Change Order 5
   d. Changes to Contract

2. Animal Control Shelter
   a. Consumers Energy Reimbursement
   b. Animal Shelter Plaque

Announcements
Public Comment
Adjournment

Next meeting April 17th, 2019 at 3:00 p.m.
<table>
<thead>
<tr>
<th>April 5, 2019 Building Authority</th>
<th>Page Numbers</th>
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</thead>
<tbody>
<tr>
<td>March 19, 2019 Draft Minutes</td>
<td>i-iii</td>
</tr>
<tr>
<td>DBI Invoice 74829-b</td>
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<tr>
<td>DBI Invoice 80649-0</td>
<td>2</td>
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<tr>
<td>Centennial Electric Change Order5</td>
<td>3-7</td>
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<tr>
<td>Changes to CMH Contract</td>
<td>8</td>
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<tr>
<td>Consumers Energy Reimbursement</td>
<td>9</td>
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<tr>
<td>Animal Shelter Plaque</td>
<td>10-11</td>
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</table>
Members Present: Eric Schertzing, County Treasurer, Matt Nordfjord, County Corporation Counsel, Tim Dolehanty, County Administrator

Members Absent: None.

Others Present: Facilities Director Rick Terrill, CMH Representative John Peiffer

Call to Order: The Ingham County Building Authority meeting was called to order by Matt Nordfjord at 10:00 a.m., Tuesday, March 19, 2019 in Conference Room B of the Hilliard Building, 121 E. Maple Rd., Mason, Michigan

Approval of the March 1, 2019 Minutes: Mr. Schertzing moved to approve the March 1, 2019 Meeting Minutes. Mr. Dolehanty supported the motion.

The motion passed unanimously.

Additions to the Agenda: Removed item 1a Animal Shelter Project Budget Update, Item 2e

Limited Public Comment: None.

1a. DBI Invoice

Removed from agenda

1b. Bergmann Invoice

Mr. Terrill stated that this invoice has been reviewed and approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE BERGMANN ASSOCIATES INVOICE IN THE AMOUNT OF $1,908.92. MR. DOLEHANTY SUPPORTED THE MOTION.

The motion passed unanimously.

1c. Commercial Blueprint, Inc. Invoice

MR. DOLEHANTY MOVED TO APPROVE PAYMENT OF THE COMMERCIAL BLUEPRINT, INC. INVOICE IN THE AMOUNT OF $15.00. MR. SCHERTZING SUPPORTED THE MOTION.

The motion passed unanimously.

Discussion.
1d. **Revised Contingency Cost Spreadsheet**

Mr. Peiffer explained the varying costs of the spreadsheet and stated that the end of the day balance was roughly $74,776.61.

Mr. Terrill further explained that he had had a conversation with Mr. Peiffer and Ms. Chick as well as Finance to get an accurate breakdown of the actual amount spent versus what is tracked in the update.

2a. **Hobbs + Black Invoice**

Mr. Terrill stated that this invoice has been reviewed and he did have a talk with Hobbs + Black regarding the mileage costs. Approval for payment was recommended.

**MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE HOBBS + BLACK INVOICE IN THE AMOUNT ON $8,720.57. MR DOLEHANTY SUPPORTED THE MOTION.**

THE MOTION PASSED UNANIMOUSLY.

2b. **Granger Change Order 034**

Mr. Terrill explained that this Change Order is due to winter conditions expenses. He recommends approval for payment.

Mr. Terrill further stated that he would like to thank Granger and Mr. Brian Fisher, the Ingham County Facilities Manager, for working with the local utility company who will provide Ingham County with a $7,000 check for delays and costs incurred because of them.

**MR. SCHERTZING MOVED TO APPROVE PAYMENT OF GRANGER CHANGE ORDER 034 IN THE AMOUNT OF $14,037.57. MR. DOLEHANTY SUPPORTED THE MOTION.**

THE MOTION PASSED UNANIMOUSLY.

2c. **Granger Change Order 039**

Mr. Terrill stated that this Change Order was based on discussion between operations and Granger. It was agreed that the hose should be raised to a 7-foot elevation and a rubber bumper be installed so it that it could be adjusted to the height of the individuals that worked in the area.

**MR. SCHERTZING MOVED TO APPROVE PAYMENT OF GRANGER CHANGE ORDER 039 IN THE AMOUNT OF $1,626.39. MR. DOLEHANTY SUPPORTED THE MOTION.**

THE MOTION PASSED UNANIMOUSLY.

2d. **Granger Change Order 040**

Mr. Terrill stated that this Change Order is weather related and regarding the fencing taken down during the strong wind gusts between the construction suite and the 55th District Court. He recommended approval for payment for the additional work required and stated that no overhead or operating costs were being charged. This was an all hands on deck situation to make sure the fence and construction area were secure.
MR. SCHERTZING MOVED TO APPROVE PAYMENT OF GRANGER CHANGE ORDER 040 IN THE AMOUNT OF $3,732.83. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2e. Animal Shelter Project Budget Update

Mr. Terrill explained that he had worked with Ms. Morton to put together the construction budget and pull all expenses for the project from 2017 to 2019 expenses to date. Mr. Terrill stated that there is about $94,000 left in the Animal Shelter contingency and that he will be bringing additional change orders before the Building Authority. One such would be regarding some kennels that do not have tops in the bite ward. They were not in the original design plans and operations felt very strongly that those kennels need tops over the kennels so the animals do not jump over the enclosure. Granger is now pursuing the manufacturer tops and an alternative, estimated to be about $25,000.

Mr. LeBlanc stated that not were these there tops for that kennels to be looked at but also along the east side of the property toward the wetlands the fence called out to about 6 feet and Granger and operations are looking to extend to 8 feet because there is a concern the dogs could get out.

Mr. Schertzing asked whether or not the Animal Shelter expected to spend the remaining balance.

Mr. Terrill stated that no, there would be a balance leftover.

Mr. LeBlanc stated that remaining amount Mr. Terrill had mentioned in the contingency includes a placeholder for the tops of the kennels.

Mr. Terrill further stated that the Animal Shelter is under budget and on time.

Discussion.

Announcements: Mr. Terrill stated that he will be sending emails inviting the Building Authority to do a tour of the new facility toward the end of April to mid-May.

Public Comment: None.

The March 19, 2019 Building Authority meeting adjourned at 10:18 a.m.
### INVOICE

**DBI**
912 E. MICHIGAN AVE
LANSING MI 48912

**BILLTO ADDRESS**
- INGHAM COUNTY BUILDING
- AUTHORITY
- 121 E MAPLE
- MASON MI 48854

**SHIP TO ADDRESS**
- INGHAM COUNTY BUILDING
- AUTHORITY
- 121 E MAPLE
- MASON MI 48854

**CUSTOMER PURCHASE ORDER**
- JOHN PEIFFER

**SALESPERSON**
- PO0273294

**TERMS**
- Upon Receipt

**ROUTE**
- 35

**PAYCODE**
- CHARGE

**ORDER TAKER**
- 114

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Tax: 0.00

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**SUB-TOTAL**  
**TAX**  
**Less Deposit**  
**TOTAL DUE**  

1311.50  
1311.50  
1311.50  
1311.50
March 11, 2019

Ingham County Building Authority
C/O Richard Terrill
Hilliard Building,
121 E. Maple,
Mason, MI 48854

Dear Mr. Terrill,

The following is a summary of Change Orders provided by Centennial Electric for the Community Mental Health Project Phase II at 812 E. Jolly Rd. Lansing, Michigan.

**CENTENNIAL ELECTRIC:**

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<th>Change Order #</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>005</td>
<td>Additional Electrical Work Needed</td>
<td>$4,141</td>
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<td></td>
<td>PA Speaker Controls, WAP, TV Room</td>
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Previous Contract Change and balance owed by Centennial Electric of $1,579

New balance owed by CMH and Ingham County above Contract $2,562.00

I have attached all supporting documentation for review.
Should you have any questions, please contact me.

Sincerely,

[Signature]

John Peiffer
Property and Facilities Supervisor
CMHA CEI
February 8, 2019

Community Mental Health.
ATTN: John Peiffer
812 E Jolly Rd.
RE: Community Mental Health.

Dear Mr. Peiffer

Centennial Electric, LLC, is pleased to quote you for the extra work at the above mentioned project. Our costs are as follows:

Extra work list dated 3-6-2019.
Replace 13 receptacles and covers with new.
Fish 2 speaker controls rough in existing walls.
Install 6 speaker controls in new walls.
Demo 3 receptacles in 212, 222 would be covered by cabinets.
Add 1 HDMI cable conference room 211.
Add 2 cat 6 cables for TV room 211
Add 2 cat 6 for WAP.
Add 1” conduit and LV ring for TV Room 211.

| Material | 1,177.00 |
| Labor | 2,362.00 |
| Tax | 71.00 |
| 15% O/h-P | 531.00 |
| Total Add | $4,141.00 |

Please call if you have any questions.

Sincerely,

Scott A Whittaker
Project Manager
517-543-9900
Fax 517-543-9911
Email: swhittaker@centennial-electric.com
Bid Summary Report

CMH Interior Renovations  Estimator: Mike  Job #894

Job Name: CMH Interior Renovations
Contractor: CMH Interior Renovations
Estimator: Mike
Notes: 

Bid Date: 

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<td>extra work 3-5-2019</td>
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Top Sheet

- Raw Cost: $3,539.16  Sales per Month: $0.00
- Tax: $70.65  Return per Month: $0.00
- Raw Cost with Tax: $3,609.80  Price per Square Foot: $0.00
- Overhead: $530.87  Hours per Square Foot: 0.00
- Profit: $0.00  Square Feet: 0.00
- Total Return Amount: $530.87  Job Months: 0.00
- Total Return %: 12.82%  Hours per Week: 40.00
- Price: $4,140.68  Workers per Day: 0.00
- Bond: $0.00  Total Hours: 32.21
- Sell Price: $4,140.68  Mark Up Sales Tax: No
- Adjusted Sell (): $0.00  Use Bond Table: No
- Adjusted Sell Return: 0.00%

Labor

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Mark Ups

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## Bid Summary Report

**CMH Interior Renovations**  
**Estimator: Mike**  
**Job #894**

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### Tax Report

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<td>Demo recs covered by cabinets</td>
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<td>60,070</td>
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<td>Change Order .003</td>
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### Payment Details

**CONSUMERS ENERGY COMPANY**

**ONE ENERGY PLAZA**

**JACKSON, MI 49201**

**2019 MAR 15 at 9:38**

**03/12/2019**

**INGHAM COUNTY**

**121 E. MAPLE ST**

**MASON, MI 48854**

**Payment Inquiries (517) 788-0741**

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<th>RETAINER AMT HELD</th>
<th>NET AMOUNT</th>
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**Additional Memo**

Reimbursement for temporary heating costs resulting from new gas service delays.

**Total**

$7,073.43

---

**Detach and Retain This Stub for Your Records**

**The Face of This Check is Printed Blue - The Back Contains a Simulated Watermark**

**Consumers Energy**

**ONE ENERGY PLAZA**

**JACKSON, MI 49201**

**No. 1201389983**

03/12/2019

**SEVEN THOUSAND SEVENTY-THREE and 43/100 DOLLARS**

$7,073.43

**PAY TO**

**INGHAM COUNTY**

**121 E. MAPLE ST**

**MASON, MI 48854**

**Authorized Signature**

**1201389983**

**04415439372719637**

9
Estimate #: 8488

Foresight Supersign
1200 Marquette St
Lansing, MI 48906
Ph: (517) 487-5071
FAX: (517) 487-6211
Email: supersign@foresightgroup.net
Web: www.foresightsupersign.net

Created Date: 2/13/2019 12:47:00PM
Salesperson: Pam Frei
Not Specified: (517) 372-1825
Entered by: Pam Frei

Prepared For: INGHAM COUNTY FACILITIES
Contact: BRIAN FISHER
Office Phone: (517) 819-3222
Email: bfisher@ingham.gov
Address: INGHAM CTY COURTHOUSE
121 E MAPLE
MASON, MI 48854

Description: CAST BRONZE PLAQUE

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<th>Quantity</th>
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<th>Subtotal</th>
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INGHAM COUNTY ANIMAL SHELTER
SEPTEMBER, 2006

INGHAM COUNTY
BOARD OF COMMISSIONERS

Kara Hope, Chairperson
Sarah Anthony, Vice-Chairperson
Randy Mawilie, Vice Chairperson Pro Tem
Rebecca Bahr-Cook, Robin Neayeert
Tori Bains, Deb Nolan
Victor Celentino, Randy Schaffer
Bryan Crenshaw, Todd tennis
Carol Koening, Penelope Tsengciou
Brian McGrath

INGHAM COUNTY
BUILDING AUTHORITY
Tim Dolehanty, Controller/Administrator
Eric Shertzing, Treasurer
Peter Conl, Chairperson

ARCHITECT
Hobbs & Black Architects

* 1 Ea., CAST BRONZE PLAQUE

Payment Terms: Net 15, Balance due in 15 days.

Client Reply Request
☐ Estimate Accepted "As Is". Please proceed with Order.
☐ Changes required, please contact me.
☐ Other: ____________________________ Date: ___/___

SIGN: ____________________________

Print Date: 2/18/2019 9:59:06AM

REMIT PAYMENTS TO: 2822 N. MARTIN LUTHER KING JR. BLVD, LANSING MI 48906

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