



# Agenda

## Missaukee County Board of Commissioners

Special Board Meeting

Missaukee County Commission Room

111 S. Canal St. Lake City, MI 49651

February 21, 2019 @ 4:00 PM

4:00PM Meeting Called to Order

\*Public Comment

4:05PM Courthouse/Annex Building Renovations: Budget and Bid Award


\*Public Comment

**\*\*Public Comment Rules authorized by the Missaukee County Board of Commissioners:** Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at anytime during public comment



February 21, 2019

**To:** Missaukee County Board of Commissioners

**From:** Precia Garland, Administrator 

**RE:** Courthouse/Annex Building Renovations: Budget and Bid Award

### Introduction

Proposed renovations to the Missaukee County Courthouse and Annex Building were prompted by several factors, but most notably, a mandate imposed by the state of Michigan regarding indigent defense, which requires the county to provide private consultation space for public defenders and their clients. Given the limited space available in the courthouse, the only cost effective option is for the administration department to plan to vacate its small offices (two) directly adjacent to the courtrooms, and relocate to the second floor of the courthouse. Administration will then occupy the meeting room previously used for commission meetings, after it is divided into two spaces. Finally, the commission meeting room will be relocated to the Annex Building, where it will provide more room, better arrangement for commissioners' and public seating, and satisfy barrier free standards.

### Renovation Bid and Alternates

The architectural firm DK Design was engaged to develop renovation plans for the courthouse and annex buildings and handle full bidding and contract administration for the project. The project was bid to allow maximum flexibility in defining scope, by specifying a base bid and multiple alternates. The base bid and alternates were defined as follows:

- Courthouse – base bid (structural changes)
- Annex Building – base bid (structural changes)
- Alternates: (all to Annex Building)
- #1 Alternate – New Roof
- #2 Alternate – Repair Fascia
- #3 Alternate – Paint Exterior Metal
- #4 Alternate – New Fascia (incorporates #2 and #3)
- #5 Alternate – New Entry/Hall Carpet
- #6 Alternate – Exterior Column Updates
- #7 Alternate – New hot water heater
- #8 Alternate – New HVAC (furnace, air conditioner, and hot water heater from Alt #7)
- #9 Alternate – New insulation
- #10 Alternate – New Parking Lot Light
- #11 Alternate – Toilet Rooms – Update to current ADA Standards
- #12 Alternate – Front door electric strike plate
- #13 Alternate – Replace hollow core interior doors with solid core doors

Please refer to the large spreadsheet prepared by DK Designs to see the pricing supplied by each bidder (three total) for all base and alternate items. Additionally, following the bid opening, the two low bidders were asked to submit potential deductions for 1. Alternate shingles and 2. County staff completing interior demolition work. As will be explained, given the base bids, plus recommended alternates and deductions, it appears Orshal Contracting of Cadillac, MI is the low bidder at \$154,297.

**Missaukee Courthouse and Annex Building  
2019 Renovation Project - Detailed Budget**

**REVENUES**

Capital Projects - Facilities	\$	121,900	
Capital Projects - Fund Balance	\$	58,300	
<b>Subtotal</b>	<b>\$</b>	<b>180,200</b>	
Indigent Defense Grant	\$	15,000	
General Fund - Fund Balance	\$	7,500	(up to \$7,500, transfer as needed)
<b>TOTAL</b>	<b>\$</b>	<b>202,700</b>	

**EXPENDITURES**

Construction Contract	\$	154,297	(includes Alts. #1, 4, 5, 6, 8, 9, and 11, less deducts)
Architectural Services	\$	8,000	
<b>Subtotal</b>	<b>\$</b>	<b>162,297</b>	
Furniture	\$	7,600	
Cameras (net cost after grant)	\$	4,800	
Tech (projector, computer)	\$	2,000	
<b>Subtotal</b>	<b>\$</b>	<b>176,697</b>	
Contingencies	\$	15,000	
Alternate #13 (Annex Doors)	\$	10,980	
<b>TOTAL</b>	<b>\$</b>	<b>202,677</b>	

Furniture

Commissioners' & Staff Tables	\$	3,000	(reuse existing commissioners' chairs)
Podium	\$	400	
Chairs for public/staff	\$	1,750	(\$50 ea x 35 = \$1750)
Courthouse Conf. Table Chairs	\$	1,440	(relocate commissioners table to law library, 12 new chairs)
Administration offices	\$	1,000	(\$400 + \$100, \$120 x 4; mtg table and chairs)
<b>TOTAL</b>	<b>\$</b>	<b>7,590</b>	

(relocate law library tables/chairs to attorney/client meeting rooms; relocate commissioners' table to law library)

**Courthouse Annex Building Renovation Project  
Proposed Budget Amendment**

February 21, 2019

	Current	Amended	Difference	Reason for Change
<b>101 - General Fund</b>				
<b>Revenue</b>				
101-000-699.01 Appropriated Fund Balance	\$ 93,006.00	\$ 100,506.00	\$ 7,500.00	Renovations
<b>Total</b>	<b>\$ 93,006.00</b>	<b>\$ 100,506.00</b>	<b>\$ 7,500.00</b>	
<b>Expenditures</b>				
101-966-999.09 Trans Out - Capital Projects	\$ -	\$ 7,500.00	\$ 7,500.00	Renovations
<b>Total</b>	<b>\$ -</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	
<b>401 - Capital Projects Fund</b>				
<b>Revenue</b>				
401-000-579.00 State Capital Grants	\$ -	\$ 15,000.00	\$ 15,000.00	Indigent Defense Grant
401-000-699.01 Appropriated Fund Balance	\$ 29,056.00	\$ 87,356.00	\$ 58,300.00	Renovations
401-000-699.15 Trans In - General Fund	\$ -	\$ 7,500.00	\$ 7,500.00	Renovations
<b>Total</b>	<b>\$ 29,056.00</b>	<b>\$ 109,856.00</b>	<b>\$ 80,800.00</b>	
<b>Expenditures</b>				
401-000-970.02 Cap Outlay-Facilities	\$ 121,900.00	\$ 202,700.00	\$ 80,800.00	Renovations
<b>Total</b>	<b>\$ 121,900.00</b>	<b>\$ 202,700.00</b>	<b>\$ 80,800.00</b>	

**Missaukee County, Michigan**  
Notes to the Financial Statements

	<u>General Fund</u>	<u>Major Governmental Funds</u>	<u>Nonmajor Governmental Funds</u>	<u>Total</u>
<b>Nonspendable</b>				
Prepays	\$ 33,204	\$ -	\$ -	\$ 33,204
<b>Restricted for</b>				
Sheriff Special Forces	-	110,994	-	110,994
Emergency Services	-	683,008	-	683,008
Housing	-	34,022	-	34,022
Friend of the Court	-	-	37,490	37,490
Secondary Road Grant	-	-	382	382
Missaukee Lake Authority	-	-	135,071	135,071
Sapphire Lake Authority	-	-	25,999	25,999
County Building Department	-	-	113,121	113,121
Register of Deeds Automation	-	-	12,658	12,658
Enhanced 911 Wireless	-	-	404,009	404,009
DARE Community Grant	-	-	1,443	1,443
Law Library	-	-	2,094	2,094
Juvenile Justice	-	-	5,855	5,855
Veterans Trust	-	-	925	925
Local Emergency Planning	-	-	9,788	9,788
Recycling	-	-	102,379	102,379
Lake Level	-	-	41,169	41,169
Lake City Officer	-	-	44	44
Concealed Pistol Licensing	-	-	17,622	17,622
911 State Surcharge Training	-	-	8,581	8,581
Energy Conservation Note	-	-	2	2
Veterans' Park	-	-	13,738	13,738
Improvements	-	-	20,339	20,339
Energy Conservation Note	52,654**	-	-	52,654
<b>Total Restricted Fund Balance</b>	<u>52,654</u>	<u>828,024</u>	<u>952,709</u>	<u>1,833,387</u>
<b>Committed for</b>				
Jail Expansion	-	670,358	-	670,358
Budget Stabilization	732,100	-	-	732,100
Public Safety	-	-	4,138	4,138
Trial Court Improvements	-	-	29,012	29,012
<b>Total Committed Fund Balance</b>	<u>732,100</u>	<u>670,358</u>	<u>33,150</u>	<u>1,435,608</u>
<b>Assigned for</b>				
Subsequent Years Budget	135,300	-	-	135,300
MERS Pension	52,654†	-	-	52,654
Medical Claims	46,314	-	-	46,314
Future Building Projects	40,558*	-	-	40,558
Child Care	-	134,393	-	134,393
<b>Total Assigned Fund Balance</b>	<u>274,826</u>	<u>134,393</u>	<u>-</u>	<u>409,219</u>
<b>Unassigned Fund Balance</b>	<u>589,150</u>	<u>-</u>	<u>-</u>	<u>589,150</u>
<b>Total Fund Balances - Governmental Funds</b>	<u>\$ 1,681,934</u>	<u>\$ 1,632,775</u>	<u>\$ 985,859</u>	<u>\$ 4,300,568</u>

\* Transferred to Capital Projects in FY18

\*\* Now available for other Capital because DTRF pays Energy Note

\*\*\* \$65,900 ↑ to unrestricted fund balance anticipated from FY18 operations

† Mers Pension funds are being sent to MERS (FY18-FY19)

### Budget

The capital projects fund included this project as an expenditure in FY2019. However, until bids were solicited, there was no way to determine the actual cost.

Per the attached budget information, detailed costs are now known, as well as a suggested plan for how to cover all costs. Sources (revenues) will include funds already appropriated, plus grant funds from the state of Michigan, additional fund balance appropriation from the capital projects fund, and a small contingency appropriation from the general fund. Uses include architectural services, construction to achieve the base bid work, selected alternates, plus furniture, security cameras, technology, and contingency funds. The anticipated total cost of the project is \$202,700.

### Requested Action

It is requested that the Missaukee County Board of Commissioners consider taking the following actions:

1. Approving the low bid from Orshal Construction to include base bids, and alternates #1, 4, 5, 6, 8, 9, 10, and 11, plus deductions for the shingle change and staff demolition, totaling \$154,297.
2. Approving the budget amendment as provided to appropriate funds from capital projects fund balance, state grant sources and general fund to cover \$202,700 in estimated project costs, which includes alternate #13. If alternate #13 is not selected, the appropriation amendment would be reduced by \$10,980 (\$0 from general fund, plus \$3,480 less appropriation from capital projects fund balance).