

**Pentwater Township Library
Buildings & Grounds Committee
Minutes
02/09/2021**

Call to Order: The Buildings & Grounds Committee meeting was held virtually and was called to order at 7:03 PM by Board President Kendra Flynn.

Roll Call: Present– Kendra Flynn, Joan LundBorg, Valerie Church-McHugh and Lissa Williams.

Also Present: Mary Barker, Director PTL.

Approval of Minutes 02/02/2021: Motion by Church-McHugh with support by LundBorg to approve the committee minutes dated 02/02/2021 as presented. Approved.

Committee Reports:

- **Purchase Policy Information –**
 - Flynn talked with David Spitler and others at the Township about the need to bid out projects.
 - It is up to the Library Board to set the policy.
 - The State has no regulations when it comes to requiring a bidding process.
 - Policy can state that it is important to use local vendors.
 - Need to include a statement in our policy on process if local vendors are not available.
 - Bids are not required in emergency situations.
- **Information from 02/02/2021 Committee Meeting -**
 - Discussed the three delivery methods and by consensus agreed that the preferred one for this project is Number 3 - Hiring Heirloom since it will be all under one umbrella and design and build is usually cheaper.
 - Williams stated the landscaping may be more involved than we originally thought. Top soil may be needed if current lawn is too compacted.
 - Do we consider purchasing outside seating/tables to be part of the landscape plans?
 - Need to know the approximate cost of the overall project before moving forward.
 - Barker and Flynn to meet with Village to get the total picture of its plans for the corner (ice rink, streets, sidewalks and landscaping).
 - Barker is concerned about disruption to operations during construction with blocked entrances. Wants no interruptions in construction.
 - Project Budget – Barker reviewed the current holdings in the PTL bank accounts.
 - Must retain the Capital Money Market account for ongoing maintenance issues and \$220,000 in the Operations account.

- Barker, Tammerle and Flynn recommend allocating no more than \$100,000 for the total project.
 - LundBorg commented that if we cannot afford to include the landscaping, do not move forward with project.
 - By consensus the committee recommends giving Heirloom an initial budget of \$70,000.
 - Most contracts have a 15% contingency clause.
 - Consider fundraising if necessary. Small campaign which would not interfere with millage election in 2022.
 - Contract for rendering of design to promote the project.
 - Work with area businesses and organizations to develop better partnerships which will promote the value of the PTL.
 - Resurrect the list of stakeholders.
- ***Motion by Church-McHugh with support by Williams to recommend to the full Board to hire Heirloom and to proceed with concept drawing with an estimated budget of \$70,000 for the entire project, Approved.***

Date of Next Meeting: The next B & G Committee meeting TBA.

Adjournment: The meeting was adjourned at 7:58 PM.

Signed: _____

Joan T. LundBorg, Board Secretary