



# BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

Thursday, January 22, 2009, 8 A.M.

Council Chambers | Novi Civic Center | 45175 W. Ten Mile Road

Meeting was called to order at 8:07 a.m.

**Members Present:** Larry Czekaj, Rob Hayes, Clay Pearson, Steve Rumble,  
Kathy Smith-Roy (arrived 8:08 a.m.), Mark Sturing

**Members Absent:** Julie Farkas

**Others Present:** Mary Ellen Mulcrone, Ramesh Verman, Thomas Schultz,  
Melissa Place

## APPROVAL OF AGENDA

**Motion by Pearson, seconded by Rumble; CARRIED UNANIMOUSLY: To approve the agenda as presented. (Smith-Roy absent)**

## PURPOSE OF THE MEETING

### 1. Introduction/interview of Carl Adams, recommended Construction Site Advisor.

Mr. Czekaj opened the discussion by explaining a sub-committee of three people consisting of him, Mark Sturing, and Steve Rumble met to review the candidate applications and narrowed the field to three people to interview. Carl Adams was ranked the highest of the three.

Mr. Pearson commented Mr. Adams is in attendance. He commented it is a formality to meet Mr. Adams since the position directly reports to the Building Authority. Mr. Pearson asked Mr. Adams what was his current schedule/workload. Mr. Adams responded he is retired, and there are no other jobs to impact this project. Mr. Rumble stated in his interview, there were some open-ended items such as the contract terms and insurance requirements. Mr. Schultz said he would meet with Mr. Adams to complete the agreement and review the insurance requirements.

Mr. Pearson asked Mr. Adams if he has any public project experience? Mr. Adams said no. However, he has worked on many projects in his career that have the same elements. He knows how to deal with people and on-site workers. Mr. Hayes asked if he is familiar with the The Dailey Company? He has not worked with them but knows of them. Mr. Pearson asked if he has office support? Mr. Adams explained he can generate written reports and is able to communicate verbally and by e-mail. Mr. Hayes asked if he could describe a project that Mr. Adams has worked on that closely resembles the Library project. Mr. Adams answered he has worked on telecommunications projects along with a design/build. Mr. Sturing said there were many good candidates. It was apparent that Mr. Adams would have come to the top

whether there were good economic times or not. He has no employment competition, has a flexible schedule and is accessible. Mr. Czekaj commented he has known Mr. Adams professionally for 15 years and is confident Mr. Adams is perfect for the position.

**Motion by Sturing, seconded by Pearson; CARRIED UNANIMOUSLY: To hire Carl Adams as Owner's Representative for the Library Building Project subject into entering to an acceptable agreement.**

## **2. Review and discussion of contract to for Construction Site Advisor.**

Mr. Schultz commented the draft agreement distributed to the Building Authority is a variation of a typical City agreement, which includes standard insurance requirements. He will work with Mr. Adams if desired to obtain a LLC.

## **3. Review of Project Budget as modified on January 15, 2009.**

Mr. Czekaj clarified the document is for informational purposes only and open to changes. Mr. Sturing commented that an item not addressed is the Library digital signage. He is not sure if this was meant to be excluded, and did not know if it fit into the technology budget. Mr. Czekaj does not like the idea of three digital signs along Ten Mile Road. Mr. Rumble said there has been a change with the scrolling timing of a message. Mr. Pearson mentioned the Civic Center will be getting a changeable message sign this spring. Mr. Schultz interjected there have been changes to the Sign Ordinance, which would not allow one at the Library. The Library would need a variance, which most likely would not be approved. Mr. Czekaj asked that any moneys available in the future might be considered to be used for a monument sign (including lighting) along Ten Mile Road, and that the Building Authority direct BEI to provide for conduit to be installed in anticipation of this addition.

**Motion by Pearson, seconded by Rumble; CARRIED UNANIMOUSLY: To authorize the architect to find a point at Ten Mile Road to place a conduit for a future electronic sign.**

## **4. Recommendation letter from Fanning-Howey on phone system for library.**

Mr. Dwayne Henderson commented Fanning-Howey looked at phone options and spoke with Rob Petty for a possible phone system partnership with the City's current provider, Suntel. The initial cost for the project is \$44,622. Mr. Czekaj thought all the City buildings were connected to the same phone system. Mr. Henderson clarified the Civic Center, Police, Fire, and Department of Public Works utilizing the same system. The Library has an independent system, and would need to purchase a phone system no matter what. The Library approached the Novi Community Schools but they were not interested because there was no benefit to them. Mr. Pearson commented the schools are looking to share their book catalog system and other partnerships.

Mr. Henderson said the phone system recommended would allow for a three-digital internal extension to other City offices. Mr. Pearson would like to some messaging capability built in and shared between buildings. Mr. Sturing asked if there would be one primary phone system for all buildings? Mr. Henderson said yes. The main system will be housed at the Civic Center. Mr. Sturing asked if the system has the capacity? Mr. Petty answered an update is

planned and will allow capacity to add the library the system. Mr. Pearson said the plan is to have an emergency phone at the Township Hall. Mr. Czeka asked if a decision needs to be made today? Mr. Henderson responded no.

**Motion by Pearson, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To approve Fanning-Howey to continue and execute a telephone system in conjunction with the City at the Civic Center.**

**AUDIENCE COMMENTS - None**

**Motion by Smith-Roy, seconded by Ruple; CARRIEND UNANIMOUSLY: To adjourn the meeting at 8:41 a.m.**

**Approved March 19, 2009**