



# BUILDING AUTHORITY

CITY OF NOVI

Building Authority Meeting

**Thursday, September 16, 2010 | 8 A.M.**

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

Chair Czekaj called the meeting to order at 8:01 a.m.

**MEMBERS PRESENT:** Charles Boulard, Larry Czekaj, Julie Farkas, Clay Pearson, Kathy Smith-Roy, Mark Sturing

**MEMBERS ABSENT:** Rob Hayes (absent/excused)

**STAFF/OTHERS:** Barb Rutkowski, Sheryl Walsh, Melissa Place

## APPROVAL OF AGENDA

**Motion by Smith-Roy, seconded by Boulard; CARRIED UNANIMOUSLY: To amend the agenda with the addition as item no. 6. Next meeting date.**

## APPROVAL OF MINUTES

**Motion by Smith-Roy, seconded by Farkas; CARRIED UNANIMOUSLY: To approve the August 19, 2010 minutes as presented.**

**Motion by Smith-Roy, seconded by Boulard; CARRIED UNANIMOUSLY: To approve the September 1, 2010 minutes as presented.**

## PURPOSE OF THE MEETING

### 1. Irrigation for restored area on east side of school property at a cost of \$3,870 update

Mr. Paul Danko explained the area is located on the east side of the parking lot which includes 45 feet along Wildcat Drive is high school property. He has met with the high school groundskeeper and they walked the area and discussed that the Library would seed and irrigate but the school would be responsible for lawn maintenance. Mr. Clay Pearson commented we should be good neighbors and irrigate the island and agrees the school should be responsible for grass cutting. Mr. Carl Adams asked if the school has an outside contract for mowing? Ms. Julie Farkas said the school has a person on staff. Mr. Charles Boulard commented the irrigation could always be turned off. Mr. Pearson suggested the irrigation be installed but look to have a campus-wide lawn maintenance contract in the future. Mr. Danko said they will run a zone and irrigate. Why not irrigate along Ten Mile? It is expensive but would make it look nicer, commented Mr. Pearson.

**Motion by Pearson, seconded by Farkas; CARRIED UNANIMOUSLY: To approve irrigation for restored area on east side of school property at a cost of \$3,870.**

## Discussion

Mr. Mark Sturing commented about the large ditch east of the Library driveway. Mr. Adams commented a right turn lane may be added in the future so may not want to add irrigation to that area. Mr. Sturing said it is still a major area. Mr. Boulard added it could be weed-wacked to maintain. Mr. Czekaj commented it could go a season and water on occasion and let nature take its course.

The original motion was amended for irrigation only and not lawn maintenance.

Mr. Pearson would like to the irrigation pipe to go west on Ten Mile Road to Fuerst Park. Mr. Danko will get costs and email them to the Board Members for both sides of the Library driveway. Mr. Sturing asked if the system can handle these additional zones. Mr. Danko answered yes.

2. **Change Order Request No. 023 in the reduced amount of \$17,993.42 for the new contract sum of \$10,899,675**

**Motion by Smith-Roy, seconded by Boulard; CARRIED UNANIMOUSLY: To approve a credit of \$17,993.42 for the contract sum of \$10,889,675.**

3. **Construction Update**
  - a) **Punch list items**

Mr. Danko commented he is working with Stantec and landscapers to close out items.

- b) **Additional costs for a total of \$32,021.06**
      1. **Signage at \$8,893.38**

Ms. Farkas mentioned she met with Mr. Chris de Bear about additional signage. Based on the patterns of the patrons the items being presented today are the current needs. Ms. Smith-Roy asked for an explanation for difference in costs between agenda item and quote from Library Design. Ms. Farkas pulled out the face plate numbers. The current face plate is out 9 inches and the Library needs another face plate for the book return on the exterior of the building even though the original one is in our inventory. Mr. Danko is looking into another manual return face plate. Mr. Czekaj commented the Building Authority has covered a lot of expenses which some are operational.

**Motion by Farkas, seconded by Sturing; MOTION FAILED: To approve additional signage as presented at cost of \$8,893.38.**

**Yeas: Farkas, Pearson, Sturing      Nays: Boulard, Czekaj, Smith-Roy**

## Discussion

Mr. Sturing understands that staff had the opportunity to live in the building to see what might arise and appreciates having a finished product. Mr. Boulard has an issue with the book carts. Ms. Farkas said they are additional. Mr. Boulard commented \$3,600 for a sign is expensive, and in his opinion, if it is critical it should be done at a lesser cost. Mr. Farkas understands the concern but the Library needed to be occupied for a time to feel out the

needs of the building to balance out such as the request for the activity room sign. Ms. Smith-Roy cannot support the activity room sign or book carts.

**Motion by Pearson, seconded by Boulard; CARRIED UNANIMOUSLY: To approve the cost minus the activity room signage at \$3,573.16 and \$2,629.80 for book carts for a total expenditure of \$2,690.92.**

**2. Irrigation for east side \$3,870 and north of 10 Mile sidewalk \$6,953**

This item has discussed under item no. 1.

**3. Drive-up window face plate at \$893.28**

Mr. Czekaj asked if the other face plate can be used? Ms. Smith-Roy asked why was it not returned? Mr. Danko commented it was kept as a replacement part.

**Motion by Farkas, seconded by Sturing; CARRIED UNANIMOUSLY: To approve the installation of a new face plate for the not-to-exceed amount of \$893.28.**

**Discussion**

Mr. Boulard asked about the painting and moving of the decorative rocks. Mr. Danko said the rocks are there to protect the sorting equipment from vehicles driving too close and also for drainage.

**4. Miscellaneous drive-up area painting at \$636**

Ms. Farkas explained the painting is to create an illusion for motorist when approaching the drive up area. Mr. Czekaj said this is paint on the curb and gutter? Mr. Adams said on the gutter. Mr. Danko said the concrete, paint, and some preparation is involved with this cost. Mr. Sturing said this sounds operational. The consensus of the Board was to defer the item to the next meeting.

**5. Miscellaneous drive-up area relocating decorative rocks \$2,099**

Ms. Farkas said there are rocks below the automatic sorting system window. These rocks are being placed in the machine but the security camera has helped. The suggestion is to relocate the rocks and pour concrete. Mr. Sturing asked if this area is between the building and curb? Mr. Danko said yes, and it is about a 40 feet in length. Mr. Sturing asked about placing a sign saying surveillance in use. Mr. Farkas said there is a sign already but younger children cannot or will not read. If this continues the machine can be ruined. Mr. Czekaj suggested mulch or pebbles. Ms. Farkas does not want mulch.

**Motion by Smith-Roy, seconded by Pearson; FAILED: To remove the decorative rocks and replace with concrete at the cost of \$2,099.**

**Yeas: Farkas, Pearson      Nays: Boulard, Czekaj, Smith-Roy, Sturing**

## Discussion

Mr. Dwayne Henderson said patrons are commenting on the position of the face plate. Mr. Czekaj said this is not the first time hearing and asked if there was something Tech Logic can do to solve this issue. Why not close the automated system and only use the manual? Does it make it more difficult to get closer to the building with concrete, asked Ms. Smith-Roy? Ms. Farkas disagrees. Mr. Pearson stated it will make it hard to relocate later if this does not work. Mr. Danko said it could be resolved at a cost. Mr. Sturing commented the rocks were put there to help with dripping as a result of melting snow to not come out on the curb as ice. The concrete will make it icy. Is there something to encapsulate the rocks but be able to drain and not be removed? Mr. Danko answered yes. It is a good idea and never thought of that solution.

### **6. Industrial step stools at \$783.90**

Ms. Farkas said these are stools for the sinks for the first floor lavatories for the younger patrons.

**Motion by Farkas, seconded by Sturing; CARRIED: To purchase industrial step stools for the first floor lavatories at a cost of \$783.90.**

**Yeas: Farkas, Pearson, Smith-Roy, Sturing      Nays: Boulard, Czekaj**

### **7. Light Poles capabilities at \$7,017**

Mr. Danko explained this item involves the light poles along Ten Mile Road. Originally, the poles were designed with 277V but the need for 120V wiring to accommodate the use of the receptacles. An electrician looked at the poles and this is the best cost option. Ms. Smith-Roy asked if the transformer can be extended for use with the additional lighting along Ten Mile to Taft? Mr. Pearson asked why this voltage was not in the specifications? Mr. Danko said it was not on the drawings. Mr. Pearson said it is odd to have a plug without the wiring. Who is to pay? Mr. Czekaj commented it is the Building Authority's responsibility in his opinion since it was not included in the specifications. Mr. Sturing commented we did not do the specifications? For the plug but no design with wiring or cover, answered Mr. Danko. Mr. Danko will have covers installed. Mr. Pearson asked that this item be deferred until the next meeting to have the chance to look at the specifications. It was the consensus to defer to the next meeting.

Mr. Boulard agrees but direction is needed. Ms. Smith-Roy will meet with Mr. Danko and vendor to see if possible to find a solution. Mr. Czekaj asked when the light poles were discussed? Ms. Smith-Roy said the Building Authority changed the design to match the Civic Center lighting. Ms. Sheryl Walsh commented it is the intent to have the capability to have decorative lighting for the civic campus. Mr. Ron McKay said BEI was originally asked to look at the capacity to change the poles. The decorative lighting component is an addition. He will re-review the calculations since the decorative lighting requires a different load. We were given the Ella Mae Power Park specifications to match the parking lot poles which were rejected. We will design the 120V.

## **8. Override switches for three staff areas \$875**

Ms. Farkas said there are varying work hours for staff which creates the need for an override of the automated lighting system. The switches would provide this flexibility. Of course, the Library is on a programmable system but does account for pre or post hours where lights might need to stay on other than the programmed times. Mr. Sturing clarified the issue is when the lights are off? Ms. Farkas said, yes, for the staff areas. Mr. Adams clarified the proposal is for a staff person to walk to the staff area when the lights are programmed off and be able to flip the switch to turn off/on. There is no capacity at this time. Mr. Sturing said the bigger issue is for lights being on 7 a.m. to 1 a.m. Ms. Farkas said the cleaning crew is in the building anywhere from 9 p.m. to 1 a.m. Mr. Pearson said motion detection is easy to do. Mr. Czekaj said we are to be energy efficient and sweep the building. Mr. Boulard suggested the item be deferred for more information. Ms. Farkas said this would be solved with the installation of switches. Mr. Sturing said the building should be as energy efficient as possible. Ms. Farkas explained there are different zones for the timing. A large bank of lights go off at the close of the building. Again, for the staff areas there are eight or nine people that access this area. Mr. Adams said this is a really inexpensive way to accommodate staff.

**Motion by Farkas, seconded by Pearson; CARRIED UNANIMOUSLY: To approve the override switches for three staff areas at a cost of \$875. (Czekaj absent)**

## **Miscellaneous**

Ms. Farkas said the irrigation still has a back flow pressure problem. Mr. Danko is looking into repairs. The landscaping will be done on Monday. The fire panel has some issues. He is working with Siemens to correct.

## **4. Discussion on broadcast options for the Library Board Meetings**

Mr. Henderson talked about the quality of the videos and SWOCC streaming. The Board Room has the capability to broadcast Library Board meetings along with streaming to the Internet. Mr. Pearson asked which room is under discussion? Ms. Farkas replied the Library Board passed to hold the meetings in the first floor meeting room which holds anywhere from 80-120 people. This allows for more flexibility and space. Mr. Pearson said the move to the Library would be effective in January 2011. Ms. Farkas said yes. Mr. Henderson commented it gives the ability to record and stream to the Internet and U-Verse. Ms. Farkas said the media would be a CD and video. Currently, a CD is forward to SWOCC for telecasting. Ms. Sheryl Walsh replied that SWOCC does not replay meetings but it could be streamed on the Library website. Ms. Farkas responded meetings are already on the Library website and wonders why SWOCC never questioned why Library staff sent them a CD if it was not going to be played?

What is the update on phones and voicemail connectivity, commented Mr. Sturing. Ms. Smith-Roy said it would be discussed under the budget item.

## **5. Budget Update**

Ms. Smith-Roy explained the budget documents have not been updated since the last meeting two weeks ago. As part of project the Library and the City agreed to utilize a shared

voicemail system. In establishing this shared project it was noted that additional GBIC Cisco modules and a Watchguard Firebox were required.

**Motion by Smith-Roy, seconded by Farkas; CARRIED UNANIMOUSLY: To approve the WatchGuard Firewall SFP Modules and Watchguard Firebox at a cost of \$5,413. (Czekaj absent)**

### **Discussion**

Mr. Henderson said several meetings between himself, City and Library staff to discuss the options of a shared service for phone and voicemail systems took place. It was understood that after the fiber optics was installed and the network functional, there would be the need to purchase hardware for connectivity. Out of one of these meetings there was discussion on a possible shared service between the buildings which was using the OnBase for document imaging and processing accounts payable. Library staff reviewed the software and decided they, too would like to have access to this software. In order to install and enable OnBase, there were a number of items needed. That is what is before the Board today.

Mr. Sturing said item no. 3 for \$2,309 for the firewall, and item no. 4 for \$3,104 for modules is needed. Ms. Smith-Roy explained and the Library staff said at the meetings that we did not need item no. 5. Mr. Sturing said item no. 1 and no. 2 are needed. Ms. Farkas said the software items are separate. Mr. Sturing commented the software program will help with expediting paperwork. Mr. Pearson commented BS&A is a newer system. Ms. Smith-Roy explained at the end of 2006 and first of 2007 the City implemented BS&A financial software (pervasive version). The installation and implementation of the new .Net version began the summer of 2009.

Mr. Pearson asked if the paperwork flow is not fast enough? Ms. Smith-Roy explained currently paper documents are manually routed for inclusion on the warrant and include distribution among Library staff prior to being sent to the Finance Department. Mr. Pearson asked how much staff time will be saved? Ms. Smith-Roy responded there is no gain in terms of the Finance Department since documents will be scanned, paid, etc. through Finance. However, with the invoices first coming to Finance, the A/P workflow through OnBase can be utilized to process payments, the routing will be electronic among Library staff and to Finance. Also, the Library staff will no longer need to make multiple copies. The document imaging should provide additional benefits to the Library staff. Mr. Sturing said the system allows quicker bill approval for the Library Board to monitor. Mr. Smith-Roy said the Library may see payments entered/processed more quickly by a few days and up to a week.

Mr. Sturing said the Library application of item no. 1 at a cost of \$60 for terminal services and item no. 2 at a cost of \$4,366 for licenses are needed to make item no. 3 and no. 4 work. Ms. Smith-Roy said items no. 3 and no. 4 allows for data, video and voicemail. Items no. 1 and no. 2, are hardware to utilize the OnBase software. Mr. Sturing said voicemail currently does not work? He thought the voicemail system was already approved. Mr. Henderson explained the additional hardware purchases are necessary to complete the system. Mr. Pearson commented this has nothing to do with broadcasting? Ms. Farkas said the Library wants the option to do broadcasting for various meetings. Mr. Pearson asked if broadcasting can happen now? Mr. Henderson said there is one camera cart system and can go today and broadcast out to Internet and U-Verse. Mr. Pearson requested a written confirmation from SWOCC be obtained prior to the next meeting.

Mr. Sturing said broadcast can reach more homes through U-Verse or live on the web. Mr. Pearson asked if a video is streamed now. Mr. Henderson said no. SWOCC is an analog system not an IP system. Bandwidth from SWOCC and additional microphones will be needed. Mr. Sturing said the best option is no. 3 for a cost of \$8,900 which is being recommended. Mr. Henderson said yes.

**Motion by Farkas, seconded by Sturing; FAILED: To approve Option no. 3 as presented for the cost of \$8,900. (Czekaj absent)**

**Yeas: Farkas, Sturing      Nays: Boulard, Pearson, Smith-Roy**

### **Discussion**

Mr. Pearson does not agree, and it is expensive. Mr. Sturing said libraries were surveyed, and the majority holds meetings in their own library. There will be other meetings and opportunities to hold meetings as it is fine tuned to reach audiences better and to support this option. It is an appropriate expenditure. Mr. Pearson asked about their governance structure of the libraries. Mr. Sturing said some are city offices and others are district libraries. Ms. Farkas said there is a mix of libraries and sizes. Mr. Pearson said the Civic Center is the appropriate venue to have public meetings is the focus, and does not see the Library as accessible to patrons. Ms. Farkas disagrees. The opportunity to see a meeting in progress is more convenient to take part in if already in the Library. Ms. Smith-Roy concurs with Mr. Pearson. Shared services to broadcast is better use of resources from the Civic Center along with SWOCC personnel shared.

### **Miscellaneous**

Ms. Farkas said a Library Board member suggested the sculpture be up-lighted. Also, there are bicycle tire marks that need to be removed from the entrance and on several pavers. Staff is looking at chemicals or cleaners to remove from pavers.

### **6. Next Meeting Date**

The next meeting is scheduled for October 7, 2010 at 8 a.m. Prior to this meeting, lighting information is to be sent to the Board prior to the meeting for consensus.

### **AUDIENCE COMMENTS – None**

**Motion by Farkas, seconded by Smith-Roy; CARRIED UNANIMOUSLY: To adjourn the meeting at 10:19 a.m.**

**Minutes approved October 7, 2010**