

Kalkaska County Board of Commissioners
Special Meeting Minutes
January 24, 2018
(UNAPPROVED)

Meeting called to order by Chair McKinnon at 6:00 PM, Commissioner Chambers, Administration Building, 605 N Birch Street, Kalkaska, MI. Present Commissioners Michael Buchanan, David Comai, Patty Cox, Craig Crambell, Kohn Fisher, Stuart McKinnon, James Sweet and County Clerk Deborah Hill. Also present Diane Mills of Occupant Care and Kaliseum Director Krzysztof Oliwa.

Public Input: None

Purpose of Meeting:

Chair McKinnon called for review of terms conditions and intent of proposed contract for Energy Performance Owner Representative for county infrastructure improvements. Chair noted purpose of meeting was to review proposal from Diane Mills of Occupant Care along with recent review and recommendations of county counsel and county accountant.

Discussion between Board and Mills; Board noted concerns with contract content absent of measurable performance standards, guarantee of level of performance, issues normal of experienced governmental contractors; lack of articulation of services Mills would be performing or measurable value. Accountant noted proposed quote exceeds approved budget amount for engineering; portions of services projected have been previously provided; concern of additional hourly fees for unknown duration; noted potential bias of proposal with percentage and authority of approval; necessity to confirm company is independent from all energy service companies. Discussion. Mills noted assurance of her performance relative to her reputation and references; noted she will define her role and responsibilities further. Chair noted concern of justification of cost and request for flat rate; danger of no cap for costs. Chair called for a recess at 7:18 PM. Meeting reconvened at 7:29 PM.

Chair noted prior discussion regarding Mills mention of capital outlay costs previously reviewed may not fall under the energy savings. Discussion. Mills noted a committee will meet and review repairs relative to energy savings vs common repairs. Mills noted the capital cost items need to be reviewed from the initial proposal from Honeywell. Review of mechanical repairs and replacements in addition to structural repairs; Board noted need to determine what needs are outside of energy upgrade. Board noted intent for oversight of project needed in it's entirety and that there is a vague scope of work by Mills. Chair noted the need to keep capital costs of project out of project costs; discussion; noted necessity to be included with an RFP.

Chair noted review of concerns including percentage review request; Mills noted 3% is a discounted fee; later stated 3% is the industry standard; unknowns cannot be determined until she reviews the building. Mills noted she would review for fixed fee vs. 3% and \$250.00 per hour. Discussion. Mills noted she had a project pending with a school and she will speak with

them regarding an extension. Board noted understanding of Mills decision to move forward with the school pending the county decision; noted with the numbers of concerns addressed, consensus of the Board was they are unable to commit further to Mills until the issues addressed were re-submitted in writing, reviewed by county counsel and re-visited by the Board.

Mills to provide new scope of work, disclaimer, fee based on a fixed price within a range, letter confirming absence of conflict; also noted request for references for projects after her work independent of Ameresco (Mills to check with recent clients for approval to release them as references.) Discussion. Mills to provide information discussed by end of week; county to forward to counsel for further review.

Public Input: None

Motion by Crambell to adjourn at 8:55 PM. Supported by Comai. 7 yeas. 0 nays. **Carried.**

Respectfully submitted:

Deborah Hill, Kalkaska County Clerk and
Clerk of Board of Commissioners

Stuart McKinnon, Chair of
Kalkaska County Board of Commissioners

These minutes are not official until they are approved at the next Regular Board of Commissioners meeting.