

AGENDA

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
OCTOBER 24, 2016**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
43 W. CHERRY STREET**

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

III. APPROVAL OF THE AGENDA

IV. CONSENT AGENDA

- A. Approval of the Minutes of Board meeting September 26, 2016
- B. Approval of Financial report for September 2016

V. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – Update to FOIA and Disruptive Patron
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VI. DIRECTOR'S REPORT

Directors report is attached as part of the Board packet.

VII. UNFINISHED BUSINESS

- A. Update of Library Project-Duane McIntyre

VIII. NEW BUSINESS

- A. Payment Document for Consideration- Duane McIntyre
- B. Review of FOIA Fee procedure clarification
- C. Review of Disruptive Patron update
- D. Discussion of City offer to use council chambers for meetings
- E. Discussion of Board training needs

IX. AGENDA ITEMS FOR MONDAY NOVEMBER 28, 2016 MEETING

A.

X. BOARD COMMENT

XI. ADJOURNMENT

Next regular meeting scheduled for Monday November 28, 2016, 7PM at the Library

MINUTES

DRAFT

**CEDAR SPRINGS PUBLIC LIBRARY
REGULAR BOARD MEETING**

**MONDAY
SEPTEMBER 26, 2016**

7:00 PM MEETING

**CEDAR SPRINGS PUBLIC LIBRARY
43 W. CHERRY STREET**

**Cedar Springs Public Library
Mission Statement**

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Chair called meeting to order at 7:00 pm
Present: Ellick, Alber, Powell, Owen, Babcock, King, Hall
Absent: None
Quorum present

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

Kathy Bremmer provided oral and written comments to the Board
Sharon Magoon provided oral comment to Board

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Alber second by King
Motion carried by voice vote

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of July 25, 2016
- B. Approval of the Financial Report of July/August, 2016
- C. Approval of the Minutes of Special Board meeting August 2, 2016
- D. Approval of the Minutes of Special Board meeting August 22, 2016
- E. Approval of the Minutes of Special Board meeting September 10, 2016

MOTION: "Approve the consent agenda" made by Powell second by Babcock
Motion carried by voice vote

V. COMMITTEE REPORTS

- A. Personnel Committee – Trustee King added as member
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None

E. Finance Committee –Trustee King added as member

VI. DIRECTOR'S REPORT

Directors complete report is included in Board Packet

Paper recycle bin is behind Library and it will to raise money in recycling of books. Red Flannel Queen has been selected.

VII. UNFINISHED BUSINESS

A. Budget adjustments for 2015/2016-Tabled from July 25, 2016 regular meeting

MOTION: “Approve Treasurer Powell’s recommended adjustments to the 2015/2016 Budget” made by Powell second by Babcock

Motion carried by voice vote

B. Update of Library Project-Duane McIntyre

Duane updated Board on status of new Library. They are getting ready to put roof on and work on underground plumbing Discussed issue with windows and bronze tint.

MOTION: “Use the Pella 450 series windows with E-protection” made by Alber second by Hall

Motion carried by voice vote

VIII. NEW BUSINESS

A. Payment Document for Consideration- Duane McIntyre

MOTION: “Authorize payment of \$148,184.10 for the Payment Document from Nugent Builders” made by Ellick second by Powell.

Motion carried by unanimous voice vote.

Change order for payment 1 has been signed and submitted for CGDT to pay their portion.

B. Publishing of Board Contact information

MOTION: “To publish Board contact information” made by Alber second by Babcock

Motion **did not** carry by unanimous voice vote.

C. Review of colors for children's area & blinds for the library

MOTION: “To accept bronze colors for blinds and frames” made by Powell second by Hall.

Motion carried by voice vote

MOTION: “To make children’s area wall colors Sunny Veranda and Ange Stone” made by Powell second by Hall

Motion carried Ayes-(4) Ellick, Hall, Powell, King. Nays-(3) Owen, Babcock, Alber

D. Review of disruptive patron process

Board discussed process and referred to Policy committee to come back to next meeting with an updated process to include some increasing steps of actions to take with disruptive person.

E. Appeal of FOIA #004-16 fees

MOTION: "To uphold the fees charged for FOIA 004-16" made by King second by Ellick

Motion carried Ayes (6) Ellick, Powell, Owen, King, Babcock, Hall., Nay (1) Alber
(Secretary note: Patron Bremmer was in attendance at meeting, interacted with Board during discussion of appeal. Was present when Board voted to uphold charges)

Board referred FOIA policy to policy committee for update on fees and estimates

IX. AGENDA ITEMS FOR MONDAY OCTOBER 24, 2016 MEETING

- A. Update of disruptive patron procedure
- B. Update on FOIA procedure

X. BOARD COMMENT

Hall commented that new Library is looking great and is excited about it.
Owen informed Board he had obtained a copy of the Kent County Sheriff Department's investigation of the Library Board possibly violating the Open Meetings Act. Case was closed.

MOTION: "To enter Kent County Sheriff's report into the official records of the Library" made by Ellick second by Babcock

Motion carried by voice vote.

Alber indicated she may be resigning.

XI. ADJOURNMENT

MOTION: "Adjourn meeting" made by Alber second by Babcock

Motion carried by voice vote

Meeting ended at 7:57 pm

Next regular meeting scheduled for Monday October 24, 2016, 7PM at the Library

Recorded by Board Secretary Owen

Final Minutes approved by Board _____

PERIOD ENDING 06/30/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 06/30/2016	ACTIVITY FOR MONTH 06/30/2016	AVAILABLE BALANCE	% BDGT USED
Fund 271 - Library Fund						
Expenditures						
271-958.000-910.000	Insurance & Bonds Expense	1,000.00	1,812.00	0.00	(812.00)	181.20
271-958.000-917.000	Workmens Compensation Expense	250.00	192.00	0.00	58.00	76.80
271-958.000-919.000	Social Security Expense	6,000.00	6,508.66	563.97	(508.66)	108.48
271-958.000-922.000	Water Utility Expense	300.00	307.64	26.15	(7.64)	102.55
271-958.000-923.000	Heat Expense	1,000.00	1,049.58	34.88	(49.58)	104.96
271-958.000-924.000	Telephone Expense	1,000.00	956.63	81.74	43.37	95.66
271-958.000-926.000	Electric Expense	2,700.00	2,533.97	234.77	166.03	93.65
271-958.000-930.000	Repair & Maintenance Serv Exp	300.00	31.97	0.00	268.03	10.66
271-958.000-930.100	Rent Expense	0.00	0.00	0.00	0.00	0.00
271-958.000-930.300	Education/Training Expense	1,000.00	798.22	511.23	201.78	79.82
271-958.000-955.000	Bank Fees	0.00	0.00	0.00	0.00	0.00
271-958.000-956.000	Miscellaneous Expense	1,400.00	832.97	0.00	567.03	59.50
271-958.000-956.200	Membership & Dues Expense	900.00	610.00	0.00	290.00	67.78
271-958.000-956.400	Special Programs Expense	800.00	4,482.51	198.36	(3,682.51)	560.31
271-958.000-956.410	Travelogue Expenses	0.00	0.00	0.00	0.00	0.00
271-958.000-958.000	Mabies Donation 09-10 Expenses	0.00	0.00	0.00	0.00	0.00
271-958.000-964.500	MTT/STC Prior Year Refunds	1,000.00	80.27	0.00	919.73	8.03
271-958.000-968.000	Public Relations	275.00	325.86	0.00	(50.86)	118.49
271-958.000-970.000	Capital Expense	0.00	0.00	0.00	0.00	0.00
271-958.000-977.160	Capital - Technology	0.00	350.00	350.00	(350.00)	100.00
271-958.000-978.000	Postage Expense	500.00	390.16	147.60	109.84	78.03
271-958.000-999.100	Appropriation to Fund Balance	0.00	0.00	0.00	0.00	0.00
271-958.000-999.110	Approp. to Cont. - USF Funds	0.00	0.00	0.00	0.00	0.00
271-958.000-999.150	Approp. to Fund Balance - Cleo Cowles	0.00	0.00	0.00	0.00	0.00
271-958.000-999.200	Approp. to Fund Balance-New Library	0.00	0.00	0.00	0.00	0.00
Total Dept 958.000-Disbursements		142,235.00	190,511.03	55,964.83	(48,276.03)	133.94
TOTAL Expenditures		142,235.00	190,511.03	55,964.83	(48,276.03)	133.94
Fund 271 - Library Fund:						
TOTAL REVENUES		142,235.00	198,154.49	43,224.45	(55,919.49)	139.31
TOTAL EXPENDITURES		142,235.00	190,511.03	55,964.83	(48,276.03)	133.94
NET OF REVENUES & EXPENDITURES		0.00	7,643.46	(12,740.38)	(7,643.46)	100.00

MINUTES

CEDAR SPRINGS PUBLIC LIBRARY REGULAR BOARD MEETING

**MONDAY
JULY 25, 2016**

7:00 PM MEETING

CEDAR SPRINGS PUBLIC LIBRARY 43 W. CHERRY STREET

Cedar Springs Public Library Mission Statement

The mission of the Cedar Springs Public Library is to provide quality materials and services to educate, inform, teach and partner with our diverse community in an atmosphere that is welcoming and promotes lifelong learning.

I. CALL TO ORDER

Secretary Owen called meeting to order at 7:00 pm
Quorum is present

II. PUBLIC FORUM

Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

III. APPROVAL OF THE AGENDA

MOTION: "Approve agenda" made by Babcock second by Hall
Motion carried by voice vote

IV. CONSENT AGENDA

- A. Approval of the Minutes of the Board meeting of June 27, 2016
- B. Approval of the Financial Report of June, 2016
- C. Approval of the Minutes of Special Board meeting July 05, 2016

MOTION: "Approve consent agenda" made by Hall second by Babcock
Motion carried by voice vote

V. ELECTION OF OFFICERS

Secretary Owen opened floor for nominations for the position of Chair.
Alber and Powell nominated Ellick
Ellick accepted nomination
There were no other nominations
Ellick elected chair by unanimous vote

Secretary Owen turned meeting over to newly elected Chair Ellick

Chair Ellick opened nominations for the position of Vice-Chair
Phillips was nominated but declined nomination

Babcock and Powell nominated Alber
Alber accepted nomination
Alber elected to the position of Vice-Chair by unanimous vote

Chair Ellick opened nominations for the position of Secretary
Babcock and Powell nominated Owen
Owen accepted the nomination
There were no other nominations
Owen elected to the position of Secretary by unanimous vote

Chair Ellick opened nominations for the position of Treasurer
Ellick and Alber nominated Powell
Powell accepted the nomination
There were no other nominations
Powell elected to the position of Treasurer by unanimous vote

VI. COMMITTEE REPORTS

- A. Personnel Committee – None
- B. Policy Committee – None
- C. Bylaw Committee – None
- D. Technology Committee – None
- E. Finance Committee –None

VII. DIRECTOR'S REPORT

Director report is in Board packet
Clark brought the Board up to date on Summer reading program. Wed. 7/27
from 2 to 4 pm the program will end with a party at Morley Park.
From Monday to Wednesday 606 people came in to cash in their reading slips.

VIII UNFINISHED BUSINESS

- A. Budget adjustments for 2015/2016-Tabled for next regular meeting
- B. Budget adjustments for 2016/2017

MOTION: "Accept budget 2016/2017 budget amendments as presented by Treasurer"
made by Powell second by Owen
Motion carried by voice vote

- C. Property Insurance for new Library building construction
Need to get insurance as soon as possible. Contract with Nugent Builders is in the works and will be signed shortly. AT&T is slow in moving the pole for construction. AV issues need to be worked out with Architect. Do not change the plan for building Type of windows discussed stay with Anderson. Hygrade offered to provide concrete at \$70.00 a yard. Pavers need to be in a small area as designated by Board along with electric for lights for 2 flagpoles by corner.

IX. NEW BUSINESS

- A. Election of Officers reported
Chair- Ellick
Vice-Chair- Alber
Secretary- Owen
Treasurer- Powell

B. Committee Assignments

Current assignments: 2015/2016

Personnel and Compensation Committee:

Babcock (Chair), Powell, Phillips

Finance Committee:

Powell (Chair), Hall, Phillips

By Laws Committee:

Alber (Chair), Babcock, Hall

Policy Committee:

Owen (Chair), Clark, Yuko

Technology Committee:

Owen (Chair), Clark, Nick

Building Committee: Combined with CDBT

Ellick (Chair), Hamblin, Babcock, H., McIntyre, Cedar Springs City Manager

New committee assignments: 2016/2017

Chair has appointed everyone to their same committee and position on committee.

Personnel and Compensation Committee:

Babcock (Chair), Powell, _____

Finance Committee:

Powell (Chair), Hall, _____

By Laws Committee:

Alber (Chair), Babcock, Hall

Policy Committee:

Owen (Chair), Clark, Yuko

Technology Committee:

Owen (Chair), Clark, Nick Heinlier

Building Committee: Combined with CDBT

Ellick (Chair), Hamblin, Babcock, H., McIntyre, Cedar Springs City Manager

X. AGENDA ITEMS FOR MONDAY SEPTEMBER 26, 2016 MEETING

A. Budget adjustments for 2015/2016

B. Property Insurance for new Library building construction

XI. BOARD COMMENT

Phillips announced her resignation from the Board. Board wished her well and thanked her for her input and help to the Board.

XII. ADJOURNMENT

MOTION: "Adjourn meeting" made by Owen second by Alber

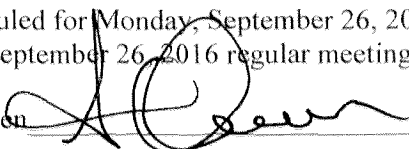
Motion carried by voice vote.

Meeting adjourned at 8:14 pm

Next regular meeting scheduled for Monday, September 26, 2016, 7PM at the Library

Approved by Board at the September 26, 2016 regular meeting

Signed Board Secretary Owen



CEDAR SPRINGS PUBLIC LIBRARY

SPECIAL BOARD MEETING

Meeting Minutes

August 22, 2016

7:00 pm

CEDAR SPRINGS PUBLIC LIBRARY

43 W. CHERRY STREET

Cedar Springs, MI

Special meeting

For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings. Library Director is to post notice. Public comment may be recognized by the chair anytime or during each new business agenda item.

I. Call to order

Chair called meeting to order at 7:00 pm

Quorum present: Powell, Ellick, Hall, Babcock. Alber, Owen, King

II. Absent

None

III. Agenda approval

Motion: "Approve agenda" made by Babcock second by Powell

Motion carried by voice vote

IV. New business

Chair recognized D. McIntyre (Program Manager for Library project)

D. McIntyre provided the Board an update on the Library project and informed the Board CBDT has indicated they will pay 50,400.00 towards foundation site work. Project is coming along well and sewer, water, and other underground utilities should be going in next week.

a) Consideration of Contractor proposal motion made for foundation work.

Motion: "Approve option 2 as submitted by Jared Gauss of Nugent Builders" made by Powell second by Babcock

Motion carried by voice vote

(Secretary note: This item was initially to be considered at a special meeting scheduled for Aug 2, 2016. Meeting was not posted properly as Director was in a car accident and could not post meeting notice. Board was not aware of meeting not being posted until

end of meeting. Because meeting was not posted properly meeting itself is void as was any actions taken during the meeting. Item (a) scheduled for that meeting was rescheduled for this meeting.)

Informational purposes only concerning motion: Excerpt from document actual documents are part of packet and part of Change of Contract in item d) below

“The following is a breakdown of cost associates with the over-excavation of the site. This is pricing is just and estimate. Actual costs will be determined based on actual cubic yards of soils removed and replaced with sand.
Option 2=Existing soils hauled off site”

Option 2 - Existing Soils removed from Site

Deans Excavating	\$44,600
Bond Costs	\$446
OH&P 15%	\$6,757

Total = **\$51,803**

b) Property Insurance for new Library building construction

Motion: “Purchase insurance from Gephardt Insurance” made by Ellick second by Owen.

Motion carried voice vote

Motion: “To pay \$4500.00 dollars for insurance” made by Powell second by King

Roll call vote: Ayes-Ellick, Alber, Powell, Owen, Babcock, King, Hall. Nays-0

Motion carried by roll call vote

c) Payment Document for consideration

Motion: “Authorize treasurer to pay Application and Certificate for payment bill \$113,004.00 dollars to Nugent Builders” made by Powell second by Babcock.

Motion carried by voice vote

Motion: “Pay 62,604.00 dollars of authorized bill to Nugent” made by King second by Ellick.

Roll call vote: Ayes-Ellick, Alber, Powell, Owen, Babcock, Hall, King Nays-0

Motion carried by roll call vote

According to Program Manager McIntyre the CBDT indicated they will pay \$50,400.00 dollars towards these costs

d) Contract change order for consideration

Motion: "Approve Chair to sign Contract Change order with Nugent Builders"
made by Owen second by Hall
Motion carried by voice vote

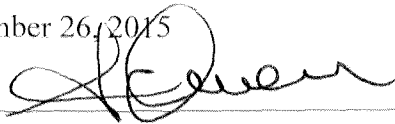
Adjournment

Motion: "adjourn meeting" made by Alber second by Babcock
Motion approved by voice vote
Meeting adjourned 7:32 pm

Next regular meeting is September 26, 2016, 7 pm at the Library

Approved by Board on September 26, 2015

Signed by Secretary Owen

A handwritten signature in black ink, appearing to be "Owen", written over a horizontal line.

CHANGE ORDER

AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PROJECT: Cedar Springs Library
107 N. Main
Cedar Springs, MI 49319

CHANGE ORDER NUMBER: ONE

DATE: 8/3/2016

CONTRACT DATE: 7/20/2016

CONTRACT FOR: General Contracting

TO CONTRACTOR: Nugent Builders, Inc.

The Contract is changed as follows:

Add allowance for over-excavation of bad soils

51803

TOTAL: \$51,803

The original Contract Sum was	\$1,747,560.00
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order was	\$1,747,560.00
The Contract Sum will be (increased) (decreased) (unchanged) by this change order in the amount of.....	\$51,803.00
The new Contract Sum including this Change Order will be	\$1,799,363.00
The Contract Time will be (increased) (decreased) (unchanged) by	UNCHANGED
The date of Substantial Completion as of the date of the Change Order therefore is	UNCHANGED

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

N/A	Cedar Springs Library	Nugent Builders, Inc.
ARCHITECT		
	43 West Cherry ST	11625 Northland Drive
Address		
	Cedar Springs, MI 49319	Rockford, MI 49341
BY	BY	BY
DATE	DATE	DATE



Change Issue #001
Cedar Springs Library

11625 Northland Drive NE ❖ Rockford, MI 49341
Phone (616) 866-7663 ❖ Fax (616) 866-7726

August 1, 2016

Duane McIntyre
Cedar Springs Library
107 N. Main St.
Cedar Springs, MI 49319

RE: Over-Excavation of bad soils and Providing Sand for suitable sub-grade
Job: Cedar Springs Library

Duane,

The following is a breakdown of costs associates with the over-excavation of the site. This is pricing is just an estimate. Actual costs will be determined based on actual cubic yards of soils removed and replaced with sand.

Option 1 = Existing soils spread on property

Option 2 = Existing soils hauled off site

Option 1 - Existing Soils spread at current Site

Deans Excavating	\$37,910
Bond Costs	\$379
OH&P 15%	\$5,743
Total =	\$44,033

Option 2 - Existing Soils removed from Site

Deans Excavating	\$44,600
Bond Costs	\$446
OH&P 15%	\$6,757
Total =	\$51,803

Acceptance of proposal: ☒ X

Signature

Date

Thank You

Sincerely,

Jared Gauss

TO:
Cedar Springs Public Library

PROJECT: Cedar Springs Community Library

APPLICATION NO: ONE

Distribution to:

☐ Owner
☐ Architect
☐ Contractor

FROM:
Nugent Builders, Inc.
11625 Northland Dr
Rockford, MI 49341

VIA (ARCHITECT): Andrus Architecture

PERIOD TO: 8/31/2016

CONTRACT DATE: 7/20/2016

CONTRACTOR FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract

Change Order Summary		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders		\$0.00	

Continuation Sheet, AIA Document G703, is attached.

1 Original Contract Sum	\$1,747,560.00
2 Net change by Change Orders	\$0.00
3 Contract Sum to Date (Line 1+2)	\$1,747,560.00
4 Total Completed & Stored to Date (Column G on G703)	\$125,560.00
5 Retainage:	
a. 10% of Completed Work (Column D +E on G703)	\$12,556.00
b. 10% of Stored Material (Column F on G703)	\$0.00
Total Retainage (Line 5a+5b or Total in Column I of G703)	\$12,556.00
6 Total Earned Less Retainage (Line 4 less Line 5 Total)	\$113,004.00
7 Less Previous Certificates For payment (Line 6 from prior certificate)	\$0.00
8 Current Payment Due	\$113,004.00
9 Balance to finish, plus retainage (Line 3 less Line 6)	\$1,634,556.00
State of: Michigan	County of: Kent
Subscribed and sworn to before me this 19 day of AUG, 2016	
Notary Public: E. Noordeboos	
My Commission expires: 4/8/2017	

The undersigned contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

Contractor:

By: [Signature] Date: 8-19-16

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and to date comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

\$

(Attached explanation if amount certified differs from the amount applied for).

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

50,499.00
\$2,604.00
[Signature]

E. Noordeboos
Notary Public
Kent County, Michigan
My Commission Expires 4/8/2017

Cedar Springs Library

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

Page 2 of

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER:

ONE

Contractor's signed certification is attached.

APPLICATION DATE:

8/17/2016

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

8/31/2016

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	General Conditions	\$96,611.00	\$0.00	\$5,796.00	\$0.00	\$5,796.00	6%	\$90,815.00	\$579.60
2	Insurance & Bonds	\$31,117.00	\$0.00	\$31,117.00	\$0.00	\$31,117.00	100%	\$0.00	\$3,111.70
3	Building Permit	\$11,347.00	\$0.00	\$11,347.00	\$0.00	\$11,347.00	100%	\$0.00	\$1,134.70
4	Allowance (Exterior Signs)	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$20,000.00	\$0.00
5	Skytrak & Manlifts	\$12,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,700.00	\$0.00
6	Excavation/Site work	\$110,500.00	\$0.00	\$56,000.00	\$0.00	\$56,000.00	51%	\$54,500.00	\$5,600.00
7	Paving	\$12,392.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,392.00	\$0.00
8	Concrete	\$87,875.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	17%	\$72,875.00	\$1,500.00
9	Gypcrete Underlayment	\$2,234.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,234.00	\$0.00
10	Masonry	\$113,274.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$113,274.00	\$0.00
11	Structural Framing	\$40,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$40,100.00	\$0.00
12	Nails, Bolts, Adhesives	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	\$0.00
13	Rough Carpentry	\$173,414.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$173,414.00	\$0.00
14	Finish Carpentry	\$68,050.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$68,050.00	\$0.00
15	Insulation	\$30,527.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$30,527.00	\$0.00
16	Metal Roof Panels	\$124,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$124,700.00	\$0.00
17	Joint Sealants	\$6,948.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,948.00	\$0.00
18	Doors, Frames, Hardare, Toilet Partitions, Bath Accessories	\$32,100.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$32,100.00	\$0.00
19	Doors, Frames, & Hardware Install	\$5,310.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,310.00	\$0.00
20	Entrances & Storefronts	\$25,650.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$25,650.00	\$0.00
21	Windows	\$44,205.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$44,205.00	\$0.00
22	Drywall	\$86,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$86,500.00	\$0.00
23	Flooring	\$60,600.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$60,600.00	\$0.00
24	Painting	\$19,780.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$19,780.00	\$0.00
25	Fire Extinguishers & Cabinets	\$6,225.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,225.00	\$0.00

Cedar Springs Library

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

Page 2 of

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: ONE

Contractor's signed certification is attached.

APPLICATION DATE: 8/17/2016

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: 8/31/2016

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)		
26	Visual Display Boards	\$1,579.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,579.00	\$0.00
27	Fireplace	\$552.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$552.00	\$0.00
28	Flagpoles	\$7,022.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,022.00	\$0.00
29	Signage	\$1,245.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,245.00	\$0.00
30	Bath Accessories Install	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,440.00	\$0.00
31	Library Equipment	\$121,813.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$121,813.00	\$0.00
32	Window Treatments	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	\$0.00
33	HVAC & Plumbing	\$135,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$135,000.00	\$0.00
34	Electrical	\$139,750.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$139,750.00	\$0.00
35	Overhead, Contracting & Fee	\$105,000.00	\$0.00	\$6,300.00	\$0.00	\$6,300.00	6%	\$98,700.00	\$630.00
TOTALS		\$1,747,560.00	\$0.00	\$125,560.00	\$0.00	\$125,560.00	7%	\$1,622,000.00	\$12,556.00

SWORN STATEMENT

State of Michigan

Aaron McConnell, being duly sworn, deposes and says:

County of: Kent

That Nugent Builders, Inc. is the Prime Contractor of an Improvement to the following, described real property situated in the County of Kent Michigan, described as follows: Cedar Springs Community Library

That the following is a complete statement of each contractor, subcontractor, supplier, and laborer, for which laborer the payment of wages or fringe benefits and withholdings is due but unpaid, and for which laborer the payment of fringe benefits and withholdings is earned but unpaid, with whom the contractor has subcontracted for performance under the contract with the owner or lessee thereof, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names. That he has not employed or procured material from, contracted or subcontracted with, any person or persons, firms, or corporation other than those below-mentioned, and owes no monies for the construction of said buildings or improvements other than the sums set forth hereinafter. That he makes the foregoing statement as the contractor for the purpose of representing to the owner or lessee of the aforementioned premises and his agents and that the aforementioned property is free from claims or construction liens, except as specifically set forth below.

SUBCONTRACTOR SUPPLIER OR LABORER	DESCRIPTION OF WORK OR MATERIAL	ORIGINAL CONTRACT AMOUNT	ADJUSTED CONTRACT AMOUNT	PREVIOUS PAYMENTS	AMOUNT STILL OWING	AMOUNT OF THIS REQUEST	TOTAL RETENTION HELD	BALANCE TO COMPLETE
1 Deane's Excavating	Excavation/Site Work	\$110,500.00	\$110,500.00	\$0.00	\$0.00	\$50,400.00	\$5,500.00	\$64,500.00
2 Michigan Paving	Paving	\$12,392.00	\$12,392.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,392.00
3 Almighty Concrete	Concrete	\$87,875.00	\$87,875.00	\$0.00	\$0.00	\$13,500.00	\$1,500.00	\$72,875.00
4 Kent Companies	Gypsum Underlayment	\$2,234.00	\$2,234.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,234.00
5 Emmony Masonry	Masonry	\$113,274.00	\$113,274.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,274.00
6 Structural Standards	Structural Framing	\$40,100.00	\$40,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,100.00
7 Grand Valley Wood Products	Architectural Woodwork	\$53,200.00	\$53,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53,200.00
8 Northwind Insulating Systems	Insulation	\$30,527.00	\$30,527.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,527.00
9 Reliable Sheet Metal	Metal Roof Panels	\$124,700.00	\$124,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$124,700.00
10 CJ's Coatings/Sealants	Joint Sealants/Caulking	\$6,948.00	\$6,948.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,948.00
11 SA Morman	Doors, Frames, Hardware, Toilet Compartments, & Bath Accessories	\$32,100.00	\$32,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,100.00
12 Lakeshore Glass & Metals	Entrances & Storefronts	\$25,650.00	\$25,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,650.00
13 Pella	Windows	\$41,505.00	\$41,505.00	\$0.00	\$0.00	\$0.00	\$0.00	\$41,505.00
14 Banner Drywall	Drywall	\$86,500.00	\$86,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$86,500.00
15 Johnsons	Flooring	\$60,600.00	\$60,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,600.00
16 K&A Painting	Painting	\$18,130.00	\$18,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,130.00
17 Fire Fighter Sales & Service	Fire Extinguishers & Cabinets	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
18 Cig Jan Products	Visual Display Boards	\$1,579.00	\$1,579.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,579.00
19 Flagpoles Etc	Flagpoles	\$7,022.00	\$7,022.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,022.00
20 CKI, Inc.	Signage	\$1,245.00	\$1,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,245.00
21 Library Design Associates	Library Equipment	\$121,723.00	\$121,723.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121,723.00
22 Creative Windows	Window Treatments	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
23 Northwest Kent Mechanical	Plumbing & HVAC	\$135,000.00	\$135,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$135,000.00
24 Hillard Electric	Electrical	\$139,750.00	\$139,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139,750.00
25 Nugent Builders, Inc.	Misc. Labor, Materials, Overhead, & Fee	\$467,006.00	\$467,006.00	\$0.00	\$0.00	\$49,104.00	\$5,456.00	\$432,448.00
SUBTOTALS		\$1,747,560.00	\$1,747,560.00	\$0.00	\$0.00	\$113,004.00	\$12,556.00	\$1,622,000.00

WARNING TO OWNER: AN OWNER OR LESSEE OF THE ABOVE-DESCRIBED PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING PURSUANT TO SECTION 109 OF THE CONSTRUCTION LIEN ACT TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.

WARNING TO DEPENDENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTION 570.1110 OF THE MICHIGAN COMPILED LAWS.

8-19-16

DATED

Aaron McConnell

DEPONENT

Subscribed and sworn to before me this 19 day of August, 2016.

by Aaron McConnell, Director of Commercial Construction.

E. Noordeeloos
E. NOORDEELOOS

KENT

County, Michigan

This Form is Provided To You By: Nugent Builders, Inc.

My commission expires:

4/8/2017

E. Noordeeloos
Notary Public
Kent County, Michigan
My Commission Expires 4/8/2017

CEDAR SPRINGS PUBLIC LIBRARY
SPECIAL BOARD MEETING
Meeting Minutes
September 10, 2016
9:00 am
CEDAR SPRINGS PUBLIC LIBRARY
43 W. CHERRY STREET
Cedar Springs, MI

Special meeting

For special and irregular meetings, public bodies must post a notice indicating the date, time and place at least 18 hours before the meetings. Library Director is to post notice. Any citizen who wishes to address the Library Board on a topic shall be recognized by the Chair and limit their comments to two minutes, unless the chairperson deems otherwise. Board will not respond or discuss public comments unless Chair approves.

I. Call to order

Chair called meeting to order at 9 am
Present: Ellick, Owen, Hall, Powell, King
Absent: Babcock, Alber
Quorum present
No oral or written public comments

II. Agenda approval

Motion: "Accept the agenda" made by Owen second by Hall
Motion carried by voice vote

III. New business

a) Request by Red Flannel Festival to hook up to Library electricity

Motion: "Allow the Red Flannel Festival to hook up to the electric power of the Library for festival purposes. Actual costs to be charged to the Red Flannel Festival" made by Owen second by Hall.

Motion carried by voice vote.

(Secretary Note: Red Flannel Festival agreed to pay costs of extra electricity used and hook up costs per email from VP Mark Laws)

Adjournment

Motion; "Adjourn meeting" made by Powell second by Ellick
Motion carried by voice vote.

Meeting adjourned at 9:04 am

Next regular meeting is September 26, 2016, 7 pm at the Library

Approved by Board on September 26, 2015

Signed by Secretary Owen



-----Original Message-----

From: Mark Laws [mailto:markdlaws@hotmail.com]

Sent: Wednesday, August 3, 2016 8:20 PM

To: secretarycspl@charter.net

Cc: admin@redflannelfestival.org; vantastic23414@gmail.com

Subject: Electric from library

Tony:

As per our conversation today. The Red Flannel Festival is in need of electricity for an event at this years festival that will be in the city parking lot behind the library. The Festival would be glad to reimburse the library for said usage of the electricity from your premises. Would it be okay to use your electricity from the 23rd of September thru 1st of October? Most of the use would be on the 23rd, 24th, 30th of September and the 1st of October, but we would like to be hooked up for the entire span for minor incidental use on the other days. The Festival is open to all considerations to be able to make this possible. Thank you for your time and help in this matter.

Mark Laws

[248-550-6465](tel:248-550-6465)