

**SHAMROCK TOWNSHIP
SPECIAL BOARD MEETING
Thursday, December 18, 2008, 9 a.m.**

Board Chairperson Nancy Karjalahti called the meeting to order at 9 a.m. Present were Supervisor Ron Smith, Clerk Candace Bartel, road maintenance employees Tim Turner and Marvin Turner, and John Geissler, dsgw architect.

The purpose of the meeting was to review the status of the completion of the maintenance building. John provided operation and maintenance manuals.

Ron Smith moved to accept change order number one for \$791.00 for the chase wall in the secure storage room and change order number two for \$343.00 for additional steel plate, seconded by Nancy Karjalahti; motion carried.

A motion was made by Ron Smith to accept the certificate of substantial completion effective March 26, 2008, not covering the electric boiler that had not been installed, and the certificate of substantial completion effective December 3, 2008 covering the electric boiler, seconded by Nancy Karjalahti; motion carried.

Conferred with Scott Thomas, engineer with Cain Ouse Consulting Engineers, by speaker phone regarding the following concerns: 1) Rapids Plumbing has still not been paid a good portion of their bill; the township has no control over this; 2) There is frost build-up on the interior of the doors and window. Scott suggested that there may be too much moisture in the building and running the air makeup exchange unit more frequently would help. 3) The PTAC unit in the breakroom has frost build-up, the fan and thermostat don't work properly. After checking the operation manual, there is a damper that needs to be closed. The unit is sealed with caulk that will need to be removed to access the damper control. 4) Propane consumption was discussed. Scott suggested to monitor the usage, it will increase when the makeup air unit runs, the propane unit should be run periodically to maintain operation. There is no thermostat for the building heat, Gartner needs to send someone to adjust the temperature setting each time; it may be possible to install a thermostat.

John will write a letter to M.G. Carlson Construction requesting verification of the resolution of the issue with the painting sub-contractor, notifying them of the warranty issue with the PTAC unit and that the stack on the water heater freezes shut and prevents operation of the unit, and advising them that both dsgw and the township have been notified by sub-contractors that they have not been paid.

Ron Smith moved to approve payment of M.G. Carlson Construction payment requests #8, #9 and #10 and the retainage payment #1 totally \$40,040.73 leaving \$5,000 hold back; motion seconded by Nancy Karjalahti. The contract requires receipt of AIA Document G707 from M.G. Carlson before this retainage can be paid. Ron Smith amended the motion to pay payment requests #8, #9 and #10 (totaling \$8,084.03) now and to pay the retainage payment #1 (\$31,956.70) when authorization is received from John Geissler, seconded by Nancy Karjalahti; motion carried.

The pump for the bathroom heating unit needs to be installed. John will request an estimate from Rapids Plumbing.

The as-built drawings have not been received. John will check with M.G. Carlson Construction. The meeting adjourned at 10:50 a.m.

Candace Bartel
Shamrock Township Clerk

Nancy Karjalahti
Shamrock Township Board Chairperson

**MINUTES WERE APPROVED AT THE
JANUARY 8, 2009 REGULAR BOARD MEETING.**