

June 25, 2026

**City of Alma Municipal Building Committee
1225 S. Main St. location & 314 N. Main St.**

11:30 a.m.

Chairperson Larry Grisen called the meeting to order with the following members present: Richard Champeny, David Earney, Clerk-Treasurer Sharaya Reed, and Deputy Clerk Michaela Handke.

Also present: Breanna Guntner and Bill Boettcher from the architect firm of Lien and Peterson, Joe Wick, Ben Schams, and Tom Brakke. Paul Kuchta from APEX Electric, Lee Collins from Collins Plumbing, and James B. from Hudson Electric.

The meeting started with Kuchta asking questions from the fire department regarding electrical.

The committee toured the building.

Motion by Champeny seconded by Handke to recess to the City Hall 314 N. Main St.. All members voting yes.

Motion by Champeny seconded by Earney to resume proceedings. All members voting yes.

The committee reviewed bulletin figures 11, 12, 16, 17, 22, 24, 25, & 26 totaling \$24,496.91. All were motioned by Earney seconded by Champeny to approve. All members voting yes.

Boettcher went over the Phase 2 plans with the fire department and asked questions from them. Plumbing and mechanical were gone over.

Next meeting to be bid opening Thursday, August 13, 2026 at 2:00pm.

Motion by Champeny seconded by Earney to adjourn. All members voting yes.

Alma City Hall Remodel Construction Bulletins			
CB #	CO #	Title	Pricing
1		Window Head and Sill	Repair or the window heads and sills. At the window heads, remove all finishes to the original plaster finish. At the exterior head, remove the cover metal on the exterior, repair the damaged wood blocking, and prepare for installation of new windows. Replace cover metal as required. For the sill, remove damaged wood material and replace with new. Install new base flashing as required to Patch the holes in the floor where the interior walls were removed. In addition, feather in the floor between the two sides to provide a smooth transition between the two floor areas.
2		Floor Patching and Feathering	Construct a new bulkhead above the clerk counter area. The bulkhead is to be constructed with metal studs with sheetrock per the attached detail. Height of bulkhead to match existing ceiling height.
3		Bulkhead at Clerk Counter	Remove the west breakroom wall and replace with a new stud wall. The existing wall is in poor shape and this will allow for a better finished product.
4		Rebuild Breakroom Wall	Install conduit and wiring for eleven security cameras as shown on the attached two sheets. Wiring to be CAT6. Terminations to be by camera installer.
5		Security Camera Conduit and Wiring Installation	Design and install the telecommunications system. This system shall include cabling, terminations, testing, labeling and adhering to current standards. This work will need to be coordinated with City of Alma staff and their chosen IT vendors.
6		Telecommunications Design and Installation	Brace the existing walls. Secure the wall with 2x12s on each side of the wall to the bar joists above. For the furred wall in the lobby, secure the wall to the adjacent wall using Simpson A21 attached to the top plate with nails, and attached to the backing wall with nails or Tapcon as required.
7		Interior Wall Support	Repair the walls below the windows. Remove plaster/gypsum board and sills below the windows. Replace with a new layer of 1/2" thermax insulation and gypsum board.
8		Walls Below Windows	Remove all of the existing wood paneling inside of the Mayor's Office. Install new drywall as required.
9		Mayor's Office Walls	Install 4" vinyl base to match office rooms.
10		Base in Vault	Remove existing window sills and install new window sills. Sill material to be plastic laminate material with apron board to stiffen the front edge.
11		Window Sills	Remove fluted metal panel in room 111. 3/4" plywood to be installed on existing clay tile for mounting electrical equipment to on all three walls.
12		Fluted Metal Panel in Room 111	Removal of the existing accordion door. Replace with new wood bifold door of normal height. Install wood stud wall above.
13		Closet 117B	Patch the existing ductwork openings. Infill with wood stud and drywall.
14		Patching of Duct Openings	Remove existing steel beam in lobby floor. Cut out beams and patch with new concrete floor.
15		Steel Beam in Lobby Floor	Re-insulate remaining plumbing piping left over from asbestos abatement.
16		Plumbing Insulation	Credit for concrete removal and 3" waste line connection into the garage for installation of future plumbing rough-ins. Work is no longer part of this project scope. This piping will be installed in the future phase 2 and tie into piping in garage.
17		CREDIT: Rough-Ins	Install new liner in existing sewer pipes in building. Line to extend from plan North bathroom to mechanical room and from break room to exterior of building.
18		Slip Lining Sewer Pipes	Install new type A roof deck over top of existing damaged roof deck.
19		Steel Decking Repair	Install new downspout at West side of entry roof. Downspout to extend into yard area.
20		Downspout At Front Entry	Replace 4" base called for in plan with 6" vinyl base to hide damage at base of wall in the vault, police, fire, and foreman's office.
21		Install 6" Base	Perform underground examination of the existing plumbing/piping with a video camera.
22		Plumbing Exploration	Patch hole through wall. Install new brick to match on the exterior. Install masonry infill in clay tile wall.
23		Air Conditioner Sleeve	Install a floor drain in Women's Room 120 per plan approval drawings send via separate email.
24		Women's Toilet Room Floor Drain	Insulate existing roof drain piping in office portion of building.
25		Insulate Existing Roof Drain Pipes in Office Area	Furnish and install range hood and associated roof hood above range in Break Room.
26		Furnish and Install Break Room Range Hood	Please provide pricing to move new transformer A into mechanical room 110 instead of the garage. Also provide pricing to install one grill in the return air duct (mounted high) for furnace 2 inside the mechanical room to provide cooling for the IT rack and transformer.
27		Move Transformer to Mechanical Room	Please provide pricing to fur out the plan North Lobby wall with a new stud wall in the same plane as the wall between the breakroom and lobby. The existing wall is in poor shape and this will allow for a better finished product.
28		Fur Out Lobby Wall	Please provide pricing to install 5/8" gypsum wallboard on the plan North and West Breakroom Walls to cover existing imperfections for a smooth room finish.
29		New Gypsum Wallboard Finish Break Room	
Total			\$ 124,665.61

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