

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE
MEETING MINUTES

Wednesday, February 21, 2024 – 9:00 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, (Chair)
Brenda Fournier
Bill LaHaie
John Kozlowski

Others Present: Kim MacArthur, Board Assistant
Wes Wilder, Maintenance Superintendent
Jennifer Mathis, Interim County Administrator/HR Specialist
Keri Bertrand, County Clerk
Cindy Cebula, Chief Deputy Treasurer
Nicki Janish, Home Improvement Director
Jeremy Winterstein, Northern Lights Arena
Jessica Henry, Northern Lights Arena
Kim Elkie, Director of Emergency Management/E911 Services (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Lynn Bunting, Board Assistant (zoom)
Phil Heimerl, True North Radio (zoom)
Catherine Murphy, Register of Deeds (zoom)

CALL TO ORDER

Chair Travis Konarzewski called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

Chair Konarzewski presented the agenda for approval. Motion to approve agenda with the addition of 1) Plaza Pool Invoicing and Purchasing and 2) Locker Room at Northern Lights Arena. Motion carried.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-01 (attachment #1). This project is for the replacement of siding, new soffit, fascia, and kick out flashings with a cost of \$33,625.00. The homeowner has approval for a \$10,000 grant through the Federal Home Loan Bank for this project bringing the balance of the project to \$23,625.00 to be funded with a combination of Program Income and HPG Funds. The estimated administrative fees to be collected on this project are \$3,500.00. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to approve Home Improvement Project #EM 22-01 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, Kozlowski, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends to approve Home Improvement Project #EM 22-01 with a total project cost of \$33,625.00 minus a \$10,000.00 grant approved through the Federal Home Loan Bank for this project making the balance of \$23,625.00 to be funded with a combination of Program Income and HPG Funds. The estimated administrative fees to be collected on this project are \$3,500.00.

INFORMATION ITEM: Maintenance Superintendent Wes Wilder updated the Committee on the following projects:

1. Restrooms at Fairgrounds: Work is near completion. There will be some paint that needs to be touched up in the spring.
2. Partition Wall at the Airport: The Airport Manager had asked for Maintenance to install a partition wall with double doors in it at the old terminal building. This project has been completed.
3. Fairground Caretaker House Repairs: This project has been completed.
4. Merchants Building: Painting and replacing of exhaust fans is complete and FRP has been installed in all showers. There are two events taking place in the building and work will resume on Monday.
5. Animal Control Building Floor: This project has been completed.
6. Pool Heating System Repairs: Parts have been ordered and are about two weeks out. They will be installed as soon as possible.

Superintendent Wilder reported the maintenance employees are currently working at the jail on numerous work tickets that have been received. Discussion was made on driveway repairs at the Sheriff's Office. Chair Konarzewski and Superintendent Wilder will meet for further discussion.

INFORMATION ITEM: Chief Deputy Treasurer Cindy Cebula presented a reimbursement request from Northern Lights Arena for Quarter 4 of 2023 in the amount of \$17,361.28. There will need to be an increase made to line item #272-763-975 for any amount that the Committee approves as nothing was budgeted to be spent. This will be the same scenario for any 2024 reimbursement requests. Commissioner Kozlowski reported in the current contract it states Northern Lights will pay the first \$6,000.00 and "\$2,000.00 shall be annually budgeted for fund expenses with annual expenses not to exceed \$4,500.00". Chair Konarzewski will review the contract and possibly present an amendment moving forward. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of the Northern Lights Arena reimbursement request for Quarter 4 in the amount of \$17,361.28 as presented. Roll call vote was taken: AYES: Commissioners LaHaie. NAYS: Commissioners Fournier, Kozlowski, and Konarzewski. Motion failed.

INFORMATION ITEM: Commissioner Kozlowski discussed the process in which the Plaza Pool submits their reimbursement request invoices and would like the Board to have more input and oversight on things that are being purchased for the Pool. Chair Konarzewski reported he would like to compare the contract for the pool and the contract for the rink for further discussion with both entities.

INFORMATION ITEM: Commissioner Kozlowski discussed women's locker rooms at the rink. Jeremy Winterstein with Northern Lights Arena reported the previously used locker room was not optimal due to privacy issues and has been relocated to a more secluded area. The new location is further from both rinks but a better spot to utilize currently. The rink has a total of 10 locker rooms and for a facility of that size is half of what they need. Jessica Henry with Northern Lights Arena reported they had applied for a grant to build a women's locker room but were denied due to the large number of applicants and not being able to fund the requested amount. Chair Konarzewski recommended Northern Lights Arena get in touch with Lenny Avery at Target Alpena for help with finding future grants.

Discussion was made on the lease agreement with Alpena Public Schools for the use of a locker room at Northern Lights Arena. The extension period on the lease was requested through July 31, 2022. Jeremy believes there was something put into place after that, and Interim County Administrator Jennifer Mathis will gather more information.

Jeremy addressed the Committee as a citizen and shared his thoughts on the unique situation between the pool and rink. Chair Konarzewski thanked Jeremy and reported we all have the same end goal in mind to keep the rink successful and that there is a need to open the lines of communication. Chair Konarzewski will sit down with Jeremy and Commissioner Kozlowski to get into a better situation that will work for everyone involved.

INFORMATION ITEM: Chair Konarzewski presented a Military K-9 Training Fairgrounds Use Agreement for review and approval. Commissioner Kozlowski asked to be recused from voting on the matter. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recuse Commissioner Kozlowski from voting on the Fairgrounds Use Agreement. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Konarzewski. NAYS: None. Motion carried.

Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the Military Working Dogs K-9 Training Fairgrounds Use Agreement request as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, Kozlowski, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the Fairgrounds Rental Use Agreement request for the Military Working Dogs K-9 Training at the fairgrounds from May 6, 2024, to May 23, 2024, and to approve the waiver of any associated fees as presented.

INFORMATION ITEM: Chair Konarzewski presented discussion on a Phase I Environmental Study with the former Boys & Girls Club building and the new MRF Site. Commissioner

Kozlowski reported the former County Administrator had reached out to Environmental & Asbestos Services to get a proposal/quote for a study on the two sites. Discussion was made on whether the study would even need to be done. Chair Konarzewski and Interim Administrator Mathis will bring more information to the Full Board.

INFORMATION ITEM: Interim Administrator Mathis presented an updated Fairgrounds Caretaker job description for review and approval (attachment #2). The updates made include snow removal at the fairgrounds and the Caretaker will now report to the Maintenance Superintendent instead of the County Administrator. Discussion was made to leave the section regarding camp hosts in the job descriptions. The Committee would also still like to receive monthly fairground reports from the Caretaker. Motion was made by Commissioner Konarzewski and supported by Commissioner Kozlowski to recommend approval of the updated Fairgrounds Caretaker job description as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, Kozlowski, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the updated job description for the Fairgrounds Caretaker as presented.

INFORMATION ITEM: Chair Konarzewski presented the Recycling Monthly Reports for review. Commissioner Kozlowski reported that Alpena Resource Recovery Manager Stan Mischley has put in his resignation. The Assistant Manager will be taking over his duties at this time. County Clerk Keri Bertrand inquired where the recycling facilities are located in the area as her office receives numerous calls. Motion was made by Commissioner Konarzewski and supported by Commissioner Kozlowski to receive and file the monthly Recycling Reports as presented. Motion carried.

Commissioner Fournier wanted to thank the office workers of Alpena County for doing a great job and she appreciates all they do. The comment she made about being lucky to have jobs was not said with malice, it was due to the budgeting process on how close things were to having to lay people off. Chair Konarzewski also thanked everyone for helping with the lack of a coordinator.

***Next Meeting: Wednesday, March 13, 2024, at 9:00 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

The meeting adjourned at 10:08 a.m.



Brenda Fournier, Chair

kvm



Alpena County Home Improvement Program

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Alpena, MI 49707
www.alpenacounty.org

Telephone (989) 354-9664
Fax (989) 354-9783
Email: homeimprovement@alpenacounty.org

MEMORANDUM

DATE: February 14, 2024
TO: Alpena County Facilities, Capital & Strategic Planning Committee
FROM: Nicki Janish
SUBJECT: Approval of Home Improvement Project #EM 22-01

MESSAGE: Per the Alpena County Home Improvement Program's Procedural Guidelines, all projects estimated to exceed \$15,000 must have Board approval in order to proceed. The following project meets all requirements of the Program's Guidelines and it is my recommendation that it be approved:

Description: The exterior of this home is suffering large areas of decay and water damage and requires all siding to be removed and replaced. In addition to the siding, properly vented soffit and fascia will be installed, along with kick out flashings to roofs that abut the house walls to prevent water from washing down the face of those walls and creating future problems.

All proposed repairs fall within the scope of eligible activities under our Program Income Emergency Repair and HPG (Housing Preservation Grant) Programs. Homeowner meets all eligibility requirements to receive assistance based on ownership status, income and asset guidelines, household size, up-to-date property taxes, and current homeowner's insurance. The SEV on the home is \$47,200, and there is one mortgage on the home with a balance of \$60,000.

Per the program's guidelines, all projects exceeding \$15,000 qualify for a 0%-interest, deferred loan, and create future spending for this Program. The total project cost is \$33,625; however, the homeowner has approval for a \$10,000 grant through the Federal Home Loan Bank for this project, which has been confirmed and verified. The balance of \$23,625 will be funded with a combination of Program Income and HPG Funds. Estimated administrative fees to be collected on this project are \$3,500.

I hereby ask that this project be approved.

Respectfully Submitted,

This Institution is an Equal Opportunity Provider
Hearing Impaired and/or Disabled Applicants Can Call
Michigan Relay System Text Telephone
1-800-649-3777





Job Title: **Fairgrounds Caretaker**
 Reports To: **Maintenance Superintendent**
 FLSA Status: Salary, exempt
 Approved/Revised: _____, 2024

Job Summary

The Fairgrounds Caretaker is an employee of Alpena County and will be expected to provide all skill, labor and attention necessary to operate the Fairgrounds in an efficient manner including but not limited to the essential functions below.

ESSENTIAL FUNCTIONS:

1. Register incoming campers and take reservations by telephone, email and/or in person. Excellent customer service is expected at all times. Greet and assist visitors, answer questions, and explain regulations. Copies of rules and regulations are on the back of the receipt.
2. Maintain grass when above 3" including trimming and weeding at the residence and at other areas only as requested by the Maintenance Superintendent. Use of the equipment must be coordinated with the Maintenance Superintendent. Grass must be mowed on camping sites between rentals when above 3". If a site is vacated, the mowing, trimming and clean up must be done before the next camper.
3. Keep the grounds clean and orderly. All trash and debris in common areas, roads, and restrooms should be picked up and put in a proper receptacle as necessary.
4. Fire rings must be cleaned and maintained on a regular basis and should be done immediately when a site is vacated and before the next camper arrives. All ashes and waste from the fire ring cleaning should be handled in a safe fashion to prevent unwanted fires.
5. Boat docks must be cleaned and maintained on a regular basis.
6. Bathrooms must be kept clean and stocked in a sanitary fashion at least twice daily during peak season.
7. Fairgrounds Caretaker will be expected to perform Spring and Fall clean up including but not limited to raking and removal of leaves and twigs, storing picnic tables and fire rings in the Fall and returning them to campsites as appropriate in the Spring coordinated through the Maintenance Superintendent.
8. Inspect the Playground equipment on a monthly basis for safety issues.
9. All picnic tables will be inspected for safety, rotten boards and needed repairs as needed.
10. All monies collected for camping fees, shower fees, dump station fees, and rental and storage fees will be collected according to the fee schedule set by the Commissioner and safeguarded by the Fairgrounds Caretaker until it is deposited with the Alpena County Treasurer on a weekly basis.
11. Responsible for maintaining accurate records for all reservations, camping fees

and all rental and storage.

12. Remove snow from residence driveway. Maintenance is responsible for removing snow throughout the park.
13. Responsible for supervising the Camp Hosts in performing the duties assigned to them. The Camp Hosts are intended to assist the Fairgrounds Caretaker with their duties. They are not intended to assume the duties of the Fairgrounds Caretaker. The Camp Host should set an example of being a model camper by practicing good housekeeping at all times in and around their assigned site and be observing all rules and regulations. (remove if we don't intend on having hosts)
14. Maintain the Fairgrounds Caretaker's residence in a clean and neat condition at all times. The residence is open to inspection by the Maintenance Superintendent upon request.
15. The Fairgrounds Caretaker understands and agrees that time spent sleeping, eating, and relaxing at the residence is not considered working time for the County. The Fairgrounds Caretaker is expected to be available to work and serve the campground customers as needed.
16. The Fairgrounds Caretaker may be requested to perform additional duties as required by the Maintenance Superintendent.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Employment Qualifications:

Education:

High school diploma or general education degree (GED); with three or more years related experience and/or industrial/vocational training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Must have strong communication skills, with ability to compose correspondence, meeting minutes, and other departmental materials. Strong verbal communication is essential to the position.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts for daily balancing of the petty cash account and the cash drawer. Ability to calculate customer billing costs as required.

REASONING ABILITY:

Ability to work within established guidelines with little direct supervision; ability to perform a variety of tasks at the same time; and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Indiana State Driver's license at the time of appointment or the ability to obtain one within thirty (30) days and a driving record acceptable to the City's Risk Manager.

OTHER SKILLS and ABILITIES:

Strong telephone skills are required. Ability to accurately type a minimum of 50 WPM. Ability to use personal computer including experience in MS Office including Word, Excel, Publisher, Outlook, Publisher; copy machine, Fax machine, and adding machine and/or calculator.

Testing: Must pass County provided physical and drug test as well as a background investigation.

Other Requirements:

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Ability to recognize and effectively report on operational conditions and problems.
3. Knowledge of standard methods, materials, tools, equipment, safety, and techniques used in facility, grounds, and park maintenance.
4. Knowledge of procedures, requirements, regulations, and policies.
5. Skill in operation of computer based monitoring and diagnostic equipment.
6. Ability to maintain effective working relationships with county employees and the general public.
7. Ability to perform tasks with no supervision.
8. Must present neat and orderly appearance in conformance with County policy.
9. Must be available to work weekends and holidays.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodation will be made for otherwise qualified applicants unable to fulfill one or more these requirements.*

Employee Acknowledgement:

I understand that the Alpena County Personnel Policy Handbook is available on the Employee Navigator and that it is my responsibility to review the Handbook periodically for changes or revisions.

Employee Signature: _____

Date

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Reviewed & Approved by Department Head:

_____ Date: _____

Reviewed & Approved by County Administrator or Elected Official:

_____ Date: _____