

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE MEETING  
**DRAFT MINUTES**

Wednesday, March 9, 2022 – 3:00 p.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair  
Marty Thomson  
Kevin Osbourne  
Brenda Fournier  
Bob Adrian, guest

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Steve Schulwitz, The Alpena News  
Bonnie Friedrichs, County Clerk  
Keri Bertrand, Deputy Clerk  
Catherine Murphy, Register of Deeds (zoom)  
Steve Mousseau, IT Director  
Marcia Burns, Circuit Court Administrator (zoom)  
Kim Elkie, Central Dispatch Director (zoom)  
Cynthia Muszynski, Prosecuting Attorney  
Phil Heimerl, True North Radio (zoom)  
Sheriff Kieliszewski

**CALL TO ORDER**

Chair Don Gilmet called the meeting to order at 3:05 p.m.

**ROLL CALL**

All members present.

**PLEDGE OF ALLEGIANCE OF THE UNITED STATES OF AMERICA**

**CURRENT PROJECT UPDATES**

1. Courthouse & Annex Building Roofs – Administrator Hannah reported that the specs are out for bids for the roof replacements on both buildings to bid separately.
2. Plaza Pool - Administrator Hannah reported that she met with APS Superintendent on the needs for a pool for the swim team for AHS and discussion on new pool or a new pool at a new location. Administrator Hannah reported that the school is sending her a survey that was sent out to the parents on having a swim team.
3. DHHS (Department of Health and Human Services) HVAC – Maintenance Superintendent Wes Wilder reported he has an estimate from Control Solutions for the cost of the pumps with no labor expense of \$7,650 to purchase two pumps. Moved by Commissioner Fournier and supported by Commissioner Thomson to recommend the below Action Item for approval at Full

Board on March 24, 2022. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Thomson, Adrian, and Gilmet. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve the purchase of two pumps with no labor expense in the amount of \$8,000 from Control Solutions for the DHHS HVAC system as presented.**

INFORMATION ITEM: Administrator Hannah informed the committee that there will be a credit invoice coming from the water bill as the meter reading was incorrect and has been revised and will be receiving a credit.

**CIP (CAPITAL IMPROVEMENT PLAN) PROGRESS**

1. CIP Spreadsheet Review – Chair Gilmet presented two report examples of Capital Projects Request Form and Capital Improvement Projects by Fund/Categories to the committee as a planning tool from the city for discussion.

2. Administrator Hannah presented updated information on the location and buildings for the County with revised building numbers and asked if there was anything missed and anything needed for 2022 will be placed at the top of the list. Administrator Hannah informed the committee on projects that have some ARPA projects to be focused on with way finding signage, camera/security system upgrade, new phone system, IT priority projects, and courts will put together a list for Court Security, IT room and a Data Center.

3. Priority List for 2022 – Administrator Hannah reported no monies are figured yet. Discussion on priorities for 2022. Administrator Hannah reported the Department Heads are getting her a list of their priorities.

4. Facilities Study & Master Plan – Administrator Hannah reported that she will reach out and get an estimate on a study and reported there are monies from the state that could help with CIP and long-range planning. Administrator Hannah reported she reached out to NEMCOG planner Nicko Tucker and is waiting on his information and cost facility use study that was done years ago. She informed the committee that she signed up and was approved to attend Asset Management Champion Training for the Department of Treasury and will be certified upon completion.

- Project Lists:

1. PLAZA POOL/TENNIS COURTS

- Locker Rooms

- Equipment for Mechanical Room

2. NORTHERN LIGHTS ARENA

- Bigger Backup Generator

- Roof – long term

- Compressors

- Zamboni

- Additional Locker Rooms

Scheduled replacement Water Heaters (have 6)  
Water Filter System to Recycle  
Equipment list will be scheduled out listed in fixed assets  
Additional Parking

### 3. FAIRGROUNDS

Grandstand – Engineer study for liability  
Restroom Refresh  
+ Merchants Building Restrooms  
Use Study  
Barn Shutters/Doors and Electrical  
Water  
Exterior Lighting upgrade to LED

Merchants Building  
Heating/Air Condition  
Windows  
Kitchen (Commercial)

Maintenance Garage  
Drain Line – Cold water in buck due to no drain line

Electrical in Campground  
Wi-Fi for Campgrounds  
Road Improvement  
Wes Wilder Campground in Back  
Movement of Kiddie Park

### **COMMENTS FROM COMMITTEE MEMBERS**

Commissioner Fournier informed the committee that she is replacing Jeff Kowalski on the board for Thunder Bay Transportation Authority. Commissioner Fournier recommended to have public input on the plaza pool and ask the public if they want a pool to help pay for it and do a possible millage.

### **PUBLIC COMMENT**

None.

**\*Next Meeting: Thursday, March 24, 2022 at 1:00 p.m. in Howard Male Conference Room/Zoom Room**

### **ADJOURNMENT**

Moved by Commissioner Osbourne and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 4:46 p.m.

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Don Gilmet, Chairman

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Lynn Bunting, Board Assistant

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