

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

DRAFT Wednesday, June 15, 2022 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair
Kevin Osbourne
Marty Thomson, excused
Brenda Fournier
Bill Peterson, (sitting in for Marty)
Bob Adrian

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Wes Wilder, County Maintenance Superintendent
Steve Smigelski, Airport Manager (zoom)
Kim Ludlow, County Treasurer (zoom)
Kim MacArthur, Board Assistant (zoom)
Keri Bertrand, County Clerk
Janelle Mott, Juvenile Officer (zoom)
Steve Mousseau, IT Director (zoom)

CALL TO ORDER

Chair Don Gilmet called the meeting to order at 9:00 a.m.

ROLL CALL

All present except: Commissioner Marty Thomson, excused. Commissioner Bill Peterson sitting in for Marty Thomson.

PLEDGE OF ALLEGIANCE OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

Chair Gilmet presented the agenda for approval. Moved by Commissioner Peterson and supported by Commissioner Fournier to adopt the agenda with the following additions: 1) Airport Update, 2) DHHS Building Update, and 3) Building & Grounds Update. Motion carried.

County Administrator Mary Catherine Hannah reported on the following:

1. Signage – Administrator Hannah is waiting on prices and will get back with committee, but it is in progress.
2. County Property Insurance - Administrator Hannah reported that the RFP will be sent out next month for August/September renewals. Discussion was made on golf cart and quad use at county parks and Administrator Hannah will check if they are allowed at the county parks. Commissioner Adrian will bring up at Parks Commission meeting.
3. Capital Asset Policy – Administrator Hannah presented a recommendation from the auditors to increase the capital asset policy to at least \$5,000.

Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends approval to increase the capital asset minimum from \$2,500 to \$5,000 for three years as presented.

4. County Grounds Policy – Administrator Hannah presented the County Grounds Policy with discussion on amending and how difficult it is to find on website. The policy is a requirement and should be reviewed periodically. Sidewalks and parking lots are public space with no need to fill out grounds use form. Discussion was made on crowd control, barriers, the size of the event, and damage to property. Administrator Hannah would like to do a press release. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the below action item. Motion carried.

ACTION ITEM #3: The Committee recommends approval to move forward with County Grounds Policy as presented.

CURRENT PROJECT UPDATES

1. Circuit Court Office – Maintenance Superintendent Wes Wilder reported the price for the Circuit Court office door would be approximately \$5,700. Administrator Hannah will discuss with new Circuit Court Administrator Lucas Patton. Maintenance Supervisor Wilder reported that code locks were installed on the court door going back to the jury room.
2. Mini Split – Maintenance Superintendent Wilder reported he had two quotes on the mini split. A portable air conditioner was brought in but not sufficient to keep IT equipment cool. One quote was \$6,452 and another for \$6,900 and needs to be put in before fall when the new tower is up. Administrator Hannah will speak with Kim and decide where the funds will come from. Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to recommend the below action item. Roll call vote was taken: AYES: Commissioners Osbourne, Peterson, Adrian, Fournier, and Gilmet. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval for Maintenance Superintendent to move forward with electrical and 1 ½ ton mini split system for 911 rack cooling and to authorize Administrator to decide where funds will come from as presented.

3. Runway Project – Airport Manager Steve Smigelski updated the committee on the airport runway. The last time major work was done on the runway was in 1995. Maintenance has been done since and runway has been serving very well with four to five inspections being done daily. The runway will be redone, and the project will cost approximately \$22 million with funding coming from the CARES Act, AIP money, and bipartisan infrastructure law. Airport manager is working with CRTC to secure some emergency funding as well.
4. DHHS Building Update – Administrator Hannah reported that the final walk through of the DHHS building was done. Keys have been returned and utilities have been switched over and exterior locks will be rekeyed. Metal filing cabinets were asked to be left in the building.

INFORMATION ITEM: Administrator Hannah reported on irrigation wires that are exposed on the Courthouse lawn. Maintenance Superintendent Wilder can bury the wires but will wait until the City finishes the repair on the road.

Maintenance Superintendent Wes Wilder reported the following updates:

1. Courthouse – Currently in the process of getting prices for cracked boiler in courthouse.
2. IT Room - Lever unit in IT room needs to be replaced and Maintenance Superintendent Wilder is getting prices for 2 ½ ton mini split.
3. Fairgrounds -
 - a) Ballfields at the fairgrounds are done.
 - b) Discussion was made on sheds. No prices have been received yet for building a shed. Sheds at 23 North Star are \$4,100 to \$4,200 for a 10x12 shed. Discussion was made on possible uses for the two sheds the County currently owns, possibly cabins to rent out.
 - c) Getting prices to have access from outside the building so fairboard can control and turn on and off the midway lights.

CIP PROGRESS

1. Munitrex Update- Administrator Hannah sent spreadsheets to Munitrex and hopes to have access early next week.

INFORMATION ITEM: Administrator Hannah presented the APRA spreadsheet. These county projects have moved over and are now incorporated in the CIP plan. Discussion was made and the following items were to be removed from the spreadsheet: Manning Hill Parking Handicap Area, Beaver Lake Dam Project, City of Alpena Water Project, 911 Services-Road Signs/Green address signs, Northern Lights Arena, Court Committee - Public Advocacy, Alpena County Home Improvement Fund, and Maintenance General Projects. The following item was to be updated: Recycling Facility to \$500,000.

Commissioner Gilmet discussed the need to review any building the County owns where things need to be replaced and repaired costing over \$5,000 to get onto spreadsheet, load onto Munitrex, and assign a dollar number ballpark as a general planning document. The closer we get to the projects we can get real numbers and move to County Planning commission with a County meeting approving what we come up with on the list.

INFORMATION ITEM: Maintenance Superintendent Wilder updated the committee on the Health Department building. There are current issues with air conditioning. A compressor is not working, and switch time delays need to be repaired. The upstairs in the NEMCSA building also has issues with air conditioning. One compressor may need to be replaced and the flooring project will need to go out for bids.

Maintenance Superintendent Wilder will update the items with each building at future meetings.

INFORMATION ITEM: Commissioner Osbourne reported the fairboard still needs to sign a contract and recommended inviting them to a meeting to get a contract with them ASAP. Jake Bowen is currently in charge of the fairboard and Mike Arthur has been on the agenda but has not showed up for meetings. Administrator Hannah will draft a letter and give them until the end of June to meet.

PUBLIC COMMENT

None.

***Next Meeting: Wednesday, July 6, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 10:41 a.m.

Don Gilmet, Chairman

Lynn Bunting, Board Assistant

kvm