

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE  
MEETING MINUTES

**DRAFT** Thursday, May 19, 2022 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Bruce Zann, Civil War Project Committee Member  
Jim Tischler, State Land Bank Authority (zoom)  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Catherine Murphy, Register of Deeds (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Kim Ludlow, County Treasurer  
Steve Schulwitz, Alpena News (zoom)  
Commissioner Bob Adrian, guest  
Chuck LeFebvre, Planning Commission Member  
Dan Perge, Veterans Counselor (zoom)  
Deputy Michelle Reid, Animal Control Officer  
Ashley Repke, RS Scott (zoom)  
Undersheriff Erik Smith (zoom)  
Kat Tomaszewski, Sheriff's Office (zoom)

**CALL TO ORDER**

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

**ROLL CALL**

All members present.

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

**APPROVE AGENDA**

Moved by Commissioner Fournier and supported by Commissioner Osbourne to adopt the agenda as presented. Motion carried.

**INFORMATION ITEM:** Bruce Zann, Civil War Canon Project Committee, gave an update on their canon project reporting that they have presented to the commissioners at a previous meeting in the past. Bruce presented the request for permission to install lights on the canon that they would like to have placed on the County property located on the corner of 9<sup>th</sup> and Chisholm sometime in 2023. Bruce informed the committee that he met with Steve Shultz from the City to see the best way to do, and Bruce will check on the cost. Bruce reported their committee has been fundraising and applying for grants for this project. Discussion and recommendation to approve the canon placement with addition of lighting and send to the board for final approval.

Moved by Commissioner Fournier and supported by Commissioner Thomson to recommend the below Action Item and present to the Full Board for approval. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of a Civil War Canon being placed on County property at the corner of 9<sup>th</sup> and Chisholm by the Civil War Canon Project Committee with addition of lighting being installed as presented.**

INFORMATION ITEM: Jim Tischler, Development Director, State Land Bank Authority, presented information about the State Land Bank Authority & Brownfield Authority with options available for the county. Administrator Hannah passed out information to the committee. Jim informed the committee that the state will still provide a Housing Development Service to the county if they decide not to form a County Land Bank. Discussion and recommendation to further review and if any questions the committee will reach out to Mr. Tischler.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the proposal for conducting a Phase I ESA Study on the Boys & Girls Club Building as information only for discussion. Administrator Hannah reported that she met with the Executive Director of the Boys & Girls Club and this proposal will be placed on hold for now.

INFORMATION ITEM: Administrator Hannah passed out an updated proposal for a mini split for the IT Server Room as information for discussion reporting that the initial bid was high. Maintenance Superintendent Wes Wilder informed the committee that the unit in the server room will be left in the ceiling, and he will add a mini split, a 1 ½ ton unit, which will help save on cost to help with air flow in the IT Server Room. Wes will obtain a second bid to present to the committee and his recommendation for approval at a future meeting.

INFORMATION ITEM: Administrator Hannah presented a donation request for the sanitizer equipment from the old jail building to the Fire/EMS Building for their kitchen project. Discussion and recommendation as long as functional and maintenance does not need it. Wes reported that he is all set but would like the range out of the old jail kitchen to put in the kitchen at the fairgrounds.

Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the below Action Item. Commissioner Fournier opposed. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to donate the sanitizer equipment in the kitchen of the old County Jail building to the City Fire/EMS Building for their kitchen project as presented.**

INFORMATION ITEM: Administrator Hannah presented the Courthouse & Annex Building Roof Projects reporting that the bids are in and requests a budget adjustment recommendation for approval. Discussion to rescind action item recommended at Finance Ways & Means approved by the board on May 10, 2022 (attachment #1).

Moved by Commissioner Thomson and supported by Commissioner Osbourne to approve the below Action Item. Motion carried.

**ACTION ITEM #3: The Committee recommends approval to rescind Board Action #02 from May 10, 2022 board meeting.**

Discussion to approve bid recommendation and budget adjustment request to the board meeting next week for approval and to authorize the Treasurer to make budget adjustments for the Courthouse Building Roof & Annex Building Roof projects. Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend taking the budget adjustment request to the Full Board meeting on May 24, 2022 as presented. Motion carried.

INFORMATION ITEM: Administrator Hannah presented the request for monies approved last year for the removal of the ballfield at the fairgrounds to be carried over into the budget for this year (attachment #2). Moved by Commissioner Fournier and supported by Commissioner Thomson to recommend the below Action Item. Motion carried.

**ACTION ITEM #4: The Committee recommends approval to carryover \$7,500 (approved from 2021 budget) to remove material from the ballfield at the fairgrounds and authorize the Treasurer to increase line item #101-268-933.000 by \$7,500 for budget 2022 as presented.**

INFORMATION ITEM: Administrator Hannah reported she spoke with Target representative Mike Mahler, and they will reach out to her for county to include county owned runway for a grant they are working on and recommends Finance Chair Bill Peterson, Chairman Bob Adrian, Target Director Mike Mahler, and herself meet to go over this grant. Administrator Hannah informed the committee

### **CURRENT PROJECT UPDATES**

**1. Courthouse & Annex Building Roof Update** – Administrator Hannah reported that there is no start date at this time, but the contractor is working on it.

**2. Pool** – Administrator Hannah gave an update to the committee on the status of the pool reporting that she met the new pool director and informed the committee they are having issues again with the pool not holding water. Wes reported that they have reduced the size water line to save cost and move the float to a higher amount of water, which will help until they diagnose the issue. Administrator Hannah reported they will hope to have a cost by the next committee meeting for an update.

Administrator Hannah informed the committee that there is a group of stakeholders including the school interested in investing into a new pool and would like to see the current pool operational until the new pool opens.

**3. Building Control Systems Bid Update** – Nothing to report.

**4. Fairboard Agreement** – Administrator Hannah reported that there is no current signed Fairboard Agreement and has not heard back from anyone. Commissioner Osbourne reported the fairboard meets the first of each month and will report back to the committee on his findings.

### **CIP PROGRESS**

**1. Munetrix** – Administrator Hannah reported she will be meeting with the Treasurer on Munetrix information and that there is a new agreement in place with them. Treasurer Ludlow



reported that she would like to see the Clerk's Office, Commissioners, and Treasurer's Office collaborate together with creating and preparing the budgets for the departments. Administrator Hannah reported that she will review and meet with Department Heads on their CIP programs/process and their budgets and will be a work in progress.

**2. CIP Spreadsheet Review** – Nothing new to report, ongoing project.

**3. Facilities Study & Master Plan** – Administrator Hannah reported that she will discuss at tonight's Courts & Public Safety Committee meeting for the airport projects.

**4. Airport Runway Resurfacing** – Administrator Hannah reported the engineering firm reviewed the runway resurfacing and sent to the FAA to review and approval.

Administrator Hannah reported that there was a recent lightning strike at the airport that took out the tower and is back up with the CRTC overseeing the tower. Administrator Hannah informed the committee that Thunder Bay Electric is working on the runway lights.

INFORMATION ITEM: Administrator Hannah reported that she will be meeting with Col. Rossi on the DCIP Grant and will update the committee at the next committee meeting.

**PUBLIC COMMENT**

None.

**\*Next Meeting: Wednesday, June 1, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

**ADJOURNMENT**

Moved by Commissioner Fournier and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 10:18 a.m.

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Don Gilmet, Chairman

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Lynn Bunting, Board Assistant

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#1

ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #02

TO: County Clerk, County Treasurer, Maintenance Superintendent  
FROM: Alpena County Board of Commissioners  
SUBJECT: Budget Adjustment from General Fund Roof Replacement into Building/Ground Fund

BOARD ACTION:

**ACTION ITEM #FCSPC-2: The Committee recommends approval of a budget adjustment to transfer \$200,000 from the General Fund Roof Replacement Reserve line item #101-000-382.001 and put the \$200,000 into the Building/Ground Fund line item #101-969-998.018 and authorize the Treasurer to make the necessary budget adjustments.**

Moved by Commissioner Karschnick and supported by Commissioner Osbourne to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote was taken: AYES: Commissioners Karschnick, Fournier, Osbourne, Thomson, Gilmet, Peterson, and Adrian. NAYS: Commissioner Kozlowski. Motion carried.

This action was XX APPROVED    DISAPPROVED

BY: Ayes: 7 Nays: 1 Excused: 0 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: Robert Adrian

Alpena County Board Vice-Chairman's Signature: \_\_\_\_\_

Date of the Board Meeting: May 10, 2022

ALPENA COUNTY MAINTENANCE DEPARTMENT

720 W. Chisholm Street, Suite #6

Alpena, MI 49707

Telephone (989) 354-6016 Fax (989) 354-9648

wilderw@alpenacounty.org

Memo

To: Facilities/ Capital and Strategic Planning Committee

From: Wes Wilder W.W.

Date: 4/25/22

Re: Courthouse and Annex Roof Replacement

On April 13, 2022 bids were opened for the replacement of the courthouse and annex roofs.

Two bids were received for each roof and it is my recommendation that TRC Roofing (low bidder for both buildings) be awarded the bid to replace both of those roofs.

SEALED BIDS  
For  
COUNTY COURTHOUSE  
Roof Replacement

Wednesday, April 13, 2022 at 10:30 a.m.

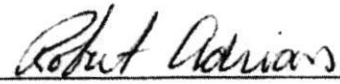
Commissioners Conference Room

Alpena County has the right to accept or reject any and all bids.

Commissioners present: Bob Adrian

Others present: Wes Wilder, Maintenance Superintendent; Lynn Bunting, Board Assistant; Kim MacArthur, Board Assistant

Business Name	Amount of Bid
Elite Roofing Group	\$268,998.00
TRC Roofing	\$82,831.00

  
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Bob Adrian, Chairman  
Alpena County Board of Commissioners

  
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Kim MacArthur, Board Assistant  
Alpena County Board of Commissioners

#2

ALPENA COUNTY BOARD OF COMMISSIONERS

BOARD ACTION #14

TO: County Clerk, County Treasurer, Maintenance Superintendent  
FROM: Alpena County Board of Commissioners  
SUBJECT: Removal of Ballfield Materials at Fairgrounds

BOARD ACTION:

ACTION ITEM #BMRIC-4: The Committee recommends to authorize Maintenance Superintendent Wes Wilder to use whatever help he needs to remove the ballfield materials at the Fairgrounds with approved cost not to exceed \$7,500 with monies to come out of the General Fund.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve the Consent Calendar which includes actions as listed above and filing of all reports. Roll call vote: AYES: Commissioners Gilmet, Karschnick, Fournier, Osbourne, Thomson, Kozlowski and Adrian. NAYS: None. Commissioner Peterson, excused. Motion carried.

This action was XX APPROVED    DISAPPROVED

BY: Ayes: 7 Nays: 0 Excused: 1 Absent: 0 Abstaining: 0

Alpena County Board Chairman's Signature: Robert Adrian

Alpena County Board Vice-Chairman's Signature: \_\_\_\_\_

Date of the Board Meeting: November 30, 2021