

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, October 18, 2023 – 9:00 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Burt Francisco, (sitting in for Chair Konarzewski)
Brenda Fournier
Bill LaHaie
Bill Peterson
Travis Konarzewski, Chair (excused)

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Nicki Janish, Home Improvement Director
Patrick Martin, Fairground Manager
Wes Wilder, Maintenance Superintendent
Nico Tucker, NEMCOG
Lynn Bunting, Board Assistant (zoom)
Jennifer Mathis, Human Resource Specialist (zoom)
Steve Mousseau, IT Director
Steve Smigelski, Airport Manager (zoom)
Kim Ludlow, Treasurer (zoom)
Cindy Cebula, Deputy Treasurer (zoom)
Catherine Murphy, Register of Deeds (zoom)

CALL TO ORDER

Chair Burt Francisco 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 Francisco presented the agenda for approval. Moved by Commissioner LaHaie and supported by Commissioner Fournier to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-25 (attachment #1). The homeowners are a family of 8 living in a 3-bedroom home and are seeking assistance for an addition to be built on their home. This would be a 0% interest deferred loan. The homeowners meet all eligibility requirements. Motion was made by Commissioner Peterson and supported by Commissioner LaHaie to recommend approval of Home Improvement Project #EM 22-25 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Peterson and Francisco. NAYS: Commissioner Fournier. Motion carried.

ACTION ITEM #1: The Committee recommends approval of Home Improvement Project EEM 22-25 with an estimated cost of \$29,500

**for an addition to the home due to overcrowding as presented.
Homeowner meets all eligibility requirements to receive assistance.**

INFORMATION ITEM: Maintenance Superintendent Wes Wilder gave the Committee an update on home repairs for the house at the fairgrounds. Wes sees no reason to replace the roof at this time. A wall stud was replaced, insulation was replaced, and a window was replaced. There was also a cracked windowpane and Alpena Glass has ordered a new piece. Maintenance has not gotten to the flooring yet and will also replace handrails.

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

1. Restrooms at Fairgrounds: Work has been started on this project. Painting has been completed inside and out. A water heater and new wall mounted sinks will be installed. All expenses are covered by the insurance money.
2. Tower Project for 911: Complete.
4. Old DHHS Building Renovation: Project is complete.
5. Swine Barn: Project is complete. Panels will stick out about 37 inches and concrete was poured 4 feet wider to make up for the lost space.
6. Courthouse Parking Lot Maintenance: Project is complete.
7. Health Department Asphalt Repairs: Project is complete.
8. Compressor for Health Department: Compressor has been replaced. While working on the unit there was a small oil leak detected on the other compressor. Control Solutions is looking into the issue.
9. Power Meters at Fairgrounds: Wes is meeting with Ryan Fairchild from Omega Electric tomorrow to schedule installation.
10. Repair of 2012 Ford F-250: Completed.
11. Sale of 8N Tractor: The Maintenance Department has an old 8N tractor with a sweeper on the front that is no longer in use. Wes would like to put it out for bids for sale.

Motion was made by Commissioner LaHaie and supported by Commissioner Peterson to approve Maintenance Superintendent to put the 8N tractor out for bids for sale. Motion carried.
12. Partition Wall at the Airport: The Airport Manager has asked for Maintenance to install a partition wall with double doors in it at the old terminal building. Doors have been

ordered and work will begin as soon as the doors are ready. Expenses will be paid by airport funds.

13. Damaged Concrete at Merchant's Building: Damaged concrete at the merchant's building and restrooms near MSU has been removed and replaced.

INFORMATION ITEM: County Administrator Mary Catherine Hannah reported the truck used by the fairgrounds manager that needed repair was originally approved up to \$2,465.57. The lowest estimate came in from Northern Collision but after further looking into the truck was found to have more required repairs. Administrator Hannah reported another \$1,500 was necessary. Maintenance Superintendent Wilder agreed that the repair shop would not have known about the extra repair until beginning the previously approved work. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to approve a \$1,500 increase in budgeted line item 101-268-934.000 as presented. Roll call vote was taken: AYES: Commissioners Fournier, Peterson, LaHaie and Francisco. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of a budget adjustment to increase Fairgrounds Vehicle Maintenance line item #101-268-934.000 in the amount of \$1,500 to pay for the extra necessary repairs to the fairgrounds truck as presented.

ACTION ITEM #3: The Committee recommends approval of a budget adjustment to increase Fairgrounds Building Maintenance line item #101-268-932.000 in the amount of \$2,000 to pay for the repairs needed on the fairground's house as presented.

INFORMATION ITEM: County Administrator Hannah discussed the Materials Management Planning process and timeline. Nico Tucker with NEMCOG reported that NEMCOG will assist and help out the county in any way. Nico reported that the first step is to submit a letter of intent. The State has not finalized this process but is expected to be ready anytime soon. Once available the county will have 180 days to respond with notice of intent and with what counties they will plan with. If no action is taken, the county will default to EGLE's plan. Chair Francisco reported that within the next couple of weeks they will have a NMMMA meeting and a Landfill meeting and will bring up discussion on the Materials Management Plan.

INFORMATION ITEM: Fairgrounds Manager Patrick Martin presented the Fairgrounds Manager Monthly Report to the Committee for review (attachment #2). Winter storage and year end fairground cleanup is underway. Administrator Hannah reported the occupancy reports that are included in the report are very helpful to see revenue and potential revenue. The Committee commended Patrick for doing a great job.

INFORMATION ITEM: Chair Francisco presented the Recycling Monthly Reports for review. Administrator Hannah asked the committee if they would like the financials from the NMMMA and all agreed. These reports will be included for future meetings. Motion was made by Commissioner Peterson and supported by Commissioner LaHaie to receive and file the monthly Recycling Reports as presented. Motion carried.

INFORMATION ITEM: Discussion was made on when the Committee would like to have the November meeting as the next scheduled date is November 15th. The Committee agreed on Wednesday, November 22nd at 10:00 a.m.

***Next Meeting: Wednesday, November 22, 2023 at 10:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to adjourn the meeting.

The meeting adjourned at 9:50 a.m.

Burt Francisco, Chairman

kvm

DRAFT



Alpena County Home Improvement Program

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Alpena, MI 49707
www.alpenacounty.org

Telephone (989) 354-9664
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MEMORANDUM

DATE: October 11, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Approval of Home Improvement Project #EM 22-25

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. It is my recommendation that the following project be approved:

Project #: EM 22-22

Description: Homeowners are a family of eight (8) in a 3-bedroom home, seeking assistance for an addition on their home due to overcrowding. Our Housing Preservation Grant (HPG) Program specifically requires a component for alleviating overcrowding, and a statement addressing such was mandatory in the grant application process.

Title 7 of the Code of Federal Regulations (*7 CFR 1944.664 Housing preservation and replacement housing assistance*) states: "Authorized housing preservation assistance includes, but is not limited to, cost of labor and materials for: Additions to any dwelling (conventional or manufactured) only when it is clearly necessary to alleviate overcrowding or to remove health hazards to the occupants." All approved activities in our local program guidelines for housing preservation come directly from 7 CFR 1944.664.

Overcrowding in housing is determined/measured by persons-per-room, persons-per-bedroom, and/or cubic feet of air space per occupant, to name a few, and whichever measurement is used, this household is overcrowded, even considered severely overcrowded utilizing most measurements.

Homeowners meet 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 \$43,700 with an estimated fair



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Michigan Relay System Text Telephone
1-800-649-3777





Alpena County Home Improvement Program

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Alpena, MI 49707
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market value of \$87,400. Homeowners qualify for a 0%-interest, deferred loan. There is a first mortgage on this home with an outstanding balance of approximately \$47,500, and our lien will be in a second mortgage position.

The estimated total cost of the project is \$29,500 based on our Program Inspector's report and recommendation. Estimated administrative fees to be collected on this project are \$4,425.

It is my recommendation that the full project be approved.

Respectfully Submitted,



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Park: FAIR GROUNDS

Report by: PATRICK MARTIN

Date: 10/12/23 (September Report)



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

1) Merchant Building Renovation: On Hold ~~to~~ till season closes.

2) House repairs maintenance will do when we get back

Campground Activities & Site Notes:

1) County truck was fixed (THANK YOU!)

2) Merchant Building was rented out to movie production company for 21 days that stored model T cars in.

Budget Adjustments Needed/Budget Look Ahead:

1) NONE AT THIS TIME

Upcoming/Needed Maintenance:

1) NONE AT THIS TIME

*Attached: Occupancy Reports, Revenue YTD (actual v budget)

Manager Should Keep on Site and Available for Inspection: Maintenance Checklists (3 month, 6 month, annual), Vehicle Inspection Checklist, Playground Inspection Checklist

Occupancy Report (as of 10/12/2023)

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Average
Site #1	0.0%	3.3%	61.3%	45.2%	23.3%	0.0%	26.6%
Site #2	0.0%	3.3%	9.7%	45.2%	23.3%	0.0%	16.2%
Site #3	0.0%	0.0%	0.0%	38.7%	36.7%	33.3%	18.2%
Site #4	0.0%	0.0%	0.0%	35.5%	0.0%	0.0%	7.1%
Site #5	0.0%	0.0%	6.5%	38.7%	0.0%	0.0%	9.1%
Site #6	0.0%	50.0%	25.8%	41.9%	6.7%	0.0%	24.7%
Site #7	0.0%	0.0%	19.4%	38.7%	0.0%	0.0%	11.7%
Site #8	0.0%	0.0%	19.4%	38.7%	6.7%	0.0%	13.0%
Site #9	0.0%	0.0%	0.0%	67.7%	13.3%	0.0%	16.2%
Site #10	0.0%	30.0%	100.0%	19.4%	0.0%	0.0%	29.9%
Site #11	11.8%	100.0%	100.0%	100.0%	100.0%	93.3%	89.6%
Site #12	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #13	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #14	5.9%	100.0%	0.0%	51.6%	0.0%	0.0%	30.5%
Site #15	0.0%	0.0%	100.0%	38.7%	0.0%	0.0%	27.9%
Site #16	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #17	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Site #18	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Site #19	0.0%	0.0%	29.0%	100.0%	86.7%	0.0%	42.9%
Site #20	0.0%	0.0%	22.6%	29.0%	0.0%	0.0%	10.4%
Site #21	0.0%	0.0%	6.5%	45.2%	0.0%	0.0%	10.4%
Site #22	0.0%	0.0%	6.5%	29.0%	0.0%	0.0%	7.1%
Site #23	0.0%	0.0%	9.7%	29.0%	6.7%	0.0%	9.1%
Site #24	0.0%	60.0%	83.9%	32.3%	6.7%	0.0%	36.4%
Site #25	0.0%	10.0%	9.7%	29.0%	3.3%	0.0%	10.4%
Site #26	0.0%	0.0%	12.9%	29.0%	0.0%	0.0%	8.4%
Site #27	0.0%	0.0%	12.9%	35.5%	0.0%	0.0%	9.7%
Site #28	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #29	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #30	0.0%	3.3%	100.0%	48.4%	40.0%	0.0%	38.3%
Site #31	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Site #32	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Site #33	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #34	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #35	0.0%	40.0%	100.0%	100.0%	100.0%	93.3%	76.6%
Site #36	0.0%	0.0%	0.0%	74.2%	100.0%	93.3%	43.5%
Site #37	100.0%	100.0%	100.0%	100.0%	100.0%	93.3%	99.4%
Site #38	0.0%	0.0%	0.0%	51.6%	0.0%	0.0%	10.4%
Site #39	52.9%	46.7%	45.2%	29.0%	0.0%	0.0%	29.9%
Site #40	0.0%	26.7%	54.8%	29.0%	100.0%	93.3%	50.6%
Site #41	0.0%	6.7%	29.0%	29.0%	0.0%	0.0%	13.0%
Site #42	0.0%	30.0%	32.3%	35.5%	0.0%	0.0%	19.5%
Site #43	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #44	100.0%	100.0%	100.0%	45.2%	23.3%	0.0%	64.3%
Site #45	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #46	0.0%	53.3%	32.3%	48.4%	30.0%	80.0%	40.3%

Occupancy Report (as of 10/12/2023)

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Average
Site #47	0.0%	16.7%	9.7%	25.8%	0.0%	0.0%	10.4%
Site #48	0.0%	70.0%	100.0%	80.6%	70.0%	0.0%	63.6%
Site #49	41.2%	10.0%	0.0%	35.5%	0.0%	0.0%	13.6%
Site #50	0.0%	96.7%	100.0%	77.4%	100.0%	93.3%	83.1%
Site #51	76.5%	100.0%	100.0%	48.4%	0.0%	0.0%	57.8%
Site #52	0.0%	53.3%	100.0%	54.8%	63.3%	93.3%	63.0%
Site #53	0.0%	3.3%	0.0%	29.0%	93.3%	66.7%	31.2%
Site #54	0.0%	6.7%	0.0%	29.0%	0.0%	0.0%	7.1%
Site #55	0.0%	36.7%	38.7%	41.9%	50.0%	0.0%	33.1%
Site #56	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Site #57	11.8%	6.7%	12.9%	54.8%	40.0%	26.7%	26.6%
Site #58	23.5%	10.0%	74.2%	58.1%	16.7%	0.0%	34.4%
Site #59	11.8%	73.3%	16.1%	61.3%	0.0%	0.0%	31.2%
Site #60	5.9%	20.0%	64.5%	54.8%	20.0%	0.0%	32.5%
Site #61	0.0%	66.7%	74.2%	58.1%	16.7%	0.0%	42.9%
Site #62	41.2%	36.7%	48.4%	58.1%	0.0%	0.0%	33.1%
Site #63	41.2%	13.3%	77.4%	77.4%	36.7%	0.0%	45.5%
Site #64	29.4%	26.7%	22.6%	41.9%	10.0%	13.3%	24.7%
Site #65	11.8%	30.0%	32.3%	38.7%	13.3%	0.0%	24.0%
Site #66	5.9%	66.7%	48.4%	48.4%	30.0%	0.0%	39.0%
Site #67	35.3%	13.3%	22.6%	41.9%	46.7%	0.0%	28.6%
Site #68	0.0%	53.3%	45.2%	54.8%	100.0%	0.0%	50.0%
Site #69	0.0%	16.7%	48.4%	67.7%	90.0%	0.0%	44.2%
Rustic #70	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Rustic #71	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Rustic #72	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #73	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #74	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #75	0.0%	0.0%	0.0%	16.1%	0.0%	0.0%	3.2%
Rustic #76	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Rustic #77	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #78	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #79	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #80	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Rustic #81	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #82	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #83	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #84	0.0%	0.0%	0.0%	48.4%	0.0%	0.0%	9.7%
Rustic #85	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Merch. Bldg.	5.9%	13.3%	12.9%	12.9%	0.0%	0.0%	8.4%
Grand Stand/ Stage	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	1.3%
Dump Fee	35.3%	40.0%	32.3%	32.3%	33.3%	20.0%	33.1%
Shower Fees	23.5%	16.7%	16.1%	6.5%	6.7%	0.0%	11.7%
HORSE BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ARENA	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE HORSE BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Occupancy Report (as of 10/12/2023)

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Average
WINTER STROAGE CATTLE BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE PIG BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE RABITT BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE GOAT BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE GRAND STANDS	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
(No Site)	—	—	—	—	—	—	—
Average:	7.9%	18.2%	25.0%	35.8%	18.0%	10.2%	21.2%