

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, September 07, 2022 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair
Kevin Osbourne, excused
Brenda Fournier
Bill Peterson
Bob Adrian

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Wes Wilder, County Maintenance Superintendent
Steve Mousseau, IT Director (zoom)
Steve Smigelski, Airport Manager (zoom)
Chuck Lefebvre, Liaison
Kim Ludlow, Treasurer (zoom)
Phil Heimerl, True North Radio (zoom)
Jennifer Mathis, Human Resources Specialist (zoom)
Register of Deeds Office (zoom)
Kim Elkie, Director of Emergency Management/E911 Services (zoom)
Michelle Reid, Animal Control Officer (zoom)
Lynn Bunting, Board Assistant (zoom)

CALL TO ORDER

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

ROLL CALL

All members present except: Commissioner Kevin Osbourne, excused.

PLEDGE OF ALLEGIANCE OF THE UNITED STATES OF AMERICA

APPROVE AGENDA

Chair Gilmet presented the agenda for approval as presented. Moved by Commissioner Peterson and supported by Commissioner Fournier to adopt the agenda with the addition of planting and flowerpots. Motion carried.

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

1. Courthouse Sanitary Sewer: Contact has been made with the city engineering department on a time frame for the project. The contractor is currently out of town and Wes will get in touch with him when he returns.
2. Courthouse Boiler Repair: Parts have been ordered.
3. Fairgrounds shed/tools for caretaker: Cleaning of the truck barn is underway.

4. Fairgrounds Restrooms – We have received quotes for the repair of the fence along 11th Ave, all masonry work, and the replacement of fixtures for the bathrooms. Currently waiting for the check from the insurance company to begin project.
5. DHD Air Conditioning: Air conditioning is working in all areas of the building and waiting for parts to arrive.
6. Jail Roof: The project to deflect falling snow and ice on the east end of the building is complete.
7. Tower Project for 911: Project continues to move along.
8. Courthouse & Annex Roofs: Will start next week.
9. Pool Water Flow Meter: The health department reported that it is acceptable to wait and replace the meter after the first of the year as long as the chemicals and clarity are good.
10. Annex Restroom Improvements: Some materials have arrived and still waiting on others. A mini-split unit has been installed and is in use.
11. Front Steps on Courthouse: Repairs were started yesterday afternoon and should be completed within the next couple days.

Maintenance Superintendent Wilder reported the Maintenance Department is a short staffed this week due to PTO and illness and one new employee is starting on Monday which will finish filling the positions within the department.

Chair Gilmet informed the Committee the city goose hunt is tomorrow and the next two Thursdays after that.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented mid-year recycling reports. The recycling center has a separate board and has switched to being a non-controlled unit of the County. The center is taking in so much material they must ship some of it to Emmet County and they are currently working on a contract with Emmet County to do revenue sharing. The center has purchased a truck to do their own transportation rather than have someone else transport for them and more bins have been purchased to meet their needs. An agreement is close to being made for the center to accept glass and there also is a possibility they will be able to recycle tires as well. They are struggling with labor costs but otherwise in decent financial shape.

INFORMATION ITEM: Administrator Hannah presented a Notice of Draft EIS memo to the Committee for review. The memo concerns environmental conditions out at the base with PFAS and water contamination issues. The contamination levels are high but not as high as we had thought. We filed our letter with the state and the base has taken responsibility for the contamination and remediation.

INFORMATION ITEM: Administrator Hannah updated the Committee on the fairboard agreement. The original agreement was for 5 years and the agreement that was signed is only for one year. A multi-year agreement would allow the fairboard grant opportunities for the fair itself. The increase in the utility cost is what is believed to have changed the board's term agreement. Administrator Hannah will draft a contract and get it out to the fairboard as the current contract now expires January 31, 2023. Motion was made by Commissioner Fournier and supported by Commissioner Peterson to ratify the fairboard agreement from a 5-year to a 1-year agreement. Motion carried.

INFORMATION ITEM: Administrator Hannah discussed the County's real property and liability insurance bid proposals. Sealed bids are due September 13th but there have been a couple issues. A number of agents are interested to bid but when an agent asks for a bid from an insurance company it locks out all other potential competition. Discussion was made as to redo the current RFP and look for an agent rather than bidding the actual insurance or leave as is for this year. Another issue is 90-day quote processes. By the time we are ready to bind coverage in January, the quotes will have expired. If leaving the RFP as is we have two current quotes which we can look at and next year do a different type of RFP to bid out for an agent. Motion was made by Commissioner Peterson and supported by Commissioner Adrian to proceed with the current insurance bidding proposal process and look at next year to possibly bid out on an agent to find the best insurance policy for the County. Motion carried.

INFORMATION ITEM: Administrator Hannah discussed the ownership of the DHD4 building. The land is potentially on a land contract and sold to the county with a reversion clause in the deed. If the building is used for other purposes than the health department or a time certain the property reverts to the college. The college is comfortable with extending the clause, so we own the building and do work and make changes. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to approve Administrator Hannah to negotiate with the college to add an additional 30 years to the reversion clause. Motion carried.

CURRENT PROJECT UPDATES

1. **DHHS Rental Possibility:** Administrator Hannah updated the Committee that there are two potential groups interested in the space. One group is interested in a long-term rental and the other is interested in purchasing but would be open to a lease with the option to purchase. Administrator Hannah has contacted our attorney to inquire if leasing to purchase is an option because of the bid process policy. Lease rates and improvements have been discussed with both groups and proposals from both are anticipated within the next couple of days. One group would be doing therapy and the other group is just interested in office space. Administrator Hannah will bring the proposals back to the Committee.
2. **Signage Review:** Administrator Hannah will table the discussion on signage review until numbers are received from Omega.

INFORMATION ITEM: Administrator Hannah discussed a group of staff members that would like to do some updated planting and add flowerpots to the back entrance of the Courthouse and the front and back entrances of the Annex building. The group is interested in maintaining the plants and discussion was made on whether the County would match the expenses. Motion was made by Commissioner Fournier and supported by Commissioner Peterson to approve the action item below. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, Adrian, and Gilmet. NAYS: None. Commissioner Osbourne, excused. Motion carried.

ACTION ITEM #1: The Committee recommends approval to increase budgeted line item #101-265-933 Grounds Maintenance by \$1,000 for County employees to purchase and maintain planting and flowerpots placed at the back entrance of the Courthouse and front and back entrances of the Annex building with monies coming from the General Fund as presented.

CIP PROGRESS: Administrator Hannah has entered 90% of the CIP information into Munetrix. She is working on making the reports larger as they are hard to read. There are about \$21 million in projects with \$16-17 million of that being the airport runway and master plan for the runway. There are scoring sheets which Administrator Hannah would like to see each department use that is requesting a project and for the Committee or Full Board to also score and see which budget it should be put on. She will send the Commissioners and Maintenance Superintendent Wilder a report that has all projects and sub projects for their review to see if there is anything missed or if anything needs to be added. If a project is not on the CIP, it will not happen unless there is an emergency.

OTHER DISCUSSION

Commissioner Fournier discussed a photo on Facebook of the new school liaison standing by a patrol car. On the bottom of the car, she questioned why it would say "Charter Township". Administrator Hannah will reach out to Sheriff Erik Smith.

**Commissioner Osbourne joined the meeting.

Commissioner Peterson asked Administrator Hannah if there was any more information on the airport runway. Administrator Hannah reported the FAA project is proceeding along and that the airport will be going back to the two direct flights to Detroit. The FAA also looks like they will approve commercial carriers to have charter air services which could mean more and additional flights in Alpena.

Commissioner Adrian updated the Committee on an email he received from CMS Energy. It's a survey on properties to identify sites within certain distances from high pressure transmission lines. Administrator Hannah reported the Equalization Director Ted Somers and Emergency Manager should be working on this together.

Chair Gilmet reported to the Committee there have been complaints from citizens on M-32 about inmates being released from the jail asking area residents to use their phones to call for a ride. Administrator Hannah will contact Sheriff Smith and the jail administrator to inquire about phone usage.

Commissioner Fournier inquired on the cost to remodel the old DHHS building.

Commissioner Osbourne updated the Committee on power at the fairgrounds and that it is still in the works.

PUBLIC COMMENT

None.

***Next Meeting: Wednesday, September 21, 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 9:55 a.m.

Don Gilmet, Chairman

Kim MacArthur, Board Assistant

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