

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, February 1, 2023 – 9:00 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, Chair
Bill LaHaie
Brenda Fournier
Bill Peterson

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Wes Wilder, County Maintenance Superintendent
Keri Bertrand, Clerk
Kim Elkie, Emergency Manager/E911 Director
Al Rapson, Assistant Emergency Manager/E911 Director
Sheriff Erik Smith (zoom)
Catherine Murphy, Register of Deeds (zoom)
Phil Heimrel, True North Radio
Lynn Bunting, Board Assistant (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)

CALL TO ORDER

Commissioner Bill LaHaie called the meeting to order at 9:00 a.m.

ROLL CALL

Commissioners Fournier, Peterson, and LaHaie. Chair Konarzewski running late.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

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

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

1. Courthouse Sanitary Sewer: New pipes have been installed. Lawn and sprinkler repair will need to be done in the spring. Unspent funds have been moved from the 2022 budget into the 2023 budget.

2. Restrooms at Fairgrounds: Insurance money has been received and an expense account line item number has been set up to pay bills from. Funds for this project have been moved from the 2022 budget to the 2023 budget.
3. Tower Project for 911: Concrete work may be done by end of the week.
4. Pool Water Flow Meter: Materials for this project have been ordered with Control Solutions and will be installed when they arrive.
5. Annex Restroom Improvements: Flooring has been ordered.
6. Flooring for the Annex and DHD: Annex flooring is about 75% complete. Project is a few days behind due to the condition of the floor when carpet was torn up. Funds from 2022 budget have been rolled over into 2023 budget. Health Department will be scheduled when the Annex is finished.
7. Old DHHS Building Renovation: Flooring is out for bids and due on the 8th of February.
8. Building Automation Upgrades: Materials have been ordered and work will start as soon as they arrive.
9. Controls at New Terminal: Materials are being ordered and will be installed when they arrive.
10. Sunken Lake House Repairs: Repairs have been started and are ongoing. The range and stove are due in this morning.

Superintendent Wilder reported he received a call this morning from MDOT that the carbon monoxide alarm was going off. They cleared the building, cleared the alarm, and about 20-30 minutes later the alarm went off again and the building was cleared. They have a cracked heat exchanger which was ordered and will be installed early next week. The employees are working remote at this time.

INFORMATION ITEM: Commissioner LaHaie presented the December 2022 recycling reports. County Administrator Mary Catherine Hannah reported the recycling center is getting caught up as they must hand sort material and the facility is not set up for winter work which is a challenge. Administrator Hannah also reported the authority has been formed and at their organizational meeting Ken Lobert was elected as Chair and Cindy Johnson as Vice-Chair.

INFORMATION ITEM: Administrator Hannah presented a feasibility study for discussion on a new Juvenile Justice Center. (attachment #1) An architectural design group that specializes in juvenile justice facilities contacted Administrator Hannah and reported he has already had meetings with neighboring counties on doing a regional juvenile justice facility. The design group feels 32 beds is the biggest facility for the services and supervision that has to be provided and would like to do a feasibility study to see about the size, location, and funding model of the

facility. The \$5,000 contribution from the County would pool with neighboring counties to do the feasibility study. Administrator Hannah reported the funds could come out of Commissioner's Office Professional Services now and if adjustments are needed we can make them later, or make a budget adjustment now from somewhere else.

**Chair Konarzewski joined the meeting at 9:12 a.m.

Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below. Roll call vote was taken: AYES: Commissioners Fournier, Peterson, and LaHaie. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval of a \$5,000 contribution towards a Feasibility Study with Branro Enterprises & Goldberg Group Architects, PC for a regional juvenile justice facility as presented. [Professional Services Line Item 101-101-801.000]

INFORMATION ITEM: Administrator Hannah gave an update on the building use study with Plante Moran for the Courthouse, Annex, Probation, and the Fairgrounds. The first phase is a lot of data collection and then they will be working with us to design a questionnaire for department heads and elected officials regarding the use and needs of the buildings. Plante Moran will be coming here at the end of February to do building and site tours.

Commissioner Fournier inquired about the DHHS lease. Administrator Hannah reported the lessee has offered some help with labor to speed up the process to get all of the work done if they want to be in the building by April. Wes reported they no longer want walls taken out anymore which will save a lot of work.

INFORMATION ITEM: Administrator Hannah discussed a schedule for facility updates and how often the committee would like these updates as are required in leases. The Committee has agreed on quarterly updates. Motion was made by Commissioner LaHaie and supported by Commissioner Peterson to schedule quarterly facility updates. Motion carried.

INFORMATION ITEM: Administrator Hannah gave an Enterprise update. We are entering our second full year and have taken delivery of 4 vehicles (1 Maintenance, 1 County Pool Vehicle, 2 Sheriff's Office). The Sheriff's Office initially wanted 12 new pursuit vehicles but there would be about a 24 month wait before the first batch could be delivered. Sheriff Smith has had discussions with other Sheriff Offices on the use of their vehicles and has decided to swap out the pursuit vehicles as there was an opportunity to get Tahoes instead. The order was cancelled on the first 6 pursuit vehicles and the first batch of 6 Tahoes are almost ready to be picked up. The present issue is keeping as many of the vehicles in rotation as possible and swapping out the equipment and making sure to reuse as much as possible. Some equipment can be switched over and some cannot. Money that was approved last year to outfit the vehicles through the Equipment Fund will not go as far as hoped. Sheriff Smith will be presenting a memo that instead of prepaying for all of the equipment, to do a short payment plan. When the first 6 vehicles are outfitted, it will be a four year payment plan and will have no impact on the budget this year or next with a small payment of about \$40,000 in the third and fourth years and that will

outfit all 12 vehicles. Administrator Hannah will make sure Commissioner Konarzewski has access to view the Enterprise Fleet Management program and all department heads have access to the Enterprise management system so they can see their vehicles and receive routine maintenance updates.

PUBLIC COMMENT

Sheriff Smith updated the Committee on the canopy project at the jail. He has been working with Todd Britton from Meridian Contracting, and the stain colors and canopy color have been chosen. The project will be started once the snow and frost are gone.

***Next Meeting: Wednesday, February 15, 2023 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner LaHaie to adjourn the meeting. Motion carried. The meeting adjourned at 9:30 a.m.

Travis Konarzewski, Chairman

Kimberly MacArthur, Board Assistant

kvm



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PROPOSAL

Proposal For

Alpena County
Attn: Mary Catherine Hannah, Administrator
720 W. Chisholm Street
Alpena, MI, 49707

Date	Terms	Proposal #
2/11/2023	Balance Due At Completion	B23-011-ALPE

Summary of Work to Be Done

Regional Juvenile Center Feasibility Study

Detailed Scope of Work

1. Needs assessment to determine facility size. This will include analyzing both numerical and anecdotal data
2. Floor plans for a proposed facility
3. Site plans, elevations, and an exterior rendering
4. Estimated construction cost
5. Estimated annual operating budget
6. Financial planning through RM&P (Analysis of funding options, i.e. could the facility support itself)
7. Public presentation materials

Detailed Product List

Qty	Description	Investment Total
1	Labor To Complete Above Listed Scope Of Work	\$5,000.00

Notes:

- Proposal valid for thirty (30) days
- It is recognized by both parties that services outside this scope may be required to complete this study. These services would include geotechnical services (test borings), topographical survey, hazardous waste assessment, bond counsel and underwriter
- At the conclusion of this study, Branro and the County jointly share ownership of the produced documents. Branro may re-use/adapt them for future projects. The County may provide them to other consultants working on this project
- Upon approval to move forward with building a facility as a result of this study, a separate contract will be signed between the County and Branro Enterprises, Inc acting as an Owner's Representative for that build
- Approximate lead time: 4-12 weeks. Subject to information being made readily available to architects when requested

Approval

Client

Date

BRANRO

Date