

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

DRAFT Wednesday, June 1, 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 Schulwitz, The Alpena News
Steve Smigelski, Airport Manager (zoom)
Phil Heimerl, True North Radio (zoom)
Marcia Burns, Circuit Court Administrator (zoom)
Dan Perge, Veterans Counselor (zoom)
Kim Ludlow, County Treasurer (zoom)
Catherine Murphy, Register of Deeds (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

County Administrator Mary Catherine Hannah reported on the following:

1. MDOT Building/Property Request – Administrator Hannah presented MDOT’s request to remove stumps – 100 ft radius for approval and that there are no issues. Moved by Commissioner Peterson and supported by Commissioner Fournier to recommend the below Action Item to Full Board. Motion carried.

ACTION ITEM #1: The Committee recommends approval for MDOT to remove stumps (100 ft radius) and to place seed and put ground back the way it should be as presented.

2. DCIP Grant Update – Administrator Hannah reported that she spoke with the base, Target Director for potential projects using the DCIP Grant with additional monies in the program. She reported she will work with them and Airport Manager Steve Smigelski on this project and already have material from an airport that received funding and need approved before losing the cares act monies. Moved by Commissioner Fournier and supported by Commissioner

Adrian to authorize Administrator Hannah to start the grant process for the DCIP Grant application and once completed to submit to the Full Board for approval. Motion carried.

3. Shed at Fairgrounds for Discussion/Recommendation – Maintenance Superintendent Wes Wilder reported some issues with storage for the Fairgrounds Caretaker and has not put together a cost of a shed. Administrator Hannah reported they need approval for this year's budget for 2022 and will look at the 2023 budget as well for next year. Discussion and recommendation to increase the maintenance equipment line item for 2022 and to look at the 2023 budget as well. Moved by Commissioner Peterson and supported by Commissioner Osbourne to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Peterson, Adrian and Gilmet. NAYS: Commissioners Fournier and Osbourne. Motion carried.

ACTION ITEM #2: The Committee recommends approval to increase Maintenance equipment line item by \$5,500 (\$1,000 tools, \$4,500 shed) and authorize the Treasurer to make the necessary budget adjustment for 2022 as presented.

4. Pool Repairs Update – Administrator Hannah gave an update on the pool repairs reporting that repairs are done, pool is filled and have issues with the control settings through spectrum internet connect and County IT is working on it. Wes reported the boiler is running and they are trying to get the temperature up.
5. Capital Asset Policy Revision – Administrator Hannah reported the draft is not ready yet for review. Moved by Commissioner Fournier and supported by Commissioner Osbourne to table until the next meeting on June 15, 2022. Motion carried.

CURRENT PROJECT UPDATES

1. Courthouse Building & Annex Building Roofs Update – Administrator Hannah reported no start date yet.

CIP PROGRESS

1. Building Use Study – Administrator Hannah reported that the RFPs are out and are waiting on them to come in, which are due in July this year.
2. Administrator Hannah reported that she is working with Kim Elkie, Director of EM/E911 Services on updating the Emergency Plan for employees as the last one updated was in February of 2020. She reported that Kim is also working on a door code policy. Chair Gilmet recommended to work on an updated CPR/AED training for staff through the Alpena Fire Department.
3. Updated Signage for the Public – Administrator Hannah reported the need to update the signage for the public of the Courthouse & Annex Buildings for better direction. Administrator Hannah reported the Courts & Public Safety Committee will be working with her on the design and wording for the signs.
4. Old Jail Building Tour – Chair Gilmet gave an update on the walk through of the old jail building and the RFPs are out for bids for the building/property.
5. CIP List – Administrator Hannah reported she will bring an updated CIP list to the next meeting.
6. MACCO Conference – Administrator Hannah informed the committee that she attended a County Administrator Conference and gave an update.

7. DHHS Building Discussion and Recommendation to involve the community for input.
8. ARPA - Administrator Hannah reported she will bring a list of organizational requests to the next meeting.

PUBLIC COMMENT

None.

***Next Meeting: Wednesday, June 15, 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 9:56 a.m.

Don Gilmet, Chairman

Lynn Bunting, Board Assistant

llb