

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE  
**DRAFT MEETING MINUTES**  
Wednesday, March 24, 2022 – 1:00 p.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Steve Schulwitz, The Alpena News  
Phil Heimerl, True North Radio (zoom)  
Bonnie Friedrichs, County Clerk  
Keri Bertrand, Deputy Clerk/County Clerk, interim  
Kim Ludlow, County Treasurer (zoom)  
Catherine Murphy, Register of Deeds (zoom)  
Steve Mousseau, IT Director (zoom)  
Marcia Burns, Circuit Court Administrator (zoom)  
Undersheriff Erik Smith  
Kat Tomaszewski, Sheriff's Office (zoom)  
Mike Arthur, Fairboard Manager  
Deputy Michelle Reid, Animal Control Officer  
Phil Heimerl, True North Radio (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Judge Ed Black, Circuit Court  
Janelle Mott, Juvenile Officer & (zoom)  
Dennis Chitwood, Bridges of Northern Michigan (zoom)  
Steve Wheeler, Bridges of Northern Michigan (zoom)  
Cory Villeneuve  
Peggy Tomaszewski

**CALL TO ORDER**

Chair Don Gilmet called the meeting to order at 1:00 p.m.

**ROLL CALL**

All members present.

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

**INFORMATION ITEM:** Undersheriff Erik Smith informed the committee that the new jail has had an issue with snow and ice buildup on the roof, especially over the public entrance, and above the east delivery door. Undersheriff Smith recommended that maintenance build a small overhang over the east door and put something in place to prevent the snow and ice from falling or sliding off the roof.

Discussion and recommendation to have Maintenance Superintendent Wes Wilder review and assess and bring an estimate back to the committee.

INFORMATION ITEM: Janelle Mott, Juvenile Officer, presented the request from the Juvenile Division for Bridge of Northern Michigan be permitted to use some offices in the basement in the County Annex Building every Wednesday to provide counseling services for area youth and their families in the community. Janelle reported on the need for this partnership and commitment to providing treatment options in the community on a full-time basis.

Dennis Chitwood, Bridges of Northern Michigan, gave a background of the agency and what services they offer Alpena County with using the same counselors that are willing and able to travel here to provide comprehensive treatment and services for the community. Dennis informed the committee that they would provide a new satellite office here full time in Alpena and would be willing to do an agreement with Alpena County but need longer than a year.

Discussion and recommendation that Juvenile Officer Janelle Mott be authorized to work with County Administrator Mary Catherine Hannah in creating an Agreement for three years allowing Bridges of Northern Michigan to utilize some offices in the basement of the County Annex Building to provide counseling services outside the current contract Bridges has with the Court and present to the full board for approval.

Discussion and recommendation for Wes to bring back a cost breakdown to renovate for a couple of more spaces in the basement in the County Annex Building to the next committee meeting.

County Administrator Hannah reported she will work with Janelle and Wes on modification of office space with cost, draft up an agreement, and bring back to this committee in two weeks.

INFORMATION ITEM: Mike Arthur, Fairboard Manager, presented to the committee an update on the following:

1. Hog Barn Panels – Mike presented a quote of \$3,210 for materials only to replace some panels in the Hog Barn and informed the committee that this would cost more if contracted out, as he would have volunteers do the labor. Discussion and recommendation for Mike to get a total cost estimate of all boards that need to be replaced and bring back to the committee.
2. Bleacher's update – Mike reported the need for 20 boards needing to be replaced to for the bleachers at the fairgrounds at an estimated cost of \$94 each (\$89.50 + \$4.50 for bolts) with no cost in labor as he would have volunteers. Mike informed the committee that this is an annual maintenance project cost and will need to do 10-15 per year until completed. Discussion and recommendation to pursue the MDARD Grant for a funding opportunity through the state in 2023 for future fairground projects as the application deadline has passed for this year.
3. Fairboard Agreement – Mike reported that he spoke with the Fairboard, and they were asking why the change in the power bill from \$50 per month to \$100 per month as they were charged \$50 per month last year. Mike reported they understand during the fair. Administrator Hannah reported that this is in the 2021 Fairboard Agreement that was

signed by both parties with no change but will check into this and get back with Mike. Maintenance Superintendent Wilder reported that the increase in the power bill is to help offset the demand charge. Mike informed the committee that he will inform his board and get it signed.

4. Door handle/Key list – Mike requested that the committee give him authorization to have keys for the Fairboard so they can access the office when needed. Discussion on code lock instead of having keys. Mike will get with Jake, President of the Fairboard, on who is authorized to have a key and get the list to Lynn in the Commissioner’s Office.

INFORMATION ITEM: Deputy Michelle Reid, Animal Control Officer, gave a presentation to the committee on a proposal to use the old jail building for an animal control shelter. Deputy Reid passed out a budget report to the committee reporting some letters of support, and information about the proposal are in their meeting packet for review. Discussion and recommendation for Administrator Hannah to work with Deputy Reid on a budget report with cost estimates and present to the board. Chair Gilmet reported the board has not decided on what they plan to do with the old jail building/property but do want public input before they do an RFP.

## **CURRENT PROJECT UPDATES**

- Courthouse & Annex Building Roofs – County Administrator Mary Catherine Hannah gave an update reporting the bids are out and the sealed bids will be opened and presented in April.
- Plaza Pool – Administrator Hannah gave an update reporting the pool is back up and running and thanked Wes and his crew as they found the leak and repaired it. Administrator Hannah informed the committee stating they did the annual maintenance while the pool was being repaired so no need to do the annual maintenance this summer.
- DHHS (Department of Health and Human Services) HVAC – Administrator Hannah reported they are waiting on the parts and is a work in progress on the HVAC system.
- Airport Runway Project - Administrator Hannah reported she was on a call with the FAA, RS&H, and military base on the Runway project update stated that the FAA rejected the proposal and wants a permanent 10-year fix. Administrator Hannah informed the committee that the airbase may be able to put in some money towards this project if asked in 2023, but not able to do for this year’s budget.

## **CIP (CAPITAL IMPROVEMENT PLAN) PROGRESS**

- Priority List for 2022 – Administrator Hannah reported will keep on the agenda and update as needed.
- CIP Spreadsheet Update – Administrator Hannah gave an update on the Capital Improvement Plan spreadsheet reporting she added the old jail, new jail and DHHS buildings.
- Facilities Study & Master Plan – Administrator Hannah reported she spoke with Nico Tucker on the building use study (\$150,000-\$200,000 cost estimate) and he will be working with Denise Cline and Mary Catherine on a possible EDA Grant for some funding. Administrator

Hannah reported that the building study will be done in April to complete Phase I and will put together a proposal the end of April to present to the committee.

**a) Old Jail** – Chair Gilmet reported the committee is discussing what to do with the building/property and when an option is available will put on the spreadsheet.

**b) DHHS Building - DHHS Update** – Chair Gilmet reported that she went through the DHHS building with Commissioner Adrian and Spicer Group stating this is a 27-year-old building but the Duralast Roof is in good shape and the original windows look good.

The building will need the following updated: Flooring, Ceiling Tiles, Remodeling. HVAC system is a building automated system and has humidification only in one area.

**c) New Jail:**

- Roof
- Front Entrance (Roof issue) - We will work with Undersheriff on cost
- Landscaping – Undersheriff reached out to Garden Club and received no word back yet.
- Parking lot – Needs pavement/black top

**INFORMATION ITEM:** Administrator Hannah reported she met with the State Land Authority Representative regarding the program amendment which allows for more flexibility on how used for Housing Development and will need a Brownfield Authority to work with. Administrator Hannah reported that only requirement is Treasurer would need to petition to sit on the board but not required to do the work. Chair Gilmet recommended the County Treasurer be invited to a presentation that the State Land Authority Representative present to the committee or to the board.

#### **PUBLIC COMMENT**

None.

**\*Next Meeting: Wednesday, April 13, 2022 at 9:30 a.m. in Howard Male Conference Room/Zoom Room**

#### **ADJOURNMENT**

Moved by Commissioner Fournier and supported by Commissioner Thomson to adjourn the meeting. Motion carried. The meeting adjourned at 3:18 p.m.

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Don Gilmet, Chairman

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Lynn Bunting, Board Assistant

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