

An Overview of the Maintenance Dept. and related
Buildings and Operations.

Prepared by

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Maintenance Supt.

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A List of Alpena County Maintenance Employees

Tom Christianson	Maint. Supt.
Wes Wilder	Assist. Maint. Supt.
Bob Seguin	Daily as needed
Dan Newhouse	Fairgrounds & Daily as needed
Larry Nelson	Daily as needed but spends two days Per week at the pool on an evening Shift. Depending on the schedule, This sometimes gives him days off During the regular Mon.-Fri. shift As the pool is open 7 days/week.
Tim Standen	Assigned to the pool 5 days /week Splits this shift with L. Nelson
Matt Splitt	Daily as needed but spends the first 3 hours at the Airport doing custodial and/or snowplowing
Pat Carr	Assigned to the Family Ind. Agency For custodial and minor repairs.
Janine Brown	Assigned to the Annex for custodial.
Eric Urso	Assigned to the Airport for custodial And winter/summer maint.

The following is a list of the buildings and grounds that are the responsibility of the Maintenance Dept.

Ensuing pages will give some information about specific buildings regarding their size, state of condition and use.

Alpena County Court House

Alpena County Annex

Dept. of Corrections and 911

Alpena County Jail

Alpena County Fairgrounds

Plaza Pool

Alpena County Regional Airport

Family Ind. Agency

MDOT offices

Employee Scheduling

Most of the employees have been crossed trained to do the work of other employees.

Examples of this would include but not limited to: Runway snowplowing, parking lot plowing, pool maintenance, custodial, minor plumbing/elec., HVAC trouble shooting, typical building and grounds maintenance.

All the employees may be called in at one time or another on overtime to help with a given situation.

Wes Wilder is maintenance representative in my absence. Both he and I carry a pager 7/24

Various shifts for employees range from 3:00am-11:00am, 6:00am-2:00pm, 4:00pm- 12:00am, and 9:00pm- 5:00am.

This range is the result of having to do maint./custodial after the buildings are closed or, as the case with the airport, preparing the runway and terminal prior to plane arrival.

It should be noted that during the winter months, it is sometimes necessary to continuously plow for up to 16 hours or more depending on snowfall and flight schedules. This can require up to 3 employees being stationed at the airport at any given time.

It should further be noted that an equal number of employees are needed in town to keep sidewalks, parking lots cleared and salted.

Alpena County Court House
720 W. Chisholm St.
Alpena, Mi. 49707

The Court House is approx. 18,000 sq. ft. of building located on one city block.

It was opened in 1937 and is home to the County Clerk, Reg. Of Deeds, Equalization, County treasurer, Circuit Court, Commissioner's offices, Commissioners secretaries, County coordinator and MIS director.

This building underwent extensive renovations in 2001 that included new hot water boilers, airhandling equipment, central air, a new membrane roof, some new carpet and furniture and some new office space. New entry doors were also installed.

Future needs of this building include the balance of new carpeting, new energy efficient windows and the need to make the structure ADA compliant which includes an elevator and barrier free restrooms.

An expansion of the parking lot would be the result of population increases as well as increased daily use of the building.

Immediate concerns include finishing the current renovation, painting and plastering as needed in the interior and landscaping the grounds.

A new sprinkler system was installed as part of the renovation project which will save us many hours that were spent hauling hoses in and out.

Matt Splitt is the primary employee assigned to do the custodial work at this building.

Alpena County Annex
719 W. Chishlm St.
Alpena, Mi. 49707

The Alpena County Annex Building was originally built as a boys and girls club in the middle 60's. It is approx. 18,000 sq. ft. that has one half as split level and the remainder on ground level. The split level is serviced by an elevator and is ADA compliant except for the rest rooms.

The top half of the split level is occupied by Probate Court, Family Div. Court, and the Commissioner's meeting room. The lower portion is used by the Friend of the Court.

The ground level half was the original location of the Fam. Ind. Agency but was remodeled in '99 to house Dist. Court, Pros. Atty., Veterans Affairs and some misc. offices.

Recent renovations have included new entry doors, new membrane roof, new carpeting and some new furniture. New air conditioning has been provided as well as new heating controls, however, these have not functioned as well as expected.

Future needs for this entity include some new carpeting, additional furniture, improved heating to the Friend of Court, replacement of the steam boiler with standby hot water boilers, improved heat control and interior paint in certain locations.

Exterior plans are for the elimination of the stone panels on the Chisholm St. side to be replaced with plastering of the block beneath and a coat of exterior finish to mimic the Court House exterior.

Landscaping needs include elimination of the bush hedge in front of the building and replacing it with something more controllable.

Janine Brown has been assigned the custodial duties for this building on a 4:30-12:30 shift.

Dept. of Corrections & 911
703 W. Chisholm St.
Alpena, Mi. 49707

This building is approx. 5000 sq.ft. of main floor with an additional 1200 sq. ft. of lower level. It was originally built in the mid '70s as a girls club. It's split level design has the same elevations as the Annex (former boys club) as the two buildings were intended to be connected in the future with a pool in the middle.

In recent years, the girls club moved and the building was turned into a youth center a.k.a. day care center. The County, after much legal wrangling, assumed possession of the building in about '98-'99.

When it was decided to do renovations to the Court House in 2001, the commissioners opted to move the Dept. of Corrections from the lower level of the Court House to this building. It was also decided to move 911 from the County jail to this same building.

MDOC was moved in about Sept. 1st and 911 is expected to occupy it's portion by March of this year. A large conference room will serve as an emergency planning center as part of the 911 floor space. Both entities occupy approx.. equal floor space.

The lower level, which was originally a recreation room, will now become file storage for the County saving us several thousand dollars a year in storage fees and making the files more easily accessible to employees.

Except for some exterior finish, this building is essentially new and complete.

This building, along with the Court House, has a standby natural gas generator in place to accept the necessary loads in the event of a power failure.

Future landscaping needs include the removal of a brick terrace wall and replacing it with landscaping blocks identical to those at the Annex front. Misc. topsoil and seed will be done in the spring. Exterior wall finish will be the same as the Court House and Annex to visually tie the three buildings together

Custodial work is being done by whoever is available as I do not have enough employees to specifically assign one person .

Alpena County Sheriff Dept.
320 Johnson St.
Alpena, Mi. 49707

The County jail occupies approx. 18,500 sq. ft., 1500 of which is a basement area.

The original building was erected in 1957 with additions added in '89-'90.

The jail is designed to handle about 65 inmates but has had as many as 75.

The additions that were done in '89-'90 were of a design/build nature and, while serving a specific purpose at the time, did nothing to ensure long term usage from the standpoint of the Dept. of Corrections.

At present the jail is probably in violation of any codes that are on the books and no help in sight. In short, the County has to address the need for a new jail on a bigger piece of property or farm out it's inmates to another location.

It is probably not an exaggeration to say that an employee assigned to this building could stay busy 7 days a week repairing lights, plumbing, electrical, doors, locks, painting, etc.

At present, with the number of employees I have available, the only solution seems to be to send an employee as often as is possible to keep the structure from falling in on itself.

In the near future, it is hoped that I will be able to assign an employee to this building at least two days a week to try to keep up with the requests. It should be noted that the inmates do all of the housekeeping on a daily basis.

Past observations and discussions with professionals have determined that this building cannot economically be altered or renovated to meet any currant expectations. This being the case, the alternative is a new jail which brings about a financial burden the County is unable to address at present.

Knowing that we are stuck with this building for a few more years(?) we were forced to put a new membrane roof on it in the fall of 2001 at a cost of about \$45,000.

Since a new jail is at least 3-5 years out, my only hope is to limp this one along.