

BUILDING MAINTENANCE RECREATION & INSURANCE COMMITTEE
MEETING MINUTES - **DRAFT**

Tuesday, November 23, 2021 – 12:00 p.m. (Noon)
Howard Male Conference Room/Zoom Room

Commissioners Present: John Kozlowski, Chair
Marty Thomson
Kevin Osbourne
Don Gilmet
Bob Adrian, guest

Others Present: Wes Wilder, County Maintenance Superintendent
Mary Catherine Hannah, County Administrator
Bonnie Friedrichs, County Clerk
Lynn Bunting, Board Assistant
Kelly Mowery, NEMCSA Early Head Start Area Manager, via Zoom
Russ Rhynard, Legal Counsel for County

Commissioner Kozlowski called the meeting to order at 12:00 p.m. (Noon)

INFORMATION ITEM: Commissioner Gilmet requested an item to add to the agenda regarding putting recycle bins at the ice arena. Chair Kozlowski reported will add item at the end of the agenda.

INFORMATION ITEM: County Maintenance Superintendent Wes Wilder gave an update on the Courthouse septic and plumbing issue reporting the whole pipe needs to be replaced and temporarily fixed it to get them through until the spring. Wes informed the committee that he spoke with the city, and they will be digging up in the spring and Skip recommended to have this dug up and pipe replaced at the same time instead of digging up twice. Wes reported issue is repaired to get them through the winter and will take of this in January 2022. Wes recommended to move monies approved for this project for 2021 and put into the 2022 budget.

INFORMATION ITEM: County Administrator Mary Catherine Hannah gave an update on the Fairgrounds Caretaker position reporting that the approved candidates have their employment paperwork in and physical with drug screen is completed. Mary Catherine informed the committee that they will start tomorrow and are all set.

INFORMATION ITEM: Mary Catherine reported that a few tours of the DHHS (Department of Health and Human Services) building to review contents were completed and she has a working spreadsheet and will have completed by December 8, 2021 and is in the process of making final calls next week to finalize. Mary Catherine informed the committee that DHHS are still tenants and will not be moving out of the building until closer to the expiration (April 2022).

INFORMATION ITEM: Chair Kozlowski gave an update on the Fairboard request to have a permanent fence put in at the fairgrounds reporting their current screening is falling apart. Wes informed the committee that this will be a maintenance issue if they put up a permanent fence as the caretaker will not be able to watch campsites and the view will be blocked with the 6-foot permanent fence and they use only two weeks of the year. Discussion on need for permanent

fence and recommendation to not put up a permanent fence and maintain status quo. Mary Catherine reported that she will inform the Fairboard. Moved by Commissioner Gilmet and supported by Commissioner Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #1: The Committee recommends not to approve the the Fairboard request to place a permanent fence at the Fairgrounds.

INFORMATION ITEM: Chair Kozlowski reported the need to update the fees for the County Buildings including use of the Merchants Building with possibly lowering the cost to use. Discussion on use of the Merchants Building and fee structure and advertising rental available on the billboard at the Fairgrounds as well as on the County Website.

Mary Catherine reported that she will work with Wes and put together a proposal and recommendation to amend the fee schedule for 2022 and bring back recommendation to the Committee.

Bonnie informed the Committee that her office will need the requested fees before the Organizational meeting in January of 2022 when the board will adopt fees for 2022 as they would like to create one document and other fees may need to be looked at.

INFORMATION ITEM: Mary Catherine gave an update on the County Liability Insurance Policy reporting that it is renewal time and had a discussion with the current agent on bidding out and with the timeline will need bid packets out in August of 2022. Mary Catherine reported no recommended changes for 2022 with current liability insurance and an appraisal has been done this year and is current. Mary Catherine reported she will work with the current agent to put a bid package together and out in August of next year. Discussion on County Liability Insurance and recommendation. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends to approve the renewal with the current carrier, Alpena Agency, for 2022 with intent to go out for bids in August 2022.

INFORMATION ITEM: Mary Catherine presented the request for NEMCSA to renew their Extension Lease Agreement that currently expires November 30, 2021 for another year with the extra space they leased last year. (attachment #1). Mary Catherine reported this has been previously calculated before and recommends doing an increase in 2022. Kelly Mowery of NEMCSA reported they are happy with the space they are leasing and would like to extend it another year with the added additional office space that they leased last year. Moved by Commissioner Osbourne and supported by Commissioner Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #3: The Committee recommends to approve the Extension Lease Agreement with NEMCSA in the amount of \$2,481.24 per month (2,668 sq feet) and additional office space (12 x 12' 6") in the amount of \$139.50 per month (150 sq feet) starting December 1, 2021 through November 30, 2022 as presented.

INFORMATION ITEM: Mary Catherine reported that Wes needs approval for the removal of the Fairgrounds ballfield material as no action was given at a previous meeting. Wes informed the Committee that maintenance will do most of the work, but Bedrock would remove the block work (i.e., 2 dug outs, concession stand, fence). Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below Action Item. Motion carried.

ACTION ITEM #4: The Committee recommends to authorize Maintenance Superintendent Wes Wilder to use whatever help he needs to remove the ballfield materials with approved cost not to exceed \$7,500 with monies to come out of the General Fund.

INFORMATION ITEM: Commissioner Osbourne gave an update on the Horsemen's Club request stating that he spoke with the MSU Extension Office, and they will not get involved as a fiduciary. Commissioner Osbourne reported that he did speak with the Community Foundation (a nonprofit organization), and they will be a fiduciary for the Horsemen's Club but have a few questions that they will present to the Horsemen's Club and will oversee the project. He is waiting on the information that the Community Foundation is sending to the Horsemen's Club and will follow up and update the Committee.

INFORMATION ITEM: Chair Kozlowski reported the Fairboard requested a replacement for a water heater as they had an issue. Wes reported they talked about having a power meter for their building and would like to just pay the power off that bill. Wes reported the Fairboard told him that a 20-gallon water heater would be sufficient. Wes informed the Committee that the Fairboard told him that they do not want the water shut off in the winter, and will be meeting through the winter, and are billed quarterly for their gas bill. Wes reported that the Fairboard has an electric water heater. Moved by Commissioner Osbourne and supported by Commissioner Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #5: The Committee recommends to approve replacing the water heater for the Fairboard with a 20-gallon tank water heater.

INFORMATION ITEM: Mary Catherine reported that she spoke with the City Manager regarding vacating of undeveloped streets/alleys on Fairground's property and an action item will be going to City Counsel to revert the property to the County and then will come to the County to accept the abandoned property.

INFORMATION ITEM: Mary Catherine gave an update on the old jail building/property reporting that two decisions will need to be made: 1) Proposals to do the appraisal (Paul Rose & Attorney Muller \$2,500 to \$3,000 estimate) and is not required by the County policies but is recommended to do the appraisal, and 2) Order a Phase I and Phase II Environmental Report that will be required and include the information in the RFPs. Discussion on interests of the building and/or the property. Moved by Commissioner Gilmet and supported by Commissioner

Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #6: The Committee recommends to authorize County Administrator Mary Catherine Hannah to order the Phase I and Phase II

Environmental report for the old jail building & property located at 420 Johnson Street, Alpena, Michigan.

INFORMATION ITEM: Mary Catherine reported she did speak with the president at the college, and they do want to move forward with the property from ACC (Health Department) to the County. She will reach out to the president at the college to further discuss and will update the Committee.

INFORMATION ITEM: Mary Catherine informed the board that the Sheriff's Office is all set with document destruction for their office and she recommends if the committee wants to further review other offices in the County that need this can further discuss next year.

INFORMATION ITEM: County Administrator Mary Catherine Hannah reported that the Health Care Steering Committee has met a few times and after much discussion a tentative agreement through their committee on the renewal with the current insurance with the same plan, groups, deductibles, with an increase over all is 6% over last year's premium (\$38,000 estimate), and a hard cap by the County (extra \$250,000). Mary Catherine noted that the County would pick up the increase with no change in premium cost to employees in 2022. Mary Catherine reported they have a good lead on a different provider in 2022 and that may bring the costs down. Mary Catherine reported that a proposal was taken back to Healthcare Steering Committee.

County Clerk Bonnie Friedrichs reported that they may have Open Enrollment hopefully in December 2021. Bonnie noted that the insurance carriers do not give out information until October.

Mary Catherine reported that there will be rebidding next year and will start as soon as they have the renewal information.

INFORMATION ITEM: Commissioner Osbourne reported he presented at Finance also today on the Proposal from Enterprise Fleet Management and informed the committee that this will be moving to the full board for approval. Commissioner Osbourne reported that he will contact the Enterprise representative to invite to the full board on November 30, 2021 to attend either in person or by zoom. Discussion and recommendation to have an exit strategy and that Commissioner Osbourne and Mary Catherine work together to contact Enterprise and to also contact another County that has this program to obtain a list of clients currently using this program and get input. Discussion on a safety vehicle program with required training and a vehicle usage policy possibly incorporate from another County already doing.

INFORMATION ITEM: Chair Kozlowski presented the draft 2022 committee meeting dates for review and approval. The committee reviewed and recommended to schedule monthly with exception of July and if need more meetings will add and if do not need meetings will remove.

INFORMATION ITEM: Chair Kozlowski reported as he was looking through past meeting minutes and Finance bills he noticed vehicle repairs and recommended that all vehicles have identification numbers. County Clerk Bonnie reported that all sheriff vehicles are numbered and recommends to keep numbers by departments and that Wes would need to renumber buildings, etc. as this gets reported to the insurance for the fixed assets.

INFORMATION ITEM: Commissioner Gilmet reported he spoke with Dave and Jeremy who manage the Northern Lights Arena for Alpena County and they shared their concern of possible trash issue and other items going in the bins if three recycle bins from Habitat are moved to the NLA parking lot. Discussion on recycling bins locations. Commissioner Gilmet informed the committee that the recycling workers will go and check out the recycle bins and if there are any trash Stan picks up and takes care of it. Commissioner Gilmet reported the Recycling Committee will be moving the three recycle bins before snow comes.

***Next Meeting: December 7, 2021 at 12:00 p.m. (noon) in the Howard Male Conference Room**

ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Thomson to adjourn the meeting. Motion carried. The meeting adjourned at 1:47 p.m.

John Kozlowski, Chairman

Lynn Bunting, Board Assistant

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