

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE  
DRAFT - MEETING MINUTES  
Wednesday, July 17, 2024 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: John Kozlowski, (Chair)  
Brenda Fournier  
Bill LaHaie  
Travis Konarzewski, (zoom)

Others Present: Jesse Osmer, County Administrator  
Cindy Cebula, Chief Deputy Treasurer  
Kim MacArthur, Board Assistant  
Wes Wilder, Maintenance Superintendent  
Jessica Henry, Northern Lights Arena

CALL TO ORDER

Chair John Kozlowski called the meeting to order at 9:00 a.m.

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

ADOPT AGENDA

Chair Kozlowski presented the agenda for approval. Motion by Commissioner Fournier and supported by Commissioner LaHaie to approve the agenda as presented. Motion carried.

PUBLIC COMMENT: Michael Kramer of Alpena expressed his concerns about the disrespect shown to the Commissioners by the library staff when they walked out of the last Facilities meeting early. He believes they are driving a wedge in the community and is disgusted with their actions.

INFORMATION ITEM: Chief Deputy Treasurer Cindy Cebula presented the Northern Lights Arena 2<sup>nd</sup> Quarter Reimbursement Request in the amount of \$556.00 for review and approval. The request is for outside field flood lights to shine up on the building. The old lights still worked but were damaged and tilted.

Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of Northern Lights Arena's 2<sup>nd</sup> Quarter Reimbursement Request in the amount of \$556.00 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of Northern Lights Arena's 2<sup>nd</sup> Quarter Reimbursement Request in the amount of \$556.00 as presented.**

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

1. Merchants Building: Water bottle filling/drinking fountain, LED lights and 5 out of the 6 windows have been installed.

2. Repairs Racetrack Fence: Old boards have been removed and replaced. Work will continue.
3. HVAC at MDOT Building: Control Solutions has informed Wes that the County will need to hire an engineer to look at that system to determine the best course of action going forward. An engineer has been contacted who looked at the building plans sent to him, and he is working with Control Solutions to develop a plan to make the necessary repairs.
4. 711 Building: Wes received a call from Leslie Davis from Omni regarding the A/C not coming on for certain areas of the building. Control Solutions completed some of the repairs and sent an invoice in the amount of \$3,039. A proposal from Control Solutions shows the remaining repairs to total approximately \$13,400. Wes is requesting the transfer of \$16,500 from the 711 Building Fund into line item 245-265-931 Equipment Maintenance to pay the existing invoice and complete the rest of the necessary repairs. There is \$107,000 available in the building fund as of 7/11/24.

Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval to transfer \$16,500 from the 711 Building Fund into line item 245-265-931 Equipment Maintenance, pay the existing invoice and to complete the repairs as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #2: The Committee recommends approval to transfer \$16,500 from the 711 Building Fund into Equipment Maintenance line item 245-265-931 to pay Control Solutions Invoice 17043CW in the amount of \$3,039.03 and approve the proposal from Control Solutions in the amount of \$13,385 to complete the necessary air conditioning repairs as presented.**

5. Health Department Circulating Pump: The circulating pump for the HVAC system has developed a leak. Control Solutions provided a proposal to repair the pump. Wes recommends transferring \$4,500 from the Health Department Building Fund into Equipment Maintenance line item 246-265-931 for the repair of the existing pump. There is \$278,000 available in the Building Fund as of 7/11/24.

Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of Control Solution's proposal in the amount of \$4,495 to repair the circulating pump for the Health Department and to transfer \$4,500 from the Health Department Building Fund into Equipment Maintenance line item 246-265-931 to pay invoice upon completion of work as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of Control Solution's proposal to repair the circulating pump at the Health Department in the amount or \$4,495 and to transfer \$4,500 from the Health Department Building Fund into Equipment Maintenance line item 246-265-931 to pay the invoice upon completion of work as presented.**

6. Animal Control Shelter Roof: Weather has been wet and has moved this project back.

INFORMATION ITEM: County Administrator Jesse Osmer presented a lease renewal with MDOT for review. The term of the lease would go through 2035 with possible extensions through 2045. MDOT is proposing the current annual rental rate of \$36,000 for the years 2025 through 2035 with an increase to \$45,000 for years 2035 through 2045. Administrator Osmer reported the rate amount for the past 20 years has been locked in at the \$36,000 and would like to negotiate an escalator amount. The Committee agreed to negotiate the rent consideration and bring the lease renewal back to a future meeting for more discussion.

INFORMATION ITEM: Administrator Osmer presented a blank facility lease template for use at the airport for review and approval (attachment #1). The template has been reviewed and approved by our attorney.

Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the Airport Lease Template as presented. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the Airport Facility Lease Template as presented.**

INFORMATION ITEM: Chair Kozlowski presented the Recycling Monthly Reports for review and approval. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to receive and file the Recycling Reports as presented. Motion carried.

INFORMATION ITEM: Chair Kozlowski presented June's Fairground Manager Monthly Reports for review. Administrator Osmer reported he was asked if the fairgrounds was able to have a camp host. The same policy would apply as does with the other parks. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to approve a camp host for the fairgrounds. Motion carried.

Discussion was made on the steps of the back deck of the Fairgrounds Caretaker's home. Wes will go look at the steps and repair as needed.

The truck for fairgrounds use is currently out of order and being worked.

**\*Next Meeting: Wednesday, August 21, 2024, at 9:00 a.m. in the Howard Male Conference Room/Zoom Room**

Discussion was made on Library Presentations for the Commissioners. The library recommended meeting with 2 to 3 Commissioners at a time rather than presenting to the full board. The item will be added to the July Full Board for continued discussion.

**ADJOURNMENT**

Motion to adjourn the meeting was made by Commissioner LaHaie and supported by Commissioner Fournier. The meeting adjourned at 9:39 a.m.

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John Kozlowski, Chair

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