

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

**DRAFT** Wednesday, May 4, 2022 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Kim MacArthur, County Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Mike Arthur, County Fairboard Manager  
Keri Bertrand, County Clerk  
Ted Somers, County Equalization Director  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Sheriff Kieliszewski (zoom)  
Steve Mousseau, IT Director (zoom)  
Catherine Murphy, Register of Deeds (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Kim Ludlow, County Treasurer (zoom)  
Steve Schulwitz, Alpena News (zoom)  
Phil Heimrel, True North Radio (zoom)

CALL TO ORDER

Chair Don Gilmet called the meeting to order at 9:00 a.m.

ROLL CALL

All members present.

PLEDGE OF ALLEGIANCE OF THE UNITED STATES OF AMERICA

INFORMATION ITEM: Fair Board Manager Mike Arthur presented to the committee an update on the following:

- 1) Fair Board Update: Mike reported that the fair board would like to meet with Commissioners to discuss the monthly \$100 power bill and that one week is not long enough to prepare before the fair starts; they would like to extend the time to use.
- 2) Fairgrounds update: Mike reported that the fairgrounds are in good shape and the drain for the duck pond is currently plugged and will work on.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the Proposed RFP (Request for Proposal) for the Old Jail (attachment 1). The minimum bid for the old jail was recommended to be set at \$150,000 and a public walk through will be available on Tuesday, May 24<sup>th</sup> at 1:00 p.m. Northern Abstract was chosen to use for the title company. Animals are currently being housed at the jail and discussion and recommendation were made to remove the animals before the

walk through. Sheriff Steve Kieliszewski has items in the jail as well but is not required to remove them yet. Motion was made by Commissioner Thomson and supported by Commissioner Fournier for Animal Control to have all animals removed from the jail by May 20, 2022 so that no animals are in the jail for the walk through on May 24, 2022. Motion carried.

INFORMATION ITEM: Administrator Hannah gave an update on a possible auction option that could be held to sell unwanted items in the old jail. Any items Sheriff Kieliszewski wants to save will need to be tagged “not for sale”. Maintenance Superintendent Wes Wilder stated some items in the jail may be useful in other departments such as the fairground kitchen; and will tag items that are not intended for sale. Administrator Hannah presented the proposed RFP for review. A bid proposal for the jail will be advertised through Tuesday June 21<sup>st</sup>, with bid openings Wednesday June 22<sup>nd</sup> in the Commissioner’s Conference Room. Motion was made by Commissioner Osborne and supported by Commissioner Fournier to approve the below action item. Motion carried.

**ACTION ITEM #1: The Committee recommends the approval of the RFP (Request for Proposal) as amended.**

INFORMATION ITEM: Administrator Hannah gave an update on the renovations requested in the IT Department. Discussion was made to add walls for more privacy, electrical work, duct work and possible new flooring totaling around \$5,000. Commissioner Fournier suggested use of the Media Room for some employees of the IT Department, and it was stated the room is frequently used by other departments. Wes stated that leaving the carpet and cleaning it would save about \$1,000 on the project and Administrator Hannah recommended to clean the carpet and leave as is for now reporting that the IT Department has at least \$3,000 in their budget with the remainder to come out of maintenance. Administrator Hannah reported she would look at the budget.

INFORMATION ITEM: Administrator Hannah informed the committee that Assistant Maintenance Superintendent Mike Desmond will rewire the exterior lighting of the courthouse. Mike will use LED bulbs, which will cut power costs under \$500 per year and will be retro fit lighting fixtures that will cost about \$800.

**CIP PROGRESS**

**1. 2022 Priorities**

- Roofs – Administrator Hannah reported that the bids are in.
- Annex Bathrooms – Administrator Hannah gave an update reporting that Maintenance Superintendent Wilder is getting bids on the Annex bathrooms. Bathrooms are to have a changing station, be handicapped accessible, and will require heating. Flooring will not need to be completely redone at this time.
- Building Automation Controls Update – Administrator Hannah informed the committee that not every building is urgent for Building Automation Controls, but most were due for an update and the airport is currently up-to-date. Administrator Hannah reported that a couple buildings could be done this year and a couple the following year. Superintendent Wilder stated the pool is the most critical. The Annex would need to be bid out and Commissioner Gilmet recommended bidding out the full package with all buildings and to bring back to next meeting.

## 2. CIP Spreadsheet Review

- Administrator Hannah reported that the CIP spreadsheet is still in progress.

## 3. CIP Module – Munitrix

- Administrator Hannah updated the Committee on the CIP Module with Munitrix and recommended getting the premium program. Munitrix is offering the County a premium package for \$1,000 to go through now until the current contract ending in September 2022. A yearly subscription will then cost the County \$6,000 for a premium subscription. Administrator Hannah reported that the Munitrix Software handles transparency requirements and has charting tools that can utilize the current BS&A software for budget information and utilize Munitrix software for CIP Planning. Motion was made by Commissioner Thomson and supported by Commissioner Fournier to approve below action item. Roll call vote was taken. Ayes: Commissioners Fournier, Osbourne, Thomson, and Gilmet. Nays: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of a premium subscription to Munitrix Software at an additional \$1,000 now through the current remainder of contract ending in September 2022 with monies coming from line item 101.200.955.002.**

## 4. Facilities Study & Master Plan - RFP

- Administrator Hannah presented the RFP for a Facilities Study. Discussion on the cost of the study. Administrator Hannah will reach out to different firms such as NEMCOG and WadeTrim. Motion was made by Commissioner Thomson and supported by Commissioner Fournier to approve Administrator Hannah approve below action item. Motion carried.

**ACTION ITEM #3: The Committee recommends to approve Administrator Hannah's RFP (Request for Proposal) for a Facilities Study.**

## PUBLIC COMMENT

None.

**\*Next Meeting: Wednesday, May 18, 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 10:10 a.m.

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Don Gilmet, Chairman

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Kim MacArthur, Board Assistant

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