

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE
MEETING MINUTES

Wednesday, May 15, 2024 – 9:00 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, Chair, excused
Brenda Fournier
Bill LaHaie
John Kozlowski (sat in as Chair)

Others Present: Jennifer Mathis, Interim County Administrator/HR Specialist (zoom)
Lynn Bunting, Board Assistant
Wes Wilder, Maintenance Superintendent
Steve Smigelski, Airport Manager
Cindy Cebula, Chief Deputy Treasurer
Jeremy Winterstein, Northern Lights Arena
Jessica Henry, Northern Lights Arena
Phil Heimerl, True North Radio Network (zoom)
Catherine Murphy, Register of Deeds (zoom)

CALL TO ORDER

Chair John Kozlowski (sitting in for Commissioner Konarzewski) called the meeting to order at 9:02 a.m.

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

ADOPT AGENDA

Chair Kozlowski presented the agenda for approval. Commissioner Fournier requested the addition of Boys & Girls Club for discussion. Motion to approve agenda by Commissioner Fournier and supported by Commissioner LaHaie to approve the agenda with addition of Discussion on the status of the Boys & Girls Club building. Motion carried.

INFORMATION ITEM: Chief Deputy Treasurer Cindy Cebula presented a First Quarter Reimbursement Request that she received from Northern Lights Arena in the amount of \$2,625.58 for approval. Cindy reported the invoices were not turned in prior to the cut-off for the April Facilities meeting.

Discussion on the \$125 Invoice from Vanguard and Northern Lights Arena Manager Jeremy Winterstein clarified. The committee recommended items to be added to the Appendix H inventory list and Jeremy will get the commissioner's office the information to add on the list and send the updated Appendix H to the committee. Chair Kozlowski informed Jeremy to obtain two quotes when needing to purchase anything for repairs, etc. Jeremy reported that no one else in town does some items that they need repaired, etc. and tries to stay local.

Discussion on Appendix B and if this needs to be updated or to stay at \$4,500 not to exceed for annual expenses.

Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of the below action item 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 the First Quarter Reimbursement Request from Northern Lights Arena in the amount of \$2,625.58 as presented.

Cindy requested that the Building and Improvement line item be increased by \$6,000 as nothing was budgeted for 2024. Moved by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the below action item as presented. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Kozlowski. NAYS: None. Commissioner Konarzewski, excused. Motion carried.

ACTION ITEM #2: The Committee recommends approval to increase the 2024 budgeted NLA Surcharges/Capital Outlay Buildings/Additions & Improvements line item #272-763-975.000 by \$6,000 to pay for reimbursement requests as presented and approved.

INFORMATION ITEM: Northern Lights Arena Manager Winterstein gave an update on the rink reporting they removed ice on Rink 1 two weeks ago and there will be a Circus this summer and is an annual event. Jeremy informed the committee that the Circus is the only off ice event they hold each year. Jeremy gave an update on the financials of Northern Lights Arena comparison of years 2022, 2023 and to date and noted they are doing well this season.

Jeremy gave an update on the grant for the Women's Locker Room stating they were turned down and went forward with it anyway with no bathrooms and found a location in another area in the building. Jeremy reported that Young's donated carpet and Panel Processing gave a purchase quote on the lockers for them stating that Panel Processing has built 3 sets in the past for them and only charging for just the cost. Jeremy noted that they will try to apply for the grant again this year and are working on donations and matching funds. Chair Kozlowski requested that Jeremy and Jessica bring back updates on the grant to the committee.

INFORMATION ITEM: Airport Manager Steve Smigelski gave the committee an update on the airport reporting enplanements is up now that the runway is open, and construction will be done in June and July but there will be no closed runway. Steve reported that the runway was closed for 3 months during the project. Steve noted that the fuel sales surpassed what the FBO did last year and though SkyWest did not purchase much fuel from Alpena this past year Alpena is cheaper than Detroit and with weather plans being the major factor could be one reason why SkyWest fueled up in Detroit before coming to Alpena. Steve reported that they had their annual safety inspection done and had no write ups. Steve also reported that current projects he has bids out for two Runway Snowplow Trucks and Rotary Plow/blower, which will be FAA funded. Discussion on Commercial Operating Agreement with Welch and that Steve will contact a lawyer to review the COA and schedule a meeting; there are no changes to document yet.

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

1. Accident damage to center restrooms at Fairgrounds: Project is complete.

2. Merchants Building: Project is complete with the funding that was available. There are a few items to be considered and they are installing a drinking fountain/bottle filling station, replace five windows (seals are broken), LED lighting upgrade to restrooms, and replacing 40 ceiling tiles. The cost of these items would be \$6,800 and would require a transfer of that amount from the Building and Grounds Fund into line item #631-265-975.068 Merchants Building Repair. Moved by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the below action item 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 to transfer \$6,800 from the Building and Grounds Fund and put into line item #631-265-975.068 Merchants Building Repair to pay for upgrades to the Merchants Building at the Fairgrounds as presented.

3. District Court Improvements: Project is complete other than Young's going in and fixing a couple of flooring areas.
4. Spring Lawn Cleanup: Spring lawn cleanup is complete.
5. Annual Maintenance - Pool Shut Down: This is scheduled for June 17th thru June 28th. Wes reported that he is short help during this time and may go past the 28th for the annual maintenance of the pool but the pool manager Kim is aware and states she has no events or activities at that time.
6. Prepare Campgrounds for Camping Season: Dead trees have been removed, stumps ground out and holes filled with topsoil. Holes in asphalt have been patched. Water to the dump station, center restrooms and barns has been turned on and water samples came back negative for testing before campground opens today May 15, 2024. Grass mowing is ongoing as weather permits.

Wes reported that the LED lighting will come back through Efficiency United with rebate funds from doing the upgrades. Wes informed the committee that Patrick Martin is at Long Lake Park, and everything is going well, though no stove or fridge is in the LLP House yet. Wes reported that Patrick will move sometime tomorrow and weekend to Long Lake Park and that one of his maintenance workers Nick Aikens will move in the Fairgrounds Caretaker House once it is cleaned up. Both Patrick and Nick have contracts in place for the Fairgrounds Caretaker position and for the Long Lake Park Manager position. Wes reported that Nick will be trained in Campspot within the next week and a half.

Chair Kozlowski shared his concerns of the Fairground Manager working as caretaker and as maintenance technician. Wes clarified that during the day Nick will be working his normal shift that starts at 6:30 a.m. and once completes his day can work as the caretaker as well as in the evening and weekends. Wes noted that Nick will be clocking in for County work and that he will go over the inventory at the Fairgrounds with Nick.

INFORMATION ITEM: Discussion on the Boys & Girls Club building and the status. Chair Kozlowski reported he will have the new County Administrator Jesse Osmer check into this and bring back an update to the committee.

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

***Next Meeting: Wednesday, June 19, 2024, at 9:00 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Motion to adjourn the meeting was made by Commissioner Fournier and supported by Commissioner LaHaie. The meeting adjourned at 10:09 a.m.

John Kozlowski, Chair

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