

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE  
MEETING MINUTES

Wednesday, January 18, 2023 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Bill LaHaie, Chair  
Bill Peterson  
Dave Karschnick, (sitting in for Commissioner Konarzewski)  
Travis Konarzewski, (Zoom)

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Sheriff Erik Smith  
Keri Bertrand, Clerk  
Chuck LeFebvre, Liaison  
Catherine Murphy, Register of Deeds (zoom)  
Ted Somers, Equalization Director (zoom)  
Lynn Bunting, Board Assistant (zoom)  
Amanda Repke, Deputy Treasurer (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Cindy Cebula, Chief Deputy Treasurer (zoom)

CALL TO ORDER

Chair Bill LaHaie called the meeting to order at 9:00 a.m.

ROLL CALL

Commissioners present: Commissioner Karschnick (sitting in for Commissioner Konarzewski),  
Commissioner Peterson, and Commissioner LaHaie.

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

ADOPT AGENDA

Chair LaHaie presented the agenda for approval. Moved by Commissioner Peterson and supported by Commissioner Karschnick to adopt the agenda as presented. Motion carried.

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

1. Courthouse Sanitary Sewer: New pipes have been installed. Lawn and sprinkler repair will need to be done in the spring. Unspent funds have been moved from the 2022 budget into the 2023 budget.

2. Restrooms at Fairgrounds: Insurance money has been received and an expense account line item number has been set up to pay bills from. Funds for this project have been moved from the 2022 budget to the 2023 budget.
3. Tower Project for 911: The tower project work was started this morning, and it is unknown at this time how long the project will take.
4. Pool Water Flow Meter: Materials for this project have been ordered with Control Solutions and will be installed when they arrive.
5. Annex Restroom Improvements: Complete. (Quote for new flooring attached.)
6. Flooring for the Annex and DHD: Flooring has been ordered. Funds from 2022 budget have been rolled over into 2023 budget. Work at the Annex building is scheduled to start on 1/20/23. Health Department will be scheduled when the Annex is finished.
7. Old DHHS Building Renovation: Cost estimates have been received.
8. Building Automation Upgrades: Materials have been ordered and work will start as soon as they arrive.

Administrator Hannah reported she has pulled approved projects for 2023 from the CIP and will put a plan together with Superintendent Wilder to track and get completed this year.

INFORMATION ITEM: Administrator Hannah reported the flooring was not part of the original project for the Annex Restrooms and at the request of previous Commissioners recommended Superintendent Wilder to get a flooring quote (attachment #1). Motion was made by Commissioner Peterson and supported by Commissioner Karschnick to recommend below action item. Roll call vote was taken. AYES: Commissioners Karschnick, Peterson, and LaHaie. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the Young's Flooring quote in the amount of \$3,362.93 for replacement of flooring in the Annex Restrooms and to increase the Building & Grounds Fund 631-265-975.055 by \$3,400 with Capital Improvement funding as presented.**

INFORMATION ITEM: Administrator Hannah presented the Fair Board December 2022 Financial Report. This report is a requirement with their lease agreement. Any Commissioner questions can be addressed as needed.

INFORMATION ITEM: Administrator Hannah presented the Fair Board 2023-2028 Non-Exclusive Property Use and Access Agreement for discussion (attachment #2). This agreement allows the Fair Board access to the grounds and office year-round and additional space for storage. There is a separate rental agreement done for the week of the fair. The agreement is

switching from a 1-year agreement to a 5-year agreement as that is the minimum requirement for the Fair Board to apply for certain grants that would let them do improvements to the fairgrounds. There was one minor change to the agreement which is that the rent becomes inclusive of the utilities. Motion was made by Commissioner Karschnick and supported by Commissioner Peterson to approve the Fair Board Agreement as presented. Roll call vote was taken. AYES: Commissioners Peterson, Karschnick, and LaHaie. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the Fair Board Non-Exclusive Property Use and Access Agreement for 5 Years, beginning February 1, 2023 to January 31, 2028 with the change that the rent becomes inclusive of the utilities as presented.**

INFORMATION ITEM: Administrator Hannah reported an emergency purchase of a new refrigerator that was made for the Fairground Manager's home. The approximate cost was \$1,800 and comes out of the existing budget. There may be a need in the future to increase the budget line item 101-268-931 Fairgrounds Equipment or to take \$1,800 from Capital Equipment Fund to reimburse the County.

INFORMATION ITEM: Administrator Hannah presented an EDA Grant discussion for airport lots. Last year Huron Engineering did a study to see the cost to take utilities to all of the potential developable lots out by the airport with a cost of about \$1.9 million. One piece of land was given to the recycling center for the new MRF. We have included the portion that is directly attributable to the MRF as part of the grants that we have written to develop the MRF project. That would leave about \$1.1 million needed to do the rest of the development work. We have an opportunity with the MRF to apply for an EDA (Economic Development Authority) grant. Discussion was made to apply for the grant just for funding for the MRF or apply for the full amount which would build out infrastructure to all lots. Motion was made by Commissioner Peterson and supported by Commissioner Karschnick to recommend County Administrator to apply for the total project EDA grant as presented. Roll call vote was taken. AYES: Commissioners Karschnick, Peterson, and LaHaie. Motion carried.

INFORMATION ITEM: Administrator Hannah discussed the proposed initial cost estimates for renovation of the former DHHS building. The estimated costs would be approximately \$150,000 for the improvements. Based on the lease, i2P proposed an initial 3-year lease with one 3-year renewal. If they do all 6 years of the lease the county would get a little over \$400,000 in revenue. Discussion was made on any additional work that would need to be completed over the duration of the lease. The HVAC system is running fine for now but it is not new and may need to be replaced within the next 5-8 years. Discussion was made on creating a separate fund with half the rent going towards improvements just the same as the Health Department. Administrator Hannah reported that the MDOT obligations have been paid off and there is \$100,000 left in that fund which could be moved to the Building and Grounds Capital fund to offset the cost of the renovations as an additional option. Motion was made by Commissioner Karschnick and supported by Commissioner Peterson to recommend the action item below. Roll call vote was taken. AYES: Commissioners Peterson, Karschnick, and LaHaie. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval for County Administrator to start negotiations with i2P on a lease of the former DHHS building and for Maintenance Superintendent to proceed with putting the project out for bids as presented.**

REVIEW 2023 PROJECT LIST: Discussion was made on projects for 2023. Administrator Hannah will send out a list to the Committee. Commissioner LaHaie inquired about bleachers for rink 2 at Northern Lights Area. Planning Commission Liaison Chuck LeFebvre reported the rink managers are looking into getting pricing for bleachers.

Administrator Hannah reported home renovations are currently being done to the Sunken Lake Manager's home and Control Solutions are doing HVAC upgrades in a few of our buildings.

INFORMATION ITEM: Chair LaHaie presented the Solid Waste monthly meeting meetings for review. Motion was made by Commissioner Peterson and supported by Commissioner Karschnick to receive and file the Solid Waste monthly minutes as presented. Roll call vote was taken. AYES: Commissioners Karschnick, Peterson and LaHaie. NAYS: None. Motion carried.

Commissioner Peterson reported the landfill injection well is complete and they are waiting on Phase 2 to start at the end of the month and hopefully be injecting into the well by May.

Administrator Hannah reported she had a very good conversation with the Park Family Foundation. There is a group of community members interested in redoing or building a new pool and the APlex makes the most sense for a new pool to be built. The Park family is very excited about this and would like to have continuing conversations about the future of the APlex and recreation in general. Administrator Hannah will be taking this information to the Pool Workgroup at this afternoon's meeting and bring back to the Committee.

**PUBLIC COMMENT**

None.

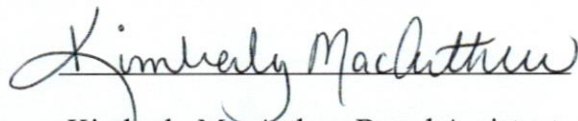
**\*Next Meeting: Wednesday, February 1, 2023 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

**ADJOURNMENT**

Moved by Commissioner Peterson and supported by Commissioner Karschnick to adjourn the meeting. Motion carried. The meeting adjourned at 9:45 a.m.



Bill LaHaie, Chairman



Kimberly MacArthur, Board Assistant

kvm

**Young's Flooring**

2407 US 23 S. ALPENA MI 49707 (800)356-9732 FAX (989)356-0015

DATE: 1/5/2023

Sales Person	SOLD TO	SHIP TO (if different)
<i>Tim Rawlings</i>	ALPENA COUNTY	annex 2 restrooms
E-Mail	CHISHOLM ST	[City, ST ZIP]
AV REFERRAL?	ALPENA, MI	[Phone]
SELECT	[Phone]	

MATERIALS	ROOM	MILL	STYLE	COLOR	Qty	Unit	Unit price	PO #	Line Total
VINYL PLANKS		SHAW	TIMBER GROVE 2	HEMLOCK	417.2	Ft	3.59		1,497.75
Adhesive					1	Each	140.00		140.00
REDUCER FOR WOMENS					6	Ft	2.48		14.88
4 inch vinyl base			TBD		132	Ft	0.85		112.20
BASE ADHESIVE					2	Each	10.50		21.00
<b>PAD/UNDERLAYMENT/ADHESIVE/ETC.</b>									
Pad Type						Ft			\$ -
Underlayment Type						Ft			\$ -
Adhesive Type						Ft			\$ -
<b>LABOR</b>					<b>Qty</b>	<b>Unit</b>	<b>RATE</b>		<b>Line Total</b>
PRIME AND LEVEL CERAMIC TILE					150	Each	3.50		525.00
PREP					3	Each	55.00		165.00
GLUE DIRECT PLANK INSTALL					417	Ft	1.89		788.13
BASE LABOR					132	Ft	0.75		99.00

Notes: TOILET MOVING, VCT REMOVAL OR WAX STRIPPING NOT INCLUDED

<b>MATERIALS SUBTOTAL:</b>	1,785.00
Tax: EXEMPT	
Labor Subtotal:	\$ 1,577.13
OTHER:	\$ -
<b>TOTAL:</b>	<b>\$ 3,362.13</b>
Down Payment:	
<b>C.O.D.</b>	<b>\$ 3,362.13</b>

X  
 UNLESS STATED OTHERWISE, REMOVAL OF EXISTING MATERIALS, FURNITURE/APPLIANCE OR TOILET MANIPULATION AND/OR TRIM REMOVAL IS NOT INCLUDED IN THIS ESTIMATE.  
 PERMANENT HEAT OF 88° MUST BE MAINTAINED 48 HOURS PRIOR & THERE-AFTER COMPLETION OF INSTALLATION.  
 ALL WORK AREAS ARE REQUIRED TO BE PREPARED FOR WORK TO BEGIN UPON ARRIVAL OF THE INSTALLATION TEAM. EXCESSIVE OR UNFORSEEN PREP WORK WILL BE SUBJECT TO A CHARGE OF \$45.00 PER HOUR.

#2

**2023-2028 NON-EXCLUSIVE PROPERTY USE AND ACCESS AGREEMENT**

**Alpena County Fairgrounds**

County of Alpena, Michigan, of 720 W. Chisholm St., Alpena, Michigan, [hereinafter referred to as 'owner'] and the Alpena Agricultural Society [hereinafter referred to as 'tenant'] enter into this property use and access agreement, subject to the following conditions:

1. The owner allows the tenant to have Non-Exclusive property use and access to the property known as The Alpena County Fairgrounds & possession and use of the building on the grounds thereof commonly known as "the Fair Board Building" from **February 1, 2023 through January 31, 2028**. The Tenant may have access to the grounds to accomplish preparation work for the 2023 through 2028 Alpena County Fair(s), with the following additional provisions:
  - a. Either party may terminate this Agreement with 90 days' notice to the other;
  - b. All work and improvements made by Tenant must be pre-approved by the County Maintenance Superintendent and/or the County Administrator;
  - c. The Tenant shall indemnify and hold harmless the owner from all liability for Tenants work and other activities on the premises, including but not limited to personal injury, property damage and workers compensation claims;
  - d. Tenant shall maintain liability and workers compensation (if employees are hired) and accident insurance for volunteers for all its activities on the premises, naming the Owner as additional insured on such policies, and provide proof thereof to the Owner;
  - e. The Tenant shall also be responsible to insure all personal property it places in or on the premises during the term hereof, and hold the Owner harmless from any claim for loss thereof;
  - f. The Tenant shall require that any third-party vendors operating on the property list the County of Alpena as an additional insured on their policies;
  - g. Fair Office needs to be cleaned and organized (both inside and out);
  - h. Storage of Fair Board equipment and property needs to be orderly around the building; no materials may be left outside after the period of cleanup from the operations of the Alpena County Fair without prior written consent of the County Maintenance Superintendent;
  - i. Storage shed needs to be maintained properly with the storage of contents;
  - j. Storage building needs to be maintained to include the siding and roofing on the shed. It is not the counties responsibility to maintain any facility that does not belong to the County. If the facility needs to be disposed of, it is the responsibility of the Fair Board to make the proper arrangements to

do so. The County has the right to require the work to be done by the Fair Board or to cause the work to be accomplished and charge the tenant for the cost;

- k. Fair Board will provide a financial statement to the Alpena County Board of Commissioners on a quarterly basis;
  - l. Fair Board is responsible for disposal of any hazardous waste or other materials that require special disposal. Such disposal must be completed immediately after such waste is generated and to the satisfaction of the County Maintenance Superintendent;
  - m. County to provide Snowplowing, Maintenance for normal wear and tear, access for week of Fair (during and week after Fair).
2. Consideration for this agreement will be the a deposit payment of One-Hundred Dollars (\$100.00) for the contract term to be held in escrow by the owner, and planning and operating the Alpena County Fair for the years 2023-2028 by the tenant for the benefit of the owner; and \$100 per month for the exclusive use of the Fair Board Office/building space and storage of Fair Board items. The Tenant shall further be responsible for payment of natural gas expense for the Fair Board Office/Building. (Except any additional user fee and utility charges incurred during the period of each Alpena County Fair during the duration of the Agreement, which costs will be agreed to in a separate Premises Use Agreement to be signed between the parties specifically for the operation of the Alpena County Fair). The Tenant shall abide by the non-profit accountability standards of Alpena County as attachment #1. The Tenant shall also abide by the rental agreement for the Fairgrounds as attachment #2.
3. The Tenant understands and agrees that its use and possession of the premises, except the Fair Board Building, is non-exclusive during the term hereof, and the Owner & others permitted by the Owner may be on the premises and use or operate events on the premises during the term hereof. Some events or other uses permitted by the Owner may restrict or prevent the Tenant from entering into certain portions or all of the premises (except the Fair Board Building) as specified from time to time by the County Maintenance Superintendent.

\_\_\_\_\_  
County Administrator, Mary Catherine Hannah

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fair Board President, Courtney Krentz

\_\_\_\_\_  
Date