

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT MEETING MINUTES

Wednesday, November 23, 2022 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair
Brenda Fournier
Bill Peterson
Kevin Osbourne
Bob Adrian

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Wes Wilder, County Maintenance Superintendent
Nicki Janish, Home Improvement Director
Phil Heimerl, True North Radio (zoom)
Catherine Murphy, Register of Deeds (zoom)
Elaine Sommerfeld, Alpena Plaza Pool
Norm Sommerfeld, Alpena Plaza Pool
Kim Bolanowski, Alpena Plaza Pool Director
Jim Klarich, i2P
Dan Perge, Veterans Counselor (zoom)
Kim Ludlow, Treasurer (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 TO THE FLAG OF THE UNITED STATES OF AMERICA

APPROVE AGENDA

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

INFORMATION ITEM: Kim Bolanowski, Alpena Plaza Pool Director, presented an update on the pool to the Committee. Patron numbers are increasing, and the pool would like to continue adding more classes and programs. The “Fun Run” is no longer in use at the pool as it is 12 years old and was only expected to be in use for about 3 years. Director Bolanowski would like to get new pool equipment for patrons of all ages to use. She will be looking into possibly having schools in surrounding counties participate in the Ready Set Swim program. Chair Gilmet asked Pool Manager Norm Sommerfeld to notify the County Administrator immediately of any pool related issues.

INFORMATION ITEM: Alpena Rink Management was unable to attend to the meeting to present an update on the rink to the Committee.

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

1. Courthouse Sanitary Sewer: Superintendent Wilder has been in contact with Tim Cramer from Environmental Excavating. Materials are on site and the project is to be completed the week after Thanksgiving.
2. Courthouse Boiler Repair: Parts have been moved into building and work is scheduled to begin today.
3. Fairgrounds shed/tools for caretaker: The final inspections are complete, and shelves will be built. Tools will be purchased soon and Superintendent Wilder will have the fairgrounds caretaker sign them out.
4. Restrooms at Fairgrounds: Insurance money was received and an expense line item number has been set up to pay bills from. Block work will be completed this year but fence work will not be completed until spring. Restroom partitions have been ordered and a portion of the money for this project will need to be carried over to 2023 budget.
5. Tower Project for 911: Footings should be put in next month.
6. Courthouse & Annex Roofs: Work started on the Annex on 9/13/22 and the Courthouse roof and upper portion of the Annex roof are done. Work is being done on the lower portion of the Annex as court schedules and weather permit. The lower part of the Annex is approximately 50% complete.
7. Pool Water Flow Meter: On hold until next year.
8. Annex Restroom Improvements: Materials have arrived, and they will start the project soon. The mini-split unit has been installed and is in use.
10. Sunken Lake Park: Maintenance staff have finished cleaning up and winterizing the park.
11. Fairgrounds Electrical Layout: Wiring layout has been mapped out and they are finishing with some labeling of various panels and transformers. Equalization Director Ted Somers can draw out onsite to show the information and in the future do an overlay for sanitary sewers, water supply lines, etc.

12. Flooring DHD4 & Annex: Bid requests have been posted for the Health Department and Annex buildings and are due December 2nd.

Commissioner Osbourne inquired about the truck from Sunken Lake Park. Superintendent Wilder reported that he has not seen that truck but will look into getting it back into town. Superintendent Wilder asked if the Sunken Lake Park tractor should go back out to the park or if the Committee would like him to store it in town. The tractor will be stored in town and used if needed.

More discussion was made on the electrical at the fairgrounds. Superintendent Wilder will follow up with Equalization Director Ted Somers to layout with GIS, show the transformers, and possibly have copies for everyone for the next CIP meeting to use as a markup.

INFORMATION ITEM: Chair Gilmet presented the recycling monthly reports for review. Administrator Hannah reported revenue from the sale of recyclables is down from the all time high but they will get through the end of the year in a positive position. There will be four 10-yard bins for glass recycling in 2 different locations to see what the demand will be. The Articles of Incorporation are in the process of getting approved and will be ready to file by mid-December to create the authority. Predevelopment work will begin in the spring with construction to start in late summer or early fall. A total of \$4 million is needed for the project with \$2.7 million already received. There are two potential grant opportunities to make up the difference with investor interest as well. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to receive and file. Motion carried.

INFORMATION ITEM: Administrator Mary Catherine Hannah presented discussion on the Fairboard Agreement. The current agreement ends January 31, 2023. Administrator Hannah will update the dates on the agreement and Commissioner Osbourne will take the agreement to the December fairboard meeting for discussion.

INFORMATION ITEM: Administrator Hannah presented the DHD4 lease renewals for discussion. The Health Department lease was increased 2% for this year and 1.5% increases will occur in years thereafter. A point of discussion was on the improvements that need to be made to the building. The flooring will be getting redone, and the next priority will be security issues with replacing doors and adding additional code locks. The NEMCSA and Dental Clinic North leases will be mirrored so everyone will be charged the same. NEMCSA is no longer using two offices so they will be taking less space from us. The reverter clause extension will be proposed after the holidays. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to approve action item below. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the three Health Department Leases (DHD#4, Dental Clinics North, and NEMCSA) for term (12/01/22 – 11/30/27) as presented and to authorize the County Administrator to sign all agreements.

INFORMATION ITEM: Administrator Hannah presented the DHHS lease proposals. A lot of work will need to be completed on the building. i2P's lease proposal states they will pay \$6.50

per square foot and the owner of the property will remodel. ABA's lease proposal states they will pay \$3.00 per square foot, and they will make all improvements with a 3 month rent abatement as they make the improvements. If approved by the Full Board, the committee will meet with lessor and Maintenance Department to agree on what improvements will be made to the building. The proposal is subject to negotiation of a final lease. Motion was made by Commissioner Fournier and supported by Commissioner Peterson to recommend the below action item. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the Request for Proposal for the lease of the DHHS Building from i2P, LLC as presented. County Administrator to work with I2P on the drafting of a proposed lease.

INFORMATION ITEM: Administrator Hannah presented the Alpena Plaza Pool RPF responses. Only one response was received and was from the current provider Synchronizations, LLC. Motion was made by Commissioner Peterson and supported by Commissioner Fournier recommend the below action item. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the RFP from Synchronizations, LLC to manage the Alpena County Plaza Pool for five years (01/01/23 – 12/31/27) as presented.

INFORMATION ITEM: Chair Gilmet reported that no pricing was received for the revised scope for the building study and will be carried over to the next meeting.

INFORMATION ITEM: Administrator Hannah presented discussion on a fixed asset numbering policy. A numbering system is needed to identify capital assets and for fleet numbering. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Peterson, Fournier, and Gilmet. NAYS: Commissioner Osbourne. Motion carried.

ACTION ITEM #4: The Committee recommends approval of fixed asset numbering system for County vehicles (Department Code-Model Year-Sequenced Acquired) as presented., as well as Capital Asset Numbering Policy as presented.

CIP PROGRESS: Administrator Hannah reported the CIP is moving along and she is currently working on adding goals established as part of the master plan adopted by the Board and developed by the Planning Commission. Each project will be tied to those goals which is the draft that will be reviewed as part of the joint meeting next week with the Planning Commission. No other changes have been made. Administrator Hannah will have a document ready by Monday for everyone to review.

PUBLIC COMMENT
None.

***Next Meeting: Wednesday, December 7, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 10:20 a.m.

Don Gilmet, Chairman

Kim MacArthur, Board Assistant

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