

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE  
MEETING MINUTES

Wednesday, September 20, 2023 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, Chair  
Brenda Fournier  
Bill LaHaie

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Nicki Janish, Home Improvement Director  
Patrick Martin, Fairground Manager  
Sheriff Erik Smith (zoom)  
Steve Schulwitz, Alpena News (zoom)  
Jennifer Mathis, Human Resource Specialist (zoom)  
Kim Elkie, EM/E911 Director (zoom)  
Chuck LeFebvre, Planning Commission Liaison (zoom)  
Steve Mousseau, IT Director (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Kim Ludlow, Treasurer (zoom)  
Cindy Cebula, Deputy Treasurer (zoom)

CALL TO ORDER

Chair Travis Konarzewski called the meeting to order at 9:01 a.m.

ROLL CALL

All Committee members present.

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

ADOPT AGENDA

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

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request to modify an existing loan for Home Improvement Project #006-19-EM (attachment #1). An emergency repair on the home was completed in 2021 in which the homeowners received assistance in the form of a loan in the amount of \$24,660 payable in monthly installments of \$104.35 at 2% interest over 25 years. There has been a divorce in the household and the wife is now the sole owner. Her income has drastically changed, and she would now qualify for a deferred loan with no interest. The current loan balance of \$22,980 would be discharged and a new mortgage would be initiated and signed by the homeowner.

Motion was made by Commissioner Fournier to deny the request to modify the existing loan for Home Improvement Project #006-19-EM and supported by Commissioner LaHaie. Director Janish updated the Committee on the purpose of the program and how the income spending works. Roll call vote was taken: AYES: Commissioners Fournier. NAYS: Commissioners LaHaie and Konarzewski. Motion failed.

Motion was made by Commissioner Konarzewski and supported by Commissioner Fournier to table discussion and move the request to the Full Board for further discussion. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie and Konarzewski. NAYS: None. Motion carried.

Chair Konarzewski inquired if the loan could be modified to making payment on principal only with no interest and Director Janish reported as a governmental agency the Home Improvement Program is our local program, and we hold full discretion on how we respond to the request.

INFORMATION ITEM: Home Improvement Director Janish presented a request for approval for Home Improvement Project #EM 22-22 (attachment #2). The project exceeds the \$15,000 procedural guideline and must have Board approval. The homeowner will need a roof replacement and a new furnace with an estimated cost totaling \$42,500. The roof replacement is estimated at \$32,000 because it is suspected to have possible asbestos and would require removal by an abatement contractor. If there is no asbestos the anticipated cost would go down. There is a land contract on the home. The contract holder agrees to sign the lien documents and subordinate to our lien on the loan which means we are going to be in a first-place position if any transfer of ownership or sale of this home happens so we get paid off before the land contract does. Director Janish reported that once projects are approved, they try to get 3 comparable cost estimates and go with the lowest bidder. They do not have to do a formal sealed bid process.

Motion was made by Commissioner Fournier to deny the request for Home Improvement #EM22-22 with no support.

Motion was made by Commissioner LaHaie and supported by Commissioner Konarzewski to recommend the action item below. Director Janish reported before she brings any requests to the Committee, she has already determined that the homeowner(s) fall within the program guidelines. Roll call vote was taken: AYES: Commissioners LaHaie and Konarzewski. NAYS: Commissioner Fournier. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of Home Improvement Project #EM 22-22 with an estimated cost of \$42,500 to replace a roof and a furnace on the home as presented. The homeowner meets all eligibility requirements to receive assistance.**

INFORMATION ITEM: Home Improvement Director Janish presented a Program Income Report (July 1, 2022 through August 31, 2023) for informational purposes (attachment #3). Last year the Home Improvement program was in a reorganizational phase and program money exceeding \$100,000 had to be returned to MEDC as they did not have the capacity to spend. This year of the \$155,000 of program money, all was spent. Thirteen homeowners were assisted:



8 furnace/boiler replacements; 1 septic/drain field replacement; 1 well replacement; and 3 roof replacements.

Chair Konarzewski asked to amend the agenda and move the Fairgrounds Manager Monthly Report as the next item for discussion.

INFORMATION ITEM: Fairgrounds Manager Patrick Martin presented the Fairgrounds Manager Monthly Reports to the Committee for review (attachment #4). Patrick also presented the Committee with estimates for the fairgrounds home repairs. Administrator Hannah asked to table the discussion on any repairs and have Maintenance Superintendent Wes Wilder assess the home before making any decisions. Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to table and bring back recommendations to the next Facilities meeting for further discussion. Motion carried.

Patrick presented a quote from Omega Electric regarding a new digital sign to replace the current sign for the fairgrounds. Ryan Fairchild with Omega Electric gave a quote of \$36,260 and offered to donate the installation of the new sign and the take down of the old sign for removal. Patrick asked the Committee if he was able to get sponsorships to help pay for the sign. Administrator Hannah stated first the sign would need to be approved, then how much we can afford, then getting sponsorships to balance the cost. This item is on the CIP list and is this something we can put on the budget request for 2024 for the board to decide if they would like to fund.

Patrick reported after speaking with the fair board, the fair went very well and there were no issues with camping. The overflow lots of campers had brought in approximately \$1,400. The fairgrounds currently are at \$26,863 positive to budget in camping fees. Patrick also asked that \$100 be moved from fire suppression to janitorial for supplies purchased from Eagle Supply.

Patrick reported the fairgrounds truck is currently in for repairs at Northern Collision. The initial approved estimate for repair was \$2,200. After going through the truck, the repair shop stated the truck needs more repair than expected with an estimated cost of \$3,800. This is the first major repair we have had on a truck since utilizing Enterprise and they have reviewed and made sure all pricing was inline with what they would expect both regionally and in our area.

Administrator Hannah reported the County shared use vehicle is also in for repair at Werda Auto because it is leaking fuel. Commissioner Konarzewski reported that he will contact Sheriff Erik Smith to see if they have any vehicles that have not been sold yet by Enterprise that may be an option to use.

Discussion was made on the use of a tractor at the fairgrounds. This would need to be put in the budget for next year. Currently there is a tractor at the fairgrounds that belongs to the Maintenance Department.

Administrator Hannah reported there are a lot of drainage issues at the fairgrounds as well and the question is to how to regrade the roads in such a way to push the water correctly. Discussion

was made on getting gravel from the Airport. The gravel has to be out of there by November 1<sup>st</sup> and there could possibly be a negotiation of cost.

INFORMATION ITEM: Administrator Hannah presented the board policies for the Equipment Fund (402) and the Building and Grounds Fund (631) for review of the language and to see what gets budgeted from each. These funds are used for capital projects. Administrator Hannah reported they are still perfectly functional at this point as policies, but discussion was made if the Committee felt the dollar amounts should be bumped up from the \$5,000 as that is a little low in terms of capital projects. Discussion was made to move the Building and Grounds amount to \$10,000 and leave the Equipment Fund at \$5,000.

Administrator Hannah reported in the last couple of years money was taken out of the ARPA funding and put into the 402 and 631 to help fund projects. Initially she looked to do a similar thing as last year and budget \$250,000 to be transferred from ARPA funding to the 402 & 631 funds, but Sheriff Smith just reported to her that all their radios will become obsolete as of December 31, 2023. Motorola Solutions sent a notice that they are cancelling support for all radios the Sheriff's Office currently has and to replace will cost \$272,560.92. They were cancelled in 2016 but extended the support through December 31, 2023. ARPA funding could be used and was reported that ARPA funding must be committed by 2024 and spent by 2026. Chair Konarzewski inquired if radios can be replaced as needed instead of in one lump sum. Administrator Hannah will need to speak more with Sheriff Smith on replacement. Discussion was made about using money from the ambulance fund and if any grants would be available. Both Commissioner Konarzewski and Administrator Hannah will contact Sheriff Smith for more information. For planning purposes, the Committee recommended putting the money in the budget for next year for the radios.

INFORMATION ITEM: Administrator Hannah presented the real estate and land sale policy for review (attachment #5). This policy was taken to the Economic Development Committee for review, and they had made recommendation to approve. The policy came up in the context of getting the lots on M-32 listed for sale. Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to move to Full Board for further review and discussion. Motion carried.

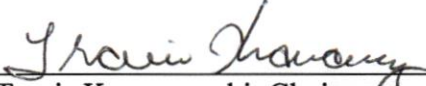
INFORMATION ITEM: Chair Konarzewski presented the Recycling Monthly Reports for review. Motion was made by Commissioner Konarzewski and supported by Commissioner Fournier to receive and file the monthly Recycling Report as presented. Motion carried.

**\*Next Meeting: Wednesday, October 18, 2023 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

#### ADJOURNMENT

Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to adjourn the meeting.

The meeting adjourned at 10:49 a.m.

  
Travis Konarzewski, Chairman

kvm





# Alpena County Home Improvement Program

719 W. Chisholm Street, Ste. 5  
Alpena, MI 49707  
[www.alpenacounty.org](http://www.alpenacounty.org)

Telephone (989) 354-9664  
Fax (989) 354-9783  
Email: [homeimprovement@alpenacounty.org](mailto:homeimprovement@alpenacounty.org)

## MEMORANDUM

DATE: August 17, 2023  
TO: Alpena County Facilities, Capital & Strategic Planning Committee  
FROM: Nicki Janish  
SUBJECT: Request to Modify Existing Loan with Alpena County Home Improvement Program  
Project #006-19-EM, [REDACTED]

MESSAGE: This request involves an emergency repair project that was completed in 2021, with the homeowners receiving assistance from this program in the form of a loan in the amount of \$24,660.00, payable in monthly installments of \$104.35 at 2% interest over 25 years.

The homeowners have remained in good standing on their loan payments, and the current balance on the loan/mortgage is \$22,980.00 The homeowners got divorced earlier this year, and the marital home was granted to the wife, who has approached this office with a request to re-evaluate the loan based on a one-person household with a drastically reduced annual income.

Homeowner is not asking for forgiveness or a reduction in the loan balance, but rather to relieve her of a required monthly payment and accrual of interest. In 2021 when this loan was created, guidelines were in place that separated qualifying homeowners based on household size and annual income to determine whether a homeowner qualified for an interest-bearing loan with monthly payments or a deferred loan with no interest. Per the current procedural guidelines in place, all loans are now given as deferred loans with no interest. This homeowner, as a household of one, and with an annual income of \$27,128, would qualify for a deferred loan with no interest under either set of guidelines today.

I have verified documentation to confirm all eligibility requirements. A deed has been given in satisfaction of the judgement of divorce, property taxes and insurance are both current, and income has been verified. There is no other lien on this property. The decision to grant the relief requested and change this to a deferred loan with no interest falls solely on this program, and it is my recommendation that we grant this request.

Respectfully Submitted, 



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Michigan Relay System Text Telephone  
1-800-649-3777





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### MEMORANDUM

DATE: September 13, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Approval of Home Improvement Project #EM 22-22, [REDACTED]

MESSAGE: Per the Alpena County Home Improvement Program's Procedural Guidelines, all projects estimated to exceed \$15,000 must have Board approval in order to proceed. It is my recommendation that the following project be approved:

**Project #:** EM 22-22

**Address:** [REDACTED]

**Description:** Homeowners have a leaking roof that requires replacement and a furnace that has met its life expectancy and in very poor condition. Both matters qualify for emergency repair and are eligible under both our Program Income Emergency Repair and HPG (Housing Preservation Grant) Programs.

Homeowner meets all eligibility requirements to receive assistance based on ownership status, income and asset guidelines, household size, up-to-date property taxes, and current homeowner's insurance. The SEV on the home is \$52,900 with an estimated fair market value of \$105,800.

Per the program's procedural guidelines, the homeowner qualifies for a 0%-interest deferred loan. This home is subject to a land contract with a balance of approximately \$56,000; however, also per our guidelines, the land contract seller must sign both the lien documents and a Land Contract Subordination Agreement, placing the Alpena County Home Improvement Program in a superior lien position to the land contract seller. The land contract seller is in agreement with this stipulation.

The estimated total cost of the project is \$42,500. A portion of the roof is presently covered with slate shingles which are suspected to have possible asbestos and would



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require removal by an abatement contractor. For this reason, the estimate for the roof replacement alone, including the cost of abatement, is \$32,000. The estimate for the furnace replacement is \$10,500. The project will be funded with both Program Income and HPG Funds, and estimated administrative fees to be collected on this project are approximately \$6,700.

It is my recommendation that the full project be approved.

Respectfully Submitted,



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### MEMORANDUM

DATE: September 13, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Informational Only: 2021 Program Income Report (July 1, 2022 through August 31, 2023)

MESSAGE: Based on Program Income received from July 1, 2021 through June 30, 2022, the Home Improvement Program had \$155,093.64 to spend on Emergency Repairs between July 1, 2022 and August 31, 2023. As I am preparing the Program Income Accomplishment Report for MEDC, I wanted to take this opportunity to share the contents of that report with this committee.

The program assisted 13 homeowners, which included:

- 8 furnace/boiler replacements
- 1 septic/drainfield replacement
- 1 well replacement
- 3 roof replacements

The total amount spent on Emergency Repair projects was \$131,435.29, and the total amount of administrative dollars collected on those repairs was \$23,658.35.

The amount of Program Income received between July 1, 2022 and June 30, 2023, is \$115,360.17, and that is the amount of Emergency Repair dollars that the Home Improvement Program has to spend between now and June 30, 2024. Those funds are being combined with USDA-HPG Program dollars totaling \$284,980.00. It is anticipated that at least 20 homeowners will be assisted out of the combined total of these funds over this next year.

Respectfully Submitted,



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Park: Alpena County Fair Grounds  
 Report by: PATRICK MARTIN  
 Date: 9/4/2023 (August Report)



### PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

- 1) Merchant Building; WAITING TILL FAIR is over + events to start renovations
- 2) Possible new sign by road, (can we ask for sponsorship)

Campground Activities & Site Notes:

- 1) Fair Aug 11th - 20th
- 2) Overflow lots went great total of 8 people back there \$1400
- 3) Lot 66 with heavy rains floods, could we use <sup>Brought in</sup> some ground improvement budget to build it up?

Budget Adjustments Needed/Budget Look Ahead:

- 1) With FAIR we are \$20,000 over budget !!
- 2) TRACTOR BEFORE WINTER STORAGE!!!\*
- 3) Move \$100 from fire suppression to JANITORIAL just to be safe

Upcoming/Needed Maintenance:

- 1) House repairs
- 2) Roads graded after season
- 3) County truck is going in for the repairs in the next week

\* Attached: Occupancy Reports, Revenue YTD (actual v budget)

Manager Should Keep on Site and Available for Inspection: Maintenance Checklists (3 month, 6 month, annual), Vehicle Inspection Checklist, Playground Inspection Checklist



REVENUE AND EXPENDITURE REPORT FOR ALPENA COUNTY  
 PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Revenues</b>						
Dept 268 - FAIRGROUNDS						
101-268-642.000	FIREWOOD SALES	0.00	0.00	0.00	0.00	0.00
101-268-654.000	SHOWER FEES	150.00	168.00	0.00	(18.00)	112.00
101-268-654.001	DUMP FEES	1,500.00	1,200.00	0.00	300.00	80.00
101-268-654.002	CAMP FEES	30,000.00	53,698.00	0.00	(23,698.00)	178.99
101-268-654.003	WINTER STORAGE	19,100.00	75.00	0.00	19,025.00	0.39
101-268-667.000	MERCHANT'S RENTAL	1,500.00	2,550.00	0.00	(1,050.00)	170.00
101-268-667.001	GROUND'S RENTAL	600.00	600.00	0.00	0.00	100.00
101-268-667.002	GROUND'S RENTAL-RESERVE	0.00	0.00	0.00	0.00	0.00
101-268-677.002	FAIRBOARD UTILITY REIMBURSEMENT	4,500.00	2,864.58	0.00	1,635.42	63.66
101-268-684.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
101-268-699.214	TRANSFERS FROM ARPA	3,000.00	3,000.00	0.00	0.00	100.00
101-268-699.402	TRANSFER FROM 402 EQUIP FUND	2,500.00	2,500.00	0.00	0.00	100.00
<b>Total Dept 268 - FAIRGROUNDS</b>		<b>62,850.00</b>	<b>66,655.58</b>	<b>0.00</b>	<b>(3,805.58)</b>	<b>106.06</b>
<b>TOTAL REVENUES</b>						
<b>Total Dept 268 - FAIRGROUNDS</b>		<b>62,850.00</b>	<b>66,655.58</b>	<b>0.00</b>	<b>(3,805.58)</b>	<b>106.06</b>
<b>Expenditures</b>						
Dept 268 - FAIRGROUNDS						
101-268-703.000	FAIRGROUNDS CARETAKER	15,000.00	10,119.18	0.00	4,880.82	67.46
101-268-709.000	SOCIAL SECURITY	930.00	627.39	0.00	302.61	67.46
101-268-711.000	MEDICARE	218.00	146.72	0.00	71.28	67.30
101-268-718.000	HSA	0.00	0.00	0.00	0.00	0.00
101-268-724.009	WORKER'S COMPENSATION	240.00	0.00	0.00	240.00	0.00
101-268-724.014	SICK & ACCIDENT	0.00	0.00	0.00	0.00	0.00
101-268-731.000	LICENSES	725.00	719.00	0.00	0.00	99.17
101-268-743.000	GASOLINE	250.00	63.87	0.00	186.13	25.55
101-268-783.000	BLDG & GROUND'S SUPPLIES	200.00	12.80	0.00	187.20	6.40
101-268-784.000	JANITORIAL SUPPLIES	1,050.00	928.22	0.00	121.78	88.40
101-268-801.001	PROF SERV - HAZ WASTE REMOVAL	0.00	0.00	0.00	0.00	0.00
101-268-802.000	FIRE SUPPRESSION	1,000.00	596.03	0.00	403.97	59.60
101-268-826.000	VEHICLE MAINT MANAGEMENT	56.00	24.00	0.00	32.00	42.86
101-268-850.000	TELEPHONE	90.00	41.51	0.00	48.49	46.12
101-268-860.000	TRAVEL	250.00	176.72	0.00	73.28	70.69
101-268-920.000	NATURAL GAS	17,900.00	10,940.07	0.00	6,959.93	61.12
101-268-921.000	LIGHTS	29,400.00	20,786.55	0.00	8,613.45	70.70
101-268-922.000	WATER & SEWER	10,475.00	6,334.10	0.00	4,140.90	60.47
101-268-931.000	EQUIPMENT MAINTENANCE	3,344.00	3,183.76	0.00	160.24	95.21
101-268-932.000	BUILDING MAINTENANCE	8,750.00	2,029.67	0.00	6,720.33	23.20
101-268-933.000	GROUND'S MAINTENANCE	2,400.00	151.91	0.00	2,248.09	6.33
101-268-934.000	VEHICLE MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
<b>Total Dept 268 - FAIRGROUNDS</b>		<b>94,778.00</b>	<b>56,881.50</b>	<b>0.00</b>	<b>37,896.50</b>	<b>60.02</b>
<b>TOTAL EXPENDITURES</b>						
<b>Total Dept 268 - FAIRGROUNDS</b>		<b>94,778.00</b>	<b>56,881.50</b>	<b>0.00</b>	<b>37,896.50</b>	<b>60.02</b>
<b>Fund 101 - GENERAL FUND:</b>						
<b>TOTAL REVENUES</b>		<b>62,850.00</b>	<b>66,655.58</b>	<b>0.00</b>	<b>(3,805.58)</b>	<b>106.06</b>
<b>TOTAL EXPENDITURES</b>		<b>94,778.00</b>	<b>56,881.50</b>	<b>0.00</b>	<b>37,896.50</b>	<b>60.02</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(31,928.00)</b>	<b>9,774.08</b>	<b>0.00</b>	<b>(41,702.08)</b>	<b>30.61</b>



## Occupancy Report (as of 9/7/2023)

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Average
Site #1	0.0%	3.3%	61.3%	45.2%	0.0%	0.0%	22.1%
Site #2	0.0%	3.3%	9.7%	45.2%	0.0%	0.0%	11.7%
Site #3	0.0%	0.0%	0.0%	38.7%	0.0%	0.0%	7.8%
Site #4	0.0%	0.0%	0.0%	35.5%	0.0%	0.0%	7.1%
Site #5	0.0%	0.0%	6.5%	38.7%	0.0%	0.0%	9.1%
Site #6	0.0%	50.0%	25.8%	41.9%	0.0%	0.0%	23.4%
Site #7	0.0%	0.0%	19.4%	38.7%	0.0%	0.0%	11.7%
Site #8	0.0%	0.0%	19.4%	38.7%	0.0%	0.0%	11.7%
Site #9	0.0%	0.0%	0.0%	67.7%	13.3%	0.0%	16.2%
Site #10	0.0%	30.0%	100.0%	19.4%	0.0%	0.0%	29.9%
Site #11	11.8%	100.0%	100.0%	100.0%	100.0%	93.3%	89.6%
Site #12	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #13	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #14	5.9%	100.0%	0.0%	51.6%	0.0%	0.0%	30.5%
Site #15	0.0%	0.0%	100.0%	38.7%	0.0%	0.0%	27.9%
Site #16	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #17	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Site #18	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Site #19	0.0%	0.0%	29.0%	100.0%	100.0%	93.3%	54.5%
Site #20	0.0%	0.0%	22.6%	29.0%	0.0%	0.0%	10.4%
Site #21	0.0%	0.0%	6.5%	45.2%	0.0%	0.0%	10.4%
Site #22	0.0%	0.0%	6.5%	29.0%	0.0%	0.0%	7.1%
Site #23	0.0%	0.0%	9.7%	29.0%	0.0%	0.0%	7.8%
Site #24	0.0%	60.0%	83.9%	32.3%	0.0%	0.0%	35.1%
Site #25	0.0%	10.0%	9.7%	29.0%	0.0%	0.0%	9.7%
Site #26	0.0%	0.0%	12.9%	29.0%	0.0%	0.0%	8.4%
Site #27	0.0%	0.0%	12.9%	35.5%	0.0%	0.0%	9.7%
Site #28	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #29	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #30	0.0%	3.3%	100.0%	48.4%	40.0%	0.0%	38.3%
Site #31	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Site #32	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Site #33	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #34	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #35	0.0%	40.0%	100.0%	100.0%	100.0%	93.3%	76.6%
Site #36	0.0%	0.0%	0.0%	74.2%	100.0%	100.0%	44.2%
Site #37	100.0%	100.0%	100.0%	100.0%	100.0%	93.3%	99.4%
Site #38	0.0%	0.0%	0.0%	51.6%	0.0%	0.0%	10.4%
Site #39	52.9%	46.7%	45.2%	29.0%	0.0%	0.0%	29.9%
Site #40	0.0%	26.7%	54.8%	29.0%	96.7%	0.0%	40.9%
Site #41	0.0%	6.7%	29.0%	29.0%	0.0%	0.0%	13.0%
Site #42	0.0%	30.0%	32.3%	35.5%	0.0%	0.0%	19.5%
Site #43	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #44	100.0%	100.0%	100.0%	45.2%	23.3%	0.0%	64.3%
Site #45	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Site #46	0.0%	53.3%	32.3%	48.4%	0.0%	0.0%	26.6%



## Occupancy Report (as of 9/7/2023)

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Average
Site #47	0.0%	16.7%	9.7%	25.8%	0.0%	0.0%	10.4%
Site #48	0.0%	70.0%	100.0%	80.6%	100.0%	93.3%	78.6%
Site #49	41.2%	10.0%	0.0%	35.5%	0.0%	0.0%	13.6%
Site #50	0.0%	96.7%	100.0%	77.4%	100.0%	93.3%	83.1%
Site #51	76.5%	100.0%	100.0%	48.4%	0.0%	0.0%	57.8%
Site #52	0.0%	53.3%	100.0%	54.8%	0.0%	0.0%	41.6%
Site #53	0.0%	3.3%	0.0%	29.0%	23.3%	0.0%	11.0%
Site #54	0.0%	6.7%	0.0%	29.0%	10.0%	0.0%	9.1%
Site #55	0.0%	36.7%	38.7%	41.9%	16.7%	0.0%	26.6%
Site #56	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Site #57	11.8%	6.7%	12.9%	54.8%	3.3%	0.0%	16.9%
Site #58	23.5%	10.0%	74.2%	58.1%	0.0%	0.0%	31.2%
Site #59	11.8%	73.3%	16.1%	61.3%	0.0%	0.0%	31.2%
Site #60	5.9%	20.0%	64.5%	54.8%	10.0%	0.0%	30.5%
Site #61	0.0%	66.7%	74.2%	58.1%	16.7%	0.0%	42.9%
Site #62	41.2%	36.7%	48.4%	58.1%	0.0%	0.0%	33.1%
Site #63	41.2%	13.3%	77.4%	77.4%	36.7%	0.0%	45.5%
Site #64	29.4%	26.7%	22.6%	41.9%	0.0%	0.0%	21.4%
Site #65	11.8%	30.0%	32.3%	38.7%	0.0%	0.0%	21.4%
Site #66	5.9%	66.7%	48.4%	48.4%	23.3%	0.0%	37.7%
Site #67	35.3%	13.3%	22.6%	41.9%	16.7%	0.0%	22.7%
Site #68	0.0%	53.3%	45.2%	54.8%	100.0%	0.0%	50.0%
Site #69	0.0%	16.7%	48.4%	67.7%	33.3%	0.0%	33.1%
Rustic #70	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Rustic #71	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Rustic #72	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #73	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #74	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #75	0.0%	0.0%	0.0%	16.1%	0.0%	0.0%	3.2%
Rustic #76	0.0%	0.0%	0.0%	22.6%	0.0%	0.0%	4.5%
Rustic #77	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #78	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #79	0.0%	0.0%	0.0%	25.8%	0.0%	0.0%	5.2%
Rustic #80	0.0%	0.0%	0.0%	29.0%	0.0%	0.0%	5.8%
Rustic #81	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #82	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #83	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Rustic #84	0.0%	0.0%	0.0%	48.4%	0.0%	0.0%	9.7%
Rustic #85	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Merch. Bldg.	5.9%	13.3%	12.9%	12.9%	0.0%	0.0%	8.4%
Grand Stand/ Stage	0.0%	6.7%	0.0%	0.0%	0.0%	0.0%	1.3%
Dump Fee	35.3%	40.0%	32.3%	32.3%	3.3%	0.0%	25.3%
Shower Fees	23.5%	16.7%	16.1%	6.5%	3.3%	0.0%	11.0%
HORSE BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
ARENA	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE HORSE BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%



## Occupancy Report (as of 9/7/2023)

	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Average
WINTER STROAGE CATTLE BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE PIG BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE RABITT BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE GOAT BARN	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WINTER STORAGE GRAND STANDS	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
(No Site)	-	-	-	-	-	-	-
Average:	7.9%	18.2%	25.0%	35.8%	13.1%	7.8%	20.0%



## 16mm LED Sign

The 16mm LED sign produces images that are both amazingly sharp and incredibly bright. In both XVS and W series, this sign is a brilliant way to attract customers.

The 16mm LED sign modules follow the same form factor as Watchfire's other high-resolution models. The universally sized modules make design, market comparison, upgrade and installation easier.

### Features

Through-hole LED construction is proven to maximize image clarity and lengthen LED life.

Tight pixel pitch gives signs superior image quality and high resolution for close-range viewing and slower traffic speeds.

High-efficiency components deliver eye-catching brightness and reduce operating costs to maximize return on investment.

Vivid colors produce true-to-life images on every XVS and W series sign.

Beveled module edges offer near-seamless installation, even around curves.

The XVS advantage is an available option, providing live video capability, multi-channel data, whole-sign calibration and automated sign diagnostics.



**W 16mm** 72 x 144 • 4'5" x 8'3"  
Kegerreis Stoves • Bernville, PA

16mm Sign Features	W	XVS
<b>Pixel Pitch</b>	16.93 mm (0.667")	16.93 mm (0.667")
<b>Pixel Configuration</b>	True Pixel, 1R, 1G, 1B	True Pixel, 1R, 1G, 1B
<b>Character Height</b>	4" & larger	4" & larger
<b>Module Dimensions (HxW)</b>	12" x 12"	12" x 12"
<b>Matrix Configuration</b>	18 x 18 pixels	18 x 18 pixels
<b>LED Lifetime (50% brightness)</b>	100,000 hours	100,000 hours
<b>Color Capability</b>	18 quadrillion	73.8 quintillion
<b>Viewing Angle</b>	140° horizontal x 70° vertical	140° horizontal x 70° vertical
<b>Video Frame Rate</b>	Up to 30 frames/second	Up to 60 frames/second
<b>Field-Adjustable Brightness</b>	Up to 10,000 NITs	Up to 10,000 NITs
<b>Power</b>	120 or 240 volt single phase 60Hz	120 or 240 volt single phase 60Hz
<b>Communications Options</b>	RWF, High Security Radio, broadband wireless & DSL, XVS fiber, FiberCom, phone control	RWF, High Security Radio, broadband wireless & DSL, FiberCom, phone control

Watchfire manufactures LED signs to fit almost any application. Sign sizes are based on a module size of approximately 12" x 12". Contact your Watchfire representative for more information.

**"The sign has been very effective in advertising used stoves. It's so flexible. We advertise trade-ins, which sell quickly, then we can easily change the sign and advertise something else."**

**BRIAN KEGERREIS**  
KEGERREIS STOVES | BERNVILLE, PA



## Engineered and Built for Reliability and Quality

Every module is encapsulated in silicone to be ruggedly durable in all kinds of weather.

Components are rigorously tested for 180 consecutive days of underwater immersion and 60 consecutive days of salt spray. Cabinets are rated for temperatures ranging from -40°F to 140°F. Electronics are rated from -40°F to 185°F.

Extruded aluminum, precision-mitered corners, solid welds, and stainless steel fasteners make our cabinets strong, yet lightweight and stand up to corrosion for years of worry-free performance.

Average energy use equals about 1/3 of maximum amperage. All signs are UL 48 and CUL48 listed and UL Energy Efficiency Certified.

## Ignite®

Ignite® software comes free with every sign, offering convenient scheduling and content management. We made improvements to the user interface, and enhanced our free EasyArt package, data feed integration and advanced diagnostics, Ignite is a comprehensive content manager for digital novices and tech-savvy programmers, now with a cloud-based option.

	Ignite OP v. 12+	Ignite OPx v. 2+
Installed software	✓	
Cloud-based platform		✓
Internet connection required		✓
Advanced content creator	✓	COMING SOON
Upload, schedule and manage content	✓	✓
EasyArt, 1000+ stills and animations	✓	COMING SOON
Control multiple Watchfire signs	✓	✓
Access sign diagnostics	✓	✓
Create conditional and dynamic content	✓	✓
Access data through RSS	✓	✓
Manage multiple data feeds		✓
Structured user rights management		✓

## Warranty

Watchfire's industry best 5-year warranty covers all Watchfire manufactured parts and factory labor. It comes standard with every LED sign we sell.

**For more information, contact your Watchfire representative.**



XVS 16mm 90 x 126 • 5'6" x 7'6"  
Orange Park Medical Center • Orange Park, FL

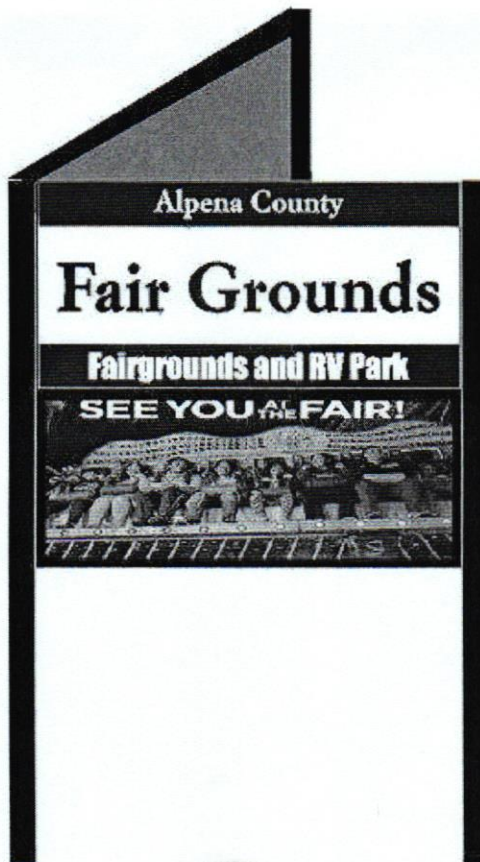


XVS 16mm 128 x 240 • 7'4" x 13'4"  
Tri-County Towne Center • Springdale, OH

**“The new sign is the first LED approved for our market, and we believe it gives us a competitive edge. We can promote specials our tenants have. We also remind customers about shopping events.”**

CLARK GILHART  
TRI-COUNTY TOWNE CENTER | SPRINGDALE, OH





Customer:	<b>ALPENA COUNTY FAIRGROUNDS</b>
Company:	
Address:	<b>ALPENA</b>
City:	98402PA
Phone:	
Fax:	



Job No.:	Date:	8/23/2023
Order Date:	0/0/2023	Installer: R. Fairchild
Sign Dimensions:	4'XB' MAIN, 4XB LED	Estimate: \$36,260.00
Comments:	Y SHAPED DOUBLE SIDED FREESTANDING SIGN WITH LIGHTED MAIN MESSAGE, AND 4'XB' X 16'00" FULL COLOR LED MESSAGE CENTERS WITH LIFETIME CELLULAR CONNECTION AND ANT PACKAGE. COMPLETE PACKAGE INSTALLED.	



# Sale of County – Real Property

## **POLICY:**

This policy shall govern the sale and disposal of all real property belonging to Alpena County except as otherwise specifically provided by law. The Board of Commissioners intends to allow for the sale of real property belonging to the County pursuant to this Policy.

## **PROCEDURE:**

- At the direction of the Board of Commissioners, the County Administrator or his/her designee shall oversee the sale of County real property to insure that such sales comply with this Policy.
- The County Administrator shall compile and maintain an inventory of all County real property.
- For purposes of this Policy, the term, “real property” shall mean land and all buildings and appurtenant improvements erected upon such land.

## **POLICY GUIDELINES FOR THE SALE OF COUNTY REAL PROPERTY:**

1. Pre-Sale Action. The County Board of Commissioners or their designee, after consulting with the County Administrator, may begin the initial action necessary to sell County owned real property, including the following:
  - a. If a current appraisal is not available, the commission may order an appraisal of the real property to determine its fair market value.
  - b. The Administrator or designee shall keep the entire Board of Commissioners informed of any pre-sale actions by providing the Commissioners with a memorandum or e-mail fully describing such actions.
  - c. Listing Real Estate/Request for Sealed Bids. Upon receiving a written appraisal, the Administrator or designee may exercise discretion to either list the real property with a licensed broker or request sealed bids for the sale of the real property. The Administrator or designee shall inform the listing agent or the individual responsible for seeking sealed bids, that the ultimate sale of the real property is contingent upon approval by the Board of Commissioners at its Finance Committee and Full Board sessions.
  - d. Offers to Purchase. Any offer to purchase real property shall be negotiated by the Administrator or Designee with the assistance of legal counsel and the Maintenance Superintendent. All offers to purchase County real property must contain a contingency that final approval of the sale of such real property must be made by the Board of Commissioners at its Finance Committee and Full Board meetings.
  - e. Review and Approval by the Board of Commissioners. Upon receiving an offer to purchase County real property, the Administrator or designee shall promptly place the proposed sale of the real property on the Board of Commissioners’ Finance/Ways & Means Committee agenda. It shall include the appraisal as well as any other documents concerning the proposed sale, as supporting material to the Resolution seeking the sale of the real property before the Finance Committee meeting. After the Board of Commissioners approves the proposed sale at its Finance Committee meeting, the Resolution shall be

forwarded to a regularly scheduled Board of Commissioners meeting for final approval.

- f. Once the Board of Commissioners approves the sale of the real property, the Administrator with legal counsel shall proceed with the closing and transfer of the property to the purchaser.
- g. Legal counsel shall transmit the sale proceeds to the County Treasurer to be placed in the Building and Grounds Fund Account or as specifically directed by the Board of Commissioners.



# Sale of County – Real Property

## **POLICY:**

This policy shall govern the sale and disposal of all real property belonging to Alpena County except as otherwise specifically provided by law. The Board of Commissioners intends to allow for the sale of real property belonging to the County pursuant to this Policy.

## **PROCEDURE:**

- At the direction of the Board of Commissioners, the ~~County Administrator~~Coordinator or his/her designee, shall oversee the sale of County real property to insure that such sales comply with this Policy.
- ~~The Maintenance Director~~County Administrator shall compile and maintain an inventory of all County real property.
- For purposes of this Policy, the term, “real property” shall mean land and all buildings and appurtenant improvements erected upon such land.

## **POLICY GUIDELINES FOR THE SALE OF COUNTY REAL PROPERTY:**

1. Pre-Sale Action. The County Board of Commissioners or their designee, after consulting with the ~~Maintenance Superintendent~~County Administrator, may begin the initial action necessary to sell County owned real property, including the following:
  - a. If a current appraisal is not available, commission may order an appraisal of the real property to determine its fair market value.
  - b. The ~~Chairman~~Administrator or designee shall keep the entire Board of Commissioners informed of any pre-sale actions by providing the Commissioners a memorandum or e-mail fully describing such actions.
  - c. Listing Real Estate/Request for Sealed Bids. Upon receiving a written appraisal the ~~Board Chair~~Administrator or designee may exercise discretion to either list the real property with a licensed broker or request sealed bids for the sale of the real property. The ~~Board Chair~~Administrator or designee shall inform the listing agent or the individual responsible for seeking sealed bids, that the ultimate sale of the real property is contingent upon approval by the Board of Commissioners at its Finance Committee and Full Board sessions.
  - d. Offers to Purchase. Any offer to purchase real property shall be negotiated by the ~~Board Chair~~Administrator or Designee with the assistance of legal counsel and the Maintenance ~~Department~~Superintendent. All offers to purchase County real property must contain a contingency that final approval of the sale of such real property must be made by the Board of Commissioners at its Finance Committee and Full Board meetings.
  - e. Review and Approval by the Board of Commissioners. Upon receiving an offer to purchase County real property, the ~~Board Chair~~Administrator or designee shall promptly place the proposed sale of the real property on the Board of Commissioners’ Finance/Ways & Means Committee agenda. It shall include the appraisal as well as any other documents concerning the proposed sale, as supporting material to the Resolution seeking the sale of the real property before

the Finance Committee meeting. After the Board of Commissioners approves the proposed sale at its Finance Committee meeting, the Resolution shall be forwarded to a regularly scheduled Board of Commissioners meeting for final approval.

- f. Once the Board of Commissioners approves the sale of the real property, the Administrator with legal counsel shall proceed with the closing and transfer of the property to the purchaser.
- g. Legal counsel shall transmit the sale proceeds to the County Treasurer to be placed in the Building and Grounds Fund Account or as specifically directed by the Board of Commissioners.