

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE MEETING
DRAFT MINUTES

Monday, January 10, 2022 – 12:00 p.m. Noon
Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair
Marty Thomson
Kevin Osbourne
John Kozlowski
Bob Adrian

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Undersheriff Erik Smith
Steve Smigelski, Airport Manager (zoom)
Sheriff Kieliszewski
Kim Ludlow, County Treasurer (zoom)
Wes Wilder, County Maintenance Superintendent
Bonnie Friedrichs, County Clerk (zoom)
Gerald Fournier, Drain Commissioner (zoom)

Chair Don Gilmet called the meeting to order at 12:00 p.m. (Noon)

INFORMATION ITEM: Commissioner Osbourne informed the committee that he spoke with the Fairboard regarding the 2022 Fairboard Contract and that they would like to do a five-year contract instead of a one year if approved. Commissioner Osbourne reported when he receives confirmation of the Fairboards new name, as they are renaming themselves, he will let committee know and will need to do a new contract with the new name. He informed the committee that a list of volunteers is required to provide to the commissioners for insurance purposes.

County Administrator Hannah reported she will update the contract, make recommended changes, and bring back another meeting this month for review and approval.

Committee discussed and recommended the following be updated to the Fairboard Contract:

- 1) Add to the contract a 90-day outclause notice for both parties.
- 2) Non-exclusive Agreement at 5 years instead of one year. Rental agreement is one year with nonexclusive agreement 5 years instead of one year.
- 3) Paragraph two update to: \$100 for duration of contract.
- 4) Put in contract fair vendors put County as additional insured on their insurance for fair event.
- 5) No outside storage and will work on a policy to comply with to put in the agreement.

Discussion on fairgrounds property and buildings with deed restrictions.

Commissioner Kozlowski informed committee that the fairboard is required to provide quarterly financial reports to the commissioners. Commissioner Kozlowski reported that there is a shed that the Fairboard is required to maintain and is in poor shape. Commissioner Osbourne reported he will contact the Fairboard to inform them. Discussion and recommendation to add to contract where items can be stored and either put away or removed and not laying around on the fairgrounds. Wes reported that there was a list of equipment for the Fairboard Office and shed. Chair Gilmet recommended the committee go in the spring and look at what is stored outside, inside at the fairgrounds including the fair office and shed. Administrator Hannah reported she will put as part of the fairboard contract that there is no outside storage and will work on a policy to comply with to put in the agreement. Wes reported there are still railroad tracks, etc. and an ac unit left outside, and the committee requested that Wes give a notice to remove, or he will give them a bill for removal and recommended a fence be put around equipment, etc.

INFORMATION ITEM: Commissioner Osbourne reported he spoke with the Community Foundation, and they are interested in being the fiduciary for the Horsemen's Club and he will set up a meeting with all parties and update the committee.

INFORMATION ITEM: Administrator Hannah reported that Russ Rhynard was working with the city on the abandonment on different streets and his draft was sent to Steve Schultz who was presenting at the next city council meeting. She will followup.

INFORMATION ITEM: Chair Gilmet reported that the committee will be working on a capital improvement plan as the county needs long term budget/operation, buildings/facilities plan and asked for any input from the committee. Chair Gilmet informed the committee will start with two meetings a month until they get going. The following was recommended:

- 1) Departments evaluate what they have that would cost over \$5,000, when to replace - departments start planning including elected officials.
- 2) Roofs and updates to buildings and Wes to prioritize, start at department level with their needs.
- 3) Facilities, buildings and infrastructure - Wes and committee members.

Discussion for full board to direct this committee or create a special CIP advisory committee and other planning people to be involved. Administrator Hannah will forward webinar on CIP process.

Committee recommended to start with buildings – General County Operations Buildings.

- 1) CIP - doors, windows, HVAC - to maintain buildings.
- 2) CIP for future - two processes.
- 3) Priorities list – Administrator Hannah sent out to board to fill out and will discuss at finance tomorrow.

Discussion and recommendation to start an inventory and bring to next meeting which buildings to focus on and to review the CIP process every year at budget time but to prepare for 3 months prior.

Administrator Hannah will look into a capital management, data entry point module in BS&A and look into the work ticket system to see if information can be entered for each building.

Administrator Hannah will generate a letter to be sent to elected officials and department heads on what the committee is developing (per Don).

Moved by Commissioner Osbourne and supported by Committee Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #1: The Committee recommends to move to form a Capital Improvement Plan that would include all department heads and elected officials and to assist in the County Budget.

Administrator Hannah reported she will compare to other counties and inform committee.

INFORMATION ITEM: Administrator Hannah received email from MDOT asking to do upgrades for touchless water fountains and touchless faucets in the restrooms (they lease from county) and MDOT will pay for it. She will clarify if MDOT is paying for it.

INFORMATION ITEM: Commissioner Adrian reported he recommends obtaining budget projections from departments for 3 years and have revenue and expenditures to see where they are at. Commissioner Adrian informed the committee that the treasurer sent out color coded documents to department heads during budget time as an example. Administrator Hannah reported that she spoke with NEMCOG and that they and their staff can assist with the CIP planning.

Next Meeting: Monday, January 24, 2022 at 12:00 p.m. (Noon) in the Howard Male Conference Room/Zoom Room

ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Thomson to adjourn the meeting. Motion carried. The meeting adjourned at _____.

Don Gilmet, Chairman

Lynn Bunting, Board Assistant

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