

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

**DRAFT - MEETING MINUTES**

Wednesday, August 24, 2022 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Steve Mousseau, IT Director (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Chuck Lefebvre, Liaison  
Kim Ludlow, Treasurer (zoom)  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Phil Heimerl, True North Radio (zoom)  
Jennifer Mathis, Human Resources Specialist (zoom)

**CALL TO ORDER**

Chair Don Gilmet called the meeting to order at 9:00 a.m.

**ROLL CALL**

Commissioners Fournier, Peterson, Adrian, and Gilmet present. Commissioner Osbourne, excused.

**PLEDGE OF ALLEGIANCE OF THE UNITED STATES OF AMERICA**

**INFORMATION ITEM:** Airport Manager Steve Smigelski updated the Committee on the runway. The DCIP grant was not successful for the airport. The plan is to move forward with the asphalt overlay which will get the County back up FAA standards. The military is still trying to get a project together for rigid pavement (concrete) on the first 1700 feet of both ends of the runway. If the project is in place, the first year of the overlay they will do one end of the runway and the following year the other end of the runway would be done.

**INFORMATION ITEM:** Airport Manager Smigelski updated the Committee on the PFAS Notice from EGLE regarding the surface water contamination. Steve will meet with an EGLE representative on Friday and discuss how to proceed. The military used the PFAS and the County never sprayed any of it. CRTC has already claimed full responsibility and clean up responsibility. County Administrator Mary Catherine Hannah reported EGLE received the results in Nov 2021 and the study was done between Nov 2020 and Sept 2021 at the airport. The results are almost 2 years old. EGLE will let us know Friday what steps to take beyond what the CRTC and Airforce Reserve is already doing.

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

1. Courthouse Sanitary Sewer - Wes has made contact with the city engineering department on a time frame for the project and has been told it will probably be this week.
2. Courthouse Boiler Repair – Parts have been ordered.
3. Fairgrounds Shed/Tools for Caretaker – They are cleaning out the truck barn and the cost of the remodel with tools will be about \$6,000. There is only about \$300 in line item 101-268-932 and Wes will need a budget adjustment. Motion was made by Commissioner Peterson and supported by Commissioner Adrian to approve the below action item. Roll call vote was taken: AYES: Commissioners Fournier, Peterson, Adrian, and Gilmet. NAYS: None. Commissioner Osbourne, excused. Motion carried.

**ACTION ITEM #1: The Committee recommends a budget adjustment to GL line 101-268-932.000 of \$6,000 from the General Fund for the cost of work to the truck barn to create a separate storage space for Fairground Caretaker(s) tools and equipment and for the purchase of any tools needed by the Fairgrounds Caretakers as presented.**

4. Fairground Restrooms – Wes has received quotes for the repair of the damaged fence, all masonry work, and replacement fixtures inside the building. Quotes have been sent to the insurance company and a check was mailed. We are just waiting to receive it.
5. DHD Air Conditioning – Air conditioning is in the works. Coils were cleaned and one unit has a bad bearing in the fan motor. The quote is \$1,495 to fix and a budget adjustment would be required. Motion was made by Commissioner Fournier and supported by Commissioner Adrian to approve the action item below. Roll call vote was taken: AYES: Commissioners Peterson, Adrian, Fournier, and Gilmet. NAYS: None. Commissioner Osbourne, excused. Motion carried.

**ACTION ITEM #2: The committee recommends a budget adjustment to the District Health Building Fund to increase line 246-265-931.000 (Equipment Maintenance) by \$1,495 to cover the cost of a repair to an air conditioning unit as presented. The Fund has an adequate balance to cover the increase.**

6. MDOT Tower Clearing – All trees have been removed and chipped. The chips and the last of the roots have been hauled off site and it is starting to green back up. Wes spoke with Steve Smigelski to have Alpena Ground Services keep it mowed.
7. Annex Building Remodel – The project for the remodel for counselor’s additional space has been completed. They are just waiting on some ceiling tiles.
8. Ramp – The handicapped ramp for Probate and 911 is completed.
9. Jail Roof – Project was started on Monday August 22, 2022, and should be done today or tomorrow.

10. Tower Project for 911 – Project continues to move along. Waiting for construction drawings from tower manufacturer to be submitted to the City and then permit will be issued. Discussion was made on painting the building. Wes will bring back quote for painting for next Facilities meeting.
11. Courthouse and Annex Roofs – Projected to be started the week of Labor Day or the week after.
12. Grandstand Bracing – Project is completed. Commissioner Adrian discussed the grandstand roof integrity. A structural engineer would need to look at it and Administrator Hannah reported that this is something that could be included in the facilities plan study. She is meeting with Plante Moran this afternoon to talk about revising the scope and we may need to redo our RFP based on discussions about what we want to focus on for the building use study. If the scope is set, the bulk of the study could be done by the end of this year.
13. Pool – The pool water meter measures the flow of water through the filters to meet health department standards. The cost is \$5,525. Wes spoke with Elaine from the pool, and they can view the meter on the laptop and this option is ok with the health department criteria. A mercury gauge will also need to be disposed of and Commissioner Adrian reported the recycling center will take it for free if contained properly. Wes will check with the health department if it is ok to wait on the new meter until next year. Administrator Hannah will speak with the Treasurer to confirm numbers and bring back as recommendations.
14. Midway Lights – The midway lights project is completed.
15. Annex Restrooms – Some materials have arrived and still waiting on others. One partition was missed, and it has been ordered.
16. Prosecutor Flooring – Wes will be seeking bids for replacement flooring in the Prosecutor's Office, District Court, and some areas of the Health Department.

INFORMATION ITEM: Chair Gilmet reported there will be a city goose hunt for 3 days at the fairgrounds in September.

INFORMATION ITEM: Commissioner Adrian discussed power meters and transformers at the fairgrounds. Commissioner Osbourne is to meet with the power company on Friday. Superintendent Wilder reported that even though the fairboard is charged for power the entire week of the fair, the use affects the County's demand that the County pays all year long.

INFORMATION ITEM: Commissioner Peterson presented the sealed bids for the generator. Two bids were received. Motion was made by Commissioner Peterson and supported by Commissioner Adrian to recommend the below action item. Roll call vote was taken: AYES: Commissioners Adrian, Fournier, Peterson, and Gilmet. NAYS: None. Commissioner Osbourne, excused. Motion carried.

**ACTION ITEM #3: The Committee recommends approval to accept the bid on a generator from Todd Britton for the bid price of \$875 with monies deposited into the General Fund/Equipment as presented.**

INFORMATION ITEM: Administrator Hannah discussed the budget for 2023. She will be sitting down with various department heads and will bring CIP draft for next meeting to see what we want to pull for 2023.

INFORMATION ITEM: Administrator Hannah reported she received a call from a group interested in renting commercial space. Administrator Hannah, Commissioner Adrian and Superintendent Wilder showed this group the DHHS building, and she has already received a follow up phone call from them. They would like a floor plan and she will get from Wes for them to review. Motion was made by Commissioner Adrian and supported by Commissioner Fournier for Administrator to proceed with the group and get as much information as she can and bring back to board. Motion carried.

INFORMATION ITEM: Administrator Hannah reported she and Commissioner Thomson met with the attorney for the college, Karen Pennington, in regard to the District Health Department #4 building and what the college is able to do. The county currently owns the property but there is a reverter clause on the deed. If it is used for something other than the health department or before 2036 the property reverts back to the college. They may be willing to extend the reverter clause which then we would own it free and clear for an extended period. The lease for the DHD building is up in November and if they are willing to commit to a long-term lease it would make sense to extend the reverter clause. Once we have confirmation, we can think of what investments need to be made long term. Administrator Hannah will have a discussion with the leadership of the health department.

INFORMATION ITEM: Commissioner Peterson reported there was an opportunity to put in the road behind the new jail. Commissioner Thomson was working with a local developer to get the fill for no charge. The developer found a different option. The wetlands permit expires in April 2023. Commissioner Gilmet would like this to be on the CIP projects.

INFORMATION ITEM: Administrator Hannah reported she will be meeting with Ryan from Omega Electric on wayfinding signage for the Annex and Courthouse buildings. She received a lot of feedback from both buildings and will bring estimates on cost for Committee to review.

INFORMATION ITEM: Commissioner Fournier discussed the Boys and Girls Club building status. Administrator Hannah said she is waiting for a proposal from their board on how they want to handle the exchange.

CIP PROGRESS: Administrator Hannah has a few things to add to the spreadsheet and will bring a draft back to next meeting.

**PUBLIC COMMENT**

None.

Chair Gilmet discussed the DDA expansion and will bring more information back to the next meeting.

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

**ADJOURNMENT**

Moved by Commissioner Adrian and supported by Commissioner Peterson to adjourn the meeting. Motion carried. The meeting adjourned at 10:14 a.m.

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Don Gilmet, Chairman

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Kim MacArthur, Board Assistant

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