

BUILDING MAINTENANCE RECREATION & INSURANCE COMMITTEE
MEETING MINUTES - **DRAFT**

Tuesday, December 7, 2021 – 12:00 p.m. (Noon)
Howard Male Conference Room/Zoom Room

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

Others Present: Wes Wilder, County Maintenance Superintendent
Mary Catherine Hannah, County Administrator
Lynn Bunting, Board Assistant
Jeremy Winterstein, Rink Management for NLA
Bonnie Friedrichs, County Clerk

Commissioner Kozlowski called the meeting to order at 12:00 p.m. (Noon).

INFORMATION ITEM: Chair Kozlowski presented the tentative 2022 meeting dates for review and approval. The Board of Commissioners will approve 2022 meeting dates at their Organizational meeting on January 3, 2022. Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve. Motion carried.

INFORMATION ITEM: Administrator Hannah presented the maintenance truck transfer request from the Airport Manager reporting that the maintenance truck needs an engine and the airport manager told her that he can get the work done on this truck and would like to take it over and move another truck of his out of service. She noted that the airport manager has monies in his budget to put the engine in the maintenance truck and wishes to replace a 1997 truck at the airport. Commissioner Osbourne reported that he spoke with the airport manager about this and mentioned leasing with Enterprise. The committee discussed Enterprise.

Administrator Hannah reported that she spoke with Maintenance Superintendent Wes Wilder, and he stated that this maintenance truck has a plow truck with a blown engine and the County has an opportunity through Enterprise to replace vehicles (15 on list to start). Discussion on maintenance truck transfer request and if the airport manager needs a truck to plow with right now. Administrator Hannah reported that the airport manager will be bringing this request to the Airport Committee, and she will ask him to bring additional details to the Airport Committee meeting on Thursday, December 9, 2021.

INFORMATION ITEM: Administrator Hannah sent the proposed County Fee Schedule for 2022 to the committee and is in the meeting packet as well as passed out the proposed County Fee Schedule for 2022 for review and recommendation. Mary Catherine reported that the airport manager will present his proposed 2022 Airport Fee Schedule to the Airport Committee at their meeting on Thursday.

Chair Kozlowski recommended to wait to see what the Airport Committee recommends for the Airport Fees for 2022 and informed the committee that the commissioners approve the fee schedule for 2022 at their board meeting in January 2022.

Discussion on petty cash for the Fairgrounds Caretaker, need for Merchants Building to be updated in the interior/exterior, and language updated regarding deposit for campsites when making reservations.

Administrator Hannah reported she will add language with \$50 reserve date deposit and payment applied to rental fees. Discussion on deposit applied towards same calendar year if cancellation. Administrator Hannah reported she will update the fairgrounds fee schedule.

Wes reported that there are no seasonals at the fairgrounds and the current monthly fee is \$560 per month with 15 campsites on the water with no water/sewer hookup.

Discussion on \$595 per month charge the prime lots at the fairgrounds (on river) and regular monthly fees to stay at \$560 per month.

INFORMATION ITEM: Chair Kozlowski recommended that the caretaker at the County Fairgrounds do the same thing as the park managers do at the County campgrounds. Administrator Hannah reported that the parks and fairground job descriptions be discussed in 2022 and that her responsibility is to handle the park managers and fairground caretaker and to bring updates to the committees/boards. Administrator Hannah reported she will address with the Parks Commission on how to handle moving forward, employee or transition to contractual (independent contractors) with hours, on/off season, and available off hours. Mary Catherine reported she will make sure same expectations are given to the new caretaker at the fairgrounds.

Administrator Hannah reported she will check on cash management, petty cash policy and establish procedure for fairgrounds caretaker who is a county employee.

INFORMATION ITEM: Administrator Hannah reported the website system engineer is looking at different options for payment solutions availability for the parks, fairgrounds, all of our fees, and a possible QR code that can be scanned on the website (secure system) and are researching options.

Discussion on a camera at the fairgrounds and the fiber issue at the house. Wes reported the fiber cable was disconnected therefore the fairground phone does not work as there is no connectivity and he has not heard back yet from either Thunder Bay Electric or the IT Director on the status.

Wes informed the committee that he uses Campground Master for registrations and tracking and is not web based. Wes reported the campground software system backs up on the county network.

Administrator Hannah reported she will check into the voicemail box and for the fairground's caretaker to be able to get messages and speak with the IT Director.

Commissioner Osbourne reported that Beaver Lake Park does not have internet access at their campsites. Discussion on internet capability at campsites. Mary Catherine reported she will

check with the IT Director on the capability of Wi-Fi/internet access for campers at the campsites. Wes reported Lancaster from American widget gave a proposal for campgrounds years ago and have not heard back about it since.

INFORMATION ITEM: Administrator Hannah reported that the animal control ordinance is not updated yet but can update the fee schedule to propose with the other proposed county fee schedules for 2022 to present to full board in January 2022. Mary Catherine reported she will work on the animal control ordinance and update to the fee schedule.

INFORMATION ITEM: Chair Kozlowski reported he spoke with Commissioner Osbourne and asked that Jeremy Winterstein from Rink Management present a proposal for the diesel generator for Northern Lights Arena.

Jeremy reported that Tim Modrynski stated that the diesel generator would operate for a power outage and Jeremy stated he has a diesel generator that runs a compressor but would use the extra generator to supplement on busy weekends. Jeremy reported this would not increase the electricity cost as it is the generator runs on diesel fuel/natural gas, and if able to get this diesel generator will use on busy weekends when there are tournaments. Jeremy reported he will get with Tim to see what would be required to operate this.

Chair Kozlowski recommended to use this extra diesel generator if need in another county facility. Chair Kozlowski asked Jeremy to get more information and bring back to the committee.

INFORMATION ITEM: Administrator Hannah reported there was previous committee discussion about sinks at the County building not being ADA friendly and Wes got a quote to get the sinks replaced at an estimate of \$1,300 to do all 10 sinks (sink faucets and new drain). Wes reported this would replace the whole sink, valve, etc. and is not budgeted for 2021. Wes informed the committee that you cannot replace just the handles.

Discussion to replace this year or next year and the committee recommended to purchase and install just one to see how it goes before trying the others. Wes reported he will do one in each bathroom. Administrator Hannah will present recommendation to the Finance Committee as there are no monies in the budget for 2021. Moved by Commissioner Osbourne and supported by Commissioner Gilmet to recommend to Finance to authorize the Maintenance Superintendent to purchase 10 sinks in the estimate amount of \$1,300 from RA Townsend to replace the sinks at the Courthouse and to pay the invoice when it comes in. Motion carried.

INFORMATION ITEM: Clerk Bonnie Friedrichs reported that she normally presents the fee schedule and sends out notices to the Department Heads in December and then updates and presents the proposed fee schedule to the Full Board meeting in January.

Administrator Hannah reported she gathered some information for the Clerk to have as part of the fee schedule for her to present to the Full Board in January.

INFORMATION ITEM: Commissioner Adrian reported that County Administrator Hannah is taking over some duties for the County and is able to do things that the commissioners do not need to do. Commissioner Adrian recommended the committee look at projects, have some ideas with changes in operation with this committee, look at capital improvement planning, and

strategy sometime between now and January to discuss in January to see what the committee wants to do.

Chair Kozlowski reported on the need to look at all the committees and see what is necessary for those committees to do and have more defined specific areas Mary Catherine can focus on.

Commissioner Thomson reported that this is the first year for this committee and look at what has been accomplished and spent doing in areas where Mary Catherine and Wes can do.

Administrator Hannah reported instead of having two separate meetings with Finance and the Full Board, maybe a committee of a whole meet regarding finance and have two Board meetings a month that way departments will not have to wait for a cycle next month if something gets missed.

Administrator Hannah recommended to record the meetings/audio and publish the audio or publish the actual zoom.

***Next Meeting: Tentative January 18, 2022 at 12:00 p.m. (noon) in the Howard Male Conference Room**

ADJOURNMENT

Moved by Commissioner Gilmet and supported by Commissioner Thomson to adjourn the meeting. Motion carried. The meeting adjourned at 1:21 p.m.

John Kozlowski, Chairman

Lynn Bunting, Board Assistant

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