

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

**DRAFT MEETING MINUTES**

Wednesday, April 27, 2022 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair  
Kevin Osbourne  
Marty Thomson  
Bob Adrian, (sitting in for Brenda Fournier)

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Kim MacArthur, County Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Steve Smigelski, Airport Manager (zoom)  
Keri Bertrand, County Clerk  
Marcia Burns, Circuit Court Administrator (zoom)  
Dan Perge, Veterans Counselor (zoom)  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Sheriff Kieliszewski (zoom)  
Ashley Repke, RS Scott Associates (zoom)  
MacKenzie Tolan (zoom)  
Steve Mousseau, IT Director (zoom)  
Bruce Johnson, WATZ  
Michelle Reid, Animal Control Officer, Sheriff's Office (zoom)  
Catherine Murphy, Register of Deeds (zoom)

**CALL TO ORDER**

Chair Don Gilmet called the meeting to order at 9:02 a.m.

**ROLL CALL**

Commissioners Osbourne, Thomson, Adrian (sitting in for Commissioner Fournier), and Gilmet present. Commissioner Brenda Fournier, excused.

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

**INFORMATION ITEM:** County Administrator Mary Catherine Hannah presented the Property Use Agreement/Lease with Bridges as a two-year agreement (09.01.22 to 08.31.25) for the County Annex Building-Lower Level for review and approval. Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the below Action Item. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the Property Use Agreement/Lease with Bridges (09.01.22 to 08.31.25) for the County Annex Building-Lower Level as presented.**

**INFORMATION ITEM:** Administrator Hannah gave an update on the renovations needed for the use of the lower level (basement) in the Annex Building by the counseling group reporting she reviewed the space with the counseling group, and Maintenance Superintendent Wes Wilder. Discussion and recommendation to move the postage machine that is located downstairs, putting some partitions up to

help with sound proofing, and some panels to be covered with drywall. Administrator Hannah informed the committee that the group will help reimburse some monies for labor expenses for the renovation of the space in the lower level of the Annex Building. Discussion and recommendation that Wes get estimate for the renovation and bring back to the committee to review and recommend approval for the Finance Ways & Means Committee.

INFORMATION ITEM: Administrator Hannah informed the committee that there is not a current Fairboard Agreement signed and reported the Fairboard has the agreement and has been previously approved by the Commissioners. Discussion and recommendation to remove the water heater in the agreement as this has been completed along with a couple of other smaller items. Administrator Hannah reported that she will update and bring back to the committee.

## **CURRENT PROJECT UPDATES**

- Courthouse Building Roof & Annex Building Roof Replacement Review - Maintenance Superintendent Wes Wilder reported that he received two bids for the County Annex Building Roof Replacement sealed bids and the County Courthouse Building Roof Replacement sealed bids and presented recommendation to accept the bids from TRC Roofing for both projects. Moved by Commissioner Thomson and supported by Commissioner Osbourne to amend motion to recommend a budget adjustment to transfer \$200,000 from the General Fund Roof Replacement Reserve to the Building/Ground Fund and approve the below Action Item. Roll call vote was taken: AYES: Commissioners Osbourne, Thomson, Adrian, and Gilmet. NAYS: None. Commissioner Fournier, excused. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of a budget adjustment to transfer \$200,000 from the General Fund Roof Replacement Reserve line item #101-000-382.001 and put the \$200,000 into the Building/Ground Fund line item #101-969-998.018 and authorize the Treasurer to make the necessary budget adjustments.**

- Sound Proofing at the Jail Project Update – Administrator Hannah gave an update reporting that at the Courts & Public Safety Committee it was recommended to soundproof the new jail conference room with white noise machines. Administrator Hannah reported she went out to the new jail facility and met with Maintenance Superintendent Wes Wilder to see what needs to be done to soundproof the room. Wes reported that he installed two white noise machines and are working but will need to put in sweeps and will add another speaker if becomes an issue. Wes informed the committee that he will look into sound panels to help with the echoing. Administrator Hannah reported she submitted the receipts to seek reimbursement through the MIDC Grant.

## **CIP (CAPITAL IMPROVEMENT PLAN) PROGRESS**

- CIP Spreadsheet Review/Discussion – Administrator Hannah passed out a work in progress CIP spreadsheet of the Courthouse and Annex Building equipment and building projects as an example of the rest of the other projects and will need numbers and filled out when projects need to be done. Administrator Hannah informed the committee that she spoke with the Treasurer and the state uses Munetrex to report financials and meets transparency. Administrator Hannah reported that the County uses Munetrex as well but only has a basic subscription and can possibly join under NEMCOG and save some cost. Administrator Hannah reported that the Munetrex Software has CIP/Budget Planning tools for an additional

\$300 per month and can utilize the current BS&A software for budget information and utilize Munetrex software for CIP Planning. Administrator Hannah will send the information on Munetrex for the committee to review and update the CIP spreadsheet and bring back to the committee for review.

Commissioner Osbourne reported on the need for a repeater on the new Central Tower as the new Assistant Director for the Office of Emergency Services will need space and will reach out to Emergency Services and do all together.

Sheriff reported that he spoke with Emergency Manager Elkie and the RACES Team and has options for a mobile trailer for them to utilize for their equipment and use in their parking lot to save room for needed space.

- Old Jail Update – Administrator Hannah passed out the Phase I Environmental Summary Report (attachment #1) received this morning reporting that she will work on the draft RFP for the old jail building/property upon their approval. Moved by Commissioner Thomson and supported by Commissioner Osbourne to authorize County Administrator Mary Catherine Hannah to draft an RFP (Request for Proposal) for disposal of the old jail site and bring to the next committee meeting for review. Motion carried.

Discussion on contents in old jail building and to put in an RFP to sell contents. Sheriff reported that there are still items in the building that needs to be cleaned out of the basement. Administrator Hannah reported that she will check into a possible auction on the contents to see if feasible to do and inform the committee. The committee agreed there is no decision on the old jail building/property as of this time and once RFPs are received then will decide.

**INFORMATION ITEM:** Administrator Hannah passed out a notice part of taxing jurisdiction to the committee informing them it is just for information only and that nothing needs to be done.

**INFORMATION ITEM:** Administrator Hannah reported that she submitted the grant through Senator Stabenow’s office reporting this is for a Directed Spending Request “earmarks” that they had open for a short time to apply. Discussion and recommendation to apply for 2023 for Direct Spending Request if “earmarks” are available and will work on putting together a proposal.

#### **PUBLIC COMMENT**

None.

**\*Next Meeting: Wednesday, May 4, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

#### **ADJOURNMENT**

Moved by Commissioner Adrian and supported by Commissioner Osbourne 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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Lynn Bunting, Board Assistant

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