



TO: Facilities, Capital & Strategic Planning Committee
FROM: Mary Catherine Hannah, Alpena County Administrator
DATE: July 1, 2022
RE: DHHS Building (County Building ID #B-02-002)

With the formal end of the DHHS lease of County Building B-02-002:

- Utilities have been moved over to the County
 - Water/sewer
 - Electric
 - Gas
- Maintenance Superintendent Wilder has re-keyed exterior doors for the building and put on the County master key system
- Insurance provider has been notified that lease has ended; in order to prevent coverages from dropping - we will need to ensure regular inspections/walkthroughs by Maintenance team
- Maintenance Superintendent has put irrigation system to manual – he can turn on as needed, but it won't sprinkle automatically

With the utilities being moved back into the name/responsibility of the county we need to add GL lines with the Maintenance Department to account for the bills for the remainder of 2022 and add funds to those as part of a budget adjustment: Recommend adding the following amounts:

101-265-920.00X	Natural Gas	\$1,500
101-265-921.00X	Lights (power)	\$5,000
101-265-922.00X	Water & Sewage	\$1,000