

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

**DRAFT - MEETING MINUTES**

Wednesday, December 21, 2022 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Catherine Murphy, Register of Deeds (zoom)  
Lynn Bunting, Board Assistant (zoom)  
Kim Ludlow, Treasurer (zoom)  
Steve Smigelski, Airport Manager (zoom)  
Steve Mousseau, IT Director (zoom)

CALL TO ORDER

Chair Don Gilmet called the meeting to order at 9:01 a.m.

ROLL CALL

All members present.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

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

1. Courthouse Sanitary Sewer: New pipes have been installed. Lawn and sprinkler repair will need to be done in the spring.
2. Fairgrounds shed/tools for caretaker: Caretaker has signed out tools and key. Project is complete.
3. Restrooms at Fairgrounds: Have not heard anything back yet, will roll over into 2023.
4. Tower Project for 911: Foundation work will begin the week of January 16<sup>th</sup>.
5. Courthouse & Annex Roofs: Roofs have both been inspected. Have not received warranty back yet on the Annex building.

6. Pool Water Flow Meter: On hold until next year.
7. Annex Restroom Improvements: Baseboard, touch up paint, waxing of floors, and grab bars will still be completed. Chair Gilmet asked Superintendent Wilder to get pricing on replacing both bathroom floors and bring back to next meeting.
9. Fairgrounds Electrical Layout: Complete.
10. Annex & DHD4 Flooring: Flooring has been ordered. Possible installation the third week in January.
11. Jury Room Wall Removal: Project is complete.

INFORMATION ITEM: Superintendent Wilder presented a proposal from Control Solutions to install building temperature controls on two units at the new airport terminal. The current Trane controls are proprietary and there have been issues with them running properly. Trane was here multiple times, installed firmware which did help, but it is now back to having issues. Superintendent Wilder would like the Trane controls removed and new ones put in so they can be monitored locally. Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to recommend below action item. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, Osbourne, Adrian, and Gilmet. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the proposal from Control Solutions in the amount of \$14,815.00 from Equipment Maintenance line item 295-595-931 to install building temperature controls on the two new units at the new airport terminal as presented. This item is eligible for CARES ACT funding reimbursement.**

INFORMATION ITEM: Administrator Mary Catherine Hannah received a message from Senator Stabenow's office that the recycling project did make the final omnibus spending bill and should get passed before the end of the year for the full \$2.7 million. The DHD4 building did not make the omnibus bill. Commissioner Adrian discussed putting a concrete panel fence on the dividing line with the property next to it for safety and to be a good neighbor. Administrator Hannah can include this in part of the scope as they finalize with RRS for the EDA grant. Administrator Hannah has received costs on the infrastructure and has forwarded to Annie White at RRS.

INFORMATION ITEM: Administrator Hannah presented pricing for the revised scope of a building study from Plante Moran Cressa. With focus being on the Fairgrounds, DHD4, Courthouse, Annex, and 911 buildings the cost would be \$75,000. There was \$50,000 budgeted for an engineering study on the grandstands at the Fairgrounds, but the Plant Moran study will include the grandstands in their proposal. Discussion was made to possibly reallocate that money towards the Plante Moran study. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below. Roll call vote was

taken. AYES: Commissioners Fournier, Osbourne, Adrian, Peterson, and Gilmet. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of Plant Moran Cressa's proposal of \$75,000 for a Phase 1 building study as presented.**

INFORMATION ITEM: Administrator Hannah and Superintendent Wilder met with potential lessee, i2P, to review the items in their proposal that they would like to see done with the DHHS building. Vinyl flooring, carpet squares, replacing all lighting fixtures, wallpaper, painting, power washing the exterior in the spring, and taking a couple walls out in the entrance were among the items discussed. We are waiting to hear back from them on what they would like for door locks. Commissioner Fournier recommended putting some of the lease money in a special account for emergency repairs and improvements. Superintendent Wilder will bring back pricing on the renovations to a future meeting.

INFORMATION ITEM: Administrator Hannah discussed the Fairboard agreement which will expire January 31, 2023. Commissioner Osbourne presented the agreement to the fairboard and they stated they would discuss at a meeting and get back with us. Commissioner Osbourne suggested sending a letter out to them after the first of the year reminding them to please expedite signing and returning.

Commissioner Adrian inquired about temporary power for the fair. Superintendent Wilder reported they bring their own electricians which hook up to our electrical panels and they draw power from a number of buildings. Commissioner Adrian wanted to make sure we don't shortchange them when swapping out electrical panels so they can still power all of their needs.

PUBLIC COMMENT  
None.

Chair Gilmet thanked the Committee.

**\*Next Meeting: Wednesday, January 18, 2023 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 9:43 a.m.

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Don Gilmet, Chairman

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Kim MacArthur, Board Assistant

kvm