

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, February 21, 2024 – 9:00 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, (Chair)
Brenda Fournier
Bill LaHaie
John Kozlowski

Others Present: Kim MacArthur, Board Assistant
Wes Wilder, Maintenance Superintendent
Jennifer Mathis, Interim County Administrator/HR Specialist
Keri Bertrand, County Clerk
Cindy Cebula, Chief Deputy Treasurer
Nicki Janish, Home Improvement Director
Jeremy Winterstein, Northern Lights Arena
Jessica Henry, Northern Lights Arena
Kim Elkie, Director of Emergency Management/E911 Services (zoom)
Michelle McGirr, Deputy Clerk (zoom)
Lynn Bunting, Board Assistant (zoom)
Phil Heimerl, True North Radio (zoom)
Catherine Murphy, Register of Deeds (zoom)

CALL TO ORDER

Chair Travis Konarzewski called the meeting to order at 9:00 a.m.

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

ADOPT AGENDA

Chair Konarzewski presented the agenda for approval. Motion to approve agenda with the addition of 1) Plaza Pool Invoicing and Purchasing and 2) Locker Room at Northern Lights Arena. Motion carried.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-01 (attachment #1). This project is for the replacement of siding, new soffit, fascia, and kick out flashings with a cost of \$33,625.00. The homeowner has approval for a \$10,000 grant through the Federal Home Loan Bank for this project bringing the balance of the project to \$23,625.00 to be funded with a combination of Program Income and HPG Funds. The estimated administrative fees to be collected on this project are \$3,500.00. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to approve Home Improvement Project #EM 22-01 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, Kozlowski, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends to approve Home Improvement Project #EM 22-01 with a total project cost of \$33,625.00 minus a \$10,000.00 grant approved through the Federal Home Loan Bank for this project making the balance of \$23,625.00 to be funded with a combination of Program Income and HPG Funds. The estimated administrative fees to be collected on this project are \$3,500.00.

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

1. Restrooms at Fairgrounds: Work is near completion. There will be some paint that needs to be touched up in the spring.
2. Partition Wall at the Airport: The Airport Manager had asked for Maintenance to install a partition wall with double doors in it at the old terminal building. This project has been completed.
3. Fairground Caretaker House Repairs: This project has been completed.
4. Merchants Building: Painting and replacing of exhaust fans is complete and FRP has been installed in all showers. There are two events taking place in the building and work will resume on Monday.
5. Animal Control Building Floor: This project has been completed.
6. Pool Heating System Repairs: Parts have been ordered and are about two weeks out. They will be installed as soon as possible.

Superintendent Wilder reported the maintenance employees are currently working at the jail on numerous work tickets that have been received. Discussion was made on driveway repairs at the Sheriff's Office. Chair Konarzewski and Superintendent Wilder will meet for further discussion.

INFORMATION ITEM: Chief Deputy Treasurer Cindy Cebula presented a reimbursement request from Northern Lights Arena for Quarter 4 of 2023 in the amount of \$17,361.28. There will need to be an increase made to line item #272-763-975 for any amount that the Committee approves as nothing was budgeted to be spent. This will be the same scenario for any 2024 reimbursement requests. Commissioner Kozlowski reported in the current contract it states Northern Lights will pay the first \$6,000.00 and "\$2,000.00 shall be annually budgeted for fund expenses with annual expenses not to exceed \$4,500.00". Chair Konarzewski will review the contract and possibly present an amendment moving forward. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of the Northern Lights Arena reimbursement request for Quarter 4 in the amount of \$17,361.28 as presented. Roll call vote was taken: AYES: Commissioners LaHaie. NAYS: Commissioners Fournier, Kozlowski, and Konarzewski. Motion failed.

INFORMATION ITEM: Commissioner Kozlowski discussed the process in which the Plaza Pool submits their reimbursement request invoices and would like the Board to have more input and oversight on things that are being purchased for the Pool. Chair Konarzewski reported he would like to compare the contract for the pool and the contract for the rink for further discussion with both entities.

INFORMATION ITEM: Commissioner Kozlowski discussed women's locker rooms at the rink. Jeremy Winterstein with Northern Lights Arena reported the previously used locker room was not optimal due to privacy issues and has been relocated to a more secluded area. The new location is further from both rinks but a better spot to utilize currently. The rink has a total of 10 locker rooms and for a facility of that size is half of what they need. Jessica Henry with Northern Lights Arena reported they had applied for a grant to build a women's locker room but were denied due to the large number of applicants and not being able to fund the requested amount. Chair Konarzewski recommended Northern Lights Arena get in touch with Lenny Avery at Target Alpena for help with finding future grants.

Discussion was made on the lease agreement with Alpena Public Schools for the use of a locker room at Northern Lights Arena. The extension period on the lease was requested through July 31, 2022. Jeremy believes there was something put into place after that, and Interim County Administrator Jennifer Mathis will gather more information.

Jeremy addressed the Committee as a citizen and shared his thoughts on the unique situation between the pool and rink. Chair Konarzewski thanked Jeremy and reported we all have the same end goal in mind to keep the rink successful and that there is a need to open the lines of communication. Chair Konarzewski will sit down with Jeremy and Commissioner Kozlowski to get into a better situation that will work for everyone involved.

INFORMATION ITEM: Chair Konarzewski presented a Military K-9 Training Fairgrounds Use Agreement for review and approval. Commissioner Kozlowski asked to be recused from voting on the matter. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recuse Commissioner Kozlowski from voting on the Fairgrounds Use Agreement. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Konarzewski. NAYS: None. Motion carried.

Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the Military Working Dogs K-9 Training Fairgrounds Use Agreement request as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, Kozlowski, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the Fairgrounds Rental Use Agreement request for the Military Working Dogs K-9 Training at the fairgrounds from May 6, 2024, to May 23, 2024, and to approve the waiver of any associated fees as presented.

INFORMATION ITEM: Chair Konarzewski presented discussion on a Phase I Environmental Study with the former Boys & Girls Club building and the new MRF Site. Commissioner

Kozlowski reported the former County Administrator had reached out to Environmental & Asbestos Services to get a proposal/quote for a study on the two sites. Discussion was made on whether the study would even need to be done. Chair Konarzewski and Interim Administrator Mathis will bring more information to the Full Board.

INFORMATION ITEM: Interim Administrator Mathis presented an updated Fairgrounds Caretaker job description for review and approval (attachment #2). The updates made include snow removal at the fairgrounds and the Caretaker will now report to the Maintenance Superintendent instead of the County Administrator. Discussion was made to leave the section regarding camp hosts in the job descriptions. The Committee would also still like to receive monthly fairground reports from the Caretaker. Motion was made by Commissioner Konarzewski and supported by Commissioner Kozlowski to recommend approval of the updated Fairgrounds Caretaker job description as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, Kozlowski, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the updated job description for the Fairgrounds Caretaker as presented.

INFORMATION ITEM: Chair Konarzewski presented the Recycling Monthly Reports for review. Commissioner Kozlowski reported that Alpena Resource Recovery Manager Stan Mischley has put in his resignation. The Assistant Manager will be taking over his duties at this time. County Clerk Keri Bertrand inquired where the recycling facilities are located in the area as her office receives numerous calls. Motion was made by Commissioner Konarzewski and supported by Commissioner Kozlowski to receive and file the monthly Recycling Reports as presented. Motion carried.

Commissioner Fournier wanted to thank the office workers of Alpena County for doing a great job and she appreciates all they do. The comment she made about being lucky to have jobs was not said with malice, it was due to the budgeting process on how close things were to having to lay people off. Chair Konarzewski also thanked everyone for helping with the lack of a coordinator.

***Next Meeting: Wednesday, March 13, 2024, at 9:00 a.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

The meeting adjourned at 10:08 a.m.

Brenda Fournier, Chair

kvm