

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, December 20, 2023 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, Chair
Brenda Fournier
Bill LaHaie

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Wes Wilder, Maintenance Superintendent
Nicki Janish, Home Improvement Director
Jeremy Winterstein, Northern Lights Arena
Jessica Henry, Northern Lights Arena
Commissioner John Kozlowski, Alpena CRTC
Sgt. James Fuller, Alpena CRTC
Commissioner Burt Francisco
Lynn Bunting, Board Assistant (zoom)
Al Rapson, Deputy EM/E911 Director (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Steve Schulwitz, Alpena News (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Steve Smigelski, Airport Manager (zoom)
Kim Ludlow, Treasurer (zoom)
Jennifer Mathis, HR Specialist (zoom)
Catherine Murphy, Register of Deeds (zoom)
Steve Mousseau, IT Director (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. Moved by Commissioner Fournier and supported by Commissioner LaHaie to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Jeremy Winterstein with Northern Lights Arena presented a rink update and reimbursement requests for Quarter 2 in the amount of \$2,020.73 and for Quarter 3 in the amount of \$16,009.88. The request for Quarter 3 includes a level ice system for the second rink and ice paint and vinyl. The first rink level ice system was partially funded with a Youth & Recreation grant in the amount of \$20,000. NLA did not approach the Youth and Recreation Committee for a level ice system for the second rink, and it was not approved by the Board of Commissioners. County Administrator Mary Catherine Hannah noted the 2023 budgeted

amounts of \$23,000 for the stairwell and \$8,000 for exterior brick sealing were not used in 2023. Commissioner Fournier opposed paying for the level ice system in the second rink and paying for the paint and vinyl. Motion was made by Commissioner Fournier and supported by Commissioner Konarzewski to recommend approval to pay NLA reimbursement requests excluding the level ice system and ice paint and vinyl as presented. Roll call vote was taken: AYES: Commissioners Fournier and Konarzewski. NAYS: Commissioner LaHaie. Motion carried. Commissioner Konarzewski asked Northern Lights Arena to bring back more information on the level ice system to the next meeting and to make the stairwell and brick sealing a priority for next year.

ACTION ITEM #1: The Committee recommends approval to pay the reimbursement request from Northern Lights Area for Quarter 2 in the amount of \$2,020.73 and for Quarter 3 in the amount of \$309.70 (\$16,009.88 minus \$14,015 for level ice system and minus \$1,685 for ice paint and vinyl) from line item #272-763-975.000 Buildings/Additions & Improvements (Northern Lights Arena Surcharge) as presented. The line item #272-763-975.000 will be increased by the \$2,2020.73.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-10 (attachment #1). This project is for the installation of a new septic tank and drain field with an estimated cost of \$17,500. The homeowners meet all eligibility requirements. Chair Konarzewski requested to see the estimates that are provided by the Program Inspector. Director Janish reported the costs were higher for this project due to tree removal and the need to modify lines due to spacing issues in the yard. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of Home Improvement Project #EM 22-10 as presented. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of Home Improvement Project #EM 22-10 at the estimated cost of \$17,500 for the installation of a new septic tank and drain field as presented.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-14 (attachment #2). This project is for the replacement of the roof and siding along with the soffit and fascia. Additionally, there are some electrical issues and handrails that must be addressed with a total estimated cost of \$21,700. The homeowners meet all eligibility requirements. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of Home Improvement Project #EM 22-14 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of Home Improvement Project #EM 22-14 with an estimated cost of \$21,700 for roof, siding, electrical repairs, and handrails as presented.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-28 (attachment #3). This project is for a new furnace and bathroom repairs with an estimated project cost of \$15,800. The homeowners meet all eligibility requirements. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of Home Improvement Project #EM 22-28 as presented. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends approval of Home Improvement Project #EM 22-28 at an estimated cost of \$15,800 for a new furnace and bathroom repairs as presented.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented a request for approval of Home Improvement Project #EM 22-31 and MI-HOPE #10009030 (attachment #4). The home needs extensive work and the insurance company is threatening to cancel the homeowner's insurance if not addressed. The project includes repairs for windows, doors, soffit, fascia, furnace, handrails, hot water heater and plumbing and electrical issues with a total estimated cost of \$42,500. The homeowners meet all eligibility requirements. Motion was made by Commissioner LaHaie and supported by Commissioner Konarzewski to recommend approval of Home Improvement Project #EM 22-31 and MI-HOPE #10009030 as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #5: The Committee recommends approval of Home Improvement Project #EM 22-31 and MI-HOPE #10009030 at an estimated cost of \$42,500 with approximately \$22,500 funded with MI HOPE funding and approximately \$20,000 funded with a combination of Program Income and HPG funding, resulting in a loan for the \$20,000 portion as presented.

Director Janish reported she was notified that they have been chosen as a high performer meaning that they have been successful in committing their dollars to specific addresses. The organizations that have not been successful in committing their dollars will have to send back their funding to the state which will then be available to the high performers so there could be more homeowners that can benefit from these dollars. Chair Konarzewski asked for a document showing the dollar amounts left to spend and how much has already been spent from the programs.

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. Compressor for Health Department: Compressor has been replaced. While working on the unit there was a small oil leak detected on the other compressor. Waiting on Control Solutions to look into the issue.

3. Power Meters at Fairgrounds: Installation was completed on December 11th.
4. 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. Doors have come in and work has started on wall framing.
5. Health Department Flooring: New flooring is complete. Offices have been painted with just a few door frames left to paint.
6. Fairground Caretaker House Repairs: Windows have been repaired/replaced. Railings for the porch have been replaced. Texturing of the walls will be started. Floor repair will begin ASAP.
7. Merchants Building: Work has started. Exhaust fans have been replaced and repaired. An AED was donated and will be mounted where readily available near the restrooms.
8. Animal Control Building Floor: Repainting of the floor will begin after the first of the year. Materials have been purchased. The issue was noted during a recent inspection and will bring the building back into compliance. Chair Konarzewski recommended renting a floor scrubber to help the epoxy stick better.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the Fairgrounds Manager Monthly Report to the Committee for review (attachment #5).

INFORMATION ITEM: Administrator Hannah discussed fairgrounds strategic planning with the Committee and reported MSU has a grant that the County can apply for that helps work with communities to develop sustainable planning and design ideas. Another option presented was to ask MSU Extension to do a visioning process. The grant applications are accepted on a rolling basis so the County can wait to apply or ask MSU Extension to start planning but there would be a cost for MSU Extension to plan. Chair Konarzewski asked Administrator Hannah to get a cost estimate from MSU Extension and bring back for Committee review.

INFORMATION ITEM: Administrator Hannah presented discussion on K-9 Training at the fairgrounds. Commissioner John Kozlowski was at a meeting at the base where site locations were discussed. This training will be for the Army K-9 Unit and will occur May 17-27 of next year. Sgt. James Fuller reported there would be different courses that the dogs will use to train. Sgt. Fuller would like to take pictures of different areas of the fairgrounds to send to the K-9 Unit to review. Administrator Hannah will send out the required forms to fill out for the approval process and Sgt. Fuller and Commissioner Kozlowski will bring back more information as received. Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval to move forward with using the fairgrounds as a K-9 training site location as presented. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Konarzewski. NAYS: None. Motion carried.

INFORMATION ITEM: Administrator Hannah presented an amendment to the current District Health Department #4 lease for NEMSCA (attachment #6). Office space is being changed from 110 sq feet to 150 sq feet which results in approximately a \$.40 change in lease rate. Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval of the amendment to the DHD4 lease agreement as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the amendment to the DHD4 lease agreement as presented.

INFORMATION ITEM: Administrator Hannah presented a commercial for sale sign to be displayed on M-32 to advertise the sale of the lots (attachment #7). The cost for a double-sided sign would be \$800 and there is funding available in the Professional Services line item. Mike Mahler with Target Alpena reviewed the sign with no issues. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to recommend approval of the commercial for sale sign in the amount of \$800 as presented. Roll call vote was taken: AYES: Commissioners Fournier, LaHaie, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #7: The Committee recommends approval of the commercial for sale sign to be displayed on M-32 advertising the sale of the lots in the amount of \$800 to be paid from the Professional Services line item 101-101-801.000 as presented.

Administrator Hannah reported Mike Mahler with Target sent her recommendations on pricing for the lots. The smaller parcels fell between \$25,000 and \$30,000 each and the larger parcels fell between \$55,000 and \$65,000 each. All offers for the lots will come before the Board for approval.

INFORMATION ITEM: Administrator Hannah presented the request to renew the MDOT Lease #10739-2023. The current lease expires 02/21/2025 and MDOT would like to begin the renewal process. Motion was made by Commissioner Fournier and supported by Commissioner LaHaie to recommend approval to begin the process to renew the MDOT lease agreement as presented. Roll call vote was taken: AYES: Commissioners LaHaie, Fournier, and Konarzewski. NAYS: None. Motion carried.

INFORMATION ITEM: Chair Konarzewski presented the Recycling Monthly Reports for review. Motion was made by Commissioner LaHaie and supported by Commissioner Fournier to receive and file the monthly Recycling Reports as presented. Motion carried.

***Next Meeting: To be determined at the December Full Board Meeting.**

ADJOURNMENT

Motion was made by Commissioner LaHaie supported by Commissioner Fournier to adjourn the meeting.

The meeting adjourned at 10:30 a.m.

Travis Konarzewski, Chairman
kvm

DRAFT



Alpena County Home Improvement Program

719 W. Chisholm Street, Ste. 5
Alpena, MI 49707
www.alpenacounty.org

Telephone (989) 354-9664
Fax (989) 354-9783
Email: homeimprovement@alpenacounty.org

MEMORANDUM

DATE: December 13, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Approval of Home Improvement Project #EM 22-10

MESSAGE: Per the Alpena County Home Improvement Program's Procedural Guidelines, all projects estimated to exceed \$15,000 must have Board approval in order to proceed. The following project meets all requirements of the Program's Guidelines and it is my recommendation that it be approved:

Project #: EM 22-10

Description: This project is for the installation of a new septic tank and drain field. The current system is failing and is very close to being a serious health hazard for the sole occupant of the home. Upon inspection, there appears to be little or no drain field at this time, and because of the shape and size of this property, the only option for placement of a new system will require some tree removal and modification of drain lines into the home. The sewage permit has already been obtained from the local Health Department and dictates the requirements of this new system. All proposed repairs fall within the scope of eligible activities under our Program Income Emergency Repair and HPG (Housing Preservation Grant) Programs. Homeowner meets all eligibility requirements to receive assistance based on ownership status, income and asset guidelines, household size, up-to-date property taxes, and current homeowner's insurance. The SEV on the home is \$51,400, and there are no liens or mortgages on the home.

Per the program's procedural guidelines, all projects exceeding \$15,000 qualify for a 0%-interest, deferred loan, and create future spending for this Program. The estimated cost of the project is \$17,500, and the project will be funded with both Program Income and HPG Funds. Estimated administrative fees to be collected on this project are \$2,900.

I hereby ask that this project be approved.

Respectfully Submitted,

Nicki Janish

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MEMORANDUM

DATE: December 13, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Approval of Home Improvement Project #EM 22-14

MESSAGE: Per the Alpena County Home Improvement Program's Procedural Guidelines, all projects estimated to exceed \$15,000 must have Board approval in order to proceed. The following project meets all requirements of the Program's Guidelines and it is my recommendation that it be approved:

Project #: EM 22-14

Description: The roof and siding on this home are very old and deteriorated and require replacement, along with the connecting soffit and fascia. Additionally, there are some electrical issues throughout the home and handrail/guardrails on two porches that must be addressed for safety reasons. All proposed repairs fall within the scope of eligible activities under our Program Income Emergency Repair and HPG (Housing Preservation Grant) Programs. Homeowner meets all eligibility requirements to receive assistance based on ownership status, income and asset guidelines, household size, up-to-date property taxes, and current homeowner's insurance. The SEV on the home is \$39,700, and there is one mortgage on the home with an outstanding balance of \$19,000.

Per the program's procedural guidelines, all projects exceeding \$15,000 qualify for a 0%-interest, deferred loan, and create future spending for this Program. The estimated cost of the project is \$21,700, and the project will be funded with both Program Income and HPG Funds. Estimated administrative fees to be collected on this project are \$3,580.

I hereby ask that this project be approved.

Respectfully Submitted,



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MEMORANDUM

DATE: December 13, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Approval of Home Improvement Project #EM 22-28

MESSAGE: Per the Alpena County Home Improvement Program's Procedural Guidelines, all projects estimated to exceed \$15,000 must have Board approval in order to proceed. The following project meets all requirements of the Program's Guidelines and it is my recommendation that it be approved:

Project #: EM 22-28

Description: This home requires a new furnace and bathroom repairs. The furnace is very old and requires replacement in this current season. The bathtub and valves are in a state of disrepair, and active leaking has caused damage to the floor and walls. The bathtub, valves, and flooring require replacement. Due to the urgency of active leaking, a plumbing contractor has already been authorized to temporarily address that concern pending the outcome of this request. All proposed repairs fall within the scope of eligible activities under our Program Income Emergency Repair and HPG (Housing Preservation Grant) Programs. Homeowner meets all eligibility requirements to receive assistance based on ownership status, income and asset guidelines, household size, up-to-date property taxes, and current homeowner's insurance. The SEV on the home is \$29,200, and there are no liens or mortgages on the home.

Per the program's procedural guidelines, all projects exceeding \$15,000 qualify for a 0%-interest, deferred loan, and create future spending for this Program. The estimated cost of the project is \$15,800, and the project will be funded with both Program Income and HPG Funds. Estimated administrative fees to be collected on this project are \$2,600.

I hereby ask that this project be approved.

Respectfully Submitted,



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MEMORANDUM

DATE: December 13, 2023

TO: Alpena County Facilities, Capital & Strategic Planning Committee

FROM: Nicki Janish

SUBJECT: Approval of Home Improvement Project #EM 22-31 and MI-HOPE #10009030

MESSAGE: Per the Alpena County Home Improvement Program's Procedural Guidelines, all projects estimated to exceed \$15,000 must have Board approval in order to proceed. The following project meets all requirements of the Program's Guidelines and it is my recommendation that it be approved:

Project #: EM 22-31 and MI-HOPE #10009030

Description: Homeowner's insurance company has threatened termination of coverage unless certain repairs are addressed on this home. Those repairs include windows, doors, soffit, and fascia. Upon inspection, there are additional repairs also requiring attention including the furnace, hot water heater, some electrical and plumbing issues, and handrails/guardrails on steps, all of which fall under our Program Income Emergency Repair and HPG (Housing Preservation Grant) Programs.

We have funding through MSHDA's MI-HOPE Program that will address the windows, doors, soffit, and fascia. Those funds can also address the furnace, and hot water heater. Under that program, the homeowner qualifies for up to \$25,000 in energy efficiency repairs. This funding is expended by MSHDA and no liens are allowed for MI-HOPE projects. Approximately \$22,500 will go into the cost of the repair, and approximately \$2,500 of that amount is collectable as a Project Delivery Fee to this organization. The estimated cost for the combined windows, doors, soffit, fascia, furnace, and hot water heater is approximately \$32,500. Therefore, approximately \$10,000 of that cost, along with an estimated \$10,000 for electrical, plumbing, and handrail/guardrail repairs will fall back on our Program Income Emergency Repair and HPG Programs.

Homeowner meets all eligibility requirements to receive assistance through all programs based on ownership status, income and asset guidelines, household size, up-to-date property taxes, and current homeowner's insurance. The SEV on the home is \$36,400, and



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there are no liens or mortgages on the home.

Per our procedural guidelines, all projects exceeding \$15,000 qualify for a 0%-interest, deferred loan, and create future spending for this Program. The estimated cost of the project over and above the MI-HOPE portion is \$20,000, and the project will be funded with both Program Income and HPG Funds. Estimated administrative fees to be collected on this portion of the project are \$3,300.

I hereby ask that this project be approved.

Respectfully Submitted,



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Park: Alpena County Fairgrounds
Report by: PATRICK MARTIN
Date: 12/14/23



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

- 1) Merchant Building Renovations
- 2) Campspot reservation system training & usage

Campground Activities & Site Notes:

- 1) Winter STORAGE complete Burns are full we brought in a total of just over \$27,000!

Budget Adjustments Needed/Budget Look Ahead:

- 1) NONE AT THIS TIME

Upcoming/Needed Maintenance:

- 1) NONE AT THIS TIME

*Attached: Occupancy Reports, Revenue YTD (actual v budget)

Manager Should Keep on Site and Available for Inspection: Maintenance Checklists (3 month, 6 month, annual), Vehicle Inspection Checklist, Playground Inspection Checklist

LEASE AGREEMENT

Amendment 1

Currently a lease exists, effective on December 1, 2022, by and between the County of Alpena, whose address is 720 W. Chisholm Street, Alpena, Michigan, 49707 (Landlord) and **Northeast Michigan Community Services Agency**, whose address is 2569 US 23 South, Alpena, Michigan 49707 (Tenant).

This amendment modifies the terms of that agreement only in that the square footage is adjusted to be 2,567 square feet – a switch from an office of 110 sq. feet to another office of 150 sq feet. This adjustment will result in an increase in rent for 2023 of \$0.40 for a total payment of \$2538.77 per month. The total amount will then be increased the %1.5 for each of the succeeding twelve (12) month increments as per the original terms.

All other terms and conditions remain unchanged.

LANDLORD:
COUNTY OF ALPENA

Dated: _____

By: _____
Its: Chairperson, Bill Peterson

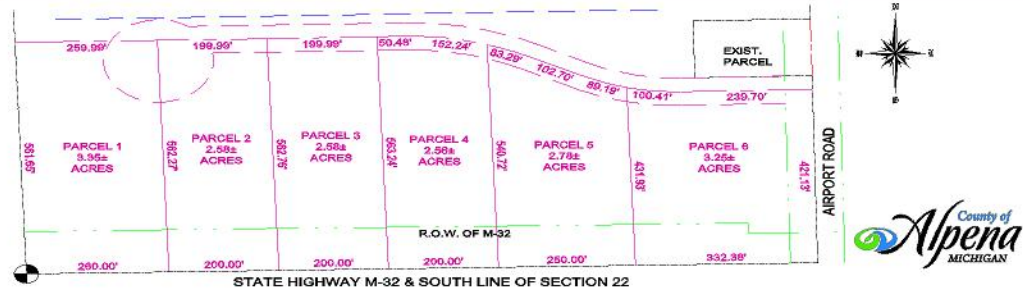
TENANT:

NORTHEAST MICHIGAN COMMUNITY SERVICE AGENCY

Dated: _____

By: _____
Its: Executive Director

COMMERCIAL LOTS FOR SALE



CALL ALPENA TARGET AT 989 354-2666

Customer:	ALPENA COUNTY
Company:	
Address:	
City:	State/ZIP:
Phone:	
Fax:	



Job No.:	Date:
	12/4/2023
Order Date:	Salesperson: R. Fairchild
Sign Dimensions: 4'X8'X7' OAH	Estimate: \$800.00
Comments: DOUBLE SIDED FREE STANDING SIGN: \$800.00 SINGLE SIDED FREE STANDING SIGN: \$600.00 INSTALLATION INCLUDED IN COSTS.	