

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, October 19, 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
Steve Wilson, Alpena Agency
Erik Smith, Sheriff
Kim Ludlow, Treasurer
Phil Heimerl, True North Radio (zoom)
Steve Schulwitz, Alpena News (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Jennifer Mathis, Human Resource Specialist (zoom)
Cindy Cebula, Chief Deputy Treasurer (zoom)

CALL TO ORDER

Chair Don Gilmet called the meeting to order at 9:00 a.m.

ROLL CALL

All members present.

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

APPROVE AGENDA

Chair Gilmet presented the agenda for approval as presented. Moved by Commissioner Fournier and supported by Commissioner Osbourne to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Chair Gilmet presented Alpena Rink Management/NLA's reimbursement request. Motion was made by Commissioner Fournier and supported by Commissioner Peterson to table and bring back to next meeting. Administrator Mary Catherine Hannah will inform the rink management to be present at the next meeting for further discussion.

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

1. Courthouse Sanitary Sewer: Superintendent Wilder made contact with Tim Cramer from Environmental Excavating and received a quote of \$7,322 for this project. Commissioner

Peterson questioned the need for additional quotes due to policy requirements and Superintendent Wilder will acquire an additional quote and proceed.

2. Courthouse Boiler Repair: Parts have been ordered.
3. Fairgrounds shed/tools for caretaker: Concrete has been poured and walls are up with sheeting done on one side. Metal sheeting needs to be removed from the side of the barn and will take place when weather improves. Discussion was made on how the barn is separated out for the caretaker due to a question by another Commissioner.
4. Fairgrounds Restrooms: Block work will be completed this year, but fence repairs will not be completed until spring. Restroom partitions have been ordered and a portion of the money for this project will need to be rolled over to the 2023 budget. Superintendent Wilder will present a budget adjustment in January 2023.
5. DHD Air Conditioning: Waiting fan motor and capacitor to arrive and all other work has been completed.
6. Tower Project for 911: Project continues to move along.
7. Courthouse & Annex Roofs: Work is being done on both the courthouse and the annex buildings. Steel edging on the annex building still needs to be completed and they are well on their way to finishing up the courthouse roof as weather allows.
8. Pool Water Flow Meter: On hold until next year.
9. Annex Restroom Improvements: Materials have arrived, and they will start the project when fairgrounds project is completed.

Commissioner Fournier expressed her concern regarding storage at the fairgrounds. She spoke with someone that ripped the ladder off their camper as they were putting it into one of the storage barns. Commissioner Fournier suggested looking into a policy to protect the County when the caretaker stores vehicles himself that are dropped off and left. If any damage occurs as the caretaker is moving the items, the County would be held liable, and Administrator Hannah will contact the attorney to find out if there is stronger release language that could be used as part of our storage contract.

Commissioners Adrian and Osbourne met at the fairgrounds to look over the situation on power with the barns. Discussion was made on how power is currently run throughout the fairgrounds. Superintendent Wilder will map out the area for planning as time allows in his schedule and more planning will be discussed at a future meeting.

INFORMATION ITEM: County Administrator Hannah presented the County insurance bid proposal from Steve Wilson at Alpena Agency. Steve reported that Alpena Agency has written the insurance for the County for 9 of the last 12 years and handled 52 claims. They are local and they are always ready to give advice and help in any way they can. Discussion was made on which company would be the best option for the County to choose. Motion was made by Commissioner Fournier and supported by Commissioner Adrian to approve the action item below. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Peterson, Adrian, and Gilmet. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval to continue with Alpena Agency as the General Liability & Property Insurance coverage company as presented.

INFORMATION ITEM: Administrator Hannah presented discussion on lease renewals for the District Health Department #4 building. The building is currently leased to the District Health Department, Dental Clinics North, and NEMCSA and they would like to sign a 5-year lease. Discussion was made on adjusting the price per square foot and what the yearly escalator price should be over the term of the lease. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to approve the action item below. Roll call vote was taken: AYES: Commissioners Osbourne, Peterson, Adrian, Fournier, and Gilmet. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval to authorize County Administrator to enter into negotiations for renewal leases at DHD#4 building with all tenants for a 5-year term and starting with a 2.5% increase. All final terms subject to ratification of the Board of Commissioners as presented.

INFORMATION ITEM: Administrator Hannah presented the Synchronizations agreement renewal for discussion. The current agreement will expire December 31, 2022, and the Committee discussed opening negotiations with Synchronizations to renew, putting the agreement out for bids, or bringing in house. Motion was made by Commissioner Osbourne and supported by Commissioner Fournier to approve the action item below. Motion carried.

ACTION ITEM #3: The Committee recommends approval for County Administrator to issue a Request for Proposal for management of the Alpena County Plaza Pool as presented.

CIP PROGRESS: Administrator Hannah reported that she is finishing up with editing from the budget meeting last week and will send out updated reports today. Chair Gilmet asked that Administrator Hannah send the reports to Planning Commission Administrator Mary Dunckel.

OTHER DISCUSSION

The sale of the old jail will close on Monday at 11:00 a.m. at Northern Title.

Chair Gilmet updated the Committee that Animal Control Officer Michelle Reid was named Animal Control Officer of the Year.

Chair Gilmet reported Sheriff Erik Smith has implemented a way to stop inmates that are released from jail from going to neighboring houses and asking to use their phone to call for rides by getting Dial-A-Ride to come out and take them back into town.

PUBLIC COMMENT

None.

***Next Meeting: Wednesday, November 2, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 10:39 a.m.

Don Gilmet, Chairman

Kim MacArthur, Board Assistant

kvm