

BUILDING MAINTENANCE RECREATION & INSURANCE COMMITTEE MEETING
MINUTES

Tuesday, June 15, 2021 – 12:00 p.m. Noon
Zoom Conference Call in Howard Male Conference Room

Commissioners Present: John Kozlowski, Chair
Marty Thomson
Kevin Osbourne
Don Gilmet

Others Present: Steve Wilson, Alpena Agency
Steve Smigelski, Airport Manager
Lynn Bunting, Board Assistant
Wes Wilder, County Maintenance Superintendent
Cindy Krentz, Horsemen's Club
Penny Wahoski, Fair Board
Cindy Johnson, Recycling representative
Stan Mischley, Manager, Alpena Recycling
Diane Rekowski, NEMCOG
Nathan Skibbe, Alpena Township
Elisa Seltzer, Resource Recycling Systems Senior Consultant
Bonnie Friedrichs, County Clerk

Commissioner Kozlowski called the meeting to order at 12:00 p.m. (Noon).

INFORMATION ITEM: Update on the Roof at the Courthouse - County Maintenance Superintendent Wes Wilder reported he has patched the roof at the County Courthouse quite a few times and has contacted TRC Roofing and they are not able to come out to repair the roof until 1-2 months. Wes informed the committee that he will pick up a case of caulking to recaulk the roof where it is needed to get by until TRC Roofing is able to get to it. Wes reported the roof is about 20 years old. Discussion and recommendation to look at this issue and conclude at a future meeting what can be done.

INFORMATION ITEM: Electrical Boxes & Lights around the Building at the Courthouse – Wes reported that it was found out the lights around the building at the Courthouse were expensive to run so they were shut off. Wes reported the broken electrical box on the outside of the main Courthouse building is not being used and asked to remove it. Wes informed the committee that the wires will need to be terminated going to the electrical box and put a new box on. Discussion and recommendation to look at LED lights for around the outside of the Courthouse building and look at the cost to replace the current lights.

INFORMATION ITEM: Annex Building Status for Public Defender's Office – Chair Kozlowski reported this is on hold until the Public Defender gets hired and that this is also being discussed at the Court Committee meeting.

INFORMATION ITEM: County Maintenance – Chair Kozlowski reported that there is an employee policy section 8.5 that states to ensure all County employees abide by this policy and

not to be smoking in the maintenance vehicles. Wes reported he noted this right away and he will inform his employees.

Maintenance - Kevin reported he did some research on maintenance of the county vehicles including the Sheriff's Office vehicles stating that the cost to do maintenance including oil changes would cost more if another company were to do. Kevin reported he spoke with the Road Commission and is looking into GPS trackers to track mileage and to put in vehicles and has a call in to the Road Commission and is waiting on a call back from them.

INFORMATION ITEM: Wes Wilder, Maintenance Superintendent, reported that he obtained some quotes for the water/drinking supply for the Courthouse/Annex Buildings stating the lowest quote is from Restroom Direct (attachment #1) and that all the quotes were the same model/make. Discussion to recommend ordering 6 of them and try to get reimbursed from the FEMA Grant if qualifies as an expenditure. Moved by Commissioner Gilmet and supported by Commissioner Thomson to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Osbourne, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends to approve purchase of 6 water coolers from Restroom Direct at \$1,049 each plus \$150-\$200 each for installation (includes free shipping) Total approximate cost of \$7,500 with monies to come out of the Building Fund.

****NOTE: After review of this item, it will be requested that further follow up be made and it referred to the next Finance Committee for action.**

INFORMATION ITEM: Wes presented the quote from Franks Key & Lock for mag locks for the doors at the Annex Building as the back doors will be locked for security purposes and for future screening if needed. Wes reported the front doors will be available for the public to use and the employees can use the back doors using their code. Wes informed the committee that Probate Court Administrator Lynn Edmonds reported they would contribute \$1,960 to this project. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend to finance committee to approve the purchase of the mag lock system from Franks Key & Lock in the amount of \$2,999 (includes free shipping) with Probate Court paying \$1,960 and the County paying \$1,000 with monies to come out of the Building Fund. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Osbourne, and Kozlowski. NAYS: None. Motion carried.

INFORMATION ITEM: Wes presented the request to sell items in the barns located at the Fairgrounds that includes furniture that is no longer needed or has been replaced. He reported he will put items in the Merchants Building for sale and whatever does not sell he will sell for scrap or put in the dumpster. Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the below Action Item. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Osbourne, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends to authorize the Maintenance Superintendent to hold an auction to sell items leftover

in the barns and to keep items sold a separate transaction for the parks.

INFORMATION ITEM: Wes informed the committee that the 55-gallon drum of paint and 55-gallon drum of waste is off site and was removed from the fairgrounds 3 weeks ago. Wes reported he has not received the bill yet.

INFORMATION ITEM: Wes reported he received an email from a company looking to store 16 to 18 pallets of technical equipment for a few days and then will have 5 pallets of technical equipment to store for about 3 to 4 weeks. Discussion and recommendation to not approve storing this unknown company with unknown technical equipment.

INFORMATION ITEM: Wes reported that NEMCSA needs one extra office space (150 square feet) to lease for their headstart program and would be a separate part of NEMCSA and presented an Addendum to the NEMCSA Lease Extension. Moved by Commissioner Thomson and supported by Commissioner Gilmet to recommend the below action item. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Osbourne, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends to approve the Addendum to the Extension Lease Agreement with NEMCSA adding an additional office that is 12' x 12'6" for 150 square feet at the cost of \$139.50 per month for a total of \$1,674.00 for the year or \$837.00 for the remainder of the contract year.

INFORMATION ITEM: Chair Kozlowski reported that the County Maintenance has spent a lot of time on the Renovation of the Beaver Lake Park Bathhouse, Renovation of the Sunken Lake Park Bathhouse, Plaza Pool, etc. and with the Maintenance Department being short staffed, they are not able to keep up with all the maintenance needs for the Courthouse and Annex Building. Discussion for the County Maintenance to track their time spent on projects, and maintenance of County owned facilities. Bonnie informed the committee that she can put in time attendance so the maintenance can keep track of their hours spent on projects, etc. including drive time. Discussion to investigate charging entities for labor at a future meeting.

INFORMATION ITEM: Elisa Seltzer, Resource Recycling Systems Senior Consultant, presented a request to rent land from the County for the purpose of a new Recycling Facility for their grant project. Diane Rekowski, NEMCOG, reported they need a new facility as they have overgrown the current facility and are not able to build on their current site due to wetlands behind them. Discussion on possible land on the old jail site and behind the new jail site as well as property on M32 and Airport Road. Diane reported they are requesting stimulus funding from the American Rescue Plan Act Grant to put towards their needed project for Alpena County residents and requesting 10 acres of land for a new processing Recycling Facility. Diane reported the deadline to submit their infrastructure grant is the end of August 2021 and they will need the land first before submitting by August 2021. Chair Kozlowski reported the committee will further discuss at their August meeting to bring a recommendation to the Full Board in August and will have Commissioner Gilmet and Commissioner Osbourne meet with Stan Mischley, Manager of the Alpena Recycling Center, sometime this week to discuss and review County land availability. Moved by Commissioner Gilmet and supported by Commissioner

Osbourne to recommend the below action item. Roll call vote was taken: AYES: Commissioners Gilmet, Thomson, Osbourne, and Kozlowski. NAYS: None. Motion carried.

ACTION ITEM #4: The Committee recommends to approve Commissioner Kevin Osbourne and Commissioner Don Gilmet meet with Alpena Recycling Manager Stan Mischley to discuss and review possible County land availability for their grant project and relay their findings back to the committee.

INFORMATION ITEM: Steve Smigelski, Airport Manager, presented the Airport Committee met and approved the Water Treatment Program Agreement with Enerco Corporation and wanted to check into possibly see if this contract can be consolidated with future county-wide boiler inspections. Wes reported the County uses Enerco and the cost is the same of the County and there are no savings by combining into one contract or doing separately. Discussion and recommendation to continue with current agreement as is as there is no opportunity to save on cost.

INFORMATION ITEM: Commissioner Osbourne reported that he will follow up with Russ regarding the Horsemen's Club and get back with Cindy Krentz. He reported that he will contact Sienna at MSU as the Horsemen's Club still needs an entity that will represent them for their project.

INFORMATION ITEM: Commissioner Osbourne reported Chairman Adrian wanted him to present the need for the backup generators at the Health Department Building be replaced with natural gas generators as they are currently propane and wanted to know if the County Maintenance has anything to do with service of these generators and if they can get them natural gas generators. Wes reported the County Buildings have backup generators that are contracted out for service and that the Maintenance Department does not service them. Wes reported the backup generators belong to the Health Department so they would need to service them. Commissioner Osbourne reported he will inform Chairman Adrian.

INFORMATION ITEM: Commissioner Osbourne reported the Sheriff, and his staff will not be completely out of the old jail until the end of August 2021. Discussion to put out for RFPs or to keep and maintain part of the building. Chair Kozlowski recommended to discuss at the next committee meeting on August 3, 2021.

INFORMATION ITEM: Steve Wilson informed the committee that the insurance coverage for the new jail/old jail contents are covered and once the old jail is decommissioned, he will eliminate contents and make an adjustment to the insurance. He reported the new jail is covered with new limit.

INFORMATION ITEM: Bonnie Friedrichs, County Clerk, shared her concerns of the maintenance needed at the Courthouse and passed out information to the committee. Chair Kozlowski reported the Maintenance Department is short staffed and with COVID last year, time spent on parks projects, added maintenance/cleaning at Health Department, an added fairgrounds, pool, and other projects with no additional help. He noted that there is a Building Maintenance Committee now and will follow up with Wes on these items that need addressing.

Discussion on hiring a cleaning company. Chair Kozlowski recommended to add this to the agenda for the next meeting to discuss and have answers to some of the issues at that time.

Next Meeting: Tuesday, August 3, 2021, at 12:00 p.m. (Noon) in the Howard Male Conference Room

ADJOURNMENT

Moved by Commissioner Osbourne and supported by Commissioner Thomson to adjourn the meeting. Motion carried. The meeting adjourned at 2:35 p.m.

John Kozlowski, Chairman

Lynn Bunting, Board Assistant

llb