

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

DRAFT Wednesday, July 6, 2022 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

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

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, County Board Assistant
Wes Wilder, County Maintenance Superintendent
Steve Smigelski, Airport Manager
Nicki Janish, Home Improvement/Public Conservator Director
Keri Bertrand, County Clerk
Marissa Matuzek, Fairgrounds Manager
Patrick Martin, Fairgrounds Manager
Chuck Lefebvre, Liaison Planning Commission
Janelle Mott, Juvenile Officer (zoom)
Dan Perge, Veteran's Counselor (zoom)
Phil Heimrel, True North Radio (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 OF THE UNITED STATES OF AMERICA

ADOPT AGENDA

Chair Gilmet presented the agenda for approval as presented. Moved by Commissioner Peterson and supported by Commissioner Fournier to adopt the agenda with the addition of pool updates. Motion carried.

INFORMATION ITEM: Home Improvement/Public Conservator Director Nicki Janish updated the committee on Home Improvement Program projects. Currently, there are no projects started but will be getting busy in the coming weeks. Two roof jobs and a well job will take place within the next 30 days and Nicki will bring to the board for approval in July or August. The fiscal year ended on June 30, 2022, and no money has been spent on projects so a refund check of \$171,000 will be sent back to MEDC. Staffing has been a real issue for the department and the Program Assistant just left employment so Nicki will need to find a replacement. Discussion was made on possibly creating a department in the general fund and move administrative dollars to that fund to help people understand program dollars vs project dollars and possibly need to do a couple budget adjustments.

Maintenance Superintendent Wes Wilder reported on the following:

1. Shed for Fairground Manager - Tools and Equipment: Maintenance Superintendent Wilder reported a 10x10 shed from North Star Storage Barns on a concrete slab is within the \$5,500 approved amount. Builders First Source had a higher quote for a building package. Discussion was made on a larger shed and Superintendent Wilder informed the committee that he can get a 10x12 shed within the budgeted amount of \$5,500. Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to recommend the below action item. Roll call vote was taken: AYES: Commissioners Osbourne, Peterson, Adrian, and Gilmet. NAYS: Commissioner Fournier. Motion carried.

ACTION ITEM #1: The Committee recommends approval to purchase a 10x12 shed from North Star Storage Barns on a concrete pad with tools not to exceed the budgeted amount of \$5,500 for the Fairground Managers as presented. (Previously approved to increase Maintenance Equipment line item #101-265-931.000 by \$5,500 (\$1,000 tools, \$4,500 shed).

2. Updates – Report

- a) Courthouse Boiler Quote: Maintenance Superintendent Wilder presented two quotes for the courthouse boiler. After an inspection, a leak was found, and this will be an unbudgeted expense. Wilder recommends Control Solutions which has an 8–12-week lead time. Motion was made by Commissioner Peterson and supported by Commissioner Adrian to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners Osbourne, Peterson, Adrian, Fournier, and Gilmet. Motion carried.

ACTION ITEM #2: The Committee recommends approval of bid from Control Solutions, not to exceed \$5,650, for the courthouse boiler repair with the monies coming from the contingency line item 101-941-955.000 as presented.

- b) Courthouse IT Server Mini Split: Maintenance Superintendent Wilder presented two quotes and Wilder recommends G&K Plumbing and Heating with a quote of \$6,980, which is unbudgeted. Motion was made by Commissioner Osbourne and supported by Commissioner Peterson to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners Peterson, Adrian, Fournier, Osbourne, and Gilmet. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval to accept the bid from G&K Plumbing and Heating of \$6,980 to replace Courthouse IT server room mini split with monies to come from the contingency line item 101-941-955.000 as presented.

- c) IT Room Mini Split Update: The project is starting today.
- d) Fairboard Access to Midway Lights: Maintenance Superintendent Wilder reported the cost for the fairboard to have access to the midway lights will be about \$1,000 and Assistant Superintendent Mike Desmond will do the work. There is about \$1,280 in the building maintenance fund. Discussion was made on whether the

fairboard should contribute to this expense. Commissioner Gilmet spoke with Ryan Fairchild at Omega Electric about this and he may be willing to help. Nothing will move forward until the fairboard agreement is signed.

- e) DHD#4 Building Update: Maintenance Superintendent Wilder is currently waiting on transformers for the air conditioning units and once installed, it will determine whether the compressors need to be changed.
- f) DHHS Building: County Administrator Mary Catherine Hannah reported there will need to be a budget adjustment to get through the end of the year for utilities. Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to recommend the below action item as presented. Roll call vote was taken: AYES: Commissioners Adrian, Fournier, Osbourne, Peterson, and Gilmet. Motion carried.

ACTION ITEM #4: The Committee recommends approval of a budget adjustment of \$7,500 for DHHS building utilities through the end of the year 2022 broken out as follows:

101-265-920.005	Natural Gas	\$1,500
101-265-921.005	Lights (power)	\$5,000
101-265-922.005	Water & Sewage	\$1,000

- g) Annex Bathrooms Update: Maintenance Superintendent Wilder is waiting for a cost from Control Solutions.

County Administrator Mary Catherine Hannah reported on the following:

1. Wayfinding Signage Update – Administrator Hannah updated the committee on sign designs from Omega Electric. The signs would be easy to swap out with panels and Ryan from Omega Electric will start making quotes if this is a good option. Volunteers from the Annex Building will help make sure we capture everything appropriately. Discussion was made on placement of the signs.
2. Fairgrounds Insurance Claim - Commissioner Osbourne inquired about the damage to the bathrooms at the fairgrounds. Administrator Hannah reported a car jumped the curb, went through the fence, and hit the restroom building which is an insurance claim with our property insurance. There are quotes for the fence, toilets and partitions that were damaged and submitted to the County insurance.
3. Enterprise – Administrator Hannah presented a photo of decals for the trucks. The quote from Omega Electric was \$225 per vehicle which includes one decal for each door and one decal for the back. Discussion was made to change the color of the lettering to blue. Motion was made by Commissioner Adrian and supported by Commissioner Osbourne to approve the below action item. Roll call vote was taken: AYES: Commissioners Fournier, Osbourne, Peterson, Adrian, and Gilmet. NAYS: None. Motion carried.

ACTION ITEM #5: The committee recommends approval of \$225 logo decal package with blue lettering, per vehicle, from Omega Electric with

monies coming from either the maintenance budget, professional services, or vehicle maintenance budget as presented.

4. Munetrix Update – Administrator Hannah reported the trial balance and funds are loaded into Munetrix and they are loading departments today. Budget worksheets should be available next week and Board Assistant Lynn Bunting is done with capital improvement and capital asset auditing and is now entering information into the CIP and will have a draft by the end of the month.

5. Airport Update

- a) Runway Project – Administrator Hannah reported the FAA required 100% engineering plans be done and those were turned in last week. That plan meets FAA specifications for what they would like to see as part of a permanent 10 year rehab of the runway with scraping off the top 8” and replacing with asphalt. The CRTC would like to see DOD specifications. Plans are being put together and submitting a change order with bids out roughly at the same time as the base plan.
- b) Budget Adjustments: Airport Manager Steve Smigelski updated the committee that because of the CARES act the budget would not change and did not see that the natural gas was reduced from \$27,500 to \$15,000 for 2022. Airport Manager Smigelski recommended the following line items be adjusted with supplemental funding:

295-595-920.000 Natural Gas	\$26,000
295-595-743.001 Diesel Fuel	\$ 8,000
295-595-932.000 Building Maintenance	\$ 3,000
295-595-931.000 Equipment Maintenance	\$ 4,600
295-595-803.000 Liability Insurance	\$ 2,000

Motion was made by Commissioner Adrian and supported by Commissioner Peterson to recommend the below action item. Roll call vote was taken: Commissioners Osbourne, Peterson, Adrian, Fournier, and Gilmet. NAYS: None. Motion carried.

ACTION ITEM #6: The Committee recommends approval of the Airport Manager’s airport fund budget adjustment recommendation of \$43,600 (to be reimbursed by the CARES Act funds) to the following line items:

295-595-920.000 Natural Gas	\$26,000
295-595-743.001 Diesel Fuel	\$ 8,000
295-595-932.000 Building Maintenance	\$ 3,000
295-595-931.000 Equipment Maintenance	\$ 4,600
295-595-803.000 Liability Insurance	\$ 2,000

INFORMATION ITEM: Airport Manager Smigelski updated the committee on the terminal reimbursement reporting he received an email from MDOT and is waiting for final reimbursement.

CIP PROGRESS:

Munetrix Update: Administrator Hannah reported that there will be a first draft at the end of the month.

CURRENT PROJECT UPDATES:

POOL UPDATE: Administrator Hannah reported the Pool Director gave a big thank you to the maintenance crew as the pool is running better. The first or second leak has been longstanding, and they are using less water. They have run through the entirety of their water budget due to the leaks and are dipping into other line items and currently have two bills to pay. The Youth and Recreation payments at the end of the year should help with this. The pool fund does not have enough money to pay the Ameresco payment on behalf of the pool. One option is put money in water line item or make two months' worth of Ameresco payments on behalf of the pool. A budget adjustment of \$5,000 in the water line item would get them through to the end of the year. Maintenance Superintendent Wilder will make a note to check the pool water meter weekly. Motion was made by Commissioner Adrain and supported by Commissioner Peterson to recommend the below action item. Roll call vote was taken: AYES: Commissioners Peterson, Adrian, and Gilmet. NAYS: Commissioners Fournier and Osbourne. Motion carried.

ACTION ITEM #7: The committee recommends approval of a transfer from the general fund [contingency line item 101.941.955.000] to the Plaza Pool fund of \$5,000 and recommends a budget adjustment of \$5,000 added to line 273.774.922.000 (Water & Sewer) to account for water loss/usage during pool leaks and leak repairs.

INFORMATION ITEM: Administrator Hannah met with Anne Gentry and Mike Mahler in regard to the DDA expansion and would like them to come to this committee with their purposes and impact on the County.

INFORMATION ITEM: Commissioner Adrian updated the committee on the Long Lake boat launch project. The state could not find the paperwork that was submitted, and Mark Straley resubmitted with a confirmation email that it was received yesterday. The documents need to be approved before it can go out to bids.

PUBLIC COMMENT

None.

***Next Meeting: Wednesday, July 20, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 10:21 a.m.

Don Gilmet, Chairman

Kim MacArthur, Board Assistant

kvm