

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

**DRAFT MEETING MINUTES**

Wednesday, August 3, 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, Board Assistant  
Nicki Janish, Home Improvement Director  
Wes Wilder, County Maintenance Superintendent  
Steve Mousseau, IT Director  
Steve Smigelski, Airport Manager (zoom)  
Lynn Bunting, Board Assistant (zoom)  
Michelle Reid, Animal Control Officer (zoom)  
Janelle Mott, Juvenile Officer (zoom)  
Erik Smith, Sheriff (zoom)  
Chuck Lefebvre, Liaison  
Kim Ludlow, Treasurer (zoom)  
Cindy Cebula, Chief Deputy Treasurer (zoom)  
Phil Heimerl, 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 Fairboard Update. Motion carried.

**INFORMATION ITEM:** Home Improvement Director Nicki Janish presented discussion on the procedural guidelines for the Home Improvement Program. Some of the present guidelines are creating a lot of limitations for homeowners, and she would like to propose changes to those guidelines and to discuss how much discretion she has to authorize projects. Nicki discussed the leining of all projects and presently we lien everything and some homeowners must make monthly payments, and some qualify for deferred mortgages that they do not have to pay as long as they live in the home. She would like to establish a dollar amount, so we don't have to write a mortgage on their home and track whether or not they are paying taxes in the future. We can come up with our own program and guidelines as long as MEDC approves. She would like to come up with a dollar amount that she can approve in emergency situations, so she does not have to wait to get approval at full board meetings.

INFORMATION ITEM: Home Improvement Director Janish presented discussion on the reinstatement/creation of a dedicated housing board. It would be an as needed board meeting with anything over a certain amount being taken to the committee. Nicki would still do a monthly update of all projects. Commissioner Gilmet pointed out that in the policy the contractor must be licensed and that the County does not have its own inspector. Nicki will bring back a draft document of the Home Improvement Guidelines. There is also the possibility of partnering with Habitat for Humanity.

Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the below Action Item. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of an adhoc committee to work with the Home Improvement Director to create the guidelines for the program and with Chairman Adrian's recommendation as to who will sit on this committee as presented.**

Commissioner Gilmet volunteered to be on the committee and Commissioner Adrian will also ask Commissioner Thomson.

INFORMATION ITEM: Airport Manager Steve Smigelski updated the Committee on the runway. The plan is moving forward for the asphalt overlay. The National Guard is getting their funding in place to do the concrete ends of the runway for their requirements. The DCIP grant has been submitted but and it is expected to hear back on it in early fall. The frost heave has caused the barriers to be out of service. The north barrier is out of service until the runway will be repaired and an engineering solution is in plan for the south barrier.

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

1. Courthouse Sanitary Sewer- He has made contact with the city engineering department on a time frame for the project but has not heard back from them at this time.
2. Courthouse Boiler Repair – Parts have been ordered.
3. Courthouse IT Server Room Mini-Split – Project is complete.
4. Fairgrounds Shed/Tools for Caretaker – They are cleaning out the truck barn and Wes will have pricing for the next meeting. Committee gave approval for Wes to dispose of the furniture in the barn.
5. Fairground Restrooms – Wes has received quotes for the repair of the damaged fence, all masonry work, and fixtures inside the building. Quotes have been sent to the insurance company and we are waiting to hear from them.
6. DHD Air Conditioning – All areas of the building now have AC working. One unit still needs a compressor, fan, and motor which he has received quotes on. Wes would like to recommend the quote from control solutions of \$8,623 over the quote of \$100 less from

Weinkauf as the job will be done sooner by Control Solutions. Motion was made by Commissioner Fournier and supported by Commissioner Peterson 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 #2: The Committee recommends approval of Control Solution's quote of \$8,623 to repair an air conditioning unit in the DHD building with monies coming from line item #246-265-931.000 as presented.**

7. MDOT Tower Clearing – All trees have been removed and chipped and the chips and the last of the roots have been hauled off site.
8. Annex Building Remodel – The Juvenile division has received approval to use grant money to reimburse the County for the additional counselor's space. The project will be started in the near future.
9. Ramp – The handicapped ramp for Probate and 911 will be started soon.
10. Jail Roof – A permit has been obtained and project will be started after the 911 ramp to deflect falling snow/ice on east end of building.
11. Tower Project for 911 – Project continues to move along.
12. Courthouse and Annex Roofs – Projects should be completed in September.
13. Grandstand Bracing – The lift at Fitzpatrick's Hardware will not reach and Wes is waiting for a call back from Bedrock.
14. Pool – The pool had a recent inspection, and two issues came up: 1) The phone that goes directly to 911 was not working properly and was addressed and is now working; 2) The flow meter that tells how many gallons a minute you are filtering has not been working for quite some time. Wes is working on getting prices and will bring back more information to the next meeting.
15. Midway Lights – The midway lights are almost complete.

INFORMATION ITEM: Commissioner Osbourne updated the Committee on the following Fairboard requests: 1) The Fairboard will be doing dust control with an estimated cost of \$1,800 and Maintenance Superintendent Wilder will contribute \$700 to the dust control project which is in the budget; 2) The draft horse barn needs to be emptied and Wes has spoken to Sienna Suszek and had made arrangements for them to block off the portion of the barn with the Maintenance equipment; 3) Alpena Power Company gave Commissioner Osbourne an estimate of \$6,000 to change power meters at the Fairgrounds for the caretakers house and for the fairboard office. Commissioner Gilmet suggested this go on the CIP. Discussion was made on the length of the project and the demand for

pulling power. Maintenance Superintendent Wilder will find out pricing to pull permits and put the meter sockets on the buildings and bring back to next meeting.

INFORMATION ITEM: Administrator Mary Catherine Hannah discussed moving to an ordinance for soil erosion and what it means. Currently the County operates under the state soil erosion standards and processes and any fines that are issued go to EGLE. If we develop our own ordinance the fines would go to the County. Administrator Hannah will create a draft ordinance and bring back to the Committee.

INFORMATION ITEM: Administrator Hannah presented the Alpena County Materials County Engagement. The Board had previously approved the County to participate in a study through NEMCOG for materials recycling. There is a county team that will participate in the study for both Alpena County and in a regional group. Administrator Hannah will participate on the team, and they would like a commissioner or two to be on the team as well. Administrator Hannah also informed the committee we made the first draft of the federal budget appropriations bill for the MERF and are currently in for \$2.7 million. Administrator Hannah will draft a resolution to sign and send to the state. The more letters of support we can send in, the better.

INFORMATION ITEM: Administrator Hannah discussed the building use study proposals from Plante Moran and C2ae. C2ae is more of a facilities audit reviewing our main buildings and not really a use study. Plante Moran is more broad in scope and includes future planning, a use study, and space planning. Both companies have a reimbursable \$15,000 for travel etc. Administrator Hannah will get more specific pricing and clarify a few things with each company.

INFORMATION ITEM: IT Director Steve Mousseau presented discussion on the leasing of printers for the County. Steve estimates we would break even by leasing the new printers. He recommended Miller Office Machines price which would include set up and delivery, a 4-year term, cleaning of the printers, and spares on hand. We would pay a per page maintenance fee and the leasing fee. All maintenance is done by Miller Office and would save the IT Department a lot of time. Miller Office is local with an annual fee of \$20,000 for this year and \$23,000 for the next 3-4 years. Motion was made by Commissioner Peterson and supported by Commissioner Osbourne to approve the action item below. AYES: Commissioners Osbourne, Peterson, Adrian, Fournier, and Gilmet. NAYS: None. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the IT Director to move forward with the contract with Miller Office Machines for a 4-year lease of business machines as presented.**

#### CURRENT PROJECTS:

Administrator Hannah updated the Committee that she is now a Certified Asset Management Champion for the State of Michigan Infrastructure Management and will send out information for the commissioners to view the topics that were covered.

#### CIP PROGRESS:

Administrator Hannah reported the CIP information is starting to be entered. She passed out the start of a CIP module as an example of what it will look like. Each project will have its own page and will give description, scope, price, and pushes it out the year you are budgeting the project to happen in. There is also a scoring sheet that the Commissioners can score as to which are more important and

least important. One criteria on the module is if the project aligns with your goals. Administrator Hannah suggested a possible session to come up with potential goals. She will update and continue to enter information. Commissioner Gilmet will meet with Administrator to work on numbers.

INFORMATION ITEM: Commissioner Gilmet presented discussion on having a budget adjustment/budget amendment form. The form would contain the pertinent information about the adjustment that needs to be made such as line items, account numbers, reasoning, balance of each line item, and signatures from the Department Head, Administrator, and Treasurer. Administrator Hannah will work with Treasurer Ludlow to develop a form.

#### PUBLIC COMMENT

None.

**\*Next Meeting: Wednesday, August 24, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

#### ADJOURNMENT

Moved by Commissioner Peterson and supported by Commissioner Fournier to adjourn the meeting. Motion carried. The meeting adjourned at 11:26a.m.

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Don Gilmet, Chairman

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Kim MacArthur, Board Assistant

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