

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE

DRAFT - MEETING MINUTES

Wednesday, May 17, 2023 – 9:00 a.m.

Howard Male Conference Room/Zoom Room

Commissioners Present: Travis Konarzewski, Chair
Brenda Fournier
Bill Peterson
Bill LaHaie

Others Present: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Wes Wilder, County Maintenance Superintendent
Patrick Martin, Fairgrounds Manager
Catherine Murphy, Register of Deeds (zoom)
Jennifer Mathis, Human Resource Specialist (zoom)
Steve Smigelski, Airport Manager (zoom)
Kim Ludlow, Treasurer (zoom)
Amanda Repke, Deputy Treasurer (zoom)
Cindy Cebula, Chief Deputy Treasurer (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 Peterson and supported by Commissioner Fournier to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented two memos on behalf of Home Improvement Director Nicki Janish. Director Janish may approve projects under \$15,000, but anything over that amount needs to be approved by the Commissioners. The first memo is in regard to exterior repairs of a residence on Long Lake Ave. The second memo is regard to a well at an address on French Road. When the initial application was filed, the applicant at the French Road address did not have delinquent property taxes. That has since changed, and the taxes are now delinquent. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below. Roll call vote was taken: AYES: Commissioners Fournier, Peterson, and Konarzewski. NAYS: None. Motion carried. Commissioner LaHaie absent until after roll call vote to approve Merchant's Building Project.

ACTION ITEM #1: The Committee recommends approval of Home Improvement Project #EM 21-19 with a project cost of \$23,000-\$28,000 for new siding/soffit & fascia/window-door trim

with funding to come from program income and HPG funds combined as presented.

Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below. Roll call vote was taken: AYES: Commissioners Peterson, Fournier, and Konarzewski. NAYS: None. Motion carried. Commissioner LaHaie absent until after roll call vote to approve Merchant's Building Project.

ACTION ITEM #2: The Committee recommends approval of Home Improvement Project #EM 21-24 with a project cost of \$24,500 for a well replacement contingent on delinquent property taxes being paid before project begins with funding to come from program income and HPG funds combined as presented.

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

1. Courthouse Sanitary Sewer: Topsoil has been spread and C&S Irrigation is booked until June to repair the irrigation system.
2. Restrooms at Fairgrounds: Fence work will start tomorrow, and the interior will be painted.
3. Tower Project for 911: The tower has been pushed by until June before it will be put into service.
4. Old DHHS Building Renovation: Touch up painting and flooring will be wrapped up tomorrow and some window cranks will be replaced.
5. Building Automation Upgrades: All replaced and waiting on final bill.
6. Controls at New Terminal: Work began at the start of the week and will take a couple of weeks to complete.
7. MDOT Building: Waiting to hear from Control Solutions.
8. Spring Grounds Clean-Up: Work is ongoing.
9. Getting Fairgrounds Ready for Camping Season: Work is completed.

Chair Konarzewski inquired about the Courthouse being power washed. Superintendent Wilder reported that has not been done in years, but he will look into it.

INFORMATION ITEM: Administrator Hannah reported that the County is required to have soil erosion enforcement and we currently rely on the State's procedures. Because the County

defaults to the State's procedures, any fees or penalties that are collected go directly to the State. If the County has its own policy, the fees and penalties are kept by the County. The City is discontinuing their soil erosion enforcement, which will fall back onto the County.

Administrator Hannah presented a draft soil erosion ordinance for the Committee to review. Chair Konarzewski asked that Administrator Hannah send the drafted ordinance to all Commissioners after checking on statutory references. A public hearing will also be required. Motion was made by Commissioner Fournier and supported by Commissioner Peterson to fine tune the draft ordinance, send to the Board one week before the Finance, Ways & Means Committee meeting on June 13th and place item on agenda to be discussed at that meeting. Motion carried.

INFORMATION ITEM: Administrator Hannah presented the Committee with a restated property lease for Northern Lights Arena and an updated Northern Lights Surcharge Use Policy and Northern Lights Surcharge Collection Policy for review. Commissioner Kozlowski noticed a few discrepancies between the policies and the lease and the policies need to be updated to match the current lease situation. There was language in the lease involving the Treasurer approving and disapproving certain types of expenditures that needs to be removed as it does not apply. Basic provisions are exactly the same and discussion was made to combine the two policies into one document to make it cleaner and then send to Alpena Rink Management for their review. The Committee would also like Administrator Hannah to discuss increasing the current ticket price of \$1.00 per ticket to \$1.50 per ticket sold and bring back to the next Facilities meeting.

INFORMATION ITEM: Administrator Hannah reported the Fairgrounds is the only County campground that does not have a camp host. This would be a volunteer position with a free seasonal campsite. The Fairgrounds currently has 69 sites. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to approve one camp host for the Alpena County Fairgrounds as presented. Applications will be approved by the Full Board. Motion carried.

INFORMATION ITEM: Administrator Hannah reported the Merchant's Building at the Fairgrounds needs upgrading. Painting, epoxy on the floors, replacement of light bulbs, two light fixtures and shower fans would total an estimated \$2,000. The Merchant's Building is on the CIP for a total rehab. Superintendent Wilder reported the paint in the showers is peeling off and sealer should be put on the shower floors as mopping takes all day to dry. Motion was made by Commissioner Peterson and supported by Commissioner Fournier to recommend the action item below. Roll call vote was taken: AYES: Commissioners Fournier, Peterson, LaHaie, and Konarzewski. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends cosmetic upgrading to the Merchant's Building at the Fairgrounds (Painting, Epoxy on Floor, Light Bulb Replacement, Light Fixture Replacements, Shower Fans, and Shower Floor Sealer) and to decrease ARPA Fund by \$3,000 and increase Fairgrounds Building Maintenance Line Item #101-268-932 by \$3,000 and to authorize the Treasurer to make the necessary budget adjustments as presented.

INFORMATION ITEM: Administrator Hannah reported the Gator that is used by the Fairgrounds Manager was taken in for regular service and has a list of items that need to be fixed and/or replaced. Fairgrounds Manager Patrick Martin obtained a quote from Hutson's at an estimated \$3,600 to repair. Discussion was made to get a second quote from Steve's Repair. Motion was made by Commissioner Fournier and supported by Commissioner Peterson to obtain and compare the two quotes and then make a decision. Motion carried.

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

***Next Meeting: Wednesday, June 21, 2023 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

The meeting adjourned at 10:10 a.m.

Travis Konarzewski, Chairman

Kimberly MacArthur, Board Assistant

kvm