

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE MEETING
MINUTES

Wednesday, February 23, 2022 – 9:00 a.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair
Marty Thomson
Kevin Osbourne
Brenda Fournier
Bob Adrian, guest

Others Present: Mary Catherine Hannah, County Administrator
Lynn Bunting, County Board Assistant
Wes Wilder, County Maintenance Superintendent
Steve Schulwitz, The Alpena News (zoom)
Bonnie Friedrichs, County Clerk
Keri Bertrand, Deputy Clerk
Steve Smigelski, Airport Manager (zoom)
Chuck LeFebvre, guest
Mike Arthur, Fairboard Member
Gerald Fournier, Drain Commissioner
Kim Ludlow, County Treasurer (zoom)
Janelle Mott, Juvenile Officer (zoom)
Dan Perge, Veterans Counselor (zoom)
Steve Mousseau, IT Director (zoom)
Marcia Burns, Circuit Court Administrator (zoom)

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

INFORMATION ITEM: Fairboard Member Mike Arthur gave an update on the 2022 Alpena County Fair reporting the fair is looking good for this year and will take place on August 13-August 20, 2022. Mike reported that he is looking for volunteers and invited the committee to come to the fair for a walk through to see what they are doing.

Mike reported on the following:

1) Fencing Request update – Mike presented a modified fencing map to the committee and requested permission to put up a permanent 6-foot fence as the temporary fencing is in bad condition. Mike informed the committee that they must have a barricade when selling liquor

during the fair to have the area contained and needs to be staffed and not leave the area. Discussion on issues with permanent fencing and cost of replacing of bleachers and fencing to put on CIP as the cost will be over \$5,000. The committee will discuss further and what do with the fairgrounds.

2) Barns at the Fairgrounds – Mike informed the committee that some of the boards on the barns are in bad shape and need replacing. Mike reported they take off some of the boards to set aside during the fair to vent for the animals and then put back on when the fair is done. Discussion and recommendation for Mike to check into and he will get a budget on this as well as the cost for replacing the bleachers for the CIP and present to the committee.

3) Keys for the Fair Office - Mike asked the committee if the fairboard could have twelve keys issued to their members. Discussion on who is authorized to have keys and having a code lock/punch key with an estimated cost of \$550 that Maintenance Superintendent can assist with if the fairboard is interested. Mike reported their board meetings are the first Tuesday of each month and he will inform his board and let the committee know.

INFORMATION ITEM: County Administrator Mary Catherine Hannah presented the updated 2022 Soil Erosion Permit Fees (attachment #1) reporting that the Soil Erosion Officer gave this to the Building Maintenance & Recreation Committee meeting at their December meeting for approval and did not have the correct fee schedule given to the board at their Organizational meeting in January this year. Moved by Commissioner Thomson and supported by Commissioner Osbourne to recommend the below Action Item. Motion carried.

ACTION ITEM #1: The Committee recommends we approve the updated 2022 Soil Erosion Fees as presented.

CURRENT PROJECTS

1. Courthouse & Annex Building Roofs – Administrator Hannah reported that soon as the specs are in this will go out for bids. Discussion on work completion date and if it will affect the operation of the buildings to the public. County Maintenance Superintendent Wes Wilder reported that the building will not need to be closed entirely if work is scheduled enough in advance and to work with Circuit Court and District Court on their schedule. Wes informed the committee that he would see if the contractor selected could do some work on the weekends to not affect court operations.

2. Plaza Pool - Administrator Hannah reported on the Plaza Pool having mechanical issues stating that there was trouble in getting the parts and she met with Synchronizations Manager Norm Sommerfeld, Pool Director Brad Boelter, and Maintenance Superintendent Wes Wilder and found there was no operations manual for the pool and asked that Norm and Brad work on a check list for pool maintenance. Administrator Hannah reported the pool will need funding for the repairs and bills that need to be paid and monies to continue for the remainder of the year and passed out a budget estimate from Norm to the committee for review and discussion.

Discussion on what to do with the pool this year and recommended to present to the board at the full board meeting on February 25, 2022, for approval to transfer monies from the General Fund to the Plaza Pool Fund.

3. DHHS (Department of Health and Human Services) HVAC – Superintendent Wilder gave an update on the DHHS HVAC system reporting that the parts are ordered and that he found rebuild kits

4. New Phone System

CIP (CAPITAL IMPROVEMENT PLAN) PROGRESS

1. 2022 Priorities – Discussion on getting a list of priorities.

2. Building Inventory Number System – Administrator Hannah gave an update on the number system for the County buildings reporting that she updated by location or by use and presented proposal with renumbering the buildings for review and approval to move forward. Moved by Commissioner Adrian and supported by Commissioner Thomson to accept the new building number system provided by County Administrator Mary Catherine Hannah as presented. Motion carried.

Discussion on a couple of homes listed as security interest only. Administrator Hannah reported she will check into the homes listed and report back to the committee her findings.

3. CIP Format Update & Timelines - Administrator Hannah informed the committee that with working on Fix Assets in the BS&A program she saw that there are some parking lot and roads attached in the Fix Assets as land improvement. Discussion on department projects and will further review with the department heads.

4. Facilities Study & Master Plan – Administrator Hannah passed out information on a study that was done on the County buildings years ago as informational purposes, reporting that an updated building usage study should be done. Chair Gilmet recommended to get some community involvement and to get a professional to look at and get cost estimates. Discussion on a consultant to do the study. Administrator Hannah reported that she could contact NEMCOG to check on some funding through the state. Moved by Commissioner Fournier and supported by Commissioner Thomson to recommend the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends to authorize Administrator Hannah obtain a cost of a building study of the County Buildings and look into potential funding through NEMCOG as presented.

- Begin Project Lists:

Administrator Hannah passed out Maintenance Superintendent Wilder's list of projects.

1. COUNTY BUILDINGS

Courthouse

Front Steps Repair

Refinish Floors

Window Replacement

Marble Stairs & Railing

Repainting Interior Foyer

New Flags & County Flags

Cleaning of Exterior Building

New IT Room or Redone IT Room – Move to new space?

Roof/Sidewalks (City) Landscape

City & County IT (long-term) One Entity housed at all (Twp, City, County) Infrastructure

Way Findings Signage

Nicer Exterior Signage – needs updating

Ceiling Repair in Small Courtroom – Wes said he can do

Drinking Fountain – Main floor, Annex & 3rd Floor – have on hand

*Maintenance will finish

2. ANNEX BUILDING

Flooring

Basement – put in dehumidification and firewalls for filing storage

Cameras

Parking Lots Update – striping/seal coating for employee/public parking

Roof

Elevator outdated

Bathrooms – heat and handicap accessible

Security with inmates – District Court

Jury Room Update

Exterior Landscaping

3. 911 BUILDING

Flooring

Repair Back Steps Exterior Building

Paint

Plumbing update

Roof

911 BUILDING (continued)

MDOC

Provide Space, Copy Machine, \$ for Office Supplies

Fix Windows – Review

Clean up Basement of Storage

4. DHHS BUILDING

*On hold until know what County wants to do

5. DHD #4 BUILDING

Roof - \$300,000-\$400,000

HVAC - \$500,000

Control System - \$100,000

Flooring & Paint Interior

Windows

Parking Lot

Exterior Trim

Design Front Entrance (Wilson Street) for Lobby with Front Parking Lot

Landscaping

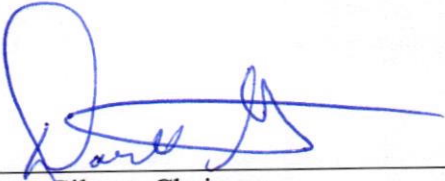
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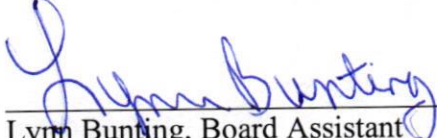
None.

***Next Meeting: Wednesday, March 9, 2022 at 3:00 p.m. in Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Adrian and supported by Commissioner Thomson to adjourn the meeting. Motion carried. The meeting adjourned at 11:15 a.m.



Don Gilmet, Chairman

Lynn Bunting, Board Assistant

llb

#1

Alpena County Erosion Control Permit Fee Schedule

Transportation Facilities

To include but not limited to: streets, highways, roadways - public/private, trails and paths.

	<u>Plan Review</u>	<u>Permit Fee</u>	<u>Total</u>
Up to ½ mile	Included	\$160.00	\$160.00
Disturbance of ½ mile	Included	\$190.00	\$190.00
Each additional ½ mile or fraction thereof	Included	\$ 60.00	\$ 60.00

Industrial/Commercial Development

Review fees included in permit fee along with 3 inspections included in fee.

Up to one acre	included	\$260.00	\$260.00
Each additional acre	included	\$100.00	\$100.00

Commercial projects, greater than one acre, require sealed, engineered site plans with runoff calculations, and either a signed letter of acknowledgment or a letter of credit. If the inspector feels that it is necessary to have a professional engineer review the plans submitted to the County, all review costs will be paid for by the developer.

Utility and Corridor Development

To include but not limited to: underground cables, above ground major transmission cables, water mains and sewers.

0-3 feet wide disturbance	\$ 0.02	\$ 0.02	\$ 0.04
4-10 feet wide disturbance	\$ 0.03	\$ 0.03	\$ 0.06
>10 feet wide disturbance	\$ 0.05	\$ 0.05	\$ 0.10

Gravel and Sand Pit Excavation

To include any open pit greater than one acre in size, active or inactive. Generally a five year permit may differ if a signed agreement is made with the agent in advance.

Sand/Gravel Pit	\$150.00	\$40.00 x 5	\$350.00
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Waterway Impoundment Construction or Improvements

To include but not limited to: ponds, seawalls, rip rap, etc.

Up to one acre	\$ included	\$160.00	\$160.00
Disturbance of one acre	\$ included	\$190.00	\$190.00
Additional acre or fraction thereof	\$ included	\$ 60.00	\$ 60.00

Septic Systems

To include septic system installation, replacement or repair not associated with other earth change activities.

Septic System	\$ included	\$160.00	\$160.00
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Residential Construction and Miscellaneous Earth Changes

To include all single family dwellings, additions, barns, garages and subjects not covered by or within the above categories. 3 inspections included in fee.

Up to one acre	Included	\$160.00	\$160.00
Each additional acre	Included	\$ 75.00	\$ 75.00

* Additional Site Inspections for any permit, beyond three, will be charged at a rate of \$50.00 per visit and will be billed to the landowner at the expiration of the permit.

Any projects, one acre or larger, with a storm water collection, or discharge point may require a storm water operator for the duration of the project. Any project five acres or larger shall require a certified storm water operator for the duration of the project.

MAKE CHECK PAYABLE TO: Alpena County Treasurer