

FACILITIES, CAPITAL & STRATEGIC PLANNING COMMITTEE  
MEETING MINUTES

Wednesday, April 13, 2022 – 9:00 a.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Don Gilmet, Chair  
Kevin Osbourne  
Brenda Fournier  
Bob Adrian, (sitting in for Marty Thomson)

Others Present: Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant  
Kim MacArthur, County Board Assistant  
Wes Wilder, County Maintenance Superintendent  
Steve Smigelski, Airport Manager (zoom)  
Phil Heimerl, True North Radio (zoom)  
Keri Bertrand, County Clerk  
Kim Ludlow, County Treasurer (zoom)  
Marcia Burns, Circuit Court Administrator (zoom)  
Undersheriff Erik Smith  
Dan Perge, Veterans Counselor (zoom)  
Ted Somers, Equalization Director (zoom)  
Janelle Mott, Juvenile Officer & (zoom)  
Kim Elkie, 911/Central Dispatch Director (zoom)

CALL TO ORDER

Chair Don Gilmet called the meeting to order at 9:00 a.m.

ROLL CALL

Commissioners Fournier, Osbourne, Adrian (sitting in for Commissioner Thomson, and Gilmet present. Commissioner Marty Thomson, excused.

PLEDGE OF ALLEGIANCE OF THE UNITED STATES OF AMERICA

Chair Don Gilmet introduced and welcomed new Commissioners Office Board Assistant Kim MacArthur.

INFORMATION ITEM: Undersheriff Erik Smith gave an update on the new jail roof snow/ice building issue presenting the recommended quote from Story Roofing for back entrance (delivery door) and front entrance in the amount of \$3,000 who installed the current duralast rubber membrane roof and are proposing two strips of “snow fence” which would attach to the rubber membrane and guide snow/ice away from the walkways. Undersheriff Smith noted that this would not void the current roof warranty. County Maintenance Superintendent reported that he could get the material to do an overhand for the back door with the labor from him and his crew to help save costs. Discussion and recommendation to do back entrance with maintenance doing the labor and for the Undersheriff to get estimates for the front door entrance and present to the next committee meeting. Moved by Commissioner Osbourne and supported by Commissioner Fournier to recommend the below Action

Item. Roll call vote was obtained: AYES: Commissioners Osbourne, Fournier, Adrian and Gilmet.  
NAYS: None. Commissioner Thomson, excused. Motion carried.

**ACTION ITEM #FCSPC-1: The Committee recommends approval of expenses incurred for work for an overhang for the back door on the new jail building to help with snow/ice issues in the winter and authorize the County Maintenance Superintendent up to \$900 for expenses to come out of the Jail Levy Fund and labor to be done by the County Maintenance Department as presented.**

INFORMATION ITEM: Commissioner Osbourne reported the old Boys & Girls Club Building/Property for discussion. Discussion and recommendation to keep on the agenda to further discuss.

INFORMATION ITEM: Administrator Hannah gave an update on the agreement for use of the basement in the Annex Building by the counseling group reporting she sent the agreement to Juvenile Officer Janelle Mott to review and will be meeting with the counselors, Janelle and Wes today. Discussion and recommendation to bring back to the committee at the next meeting.

### **CURRENT PROJECT UPDATES**

Administrator Hannah reported on the following:

1. MRF (Multi-Regional Recycling Facility) Grant Update – Administrator Hannah reported the application was submitted for the MRF Grant and the EDA Grant application through Senator Peters office has been submitted. Administrator Hannah informed the committee and requested to submit an application through Senator Stabenow’s office but has a deadline of April 30, 2022 to apply and is the same type of grants that were approved (MRF & EDA Grant) that were submitted. Discussion and recommendation for Administrator Hannah to apply for the grant through Stabenow’s office as well.
2. IT Department Office Space Update – Administrator Hannah reported the IT Director has money in his budget to rearrange/renovate their current office space and passed out the information to the committee to discuss. Administrator Hannah informed the committee that the current conditions for the IT Department needs to be updated as they are not on the generator system like the rest of the courthouse and when the power is out there is no lighting. IT Director Mousseau and Maintenance Superintendent Wilder will work together and get some estimates.
3. Housing – Brownfield Authority – Administrator Hannah reported that in May the Housing State Land Authority representative will be visiting Alpena and will do a presentation to the board and how to address housing issues.

### **CIP (CAPITAL IMPROVEMENT PLAN) PROGRESS**

- Review CIP Spreadsheet – Administrator Hannah gave an update on the Capital Improvement Plan spreadsheet reporting she will be contacting the Department Heads and will continue to work on the list and update the committee.

- Signage/Ways Funding Proposal – Administrator Hannah presented the proposal from Corbin Design for Exterior and Interior Way finding and Signage System. Administrator Hannah reported she did not ask for the proposal, but was asking for information only, and received proposal for them and sent to the committee for review. Discussion to put an RFP out for bid if decided to proceed with a Signage/Ways System.
- Building Use Study/Building Audit – Administrator Hannah gave an update reporting she will continue to explore grant funding and other ways to fund funds for a Building Use Study/Building Audit. Discussion and recommendation on community involvement. Administrator Hannah reported she will pursue and work on a Scope/RFP to put out for bids and bring back for the committee to review.
- ACC Property/Health Department Property Update – Administrator Hannah reported she is trying to schedule a meeting with the Alpena Community College (ACC) President Don MacMaster and will work on scheduling the meeting and update the committee.
- Old Jail Update – Administrator Hannah reported she is waiting on the Phase I Environmental Report and once received can do a draft RFP (Request for Proposal) and update the committee.
- DHHS Building Update – Administrator Hannah gave an update on the Department of Health and Human Services Building reporting the tenants are still in the building but will be moving soon to their new facility and found out the mold issue in the building was due to the live plants the tenants had in the building.

**PUBLIC COMMENT**

None.

**\*Next Meeting: Wednesday, April 27, 2022 at 9:00 a.m. in Howard Male Conference Room/Zoom Room**

**ADJOURNMENT**

Moved by Commissioner Fournier and supported by Commissioner Osbourne to adjourn the meeting. Motion carried. The meeting adjourned at 10:01 a.m.

Don Gilmet, Chairman

Lynn Bunting, Board Assistant

