

# PROPERTIES COMMITTEE

**March 28, 2024**

*Room 302 COUNTY COMPLEX  
255 CLAY STREET, LAPEER, MI 48446*

Chairman Zender called the meeting to order at approximately 11:02 a.m. in Room 302 of the County Complex.

Members Present: Commissioners Bryan Zender, Tom Kohlman, and Kevin Knisely. Moses Sanzo, County Administrator/Controller; John Bustle, Building & Grounds/Parks Director; Jackie Arnold, CFO

Others: Jillian Clark, Special Events Coordinator; Emma McQuillan, CMH CFO; Jeff Satkowski, E911 Director; Lori Gebhardt, Register of Deeds; Stephanie King, Chief Animal Control Officer

## **AGENDA**

The agenda was reviewed.

**Motion by Knisely, support by Kohlman, to approve the Properties Committee Agenda as presented. Motion carried.**

## **MINUTES**

The minutes from March 14, 2024 were briefly reviewed.

**Motion by Knisely, support by Kohlman, to approve the minutes from the March 14, 2024 Properties Committee meeting as presented. Motion carried.**

## **CMH**

Emma McQuillan was present to discuss the request to purchase new vehicles for CMH. McQuillan explained that there are currently 4 vehicles that are over 10 years old that need replacement. McQuillan shared each vehicle has more than 100k miles and the vehicles are in the shop more frequently than others. McQuillan shared CMH Boards selection and approval for 3 Hornets and 1 Edge to be purchased. Bustle explained that once the new vehicles arrive, the older vehicles will be replaced and placed in the next upcoming auction. Discussion on cost allocation between CMH and the County occurred.

- 1. Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to approve the request of the County to purchase the 4 vehicles listed, 3 Dodge Hornet GT AWD (\$30,214.00/each) and 1 Ford Edge SE AWD (\$35.865.00), using the CMH Building/Equipment Acquisition and Replacement funds. LCCMH will develop a four-year lease agreement with the County and lease payments will be deposited into the CMH Building/ Acquisition fund, at no additional cost to the County's General Fund. Motion carried.**

Continued

**E911**

Jeff Satkowski was present to discuss several requests for building upgrades. Satkowski explained that some parts of the flooring in the building is original dating back to 1997 and other parts are approximately 15 years old. The project will include the change from carpet to vinyl flooring, which will last longer. Knisely expressed concern on accuracy of quotes to material. Satkowski explained with the help of Building and Grounds, Satkowski was able to receive quotes that accurately reflect the materials requested for use for the project.

- 2. Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with Skaff to replace flooring in the building, at a cost not to exceed \$20,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**

Satkowski explained the blue paint in the building is again original (1997) and several years ago a tan color was added to some parts of the building. Satkowski explained the tan is already wearing and the metal doors are chipping. Satkowski explained difficulty in receiving bids for this project, however, was able to receive a third bid which was presented to the committee for review.

- 3. Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with Main Street Painting Company to paint the main floor in the building, at a cost not to exceed \$10,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**

Satkowski continued explaining plans for the building project to include electrical updates. Updates include consolidating switches and replacing iridescent lighting, which would not only be an upgrade but also a cost savings. Satkowski explained O.S.C is a single source. Brief discussion on usage of a single source and updates occurred.

- 4. Motion by Kohlman, supported by Knisely, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with O.S.C to replace/upgrade the lighting in the 911 classroom/EOC, at a cost not to exceed \$6,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**

Satkowski explained currently the building has 2 traditional drinking fountains. Satkowski requested both to be updated to the water fill stations. Knisely expressed concern on bid pricing variance. Satkowski and Bustle were both able to contact and verify the bids were correct.

- 5. Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize Central Dispatch to proceed with Keith Brace Plumbing to replace the drinking fountains in the building, at a cost not to exceed \$5,000.00, to be paid using the 9-1-1 millage account 482-325-977.000, at no additional cost to the County's General Fund. Motion carried.**

**FINANCE/ REGISTER OF DEEDS**

Lori Gebhardt and Jackie Arnold were present to discuss the replacement of hardware at Register of Deeds. Gebhardt explained that current hardware is outdated. Brief discussion on what would need to be replaced occurred.

- 6. Motion by Knisely, supported by Kohlman, to recommend to the Full Board, pursuant to the recommendation of the Properties Committee, to authorize the purchase of a new server, 11 desktop computers, 7 monitors, to include the cost of installation for a total cost not to exceed \$50,000.00, to be paid from 256-711-977.010, with a budget amendment to follow.**

**ANIMAL CONTROL**

Stephanie King was present to discuss changes to the possible new building. King presented the proposed layout attaching to the other side of the building with an enclosed sally port/secured area. King explained how plans eliminate the quarantine concerns that Zender expressed previously. Bustle shared this would also eliminate the DTE costs of moving poles and/or wires. King shared an update, after meeting with Building & Grounds Mechanical Supervisor, on furnace filtration for the quarantine. King explained current building remodel to create an adoption room. Brief discussion on fire suppression requirement occurred. King also explained plans for additional outdoor kennel space. Zender expressed concern to keep projects separate. Discussion on bid process occurred with the updated layout. Bustle will reach back out to the 3 companies that bid on the project and report back to the committee.

**BUILDING & GROUNDS**

John Bustle was present to discuss possibility of a GPS and maintenance system for the County Fleet. Bustle explained how the software would work and how it would be an improved system for maintenance records. Benefits also included liability protection based on record keeping for the County employees and the County itself. Kohlman expressed concerns of the GPS not working in remote areas throughout the county. Kohlman expressed concerns on the costs for the system. Zender suggested a trial period, with just a couple vehicles to ensure this is the route the County would like to proceed with.

John Bustle discussed a received request to use the Historic Courthouse lawn during bike night. Bustle explained that this request is for 12 Fridays during the summer and to have items such as dunk tank in the lawn for kids and families. Discussion on rental value and deposit fees occurred. Bustle discussed the increase in weddings at the Historic Courthouse over the years and what is currently already reserved for the summer. Discussion on how this would affect weddings occurred. Zender referred back to properties with an updated procedure.

**ADMINISTRATION**

Moses Sanzo was present to discuss the pavilion lease between the County and City of Lapeer. Zender gave an update regarding the meeting with City Manager. Zender explained specific maintenance items that the City planned to fix. Zender confirmed with Bustle that Building and Grounds would have time to complete the items. Zender expressed wanting to begin in the lease with the pavilion in good condition. One of the items was the removal of the exterior curtains used to enclose the pavilion for heating purposes. Discussion occurred regarding costs and condition of the curtains. Bustle would have the curtains condition inspected and if in good

condition, Building and Grounds would clean them. Further discussion on improvements, utilities, and tables occurred. Sanzo would have the lease revised for changes requested and present back.

Moses Sanzo was present to discuss the request for a Courthouse Café in Café Ray in the basement of the County Complex. Sanzo explained the request and further details would need to be presented from William Hamilton. Sanzo called Hamilton and placed him on speakerphone for phone conference. Hamilton explained staff complaints of vending machine options and the idea to have local restaurants schedule on site lunch options throughout the various County buildings. Hamilton explained advertising a proposal and have local restaurants bid out the opportunity. Zender expressed concern delivery services are readily available to delivery to the courthouse. Knisely expressed concern about existing staffing issues within the restaurant industry. Knisely explained processes and licenses required for off site food prep and the potential of food waste involved. Hamilton expressed wanting to have better food options for the employees than current vending machines that just have snack foods. Hamilton explained writing a Request for Proposal for vending machines.

**ADJOURN**

Motion by Kohlman, supported by Knisely, to adjourn the meeting. Motion carried. 12:45 p.m.

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Bryan Zender, Chairman  
Lapeer County Properties Committee