March 1, 1982

Honorable Chair and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

A meeting of your Environment, Lands and Buildings Committee was duly called and held on March 1, 1982 and copies of the minutes of that meeting have been furnished to all members of the Board of Commissioners and a copy of the minutes is attached hereto and made a part of this report.

Respectfully submitted,

ENVIRONMENT, LANDS & BUILDINGS COMMITTEE

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Chair

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March 1, 1982

Honorable Chair and Members of the
Marquette County Board of Commissioners
Marquette, Michigan

Ladies and Gentlemen:

On March 1, 1982 the Environment, Lands and Buildings Committee considered a communication from Bruce Rukkila, Finance Officer, on responses received to a Request for Proposals (RFPs) for performance of a Technical Assistance Energy Audit on the Marquette County Courthouse, Marquette County Courthouse Annex, and the Marquette County Jail. The RFP was step two of a three phase energy audit, and involves energy readings on the various buildings as well as submission of a report to the County Board on the engineering and architectural findings of the study. The first phase was a preliminary audit performed by CUPPAD. The third phase considers energy conservation measures established to provide assistance to an applicant in performing the technical assistance and energy conservation measures portion of the three step process.

Mr. Rukkila advised the Committee that ten proposals were received ranging from $3,400 to $16,000. Based on his analysis of the proposals he recommended that a proposal from Manyam Associates, Inc., of Saginaw, MI be accepted. Their bid was in the amount of $9,800. The Committee was of the opinion that the audit should also include an analysis of the design plans for the renovation of the Courthouse building, and that any Agreement entered into by the County of Marquette for an energy audit should include such an analysis.

Therefore, it is the recommendation of your Environment, Lands and Buildings Committee that the Marquette County Board of Commissioners award the Technical Assistance Energy Audit to the firm Manyam Associates, Inc. for $9,800 with the stipulation that they include an analysis of the Courthouse renovation design in their audit.

Respectfully submitted,

ENVIRONMENT, LANDS AND BUILDINGS COMMITTEE

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Chair

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March 1, 1982

The Environment, Lands and Buildings Committee meeting was duly called and held on March 1, 1982.

Present: Commissioners Farrell, Racine, Steele and Villeneuve.

Absent: Commissioner Cheatham.

In Attendance: Charles Hohman, Manager, Airport; Alan Chase, County Planner; Dave Hillier, Maintenance Supervisor; Bill Hart, Harbor Commission; Mike Zorza, Emergency Services Coordinator; Les Ross, Planning Commission; Bruce Rukkila, Finance Officer; and Duane Beard, Controller.

The meeting was called to orded by Chair Steele.

The first order of business was approval of the minutes of the February 1 and February 17 meetings. It was moved by Commissioner Racine, supported by Commissioner Villeneuve and carried unanimously to accept the minutes as written and presented.

The public comment section was opened. No one present wished to speak and the section was closed.

Approval of the agenda was the next item of business. An item on RFP for water system improvements at the Harbor of Refuge was changed to follow the discussion on goals and objectives.

Dave Hillier, Maintenance Supervisor, Alan Chase, County Planner, and Bill Hart, Harbor Commission, were present as representatives of the Building Operations Functional Group and Resource Management and Development Functional Group to discuss 1983 Board goals and objectives.

Discussion was held between Alan Chase and the Committee on the Executive Summary of the County Comprehensive Plan, and whether it should continue to be prepared in the manner it has been. Commissioner Farrell said the purpose of the Summary is to advise the Commission on changes made to the Comprehensive Plan each year. Also it is more easily read than the Comprehensive Plan, which is a lengthy document. The possibility of providing a yearly synopsis of the Comprehensive Plan rather than an Executive Summary was mentioned.

Dave Hillier said he believes the County should be concerned with developing a public safety program, and a policy in this regard would be beneficial. He also believes a building maintenance program should be established for items such as painting, flooring replacement, furniture replacement, etc.

Chase said there are many projects each year that are maintenance by nature, rather than a capital improvements project, and there should be provision made for such projects. It was noted in discussion that the Service Center operates in a manner where rent is paid by departments for space they utilize and the rent is used for upkeep of the facility.

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Re a Safety Program. Duane Beard said each quarter the building maintenance supervisor and personnel director conducts a fire safety inspection. The safety consultant with the county's insurance carrier also conducted a safety review. Commissioner Villeneuve felt a safety program should be instituted. Commissioner Farrell suggested that MIOSHA be asked to conduct more frequent safety inspections to keep the county up to par.

Bill Hart said he was present at the meeting in place of Dale Phelps, Chair, Harbor Commission. He said the Harbor Commission is concerned about the two vacancies on the five member Harbor Commission. He said they have met with Art Feldhauser, DNR, on operating the Harbor of Refuge on a concession basis. He said the Harbor Commission believes a staff person should be appointed to assist the Harbor Commission in the manner provided by John Beerling in past years. This person would do paper work required by the Harbor Commission.

Hart said potable water problem at the Harbor is an immediate concern of the Harbor Commission. They recommend that the water system be tapped into the Powell Township water system.

A communication on draft RFP for engineering services for the Big Bay Harbor of Refuge water system improvements project was presented. Beard noted $20,000 is budgeted for improvements to the system and the county has received a $2,000 grant from the state for improvements. He recommended that an Advisory Committee be set up to review proposals and that such a Committee be comprised of the Environment, Lands and Buildings Committee Chair; Dale Phelps; Road Commission engineering staff representative; and himself. He also proposed that that Committee's recommendation be submitted directly to the County Board as soon as possible.

It was moved by Commissioner Farrell, supported by Commissioner Racine an carried unanimously to issue the RFP; meet the conditions of the DNR for grant money for the water system improvements; and when proposals have been received that an Advisory Committee, as described above, be formed to review them.

A communication was received from Darryl Sundberg, Drain Commissioner, on the Board's 1983 goals and objectives. He suggested that a master drainage plan be developed for the county and that public relations efforts be instituted to advise county residents of the Drain Commissioner's responsibilities. Commissioner Farrell believes a master drainage plan can be developed internally. He thought this should be discussed with Mr. Sundberg.

Charles Hohman, Manager, Marquette County Airport, and Mike Zorza, Coordinator, Emergency Services, were present to discuss a site for the emergency vehicle facility. Mr. Hohman had addressed a communication to the Committee listing problems he perceives in constructing the facility adjacent to the CFR building. He said he is not opposed to having a facility at the Airport but to having it placed at the Planning Commission's recommended location.

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Commissioner Racine noted the last time this was discussed the Committee asked Zorza to prepare a report on the requirements for constructing the facility at both the Airport and Service Center. He felt until that information is available the matter should not be pursued. The Committee believed there is a need for an indepth report on the exact requirements, obstacles, benefits, etc. that must be addressed in constructing a facility at the Airport and the Service Center, and asked that such a report be submitted to the Committee at their next meeting.

Bruce Rukkila entered the meeting.

In response to a question, Hohman said Simmons Airlines has moved to new offices in the basement of the Airport terminal. He noted Simmons employs about 65 people. Operation of the restaurant at the Airport was discussed. Hohman, Zorza and Hillier then left the meeting.

Les Ross was present to review a report prepared by the Planning Commission on the future uses of the Brookridge facility. Ross said the present report studies the Brookridge building and contains little about county owned acreage in that area, including the dedicated strip of land and Youth Home property. He said Beard had mentioned to him that a more comprehensive report, encompassing all county owned land in the area, would be beneficial. He said if the Committee wishes to have an expanded report it may not be beneficial to go into a lengthy review of the present report at this time. It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to postpone discussion until next month with the understanding they will have a complete report from the Planning Commission at that time. Commissioner Farrell suggested that alternate uses of the property be contained in the Planning Commission's report.

A memo was received from Bruce Rukkila, Finance Officer, on budget amendment recommendation - service contract - environmental unit. The communication concerned entering into a maintenance agreement for the servicing of the air conditioning/humidifying unit in the computer room. Rukkila said the unit is instrumental for the operation of the computer. A quote for $860 per year was received from Duquaine, Inc. and one in the amount of $1,171.75 from ACR Corporation. Rukkila recommended that the Committee recommend to the Finance Committee approval of a $1,300 budget amendment for a service contract with Duquaine, Inc. That figure includes funds for the purchase of a back-up compressor unit at a cost of $440 for the environmental unit in case of compressor malfunction.

It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to recommend to the Finance Committee that they recommend to the Board a budget amendment of $1,300 for a service contract with Duquaine, Inc. for the computer environmental unit, and purchase of a back-up compressor.

A recommendation was received from the Finance Officer on a Technical Assistance Energy Audit - Request for Proposals (RFP). Rukkila noted this is for the second phase of a three phase program. The phase involves energy readings on the Courthouse, Courthouse Annex, and Jail buildings, and submission of a report to the Board on the engineering and architectural findings of the study. Rukkila said he received ten proposals ranging

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from $3,400 to $16,000. Based on his analysis he recommended approval of a proposal from Manyam Associates, Inc. in the amount of $9,800. The Committee was of the opinion that the audit should include an analysis of the design plans for the renovation of the Courthouse Building. It was moved by Commissioner Farrell, supported by Commissioner Villeneuve and carried unanimously to recommend to the Board that Manyam Associates, Inc. be contracted to perform the second phase of the technical assistance energy audit, with the stipulation that they include an analysis of the Courthouse renovation design in their audit.

A communication from Civil Counsel to the Board Chair on Forestry Commission's authority to execute timber permits was presented. This was referred to the Committee for recommendation to the Board on bylaws for the Forestry Commission. Beard informed the Committee that he met with the Forestry Commission and that they are in the process of preparing bylaws. They have asked Chief Civil Counsel to draft bylaws for their consideration and they will later submit a draft to the Committee for review.

A letter from Sue Peterson A-95 Coordinator, in response to the Committee's request for a conference with UPCAP on their Area Wide Information System Project was read. Peterson said money for the project is uncertain at this point and UPCAP will meet with the Committee should funding become available for the project.

A public notice from the DNR on an application by L.S. & I. Railroad to replace existing cluster piles and drive new piles on Lake Superior; and one on Marquette County Road Commission's application to replace existing bridge crossing Big Brook Stream, Forsyth Township, were presented. The comment deadline on these applications has elapsed. It was moved by Commissioner Villeneuve, supported by Commissioner Farrell and carried unanimously to place the notices on file.

A public notice from the Corps of Engineers on application by L.S. & I. Railroad on proposed fill in conjunction with bridge replacement in the Carp River and adjacent wetlands near Eagle Mills, MI was noted and placed on file.

The Controller gave a verbal report on status of Committee's 1981 pending items.

Commissioner Villeneuve questioned liability of Road Commission in helping pull a car out of a ditch as he observed this occurring the past week. Commissioner Farrell suggested that the call the Road Commission.

Commissioner Farrell questioned the status of RFP on the summer youth conservation program. The Controller was asked to call the Six County Consortium on the status of this.

The Committee discuss the county policy on use of coffee pots in county offices.

There was no public comment. The meeting adjourned at 9:55 p.m.

Respectfully submitted,

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Environment, Lands and Buildings Committee

March 1, 1982

1. Approval of the minutes of the February 1, 1982 and February 17, 1982 meetings.
2. Public Comment.
3. Approval of the agenda.
4. 7:00 p.m. Department heads/administrators for the Building Operations Function Group and the Resource Management and Development Function Group have been invited to discuss 1983 goals and objectives. Communication from Darryl Sundberg, Drain Commissioner, on 1983 Board goals/objectives.
4. 8:00 p.m. Charles Hohman, Manager, Airport, will be present to discuss the location of the emergency services vehicle facility. Communication from Mr. Hohman on this topic.
5. 8:30 p.m. Lincoln Poley, Architect, will be present to discuss the Courthouse renovation project.
6. Report from Planning Commission on Brookridge.
7. Memo from Bruce Rukkila, Finance Officer, on Budget Amendment recommendation - Service Contract - Environmental Unit.
8. Recommendation from the Controller on technical assistant energy audit - Request for Proposals.
9. Communication from Civil Counsel to Board Chair on Forestry Commission authority to execute timber permits. Referred to the Committee for recommendation to the Board on bylaws for the Forestry Commission.
10. Letter from Sue Peterson, A-95 Coordinator, in response to the Committee's request for a conference with UPCAP on their Area Wide Information System Project.
11. Public Notices from the DNR:
    a. Application by L.S. & I. railroad to replace existing cluster piles and drive new piles on Lake Superior. Deadline for comments has elapsed.
    b. Marquette County Road Commission application to replace existing bridge crossing Big Brook Stream, Forsyth Township. Comment deadline has elapsed.
12. Public notice from the Corps of Engineers on application by L.S. & I. Railroad on proposed fill in conjunction with bridge replacement in the Carp River and adjacent wetlands near Eagle Mills, MI.
13. Report from Committee Chair and Controller on 1981 pending items.
14. Request for Proposals - Harbor of Refuge Water System.
15. A-95's.
16. Public Comment.

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+/. Dept Heads.

(1) Allan Cohen — Planning Com. m.
(2) DAVE HILLIER — BLDG + Grounds
(3) Wm. Hart. — Harbor Refuge — Water Supply — (concessions).

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