December 2, 1982

Honorable Chair and Members of the
Marquette County Board of Commissioners
Marquette, Michigan 49855

Ladies and Gentlemen:

The Personnel Committee of the Marquette County Board of Commissioners was
duly called and held on December 2, 1982 and a copy of the minutes of that
meeting was furnished to each member of the Board of Commissioners and a
copy attached hereto and made a part of this report.

Respectfully submitted,

PERSONNEL COMMITTEE

[Signatures]
The Marquette County Personnel Committee met on December 2, 1982 at 7:00 P.M. in the Commissioners Room of the Courthouse Annex.

Present: Comm. Leone, Carlson, Racine, Juidici, and Steele.
Absent: Comm. LaMere.

Also present were Personnel Director, Randy Girard and County Clerk, Henry A. Skewis.

It was moved by Comm. Juidici, supported by Comm. Steele and carried that the minutes of the special meeting held on November 23, 1982, be approved and accepted.

There was no public comment.

The agenda was approved as furnished.

Mary Luttinen, Cooperative Extension Director was present to introduce her new staff members, Mark Ash, County Agricultural Agent, Gale Meier, Assistant 4-H Program Director and Nancy Buehema, Area 4-H Youth Agent. Each new person explained his work position to the committee and were welcomed to county employment.

The position of Commission Aide was discussed. It could not be determined at this time, how much work this position would entail in 1983. The person who fills this position must be a deputy of the County Clerk, in order to take the minutes of County Board meetings or subcommittee meetings as required by statute. It was determined that between 25 and 30 hours a week would be required for this position for 1983, based partly on past work load and anticipated future work loads. It was suggested that this position become a County Clerk's departmental position and would be either union or non union with the decision left up to the County Clerk. The County Clerk would take the minutes of all special closed sessions of the County Board. It was moved by Comm. Carlson, supported by Comm. Juidici and unanimously carried that the Personnel Committee recommend to the County Board that a new position be created in the County Clerk's office, as a County Clerk's employee, at 25 hours a week, for the purpose of taking the minutes of the County Board and its subcommittee meetings, under the direction of the County Clerk; that the Personnel Director and the County Clerk develop a job description for this position, that meets the approval of the County Clerk before it is authorized and a commission aide not be hired at this time; and further, the job description be completed for the December 15, 1982 meeting of the County Board.

A communication from Probate Judge Michael J. Anderegg authorizing the County Board of Commissioners negotiating team to bargain on behalf of the Probate Court, was read, accepted and placed on file.

A communication from Patricia L. Micklow, Chief Civil Counsel regarding a change in the staffing of the Family Support Unit with the 1983 Cooperative Reimbursement Program Grant, was discussed. It was moved by Comm. Juidici, supported by Comm. Steele, and carried that the Personnel Committee recommend to the County Board that they allow changes in staffing for the Family Support Unit, under the 1983 Cooperative Reimbursement Grant as follows.

1. delete the position of Assistant Prosecuting Attorney #1.
2. add a Paralegal position.
3. delete a Collection Officer position.
4. add an Investigator position.
5. continue the temporary clerk/typist position for an additional six months.
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A discussion was held on the possibility of holding a special meeting of the Personnel Committee on Monday, December 20, 1982 to make recommendations to the County Board at their December 22, 1982 meeting, regarding salaries for non union bargaining employees. A special meeting will be set up on December 20, 1982 for this purpose.

A communication from Chief Civil Counsel Patricia L. Micklow regarding the development of a specific policy to set forth procedures for hiring County Board employees, particularly non-union employees, was read. This matter will be referred to the Personnel Director for recommendation in the new Personnel Policy Update.

A discussion was held regarding an Update of the Personnel Policy Manual. It was suggested that the Personnel Director review this matter and possibly make recommendation to the Personnel Committee at their December 20, 1982 special meeting.

A communication from Henry Schneider, Equalization Director regarding the staffing level of the Equalization Department for 1983. Comm. Carlson stated that this matter had already been discussed and moved that it be placed on file. The motion was supported by Comm. Racine and carried.

There was no public comment.

There being no further business to come before the Personnel Committee, it was moved by Comm. Juidici, supported by Comm. Racine and carried that the meeting be adjourned.

Respectfully submitted,

Henry A. Skewis
County Clerk
December 1, 1982

Honorable Chair and Members of the
Marquette County Board of Commissioners
Marquette, Michigan 49855

Ladies and Gentlemen:

A special meeting of the Finance Committee was duly called and held on December 1, 1982 and a copy of the minutes of that meeting was furnished to each member of the Board of Commissioners and a copy of those minutes is attached hereto and made apart of this report.

Respectfully submitted,

FINANCE COMMITTEE

[Signature]
Chair

[Signature]
[Signature]
The Finance Committee of the Marquette County Board of Commissioners met in special session on December 1, 1982 at 6:15 p.m. in the Courthouse Annex.

Present were: Comm. Carlson, Lowe, Racine and Farrell.
Absent : Comm. LaMere.

Also present were Chief Civil Counsel, Patricia L. Micklow, County Clerk, Henry A. Skewis, County Controller, Duane Beard, Accounting Supervisor, Gary Yoder and Finance Officer, Bruce Rukkila.

Present in the audience were William Johnson and Loren Anderson of Anderson, Steinhoff, Tackman and Co.

It was moved by Comm. Farrell, supported by Comm. Racine and carried that the minutes of the November 17, 1982 special meeting of the Finance Committee be accepted.

There was no public comment.

The agenda was approved with the addition of item 7-b, error in certification of Michigan tax levy for 1983.

The Finance Committee audited claims and accounts in the amount of $680,846.62. It was moved by Comm. Racine, supported by Comm. Lowe and carried that the Finance Committee recommend to the County Board that claims and accounts in the amount of $680,846.62 be allowed and ordered paid.

The item concerned with bid proposals for the removal and reconstruction of a home in Trowbridge Park under the Marquette Township CDBG proposal was tabled until the December 8, 1982 meeting of the Finance Committee.

A recommendation from Duane Beard, Controller regarding the release of funds for the Community Development Block Grant Program, Republic Township Housing, was read. It was moved by Comm. Racine, supported by Comm. Farrell and carried that the Finance Committee recommend to the County Board that they take the proper action to release the funds for the CDBG Program Republic Township Housing.

Bruce Rukkila, Finance Officer and Duane Beard, Controller were present to make recommendations on awarding bids for the 1982-83-84 audits of county funds. The special advisory committee had met earlier in the week and had made recommendation that the audit bid be awarded to Plante and Moran in the amount of $95,200.00 for 1982-83-84 audit of county funds. Loren Anderson and Wm. Johnson of one of the rival firms bidding, Anderson, Steinhoff, Tackman & Co., were present to express their concern in not being recommended to do the audit. They felt they were qualified and being local the money involved would be kept in the county. They felt they could give more personal service because they are in the area. It was moved by Comm. Racine, supported by Comm. Lowe and carried that the Finance Committee not make a recommendation to the County Board but that the question of awarding bids be passed on to the County Board for decision.

Patricia L. Micklow, Chief Civil Counsel was present to advise the Finance Committee in regard to the financial impact of the Cooperative Reimbursement Program Grant for the Family Support Unit. It was moved by Comm. Farrell, supported by Comm. Racine and carried that the Finance Committee recommend to the County Board, that they approve the grant application for the Cooperative Reimbursement Program and authorize the board chair to execute the same.
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Duane Beard, County Controller advised the Finance Committee of an error made in the certification of levy of taxes for Michigamme Township. The bond issue of 1 mill levy for the Republic-Michigamme Schools should not be levied against Michigamme Township. This was an oversight and should be corrected. It was moved by Comm. Farrell, supported by Comm. Racine and carried that the Finance Committee recommend to the County Board that they correct the certification of taxes to be levied in Michigamme Township by:

- The attached corrected Certification of Levies for Michigamme Township be amended into the text of the 1983 Budget.
- The Equalization Department be directed to prepare a report using the County computer indicating the proper amounts to be paid by each taxpayer in Michigamme Township to be furnished to the Township Treasurer to simplify the tax collection and refunding process.
- A communication be sent to the Michigamme Township Board indicating the County regrets any difficulties and costs associated with this error and that it will reimburse the Township for those out-of-pocket costs associated with correcting the error. (It is my opinion that such costs should not exceed $1,500).

There was no public comment.

There being no further business to come before the Finance Committee, the meeting was adjourned.

Respectfully submitted,

[Signature]

Henry A. Skewis  
County Clerk