February 26, 1985

The Finance/Personnel Committee met on February 26, 1985 at 5:00 P.M. in Room 231 of the Courthouse Annex.

Chairperson Valente called the meeting to order and the following roll recorded:
Absent: None.

Chairperson Valente opened the meeting for public comment, none was forthcoming and the public comment section was closed.

It was moved by Comm. Berglund, supported by Comm. Lowe and carried to approve the agenda, with the moving of item 15, regarding Budget Amendment, General Fund Encumbrances, up to item 6-b.

Mr. John Jaykka and Robert Ganzer of the Marquette County Harvest Festival, were in attendance to review with the Committee their proposed Budget for 1985 that they had submitted, along with the 1984 budget and actual expenses. Mr. Ganzer addressed the Committee stating their request for continued support from the County. They had initially requested $2,500.00, but he said they could actually be able to survive on an amount of $2,000.00. He explained that the attempt to raise the income of the Harvest Festival is somewhat limited, in the nature of the way it is operated at this time. He said they had discussed the possibility of charging a fee, but by the nature of the Harvest Festival, with many different programs going on Friday and Saturday, that it requires people to come and go quite a bit, he felt it would discourage people from coming.

Mr. Jaykka explained some of the things they received money for in the past, that they will not be getting as much this year, such as state matching funds for the horse racing.

Comm. Lowe asked if any thought had been given to using a civic organization as a co-sponsor. Mr. Jaykka said the American Legion Post of Marquette has been giving an award for youths, and that this year they will be giving two awards, but that has been the only interest.

Bruce Rukkila, Finance Officer, commented on the County's situation, and their decision on what they can support. He said some good programs had to be eliminated in the last several years, simply because the money is not there.

Comm. Berglund said this touches more people than most programs do and moved to recommend to the full Board an appropriation of $2,000.00 to the Harvest Festival. The motion died for lack of support.

Comm. Lowe stated that the County is strapped. He said he has no problem with the services to the public, but he does not agree with their concern with charging admission. He would suggest they try charging a fee this year, and see how it works, that 25¢ admission is not too much. After further discussion, it was moved by Comm. Lowe, supported by Comm. Berglund and carried unanimously to recommend to the County Board that they deny the request for support of the Harvest Festival for 1985.

A communication from Joseph I. Maino, Sheriff, regarding housing inmates from the Michigan Dept. of Corrections on a contractual basis at the Marquette County Jail, referred from the February 19, 1985 County Board meeting, and a memo and
recommendation from Dennis Aloia, County Administrator, regarding the State Prison Housing request, was taken under consideration. Sheriff Maino was in attendance and reviewed with the Committee the points of concern listed in Mr. Aloia's memo. The Sheriff said this is a way of assisting the Dept. of Corrections and also generate badly needed revenue for Marquette County. He stated he has contacted a number of Sheriffs throughout the State who have this program and it is working well for them. Sheriff Maino stated as to the concern with liability, that this is not the first undertaking they have had with the State and have had no lawsuits against them.

Patricia L. Micklow, Chief Civil Counsel, asked on the procedure for rejecting a prisoner, and the Sheriff said if a problem arises, the State will have them restored to their custody within 72 hours. He stated they are very carefully screened and that these inmates would be of the non-violent type. After further discussion, it was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that they approve the agreement in concept to House State Prisoners, and ask the staff and Sheriff to negotiate any changes and have ready for the regular County Board meeting to be held on March 19, 1985.

A recommendation from Bruce Rukkila, Finance Officer, regarding a budget amendment - General Fund Encumbrances December 31, 1984, was taken under consideration. Mr. Rukkila reviewed the listing of expenses for the various departments and explained that these are requested purchases in 1984, but were not received. He stated that $20,507.16 will be taken from the projected 1984 fund balance and amend the 1985 General Fund budget. After discussion it was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that they approve the Budget Amendment for General Fund encumbrances at December 31, 1984.

The Committee took under consideration claims and accounts for the period February 15, 1985 thru February 26, 1985. Mr. Rukkila explained the procedure now being used in purchasing, and that they will no longer accept requisitions that are confirmation only. After discussion, it was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that claims and accounts for the period February 15, 1985 thru February 26, 1985 in the amount of $688,181.93 be approved and ordered paid.

A memo from J. Patrick Farrell, Chair, Marquette County Planning Commission, requesting a budget amendment FY85 Salaries, referred from the February 19, 1985 County Board meeting, was taken under consideration. Dennis Aloia, County Administrator, explained in detail what they are requesting, which is:

1. To have the County Board amend its FY85 Planning Operating Budget by adding a line item for part-time salary in the amount of $1,400.00. This is because of the extra time they have had to spend working on the DNR changes/additions to the Solid Waste Management Plan, which has caused concern that other needed projects will lag if staff resources are not increased to compensate for this.

2. To request that the Finance/Personnel Committee consider creating a practice whereby paid student interns may be obtained through NMU, to provide a labor source.
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Mr. Aloia stated that regarding #1, if the Committee decides to recommend this request, to the Board that the $1,400.00 could possibly be taken from the Solid Waste Fund. He said regarding #2, they should not limit this to NMU. Randell Girard, Personnel Director, also stated that this was not a good idea to hire persons from NMU when we currently have at least one person on layoff, and there could be a union grievance. He said he felt we should not get involved, that if you pay them you assume liability. After further discussion, it was moved by Comm. Lowe, supported by Comm. Berglund to recommend to the County Board regarding #1 that they not approve the request for budget amendment at this time. After discussion they amended the motion to include that they send a letter to the Planning Commission, stating that at this time the County Board cannot approve their request, but when they find out the exact expenditure, it will be reviewed again. A vote was taken on the motion as amended and it carried unanimously. It was then moved by Comm. Lowe, supported by Comm. Berglund and carried unanimously that they recommend to the County Board that they develop a policy whereby the County can use student interns on a credit basis, instead of for pay, and that this be available to any creditable institution.

A memo from Randell Girard, Personnel Director, regarding proposed Performance Planning and Review Program, was taken under consideration. Mr. Girard explained briefly what the value of this program would be and said we are getting to the time when we need a good evaluation system. He said it should be tied to the job classifications, in which it identifies the employee's duties, etc. Patricia L. Micklow, Chief Civil Counsel, said this is an important element in the Risk Management, that it would give more documented history on an employee. Mr. Girard said this would let the employee know what is expected of him or her, how they are doing on their present job; to help employees improve their performance and develop promotional opportunities. After discussion, it was moved by Comm. Lowe, supported by Comm. Berglund and carried unanimously to recommend to the County Board that they direct the Personnel Director to proceed with the implementation of the Evaluation Program he has presented.

Randell Girard, Personnel Director, explained briefly the revision of the Personnel Policy that is being prepared. He said there has not been any changes since 1978 and that he should have a copy for the Committee's review at the next Finance/Personnel Committee meeting.

A memo and recommendation from Dennis Aloia, County Administrator, regarding Central Service Cost Allocation Plan, referred from the February 19, 1985 County Board meeting, was discussed. It was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that the Central Service Cost Allocation Plan be referred to Chief Civil Counsel for review and then be brought to the full County Board for approval when ready.

A recommendation from Bruce Rukkila, Finance Officer, regarding Acocks Medical Facility - 1985 Maintenance of Effort (MOE) payments, was taken under consideration. Mr. Rukkila is recommending that the MOE amount budgeted for 1985 be reduced from $350,000.00 to $295,000.00 and with the $55,000.00 being appropriated to the County budget stabilization fund. This results from an analysis indicating that MOE payments for 1985 are estimated to be $293,401.80. It was moved by Comm. Berglund, supported
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by Comm. Lowe and carried unanimously to recommend to the County Board that they approve the budget amendments regarding Acoks Medical Facility - 1985 MOE payments.

A recommendation from Bruce Rukkila, Finance Officer, regarding a budget amendment for allocation of postage costs, general fund, was taken under consideration. It was moved by Comm. Lowe, supported by Comm. Berglund and carried unanimously to recommend to the County Board that they approve the budget amendment for allocation of postage costs, general fund.

A recommendation from Bruce Rukkila, Finance Officer, regarding a budget amendment for Emergency Services Council Salaries - Per Diem, was taken under consideration. Mr. Rukkila explained that based on his review of past correspondence and actions by the Marquette County Board of Commissioners, clearly the responsibility for functions of the EMS Council rests with the Marquette County Board of Health, and this budget amendment transferring $2,400.00 from the Sheriff's Dept. budget, for per diem salaries to EMS Council members, to the Marquette County Health Dept. budget, is a matter of putting the costs where they belong. It was moved by Comm. Lowe, supported by Comm. Berglund and carried unanimously to recommend to the County Board that they approve the budget amendment, Emergency Services Council Salaries - Per Diem, taking the line item budgeted dollar amount of $2,400.00 to pay per diem salaries to EMS Council members from the Sheriff's Dept. budget and reappropriate it to the Marquette County Health Dept. budget.

A recommendation from Bruce Rukkila, Finance Officer, regarding Vehicle Purchase, Resources Management/Development Dept., was taken under consideration. The following bids were submitted for a small truck:

<table>
<thead>
<tr>
<th>Company</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Ford, Inc.</td>
<td>$5,875.79</td>
</tr>
<tr>
<td>Frei Chevrolet</td>
<td>$6,300.00</td>
</tr>
<tr>
<td>Don Lucas Imports</td>
<td>$5,195.00</td>
</tr>
<tr>
<td>Specker Motor Sales</td>
<td>$5,700.00</td>
</tr>
</tbody>
</table>

Mr. Rukkila concurs with the recommendation of Gordon Uren, Building Official, Resource Management/Development Dept., to accept the low bid of $5,195.00 from Don Lucas Imports. A discussion was held on whether the County should be buying foreign cars, in view of the problems encountered due to the steel imports, etc. It was stated that some of the American made vehicles have foreign parts in them. It was then moved by Comm. Lowe, supported by Comm. Berglund and carried unanimously to recommend to the County Board that they accept the bids and request that the commissioners be provided a breakdown of the approximate points of origin of the vehicles.

A memo from Dennis Aloia, County Administrator, regarding Marquette County Humane Society - Raise in Per Diem Animal Boarding charges, was discussed. The county has received notice from the Humane Society regarding a price increase from $3.00 per day to $4.50 per day for the boarding of stray animals. The memo was placed on file.

A recommendation from Dennis Aloia, County Administrator, regarding contract Title II-A EGA (Economic Development Grant), was taken under consideration. It was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that they approve the contract and work agreement with the Six
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County Consortium for an Economic Development Grant in the amount of $24,450.00 and authorize the Chairperson to sign it.

A recommendation from Dennis Aloia, County Administrator, regarding Courthouse Renovation - Up Front Design Request for Payment, was taken under consideration. It was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that they approve the payment of $5,601.66 to Up Front Design for bookcases in Courthouse Renovation.

A recommendation from Dennis Aloia, County Administrator, regarding Courthouse Renovation - Vaino Lankinen's request for payments, was taken under consideration. It was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that they pay the two requests for payment totalling $2,268.00 to Vaino Lankinen.

A recommendation from Dennis Aloia, County Administrator, regarding Retainage Reduction - U.P. Office Supply, was taken under consideration. It was moved by Comm. Berglund, supported by Comm. Lowe and carried unanimously to recommend to the County Board that they reduce the retainage for U.P. Office Supply to $2,000.00 and issue a check to the U.P. Office Supply in the amount of $9,192.71.

A memo from Dennis Aloia, County Administrator, regarding Marquette Township's request for Lot 789, Trowbridge Park Subdivision #7, was discussed. Mr. Aloia informed the Committee that this item was also on the agenda for the Executive/IGR Committee meeting the night before and that they had referred it to the Planning Commission for their review and comments. It was moved by Comm. Lowe, supported by Comm. Berglund and carried to place this memo on file.

There was no one present to speak under public comment.

Comm. Lowe stated that on the 11th of March, Jack Kelley, President, U.S. Olympic Committee will be here for a luncheon of the Economic Club and asked Comm. Valente to attend, as he will be out of town.

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

Respectfully submitted,

Joy Schlais
Deputy County Clerk
FINANCE/PERSOONEL COMMITTEE
Tuesday, February 26, 1985, 5:00 P.M.
Room 231, Courthouse Annex
Marquette, Michigan 49855

1. ROLL CALL.
2. PUBLIC COMMENT.
4. APPROVAL OF THE AGENDA.
5. A proposed 1985 Budget from the Marquette County Harvest Festival, and request for continued County support.
6. A communication from Joseph I. Maino, Sheriff, regarding housing inmates from the Michigan Dept. of Corrections on a contractual basis at the Marquette County Jail, referred from the February 19, 1985 County Board meeting.
7. Review of claims and accounts.
8. A memo from J. Patrick Farrell, Chair, Marquette County Planning Commission, requesting a budget amendment FY 85 Salaries, referred from the February 19, 1985 County Board meeting.
9. A memo from Randell E. Girard, Personnel Director, regarding Performance Planning and Review Program, for boards review and comment.
10. Randell E. Girard, Personnel Director, to give personnel policy revisions update.
11. Memo from Dennis Aloia, County Administrator, regarding Central Service Cost Allocation Plan, referred from the February 19, 1985 County Board meeting.
12. A recommendation from Bruce A. Rukkila, Finance Officer, regarding Acocks Medical Care Facility - 1985 Maintenance of Effort Payments.
13. A recommendation from Bruce A. Rukkila, Finance Officer, regarding allocation of Postage Costs, General Fund.
14. A recommendation from Bruce Rukkila, Finance Officer, regarding Budget Amendment, Emergency Services Council Salaries - Per Diem.
17. A memo from Dennis Aloia, County Administrator, regarding the Marquette County Humane Society's raise in Per Diem Animal Boarding Charges.
18. A recommendation from Dennis Aloia, County Administrator, regarding contract Title II-A EGA (Economic Development Grant).
19. A recommendation from Dennis Aloia, County Administrator, regarding Courthouse Renovation - Up Front Design Request for Payment.
20. A recommendation from Dennis Aloia, County Administrator, regarding Courthouse Renovation - Vaino Lankinen's Request for Payment.
22. A memo from Dennis Aloia, County Administrator, regarding Marquette Township's Request for Lot 789, Trowbridge Park Subdivision #7.

27. PUBLIC COMMENT.
28. ANNOUNCEMENTS.
29. ADJOURNMENT.