May 23, 1989

The Finance/Personnel Committee of the Marquette County Board of Commissioners met on Tuesday, May 23, 1989 at 5:30 p.m. in Room 231 of the Henry A. Skewis Annex, Marquette, Michigan.

Chairperson Arsenault called the meeting to order, roll call was taken and the following roll recorded: Present: Comm. Corkin, Comm. Seppanen and Comm. Arsenault. Absent: None.

It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried that the minutes of the May 9, 1989 Finance/Personnel Committee meeting be approved.

Chairperson Arsenault opened the meeting for public comment, none was forthcoming.

It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the agenda be approved with the following additions; that item 18 become a Progress Payment to the Architects, Somerville Assoc., for work so far on the Jacks IGA Project; and that item 19 become an Airport Capital Improvement request.

The Committee reviewed Claims and Accounts. It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that Claims and Accounts for the period May 4, 1989 thru May 19, 1989, in the amount of $1,021,035.30 be approved and ordered paid.

The Committee considered a request for an amendment to the 1989 Capital Improvements Budget from Circuit Court Judge, Edward A. Quinnell, in the amount of $7,500.00 to cover the installation of seven air-conditioning window units in the second floor of the Courthouse. Judge Quinnell was present and presented a historical outline of the air-conditioning request that has been brought before the Commissioners on various occasions over the past three years. Dennis Aloia, County Administrator, pointed out to the Committee that they have several options; 1) wait until there are funds available that are left over from other Capital Improvement Projects; 2) use the County Contingency Account; 3) cancel other Capital Projects in favor of the air-conditioning project; 4) deny the request; and 5) consider allowing employees to install their own air-conditioners which is item 7 on the agenda.

Ron Koshorek, Resource Management/Development Director, stated a survey was taken of the departments in the Courthouse, and all of the departments would like air-conditioning window units if they were to become available. Judge Quinnell is interested in relief for 1989, and Ron Koshorek indicated other projects won't yield enough savings required by the Judge's request for the installation of air-conditioning units. Staff is recommending that the request for air-conditioning window units be presented during the Capital Improvements Budget Projects for 1990. Mr. Koshorek has already prepared the Capital Request which shows an estimated cost to be $17,500.00 to window air-conditioning units for all departments in the Courthouse.
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It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the Committee direct Staff to present the request for air-conditioning units during the FY 1990 Capital Improvement Budget process.

The Committee took under consideration a communication from Ron Koshorek, Director, Resource Management/Development Department, regarding employee installed air conditioners. Mr. Koshorek was present and pointed out that Section 105.6 of the County Board Personnel Policy covers the matter of employee owned equipment. The Facilities Manager could approve the installation of the air conditioning units if the following conditions were met: 1) All occupants of the space affected agree to the installation; 2) Equipment operates on a 110 volt electrical supply; 3) Building modification not required; including electrical, mechanical and structural systems; 4) Maintenance provided by employee; and 5) Employee assumes liability for damage caused by malfunction or lack of maintenance.

An earlier memo from George Wright, Facilities Manager, pointed out that window units may require some electrical work amounting up to $250.00 per unit. The Committee noted that if window unit air conditioning was approved under the 1990 Capital Improvement Projects funding this electrical work would be required anyway. It is also possible that no electrical work may be required in the installation of some window units. Staff will survey all Courthouse Departments to see how many units may be purchased by employees.

It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the Finance/Personnel Committee recommend the County Board allow employees to purchase their own air conditioning window units following the Building Maintenance and Care Policy 105.6, and the Facilities Manager guidelines and approval.

The Committee took under consideration a memorandum from Brent Nault, Data Processing Manager, regarding the automation of the Register of Deeds Office. For the past several weeks, Janice Bouschor has been entering documents into the computer system. The Data Processing Department has plans to enter three years of data into the computer system. Ms. Bouschor currently enters approximately 100 documents per day, with one hour per day spent checking previous input for errors and training other members of the Register of Deeds Staff. At this rate, Ms. Bouschor will enter approximately one year of information working through the remainder of the Summer. Mr. Nault pointed out although the original goal of three years will not be met, Mr. Bouschor’s assistance is necessary for the project to succeed, and the one year of information will eliminate the backlog in the Register of Deeds indexing system, especially in the tract index which is important to the user since they pay a fee for the information. Mr. Nault is requesting that the Finance/Personnel Committee recommend that the County Board approve continued funding through the Summer months to aid the Register of Deeds in entering information into the Document Entry and Retrieval System.
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Administrator Aloia added that Ms. Bouschor did an excellent job in District Court and is doing a very good job in the Register of Deeds Office, and recommends that the Board approve the funding of this position through the remaining Summer months. Ms. Bouschor will be leaving in the Fall to pursue a teaching career.

It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried that the Finance/Personnel Committee recommend the County Board give its conceptual approval of funding Janice Bouschor through the Summer months to continue to aid the Register of Deeds in entering information into the computer system, with the appropriate budget amendment to be provided later in the mid-year budget review process.

The Committee took under consideration a proposal for the Appraisal of the Marquette County Service Center from Closser Associates for the amount of $2,500.00. It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried to place the proposal on file.

The Committee considered a Notice of Class Action involving reimbursement for court operational expenses. This lawsuit brought on behalf of all local governmental units in the State of Michigan which fund, in whole or in part, the operations of a judicial entity. The lawsuit could result in reimbursement by the State of Michigan to all such governmental units funded during the calendar years of 1986 and 1987. David Payant, Civil Counsel, was present and pointed out that if we are a part of the Class Action suit and win, the County will get reimbursed for 1986 and 1987 court expenses plus it could also relieve local government units the burden of funding court operations in the future. If Marquette County does not wish to participate in the lawsuit, the request for exclusion must be completed and mailed before August 20, 1989. Mr. Payant further added that there will be meetings conducted between May 24th and June 20th in various locations around the State, including one on June 5th, 1989 at the Ramada Inn in Marquette County, to answer any questions regarding the litigation. It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried that the matter be tabled until the first Finance/Personnel Committee meeting in July at which time Civil Counsel, David Payant, will provide further information.

The Committee took under consideration a memo from the Marquette County Natural Resources Commission regarding a proposal for Honor Camp Property Timber Sale. James Kippola, Senior Planner, was present and explained that because the Honor Camp Property is not part of the County Forest and also because the County Board is considering use of the Honor Camp Property for recreation, the Natural Resources Commission recommends that the County Board take the necessary steps to sell the timber on this site in accordance with established County policy. It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the Finance/Personnel Committee recommend the County Board take the necessary steps to conduct the timber sale in accordance with established County policy for the Honor Camp Property.
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The Committee considered a progress report regarding Shooting Sports from James Kippola, Senior Planner. Last November the County Board requested that Staff report back during May of 1989 on progress related to the development of a Public Shooting Sports Complex in Marquette County. Mr. Kippola reported the following task complete as of to date: 1) Update of the Shooting Sports Section of the Recreational Chapter of the County Comprehensive Plan; 2) A hearing was held by the Marquette County Planning Commission on the shooting sports issue which brought forth a significant amount of positive public support. (Approximately 20 people in attendance); 3) Staff has prepared a preliminary cost estimate for a public shooting facility for consideration in the 1990 capital program. The estimated cost of $191,500.00 was based upon construction costs of similar facilities. Mr. Kippola added that while the completed steps ultimately may lead towards construction of a new public shooting sports facility, it is dependent upon obtaining the necessary funding. A more aggressive approach in pursuing funding options could be undertaken by Staff if so directed by the County Board. These specific steps include the following: 1) Detail the types of facilities needed and alternatives; 2) Determine specific sites which are suitable and recommend the best site(s); 3) Resolve organizational concerns, i.e., County operated vs concession, private or quasi-public; 4) Determine insurability and resolve other legal issues; 5) Develop a safety, "business" and operations plan for the facility; 6) Develop bid specs for design; 7) Determine sources of capital and operating revenue (non-County); and 8) Secure necessary permits.

It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried that the Finance/Personnel Committee recommend the County Board direct Staff to turn the matter over to the Planning Commission, and in a timely manner set up an Ad Hoc Committee to meet the deadline for a application for a Quality of Life Grant.

The Committee took under consideration the update of the Shooting Sports Section of the County Comprehensive Plan. A memo from Gwen Timmons, Chairperson, Planning Commission, pointed out that the update was prepared by the Resource Management/Development Department Staff, primarily by a winter semester intern, Lowell McLaughlin. The update identifies several key factors which point towards a need for a public shooting sports facility in the County. The Planning Commission conducted a public hearing on the draft pursuant to Section 5 of the County Planning Act. Subsequent to the hearing, the Planning Commission approved the document with the condition that should the County Board pursue the establishment of a shooting sports facility, that adequate representation from the community and the Planning Commission be included in the decision process.

It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the Finance/Personnel Committee recommend the County Board approve the Update of the Shooting Sports Section of the 1986 Recreation Chapter of the County Comprehensive Plan as presented.
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The Committee considered a memo from David A. Payant, Civil Counsel, regarding Preference Payment Demand from Randall B. Osstyn, Attorney for the Unsecured Creditors Committee in the Cliffs Ridge Bankruptcy. Mr. Payant reported that Marquette County might be able to avoid the preference payment. He will be attending a deposition on Thursday, May 25, 1989 at which time Vern Barber will be questioned on the source of the payment of $2,480.00. If the source of the payment was Mr. Bingham or Mr. Brown, who gave personal loan guarantees, then Mr. Payant will file the appropriate motion showing that the repayment of the preference should not be ordered. Mr. Payant will report further at the next Finance/Personnel Committee meeting.

The Committee took under consideration a resolution from the Lake County Board of Commissioners regarding increases in gasoline taxes. It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried that the resolution be placed on file.

The Committee considered the Annual County Membership Dues for July 1, 1989 through June 30, 1990 to the Michigan Townships Association, 1321 West Saginaw Street, Lansing, MI. It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the Finance/Personnel Committee recommend the County Board approve the payment of the County Membership Dues of $175.00 for the Michigan Townships Association.

The Committee took under consideration an Amendment to the Employment Contract between the County of Marquette and Dennis Aloia, County Administrator. According to the County's contractual arrangement with Administrator Aloia, an evaluation was completed last year regarding his performance. A memorandum was received from Timothy J. Lowe, former County Board Chairperson. Mr. Lowe's memo indicates that the County Board has been extremely pleased by Mr. Aloia's performance, he has continued to improve in his work and has become a valuable asset to Marquette County. It is the recommendation from the County Board Chairperson, Gerald Corkin, that Administrator Aloia's salary for 1989 be increased to $49,500.00. It was moved by Comm. Corkin, seconded by Comm. Seppanen and unanimously carried that the Finance/Personnel Committee recommend the County Board amend the Employment Contract between the County of Marquette and Administrator, Dennis Aloia, to add under Section 4 that his 1989 salary be set at $49,500.00.

The Committee considered a progress report on the professional services provided by Somerville Associates, Architects for the New County Office Building Project. Ron Koshorek, Director, Resource Management/Development Dept., was present and explained that the Schematic Design is 75% complete at this time, which means that Somerville Associates has earned a pro-rated part of their total fee amounting to $9,883.26. Mr. Koshorek recommends the County Board approve payment. It was moved by Comm. Seppanen, seconded by Comm. Corkin and unanimously carried that the Finance/Personnel Committee
recommend the County Board approve payment of $9,883.26 for professional services to Somerville Associates for the period March 30, 1989 through April 28, 1989.

The Committee took under consideration a request from John Ennett, Assistant Airport Manager, for an increase of $3,038.00 from the Contingency Fund for the Automatic Door Project for the Airport Entrances. When the 1989 Capital Improvement Program was approved the project was estimated to cost $10,500.00. Since then the Airport received a bid from the Wisconsin Automatic Door Co., the low bidder, in the amount of $13,538.00 which is $3,038.00 over the estimate. It was moved by Comm. Corkin, seconded by Comm. Arsenault and unanimously carried that the Finance/Personnel Committee recommend the County Board deny the request to grant the additional amount from the Contingency Fund for the Airport Automatic Door Project.

Chairperson Arsenault opened the meeting for public comment, none was forthcoming.

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

Respectfully submitted,

David J. Roberts
Marquette County Clerk
ROLL CALL.


3. PUBLIC COMMENT.

4. APPROVAL OF THE AGENDA.

   Review of Claims and Accounts.

   Request for Amendment to 1989 Capital Improvements Budget from Circuit Court Judge Edward A. Quinnell to cover the installation of air conditioning window units in the second floor of the Courthouse.

   A communication from Ron Koshorek, Director, Resource Management/Development Dept., regarding Employee Installed Air Conditioners.

   A memorandum from Brent Nault, Data Processing Manager, regarding Register of Deeds Computerization.

   Proposal for the appraisal of the Marquette County Service Center from Closser Associates.

   Notice of Class Action involving reimbursement of Court Operational Expenses.

   A memo from Joseph O. Racine, Chair, Marquette County Natural Resources Commission, regarding Proposal for Honor Camp Timber Sale.

   A memo from James Kippola, Senior Planner, regarding Progress Report - Shooting Sports.

   A memo from Gwen Timmons, Chair, Marquette County Planning Commission, regarding Update of Shooting Sports Section of the County Comprehensive Plan.

   Preference Payment demand regarding Cliffs Ridge Bankruptcy.

   Resolution from the Lake County Board of Commissioners regarding increases in gasoline costs.

   Michigan Townships Association Statement regarding County Membership Dues.

   Amendment to Employment Contract Between the County of Marquette and Dennis Aloia, County Administrator.


PLEASE NOTE CHANGE IN MEETING TIME.