The Marquette County Board of Commissioners met in Regular Session on Tuesday, July 20, 1993 at 7:00 p.m. in Room 231 of the Henry A. Skewis Annex, Marquette, Michigan.


A Salute to the Flag was given, followed by the Pledge of Allegiance.

It was moved by Comm. Arsenaught, seconded by Comm. Trudell and unanimously carried that the minutes of the July 6, 1993 Regular Board Meeting be approved, however, Comm. Braamse noted for the record that it is "non-military" assets that the County Board requests to be frozen at K.I. Sawyer Air Force Base.

Chairperson Corkin opened the meeting for public comment. None was forthcoming.

It was moved by Comm. Trudell, seconded by Comm. Joseph, and unanimously carried on a roll call vote that the agenda be approved with the following late addition: Item 10l) become a letter of support for Pellestar Industries Pilot Project to treat fuel contaminated soils.

Informational Items

It was moved by Comm. Potvin, seconded by Comm. Joseph, and unanimously carried on a roll call vote that the following informational items be accepted and placed on file:

c. Letters from State Senator Don Koivisto and State Representative David Anthony regarding proposed tobacco legislation.
d. Letter from State Representative David Anthony regarding proposed reductions in funding to the Michigan DNR.
e. Quarterly status report-Victim Restitution Fund from Tal Lapins, Supervisor, Probation and Parole Office.

Action Items

It was moved by Comm. Arsenaught, seconded by Comm. Braamse, and unanimously carried on a roll call vote that the County Board approve action items 10b), 10c), 10d), 10e), 10f), 10g), 10h) and 10j) as follows:

10b) A Committee of the Whole recommendation that the County Board urge that when the K.I. Sawyer Air Force Base Closure Authority begins to study the reuse of K.I. Sawyer, the possible relocation of the County Airport to K.I. Sawyer be given first priority.

10c) A Committee of the Whole recommendation that the County Board appropriate $40,000 from the unallocated tax delinquent revolving fund to pay the outstanding balance on the soil clean-up at the Airport and further, that any MUSTFA funds received by the Airport be reimbursed to the County. With budget amendment as follows:

RESOLUTION AMENDING GENERAL FUND BUDGET
Fiscal year 1993 Amendment No. 29

WHEREAS, budgets were adopted by the County Board on October 13, 1992 to govern the receipts and expenditures of the various County funds for the next fiscal year of the County; and
WHEREAS, as a result of unanticipated changes in revenues and/or needed expenditures, it is necessary to modify the aforesaid budget; and
WHEREAS, such modification will still maintain a balanced budget between revenues and expenditures as required by P.A. 621 of 1978.
NOW THEREFORE, BE IT RESOLVED that the aforesaid budget be modified as follows:

<table>
<thead>
<tr>
<th>Expense Budget Account</th>
<th>Previous Amount</th>
<th>Amended Amount</th>
<th>Change + (-)</th>
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<tr>
<td>Airport Fund</td>
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<table>
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<td>Transfer from Delinquent Tax Fund</td>
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<tr>
<td>Total Revenue Changes</td>
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<td>0.00</td>
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Motion was made by Comm. Arsenault, Seconded by Comm. Braamse, to adopt the foregoing resolution. Upon roll call vote, the following vote was recorded:

<table>
<thead>
<tr>
<th>Aye</th>
<th>Nay</th>
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<tbody>
<tr>
<td>L. Angeli</td>
<td>X</td>
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<tr>
<td>P. Arsenault</td>
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<td>C. Bergdahl</td>
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<td>P. Braamse</td>
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<td>G. Corkin</td>
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<td>N. Joseph</td>
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<td>D. Potvin</td>
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<tr>
<td>G. Seppanen</td>
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<tr>
<td>C. Trudell</td>
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The Chairperson declared the motion carried and the resolution duly adopted this 20th day of July, 1993.

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10d) A Committee of the Whole recommendation that the County Board include the RAPCON services as an asset that must be frozen by the Federal Government as a condition for the closure for K.I. Sawyer Air Force Base.

10e) A Committee of the Whole recommendation that the County Board approve the application for the second year of funding for Project Marquette County Team Voice.

10f) A Committee of the Whole recommendation that the County Board approve the Federal Emergency Management Agency (FEMA) maintenance and service grants. There are two grant programs through FEMA, one a request for FY93 maintenance and service funds in the amount of $7,000 to reimburse eligible preventative maintenance cost for communications equipment, dedicated line and towers associated with Central Dispatch, and the County Emergency Operation Center. The grant will cover 50% reimbursement for these costs.

And second, an $1,000 FY93 grant for the maintenance of Emergency Operation Center generators, RACES equipment, and communication equipment.
reparis not covered by service contracts. These two grants will cut the County expenses in half for maintenance and service costs that would have been paid anyway.

10g) A Committee of the Whole recommendation to approve the Marquette County Community Corrections Advisory Board Application to the Michigan Office of Community Correction for the FY1993-94 funding amounting to $78,032.

10h) A Committee of the Whole recommendation to award the bid for the removal and installation of new carpeting in the Marquette County Youth Home to Sherwin-Williams, 2863 U.S. 41 West, Marquette, in the amount of $5,362.


Action Items (con't)

10a) The County Board considered a recommendation from the Committee of the Whole to appoint an Ad Hoc Committee to evaluate Marquette County Health Department space and location problems. Comm. Angell believes Dr. Johnson and the Marquette County Health Department do an excellent job in providing health services to our County, however; he was concerned that by appointing an ad hoc committee made of strictly public sector individuals will only enlarge government. There is no one proposed for the Ad Hoc Committee from the private sector, especially the health care industry. Also the Federal government is considering nationalizing health care, which may shrink health departments.

Comm. Arsenault pointed out that this Ad Hoc Committee will only make recommendations which must be considered by the County Board. The request for the study committee came from the Board of Health and the County Board is only concurring with their request.

It was moved by Comm. Arsenault, seconded by Comm. Potvin, and unanimously carried on a roll call vote that County Board appoint an Ad Hoc Committee to evaluate Health Department space and location problems. The make up of the Ad Hoc Committee is as follows: The Chair and Vice-Chair of the County Board of Commissioners, the Chair and Vice-Chair of the County Board of Health, the Board of Commissioners' liaison to the Board of Health, the County Administrator, and the Health Department Director.

10i) The County Board considered a recommendation from the Committee of the Whole for proposed revisions to several personnel policies. Comm. Potvin had voted in favor of the revisions during the Committee meeting but has since had second thoughts regarding the policy on Positions Eligible for Compensatory Time in Lieu of Overtime. Comm. Potvin pointed out that the list of employees eligible for compensatory time are generally administrative and supervisory personnel, in other words, County leaders who get paid very well. In these difficult financial times, he thought this to be an insignificant sacrifice by staff to demonstrate their leadership. He will vote against the recommendation.

Chairperson Corkin pointed out that when comparing Marquette County to counties of similar size and equalized value, we are generally 3 to 4 staff positions lower per department. Our staff gets the job done with fewer people but occasionally must work overtime and should be compensated for it.

It was moved by Comm. Seppanen, seconded by Comm. Joseph, and carried on a roll call vote, 9 ayes, 1 nay (Comm. Potvin), that the County Board revise the following personnel policies:

Proposed revision to the Marquette County Personnel Policies and Procedures Manual:

106.1 PERSONAL PROPERTY
The County may replace, or repair if possible, employee's personal property (except a vehicle) lost or damaged in the performance of duties. For application of this policy, such personal property must be unique to the specific task, be authorized for use by the Department head, be required for the performance of the employee's work with the County, and be lost or damaged while on County property or during the performance of County business. The Administrator will determine the validity of all claims and appropriate means for setting the amount of reimbursement. Events involving employee carelessness, negligence, or personal property routinely used outside of County business will be proper basis for denying a claim.

Proposed revision to the Marquette County Personnel Policies and Procedures Manual (initiated by Sheriff Department):

§111.13 STANDARD TRAVEL REGULATIONS

Section I - General Provisions

1. These regulations shall govern all persons submitting travel vouchers to the County for reimbursement.

2. Compliance with these regulations is the responsibility of each employee and Department Head. The County Administrator and Finance/Personnel Committee reserve the right to question any travel voucher which appears to violate the intent of these regulations.

3. Persons traveling on official County business are expected to exercise the same care in incurring expenses that a prudent person would if traveling on personal business.

4. Generally, recognized credit card statements will be acceptable as evidence of payment if supported by the receipt to document such payments.

Section II - Request for Cash Advance

1. Travel, other than routine local, shall be authorized and approved by the Department Head or other authorized person prior to departure. Sufficient budgeted funds must be available for such travel.

2. Cash advances may be made for approved travel. A request for advance must be submitted in writing by the Department Head to the Accounting Department. Expenses will be accounted for and any excess funds will be returned to the County Treasurer's Office on the first work day following return.

3. Advance requests shall be submitted at least seven (7) days prior to anticipated departure date. Unexpected travel may cause the seven (7) day period to be waived. All cash advances must be approved prior to departure.

4. Dates and times of expected departure from and arrival at home should be shown on the request for a cash travel advance.

Section III - Travel Expense Voucher

1. This form is to be used for reimbursement of any expenses involving meals, mileage and/or lodging.

2. The expense of only one traveler shall be included on a single expense voucher, except an employee in a custodial capacity who is responsible for and pays expenses of others. Names of others must
be shown.

3. One expense voucher should not cover more than one trip. Exception to this would be normal daily travel within the County. A separate voucher must be submitted for each trip involving lodging. Vouchers should be submitted to the Department Head promptly upon return for reimbursement authorization and processing through the Accounting Department.

4. Supporting receipts must be attached for all items required by these regulations (except when flat rate is used for meals, as per Section V).

5. Vouchers shall be submitted at least monthly.

6. The vouchers must be prepared in typed format or handprinted in ink.

7. All mileage must be shown point-to-point and must agree with that shown on the current state highway map. Local or vicinity mileage must be itemized separately, not included in point-to-point mileage, and an explanation of the extra miles attached.

8. Date and time of departure and arrival must be indicated on the travel expense voucher.

9. Expenses claimed for mileage, lodging, meals, and other expenses must be itemized and detailed by day.

Section IV - Transportation

1. Travel must be by normally traveled route. If a person travels by an indirect route for their own convenience, any extra costs shall be borne by the individual and reimbursement will be based only on charges that would have been incurred by utilizing a normally traveled route.

2. Arrangements for transportation may be made through the County Administrator’s Office. The expense of traveling by public carrier shall be based on actual cost. Coach class air travel shall be used when available.

3. Travel by personal vehicle will be reimbursed in accordance with the rate established by the U.S. Internal Revenue Service as the non-taxable mileage rate (See Policy 111.14 - Mileage Reimbursement).

4. When two or more persons travel in the same automobile, mileage allowance will be paid to the owner of the automobile only.

Section V - Lodging, Meals, Other Expenses

1. Days allowable will be the actual travel time needed to reach destination, time at destination, and actual travel time to return to point of departure.

2. Meals may be supported by attached restaurant receipts; or, if desired, the following table of allowances shall apply:
Meals and Lodging

Breakfast $ 4.50
Lunch $ 5.50
Dinner $ 11.75
Lodging

Maximum Per Person Allowance

As required for standard single or double occupancy accommodations with govern-
mental discount, if available.

3. Meals are chargeable to the County for out-of-town travel according to the following eligibility definitions:

- Breakfast: Depart prior to or during the first hour of shift, and return later than second hour of shift.
- Lunch: Depart prior to or during the fourth hour of shift, and return later than fifth hour of shift;
- Dinner: Depart prior to the end of the shift or within one hour after the end of the shift, and return later than two hours following the end of the shift.

4. Gratuities may be added to receipts not to exceed 15% and only when actually paid or added to charge and reflected on receipt.

5. Machine-printed receipts for lodging expenses are required. Where place of lodging does not customarily issue a machine-printed receipt, the receipt ordinarily issued to a guest will be acceptable provided it shows the name of the facility, street address and city or town. Any change in lodging charges during continuous occupancy must be explained on the voucher.

6. Persons required to attend pre-arranged meetings held in Marquette County may be reimbursed for meal expenses in connection with such meetings. The employee/official must be representing the County at these meetings, and it must be established that it was not practical for the person to return to his/her residence for the meal. Meal expenses for inter-office or inter-departmental meetings are not allowable.

Section VI - Miscellaneous Expenses

1. Miscellaneous expenses incidental to official County travel will be held to the minimum required for efficient conduct of County business. The Department Head, or authorized representative approving the travel voucher, will be held accountable for all items of expense as being necessary and correct. The following rules are established as guides for the traveler:

a. Necessary taxicab fare will be allowed. A statement explaining the necessity will be attached to the voucher.

b. Telegram charges are allowable when necessary for official business when letters will not suffice.

c. Telephone charges are allowable when necessary for official business when telegrams or letters will not suffice. No personal business telephone calls are allowable.

d. All fees and tips to valets, charges for cleaning and pressing clothing and similar personal expenses are not reimbursable.
e. Registration and enrollment fees for seminars, meetings or conventions are allowable for official representatives of the County.

f. Receipts must be attached to travel expense vouchers for all parking expense claims.

g. Receipts must be attached to travel voucher for all road tolls or bridge crossing fees.

Section VII - Special Regulations

1. At no time will any individual establish special rates or certify for payment any expenses contrary to these regulations, and in no case will the amount allowed be in excess of the maximum established. However, special travel conditions which cannot be adequately covered under these regulations may be submitted to the Finance/Personnel Committee for special review.

2. Employees will be paid only for time spent on County business. Employees will be paid for their normally scheduled work day. Overtime will be paid only for work-related time spent in work-related activity, and not for any time spent related to meals, sleeping or otherwise engaged in leisure activities.

Proposed revision to the Marquette County Personnel Policies and Procedures Manual:

Appendix A

Positions Eligible for Compensatory Time in Lieu of Overtime

Administrative Aide:
County Administrator, Circuit Court,
Sheriff, Health Department

Assistant Prosecuting Attorney I & II
Captain, Sheriff Department
Chief Assistant Prosecuting Attorney
Civil Counsel
County Administrator
Data Processing Manager
Dentist
Director of Human Resources
Director of Juvenile Court Services
Director of Resource Management and Development
District Court Administrator/Magistrate
District Court Magistrate
Division Administrator (Health Department)
Employment Programs Manager
Equalization Director
Facilities Manager
Finance Manager
Health Officer/Medical Director (Health Department)
Juvenile Probation Officer
Lieutenant, Sheriff Department
Office Chief (Health Department)
Risk Management Specialist
Supervisor (Health Department)
Undersheriff

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10k) The County Board considered an appointment to a regular vacancy for a 3-year term on the Marquette County Solid Waste Management Authority. The term of George Collins, Negaunee, is expiring in July of 1993. There are three applicants as follows:

Carr W. Baldwin, Ishpeming
Karen M. Chandler, Marquette
George H. Collins, Negaunee

Clerk Roberts called the roll of the County Board alphabetically and Carr W. Baldwin, Ishpeming was appointed to the 3-year term on the Solid Waste Management Authority.

Late Addition

101) Chairperson Corkin read part of a letter from Judy Mattord, Chairperson of the Marquette County Solid Waste Authority. "As promised in the February 25th, 1993 letter, you are being advised of the developments concerning the Soil Remediation Program the Authority has been working on. The cost of the facility required by the Authority's air quality permit is roughly $225,000. Because of the uncertain quantity of material to be remediated, proposed legislative changes, and the other recent developments, the Authority has decided it would be financially irresponsible to continue with the project at this time."

Chairperson Corkin further reported there has been a request from Dennis Bal, Pellestar Industries, for a letter of support to conduct a pilot project to remediate fuel contaminated soils at the old CCI research pilot plant located in Negaunee Township.

Mr. Dennis Bal was present and explained that six weeks ago, he attended a County Board meeting regarding the remediation of fuel contaminated soils. Pellestar Industries already has a facility and would work with the DNR to meet any specifications required. They are in the process of applying for an Air Quality Permit, but presently need a letter from the County Board supporting their efforts to conduct a 90-day pilot project. They hope to start the pilot project around September 1st.

It was moved by Comm. Trudell, seconded by Comm. Arsenault, and unanimously carried on a roll call vote that the County Board provide a letter of support for Pellestar Industries to conduct a pilot project for the treatment of fuel contaminated soils at their facility in Negaunee Township.

Mr. Bal introduced Jon Wennerberg, owner of Star Industries, who provided more information regarding other recycling projects. Mr. Wennerberg explained that Star Industries does all the medical waste handling at this time. He is currently working on a recycling program for fluorescent light bulbs. But the most exciting project at this time, Star Industries is working with Mr. Bal at Pellestar on recycling oil filters. Currently, oil filters are being disposed of in landfills, but in the near future, that will have to stop. Mr. Wennerberg collects disposed oil filters and burns them in a machine. Out of the bottom comes pig iron. A standard oil filter will produce approximately one pound of metal. There are hundreds of oil filters being generated from car dealers and oil change service type centers. The DNR has no objection to Star Industries' recycling oil filters in this way.

Chairperson Corkin, on behalf of the Board commended Mr. Wennerberg for his efforts.

Public Comment

Chairperson opened the meeting for public comment. None was forthcoming.
Commissioner Comment

Chairperson Corkin suggested that the County Board take action to extend, on a case-by-case basis, the Planning Commission's authority to allow fuel contaminated soils to be hauled out of County. The last extension authorized by the County Board is good until July 31st, 1993. Several of the Commissioners felt that we should not provide an extension for hauling fuel contaminated soils out of County, even on a case by case basis. They felt waiting until September 1st, one extra month, should be no problem. Then contaminated soils could be brought to Pelletstar.


Comm. Potvin announced that the Ad Hoc Committee on Soil Erosion/Stormwater ordinances recently met and members of the logging and mining industry were present. A consensus was reached that they must have a legal update on Public Act 347. The Committee has asked Civil Counsel to request an Attorney General's Opinion as quickly as possible. Comm. Potvin also spoke with State Senator Don Koivisto, when he was in Marquette last Friday, and Senator Koivisto will do what he can to get an opinion from the Attorney General as quickly as possible.

There being no further business, the meeting was adjourned.

Respectfully submitted,

David J. Roberts
Marquette County Clerk
MARQUETTE COUNTY BOARD OF COMMISSIONERS
Regular Meeting, Tuesday, July 20, 1993 at 7:00 p.m.
Room 231, Henry A. Skewis Annex
Marquette, Michigan 49855

1. ROLL CALL.
2. SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE.
4. PROCLAMATIONS, PRESENTATIONS AND AWARDS.
5. PUBLIC COMMENT. (time limit 20 minutes total)
6. APPROVAL OF THE AGENDA.
7. PUBLIC HEARINGS.
8. PRIVILEGED COMMENT:
9. INFORMATIONAL ITEMS:
   c. Letters from State Senator Don Koivisto and State Representative David Anthony regarding proposed tobacco legislation.
   d. Letter from State Representative David Anthony regarding proposed reductions in funding to the Michigan DNR.
   e. Quarterly status report—Victim Restitution Fund from Tal Lapins, Supervisor, Probation and Parole Office.
10. ACTION ITEMS:
    a. Committee of the Whole recommendation to appoint an Ad Hoc Committee to study Health Department space and location problems.
    b. Committee of the Whole recommendation urging the Base Closure Authority to give first priority to study the relocation of the County Airport to K.I. Sawyer.
    c. Committee of the Whole recommendation to appropriate $40,000 to pay outstanding balances for the airport soil clean-up.
    d. Committee of the Whole recommendation that RAPCON services at K.I. Sawyer be included as an asset that must be frozen by the Federal Government.
    e. Committee of the Whole recommendation to approve an application for second year funding for Project Marquette County Team Voice.
    f. Committee of the Whole recommendation to approve grants for Federal Emergency Management Agency maintenance and services.
    g. Committee of the Whole recommendation to approve the application by the Marquette County Community Corrections Advisory Board to the Office of Community Corrections for FY1993-94 funding.
    h. Committee of the Whole recommendation to award the carpeting bid to Sherwin-Williams for the Marquette County Youth Home.
    i. Committee of the Whole recommendation to approve revisions to the County Personnel Policies.
    k. Appointment of a member of the Marquette County Solid Waste Management Authority (Regular vacancy for 3-year term).
11. LATE ADDITIONS: ( ) letter from Such. Lee From
12. PUBLIC COMMENT. (time limit 20 minutes total)
13. COMMISSIONERS COMMENTS AND ANNOUNCEMENTS.
14. ADJOURNMENT.