
**REGULAR MEETING – TUESDAY, APRIL 7, 2020 – 6:00 P.M. – COMMISSIONERS ROOM 231,
HENRY A. SKEWIS ANNEX, MARQUETTE, MI 49855**

**DUE TO COVID-19 MEETING WAS HELD WITH NO PUBLIC PRESENT FOUR OF THE SIX
COMMISSIONERS WERE PRESENT VIA ZOOM – ALL MOTIONS WERE ROLL CALL VOTES**

1. CALL TO ORDER – SALUTE TO THE FLAG – PLEDGE OF ALLEGIANCE.

Call to Order by Chairperson Gerald O. Corkin at 6:00 p.m. – Room 231 Henry A. Skewis Annex
Salute to the Flag followed by the Pledge of Allegiance.

- Present: Comm. Adamini and Chairperson Corkin
- Zoom/Video: Comm. Alholm, Comm. Derocha, Comm. DePetro and Comm. Nordeen

2. APPROVAL OF THE MINUTES:

Board Action: Comm. DePetro moved to approve the minutes from the Regular Meeting held on March 17, 2020. Second by Comm. Adamini. A Roll Call Vote was taken ~ Ayes: Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen, Comm. Alholm and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

3. PROCLAMATION, PRESENTATIONS AND AWARDS

4. APPROVAL OF THE AGENDA:

Board Action: Comm. DePetro moved to approve the agenda with the removal of 10f) Influent Pump Bid Recommendation. Second by Comm. Alholm. A Roll Call Vote was taken ~ Ayes: Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen, Comm. Alholm and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

5. PUBLIC COMMENT: Chairperson Corkin opened the meeting for public comment

- **Matt Wiese, Prosecutor**, updated Commissioners via zoom with the following: Hearings have not been adjourned the courts have been able to use zoom; felony cases over 200. Prosecutor's office has been busy, limiting how many staff in the office at a time, the rest working from home.

With no further public comment, Chairperson Corkin closed this portion of the meeting.

6. REVIEW OF CLAIMS AND ACCOUNTS:

Board action: Comm. Adamini moved to approve the Total Expenditures for the period March 13, 2020 through April 2, 2020 were \$640,380.20; and Bi-Weekly Payroll for the period ending March 21, 2020 was \$739,500.91. Second by Comm. Nordeen. A Roll Call Vote was taken ~ Ayes: Comm. Adamini, Comm. Nordeen, Comm. Alholm, Comm. DePetro, Comm. Derocha and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

7. PUBLIC HEARING

8. PRIVILEGED COMMENT

9. INFORMATIONAL ITEMS:

- a. **American Transmission Company – Rebuilding Electric Transmission Line**
- b. **MDEQ – Air Quality Pending Permits**
- c. **Dept. of the Army – Public Notice**

Board action: Comm. Adamini moved to accept informational item (a-e) for filing. Second by Comm. Nordeen. A Roll Call Vote was taken ~ Ayes: Comm. Adamini, Comm. Nordeen, Comm. Alholm, Comm. DePetro, Comm. Derocha and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

10. ACTION ITEMS:

a. COVID-19

1) Administrative Actions Taken To Date

Scott Erbisch, County Administrator, stated the following: As you are aware, I have taken several measures to date in consultation with the Board Chair related to the COVID-19 pandemic. The following items require formal Board approval:

1) Effective March 20, employees returning or who have returned from vacation by air travel are to remain offsite for 14 days to limit exposure to our workforce. If teleworking is not an option, employees can use any of their paid leave banks or take unpaid leave without negatively affecting their benefits.

2) Effective March 24, all visitors to the Marquette County Courthouse Complex and Ishpeming Service Center are required to be by appointment only. The public has been urged to use phone or online services. Entrance to the Marquette County Courthouse Complex was reduced to one point of access, that being through the doors located between the Jail and the Annex Building off of Baraga Avenue. Court Security has been stationed at this entrance. Visitors must have an appointment to enter the building and must sign in.

3) Effective March 24, as a result of Executive Order 2020-21, a Public Health Workforce Reduction Plan was implemented. Department Heads identified essential and nonessential employees within their departments. Department Heads also worked with employees and IT staff to allow for working remotely if possible. All nonessential employees were directed to remain home and work remotely if possible. Pay and benefits have not been affected. As of today, the stay at home order is scheduled to end on April 13. Hours not worked due to the Executive Order are being tracked.

Board action: Comm. Alholm moved to approve administrative actions already implemented, as outlined above related to COVID-19. Second by Comm. Adamini. A roll call vote was taken ~ Ayes: Comm. Alholm, Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen and Chairperson Corkin. Nays: None. Motion adopted (6-0)

2) Emergency Measures Authorization

Scott Erbisch, County Administrator, stated the following: given the fluid nature of the COVID 19 situation, and the need to periodically respond with decisions prior to a County Board meeting, or even a Special County Board meeting, I am requesting consideration by the County Board of Commissioners to “authorize the joint effort of the County Board Chairman and the Administrator to adopt emergency measures as warranted related to the COVID 19 situation”.

The County Board would be made aware of the measures taken and then act on them at a future board meeting.

Board action: Comm. Derocha moved to authorize the County Board Chairman and the County Administrator to adopt emergency measures as warranted related to the COVID 19 situation. Second by Comm. Alholm. A Roll Call Vote was taken ~ Ayes: Comm. Derocha, Comm. Adamini, Comm. Nordeen, Comm. Alholm, Comm. DePetro and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

3) Families First Coronavirus Response Act Recommendation

4) Potential Extension of Governor Whitmer’s Executive Order 2020-21~ Possible Options

Scott Erbisch, County Administrator, stated the following: effective March 24, 2020, as a result of Executive Order 2020-21, a Public Health Workforce Reduction Plan was implemented. Department Heads identified essential and nonessential employees within their departments. In order to maintain services to the public, Department Heads worked with their employees and IT staff to allow many essential employees to work remotely. All nonessential employees were directed to remain home and work remotely, if possible. Employee pay and benefits have not been affected. As of today, the stay at home order is scheduled to end on April 13. All hours not worked due to the Executive Order have been and are being tracked.

It is anticipated that Governor Whitmer will extend Executive Order 2020-21 beyond April 13, 2020. Although no decision has been made, it is staff's assumption that the Governor will extend the order until at least April 30, 2020. It is possible that the extension could go beyond.

Given the likelihood of an extension and the requirement of 14 days advance notice for bargaining unit layoffs, Staff seeks direction from the Board should the order be extended.

Options for consideration:

- Continue the Public Health Workforce Reduction Plan as detailed above. Although, it is ultimately a County Board decision, I recommend that this option not go beyond April 30 without a detailed review by staff and the County Board.
- Consider the potential of furloughs or layoffs. This option should not be taken lightly, but given the potential fiscal impacts that may occur due to the overall economic slowdown, a long term shelter-in-place directive may require these difficult actions.

Board action: Comm. DePetro moved to continue the Public Health Workforce Reduction Plan as detailed above. Although, it is ultimately a County Board decision, I recommend that this option not go beyond April 30 without a detailed review by staff and the County Board. Second by Comm. Alholm. A Roll Call Vote was taken ~ Ayes: Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen, Comm. Alholm and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

5) COVID Concessions (Airlines/Car Rental Agencies)

Duane DuRay, Director of Operations, stated the following: as COVID-19 spreads across the US, the airport operation has certainly felt the impact. A rapid loss of passenger traffic has impacted our parking revenue and concessions. Further, the majority of the airport's revenue is tied to those aviation businesses that are connected to our operation. All of those businesses are experiencing a loss in aviation related revenue, which ultimately will impact our budget. We are monitoring closely the impact to the budget and are analyzing ways to reduce expenses. We have received several requests for relief which require board action.

1. **Envoy Air, Inc.** (American) is requesting relief from charges for both the passenger and maintenance operations. They are asking for rent deferral for April, May, and June with repayment in January, February, and March 2021. They are also open to repayment during calendar year 2020 if necessary.

On March 28, the FAA issued recommendations along with options, asking airports to consider deferring the passenger operation fees for up to 3 months (Apr, May, June) and recouping the fees either through the remainder of the year or into 2021. FAA requires that if we offer a deferral to one airline, we must offer it to all.

Hangar Rent - Envoy pays \$5,000/month for hangar rental for its maintenance operation.

Terminal Rent/Passenger related fees - Below is the April 2019 revenue for both American and SkyWest along with an estimate for 2020 based on current passenger counts:

American

- April 2019 \$12,225.56
- April 2020 estimated \$10,936.85

SkyWest Airlines (has not requested any deferral to date)

- April 2019 \$21,093.85
- April 2020 estimated \$13,143.78

Ramp/Aircraft Parking Fees – As a result of changes in operations due to the COVID-19 pandemic, Envoy has eight parked aircraft on site and are expecting additional aircraft as this crisis unfolds. While we would typically charge a ramp/parking fee, other airports are waiving that fee for the first 90 days and then implementing a fee for any remaining aircraft after the 90 days.

2. Avis Car Rental Is requesting the Minimum Annual Guarantee (MAG) be waived and allow the 10% of total gross receipts be charged for the remainder of 2020. They are also requesting 50% of the counter and wash bay rent be deferred through the end of July with a full payment made in August 2020.

- Our current MAG is \$2,000; under normal circumstances, they always exceeded the MAG.
- Current monthly rent between the three amount to \$5,014.39 and the 50% deferred request would be \$2,507.20 ~ *Again we are required to offer to each of the car rental agencies what we offer to one.

Board action: Comm. DePetro moved to approve the following concessions:

Airlines: Offer a deferment of April, May, June Terminal Rent/Passenger related fees. Deferred amount will be totaled and preferably paid back over the remaining months of 2020 (July – December). However, staff may need to have that extended into (and not exceeding) the first quarter of 2021 and Waive ramp/parking fees for aircraft for 90 days.

Car Rental Agencies: Offer a waiver of Minimum Annual Guarantee (MAG) through June 30, 2020; and Offer of deferment of April, May, and June rent. Deferred amount will be paid back over the remaining months of 2020 (August - December).

Second by Comm. Adamini. A Roll Call Vote was taken ~ Ayes: Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen, Comm. Alholm and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

6) Revisit 2020 Capital Projects

Scott Erbisch, County Administrator, stated the following: the County Board of Commissioners approved the attached 2020 Capital Projects list. At the time of the approval, these projects were funded with various sources as shown on page two (2) of the attachment. Given the fiscal uncertainty that may affect the County due to the COVID 19 situation, I am seeking direction from the County Board of Commissioners before proceeding with further implementation of the 2020 Capital Improvement Plan.

It should be noted that some expenditures did occur prior to the COVID 19 situation. For example, the Codes department already purchased a new truck. Planning purchased a yurt.

There are also projects that are currently under contract from 2019. Examples include the Jail/Annex Boiler replacement project and the fire hydrant replacement project at Sawyer. I am recommending that the County continue to move forward with these projects.

Other projects of known priority include the 1) Detention Center generator replacement, 2) sidewalk and barrier free upgrades between the Sheriff Office and the Annex building, 3) Clarifier rebuild/gate valve project at Sawyer, 4) The influent pump project at Sawyer, and 5) Continue the efforts to remove the PFAS contaminated sludge.

The Sugarloaf parking lot project, although not shown on the Capital Projects list is also budgeted in 2020. This project is ready to go out for a design/build RFP, but has been placed on hold until receiving guidance from the County Board. The \$350,000 funding has been budgeted for this project from the Forestry funds. This is an important safety project, but can be delayed.

Recommendation:

- Other than the recommendations noted above, the County Board should consider delaying most capital purchases/projects through at least May 2020.
- Purchases or projects that meet an immediate safety and health need can move forward with approval by the County Board of Commissioners.
- Other projects that do not meet an immediate health and safety need, but a priority of a department, can be brought before the County Board for review and consideration before proceeding.
- Other options as determined by the County Board of Commissioners.

Board action: Comm. Adamini moved to approve the recommendations as stated above and proceed with the Sugarloaf Project instead of delaying. Second by Comm. Derocha. A Roll Call Vote was taken ~ Ayes: Comm. Adamini, Comm. Comm. Nordeen, Comm. Alholm, Comm. DePetro, Comm. Derocha and Chairperson Corkin. Nays: None. Motion adopted. (6-0)

b. US Army Winter Testing 2019/2020

Duane DuRay, Director of Operations, stated the following: Due to the COVID 19 virus, the Army icing team had to end the icing season with Agusta Westland early. The Army intends on returning to Marquette later in 2020 to kick off the 2020/2021 winter season and continue working with Agusta Westland to finish the remaining testing started earlier this year. Staff is looking for Board approval for a lease agreement for Hangar 663 for storage of an aircraft and equipment for the Army until they return in October 2020.

The lease will covers the rental of 10,500 sf in Hangar 663 at \$3.00/sf; plus an additional fee to lease one office trailer from Midway Rental.

Key Lease Points:

- Lease terms- April 1, 2020 through October 1, 2020;
- Monthly base hangar rent- \$3.00 sf / \$3,125 per month;
- Additional monthly recurring expenses, office trailer (Midway Rental) \$474.56.

Board action: Comm. Alholm moved to approve the short term lease agreement with the US Army dba Y-Tec Services, Inc. and authorizes Board Chairman, Gerald Corkin to sign the Agreement. Second by Adamini. A roll call vote was taken ~ Ayes: Comm. Alholm, Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen and Chairperson Corkin. Nays: None. Motion adopted (6-0)

c. 2020 Revised County Remonumentation Plan for Marquette County

d. Signatory Air Cargo Carrier Agreement

Duane DuRay, Director of Operations, stated the following: staff is looking for Board approval of a Signatory/Non Signatory lease between Ameriflight and the County of Marquette. On March 1, 2013, Marquette County entered into a three-year Signatory/Non Signatory Agreement with Ameriflight LLC (UPS) and CSA Air Inc. (Fed-Ex). This granted operational rights, outlined insurance requirements and defined landing fees for both air cargo companies operations. These Agreements have gone through a couple extensions with the latest extension, which began on March 1, 2019. Ameriflight LLC did not acknowledge the most recent extension agreement and by default, they became a non-signatory carrier. This year, Ameriflight is requesting to enter into the Signatory/Non Signatory agreement. Working closely with Civil Counsel, staff revised the agreement to address a couple of points:

- Agreement term length, agreement start date of April 1, 2020 (to run concurrent with the CSA Air Inc. Agreement), ending February 28, 2022;
- Language addressing responsibility to report additional contracted service aircraft during peak times;
- Language addressing responsibility to report any additional operations and cargo amounts.

Board action: Comm. Alholm moved to approve the amended Agreement and authorize the staff to proceed on with final execution between Ameriflight LLC and Marquette County. Second by Comm. DePetro. A roll call vote was taken ~ Ayes: Comm. Alholm, Comm. DePetro, Comm. Derocha, Comm. Adamini, Comm. Nordeen and Chairperson Corkin. Nays: None. Motion adopted (6-0)

e. Security Camera Bid Recommendation

11. LATE ADDITIONS

12. PUBLIC COMMENT: Chairperson Corkin opened the meeting for public comment, none was forthcoming.

13. COMMISSIONER COMMENTS, STAFF COMMENTS AND ANNOUNCEMENTS:

Chairperson Corkin

Comm. DePetro announced Russ Williams, Retirement from Negaunee Township and also served on Marquette

14. CLOSED SESSION

15. ADJOURNMENT: There being no further business to come before the County Board, the meeting was adjourned at approximately 6:58 p.m.

Linda K. Talsma
Marquette County Clerk

Gerald O. Corkin, Chairperson
Marquette County Board of Commissioners