

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
May 8, 2012**

The regular meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Chairperson Linda Socha at 9:30 a.m.

Roll called and a quorum present.

Present: Commissioners Linda Socha, Don Horrocks, Pete Redmond, Cal Gouine, Tony Matelski, John Wallace, and Sue Allor

Absent: None

Commissioner Wallace gave the invocation and led the Pledge of Allegiance.

Chairperson Socha removed Item 5F-1 Skerbeck Brothers Shows, Inc. due to an erroneous date to be presented after correction has been made. Commissioner Horrocks requested Item 5E Housing Project H-11-325 and Housing Project H-09-310 be removed from the Consent Agenda and added to New Business for discussion. Commissioner Redmond requested Item 5G-1 Letter from Village of Mackinaw City – Purchase Property/Public Park be removed from the Consent Agenda and added to New Business for discussion. Commissioner Allor requested Item 5F-3 North Central Security LTD be removed from the Consent Agenda and added to New Business for discussion.

Motion by Commissioner Matelski, seconded by Commissioner Redmond, to approve the agenda as amended. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Gouine, seconded by Commissioner Horrocks, to approve the consent agenda as follows:

- A. Approve Monthly Finance Claims – Finance = \$41,753.92; Prepays = \$ 854,200.46
- B. Budget Adjustments – Friend of the Court Inter-budget Transfer to decrease the Employee Training expenditure line item and increase the Overtime and Fringe expenditure line items by a total of \$312; Maintenance Department to decrease the Carried Forward Fund Equity expenditure line item and increase the Overtime and Fringe expenditure line items by a total of \$148. Raise Revenues and Expenditures Totaling \$17,189.84 as follows: Fund 101 total budget increase of \$14,405.84; Fund 215 total budget increase of \$605.00; Fund 226 – None – inter-department budget transfers, no additional appropriation; Fund 249 total budget increase of \$433.00; Fund 292 – None – inter-department budget transfers, no additional appropriation; Fund 509 total budget increase of \$409.00; Fund 561 total budget increase of \$253.00; Fund 588 total budget increase of \$1,084.00
- C. Investment Report
- D. Victim Rights Application
- E. ~~Housing Project H-11-325 and Housing Project H-09-310~~ (Moved to New Business)
- F. 2012 Cheboygan County Fair Events
 1. ~~Skerbeck Brothers Show, Inc.~~ (Removed for Date Correction)
 2. Thumb Tractor Pulling Association, Inc.
 3. ~~North Central Security LTD~~ (Moved to New Business)
 4. Eastern U.P. Antique Tractor Association
- G. Correspondence
 1. ~~Letter from Village of Mackinaw City – Purchase Property/Public Park~~ (Moved to New Business)
 2. NEMCOG – Notice of Intent for Michigan DNR Recreation Grant Applications
 3. NEMCOG - Notice of Intent by University Center Gaylord to Apply for Federal Assistance from USDA
 4. Cheboygan County Road Commission 2011 Annual Report
- H. Minutes:
 1. Finance/Business Meeting of April 10, 2012 and Committee of the Whole Meeting of April 24, 2012

Finance/Business Meeting – May 8, 2012

2. Health Board – 3/20/12
3. North Country Community Mental Health Board – 3/15/12
4. Northeast Michigan Community Service Agency – 4/13/12
5. Board Appointments & Procedures – 4/10/12 & 4/23/12
6. Cheboygan County Road Commission – 4/9/12
7. Cheboygan City Council – 3/27/12 & 4/10/12
8. Planning Commission Meeting – 3/21/12, 4/4/12 & 4/18/12
9. ZBA – 3/28/12

A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS – None

SCHEDULED VISITORS – None

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended March 31, 2012. She reported total year-to-date revenue of \$766,750.82 versus \$809,888.83 last year at that time. Ms. Kortz reported expenditures year-to-date of \$2,254,785.04, or 21.18% of budget, compared to \$2,079,522.88 last year as of the end March. She reviewed the Fund Balance quarterly report and Summary of General Fund Expenses by Category, which also is a quarterly report.

ADMINISTRATOR'S REPORT – Administrator Lawson's written report included information on the Health Access Advisory Committee; County Building Camera Security Project; County Building Phase One Improvements; Animal Shelter Project and Household Hazardous Waste Collection. He said a meeting of the newly created Health Access Advisory Committee pending the completion of the sale of the hospital to McLaren. Mr. Lawson said currently household hazardous waste can be dropped off at the fairgrounds on Wednesday between 1 and 3 p.m. He said there may be multiple off-site locations for drop of household hazardous waste in the southern part of the county during the summer and possibly the fairgrounds site may be open to all county residents on designated dates throughout the summer. Commissioner Matelski suggested that placards be placed at recycling stations regarding household hazardous waste collection hours, acceptable products, etc.

COMMITTEE REPORTS

Commissioner Redmond reported on the April 23, 2012 meeting of the Board Appointments & Procedures Committee regarding appointments to the Cheboygan County Department of Human Services Board, the North Country Community Mental Health Board and the Cheboygan County Jury Board.

Motion by Commissioner Redmond, seconded by Commissioner Matelski, to appoint Herbert Makima to the Cheboygan County Department of Human Services Board for a term beginning April 1, 2012 through October 31, 2013; to appoint Larry Hanson to the North Country Community Mental Health Board for term beginning April 1, 2012 and ending March 31, 2015; and to appoint Brenda Bergstrom, to the Cheboygan County Jury Board effective immediately through December 31, 2015. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Redmond said an opening on the Planning Commission remains at this time and applications are being accepted. He said the committee is currently gathering information and discussing elected officials' compensation packages. He also reported attending the Straits Regional Ride meeting, Benton Township meeting, the NLEA luncheon, and Fair Board meeting.

Commissioner Horrocks attended the kick off dinner for the Humane Society which was a great success. He said the Pigeon River Advisory committee will be requesting support in form of a resolution to bring horseback riding to the Lee Grand Ranch.

Chairperson Socha noted that in the administrator's report that although the County is not required to conform to zoning standards for public projects, but the County strives to conform to all standards when feasible.

Finance/Business Meeting – May 8, 2012

Commissioner Wallace reminded fellow board members of the Tri-County 9-1-1 meeting to be held at the Headlands in Mackinaw City on May 16, 2012 at 2 p.m.

Commissioner Allor attended the Wilmot, Nunda and Forest township board meetings, the Wolverine Fire Board meeting, the Master Plan planning session on natural resources, Area Agency on Aging meeting, and a Merit meeting. She distributed a report from the Area Agency on Aging on integrated care; and the Area Agency on Aging will be providing a training program for personal home health aides. She said the Wolverine Fire Board purchased a building in Wolverine and will be relocating there. She said Forest Township is very pleased with the Road Commission. She said the Forest Township Board asked if health department clinics could be considered in their area and offered their hall for these services. Commissioner Allor said she did mention this to Roseanne Schultz of the Health Department and if the medical clinic is not reopened in Indian River it would be a major concern. Commission Allor said that only governmental agency will be given access to Merit's fiber optic lines for high speed internet.

Commissioner Gouine attended the Fair Board meeting and said he was pleased to hear of the number of kids involved with the fair and are organizing work bees there.

Commissioner Matelski reported attending two Planning Commission meetings, two Road Commission meetings, two Board Appointments & Procedures Committee meetings, three (Aloha, Grant and Hebron) township meetings, the local Michigan Townships Association meeting, a ZBA meeting and the Humane Society Dinner. He said the Planning Commission heard a report on the second Master Plan meeting where they met with area high school kids, many of whom said they did not feel safe at Gordon Turner Park or the County Fair after dark.

Commissioner Socha attended the Beaugrand Township meeting, a Health Board meeting, multiple meetings with Greg Williams of Emergency Management, a Department Head meeting with the Sheriff, the Farm Bureau Urban Rural Dinner, and SANE meeting. SANE is facing a 17% decrease in federal and state revenues, which is alarming because drugs are not going away, but are changing and morphing. A SANE activity report for Cheboygan showed 14 cases initiated with 88 counts filed that resulted in 16 arrests, She also attended two Tax Allocation Board meetings, and reported that that board has determined not to request a fixed millage proposal on the ballot this year; and noted per diems will be paid to that board according to statute. Commissioner Socha briefly explained this process.

OLD BUSINESS – None

NEW BUSINESS

Motion by Commissioner Redmond, seconded by Commissioner Allor, to approve the Agreement and the Addendum to Exhibitor Contract between the Cheboygan County Fair Board and Sundown Productions for the Gordon Lightfoot Tribute to be held on Monday, August 6, 2012 and authorize the Chairperson to sign. Motion carried with 7 yes, 0 no and 0 absent.

Fair Manager Dan O'Henley commented on the security at the fairgrounds during fair week. He said the security that has been in place over the last several years is second to none. He briefly explained the security system which includes cameras throughout the grounds. He said the uniform security guards usually come on duty around 6 p.m. until morning. He said gates fees are charged until closing and noted that weekly gate passes are available for purchase.

Commissioner Allor had requested the North Central Security be removed from the consent agenda. She noted a various dates in the agreement and wondered if they were wrong. Mr. O'Henley said they come in when they are called, so there is not a problem with the dates in the agreement.

Motion by Commissioner Allor, seconded by Commissioner Horrocks, to accept the agreement between North Central Security, LTD and Cheboygan County Fair Board and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Finance/Business Meeting – May 8, 2012

Community Development Planner Scott McNeil explained Zoning Ordinance Amendment # 110 which proposes to amend the definition of a guest house by removing the reference to a dwelling from the definition and clarify the ability to have a guest house use in another structure such as in the second story of a garage on the same lot as a single family dwelling. Also, the proposed amendment removes conditions for guest houses from the definition and establishes a guest house as an accessory use to a single family dwelling with conditions by amending section 3.3. relative to accessory uses. Discussion held and questions were answered.

Motion by Commissioner Wallace, seconded by Commissioner Horrocks, to adopt the following:

Zoning Ordinance Amendment #110

AN ORDINANCE TO AMEND THE CHEBOYGAN COUNTY
ZONING ORDINANCE No. 200 TO AMEND THE DEFINITION OF GUEST HOUSE AND TO PROVIDE FOR A
GUEST HOUSE AS AN ACCESSORY USE TO A SINGLE FAMILY DWELLING.

THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN ORDAINS

Section 1. Amendment of Section 2.2.

Section 2.2. of the Cheboygan County Zoning Ordinance No. 200 is hereby amended to replace the following definition which shall read in its entirety as follows;

GUEST HOUSE

An detached structure or portion of an detached structure located on the same lot as a single-family dwelling that is used for sleeping and/or eating purposes by nonpaying friends, relatives, or acquaintances of the resident or owner of the single-family dwelling.

Section 2. Amendment of Subsection 3.3.3.

Subsection 3.3.3. of the Cheboygan County Zoning Ordinance No. 200 is hereby amended to read in its entirety as follows:

3.3.3. A Guest House shall be allowed as an accessory use to a single family dwelling, provided it complies with all of the following regulations and standards:

- a.It does not exceed six hundred (600) square feet in total floor area.
- b.It is located on a lot that conforms with the minimum lot area requirements of the zoning district in which it is located.
- c.It contains no more than two (2) bedrooms.
- d.The single family dwelling and guest house will both be serviced by potable water and a sanitary sewer system that meet the applicable requirements of the Health Department.
- e.No more than one (1) guest house is located on the same lot as the single family dwelling.

Section 3. Severability.

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 4. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

A roll call vote was taken. Motion carried with 6 yes, 1 no (Commissioner Gouine), and 0 absent.

Mr. McNeil explained Zoning Ordinance Amendment # 111 which changes side setback requirements for lots less than 80 feet in width and requires that minimum lot size is based on lot width in the Lake and Steam Protection (P-LS) zoning district and provides for minimum side setback requirements to be established based on 10% of lot width, no greater than 8 feet, but no less than 5 feet for consideration at

Finance/Business Meeting – May 8, 2012

a public hearing. Questions were answered. Civil Counsel Bryan Graham said this allows a sliding scale based on the size of the lot and still maintains uniformity as required by law.

Motion by Commissioner Wallace, seconded by Commissioner Redmond, to adopt the following:

Zoning Ordinance Amendment # 111

AN ORDINANCE TO AMEND CHEBOYGAN COUNTY ZONING ORDINANCE NO. 200 TO PROVIDE FOR SIDE SETBACKS IN THE LAKE AND STREAM PROTECTION DISTRICT (P-LS).

Section 1. Amendment of Section 17.1.

Section 17.1. of the Cheboygan County Zoning Ordinance No. 200 is hereby amended to replace the following row in its proper alphabetical location which shall read in its entirety as follows:

		Minimum Floor Area	Minimum Building Width	Min. Lot Size		Min. Yard Setbacks (feet)			Maximum Height of Structures
Zoning District		Sq. ft.	Feet	Area (Sq.ft.)	Width (ft.)	Front	Sides	Rear	Feet
P-LS	Lake and Stream Protection District	720 ^D	24 ^D	15000 ^D	100 ^D	40 ^A	8 ^J	12	35

Section 2. Amendment of Section 17.1.

Section 17.1. is hereby amended to change the following note to read in its entirety as follows:

C. Minimum; Duplex, 100ft.; Multi-family, 50ft. per family.

Section 3. Amendment of Section 17.1.

Section 17.1. is hereby amended to add the following notes in their proper alphabetical location to read in their entirety as follows:

J. If the lot is less than 80 feet in width, then each side setback shall be 10% of the lot width, or 5 feet, whichever is greater.

K. Lots in the Lake and Stream Protection District shall contain a minimum of one hundred (100) feet of frontage in addition to minimum lot width requirements.

Finance/Business Meeting – May 8, 2012

Section 4. Severability.

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 4. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

Commissioner Matelski stated this amendment makes regulations less stringent and less costly to the property to get a variance through the ZBA. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson said the County received title to property in Tuscarora Township in 1987 from the Road Commission for use as an ambulance facility. The deed identified that the property would revert back to the Road Commission when not used for ambulance purpose. The property is no longer used for ambulance purpose and the Road Commission would like to utilize the building for their sign shop. The Road Commission has requested the County deed the property back to clear the title on the parcel.

Motion by Commissioner Matelski, seconded by Commissioner Redmond, to approve the Quit Claim Deed transferring property back to the Cheboygan County Road Commission and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Prosecutor Daryl Vizina presented a proposal to restructure employee schedules to aid in covering the elimination of a part time office assistant position which will be vacant as of May 11, 2012. He said with the elimination of the part time position, and increasing the hours of three employees in the department from 35 hours to 40 hours an annual savings of over \$4,200 would be realized. Mr. Vizina said with the structure change he plans to change office hours from 8 a.m. to 4 p.m. to 8 a.m. to 4:30 p.m. and have discussed and would consider in the future remaining opened until 5 p.m. Chairperson Socha said office hours are important to better service constituents.

Motion by Commissioner Horrocks, seconded by Commissioner Allor, to adopt Amendment #1- Prosecutor's Office to the Cheboygan County 2012 Salary & Wage Resolution, authorize the Chair to sign, and approve the necessary budget adjustments and employee work schedule. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson said a review of staffing levels within the Maintenance Department identified the need for a seasonal position at the fairgrounds to address mowing and maintenance needs. The position will receive supervision by the Fair Manager in coordination with the Maintenance Department. The position will be funded for 640 hours from May 15 to September 15. Funding will come for the General Fund in the form of savings from Maintenance and Human Resource Department vacancies. A full-time maintenance position was not permanently filled on January 1; therefore, savings resulted from fringe benefits and the lower hourly rate of the temporary employee who covered for another maintenance employee's sick leave. Discussion held and questions answered.

Motion by Commissioner Redmond, seconded by Commissioner Allor, to adopt Amendment #2 - Fair to the Cheboygan County 2012 Salary & Wage Resolution, authorize the Chair to sign, and approve the necessary budget adjustments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Horrocks had requested Housing Department Bid Recommendations for Project H-09-310 and Project H-11-325 be removed from the consent agenda for discussion. He questioned Estimated Costs of Improvements being higher than the SEV of the property, as well as accepting the second lowest bid with the property owner paying the difference between the lowest bid and the second lowest. Administrator Lawson explained the financial impact shown for each project funded from HPG Funds and CDBG Funds come through the County Housing Commission, DTE, USDA and NIP funds do not. Chairperson Socha noted the SEV is not on the forms, only the amount available for the project (Based on SEV) is shown. Commissioner Wallace asked the status of all the projects done previously by the

Finance/Business Meeting – May 8, 2012

Housing Commission. Administrator Lawson said that information has been requested from NEMAH but we have not heard back. He said they are scheduled to come before the board in June. Commissioner Allor said an individual from the NEMAH board has concerns that their meetings are not happening and asked how we are doing with NEMAH. Chairperson Socha said prior to NEMAH presentation at this board perhaps they should meet with the Housing Commission again. Commissioner Allor asked, with regards to financial impact on county, how are the figures determined. Finance Director Kortz said they are calculated job by job, not all property owners qualify for all available funding sources.

Motion by Commissioner Gouine, seconded by Commissioner Matelski, to approve the Cheboygan County Housing Commission's recommendation dated March 16, 2012 for Project H-11-325 and recommendation dated March 27, 2012 for Project H-09-310. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Redmond spoke regarding the Village of Mackinaw City's plans to purchase downtown lake property for a public park, he stated he doesn't feel this board could contribute to this. Chairperson Socha said a while back she authorized the administrator to send a letter of support of this project. She suggested a letter be sent now that the county does not legally have money to donate,

Motion by Commissioner Wallace, seconded by Commissioner Redmond, to receive & file correspondence from the Village of Mackinaw City and authorize the county administrator to send a letter of regret to Village explaining why Cheboygan County cannot legally donate to for this project. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS – Grant Township resident Leonard Page said he is still on the board of the Northern Michigan Broadband Cooperative. He said Merit is continuing up the 27 corridor from Cheboygan to Mackinaw City. However, the coop is focusing on how to get access to rural areas. Currently with Merit independent service providers will cover heavily populated areas but need to figure out how to get to rural areas. Chairperson Socha explained the coop is multiple counties group and suggested Mr. Page provide and update to the County's internal group. Mr. Page said he would advise Jeff, Matt and Steve as to what happens at the May 18th broadband cooperative meeting. Commissioner Wallace said ATT has placed fiber optics in the Indian River area. Mr. Pae said regarding recycling, we have 2/3 of households in the county paying for this, but the current cost per household may be able to be reduced if all townships participated. He said perhaps a Department of Public Works may be able to impose a fee on all households, which is something to think about.

Commissioner Horrocks said at a recent Inter-municipality meeting the large number of garbage disposal companies operating in this county have placed added stress on our roads was discussed.

Commissioner Wallace said Robert Boyd should receive a plaque for his services on the Board for North Country Community Mental Health. Commissioner Redmond said he is included on the list.

The meeting was recessed from 11:50 to 12:25 for lunch.

Chairperson Socha said since there was extensive planning last year and the mission and vision statements were reaffirmed earlier this year, she briefly read through the board's goals Public Safety, Quality County Services, Economic Development, Collaboration of Services, and Addressing Multiple Facility Needs.

Administrator Lawson said in continuing the strategic budgeting process that was initiated last year, all the departments have put together goals and objectives to align with the board's general goals and objectives. He said a measurement system has not been designed, but after department goals and objectives are completed an evaluation process will be determined. He said he is trying to approach this as a common sense process. Mr. Lawson said as we work through this for one or two cycles it will become even a better process. He said we have received good input from the departments and have worked together on this.

Finance/Business Meeting – May 8, 2012

Discussion was held on having someone available to the public in the administrative office at all times during regular business hours. Commissioner Horrocks voiced concern with this matter. Chairperson Socha said there have been complaints about this, as well as the hours of the office and closing at lunch time. She said this is the administrator's staff and he should analyze this. Administrator Lawson said he would not have a problem having the phone switched to his phone when necessary and could shift someone around on some occasions. Commissioner Gouine commented he likes having just one manager. Commissioner Allor said she has not experienced having to wait long in response to a phone message or email.

Chairperson Socha said as the next step to this process, department goals and objectives will be presented at this month's Committee of the Whole meeting for review, which will then be followed with meeting with the elected officials. Administrator Lawson drew attention to the current board goals that were determined last year. Chairperson Socha said where change might occur is if there were to be a group of new board members, but as long as the board composition remains the same the goals and objectives would most likely not change drastically. It was the consensus of the board that the goals remain the same this year.

Mr. Lawson referred to the goals and objectives for the Administration Department and reviewed the document as to the format. He noted that his department has goals and objectives for each of the board's goals, but not all departments will have the same. Each department has its own mission statement. He said in the future annual reports should align more with the department's objectives. Mr. Lawson said the budget document will become rather large. He would like to have each department's goals and objectives on their department's own webpage for easier access for the public.

Administrator Lawson said for the Committee of the Whole meeting on May 22nd, copies of the goals and objectives for departments that have finished this step will be provided for review and general discussion. He said many goals will be fairly broad statements. He said one area on the economic development side is the Cheboygan County Economic Development Corporation has a plan that was approved and he asked Steve Schnell to make sure what they are working on is identified in their objectives, so as to determine if the EDC is in line with the county board's goals and objectives. Chairperson Socha said the EDC is not a department of the county and this board has never seen the plan approved by the EDC. Administrator Lawson said if the direction of the EDC is not aligning with this board that's a policy issue. He pointed out that based on his observations over the last several months there is some confusion. He said he wants to make sure this board is supportive of what we are putting staff time into. Lengthy discussion on the Cheboygan County Economic Development Corporation, the Community Development Department, communications and broadband services.

Motion by Commissioner Matelski, seconded by Commissioner Allor, to reaffirm the Cheboygan County Board of Commissioners' goals that were determined through the Strategic Planning Session. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Redmond, seconded by Commissioner Horrocks, to adjourn to the call of the Chair. Meeting adjourned at 1:58 p.m.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Linda Socha
Chairperson