



## Cheboygan County Board of Commissioners

### *MISSION STATEMENT*

*Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.*

**February 23, 2016**

**9:30 a.m.**

### **Agenda**

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. Approve Agenda
5. **CITIZENS COMMENTS**
6. **SCHEDULED VISITORS/DEPARTMENT REPORTS**
  - A. Salvation Army Business Manager Greg Bock
  - B. Straits Regional Ride 2015 Annual Report
7. **ADMINISTRATOR'S REPORT**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
10. **BOARD MATTERS FOR DISCUSSION - Planning Session**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **CLOSED SESSION – Pursuant to MCL 15.268(e) Regarding Pending Federal Court Case**
14. **ADJOURN TO THE CALL OF THE CHAIR**

ADMINISTRATOR'S REPORT  
2-23-16

911: The 911 Committee (County Administrators) met with 911 Management staff to discuss and perform a position review to evaluate the possible creation of a mid-level management position at 911. The Committee reviewed the job descriptions and discussed duties of each position within the organization to identify work objectives and capacity. The Committee will be submitting its report to the CCE Board for their review in March.

ANIMAL  
SHELTER  
PROJECT:

Electrical system bids for the Phase II kennel and storage area will be opened on Tuesday March 1, 2016 at 2:00 P.M. in the Administrator's Office. Staff will present an AIA Agreement for approval by the Board at their March 8<sup>th</sup>, 2016 meeting. Installation of mechanical systems will begin the week of February 22, 2016.

REID  
BUILDING:

Mechanical system installation within the Women's Resource office area will begin the week of February 22, 2016.

Staff is continuing discussion with District 4 Health Department staff concerning the projected cost and timing of renovations to the upper floor of the Reid Building. The preliminary renovation report identified an estimated cost of \$1.8 Million to renovate the building, approximately \$900,000 each floor. In an effort to keep renovation cost contained, the County's strategy is to utilize County staff in conjunction with skilled labor obtained from the Sheriff's work crew program to reduce labor cost. The downside of this approach is that the project completion time is delayed due to scheduling. To expedite the schedule the project would need bid to a general contractor. This will result in a higher project cost. I have asked the architect to update the cost estimate for the project to work with the Health Department to determine if the Health Department can afford the new rental cost and commit to a lease period to pay the debt cost associated with the renovations, as well as operational and maintenance cost.

MARINA:

The Waterways Commission met on Wednesday February 17<sup>th</sup>, 2016 to discuss needed capital improvements to the Marina. A facility condition report was completed in 2008 for the facility. The report identified the need to begin phased upgrades to the facility. The Waterways Commission has concurred with staff's recommendation to submit a State of Michigan Waterways Grant Application in the amount of \$800,000 (\$400,000 State- \$400,000 County match) to replace the fuel tank system, gas dock and related infrastructure as Phase I improvements. Due to the Marina's limited capital improvement funds, the project would be funded by borrowing from the County's Tax revolving Loan Fund with a repayment back to the fund from the marina fund when available.

STAFFING:

The County has four employees retiring in the near future. Within the Probate Court there were are two retirements. The Court has promoted two employees within the court to fill positions and currently has two positions posted to be filled.

The Friend of The Court had one retirement resulting in the promotion of one employee with one position posted to be filled.

Community Development is scheduled to have a retirement in March. The duties for this position will be reassigned. Administration is currently working with the Community Development Director and Building Safety Official to review work functions and needs for the creation of a new position that will cover redistributed job responsibilities in both building safety and enforcement areas. A future retirement within the department is expected in the next two years, this restructuring will review the succession planning needs to take into consideration the functions of this position. Staff is developing detailed information to provide for Commission consideration at a future meeting.

ECONOMIC  
DEVELOPMENT  
REPORT:

Staff is currently preparing a report that provides a review of existing economic development organizations/ initiatives the County participates in to promote economic development. The report will also provide discussion points concerning these organizations/ initiatives to allow the Commission to set policy directives for staff to pursue. Staff's objective is to have report completed by the end of March.

LINE 5:

Staff has sent e-mail communication to Enbridge requesting attendance at a future meeting.