

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
JULY 9, 2013**

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, Bruce Gauthier, Pete Redmond, Cal Gouine, John Wallace, Sue Allor, and Tony Matelski

Absent: None

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

Commissioner Matelski requested the following items be removed from the Consent Agenda and added to New Business: Item 5A Monthly Finance Claims and Item 5E-9 Cheboygan County Fair Board 6/3/2013 Discussion. Commissioner Allor requested Item 5D-1 Marquette County Resolution Requesting Funding Revenue Sharing & Accompanying Correspondence and Item 5E-1 Finance/Business Meeting Minutes of 6/11/2013 be removed from the Consent Agenda and added to New Business.

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

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

- A. ~~Approve Monthly Finance Claims~~ (Moved to New Business)
- B. Budget Adjustments
- C. Cheboygan County Fair – North Central Security LTD
- D. Correspondence
 1. ~~Marquette County Resolution Requesting Funding Revenue Sharing & Accompanying Correspondence~~ (Moved to New Business)
- E. Minutes:
 1. Finance/Business Meeting of May 14, 2013, Committee of the Whole Meeting of May 28, 2013, ~~Finance/Business Meeting of June 11, 2013~~, Meeting with Elected Officials of June 14, 2013 and Committee of the Whole Meeting of June 25, 2013 (Moved to New Business)
 2. Health Board – 5/21/2013
 3. Michigan Northern Counties – 5/20/2013
 4. North Country Community Mental Health – 5/16/2013
 5. Northern Lakes Economic Alliance – June Newsletter
 6. County Tax Allocation 2013
 7. NEMCOG – 5/16/2013
 8. NMSAS – 5/6/2013
 9. ~~Cheboygan County Fair Board – 5/6/2013 and 6/3/2013 Discussion~~ (Moved to New Business)
 10. Cheboygan County Road Commission – 5/23/2013
 11. Cheboygan City Council – 6/11/2013
 12. Planning Commission Meeting – 5/15/2013 & 6/5/2013
 13. ZBA – 3/27/2013

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

CITIZENS COMMENTS – None

SCHEDULED VISITORS – None

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FINANCE DIRECTOR'S REPORT

Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ending May 31, 2013. She reported total year-to-date revenue of \$997,791.16, or 9.49% of budget versus \$1,195,064.48, or 11.19% of budget, last year as of the end of May. Ms. Kortz reported expenditures year-to-date of \$3,993,196.41, or 37.98% of budget, compared to \$3,976,132.32, or 37.22% of budget, last year as of the end of May.

ADMINISTRATOR'S REPORT

Administrator Lawson reported on the following items: The boiler project - the contractors are completing the piping insulation portion of the project. The fairground restrooms - project bids went out on June 28th. Three bids were received. The project architect is to report back to Mr. Lawson regarding discrepancies in the individual bid proposed costs at the end of the month. The housing program - there are revisions currently being made to the housing guidelines and two grant applications. Approval for the grant applications will be sought at the July 23rd Board meeting in order to meet the August 9th deadline for them. The website design project - all of the proposals have been reviewed and there will be a recommendation from administration in August.

Commissioner Allor inquired as to the heightened cost of current bids for the fairgrounds restroom project as compared to when the project costs were first estimated. Administrator Lawson confirmed that the project architect is currently trying to determine the difference between the first estimated costs and what the bids came back at.

COMMITTEE REPORTS

Commissioner Allor attended the Forest Township, Walker Township, and Village of Wolverine Board meetings. She also attended meetings of District No. 4 Health Board, Cheboygan County Council on Aging, Area Agency on Aging, North Country Community Mental Health, the local Michigan Townships Association, and the Elected Officials meeting. At the Cheboygan County Council on Aging meeting, Commissioner Allor reported it has been established that both CCCOA facilities are in need of costly capital improvements. At the District No. 4 Health Board meeting, it was reported that the tuberculosis individual was no longer quarantined but is still receiving treatment. The North Country Community Mental Health Board interviewed candidates for the CEO position of the new regional entity.

Commissioner Gouine attended township meetings and a Trailways committee meeting, as well as the ribbon cutting for the new park opened in Topinabee.

Commissioner Matelski attended two Planning Commission meetings, a Road Commission meeting, the Elected Officials meeting, a Waterways Commission meeting, a Zoning Board of Appeals meeting, DNR Open House, the local Michigan Township Association meeting and a Koehler Township meeting.

Commissioner Gauthier attended a Trailways Advisory Council meeting, two City Council meetings, a Planning Commission meeting, the Fair Board meeting and the Elected Officials meeting. He commented that a local brewery, Cheboygan Brewery, gave a presentation at the City Council meeting and it was reported there that they have won some impressive awards.

Commissioner Wallace attended a Northern Michigan Substance Abuse Services meeting, a Northeast Michigan Council of Governments meeting, and a Planning Commission meeting. He commented there may be a need for more training for the Planning Commission.

Commissioner Redmond attended the District No. 4 Health Board meeting, a Waterways Commission meeting, and the Fair Board meeting.

Commissioner Socha attended the Elected Officials meeting, and has been reviewing LEPC plans before they are submitted to the State. She reported that at the Burt Township meeting issues surfaced regarding penal fines that go to the Indian River Area Library and now Burt Township residents will be charged a fee for usage of the library since there are not enough penal fines being collected to support it at this time. She said Burt

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Township was told penal fines cannot be given to a library if the residents are charged a fee to use the library, so the penal fine would be placed in escrow with the county. County Treasurer Linda Cronan stated that if the library started charging residents for usage of the library, the penal fines that are collected would go into a County escrow account. Ms. Cronan stated that they are still looking into the process. Additionally, Commissioner Socha reported that last year at this time Burt Township residents had concerns regarding recycling bins being full over the holiday; the recycling bins were full again this year and residents had to take their recycling home. She said she also heard that the Cheboygan bins were full as well. She asked the administrator to follow up on this and also during fair week.

OLD BUSINESS

Community Development Director Steve Schnell presented Resolution 13-13 for the Dissolution of the Housing Commission. The Resolution was drafted by legal counsel and provides for the County Board of Commissioners the rights of final decision making authority with the duties of the Housing Commission being handled by staff of the Community Development Department.

Motion by Commissioner Redmond, seconded by Commissioner Gouine to adopt Cheboygan County Resolution 13-13; a Resolution for the Dissolution of the Housing Commission and authorize the Chairperson to sign the Resolution:

**CHEBOYGAN COUNTY RESOLUTION No. 13-13
DISSOLUTION OF HOUSING COMMISSION**

TO DISSOLVE THE CHEBOYGAN COUNTY HOUSING COMMISSION AND TO
DELEGATE ADMINISTRATIVE AUTHORITY FOR HOUSING PROJECTS TO THE
CHEBOYGAN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

The following resolution was made by Commissioner Redmond and seconded by Commissioner Gouine, to-wit:

Recitals

- A. Section 2 of Act 18 of the Public Acts of 1933 (Ex. Sess.), MCL 125.651, et seq, (the Act) authorizes a county to purchase, acquire, construct, maintain, operate, improve, extend or repair housing facilities and eliminate housing conditions which are detrimental to the public peace, health, safety, morals or welfare. The Act also confers other powers to further the purposes of Section 2.
- B. The Act authorizes a county to exercise the authority conferred by the Act or to create a Housing Commission with power to accomplish the purposes set forth in Section 2 of the Act.
- C. On September 12, 1978 the Cheboygan County Board of Commissioners created by resolution the Cheboygan County Housing Commission pursuant to the Act.
- D. The Cheboygan County Board of Commissioners now desires to exercise the authority conferred by the Act, to dissolve the Cheboygan County Housing Commission, to delegate the administrative authority under the Act to the Cheboygan County Community Development Department, but to retain all final decision making authority under the Act to itself.
- E. The Board of Commissioners, therefore, desires to implement these objectives by the adoption of this Resolution.

Resolution

NOW, THEREFORE, BE IT RESOLVED as follows:

- 1. The Cheboygan County Housing Commission is hereby dissolved effective on the date of the adoption of this Resolution.
- 2. The administrative authority to implement the power conferred on Cheboygan County under the Act is hereby delegated to the Cheboygan County Community Development Department.

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3. However, the Cheboygan County Board of Commissioners hereby reserves unto itself the authority to make all final decisions conferred on Cheboygan County under the Act.

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

NEW BUSINESS

Mr. Schnell presented a recommendation for adopting the Cheboygan County Fair Housing Policy which complies with grant program requirements and appoints the Community Development Director as the Fair Housing contact person.

Motion by Commissioner Redmond, seconded by Commissioner Allor to adopt the Cheboygan County Fair Housing Policy omitting the reference to Housing Commission in paragraph five and authorize the Chairperson to sign the policy. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Mr. Schnell presented Resolution 13-12 Cheboygan County Fair Housing as required by the grant program.

Motion by Commissioner Wallace, seconded by Commissioner Redmond to adopt Cheboygan County Resolution 13-12; a Resolution providing for fair housing and authorize the Chairperson to sign the Resolution:

CHEBOYGAN COUNTY RESOLUTION No. 13-12
FAIR HOUSING

WHEREAS, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and,

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status;

NOW, THEREFORE, BE IT RESOLVED that it is the policy of The Cheboygan County Board of Commissioners to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status.

BE IT FURTHER RESOLVED that:

1. Cheboygan County shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status;
2. Cheboygan County will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

Cheboygan County will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

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

Administrator Lawson presented a Fairgrounds Usage Agreement from the Chamber of Commerce to house the Budweiser Clydesdale team from July 29th – August 5th. The Clydesdales will be performing in downtown Cheboygan on August 1st at 7:00 p.m. and at the Fairgrounds on August 3rd.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to approve the Fairgrounds Event Agreement between Cheboygan County and the Cheboygan Area Chamber of Commerce for use of the fairgrounds stable from July 29th through August 5th, 2013 and authorize the Chairperson to sign the agreement. Motion carried with 7 yes, 0 no and 0 absent.

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Sheriff Dale Clarmont presented the 2014 School Safety Byrne JAG Grant application. The Sheriff's Department is looking to assist Wolverine Community Schools with funding to enhance school security through improving their camera system and installing an intercom system. School districts are not eligible to apply; applicants must be law enforcement agencies and previous JAG grant recipients.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to approve the Byrne Justice Assistance Grant - 2014 School Safety Application and authorize the Finance Director to submit using the MAGIC on-line grant management system and authorize the Chairperson to sign any forthcoming agreements or required documentation upon the review and approval of the Finance Director, Kari Kortz and legal counsel, if applicable and authorize the Finance Director to submit using the MAGIC on-line grant management system any future reporting requirements on behalf of the County. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the Engineering Service Agreement for the County Building, the Reid Building and the Animal Shelter Parking Lot & Sidewalk Improvements. The County has released request for proposals from engineering consultants for the aforementioned projects. The County has received four bids, with the lowest bid being received from c2ae out of Gaylord, Michigan in the amount of \$26,465. The Administrator recommended signing the engineering service agreement with c2ae in the amount of \$26,465.

Motion by Commissioner Redmond, seconded by Commissioner Gauthier to approve the Engineering Service Agreement for the County Building, Reid Building and Animal Shelter parking lot and sidewalk improvements in the amount of \$26,465 with c2ae and authorize the Chairperson to sign the agreement. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kari Kortz presented the 2014 Budget Process Timeline. Ms. Kortz stated that she is required to bring forward a budget timeline annually per the County Budget Adoption and Amendment Policy. The timeline outlines dates from June 24th – December 10th, 2013. The requests for payroll and benefit comparisons have been sent out to comparable counties. The capital improvement plan has been added into the timeline so as to have figures for projects incorporated into budget development.

Motion by Commissioner Allor, seconded by Commissioner Matelski to approve the 2014 Budget Process Timeline as presented. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Matelski and Allor addressed specific monthly finance claims. Commissioner Matelski addressed the \$100 payments to Department of Human Services Board members and sought confirmation of them being final payments, which was affirmed by the Finance Director. . Commissioner Matelski inquired about Check #152710 – Drug and Laboratory Disposal for \$16,889.75, the Finance Director explained that was for hazardous material processing through the recycling department. Commissioner Allor inquired about Check #152598 – Straits Area Yacht Finishing for \$2,475, the Finance Director explained the amount was for repairing three Sheriff's Department marine boat bottoms. Commissioner Allor inquired about Check #152607 – Teter Orthotics for \$335. Finance Director explained that was for a Sheriff's Department jail inmate medical charge.

Motion by Commissioner Allor, seconded by Commissioner Matelski to approve the monthly finance claims as presented, Finance = \$133,290.47, Prepaid = \$832,682.51. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Matelski addressed the Cheboygan County Fair Board discussion held 6/3/2013. There was not a quorum present at the Fair Board meeting of 6/3/2013. Legal counsel explained that if there is not a quorum present, a Board/Commission cannot meet as it violates the Open Meetings Act, discussions should not have been held or approved as "minutes" at the subsequent July 1st, 2013 Fair Board meeting. Continued discussion was held regarding the management responsibilities and the legal relationship between Cheboygan County and the Cheboygan County Fair Board established for County liability and cost allocation purposes. Legal counsel will prepare a memo regarding the Open Meetings Act to be given to the Fair Board. Additionally, legal counsel will review old records and memos he has from the reorganization of the Fair Board that took place ten years ago to help update the Commissioners who were not on the Board at that time and Fair Board members.

Motion by Commissioner Matelski, seconded by Commissioner Allor to receive and file the Fair Board discussion of 6/3/2013. Motion carried with 7 yes, 0 no and 0 absent.

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Commissioner Allor addressed the Marquette County Resolution requesting Funding Revenue Sharing and accompanying correspondence. Commissioner Allor questioned the Marquette County Resolution paragraph 4 where it states, "...a one-size-fits-all approach to the CIP Employee Compensation Category is not acceptable..." County Administrator Lawson explained that when Counties come back into revenue sharing, in order to receive a portion of the funding under the current administration, counties have to meet targeted program guidelines. The Marquette County Resolution addressed the fact that the State of Michigan has not fully funded revenue sharing for many years and there is a growing deficit passed to communities in Michigan. Discussion was held. Cheboygan County is aware of how revenue sharing will affect its municipal unit, but what remains unknown from year to year is how much the State allocation will be for revenue sharing.

Commissioner Allor suggested preparing a similar Resolution of Support for Requesting Full Funding of Revenue Sharing. Board consensus was that the effort may be in futility but supported drafting a resolution similar to the Marquette and Tuscola resolutions regarding revenue sharing for the next meeting.

Motion by Commissioner Allor, seconded by Commissioner Wallace to receive and file the Marquette County Resolution Requesting Full Funding of Revenue Sharing and accompanying correspondence. Motion carries with 7 yes, 0 no and 0 absent.

Commissioner Allor addressed the June 11, 2013 Board of Commissioners Finance/Business Meeting minutes. She requested correction regarding the Consent Agenda listed in the minutes, Item 5-I 2, which states that the Health Board meeting minutes from 4/16/13 were moved to New Business, when in reality they were not moved. The words "*Moved to New Business*" following Item 5-I-2 to be deleted.

Motion by Commissioner Allor, seconded by Commissioner Gauthier to approve the June 11, 2013 Finance/Business Meeting minutes with the above correction. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS - None

BOARD MEMBER COMMENTS

Commissioner Gauthier stated that the American Cancer Society uses volunteers to drive cancer patients to Petoskey for chemotherapy and radiation therapies. He does this and they are looking for more volunteers.

Commissioner Matelski stated that the Humane Society will be resurrecting the Cop Drop this year. Commissioner Matelski will be dropping out of an airplane for the event. This will be done at the Harbor Springs Airport on August 31st, 2013.

Commissioner Socha inquired about the IT Department and systems which was discussed at the recent meeting with elected officials. Administrator Lawson stated this is moving slow.

Commissioner Wallace stated that he, as Administrative Board Chair for Northeast Consortium and several others including Marisue Moreau, Direcotr of NEMC and Ron Neuman, Chair of the Workforce Development Board for NEMC are meeting with Representative Peter Pettalia at 2:00 p.m. today at the Michigan Works Office. He also stated the service drive from Numbers Road to Topinabee Mail Route has recently been paved and that Eagles Nest Road is in need of repaving.

Motion by Commissioner Redmond, seconded by Commissioner Allor, to adjourn to the call of the Chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:30 a.m.

Mary Ellen Tryban
Cheboygan County Clerk

Linda Socha
Chairperson