



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.

Committee of the Whole Meeting

February 25, 2020

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. Christine Gebhard, NCCMH – The Future of Behavioral Health
 - B. Sarah Kile – 2-1-1
7. **ADMINISTRATOR'S REPORT**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. 2020 Veterans Affairs Training Grant
 - B. Resolution #2020-04 in Support of 4-year Commissioner Terms
 - C. 2020 Vehicle Purchases
 - D. Budget Adjustments
10. **BOARD MATTERS FOR DISCUSSION**
11. **CITIZENS COMMENTS**
12. **BOARD MEMBER COMMENTS**
13. **ADJOURN TO THE CALL OF THE CHAIR**

ADMINISTRATOR'S REPORT

2-25-20

MARINA: The Engineer has completed plans and specifications for final approval by Michigan Waterways Staff. The project is expected to be advertised for bid by the end of March.

COUNTY BUILDING REPAIRS: MacMillan Associates, the structural engineer for the project will be on site Wednesday, February 26 to complete their field work to develop plans and specifications for the repair project. Plans and specifications are scheduled to be completed by the first week of April with the project being advertised by mid April.

INDIGENT DEFENSE MEETING ROOM: The County's Indigent Defense compliance plan identifies the need for additional meeting room space for clients and their attorneys. Space has been identified within the current District Court courtroom to construct a 7'x11' meeting room to meet this need. The estimated construction cost for this space is \$12,500. Funding for the project is provided by State Indigent Defense funds.

GRANT LETTER OF SUPPORT: Staff has received a request from The Village of Mackinaw City's Park and Recreation Board to provide a letter of support for their efforts to obtain a grant for technical assistance by the National Park Service to complete a comprehensive trail plan. A request from Emmet County has also been received to provide a letter of support to obtain funding for signage and educational material to reduce contamination at recycling drop off sites. Please find attached a copy of each letter.

Parks and Recreation Board
c/o Village of Mackinaw City
102 S. Huron Ave.
Mackinaw City, MI 49701

February 18, 2020

Dear Members of the Park and Recreation Board,

Cheboygan County supports the Village of Mackinaw City's efforts to obtain a grant for technical assistance from the National Park Service Rivers, Trails and Conservation Assistance Program to receive assistance in developing a comprehensive trail plan to coordinate trail efforts between the Village, the Mackinaw Area Historic Society, the State of Michigan and other governmental agencies. The County understands that the goal of the Village and their partners for the past ten years has been to link trails owned by non-profits with Village trails, State owned trails and other governmental owned trails to complete a Village wide trail system to connect to the North Central and North Western State Trail that converge at the Mackinaw City Trailhead. The completed trail system would vastly expand the recreational opportunities for the hundreds of thousands of tourist who visit the Village each year as well as area residents.

Knowing that this will be an especially difficult challenge with so many different parcel owners and so many different stages of trail development, the assistance from the National Parks Service is essential for the successful development of the trail system.

Cheboygan County wishes you the best in the pursuit of this important grant assistance.

Sincerely,

Jeffery B. Lawson
Cheboygan County Administrator

February 18, 2020

Cassandra Ford
Community Program Coordinator
The Recycling Partnership
Overland Park, KS

Dear Ms. Ford,

Cheboygan County has partnered with Emmet County for processing and marketing since 2007. Cheboygan County staff currently hauls Cheboygan County's recyclables to the Emmet County Material Recovery Facility. We are thrilled to learn about the opportunity for Cheboygan County to be involved in a grant with Emmet and Presque Isle Counties to reduce contamination in the recyclable material stream at the drop sites. Everyone is aware of this common issue, especially for popular sites that are in rural areas and not staffed. Cheboygan County is writing you, to confirm our support for the "Transforming Recycling for Good" Grant.

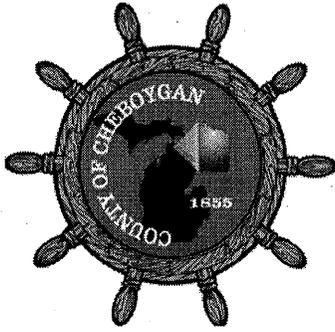
We are committed to supporting the needs of this grant, and happy to help implement site surveillance, site auditing and educational efforts to help improve the quality of recyclables for successful programs. Increased surveillance at sites, signage and direct mailers would be essential to help educate and increase the amount of material collected from Cheboygan County recyclers and local residents. Emmet County has our full support if awarded this grant.

Thank you for your consideration of Emmet County's application, we look forward to continuing our work and relationship with Emmet County, the TRP and EGLE to make this program a success and recycling available to rural communities in Northern Michigan.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan O'Henley", with a long, sweeping horizontal line extending to the right.

Dan O'Henley
Cheboygan County Recycling



Cheboygan County Board of Commissioners' Meeting

February 25, 2020

Title: Michigan Veterans Affairs Agency's (MVAA) County Training Reimbursement

Summary:

Application for the MVAA County Training Reimbursement requires a Board signature.

2020 Annual Spring Michigan Association of County Veterans Counselors (MACVC) training is being held in Frankenmuth, MI, April 14th – April 17th. This is required training for both county Veteran Service Officers to get their required CEU's to maintain accreditation.

The Counties must apply for the reimbursement of all costs after training is complete.

Since the training is cover at no cost to the County via this grant, the training is not reflected in the current budget.

The initial application must be sent to MVAA via regional coordinator no less than 30-days prior to training.

Financial Impact: None

Recommendation: Motion to approve submittal of MVAA Reimbursement Application, authorize Board Chair to sign necessary Agreements and authorize any necessary budget adjustments.

Prepared by: Richard Wiles

Department: Veterans Affairs

**Application for the Michigan Veterans Affairs Agency's
County Training Reimbursement Program**

Date of Application: 02/10/2020 County Applying: Cheboygan

Veteran Service Director: Richard Wiles Phone Number: 231-627-8803

Office Address: 870 S Main St, PO Box 70, Cheboygan, MI 49721

Names of County Counselors Requesting Training: Richard Wiles, Sara Cunningham

Title/Description of Training: MACVC Annual Conference -CEU Training

Training Location: Bavarian Inn of Frankenmuth

Training Dates: 04/14/2020 - 04/17/2020

Estimated Training Costs:

Registration \$ 130.00 Lodging \$ 510.00

Mileage \$ 261.12 Meals \$ 195.00

Parking \$ 0.00 Tolls \$ 0.00

Total Amount Requested: \$ 1,096.12

Specify any additional information: Meals include Tue L/D; Wed B/L/D
Thur B/L; Fri B/L

Signature, Chairperson, Board of Directors

John B Wallace

Printed Name

Date



Signature, Director

Richard Wiles

Printed Name

2/10/2020

Date

Application Instructions for the Michigan Veteran Affairs Agency's County Training Reimbursement Program

General:

The Michigan Veterans Affairs Agency (MVAA) is providing training reimbursement to ensure county counselors receive the required annual Continuing Education Units (CEU's) on veteran's benefits, laws and procedures.

Funds will be used to reimburse the county for training costs associated with county counselors attending training in Michigan. The training must meet the minimum requirements of the USDVA's Office of the General Counsel.

Application Process and Deadlines:

Applications will be accepted for consideration starting February 3, 2020. We ask that you complete the MVAA County Training Reimbursement Application (Attachment C) and submit any supporting documents as soon as possible but no later than 30 days prior to attending the training event. Applications will not be accepted after August 1, 2020.

The Reimbursement Application and any supporting documentation should be scanned and submitted via email to Stefanie MacDonald at macdonalds@michigan.gov.

Reimbursable Expenses:

All expenses are subject to the limits set forth in the State of Michigan Standardized Travel Regulations and department policy.

- **Lodging:**
 - Will only be authorized for those who must travel at least 50 miles from their work address to the training location (100 miles round trip).
 - Lodging for the night prior to training is authorized for those who must travel over four hours to the training location.
 - Reimbursement for lodging will be at the official State rate of \$85 per night; must have a valid receipt. (See Attachment B)

- **Mileage:**
 - If a county vehicle is not available, personal vehicle travel expenses will be reimbursed at the official State standard mileage rate of \$0.34 per mile.

- If two or more county counselors travel together in the same vehicle, only one will be reimbursed for mileage.
 - If a county counselors travel is less than 50 miles from training, and the training is not being held in the same city as their official work location, they will be reimbursed for their daily mileage to and from training.
 - Mileage will be verified from the traveler's work address to and from the training location using MapQuest (at the shortest distance computed).
- Meals:
 - Must have an original, unaltered, itemized receipt with date, time, amount, vendor name, vendor address and a general description of the items.
 - Only single meal items intended for consumption during the meal period are reimbursable.
 - Meal tips (maximum 20%) are allowed only with sit-down meals and must be indicated on the receipt.
 - Reimbursement for meals will be at the State rate (See Attachment B).
 - Eligibility for the reimbursement of meals, when the duration of travel includes a partial day or days, will be determined in accordance with the schedule described in the Michigan Standardized Travel Regulations.
 - Registration fees for training; must have a valid receipt.
 - Standard parking and tollway fees; must have a valid receipt.
 - Note: Credit card charge slips will not serve as adequate documentation for expenses.

Non-Reimbursable Expenses:

- Alcoholic beverages or receipts that include alcohol (even if crossed out)
- Mileage, meals or lodging in the same city as official work location
- Meals included in the costs of registration fees
- Complementary or Continental breakfasts supplied by site vendor
- Guests meals
- Meals supplied by event sponsors
- Handwritten receipts
- Grocery store receipts
- Mileage to and from home

- Any additional costs associated with attending events and/or activities not required as part of the training program

Expense Reimbursement Process:

In order to receive reimbursement for authorized travel, the county must submit a Travel Expense and Reimbursement Form (Attachment D) and scanned copies of all original supporting documents such as hotel receipts, detailed meal receipts, receipts for other allowable expenses and MapQuest verified mileage. The Travel Expense and Reimbursement Form must be filled out electronically, correctly completed (see example form Attachment E), signed and dated.

The Travel Expense and Reimbursement Form and all supporting documentation must be scanned and submitted via email to Stefanie MacDonald at macdonalds@michigan.gov within two weeks of completing the training event.



Cheboygan County Board of Commissioners' Meeting

February 25, 2020

Title: Resolution 20-04 Support Passage of Legislation to Adopt 4-Year Terms for County Commissioners

Summary: Resolution supports the adoption of House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for County Commissioners within Michigan.

Financial Impact: NA

Recommendation: Approve Resolution 20-04 and authorize the Chair to sign.

Prepared by: Jeffery B. Lawson

Department: Administration

Cheboygan County Board of Commissioners
Resolution 2020-04
Supporting Passage of Legislation to Adopt 4-Year
Terms for County Commissioners

At a Regular Meeting of the Cheboygan County Board of Commissioners, on February 25, 2020:

WHEREAS, the 1963 Michigan Constitution stipulated four-year terms for the County Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS, the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with the Boards of Commissioners after the 1968 elections; and

WHEREAS, Public Act 261 of 1966 promulgated that the length of terms for the new County Commissioners shall be concurrent with that of State Representatives, as specified in Article IV, Section 3 of the Michigan Constitution; and

WHEREAS, the scope of duties of a County Commissioner has greatly increased in the last century – road patrols, indigent defense, mental health treatment and substance abuse prevention programming, land use and solid waste planning, food and water supply safety, economic development efforts, emergency management and response, etc.; and

WHEREAS, Michigan is one of only five states in the United States that provides for exclusively two-year terms for County Commissioners; and

WHEREAS, all other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS, the position of County Commissioner is a highly complex oversight role that requires years to master; and

WHEREAS, legislation to amend state law to enact four-years terms has been filed in the form of House Bills 4937-38 and Senate Bills 504-505; and

WHEREAS, the Michigan Association of Counties supports the legislation as introduced;

THEREFORE, BE IT RESOLVED, that the Cheboygan County Board of Commissioners supports House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for County Commissioners.

Motion by Commissioner _____, seconded by Commissioner _____
to adopt Resolution 2020-04. A roll call vote was taken. Motion carried with:

Yeas:

Nays:

Absent:

John B. Wallace
Chairman of the Cheboygan County Board of Commissioners

I, the undersigned, Clerk of Cheboygan County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Cheboygan County Board of Commissioners, at its Regular Meeting on February 25, 2020 the original of which is part of the Board's minutes.

Karen L. Brewster
Clerk of the Board of Commissioners Cheboygan County



Cheboygan County

Board of Commissioners' Meeting

February 25, 2020

Title: Purchase of Three Vehicles

Summary: The County requested sealed bids from vehicle dealers for the purchase of three (3) 2020 four-wheel/AWD drive SUVs comparable to a Ford Escape- S, Jeep Compass Sport or Chevrolet Equinox to compare to State MI Deal pricing. The County received bids from five companies as follows:

Fernelius Auto Group- 2020 Jeep Compass Sport 4x4 \$21,249.00 each

Fernelius Ford- 2020 4WDFord Escape S (U9F) \$22,540.75 each
2020 4WDFord Eco-Sport S (PS1) \$20,001.25 each
2020 4WDFord Explorer (K8B) \$28,891.14 each

Wheeler Chevrolet- 2020 AWD Chevrolet Trax \$19,440.00 each
2020 AWD Chevrolet Equinox \$22,191.00 each

Jorgensen 2020 4WD Ford Escape S \$23,000 each

Seelye 2020 Jeep Compass 4x4 \$21,289.00

State MI Deal Pricing:

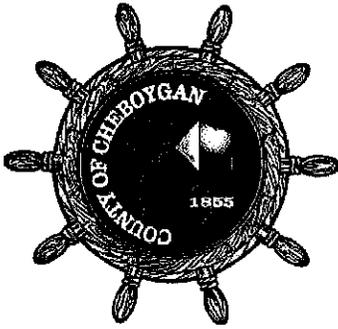
2020 Chevrolet Equinox \$21,436.00
2020 Chevrolet Trax \$20,316.00
2020 Ford Escape S \$21,475.00
2020 Ford Eco Sport \$19,125.00
2020 Jeep Compass Sport 4x4 \$21,051.00

Financial Impact: \$61,938 for three vehicles. Selected local dealers vehicle pricing within or below 5% local supplier preference section within the purchasing policy.

Recommendation: Award purchase of Two (2) 2020 Jeep Compass Sport 4x4s for \$21,249.00 each to Fernelius Auto Group and purchase of One (1) 2020 Chevrolet Trax to Wheeler Chevrolet for \$19,440.00 and authorize the Chair to sign purchase agreements and any necessary budget adjustments.

Prepared by: Jeffery B. Lawson

Department: Administration



Cheboygan County Board of Commissioners' Meeting February 25, 2020

Title: Budget Adjustment –Transfer > \$25,000 *and/or Request for Use of Carried Forward Fund Equity*

Summary:

The County Budget Adoption and Amendment Policy states that any budget adjustment greater than \$25,000 be approved by the Board of Commissioners. *It has also been practice that the Board reviews all requests for use of fund balance.* Based on this criteria, the following budget adjustments require Board review:

- The MIDC FY20 grant was approved this past month, however the 2020 County budget didn't reflect the unexpended amount from the MIDC FY19 grant. The Michigan Indigent Defense Commission reduced the State Grant amount by \$57,208 of unspent funds from the prior year. This budget adjustment decreases the State Grant revenue line item and increases the Fund Equity revenue line item by \$57,208.
- When the 2020 budget was originally adopted the amount of the Homemaker contract was budgeted in the wrong line item number. This budget adjustment decreases the Consultant/Individual Provider expenditure line item and increases the Contractual Services expenditure line item by \$50,501.

Financial Impact:

None – inter-department budget transfers, no additional appropriations. (from 259-400 to 259-400 in the amount of \$57,208 and from 292-670 to 292-670 in the amount of \$50,501)

Recommendation:

Motion to approve the inter-department budget transfers provided in the following attachments.

Prepared by: James Manko

Department: Finance

