

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE BUSINESS MEETING
June 14, 2016

The Finance/Business meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Chairperson Pete Redmond at 9:30 a.m.

Roll called and a quorum present.

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

Absent: Commissioner Brown (excused)

Chairman Redmond reminded everyone that it was Flag Day.

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

Motion by Commissioner Matelski, seconded by Commissioner Gouine, to approve the agenda as corrected. Motion carried with 6 yes, 0 no and 1 absent.

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

- A. ~~Approve Monthly Finance Claims~~ *New Business Item 12J.*
- B. Budget Adjustments
- C. School Inspector Delegation Request – Cheboygan Area Schools
- D. Resolution 16-12 FY 2017 Community Corrections Grant Application
- E. Title IV-D Cooperative Reimbursement Program Grant Application 2017-2021 Prosecutor
- F. Title IV-D Cooperative Reimbursement Program Grant Application 2017-2021 Friend of the Court
- G. BC/BS of Michigan Administrative Services Contract - Cheboygan County Inmate Services Contract Renewal
- H. Cheboygan County Fair – EUP Antique Equipment Association
- I. 2016 Marine Safety Grant Award
- J. Correspondence
 - 1. Correspondence from Michigan Association of Counties Regarding Resolutions 16-09 Opposing Proposed Rule Expanding the Definition of “Waters in the U.S” & 16-20 Urging State Transparency (Adopted by this Board on May 10, 2016)
 - 2. NEMCOG Regional Projects Review May & June 2016
- K. Minutes:
 - 1. Health Board – 4/19/16
 - 2. NEMCOG – 4/21/16 & 5/19/16
 - 3. NEMCSA – 5/5/16
 - 4. North Country Community Mental Health – 4/21/16
 - 5. Cheboygan County Fair Board – 3/7/16, 4/4/16 & 5/2/16
 - 6. Cheboygan County Road Commission – 5/5/16
 - 7. Cheboygan City Council – 4/26/16 & 5/10/16
 - 8. Planning Commission Meeting –4/20/16, 5/4/16 & 5/18/16

ZBA – 4/27/16

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

CITIZENS COMMENTS

Vince Lumetta, a resident of Beaugrand County, introduced himself to the board and noted he is a candidate for County Commissioner District 1.

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SCHEDULED VISITORS

Chairperson Redmond presented Tracy Lindsay a certificate of appreciation to commemorate her recent retirement from the 89th District Court after over 22 years of service.

FINANCE DIRECTOR'S REPORT

Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended April 30, 2016. She reported total year-to-date revenue of \$1,500,640.67, or 12.61% of budget, compared to \$1,298,353.43 or 11.09% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$3,360,659.41 or 28.23% of budget, compared to \$3,439,178.67, or 29.37%, last year as of the end April. The Cash Summary by Fund for April, 2016 was also provided.

ADMINISTRATOR'S REPORT

Administrator Lawson updated the Board on the Meijer Development, Tri-County 9-1-1 Office of Emergency Manager Director position, the County EDC, Smart Meter Resolution in favor of HB 4916, and the County Surveyor. Regarding the Meijer project, the City of Cheboygan and Inverness Township have confirmed that the three parties are in negotiations concerning water and sewer service to the property. Administrator Lawson noted resumes have been received for the Director of Emergency Management and will be interviewing shortly. He also reported a notice will be placed in the newspapers seeking persons interested on serving on the EDC, also noted that a request was made by a concerned citizen to adopt a resolution in support of HB 4916 which advocates utility customers to have a choice between smart meters and analog meters among other provisions. The County Surveyor has requested a Deputy Surveyor to cover duties when he is unavailable.

COMMITTEE REPORTS

Commissioner Allor reported attending an Area Agency on Aging meeting, a Cheboygan County Council on Aging meeting, regular township meetings in her district,

Commissioner Gauthier attended the Decisions to Actions graduation, a Port Commission meeting, a NEMCSA meeting, an Alcona Health Center meeting and a Trails forum.

Commissioner Gouine attended the annual Tri-County 9-1-1 meeting, a Fair Board meeting, and a memorial dedication by the club in Onaway.

Commissioner Matelski attended two Road Commission meetings, two ZBA meetings, Planning Commission meetings, an Aloha Township meeting, township meetings in his district, an MTA meeting, and a Watercommission meeting. Commissioner Matelski noted he has heard concerns from county residents of not being able to use the restrooms at the county marina.

Commissioner Wallace had nothing to report.

Commissioner Redmond met with US Senator Gary Peters regarding the proposed new icebreaker. He reported Enbridge held a public meeting in Mackinaw City which included all of the resources the company has in case of a spill. Commissioner Redmond also attended the County Tax Allocation meeting, the Tri-County Annual meeting, and a District 4 Health Board meeting. He stated he recently received a letter from Representative Lee Chatfield and correspondence from MAC, both of which covered transparency in government.

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OLD BUSINESS

Motion by Commissioner Gauthier, seconded by Commissioner Allor, to adopt the following:

RESOLUTION #16-14

Resolution of Support to Home Port Second Great Lakes U.S. Coast Guard

Heavy Icebreaker in Cheboygan County, Michigan

WHEREAS, The President and Congress have authorized the future construction of a second heavy icebreaker to serve the Great Lakes; and

WHEREAS, Cheboygan County Michigan is proudly the home port to the heavy icebreaker USCGC Mackinaw (WLBB-30) at Cheboygan, MI and is centrally located in the upper great lakes providing access to all regions of the Great Lakes to maintain critical shipping channels and conduct search and rescue missions ; and

WHEREAS, Cheboygan County Michigan contains multiple facilities that provide the necessary logistical amenities such as dockage areas, channel depth, housing, power supplies and additional vacant land to become home port to a second Great Lakes heavy icebreaker;

NOW THEREFORE, BE IT RESOLVED THAT THE CHEBOYGAN COUNTY BOARD OF COMMISSIONERS by this resolution supports and encourages the selection of Cheboygan County Michigan as the home port of the second Great Lakes heavy icebreaker to be commissioned for use by the United States Coast Guard.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to President Obama, Senator Stabenow, Senator Peters, Congressmen Benishek, Governor Snyder, State Senator Schmidt, State Representative Pettalia, State Representative Chatfield and the U.S. Coast Guard.

and authorize the Chairperson to sign. Discussion was held. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Lawson thanked Carl Muscott for his help drafting Resolution 16-10 Resolution Urging State Transparency. Discussion was held. Commissioner Allor commented that she feels this resolution is common sense.

Motion by Commissioner Matelski, seconded by Commissioner Gauthier to adopt:

RESOLUTION #16-15

Resolution of Support for Establishment of an Indian River I-75 Business Loop

WHEREAS, Tuscarora Township and the Cheboygan County Road Commission are pursuing the designation by the Michigan Department of Transportation of an I-75 Indian River Business Loop to better serve interstate traffic; and

WHEREAS, Tuscarora Township has received petitions of support for the designation of an I-75 Indian River Business Loop from Tuscarora Township stakeholders including local business owners ; and

WHEREAS, the Cheboygan County Board of Commissioners recognizes the merit of citizen driven initiatives and agrees that the proposal has merit and will encourage economic growth in Indian River and Cheboygan County;

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NOW THEREFORE BE IT RESOLVED THAT THE CHEBOYGAN COUNTY BOARD OF

COMMISSIONERS by this resolution supports and encourages the efforts of Tuscarora Township, Cheboygan County Road Commission and other agencies in their efforts to establish designation of an I-75 Business Loop in Indian River.

and authorize the Chairperson to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

NEW BUSINESS

Joe Verlin of Gabridge & Company of Grand Rapids presented and highlighted the 2015 Cheboygan County audit. Mr. Verlin stated that the financial condition of Cheboygan County as of December 31, 2014 was very strong.

Motion by Commissioner Gauthier, seconded by Commissioner Allor to accept the December 31, 2015 audited financial statements for Cheboygan County. Motion carried with 6 yes, 0 no and 1 absent.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to accept the December 31, 2015 audited financial statements for Straits Regional Ride.. Motion carried with 6 yes, 0 no and 1 absent.

Scott McNeil, Cheboygan County Planner, presented Zoning Ordinance Amendment (ZOA) #134 to approve a conditional rezoning application by Jerry Malloy. Mr. McNeil stated that the owner of the subject property has requested conditional rezoning from Agriculture and Forestry Management (M-AF) to Commercial Development District (D-CM) limiting the use allowed to the following: Indoor Storage Facility only per section 6.3.16. No other uses are proposed for consideration of the conditional rezoning, This is the form Inverness Dairy property.

Motion by Commissioner Matelski, seconded by Commissioner Wallace to adopt Zoning Ordinance Amendment #134 to incorporate into the Board of Commissioners' record in this matter all Cheboygan County Planning Commission public hearing minutes and all documents submitted to the Planning Commission in connection with its consideration of the conditional rezoning request, and to adopt as its own the findings made by the Planning Commission at its meeting on April 20, 2016 on the rezoning factors considered by the Planning Commission on the conditional rezoning. Discussion was held wherein Commissioner Allor pointed out two typos. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent. Commissioner Redmond stated that the amendment becomes effective 8 days after being published in the newspaper.

Bishop Baraga, a non-profit organization, considered Adult Non-profit in the County's Fairgrounds Policy, therefor there will be no charge for use of the Fairgrounds. They wish to use one building from June 27th to July 2nd , for a garage sale.

Motion by Commissioner Gauthier, seconded by Commissioner Allor, to approve the Bishop Baraga Fairgrounds Event Agreement as presented and authorize the Chair to sign. Motion carried with 6 yes, 0 no, and 1 absent.

The History Center of Cheboygan County, a non-profit organization, considered Adult Non-profit in the County's Fairgrounds Policy, therefor there will be no charge for use of the Fairgrounds. They wish to use several buildings from July 26th to July 31st for a garage sale.

Motion by Commissioner Allor, seconded by Commissioner Matelski, to approve the History Center of Cheboygan Fairgrounds Event Agreement as presented and authorize the Chair to sign. Motion carried with 6 yes, 0 no, and 1 absent.

Administrator Lawson stated the City of Cheboygan has requested to construct a garden on the north side of Lincoln Avenue.

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Motion by Commissioner Gauthier, seconded by Commission Allor to approve the City of Cheboygan's request to create and maintain a community garden on County property located on the north side of Lincoln Avenue across from the Fairgrounds, A garden location to be approved by County staff. Discussion held regarding the length of this agreement. Administrator Lawson stated they would have to apply each year. Motion carried with 6 yes, 0 no, and 1 absent.

Administrator Lawson presented an agreement between Cheboygan County and Emmet County regarding recycling. He said this is basically a renewal. The purpose of the agreement is to provide for the receipt and processing of recyclable materials at the Emmet County Recycling Facility. The agreement permits the processing of mixed paper, boxes, bags and mixed containers. The term of the Agreement is five years with five additional one-year renewals.

Motion by Commissioner Gauthier, seconded by Commission Allor to approve the Recycling Agreement with Emmet County and authorize the Chair to sign. Motion carried with 6 yes, 0 no, and 1 absent.

Sheriff Dale Clarmont presented proposed contract with Home Confinement, Inc. to provide tether service. This is a 2 year agreement. Sheriff Clarmont said there is a possibility of a cost savings of approximately \$1,344 per inmate per year.

Motion by Commissioner Wallace, seconded by Commission Allor to approve the contract with Home Confinement, Inc., of 15655 Eleven Mile Road, Roseville, MI and the Cheboygan County Sheriff Department for tether services for a two-year period and authorize the necessary budget adjustments and also authorize the Chair to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Sheriff Clarmont presented a proposal for the purchase of a patrol vehicle to replace one that was involved in a crash and deemed a total loss by MMRMA.

Motion by Commissioner Wallace, seconded by Commissioner Matelski to approve the purchase of one (1) 2017 Ford Police Interceptor Vehicle from Fernelius Auto Group of Cheboygan. Insurance money in the amount of \$19,300 and a balance of \$10,951.44 to purchase, authorize the necessary budget adjustments and also authorize the Chair to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Lawson presented a resolution to be adopted authorizing a millage renewal proposal for ambulance services be placed on the November General Election ballot.

Motion by Commissioner Gouine, seconded by Commissioner Gauthier to adopt the following:

Resolution No. 13 of 2016

A RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A MILLAGE PROPOSAL TO PROVIDE FUNDS TO SUPPORT AMBULANCE SERVICES WITHIN THE COUNTY AND TO SUBMIT THE PROPOSAL TO THE ELECTORATE AT THE NOVEMBER 8, 2016 GENERAL ELECTION

Recitals

- A. Act 50 of the Public Acts of 1960, as amended, being MCL 41.711, et seq, expressly authorizes the Board of Commissioners for the County of Cheboygan to contract with individuals, firms, organizations, or corporations in operating or furnishing an ambulance service for the use and benefit of the residents of the county.
- B. The County of Cheboygan desires to contract with firms, organizations, or corporations operating ambulance services within the county and to provide funds to support those ambulance services within the county.

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- C. The Cheboygan County Board of Commissioners, therefore, desires to obtain voter approval for .30 mills to provide funds to support ambulance services within the county.
- D. Because a county-wide general election is scheduled on November 8, 2016, the Cheboygan County Board of Commissioners finds it appropriate to submit this millage proposition to the electorate at this general election.

Resolution

NOW, THEREFORE, THE CHEBOYGAN COUNTY BOARD OF COMMISSIONERS HEREBY RESOLVES that:

1. The following proposal, the language of which is hereby approved by the Cheboygan County Board of Commissioners and certified to the Cheboygan County Clerk, shall be submitted to the electors of Cheboygan County for a vote at the November 8, 2016 General election:

Ambulance Millage Proposal

This proposal will permit the County to levy up to .30 mills for the purpose of providing funds to support ambulance services within the county in the years 2016-2019, inclusive.

Shall the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on the amount of ad valorem taxes which may be levied by the County of Cheboygan, State of Michigan, against taxable property in the County be increased by up to .30 mills (\$.30 per \$1,000 of taxable value) for a period of four (4) years, 2016 through 2019, inclusive, for the purpose of providing funds to support ambulance services within the county, and shall the Cheboygan County Board of Commissioners be authorized to levy such millage for this purpose? If approved and levied in its entirety, this millage would raise an estimated \$410,494 for Cheboygan County in 2016.

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

Treasurer Cronan presented the Foreclosures Sale Proceeds Report. The report included all revenues and expenses for the fund. She stated that at this time there is \$111,276.43 in the foreclosure fund that can be moved to the General Fund.

Motion by Commissioner Allor, seconded by Commissioner Matelski to accept the 2016 Foreclosure Sale Proceeds Report and instruct the County Treasurer to move \$111,276.43 from the Foreclosure Fund to the General Fund. Discussion was held. Motion carried with 6 yes, 0 no and 1 absent.

Treasurer Cronan presented the first right of refusal for 33 property foreclosures. She said Koehler Township has accepted a parcel in Koehler.

Motion by Commissioner Allor, seconded by Commissioner Gouine to authorize Chairperson Peter Redmond to sign the waiver of First Right of Refusal in accordance with Act 123 P.A. 1999. Motion carried with 6 yes, 0 no and 1 absent.

Treasurer Cronan presented a policy allowing County Departments to accept payments via credit and debit cards. This is required by State Statute. The policy was prepared by Civil Counsel and has been reviewed by Civil Counsel and the Finance Director.

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Motion by Commissioner Gouine, seconded by Commissioner Matelski, to adopt the following resolution and Policy 300-5 and authorize the Chair to sign:

RESOLUTION 16-11 RESOLUTION TO AUTHORIZE CREDIT AND DEBIT CARD TRANSACTIONS AND APPROVING THE CHEBOYGAN COUNTY CREDIT AND DEBIT CARD TRANSACTIONS POLICY

WHEREAS, credit and debit card payments of funds have become a commonly accepted practice by banks and other financial institutions; and

WHEREAS, MCL 129.233 requires this Board of Commissioners to adopt a resolution authorizing the acceptance of payments by credit and debit cards and

WHEREAS, MCL 129.233 authorizes a County Treasurer to be responsible for the determination of acceptable financial transaction devices and

WHEREAS, the County Treasurer has submitted a proposed Credit and Debit Transactions Policy which complies with the provisions of MCL 129.233

NOW, THEREFORE BE IT RESOLVED, that the Cheboygan County Board of Commissioners authorizes the County Treasurer to utilize credit and debit cards in compliance with the Cheboygan County Credit and Debit Cards Transactions Policy developed by the County Treasurer and presented to this Board of Commissioners on June 14, 2016.

Credit and Debit Card Acceptance Policy 300-5

Governing Authority

Pursuant to Michigan Public Act 280 of 1995, as amended (MCL 129.221 et. seq.), the County Board of Commissioners may authorize the acceptance of payments by financial transaction devices, i.e., credit or debit cards, in designated county offices. Section 3 of the Act requires that the County Treasurer determine the types of credit or debit cards that may be accepted.

Purpose

It is the policy of the County of Cheboygan to accept credit cards as a form of payment as authorized by Public Act 280 of 1995 entitled "Financial Transaction Device Payments". This policy is to outline the methods and processes to be used for acceptance.

The benefits to the County may include:

- Increased certainty of collection
- Reduced return check processing costs
- Improved audit trail
- Reduced cash collection costs
- Enhanced customer convenience

II. Scope

- a. The County authorizes the acceptance of payment through Credit and Debit Cards for the following Departments:

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- i. Treasurer
- ii. Clerk
- iii. ROD
- iv. Community Development
- v. Equalization
- vi. Courts
- vii. Marina
- viii. Fair

- b. Credit card payments may be made in person over the counter at the departments accepting credit cards, or by phone. Departments with the capability may process credit card payments on line using the web.

III. Responsibility

The County Treasurer or a designee of the Treasurer will oversee payment methods. With the exception of the County Marina Department, the credit card transaction fees are paid by the cardholder, not the County. The County will negotiate the lowest possible fee structure to minimize the financial impact to the consumer. The County shall coordinate such methods through the Point and Pay System, a subsidiary of North American Bancard. The County will be responsible for the payment of all credit card transaction fees that are generated for credit card payments accepted by the County Marina, which will be paid for by the Marina Enterprise Fund.

IV. Data Security

All County department employees accepting credit cards must protect and secure all credit card data collected, and shall adhere to the following guidelines:

- A. Credit card information shall never be acquired or disclosed without the cardholder's consent.
- B. Over the counter payments by credit card must be swiped into the electronic card reader. Whenever practical, County employees will not accept payments without the credit card being present.
- C. If, in a rare instance, a transaction is written down on a piece of paper, the paper must be shredded immediately upon completion of the transaction.
- D. Any electronically generated credit card processing receipt should only display up to the last four digits of the account number. The expiration date should not be displayed at all.
- E. Credit card information should never be electronically transmitted by e-mail, any type of text messaging service, or facsimile.

V. Approval of the Credit Card Acceptance Policy

The Credit Card Acceptance Policy shall be approved and adopted by the governing body of County of Cheboygan and reviewed periodically as needed.

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

Finance Director Kari Kortz stated the County-Wide Central Services Indirect Cost Plan and Monthly IV-D Billings /IV-E Billings/Scantron Services will expire this year. Quotes were received for services for the next three years with two firms submitting bids, MGT of America (our current provider) and Maximus Consulting (a former provider). She said based on all of the facts the recommendation was to stay with MGT of America for 2017, 2018 and 2019.

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Motion by Commissioner Matelski, seconded by Commissioner Allor to award the three year (County FY 2015-2017) consulting services bid to MGT of America, Inc. in the total amount of \$21,000 to provide the county-wide central services indirect cost plan and authorize the Chair to sign; to award the three year (State FY 2017-2019) consulting services bid to MGT of America, Inc. in the total amount of \$14,250.00 to provide the monthly IV-D Billings/Scantron Services to the Prosecuting Attorney's Office and authorize the Chair to sign; to award the three year (State FY 2017-2019) consulting services bid to MGT of America, Inc. in the total amount of \$5,625.00 to provide the monthly IV-E Billings to the Prosecuting Attorney's Office and authorize the chair to sign; and to award the three year (State FY 2017-2019) consulting services bid to MGT of America, Inc. in the total amount of \$14,250.00 to provide the monthly IV-D Billings/Scantron Services to the Friend of the Court Office and authorize the Chair to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Commissioner Allor had requested the removal of Finance Claims from the Consent Agenda as she had questions on several items, which were all answered by the finance director.

Motion by Commissioner Allor, seconded by Commissioner Gauthier to approve the Finance Claims as presented. A roll call vote was held. Motion carried with 6 yes, 0 no and 1 absent.

CITIZENS COMMENTS David Chandler, a candidate for the 106th State House Seat, briefly related his background and experience. He spoke on the Michigan Constitution being amended to establish a check and balance system. He said they need to give the power back to the counties.

BOARD MEMBER COMMENTS

Commissioner Gouine said he heard complaints from several firefighters that the 9-1-1 system is not working properly due to narrow banding. Commissioner Wallace said narrow banding was mandated by the Federal FCC. He said any problems should be brought to the attention of the TAC Advisory Committee. Sheriff Clarmont added he also sits on the TAC Advisory Committee and has not heard complaints from fire departments. Discussion was held.

Commissioner Wallace noted he had distributed a MI Works Newsletter.

Motion by Commissioner Matelski, seconded by Commissioner Allor, to adjourn to the call of the Chairperson. Meeting adjourned at 12:20 PM.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Peter Redmond
Chairperson