

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
APRIL 14, 2015**

The regular 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 Chris Brown, Bruce Gauthier, Pete Redmond, Cal Gouine, Tony Matelski, John Wallace, and Sue Allor.

Absent: None

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

Commissioner Allor requested that Item 5D-1 *Thumb Tractor Pulling Association, Inc. – Cheboygan County Fair Contracts* be removed from the Consent Agenda and place under New Business Item H. Commissioner Matelski requested that Item 5J-4 *NLEA March – April 2015 Newsletter and March President's Report* be removed from the Consent Agenda and place under New Business Item I.

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

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

- A. Approve Monthly Finance Claim (Finance total = \$47,058.14; Prepays total = \$759,807.83)
- B. Budget Adjustments
- C. Gabridge & Co. Audit Letters
 1. County of Cheboygan
 2. Straits Regional Ride
- D. Cheboygan County Fair Contracts
 1. ~~Thumb Tractor Pulling Association, Inc.~~ (Moved to New Business)
 2. EUP Antique Equipment Association
- E. Fairground Usage Agreement
 1. Humane Society Garage Sale
 2. Cheboygan Conservation District
 3. Cheboygan County 4-H
- F. MDOT Contract 2012-0061/P10/R1
- G. School Inspector Delegation Request – Cheboygan Area Schools
- H. Unpaid Invoices
- I. Correspondence
 1. Bay County Resolution Urging State Legislators to Consider Requiring Vaccinations
 2. NEMCOG Project Review Mullett Township Topinabee Beach Park Improvements Project
 3. NEMCOG Project Review March 2015
- J. Minutes
 1. Finance/Business Meeting of March 10, 2015; Board Training Session of March 12, 2015; Committee of the Whole Meeting of March 24, 2015; and Board Planning Session of March 26, 2015
 2. Health Board – 3/6/15
 3. NEMCSA – 2/6/15
 4. ~~NLEA March – April 2015 Newsletter and March President's Report~~ (Moved to New Business)
 5. NEMCOG Board of Directors – 2/19/15

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6. Board Appointments & Procedures – 3/26/15
7. Cheboygan County Road Commission – 12/18/14, 1/5/15, 1/15/15, 2/11/15, 2/12/15, 2/26/15 & 3/5/15
8. Cheboygan City Council – 2/24/15 & 3/10/15
9. Planning Commission Meeting – 3/4/15
10. ZBA – 2/25/15

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

CITIZENS COMMENTS

Cynthia Curtis, a citizen of the City of Cheboygan, addressed the Board about the Bay County Resolution regarding vaccinations on the Consent Agenda. She has worked in Cheboygan as a Pediatric Occupational Therapist for 36 years and has noticed a significant change in children over her career with sensory processing issues due to vaccinations.

Jim Wilkinson with E.F. Wilkinson & Sons expressed his concern about the expense of the type of septic system being considered for the senior center.

Carl Muscott, a citizen of Mullett Township, addressed the Board regarding previous board discussion about Northwest Council of Governments and said he would support consolidation of the Northeast Council of Governments and the Northwest Council of Governments to recognize common interests between the areas. Mr. Muscott also stated that he disagreed with the recent Board decision authorizing an extravagant raise for the Assistant County Administrator/Finance Director based on an outside offer of employment.

Stephanie Jacobson, a citizen of Inverness Township, expressed her concerns about mandating vaccinations for children, noting she has chosen to vaccinate her children. Ms. Jacobson also expressed concern against Cheboygan County's membership with NEMCOG, as well as the hefty raise that the Assistant County Administrator/Finance Director was awarded as a result of outside interest in hiring her. She also voiced her concern with township government deliberately avoiding potential FOIA requests through a change in how the township officials communicate.

SCHEDULED VISITORS

Cheboygan County Drain Commissioner Cam Cavitt presented information regarding MDOT Funding for US 23 Bridge over the Little Black River. He stated this bridge is on the state's hazardous bridge list and was scheduled to be redone this year, but due to lack of funds the project has been cancelled. He has heard this is a ploy being used to gain support of the upcoming ballot proposal. He had spoken with Representative Pete Pettalia who suggested he talk to the county, city and townships regarding this. The bridge is categorized as being in "critical" condition.

Motion by Commissioner Gauthier, seconded by Commissioner Brown, to send a letter of concern for the US 23 bridge over the Little Black River. Discussion was held. Motion carried with 6 yes, 1 no (Commissioner Wallace), 0 absent.

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended February 28, 2015. She reported total year-to-date revenue of \$436,594.86, or 3.74% of budget, compared to \$348,078.99, or 3.08% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$1,663,601.31 or 14.26% of budget, compared to \$1,710,630.95, or 15.13%, last year as of the end February. Ms. Kortz presented the Cash Summary Report as of February 28, 2015.

ADMINISTRATOR'S REPORT

Administrator Lawson updated the Board on several projects. There were eight bids received for the senior center septic system with E.F. Wilkinson & Sons as the lowest bidder. Administrator Lawson noted

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that there is more maintenance and cost required with a pressurized septic system. He noted that staff is working with the engineer to review bids. Discussion was held.

Administrator Lawson said a report from John Amrhein of MSU-E summarizing the topics discussed at the recent Board Planning Session has been received and provided to the Commissioners to download. He stated the review of the EDC's goal has commenced and a report to the Board for future discussion will be given prior to meeting with the EDC.

Administrator Lawson stated that a long term lease is being considered with Catt's Realty Company for property between the County Building and the Family Fare Store.

Administrator Lawson noted that applications have been received and are being reviewed for the I.T. Department Technician position and for the Veterans Affairs Department Assistant Veterans Affairs Officer with interviews to be conducted in the next few weeks.

Administrator Lawson stated that NEMCOG has invited staff to discuss a Digital Works Pilot Site being opened in the City of Cheboygan. Digital Works is an initiative of Connected Nation, Inc. which helps people connect to jobs by offering customer service and technology training.

Administrator Lawson stated that representatives from McLaren Northern Michigan are scheduled to be present at the April 28, 2015 meeting to provide the Board with an update of services that McLaren provides at the Cheboygan Campus as well as within its health care systems. Staff has also contacted the Cheboygan County Veterans Clinic located in Mackinaw City and will be contacting Otsego Memorial Hospital and Mackinac Straits Health system to request a presentation of services as well. Discussion was held.

COMMITTEE REPORTS

Commissioner Gauthier presented recommendations from the Board Appointments and Procedures Committee for an appointment to the Zoning Board of Appeals to replace Commissioner Brown who has resigned from his position on the Board. There were six applicants. The Committee recommended John Thompson be appointed to the Zoning Board of Appeals.

Motion by Commissioner Gauthier, seconded by Commissioner Wallace to appoint John Thompson to the Cheboygan County Zoning Board of Appeals for a current term expiring December 31, 2015. Discussion was held. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Gauthier attended a Zoning Board of Appeals meeting, the Board training and planning sessions and a NEMCSA meeting.

Commissioner Gouine attended a Fair Board meeting but there was not a quorum present so no business was discussed, an Inverness Township meeting, the Board training and planning sessions and a Planning Commission meeting.

Commissioner Matelski attended two Planning Commission meetings, two Road Commission meetings, a Zoning Board of Appeals meeting, the Board training and planning sessions, a Michigan Townships Association meeting and Waverly and Koehler Township meetings.

Commissioner Brown attended the Board training and planning sessions, Airport Authority meeting, eight township meetings and a Village of Mackinaw meeting.

Commissioner Wallace attended a Northeast Consortium meeting and the Board training and planning sessions.

Commissioner Allor attended a Planning Commission meeting, a Walker Township meeting, a District No. 4 Health Board meeting, the Board training and planning sessions, a North Country Community Mental Health meeting, a pipeline safety meeting, and a Michigan Townships Association meeting.

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Commissioner Redmond attended the Board training and planning sessions, a District No. 4 Health Board meeting, an Office of Emergency Management meeting, a pipeline safety meeting, a MAC Legislative Conference in Lansing, a Benton township meeting, and a LEPC meeting.

OLD BUSINESS

Commissioner Allor presented her questions and concerns about the Draft NEMCOG Strategic Plan for Year 2015/2016. She questioned what direction NEMCOG is heading and what this board's role is in it. Administrator Lawson said regional planning has been in existence since at least the 70's. He said they do utilize grant funding for most activities and it's up to the communities as to how they want to use the tools provided by NEMCOG. He said we do not use them that often. He said over time they have had to adjust focus depending on the governor and legislators. He said it is important to be engaged so as to be represented in that process and better understand what is going on statewide. Discussion held.

Motion by Commissioner Gauthier, seconded by Commissioner Wallace to receive and file the Draft NEMCOG Strategic Plan for Year 2015/2016. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented Wage and Salary Resolution 14-21 Amendment #4 and the Assistant County Administrator/Finance Director Employment Agreement. Amendment #4 pertains to a salary increase for the Assistant County Administrator/Finance Director in the amount of \$11,342.95, plus fringes.

Motion by Commissioner Allor, seconded by Commissioner Brown, to adopt Amendment #4 to the 2015 Salary and Wage Resolution – Non-Union General Employee #14-21 to be effective March 27, 2015, approve the new Employment Agreement beginning March 26, 2015 and ending March 25, 2018, authorize the Chair to sign both and approve the necessary budget adjustments. Discussion was held, with Civil Counsel Bryan Graham stating you cannot approve a contract that does not exist at the time of approval and also should follow traditional procedures. A roll call vote was taken. Motion carried with 6 yes, 1 no (Commissioner Gouine), 0 absent.

Commissioner Redmond presented Resolution 15-04 Regarding Code Inspector Conferences. He said a similar resolution was discussed at the March meeting and Commissioner Gouine stated then that the conference schedules for inspectors involved places a hardship on contractors.

Motion by Commissioner Brown, seconded by Commissioner Gouine, to adopt Cheboygan County Resolution 15-04 Regarding Code Inspector Conferences and authorize the Chairperson to sign:

RESOLUTION 15-04

CODE INSPECTOR CONFERENCE

THEREFORE BE IT RESOLVED that the Cheboygan County Board of Commissioners respectfully requests in the future, that the leadership of the inspector associations make it a policy to only hold their association's annual conference between late December and the end of March thereby providing better service to those constituents engaged in construction projects throughout the counties of Michigan.

BE IT ALSO RESOLVED, that this resolution be sent to the Code Association Conference of Michigan, Northern Michigan Code Officials, Plumbing Inspectors Association of Michigan, Mechanical Inspectors Association of Michigan and International Association of Electrical Inspectors and the other 82 counties in Michigan.

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

NEW BUSINESS

Administrator Lawson presented a Fairground Usage Agreement for the Cheboygan County Riders Equestrian Club. The requested dates are mostly on Thursdays and Sundays, with the exception of a

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Clinic on May 8th thru May 10th. They would like to use the horse barn, restrooms, camping area, and both horse arenas.

Motion by Commissioner Matelski, seconded by Commissioner Brown to approve the Fairground Usage Agreement for the Cheboygan County Riders Equestrian Club as presented and authorize the Chairperson to sign the agreement. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the Flying Star Rodeo Production Contract. The Rodeo, which consists of a 2 ½ hour show, would be on June 27, 2015. Flying Star carries liability insurance covering all participants.

Motion by Commissioner Gouine, seconded by Commissioner Matelski to approve the contract with Flying Star Rodeo Productions in the amount of \$11,500 and authorize the Chairperson to sign the agreement. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the University of Michigan Biological Station Recycling Agreement. The agreement runs from April 14 2015 to April 14, 2017 and renews an existing contract.

Motion by Commissioner Allor, seconded by Commissioner Brown, to approve the agreement for recycling service to be provided by Cheboygan County to the University of Michigan Biological Station from April 14, 2015 to April 14, 2017 and authorize the Chairperson to sign the agreement. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented Internet Website Policy Revision Number 400-3. The revision removes web page address and updates contact emails identified in the policy.

Motion by Commissioner Gauthier, seconded by Commissioner Allor to approve the revision to Cheboygan County Internet Website Policy 400-3 and authorize the Chairperson and County Administrator to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kortz presented a Purchasing Policy Revision. This revision updates the Prepaid Check Writing Procedure by adding Fund 292 – to include payment of Basic Grant Sub-recipient Awards – previously excluded; and Fund 595 – to include payment of Inmate Medical and Telephone expenditures – recently removed into this fund from the Inmate Trust Fund based on an auditor recommendation.

Motion by Commissioner Wallace, seconded by Commissioner Allor to adopt the revised Prepaid Check Writing Procedure 300-2B to become effective April 14, 2015 and authorize the Chairperson and County Administrator to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented a MERS Application for Additional Credited Service Purchase.

Motion by Commissioner Wallace, seconded by Commissioner Brown, to approve the Application for Additional Credited Service for Administrator Lawson to purchase 3 years 3 months of credited service in the County's B-4 Defined Benefit plan with employee funds of \$79,434 and authorize the Chairperson to sign the MERS Member Certification and Governing Body Resolution Form. Discussion was held. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented an AIA Agreement for Concrete and Masonry Work for Phase II of the Animal Shelter Remodel.

Motion by Commissioner Matelski, seconded by Commissioner Brown to approve the AIA Document A 105-2007 Standard Form Agreement in the amount of \$49,500 with Great Lakes Masonry Inc. and authorize the Chairperson to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

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Commissioner Allor asked several questions regarding the Cheboygan County Fair Contract with Thumb Tractor Pulling Association, Inc. She requested clarification on page 1 of the contract it says the cost of the event is \$8400, but then written off to the side is \$7800. Legal counsel recommended removing the "\$7800" from the contract with whiteout and initialing it because the cost of the event is \$8400. Commissioner Allor stated that throughout the contract it was not clear to her who the named insured entity is to be. Legal counsel stated that the Certificate of Insurance that will be received prior to the event will list both Cheboygan County and the Fair as additional insured and that is standard procedure. Commissioner Allor requested clarification on page 38, item 6 of the contract. Legal counsel clarified and stated he is satisfied with the contract language and will change "insolent" to "insolvent".

Motion by Commissioner Allor, seconded by Commissioner Gauthier to approve the Thumb Tractor Pulling Association, Inc. agreement with the changes to the agreement language and authorize the Chairperson to sign the agreement. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Matelski commented on the NLEA March – April 2015 Newsletter and March President's Report reference to Consumers Energy. He stated that on page 102 under 5.0 Michigan Energy Policy there mention of the shutdown of nine Michigan coal plants in 2016 to make way for more reliable and affordable energy solutions. Commissioner Matelski stated that there are no reliable and affordable solutions to replace coal power energy.

Motion by Commissioner Matelski, seconded by Commissioner Allor to receive and file the NLEA March – April 2015 Newsletter and March President's Report. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS – None

BOARD MEMBER COMMENTS

Commissioner Gouine stated that both Building Inspectors were on vacation at the same time and received a phone call about how people couldn't get permits. Administrator Lawson stated he would check on this.

Commissioner Matelski commented on an article in the Township Focus magazine entitled *Fix Our Roads* regarding the State Proposal for May.

Commissioner Allor reminded the Board of the joint county MTA meeting on April 22, 2015 at 6 P.M. at Boyne Highlands.

Commissioner Brown asked what the status is between the Fair Board and the County at this time. Commissioner Gouine stated that the Fair Board is still discussing it and it is virtually on hold until the Fall. Discussion was held.

Commissioner Gouine commented about the endangered species of long-eared bats and the potential closing of forestry operations as a result.

Motion by Commissioner Wallace, seconded by Commissioner Allor to adjourn this meeting to the call of the chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 12:16 PM.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Pete Redmond
Chairperson