

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE MEETING
August 23, 2011**

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, Don Horrocks, Pete Redmond, Cal Gouine, Tony Matelski, John Wallace and Sue Allor

Absent: None

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

CITIZENS COMMENTS – None

SCHEDULED VISITORS/DEPARTMENT HEAD REPORTS

Cheboygan Housing & Homeless Coalition Coordinator Jacque Thompson presented the MSHDA Emergency Solutions Grant application. This year's grant is for \$ 37,980 to be used for homeless in Cheboygan County. It is issued by MSHDA and requires a fiduciary and housing assessment and resource manager which is supplied by NEMCSA. Ms. Thompson stated a count done in January showed 14 homeless and 175 that were close to becoming homeless in this county. Commissioner Wallace commented on the small percentage used for assistance and the much larger percentage for administration costs.

ADMINISTRATOR'S REPORT – Administrator Jeff Lawson advised that budget reviews with individual departments will begin today. Chairperson Socha said that Jeff has been making the rounds in the building talking with employees and department head. He said he has met everyone in the building and now will be going to those outside of this building. He also reported that Mackinaw City should have a village manager in place by the end of September.

NEW BUSINESS

Community Development Director Steve Schnell presented a request for a letter of support for NEMCOG to serve as the collaborative regional partner for MEDC Region 3 as requested by the Michigan Economic Development Corporation. Discussion held regarding joining in the NWCOG as well.

Motion by Commissioner Matelski, seconded by Commissioner Horrocks, to approve a letter of support for the Northeast Michigan Economic Development Collaborative authorizing NEMCOG to serve as the collaborative regional partner and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

BOARD MATTERS FOR DISCUSSION

Community Development Director Steve Schnell presented a detailed PowerPoint presentation on the new County Master Plan that is currently being compiled. He explained the Master Plan is a blueprint for the next 10 to 20 years. He said the Master Plan is the vision; the zoning ordinance is the system of rules or laws that make the vision a reality. The Master Plan is used when any changes are made to the zoning ordinance law. He encouraged everyone to become involved in the Master Plan process. Master Plan Visioning sessions will be held to gather input from all interested citizens. Mr. Schnell noted that Citizen Planner Training will be held this October and November. Chairperson Socha said she is glad to see solicitation of input from the public and the townships for the Master Plan.

Committee of the Whole Meeting – August 23, 2011

County Planner Scott McNeil presented an overview of the Cheboygan County Capital Improvements Program 2011-2016 that was approved by the County Planning Commission on August 3, 2011. He said the Michigan Planning Enabling Act requires municipalities that have adopted a master plan to annually prepare a capital improvement program, and allows any agency that falls under the County Master Plan to be included. The capital improvement program is a blueprint for planning capital improvement expenditures. The report includes a list of potential projects and estimated costs as provided by various agencies and departments of the county. He reviewed the procedure and project prioritizing used. Included in the planned program are: Animal Shelter renovation, several County Airport projects, restroom and shower facilities at the County Fairgrounds, boiler, roof, and trim panel replacement at the County Building, roof replacement at the Doris Reed Center, as well as many others throughout the county. Mr. McNeil said that since this capital improvement program is the first, it is very much work in progress. Even though this is a mainly a planning tool it can be a great tool for those agencies that fall under the county budget. Chairperson Socha said she understands at some point the Board will approve this and asked if there's a particular timeline. Mr. McNeil said there is not a timeline at this point. He said this is a planning tool and does not obligate any agency. Chairperson Socha said we could plan for October for adoption. She said if it is adopted, it does not mean that all of this will happen. Chairperson Socha referred to the August issue of the MTA magazine's article on capital improvement planning. Mr. McNeil said as time goes by this document could be used for grant applications. He said all the agencies were good to work with and he appreciates their support.

CITIZENS COMMENTS – None

BOARD MEMBER COMMENTS - Commissioner Horrocks asked if there are plans to have discussion regarding security of this building. Sheriff Clarmont said this was discussed several months ago and he has received bids which were submitted to the administrator's office several months ago. He said there were also long range recommendations with courts and monitoring the day to day movement in this building. Administrator Lawson said Risk Management does have grant monies available for building security. Sheriff Clarmont said suggestions were made as to where to place security cameras. He said he discussed this several times with Administrator Overton, however no action took place. Administrator Lawson said he would follow up on this. Chairperson Socha said both Emmet and Charlevoix counties have updated security. Commissioner Gouine said another concern was preparing the outside of the building to eliminate drafts. Administrator Lawson said several projects are in the capital improvement plan but they are quite large dollar amounts. He said he has discussed this with Tim Mason. Chairperson Socha asked that position Mike Overton held on the Michigan Municipal Risk Board be looked into as it is very advantageous to have representation on this board. But she is not sure how this position is filled. Administrator Lawson will check on this.

Motion by Commissioner Horrocks, seconded by Commissioner Allor, to give the chairperson authority to draft and sign a letter of recommendation to appoint Administrator Lawson to any positions that Mike Overton may have held. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Wallace reminded everyone of the Humane Society garage sale this weekend at the Fairgrounds. Commissioner Horrocks said the auction will take place on Sunday at 2 p.m.

Chairperson Socha commented on memo on policy that went out yesterday to everyone in the county building. She said there are employees who are not following policies as close as they should. It's not the majority, nor employees of elected officials, but there are a variety of issues with policy violations. Violations are of multiple natures including parking, leaving early or coming in late, etc. The Board expects all county policies will be followed by all employees. Employees in this building work for the public, and policies are put in place for a reason. She said there will be consequences for those who do not follow county policy. Sheriff Clarmont said he has advised that vehicles parked in non-designated employee parking will be towed. Chairperson Socha said she did not want the new administrator to have to face these situations. She said those that are violating policies know who they are. Treasurer Cronan said at a department head meeting it was discussed to place all policies online for everyone's reference. Sheriff Clarmont said all his employees are required to sign that they have received policies and then again annually. When people come into this building they expect service with a smile, not an attitude. Commissioner Horrocks said the chair is elected to be the board's liaison.

Committee of the Whole Meeting – August 23, 2011

Chairperson Socha said another message she wanted to convey was yes, she does know what is going on in this building. She said if the department heads are violating county policies, that is a big issue. If state employees are working in this building they must follow county policies. Administrator Lawson said in the long run the objective would be to place policies internally for employees to view. He said each time the board approves a policy a signed statement should be created.

Motion by Commissioner Matelski, seconded by Commissioner Redmond, to adjourn to the call of the Chair. Meeting adjourned at 11:50 a.m.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Linda Socha
Chairperson