

**COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
July 9, 2019**

The Finance/Business Meeting of the Cheboygan County Board of Commissioner was called to order in the Commissioners Room by Commissioner Wallace at 9:31 a.m.

Roll called and a quorum present

Present: Commissioners Mary Ellen Tryban, Richard Sangster, Michael Newman, Cal Gouine, Roberta Matelski, John Wallace, and Steve Warfield.

Absent: None

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

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to approve the agenda adding: F) EUP Antique Equipment Association Agreement under New Business. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Tryban, second by Commissioner Matelski, to approve the consent agenda as follows:

- A. Approve Monthly Finance Claims (Finance Total = \$0; Prepaid Total \$954,574.38.)
- B. Budget Adjustments as follows:
 - 2019 Inter-department Budget Transfer
 - 1) 101-229 to 101-229; 101-136 to 101-136; 101-265 to 101-700; 101-265 to 101-700; 101-265 to 101-700; 101-700 to 101-301; 101-225 to 101-225; 101-700 to 101-225; 101-148 to 101-148; 101-700 to 101-148; 101-700 to 101-202; 588-599 to 588-599 and 215-141 to 215-141 totaling \$133,869.
 - 2019 Raise Revenue and Expenditures
 - 1) Fund 101 Total Budget Increase of \$10,763
 - 2) Fund 215 Total Budget Increase of \$12,600
- C. Correspondence
 - 1. Bay County Resolution in Opposition for the Use of Local Bay-Agency Behavioral Health Funding
 - 2. Bay County Resolution in Opposition to Inclusion of the Section 298 Pilots in the Proposed Medicaid Waiver Amendment
 - 3. Saginaw County Resolution in Support of State Psychiatric Facility in Tuscola County
 - 4. Wexford County Resolution Supporting the Caro Center in Tuscola County
- D. Minutes:
 - 1. Finance/Business Meeting of June 11, 2019 and Committee of the Whole Meeting of June 25, 2019
 - 2. District #4 Health Department – 5/21/19
 - 3. City Council - 5/28/19
 - 4. County Road Commission – 5/16/19 & 6/6/19
 - 5. Board Appointments & Procedures – 5/1/19
 - 6. Zoning Board Appeals – 12/26/18

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

CITIZENS COMMENTS - None

SCHEDULED VISITORS

Chairperson Wallace and Administrator Lawson presented Mike Raymus with an appreciation certificate for his 21 years of service with the Cheboygan County Sheriff Department.

Sheriff Dale Clarmont presented Mike Raymus with a shadow box, which included a Distinguished Service Medal, Life Saving Medal, his name plate and his badge, patches under which he had served and a Certificate of Retirement. He received a standing ovation from those in attendance at the commissioner's meeting.

Sheriff Dale Clarmont introduced Mike Raymus' replacement, Officer Zach O'Henley.

Finance Director's Report

Finance Director James Manko presented the Revenue and Expenditure Report for the General Fund for the month ending May 31, 2019. He reported total year-to-date revenue of \$1,661,439.80, or 12.10% of the budget, compared to \$1,685,038.06, or 10.69% of the budget last year at this same time. He reviewed each line item number that was fluctuating. Mr. Manko reported expenditures year-to-date of \$4,699,470.74 or 34.23% of the budget, compared to \$4,431,317.82 or 28.12%, last year as of the end of May 2018. He reviewed each department that was fluctuating. Mr. Manko reported on the Cash Summary by Fund Cash for May 2019, which totaled \$18,364,177.92. An explanation of the deficit balance accounts was given.

Motion by Commissioner Gouine, seconded by Commissioner Warfield to receive and file the Revenue and Expenditure Report and the Cash Summary by Fund Cash Report of May 2019. Motion carried with 7 yes, 0 no and 0 absent.

Administrator's Report

Administrator Jeff Lawson gave an update on the Marina. The Waterways Commission met on June 19, 2019 to review the preliminary Marina Fuel Tank and Dock plans. The Commission discussed several items including constructing the fuel dock off a fixed pier vs. a floating dock. The engineer has modified the plans to reflect a fuel dock off a fixed pier; placement of a bathroom within the building and tank placement. The new fuel dock will be located near the end of the marina, rather than its current location and will include both diesel and gas pumps. The marina was built in 1991 and the fuel dock replacement is the first phase of a multi-phase improvement plan. Once the plans are finalized and approved by the State Waterways Commission, the next step will be to apply for the necessary permits from the State and the Corps of Engineers. The time table is to put the project out for bids later this summer and have the construction begin in the fall and to be completed in the spring of 2020. Discussion was held on the retention of the fuel tanks, timeline of when the project began; the location of the fuel lines; the difference between a fuel dock off a fixed pier vs. a floating dock and dredging.

Administrator Jeff Lawson gave an update on the Vehicle Fleet Management Service. RFP's for vehicle management services are scheduled to be released this week.

Administrator Jeff Lawson gave an update on the Phone System Replacement. An Elected Office and Department Head meeting was held on June 26, 2019 with the phone consultant to receive department input for development of specifications to prepare the RFP for system replacement.

Administrator Jeff Lawson gave an update on the Jail Inmate Phone System. The County has received requests for proposals from vendors to supply inmate phone service within the jail. The Sheriff and staff have reviewed the proposals and requested that a contract from NCIC Inmate Communications for Board consideration and award be put on the agenda for the August 13, 2019 meeting.

Administrator Jeff Lawson gave an update on the easement proposed if an auto parts store moves to the North side of the building. An email was sent back to ask them how many deliveries per week and they stated that there would be approximately five (5) deliveries per week after hours. Staff would like to talk to an engineer as to the design of the entry, which is not designed for heavy truck traffic.

COMMITTEE REPORTS

Commissioner Sangster stated that he would be scheduling a Board Appointment and Procedures Meeting.

OLD BUSINESS - None

NEW BUSINESS

Audit Principal Joe Verlin from Gabridge & Company presented the Audit of the financial statement of Cheboygan County for the year ending December 31, 2018. The financial statements for the County of Cheboygan for the year ending December 31, 2018 were presented by Gabridge & Company. Gabridge & Company is a CPA firm located in Grand Rapids, Michigan. The field work was completed in June. The audit contained a clean “unqualified” opinion. The County’s financial statements are free of material budget violations and deficit fund balances. The report was submitted to the State of Michigan before the deadline of July 1, 2019.

Audit Principal from Gabridge & Company, Joe Verlin presented the audit of the financial statements of Straits Regional Ride for the year ending December 31, 2018. This year’s audit was performed by Gabridge & Company; the same auditors that performed the County-wide audit. Although the financial statements for Cheboygan County for the year ending December 31, 2018 contained information on Straits Regional Ride (SRR), MDOT requires that a separate audit be performed in accordance with the Audit Guide for Transportation Authorities and Agencies in Michigan. The audit fieldwork took place in June. The audit contained a clean “unqualified” opinion. The report was submitted to the State of Michigan before the deadline of July 1, 2019.

Motion by Commissioner Sangster, seconded by Commissioner Wallace, to accept the December 31, 2018 audited financial statements for Cheboygan County and Straits Regional Ride. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Region 9 Agency 2020-2022 Annual and Multi-Year Implementation Plans. The Area Agency on Aging (AAA) defines its role as that of planning, funding and monitoring programs that provide assistance to individuals 60 years of age and older as well as their families. The annual plan described the services to be provided and how they anticipate paying for services.

Motion by Commissioner Warfield, seconded by Commissioner Sangster, to approve the Region 9 Area Agency on Aging 2020-2022 Annual and Multi-Year Implementation Plans. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the AIA Agreement with Swan Heating and Plumbing. Requests for bids were requested for the final installation of the mechanical system for the final phase of the Animal Shelter project last August. A notice was placed in the paper as well as notices provided to area heating and cooling businesses. The County received no proposals and continued to request proposals from area contractors. Swan Heating and Plumbing identified in January that they would provide a quote and place this project into their schedule. Swan Heating and Plumbing has provided a proposal to provide the necessary material, supplies and labor to complete the design build project in the amount of \$59,241.47. Swan's proposal has been reviewed by the architect to confirm pricing.

Motion by Commissioner Tryban, seconded by Commissioner Matelski, to approve AIA Document A101-2007 Standard Form Agreement in the amount of \$59,241.47 with Swan Heating and Plumbing, authorize the Chairperson to sign and authorize any necessary budget adjustments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Straits Regional Ride Transit Agency Procurement Policy. MDOT requires all transit agencies receiving state and federal funds to adopt a procurement policy to meet all Federal Transit Administration (FTA) requirements for bidding and contracting of equipment and services.

Motion by Commissioner Newman, seconded by Commissioner Tryban, to adopt Straits Regional Ride-Cheboygan County Transit Agency Procurement Policy and authorize the Chair to Sign. A roll call was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the EUP Antique Equipment Association Agreement. The farm and antique tractor pull is scheduled for Sunday, August 4th at 1 P.M. Civil Counsel has reviewed the contract in the past, which has remained the same for several years.

Motion by Commissioner Sangster, seconded by Commissioner Tryban, to approve the U.P. Antique Equipment Association agreement and authorize the Chair to Sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS

Louis Vallance citizen of Grant Township and the City of Cheboygan inquired about the Army Corp permit required for dredging and if it will be incorporated with the City's dredging permit. Mr. Vallance also inquired about an Emergency Cooling Shelter for the county.

Susan Cheli citizen of Inverness Township made an inquiry about the proposed Auto Parts Store to be built to the north of the County Building and expressed her concern regarding the amount of auto parts stores in the county. Administrator Lawson explained that Planning and

Zoning cannot restrict private sector businesses that want to come into the community, but they are only able to place the commercial districts where a business could locate. In this case, the property owner is looking at an easement to gain access to the property from the county.

BOARD MEMBERS COMMENTS

Commissioner Newman congratulated Mr. Gouine on his wedding today.

Commissioner Matelski commented that Mary Talaske was going to be happy regarding the animal shelter.

Motion by Commissioner Sangster, seconded by Commissioner Newman, to adjourn to the call of the Chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:16 a.m.

Dawn M. Reo
Chief Deputy Clerk/Register

John B. Wallace
Chairperson