

**COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
January 8, 2019**

The Finance/Business Meeting of the Cheboygan County Board of Commissioner was called to order in the Commissioners Room by Commissioner Wallace at 9:30 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 Gouine, seconded by Commissioner Tryban, to approve the agenda as presented. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Sangster, second by Commissioner Tryban, to approve the consent agenda with the omission of the minutes of the 1-2-19 Organizational Meeting under E. 1:

- A. Approve Monthly Finance Claims (Finance Total = \$136,847.30; Prepaid Total = \$873,286.73.
- B. Budget Adjustments as follows:
 - 2018 Inter-department Budget Transfer
 1. From 101-332 to 101-332 totaling \$10
 2. From 101-301 to 101-301 & 101-351 totaling \$225
 3. From 101-351 to 101-351 totaling \$145
 4. From 101-191 to 101-215 totaling \$1,136
 5. From 588-599 to 588-599 totaling \$4,269
 6. From 101-700 to 101-301 totaling \$3,208
 7. From 101-700 to 101-301 totaling \$928
 - 2018 Raise Revenues/Expenditures
 1. Fund 101 total budget increase of \$104,666.23
 2. Fund 201 total budget increase of \$1,305,400
 3. Fund 217 total budget increase of \$363.13
 4. Fund 226 total budget increase of \$38,818
 5. Fund 276 total budget increase of \$61,500
 6. Fund 292 total budget increase of \$194,000
- C. 2019 Attorney Contract to Delinquency and Child Protection Proceedings
- D. Correspondence
 1. Bay County Resolution for Governor Snyder
 2. Kalkaska County Resolution Opposing SB 396
 3. Wexford County Resolution Opposing to SB 1031
- E. Minutes:
 1. Finance/Business Meeting of 12/11/18 & ~~Organization Meeting~~
1/2/19
 2. NCCMH – 11/15/18
 3. City Council Meetings –11/27/18
 4. Health Board Meetings – 11/20/18

5. County Road Commission – 11/21/18 & 12/6/18
6. County Fair – 11/5/18
7. NEMCOG – 10/18/18

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

CITIZENS COMMENTS

Sheriff Dale Clarmont thanked Commissioner Matelski for her donation of \$5,000 to the Cheboygan County Sheriff's Department's K-9 Unit. This was the thirteen year that the Matelski Family has given a donation to the K-9 Unit Program and she was handed a receipt.

John Kurczewski citizen of Tuscarora Township addressed the health care issues with the 5G technology. A packet was given to the Board at a previous meeting to look over and the Board was asked for a resolution in opposition of the 5G technology. He stated that Governor Whitmer signed her first directive with dealing with the health care provision of the Michigan Constitution, which our politicians are totaling ignoring. She is basically saying that if there is something in here that has been proven to be detrimental to the health and wealth fare of the general citizens she wants to know about it. Commissioner Wallace informed him that this matter has been scheduled for the 2nd Commissioner's Meeting in February.

Jamie Chimner citizen of the City of Cheboygan addressed Governor Whitmer's directive of 5G technology.

SCHEDULED VISITORS - None

Finance Director's Report

Finance Director James Manko presented the Revenue and Expenditure Report for the General Fund for the month ending November 30, 2018. He reported total year-to-date revenue of \$10,988,420.52, or 69.63% of the budget, compared to \$10,767,300.40, or 88.12% of the budget last year at this same time. He reviewed each line item number that was fluctuating greater or less than \$25,000. Mr. Manko reported expenditures year-to-date of \$10,305,804.02 or 65.31% of the budget, compared to \$9,780,001.85 or 80.04%, last year as of the end of November 2018. He reviewed each department that was fluctuating greater or less than \$25,000. Mr. Manko reported on the Cash Summary by Fund Cash for November 2018, which totaled \$20,706,127.07. An explanation of the deficit balance accounts was given. Discussion was held on the road loans and getting a more detailed report.

Motion by Commissioner Sangster, seconded by Commissioner Gouine to receive and file the financial reports. Motion carried with 7 yes 0, no and 0 absent.

Administrator's Report

Administrator Jeff Lawson and Sheriff Dale Clarmont gave an update on the Jail Project. The kitchen is operational and is serving meals. A project punch list is currently being addressed by the contractor. The security contractor is currently in the process of completing wiring for the door, camera and intercom systems.

The storage building contractor has completed the initial punch list items and will return in the spring to complete the final items dependent on the weather conditions.

Administrator Jeff Lawson gave an update on the CCE 911 Radio Project. Staff and the Treasurer will be meeting with the Bond Counsel and the Financial Advisers to begin the Installment Loan Purchase to secure proceeds for the project. Commissioner Newman commented that it was presented to the public with Motorola being the vendor and he was totally opposed to having it bid out. Sheriff Clarmont stated that Motorola has been tried and proven. When asked by his constituents, he wanted to stay with Motorola. To put this out there for bids again will delay the process and it is a safety issue to the first responders. It needs to move forward. Commissioner Wallace commented that this issue can be relayed to the CCE 911 Board, but it is the responsibility of the Board to make the final decision.

Administrator Jeff Lawson commented that the City of Cheboygan has presented them with a copy of their Recreational Plan and a public hearing will be scheduled.

COMMITTEE REPORTS

Commissioner Gouine commented that the Inverness Township Board is moving along and is working well with communicating with Meijer's.

OLD BUSINESS

Motion by Commissioner Sangster, seconded by Commissioner Newman to approve the 2019-2020 Committee Appointments – Board of Commissioners. Motion carried with 7 yes, 0 no and 0 absent.

NEW BUSINESS

Transportation Director, Mike Couture presented the MDOT Third party contract #2017-0032/P6-S1. This contract is to insure as a vendor, Jorgensen Ford Sales agrees to the Federal contract clauses. The County of Cheboygan agrees that they have abided by the Federal bidding process for materials and supplies under \$150,000.00 as well as prompt payment clauses as part of this purchase. Discussion was held on the usage of the vehicle.

Motion by Commissioner Gouine, seconded by Commissioner Newman, to approve the MDOT Contract 2017-0032/P6-S1 for the purchase of a maintenance plow truck in the amount of \$31,524.99 for SRR and make the necessary revenue and expenditure adjustments to the SRR budget for 2019 and authorize the chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Legal Services Agreement. The County has contracted with Young, Graham & Wendling, P.C. for legal services since 2003. This long term relationship is a benefit to the County due to the fact that the firm has provided legal recommendations concerning many of the County's programs and services, which establish a familiarity that aligns with the County's legal philosophy and provides cost savings when programs, services and contracts are reviewed for legal guidance.

Motion by Commissioner Tryban, seconded by Commissioner Sangster, to approve the four (4) year per hour billing Legal Services Agreement with Young, Graham & Wendling, P.C. and

authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Solid Waste Plan Amendment Notice of Intent. The County would like to take action to file a Notice of Intent to amend the County's Solid Waste Management Plan.

Motion by Commissioner Sangster, seconded by Commissioner Matelski to submit a Notice of Intent to the State of Michigan, Department of Environmental Quality designating the Northeast Michigan Council of Governments as the Planning Agency to prepare a plan amendment to the County's Solid Waste Management Plan and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the Annual Remonumentation Agreements including 2019 Surveyor Agreements, individual Peer Group Agreements and Administrative Staff Services Agreement. The amount of the 2019 Remonumentation Grant was \$56,224.

Motion by Commissioner Sangster, seconded by Commissioner Gouine to approve all five agreements of the Professional Service Agreement between Cheboygan County and Granger and Associates; Fullford Surveying & Mapping and Ecker Surveying Incorporated for Remonumentation beginning January 1, 2019; to approve the individual Remonumentation Peer Group Services Agreement between Cheboygan County and Ronald Brand, Carl Kiiskila, Brian Fullford, Alan Granger and Jeff Ecker for the period beginning January 1, 2019 and ending December 31, 2019, and to approve the Administrative Staff Services Agreement between Cheboygan County and Granger & Associates, Inc. for the period beginning January 1, 2018 and ending December 31, 2018 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 retroactive wage budget adjustment – Sheriff Department Detective Lieutenants. A review of the wages for the Detective Lieutenants determined that the Detective Lieutenant – Level I and Detective Lieutenant – Level II pay rates were incorrect for the past two years (2017 – 2018). The Detective Lieutenant – Level II should have received the same wage rate as a Sergeant position in the POLC Command union. The Detective Lieutenant – Level I should have received 5% above the Detective Lieutenant – Level II wage rate. This budget adjustment will correct that mistake and the two employees will receive retroactive pay.

Motion by Commissioner Gouine, seconded by Commissioner Warfield to approve the retroactive wage budget adjustment for the Sheriff Department's Detective Lieutenants and to approve the necessary budget adjustment. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the FOP – Sheriff Command Officers Union Contract. A summarization of the contract language terms as follows: Wage Increase: 1st year – 3%; 2nd year – 3% and 3rd year – 3%; language changing setting shift differential pay between 6:00 P.M. to 6:00 a.m. at an additional \$1.00 per hour; language changing setting Longevity Benefits as follows: five but less than ten years of service - \$300, ten but less than fifteen years of service - \$400, fifteen years of service or more - \$500; the County will provide the employee the ability to choose from multiple plans available from BC/BS and Blue Care Network product menus; the County will pay the State of Michigan designate "Hard Cap" as established under P. A. 152 of 2011 as amended and released by the State of Michigan each

year for One Person, Two Person or Family Coverage or up to the cost of the Blue Care Network HMO 250 Plan cost for One Person, Two Person or Family Plan, whichever, is less for medical and prescription coverage to eligible employees; beginning, January 1, 2017, the County will provide the employee the ability to choose from Blue Cross/Blue Shield's product a Dental and Vision Plan; the County will pay up to the cost of the Blue Dental 50/50/50 Plan for dental coverage and up to the cost for the Blue Vision 12/24/24 Plan for vision; any additional costs of a plan selected by the employee shall be the responsibility of the employee and shall be deducted on pre-tax from the employee's pay check each pay; new employees will be eligible to receive health insurance for their spouse and/or dependents on the next enrollment date after thirty (30) days of service; an employee may not be enrolled in both the County's and their spouse's coverage; language change clarifying the collection of dues and payment to the Michigan Fraternal Order of Police Labor Council; language clarifying Indemnity Provisions; language changing the identifying arbitrator will be the Michigan Employment Relation Commissions (MERC) and language change clarifying that an employee will be paid overtime or receive comp time.

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to approve the three-year contract agreement effective January 1, 2019 between the Cheboygan County Board of Commissioners – Cheboygan County Sheriff – The Sheriff's Department Command Officers Employees and the Michigan Fraternal Order of Police Labor Council and authorize the Chair and Administrator to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the FOP – Sheriff Deputies Road Patrol Union Contract. A summarization of the FOP Sheriff Deputies Road Patrol Labor Union contract language terms as follows: Wage Increase: 1st year – 3%; 2nd year – 3% and 3rd year – 3%; language changing setting shift differential pay between 6:00 P.M. to 6:00 a.m. at an additional \$1.00 per hour; language changing setting Longevity Benefits as follows: five but less than ten years of service - \$300, ten but less than fifteen years of service - \$400, fifteen years of service or more - \$500; the County will provide the employee the ability to choose from multiple plans available from BC/BS and Blue Care Network product menus; the County will pay the State of Michigan designate "Hard Cap" as established under P. A. 152 of 2011 as amended and released by the State of Michigan each year for One Person, Two Person or Family Coverage or up to the cost of the Blue Care Network HMO 250 Plan cost for One Person, Two Person or Family Plan, whichever, is less for medical and prescription coverage to eligible employees; beginning, January 1, 2017, the County will provide the employee the ability to choose from Blue Cross/Blue Shield's product a Dental and Vision Plan; the County will pay up to the cost of the Blue Dental 50/50/50 Plan for dental coverage and up to the cost for the Blue Vision 12/24/24 Plan for vision; any additional costs of a plan selected by the employee shall be the responsibility of the employee and shall be deducted on pre-tax from the employee's pay check each pay; new employees will be eligible to receive health insurance for their spouse and/or dependents on the next enrollment date after thirty (30) days of service; an employee may not be enrolled in both the County's and their spouse's coverage; language change clarifying the collection of dues and payment to the Michigan Fraternal Order of Police Labor Council; language clarifying Indemnity Provisions; language changing the identifying arbitrator will be the Michigan Employment Relation Commissions (MERC) and language change clarifying that an employee will be paid overtime or receive comp time.

Motion by Commissioner Newman, seconded by Commissioner Gouine, to approve the three-year contract agreement effective January 1, 2019 between Cheboygan County Board of Commissioners- Cheboygan County Sheriff – The Sheriff's Department Deputies Road

Patrol Employees and the Michigan Fraternal Order of Police Labor Council and authorize the Chair and the Administrator to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Policy Revision to 500-16 Medical Insurance. A revision was made to the policy language identifying when the insurance coverage begins for new employees, spouse, and/or dependents. It removes the reference to glide path. This provision provides insurance to spouse and dependents of a new employee at the time of hire from another municipal unit providing that insurance may also apply to employees covered under AFSCME and GELC Agreements with Union approval.

Motion by Commissioner Tryban, seconded by Commissioner Matelski to approve the revision to Policy 500-16 Medical Insurance and authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Policy Revision to 500-19 Vacations. A revision of the policy language was given as follows: Providing five vacation days for new employees after 6 months of employment; increases vacation earned for employees with one to five years of service from twelve to thirteen days per year; creates a new category for employees with five to ten years of service providing seventeen days per year; creates a new category for employees with ten to fifteen years of service providing eighteen days per year; creates a new category for employees with fifteen to twenty years of service providing twenty-one days per year; creates a new category for employees with twenty to twenty-five years of service providing twenty-two days per year and creates a new category for employees with more than twenty-five years of service providing twenty-three days per year.

Motion by Commissioner Sangster, seconded by Commissioner Tryban to approve revision to Policy 500-19 Vacations and authorize the Chair to sign. A roll vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director James Manko presented the Purchasing Policy Revision – Sole Vendor Listing 300-2A. These changes included: Updating the Sole Vendor Listing by: Adding = Justice AV Solutions – Courtroom Recording Provider, Pitney Bowes – Postage for Mail Machine; Presidio – Jail Security System; Scuba North LLC – Dive Equipment/Maintenance Vendor and Wex Bank, Marathon Fleet Card – Diesel Card Program for Straits Regional Ride; Removing = Great Lakes Scuba – Dive Equipment Vendor; Neopost – Postage for Mail Machine; Speedway Super America – Diesel Card Program for Straits Regional Rider and SunGard Public Sector, Inc. – 911 Workstation Maintenance Vendor.

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to adopt the revised Sole Vendor Listing 300-2A to become effective January 8, 2019. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Court Policy Revision. The Courts have requested a revision to their policies related to vacations, paid personal days and longevity payments. The Courts policies in these areas have not been changed since 2003. The Court is requesting to amend their policy to be equivalent to the County's General Policy concerning vacation, personal days and longevity payments. The Courts current policy for vacations provides the following: 1–5 years = 12 days off, 5-10 years = 15 days off, 10-15 years = 17 days off and 15 years or more = 20 days off. The Court would like to revise the current vacation policy as follows: 6 months to one year = 5 days off, 1-5 years = 13 days off, 5-10

years = 10-15 years = 18 days off, 15-20 years = 21 days off, 20-25 years = 22 days off and 25 years or more = 23 days off. The Courts current policy related to Paid Personal Leave requires the employee to use sick time. The County's General Policy provides employees with three (3) personal days per year without using sick time. The Courts policy related to longevity pay does not have a category for employees with twenty years or more of service. The County's General policy provides for \$400 per year longevity payment for employees with over 20 years of service. In all other service time categories, the courts payments match the County's General Policy payments.

Motion by Commissioner Newman, seconded by Commissioner Matelski, to approve the revision to the Court Policies and authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS

John Kurczewski citizen of Tuscarora Township commented on the Bay County, Kalkaska County and Wexford Resolutions listed on the agenda under correspondence and asked if they were going to be discussed. Commissioner Wallace stated that the Board neither approved nor disapproved them. We just receive and file them and they were not going to be discussed. He would make sure that Mr. Kurczewski got a copy of them.

Reporter Scott Swanson of the Straitsland Resorter inquired as to if the plow truck that was being purchased by Straits Regional Ride was bid out. Straits Regional Ride Director Michael Couture confirmed that it was an open bid process advertised to many truck dealers throughout the State of Michigan, with the low bid being accepted.

BOARD MEMBERS COMMENTS

Commissioner Wallace commented on a hand out from Northern Michigan Regional Entity for the 2017-2018 services. The pie chart showed the kind of drugs, the types of services that were being used by the liquor tax money and many other statistics. He stated that he heard that there was a Cheboygan County Drug Free Coalition, which is really under the office of Cheboygan Catholic Human Services. A presentation would be forth coming to let the Board know as to what is being done.

Commissioner Sangster commented that he has had a couple concerns regarding recycling bins, but at the end of the discussion it was determined that it was over the holidays. There were concerns about the bins being full and he asked to keep an eye on that.

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to adjourn to the call of the Chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:00 AM.

Dawn M. Reo
Chief Deputy Clerk/Register

John B. Wallace
Chairperson