

**COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
April 14, 2020**

The Finance/Business Meeting of the Cheboygan County Board of Commissioner was called to order via telephonic attendance 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

Also in attendance: John Moore, Louis Vallance, Scott Swanson, Kortny Hahn, Civil Counsel Bryan Graham, Sheriff Dale Clarmont, Treasurer Buffy J. Weldon, Administrator Jeff Lawson, IT Director Dave Berg, Administration Secretary Kathy Morrow and County Clerk Karen L. Brewster

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

Motion by Commissioner Gouine, seconded by Commissioner Sangster, to approve the agenda as presented. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Tryban, second by Commissioner Newman, to approve the consent agenda as presented.

- A. Approve Monthly Finance Claims (Finance Total = \$116,101.55; Prepaid Total = \$976,605.00.
- B. Budget Adjustments as follows:
 - 2020 Lower Revenues/Expenditures
 - 1. Fund 101 total budget decrease of \$ 9,900.49
 - 2. Fund 267 total budget decrease of \$ 4,031.46
 - 3. Fund 276 total budget decrease of \$18,745.00
 - 2020 Raise Revenues/Expenditures
 - 1. Fund 101 total budget increase of \$10,000.00
- C. School Inspector Delegation Request – Cheboygan Area Schools
- D. Correspondence
 - 1. Houghton County Resolution on Emergency Management and Safe Schools
- E. Minutes:
 - 1. Finance/Business Meeting of March 10, 2020 & Reconvened Meeting of April 1, 2020
 - 2. District #4 Health Dept. – 2/18/20
 - 3. City Council – 2/25/2020
 - 4. County Road Commission – 2/20/20 & 3/5/20
 - 5. NCCMH – 2/20/20

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

CITIZENS COMMENTS

Louis Vallance citizen of Grant Township commented on what happened in Emmet and Charlevoix County where they held their livestream meetings, with public accessibility. He questioned why Cheboygan County wasn't doing the same. This was a very teachable moment for Cheboygan County during an emergency since the county is unprepared to handle an emergency like this pandemic. The National Guard was not doing door to door food deliveries and there was no proper communication with the residents unless it is done on the internet. Other counties were communicating by television and by postal service.

SCHEDULED VISITORS/DEPARTMENT REPORTS

Sheriff Dale Clarmont gave an update on the Office of Emergency Management. Currently, Sargent Patrick Holt and Deputy Ron Fenlon have been working 10 to 16 hours a days trying to address all of the OEM issues for Cheboygan County. OEM has been in contact with all of the AFC Homes in Cheboygan County, which includes The Brook; Medilodge; McLaren Hospice House; each of the nine (9) fire departments; law enforcement agencies and EMS. To date OEM has distributed approximately 68,000 gloves; 400 gowns and 3,400 surgical masks. The N95 masks have been distributed to each of the requested AFC Homes, McLaren Hospice; the fire departments and law enforcement agencies. The Cheboygan County OEM has also been working with the Tri-County OEM, but giving that extra detail within Cheboygan County is working out very well. Contact has been also kept with District Health Department #7 and the State. He stated that he was going to deputize some of the fire department volunteers to use for extra man power to give the county more flexibility in case there is a need. Discussion was held on where all of the PPE comes from and the timely distribution. A list was being kept of all of the donated received. For instance, PS23 Body Shop donated a case and a half of the N95 masks, which was distributed to the hospital. He reported that the hospital now has a way of sterilizing the masks after using them on a daily basis.

Finance Director's Report

Administrator James Lawson presented the Revenue and Expenditure Report for the General Fund for the month ending January 31, 2020. He reported total year-to-date revenue of \$462,475.12, or 3.37% of the budget compared to \$425,344.67, or 2.99% of the budget last year at this same time. He reviewed each line item number that had any significant changes. Mr. Lawson reported expenditures year-to-date of \$1,005,066.15, or 7.63% of the budget, compared to \$998,191.06 or 7.04%, last year as of the end of January 31, 2019. He reviewed each department that had any significant changes.

Administrator James Lawson presented the Revenue and Expenditure Report for the General Fund for the month ending February 29, 2020. He reported total year-to-date revenue of \$786,591.11, or 5.55% of the budget, compared to \$719,391.89, or 5.07% of the budget last year at this same time. He reviewed each line item number that had significant changes. Mr. Lawson reported expenditures year-to-date of \$773,958.08 or 13.28% of the budget, compared to \$1,779,024.23 or 13.2%, last year as of the end of February 28, 2019. He reviewed each department that has significant changes. Mr. Lawson reported that the Cash Summary by Fund Cash and Investment Report for February 2020 would not be presented as the 2019 adjusting entries were still being posted and the beginning cash balances could be affected.

Motion by Commissioner Sangster, seconded by Commissioner Warfield, to receive and file the financial reports for January and February 2020 as presented. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator's Report

Administrator Jeff Lawson gave an update on the Governor's Executive Order 2020-42. The Executive Order permits only "critical infrastructure workers" as described in the order to leave their residence for work. County employees who fall under the definition of "critical infrastructure workers" continue to report to work as assigned by Elected Officials and County Administrator. The majority of the County's work force is assigned to remote work from home and/or in reserve status at home until April 30, 2020 at 11:59 p.m. at this time. All employees including workers assigned to work from home and/or reserve status are receiving full pay during this time period.

Administrator Jeff Lawson gave an update on the Marina Fuel Dock and Service Replacement Project. Communication from the State of Michigan was received yesterday that the Governor's order has frozen grant funding under certain programs. The grant funding for the marina project is not a grant that is able to continue at this time. Staff is looking to extend the bid opening from April 24th until May 1, 2020 at 2:30 p.m. The Marina Fuel Dock and Service Replacement Project were out for bid. The bids will be read by phone at that time to contractors. A conference call is scheduled this afternoon with the Michigan Waterways staff for additional information.

Administrator Jeff Lawson gave an update on the County Building Repairs. Macmillan Associates, the structural engineer for the project have completed their field work to develop plans and specifications for the repair project. Two options were provided as follows: 1) convert the area of the vault into office space with an estimate cost of \$155,000, which will require the removal of the brick and block on the on the second floor and 2) keep the configuration as a block space and tie the second floor walls at the bottom and the top of the second floor girder system with an estimate cost of \$35,000. Staff to place this on the next meeting agenda.

Administrator Jeff Lawson gave an update on Inverness Sewer Bond. The Inverness Township Sewer bond has been refinanced resulting in the payoff of the original USDA Bond. The County is now released from USDA requirements and the ownerships of the sewer will be held strictly by Inverness Township.

Administrator Jeff Lawson gave an update on the Straits Regional Ride. SRR did receive the six (6) new buses. The buses have new letter scheme so riders will be able to see the configuration on the vehicles from a distance.

Administrator Jeff Lawson gave an update on the Census Funding. The County did receive a \$10,000 grant from the Michigan Municipal League Foundation to place some radio ads for the census participation. Newspapers ads will be place in the newspapers over the next couple of weeks for people to return their census. The total returned for Cheboygan County was 46%. Cheboygan County and the State of Michigan had the highest on self-returns.

COMMITTEE REPORTS - None

OLD BUSINESS - None

NEW BUSINESS

Equalization Director Elizabeth Zabik presented the 2020 Cheboygan County Equalization Report for approval. The Equalization Department conducts independent appraisal and sales studies each year and projects assessed values for each township and the city. Each township or city was required by law to assess at an acceptable ratio between 49% and 50% of true cash value (market value). The County Board of Commissioners has the authority through the General Property Tax Act to factor assessments up or down to make sure the assessments fall within the accepted ratios. All townships and the city have complied with the ratios for all classes of property, so I am recommending the assessed values be adopted as presented. The report consists of columnar figures and charts showing the assessed values from the individual townships and city, the county equalized values, and the ratio for each class of property by unit.

Motion by Commissioner Tryban, seconded by Commissioner Matelski, to adopt the 2020 Cheboygan County Equalization Report as presented reflecting a County Equalized Value of Real Property Value of \$1,784,009,121, and Personal Property of \$71,427,700 for a total 2020 County Equalized Value of \$1,855,436,821 (Copy of the 2020 County Equalization Report will be on file in the office of the Cheboygan County Clerk/Register). A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented Resolution 20-7 To Withdraw From the Interlocal Agreement For Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet. Cheboygan County entered into an Interlocal Agreement for Emergency Management Services with the counties of Charlevoix and Emmet in January 2011. Cheboygan County has determined that it is in the best interest of the County to withdraw from the Agreement by resolution of the Board of Commissioners effective ninety (90) days from its adoption.

Motion by Commissioner Newman, seconded by Commissioner Sangster, to adopt the following resolution and authorize the Chairperson to sign

RESOLUTION NO. 2020-07

A RESOLUTION TO WITHDRAW FROM THE INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES AMONG THE COUNTIES OF CHARLEVOIX, CHEBOYGAN AND EMMET

THE COUNTY BOARD OF COMMISSIONERS OF THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN, STATES:

WHEREAS, pursuant to the Urban Cooperation Act of 1967, MCL 124.501, *et seq.*, the County of Cheboygan entered into an Interlocal Agreement for Emergency Management Services with the counties of Charlevoix and Emmet, effective January 1, 2011; and

WHEREAS, the purpose of the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet was to centralize and consolidate the emergency management services required by the Emergency Management Act, MCL 30.401, *et seq.* under one (1) office with one (1) director; and

WHEREAS, at its regularly scheduled meeting on March 10, 2020, the County Board of Commissioners of the County of Cheboygan adopted a motion to take the necessary steps required to withdraw from the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet; and

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WHEREAS, Section 5.2 of the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet provides in relevant part that “[a]ny participating county may withdraw from this Agreement by resolution of its Board of Commissioners; and

WHEREAS, after due consideration, the County Board of Commissioners of the County of Cheboygan has determined that it is in the best interest of the citizens of Cheboygan County to withdraw from the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet; and

WHEREAS, the County Board of Commissioners of the County of Cheboygan now desires to withdraw the County of Cheboygan from the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet, as provided in Section 5.2 of the Interlocal Agreement.

NOW THEREFORE, BE IT RESOLVED, that the County of Cheboygan hereby withdraws from the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet which, took effect on January 1, 2011.

BE IT FURTHER RESOLVED that this Resolution shall become effective ninety (90) days from the date of its adoption.

IT IS FURTHER RESOLVED that pursuant to Section 5.2 of the Interlocal Agreement for Emergency Management Services Among the Counties of Charlevoix, Cheboygan and Emmet, upon dissolution, the assets of the C.C.E. Office of Emergency Management shall be distributed to the three participating counties according to the then-current percentage used to apportion the annual operational costs as set forth in Section 4.2 of the Interlocal Agreement.

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

Sheriff Dale Clarmont presented the Memorandum of Understanding-Board of Commissioners – Cheboygan County Sheriff-FOP. MOU would change Road Patrol Shifts during the COVID-19 Pandemic to 12 hour shifts-(84) hours in a bi-weekly pay period effective April 12, 2020 until the Sheriff deems it no longer necessary due to the COVID 19 Pandemic. Any hours over (84) hours per pay period is to be paid at time and one-half. This schedule will support a mission to lower the risk of possible workforce impact from COVID-19.

Motion by Commissioner Warfield, seconded by Commissioner Sangster, to approve the Memorandum of Understanding, authorize the Chair to sign the MOU and authorize any necessary budget adjustments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

BOARD MATTERS FOR DISCUSSION

Commissioner Wallace commented that when this pandemic is over the Planning Session needs to be rescheduled.

CITIZENS COMMENTS - None

BOARD MEMBERS COMMENTS

Commissioner Sangster commented that the Board needs to get back to planning as we look back at some these things. A lot of the constituents that he was hearing from were obviously getting a little up tight being closed up, but he was constantly hearing about the people who were still getting paid from the State, the County and local departments. This would include the Board of Commissioners who was still receiving a pay check. There are so many people that are being told that they can't collect a check. These are the people paying for our county services. He would like to make sure that the Board addresses this; makes sure to hear their side of the story and give them a fair shake.

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Commissioner Warfield commented that he was anxious to get back to scheduling the Planning Session and move forward in getting back to a “new normal”.

Commissioner Wallace wanted the Sheriff to extend a thank you to his staff for the MOU and working with the Board of Commissioners.

Motion by Commissioner Newman, seconded by Commissioner Tryban, to adjourn to the call of the Chair. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 10:25 a.m..

Karen L. Brewster
Cheboygan County Clerk/Register

John B. Wallace
Chairperson Board of Commissioners