

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
FINANCE/BUSINESS MEETING  
November 12, 2013**

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 Bruce Gauthier, Pete Redmond, Cal Gouine, John Wallace, Linda Socha, Sue Allor, and Tony Matelski

**Absent:** None

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

Commissioner Socha stated the 2014 Northern Michigan Outdoors Sports Exposition would be moved from New Business and addressed under Scheduled Visitors. She also requested the following items be removed from the Consent Agenda and added to New Business: Item 5 F-1 *Letter of Appreciation - Harbormaster* and Item 5 G-1 *Minutes of the Finance/Business Meeting of October 8, 2013 and Committee of the Whole Meeting of October 22, 2013*. Commissioner Matelski requested the following items be removed from the Consent Agenda and added to New Business: Item 5-B *Budget Adjustments*.

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

**Motion** by Commissioner Wallace, seconded by Commissioner Allor, to approve the amended consent agenda as follows:

- A. Approve Monthly Finance Claims (Finance = \$23,307.06 Prepaid = \$970,084.87)
- ~~B. Budget Adjustments (Moved to New Business)~~
- C. Investment Report
- D. Straits Regional Ride Revised MDOT Third-Party Contract with Cheboygan County Council on Aging
- E. Concurrent Jurisdiction Plan for 53<sup>rd</sup> Circuit Court & Presque Isle County Probate Court
- F. Correspondence
  - ~~1. Letter of Appreciation - Harbormaster (Moved to New Business)~~
  - 2. U.S. Coast Guard – Availability of Public Notice
  - 3. Bay County Resolution in Support of HB 4194
  - 4. Michigan Trails Primer
- G. Minutes:
  - ~~1. Finance/Business Meeting of October 8<sup>th</sup>, 2013 and Committee of the Whole Meeting of October 22<sup>nd</sup>, 2013 (Moved to New Business)~~
  - 2. Health Board – 9/17/2013
  - 3. NEMCSA – 10/4/2013
  - 4. NMSAS – 9/9/2013
  - 5. Michigan Northern Counties – 8/19/2013
  - 6. North Country Community Mental Health – 7/18/2013, 8/15/2013 & 9/19/2013
  - 7. NLEA October-November Newsletter & President's Report November 2013
  - 8. Office of Emergency Management – 7/24/2013
  - 9. Cheboygan County Fair Board – 9/10/2013 & 10/7/2013
  - 10. Cheboygan County Road Commission – 9/19/2013
  - 11. Cheboygan City Council – 10/8/2013
  - 12. Planning Commission Meeting – 10/2/2013
  - 13. ZBA – 9/25/2013

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

**CITIZENS COMMENTS** – None

**SCHEDULED VISITORS** – Fabian LaVigne, spokesperson for the Northern Michigan Outdoors Sports Exposition addressed the board regarding the 2014 exposition. Mr. LaVigne requested a use agreement to host the 2<sup>nd</sup> Annual Northern Michigan Outdoor Sports Exposition at the Fairgrounds from May 12<sup>th</sup>, 2014 – May 19<sup>th</sup>, 2014. Commissioner Socha noted that the if the exposition continues to be an annual event that this use agreement request could be approved on the Consent Agenda in future years. Commissioner Gauthier inquired as to how many people and vendors were in attendance at last year's exposition. Mr. LaVigne responded that there were approximately 2000-2500 in attendance and there were 120 vendors.

**Motion** by Commissioner Matelski, seconded by Commissioner Gouine to approve the Fairground Event Agreement for the Northern Michigan Outdoor Sports Exposition between Cheboygan County and the Kiwanis Club for May 12<sup>th</sup>, 2014 – May 19<sup>th</sup>, 2014 for all areas of the Cheboygan County Fairgrounds and authorize the Chairperson to sign contingent upon final insurance approval by the Administrator and an arranged review by the Sheriff. Motion carries with 7 yes, 0 no and 0 absent.

**FINANCE DIRECTOR'S REPORT**

Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ending September 30, 2013. She reported total year-to-date revenue of \$5,922,784.00 or 56.13% of budget compared to \$6,008,458.29, or 54.71% of budget, last year as of the end of September. Ms. Kortz reported expenditures year-to-date of \$7,503,281.54 or 71.10% of budget, compared to \$7,411,526.63, or 67.48% of budget, last year as of the end of September. Ms. Kortz also presented the Quarterly Fund Balance Report as of 9/30/2013 and the Summary of Expenses by Category for the General Fund as of 9/30/2013.

**ADMINISTRATOR'S REPORT**

Administrator Jeff Lawson reported on several projects. The Fairground restroom is currently being sighted and painted by the County maintenance staff. The preliminary plumbing has been completed, the concrete floors have been poured, and the tile bid award has been decided and to be addressed later in the agenda.

All of the required permits have been received for the marina dredging project. A crew has been out to the marina disconnecting the power and moving docks in preparation. The project is on schedule and there are projections for the dredging to be completed by the end of the year.

There is some more sidewalk and stair work to be completed at the County Building. The parking lot pavement has a base coat of black top on it; the final coat will be applied in the spring because of the weather condition. Commissioner Socha asked if the absence of the top coat of pavement by the curb is a safety liability issue. Administrator Lawson confirmed that it is not a safety liability issue at this time, and the ramps to access the building are of ADA standard.

County Building staff worked with JAVS to complete the updating court recording software project and training. The courtrooms are now up and running.

**COMMITTEE REPORTS**

Commissioner Gauthier attended a NEMCSA meeting and a City Council meeting.

Commissioner Wallace attended a NMSAS Board of Directors meeting and a Tuscarora Township meeting. The sewer issues in Tuscarora Township are still ongoing.

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Commissioner Redmond attended a Straits Regional Ride meeting, a Local Emergency Planning Committee meeting, a Cheboygan County Fair Board meeting and a Benton Township meeting.

Commissioner Allor attended Forest, Nunda, Wilmot, Walker and Village of Wolverine meetings. She also attended a Cheboygan County Council on Aging meeting, a District No. 4 Health Board meeting, a North Country Community Mental Health meeting, an Area Agency on Aging meeting, and a Michigan Townships Association meeting. Forest Township has expressed concerns regarding lack of services provided by the Road Commission in their area. The CCCOA Board decided to eliminate health insurance coverage for employees as of February 1<sup>st</sup>, 2014 and a health resource allowance account will be established to provide employees who currently have insurance a monthly stipend. The District No. 4 Health Department continues to monitor its home health care program. Both the Health Department and Area Agency on Aging are awaiting the website for affordable care to be fixed. She also mentioned a push by AT&T to eliminate land lines. Commissioner Socha said that would not be good for this area due to a lack of cellular service in certain areas.

Commissioner Gouine attended two township meetings and a Michigan Townships Association meeting.

Commissioner Matelski attended two Planning Commission meetings, two Road Commission meetings, a Waterways Commission meeting, a Michigan Townships Association meeting and the Presque Isle Electric and Gas annual meeting. Some of the members of the Waterways Commission expressed concern over their fund balance and addressed funds they have given out since 1999 to various projects around the area including Benton & Tuscarora Townships, the Sheriff's Department and the fish-cleaning station totaling approximately \$132,000. The MTA heard a presentation regarding promoting and marketing for the Great Up North.

Commissioner Socha attended Beaugrand Township, Hebron Township, and Mackinaw Township meetings, Emergency Management meeting and conference, a Local Emergency Planning Committee meeting, two Airport Authority meetings, and a Straits Area Narcotics Enforcement meeting. Emergency Management Director Greg Williams worked with emergency personnel in Presque Isle County on a missing person search. Sheriff Clarmont updated the BOC on his department's involvement in this search and rescue. The Sheriff said that Greg Williams and the Cheboygan County Search and Rescue Team are doing an outstanding job. SANE reported a 22% decrease in funding this year. Training funds for SANE team members will have to come from the counties. Additionally, concentrated marijuana growth operations, cocaine and heroin use are on the rise. Commissioner Socha also met with Jason Allen, and had a separate conference with Representative McMaster, on veteran services and benefits. Mr. Allen offered to speak to the BOC if desired, sometime shortly after the first of 2014. There are issues regarding locating veterans' who qualify for benefits that they are not currently receiving, and Mr. Allen was looking for input regarding improvement in that area of communication.

**OLD BUSINESS** – None

**NEW BUSINESS**

Administrator Lawson presented the Senior Millage Appropriation Agreements for Cheboygan County Council on Aging for \$581,659, MSU-E Project Fresh for \$7,000 and the Village of Mackinaw City & Wawatam Area Senior Citizens, Inc. for \$55,900. Commissioner Matelski questioned a discrepancy in the number listed in the CCCOA budget as to what the CCCOA reported that they would be receiving from the County. There was discussion of the amount listed in the CCCOA budget being prorated accordingly for their fiscal year. Commissioner Wallace questioned whether the recommendation to adopt the agreements was from the committee. Commissioner Socha and Allor confirmed that the amount recommended was recommended from the committee. Commissioner Socha questioned whether the CCCOA provided all of their contract contingent documents. Administrator Lawson confirmed that they had been received and were included in the BOC's information packets.

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**Motion** by Commissioner Gauthier, seconded by Commissioner Redmond to approve the agreement for Senior Millage Appropriation between Cheboygan County and Cheboygan County Council on Aging for the amount of \$581,659.00 of the Senior Citizen Millage collected by the County to be paid in equal monthly installments beginning in January 2014 and ending in December 2014 subject to contingency requirements in the agreement including total senior millage availability and authorize the Chairperson to sign the agreement. A roll call vote was taken. Motion carried with 4 yes, 3 no (Commissioner Matelski, Commissioner Allor, and Commissioner Socha), and 0 absent.

**Motion** by Commissioner Wallace, seconded by Commissioner Gauthier to approve the agreement for Senior Millage Appropriation between Cheboygan County and the Village of Mackinaw City and Wawatam Area Senior Citizens Inc. for the amount of \$55,900.00 of the Senior Citizen Millage collected by the County to be paid to the Village of Mackinaw City in equal monthly installments beginning January 2014 and ending in December 2014 subject to contingency requirements in the agreement including total senior millage availability and authorize the Chairperson to sign the agreement. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

**Motion** by Commissioner Allor, seconded by Commissioner Gouine to approve the agreement for Senior Millage Appropriation between Cheboygan County and Michigan State University Extension for the amount of \$7,000 of the Senior Citizen Millage collected by the County for the purpose of Project Fresh Program subject to the contingency requirements in the agreement and to be paid in one lump sum payment in April of 2014 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 Edward Byrne Memorial Justice Assistance Grant - Drug Court Contract. The Cheboygan County Drug Court has been awarded a Byrne JAG Grant in the amount of \$85,000. The grant period is from October 1, 2013 to September 30, 2014. This grant will be combined with the County's local match of \$22,500. The total proposed Drug Court budget for 2014 is \$107,500. There are certain contract provisions with the providing agencies that will be changed in the future. Discussion was held regarding the Drug Court Program contracts.

**Motion** by Commissioner Gauthier, seconded by Commissioner Wallace to approve the grant contract between Cheboygan County and the State Court Administrators Office in the amount of \$85,000 for Drug Court operational funding and authorize the Chair to sign. Furthermore, we authorize the Chairperson to sign any forthcoming required documentation upon the review and approval of the Finance Director, Kari Kortz and Legal Counsel, if applicable. A roll call vote was taken. Motion carried with 5 yes, 2 no (Commissioner Matelski and Commissioner Socha) and 0 absent.

Sheriff Dale Clarmont presented the North Country Community Mental Health Jail Diversion Agreement.

**Motion** by Commissioner Matelski, seconded by Commissioner Redmond to approve the agreement between North Country Community Mental Health and Dale Clarmont - Cheboygan County Sheriff, Daryl P. Vizina – Cheboygan County Prosecuting Attorney and 89<sup>th</sup> District Court – Cheboygan, Michigan for purposes of Jail Diversion effective January 1, 2014 for a 12-month renewable term. Discussion held regarding mental health evaluation in the jail. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented Resolution 13-24 Brownfield Redevelopment Assessment Grant. A coalition of Antrim, Charlevoix, Cheboygan and Emmet Counties are joining together to submit an application for the aforementioned grant which could award up to \$600,000.

**Motion** by Commissioner Redmond, seconded by Commissioner Allor to adopt the following Cheboygan County Resolution 13-24 and authorize the Chairperson to sign:

**Resolution No. 13-24**

**RESOLUTION AUTHORIZING AND SUPPORTING SUBMITTAL OF NORTHWEST MICHIGAN COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY COALITION APPLICATION**

**FOR USEPA BROWNFIELD ASSESSMENT GRANT**

**Recitals**

**WHEREAS**, The U.S. Environmental Protection Agency provides grants and loans to communities through its Brownfield Grant Program to encourage reuse of brownfield properties by funding environmental assessments and response activities; and

**WHEREAS**, The Cheboygan County Board of Commissioners established the Cheboygan County Brownfield Redevelopment Authority in December 2007 under Act 381, PA 1996 as amended and is vitally interested in and committed to encouraging investments in brownfield properties; and

**WHEREAS**, The Cheboygan County Brownfield Redevelopment Authority is charged to work with local governments, economic development community, the private sector, state and federal agencies, community organizations, and the public to revitalize brownfield sites, facilitate environmental cleanup and protection, and encourage private investment; and

**WHEREAS**, USEPA Brownfield Assessment Grants would provide funding to identify, inventory, assess and position brownfield properties impacted by petroleum and hazardous substances and provide outreach to the community on the opportunities for brownfield redevelopment; and

**WHEREAS**, Cheboygan County, in cooperation with the City of Cheboygan, effectively implemented EPA Brownfield Assessment Grant that resulted in over an estimated \$3.8 million in additional investment in the County and the County desires to continue to provide opportunities to position property for redevelopment and address environmental impacts; and

**WHEREAS**, The Brownfield Redevelopment Authorities of Antrim, Charlevoix, Cheboygan, and Emmet Counties are proposing to join together to submit a Coalition Brownfield Assessment Grant application to EPA, with the Emmet County Brownfield Redevelopment Authority as the lead applicant; and

**WHEREAS**, The Cheboygan County Brownfield Redevelopment Authority is an eligible entity and is most appropriate to participate in the Coalition to apply for and implement the EPA Brownfield Assessment Grant, if approved and the Authority authorized the grant application at their October 17, 2013 meeting; and

**WHEREAS**, The County Board considered the proposal to submit a USEPA grant application by the Northwest Michigan County Brownfield Redevelopment Authority Coalition on Tuesday, November 12, 2013;

**Resolution**

**THEREFORE BE IT RESOLVED**, that the Cheboygan County Board of Commissioners hereby authorizes and supports the submittal of an application by the Cheboygan County Brownfield Redevelopment Authority as part of the Northwest Michigan County Brownfield Redevelopment Coalition to the U.S. Environmental Protection Agency for community-wide brownfield assessment grants for sites impacted by petroleum and by hazardous substances, with final approval as to substance by the County Administrator and as to form by the County Attorney; and

**BE IT FURTHER RESOLVED**, that the Cheboygan County Board of Commissioners will review and approve of an implementation plan prepared by the Northwest Michigan County Brownfield Redevelopment Authority Coalition for the USEPA Brownfield Assessment Grants, if approved.

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

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Administrator Lawson presented the Fairgrounds restroom tile bid award. The County sent out for bids for the installation of tile on the floors and walls in the Fairgrounds Midway restroom. One bid was received from Custom Carpets and Furniture of Indian River, Michigan in the amount of \$20,533. The tile is to be completed by December 30, 2013.

**Motion** by Commissioner Wallace, seconded by Commissioner Gouine to award the bid for the Cheboygan County Fairgrounds Midway restroom tile work to Custom Carpets and Furniture in the amount of \$20,533. A motion carried with 7 yes, 0 no and 0 absent.

Sheriff Dale Clarmont presented the Cheboygan County Sheriff Department 2014 Restructuring Proposal. Due to several timing opportunities within the Sheriff's Department, there is recommendation to eliminate 2 part-time MCOLES Certified Deputies and the creation of 1 full-time MCOLES Certified Deputy who will supervise the Marine, Snowmobile and ORV divisions on an annual basis. Increased cost for the new position is to be satisfied by state grants.

**Motion** by Commissioner Matelski, seconded by Commissioner Gouine to approve the proposed restructuring of the Cheboygan County Sheriff Department which will result in the addition of 1 MCOLES Certified Road Patrol Deputy to the Road Patrol Division, elimination of 2 part-time MCOLES Certified Road Patrol Deputies from the Marine, Snowmobile and ORV divisions effective January 1, 2014. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Socha wanted to call attention to the Letter of Appreciation for the Harbormaster, Curtis Chambers. Commissioner Socha commended Mr. Chambers for his extraordinary work at the marina.

**Motion** by Commissioner Matelski, seconded by Commissioner Redmond to receive and file the Letter of Appreciation regarding the Harbormaster. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Matelski had questions regarding specific budget adjustments relating to childcare and the road commission which were answered by the Finance Director.

**Motion** by Commissioner Matelski, seconded by Commissioner Wallace to approve the budget adjustments as presented. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Socha addressed the October 8<sup>th</sup>, 2013 Finance/Business Minutes. She noted on Page 10 the first paragraph under *Board Member Comments* "Cheboygan County Construction Code Services Contract" should read "School Plan Review and Inspection Authority Approval".

Commissioner Allor addressed the October 8<sup>th</sup>, 2013 Finance/Business Minutes. She questioned the Straits Regional Ride motion On Page 9. Administrator Lawson verified that the information contained in the minutes therein was satisfactory.

**Motion** by Commissioner Allor, seconded by Commissioner Wallace to approve the Finance/Business meeting minutes of October 8<sup>th</sup>, 2013 as amended and the Committee of the Whole meeting minutes of October 22<sup>nd</sup>, 2013 as presented. Motion carried with 7 yes, 0 no and 0 absent.

**CITIZENS COMMENTS** - None

**BOARD MEMBER COMMENTS**

Commissioner Wallace made note that the Cheboygan County Economic Development Corporation is separate from the private Cheboygan Economic Development Group. Commissioner Socha agreed.

Commissioner Gouine noted that he has received inquiries that retirees' written requests regarding pension increases have not received replies from the County. Administrator Lawson stated that letters are ready to be sent.

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Commissioner Matelski drew attention to the United Way information that mentions 2-1-1. He stated that it was reported on the news that Charlevoix and Antrim counties are in debt regarding this phone service and they were going to ask counties to help pay the bill of what accumulates from what is \$3.26 per call.

Commissioner Matelski also commented regarding information that states United Way has claimed they have brought \$13,900 into the County through Project Fresh and he wanted verification about the source of those funds and if the \$7000 County contribution was included in that projection. Commissioner Allor stated that she heard a report on Project Fresh that verified that the \$13,900 is from state funding being spent in the County.

**Motion** by Commissioner Redmond, seconded by Commissioner Matelski to go into closed session for the purpose of a strategy session connected with the negotiation of a collective bargaining agreement as authorized by Section 8 (c) of the Open Meetings Act, being MCL 15.268 (c). A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

**ENTERED INTO CLOSED SESSION AT 12:30 P.M.**

**RETURNED TO OPEN SESSION AT 2:05 P.M.**

Finance Director, Kari Kortz, began the 2014 budget review and discussion.

Mr. Kortz disclosed that the County has received the Remonumentation Grant award in the amount of \$65,297. That amount will be built into the budget and dispersed appropriately.

Discussion was held regarding the following:

**Fund 249: Building Safety Department Fund.** Ms. Kortz stated that currently, the county funds 20% of this budget from the General Fund in the amount of \$82,085. In order to balance the budget, which includes a necessary vehicle purchase, they will need an additional \$54,336. This amount is above and beyond the amount that the General Fund would normally give. Administrator Lawson reported that the department has had an increase in their fees, but that they will need to keep increasing in order to stay in line with the increasing expenditures. The 2014 vehicle purchase is a one-time purchase. Commissioner Socha noted if legally possible, she would like to see the additional monies, beyond the 20% of the budget that has been taken from the General Fund in order to balance the budget for this fund, be returned to the General Fund if and when the Building Safety Department Fund builds equity. Discussion was held. Administrator Lawson stated that he is looking for Board approval to change the fee schedule. Ms. Kortz stated if fees were increased, there should not be a need for additional monies above the 20%. Administrator Lawson said it may not all be able to be recouped this year.

**Fund 267: Circuit Court Drug Court.** Ms. Kortz stated that this program is requesting 15% wage increase for Officer Les Tebo. The requested increase has not been authorized at this time. Lengthy discussion was held regarding the Drug Court Program contracts and services. Administrator Lawson emphasized that there is a partnership between the Board of Commissioners and the Court for this program. Commissioner Socha noted that next year the grant application must be approved and signed by the Board of Commissioners. The Wage and Salary Resolution will address the requested increase for Officer Tebo.

**Fund 276: SAYPA.** Ms. Kortz stated that as of October 1<sup>st</sup>, 2013 the SAYPA program lost the Byrne Grant funding. The Byrne Grant funds were diverted to other types of programs overall and the loss of grant funding for the SAYPA program was unrelated to the effectiveness or efficiency of SAYPA. The program is remaining intact with a \$32,000 transfer from the County General Fund and the program should be secured despite fluctuating participant count until September 30<sup>th</sup>, 2014. Discussion was held regarding the establishment of program measurements.

**Fund 286: Revenue Sharing Reserve Fund.** Ms. Kortz stated the fund should be \$560,624 in the report.

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**Childcare Department 161.** Lengthy discussion was held regarding the partnership and the cost of child care placement between Cheboygan County, Department of Human Services, and Community Mental Health, and child care expenses in general.

The Cheboygan County Airport Authority and Cheboygan County Fair will require more discussion at the next budget discussion meeting.

Commissioner Matelski commended the well-mannered behavior of teenaged kids that he had been exposed to at This Old House and at the Aloha Township Board meeting.

**Motion** by Commissioner Matelski, seconded by Commissioner Redmond, to adjourn to the call of the Chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 3:40 p.m.

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Mary Ellen Tryban  
Cheboygan County Clerk

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Linda Socha  
Chairperson