

**COUNTY BOARD OF COMMISSIONERS  
FINANCE/BUSINESS MEETING  
August 11, 2020**

The Finance/Business Meeting of the Cheboygan County Board of Commissioner was called to order in the Commissioners Room and via telephonic conference by Commissioner Wallace at 9:30 a.m.

Roll called and a quorum present.

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

**Also in attendance:** Louis Vallance, Gil Archambo, John Moore, Scott Swanson, Kortny Hahn, Sheriff Dale Clarmont, Treasurer Buffy J. Weldon, Administrator Jeff Lawson, IT Director Dave Berg, Mike Grisdale, Finance Director Sue Buitenhuis, Civil Counsel Bryan Graham and County Clerk Karen L. Brewster.

**Absent:** Commissioner Cal Gouine

A moment of silence was taken for the death of Commissioner Cal Gouine.

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

**Motion** by Commissioner Tryban, seconded by Commissioner Sangster, to approve the agenda as presented. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

**Motion** by Commissioner Sangster, second by Commissioner Warfield, to approve the consent agenda as presented.

- A. Approve Monthly Finance Claims (Finance Total = \$0; Prepaid Total = \$1,093,719.54.
- B. Budget Adjustments as follows:
  - 2019 Decrease Revenues/Expenditures
    - 1. Fund 101 total budget decrease of \$2,324
  - 2019 Increase Revenues/Expenditures
    - 1. Fund 101 total budget increase of \$10,489
- C. Investment Report
- D. 2020 Audit Contract Extension-Gabridge and Company, Inc.
- E. FY 2021 Secondary Road Patrol & Traffic Accident Prevention Program Grant Application
- F. Child Care Budget - State FY 10/1/2020 – 9/30/2021
- G. Byrne Justice Assistance Grant Application – Compass Academy
- H. MI DHHS Title IV-E Child and Parent Legal Representation Grant Application
- I. DHHS FY2020-2021 Home Aide Position Agreement
- J. Minutes:
  - 1. Finance/Business Meeting of July14, 2020
  - 2. City Council – 6/23/2020 & 7/14/2020
  - 3. City Council Special Meeting – 6/25/2020, 6/29/2020 & 7/6/2020
  - 4. County Road Commission – 7/1/2020

5. NCCMH – 6/18/2020 & 7/16/2020
6. ZBA – 5/27/2020
7. Planning Commission – 6/17/2020, 7/1/2020 & 7/15/2020

A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent

### **CITIZENS COMMENTS**

Louis Vallance citizen of Grant Township commented on the budget regarding Wheeler Motors who was working on four products. He reminded the Board of the Executive Order No. 2020-153 with regard to wearing masks in a public place with an exemption for people who cannot wear a mask because of health issues. He also commented that he still was not happy with the Board of Commissioners decision on supporting the decision of the Fair Board to cancel the 2020 Cheboygan County Fair.

### ***SCHEDULED VISITORS/DEPARTMENT REPORTS - None***

### **Finance Director's Report**

Finance Director Sue Buitenhuis presented the Revenue and Expenditure Report for the General Fund for the month ending June 30, 2020. She reported total year-to-date revenue of \$2,145,283.80, or 15.12% of the budget compared to \$1,976,489.56, or 14.40% of the budget last year at this same time. Ms. Buitenhuis reported expenditures year-to-date of \$5,746,573.38 or 40.49% of the budget, compared to \$5,683,065.22 or 41.39% last year as of the end of June 30, 2019. The Quarterly Fund Balance Report as of June 30, 2020 was given with a beginning balance of \$20,614,090 and a year-to-date fund balance of \$17,428,811. Ms. Buitenhuis reported on the Summary of Expenses for June 30, 2019.

**Motion** by Commissioner Newman, seconded by Commissioner Matelski, to receive and file the finance reports as presented. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

### **Administrator's Report**

Administrator Jeff Lawson gave an update on the Veterans Subcommittee. A letter will be sent to the Veterans Service Organization within the County requesting a recommendation of a member to set as a representative on the Veterans Subcommittee. Once recommendations are provided, the Board Appointments and Procedures Committee will make final recommendations for the Board approval. He reminded the Board of a dedication at the Veterans Park on August 23rd at 2 P.M.

Administrator Jeff Lawson reported on the Straits Regional Ride. Emmet County will be meeting to discuss EMGO Routes for the remainder of 2020 and for 2021. Staff has provided Emmet with reduced route options for 2021. SRR Staff has also been in discussion with Straits Area Services to discuss possible routes for 2021. Straits Area Service Routes have been suspended due to COVID-19 since mid-February.

Administrator Jeff Lawson gave an update on the Marina Fuel Tank and Dock Project. Staff has applied for an EGLE and Army Corp permit modification to replace three pilings at the Marina which was damaged by ice last winter. Approval is expected soon with work to be

completed by fall. The contract was awarded to Ryba Marina Service. Extra bubblers would be installed.

Administrator Jeff Lawson presented on the County Social Media Policy. Staff is preparing a Social Media Policy for the Employee Policy Manual. Once completed, the policy will be brought to the Board for adoption and distributed to employees.

Administrator Jeff Lawson gave an update on the 2021 Budget. Staff is currently receiving Budget request information from partner agencies and departments for entry into the budget software system.

Administrator Jeff Lawson presented on the Skerbeck Entertainment Group. Staff was contacted by the Skerbeck Entertainment Group. This group provides the midway rides and also the food during the Cheboygan County Fair. The group is asking if they can bring in three (3) food trucks to the Fairgrounds on Sept. 3<sup>rd</sup> – Sept. 6<sup>th</sup> for a drive-thru food service. Cheboygan County would receive 20% revenue from the sales. Sheriff is to check with the COVID-19 testing schedule.

Commissioner Newman commented that he was contacted by the some members of the Fair Board. This would be curb pickup with preordering of food. All of the Fair Board members were in agreement and willing to volunteer. Policing would take place as to not allowing anyone out of their vehicles and onto the grounds.

Commissioner Warfield commented that this could be done safely. It was a difficult decision to cancel the Fair, but he felt that it was right decision. The Fair brings a lot of value to the community and it was his hope to hold the Cheboygan County Fair next year with COVID 19 behind us. If the County is planning on having a Fair next year, then the County needs to have a business to put a Fair on. This was just a way of trying to support them.

Discussion was held on the fairness of other people wanting to use the grounds and having the Fair Board look into this and come up with a recommendation.

**Motion** by Commissioner Newman, seconded by Commissioner Sangster, to approve the Fair Board to proceed with Skerbeck Entertainment Group having a food truck drive-thru scheduled for September 3<sup>rd</sup> thru September 6<sup>th</sup> at the Cheboygan County Fairgrounds and to have no congregating throughout the grounds. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

## **COMMITTEE REPORTS**

Commissioner Sangster reported that NEMCSA was currently trying to purchase West Side Elementary School for the Early Childhood Education. There is an offer going to Cheboygan Area Schools next week. NEMCSA was facilitating with Bishop Baraga's Principal Kitty LeBlanc to potentially have Bishop Baraga School use the building while their building is being repaired.

Commissioner Newman reported that most of the committees that he sits on have been done telephonically.

Commissioner Wallace asked Commissioner Tryban to sit on the Board Appointments and Procedures Committee and the Fair Board with the passing away of Commissioner Gouine and she accepted.

Commissioner Sangster was asked to sit on the District #4 Health Department Committee replacing Commissioner Gouine and Commissioner Matelski and Commissioner Warfield as the alternates.

### **OLD BUSINESS**

Commissioner Wallace presented on Destroying the Administrators Evaluation.

**Motion** by Commissioner Sangster, seconded by Commissioner Matelski, to approve the County Clerk to destroy the Administrator's Evaluation. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

### **NEW BUSINESS**

Finance Director Sue Buitenhuis presented the FY 2020 Coronavirus Emergency Supplemental Funding (CESF). The Michigan State Police (MSP) has funding available through the U.S. Department of Justice (DOJ) as appropriated in the CARES Act to provide emergency supplemental funding for response to, preparation for, and prevention of the coronavirus pandemic. Allocations for the CESF program are formula based. Cheboygan County's local jurisdiction allocations are as follows: Cheboygan County Prosecutor's Office \$24,000; Sheriff's Office \$47,424 and Circuit; Probate and District Court \$42,397.45. A completed and signed application must be received by MSP no later than 12 P.M. on August 14, 2020. The grant performance period is from March 1, 2020 through September 30, 2021.

Discussion was held on OEM, Patrick Holt's overtime, union position, what would happen if there was a disaster, and reviewing his contract after 12 months.

**Motion** by Commissioner Sangster, seconded by Commissioner Tryban, to approve the submittal of FY 2020 Coronavirus Emergency Supplemental Funding (CESF) grant application and authorize the Chair to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Jeff Lawson presented a Letter of Interest to apply for CDBG Reimbursement of COVID Expenditures. The State of Michigan has received CDBG funding from the U.S. Department of Housing and Urban Development to assist County's with recovery of COVID-19 related cost on expenditures as approved under the program. Although the State has provided several grants for reimbursement of similar cost, staff recommends proceeding with the process to access CDBG funds for reimbursement of cost not covered by other grant programs. Funding is available to other governmental units through the County.

**Motion** by Commissioner Tryban, seconded by Commissioner Warfield, to approve submittal of CDBG Reimbursement of COVID Expenditures Letter of Interest Response indicating that Cheboygan County has agreed to proceed with the process of accessing funds, authorize the Chair to sign and make any budget adjustments. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Jeff Lawson presented the 2020 Title VI written plan per FTA regulations for Transit systems receiving Federal assistance. Title VI plan provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation, in or be denied benefits or be subjected to discrimination under any program or activity receiving Federal financial assistance. This plan was last approved by Cheboygan

County BOC on November 12, 2019. Approval of Title VI plan will meet the FTA's requirement to submit Title VI plan every three (3) years.

**Motion** by Commissioner Newman, seconded by Commissioner Sangster, to adopt the Cheboygan County Straits Regional Ride Title VI Plan and authorize staff to submit to State and Federal Agencies. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Jeff Lawson presented the Advertising Agreement between Straits Regional Ride and Black Diamond Broadcast Holdings., LLC. The Agreement is for a three (3) year term from August 11, 2020 through December 31, 2023 totaling \$30,000 during the term of this Agreement of 30 second and 60 second advertising spots and promotional considerations to promote the services of SRR. No money will be exchanged. SRR will allow Black Diamond Broadcast Holdings, LLC to put decals on the rear of the Straits Regional Ride buses with their radio station logo at Black Diamond Broadcast Holdings, LLC expense. All materials produced for air time will be approved by Straits Regional Ride Transportation Manages prior to running on the air. Agreement was reviewed by civil counsel.

**Motion** by Commissioner Warfield, seconded by Commissioner Wallace, to approve the Advertising Agreement between Straits Regional Ride and Black Diamond Broadcast Holdings, LLC and authorize the Chair to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Jeff Lawson presented the MOA State of Michigan Center for Shared Solutions for GIS Data-911. The Center for Shared Solutions an office within the Michigan Department of Technology, Management and Budget would like to enter into a MOA for the use of Cheboygan County GIS Date for 9-1-1 and public safety purposes with the statewide 9-1-1 GIS repository.

**Motion** by Commissioner Sangster, seconded by Commissioner Warfield, to approve entering into a Memorandum of Agreement with the State of Michigan Center for Shared Solutions to provide Cheboygan County GIS information at no charge for 9-1-1 and public safety purposes with the statewide 9-1-1 GIS repository and authorize the Chair to sign. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

Administrator Jeff Lawson presented a request to appoint a temporary Assistant Prosecuting Attorney, Sharon R. Stack. Attorney, Sharon R. Stack will be appointed as Assistant Prosecuting Attorney by Melissa M. Goodrich, by contract from August 10, 2020 through October 31, 2020.

**Motion** by Commissioner Tryban, seconded by Commissioner Matelski, to approve the contract to appoint Attorney Sharon R. Stack as temporary Assistant Prosecuting Attorney from August 10, 2020 through October 31, 2020. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

## **CITIZENS COMMENTS**

Louis Vallance citizen of Grant Township commented per the Governor's Executive Order regarding outdoor events it states that 500 people can gather. He was pleased to hear that the Fairgrounds are going to be used. He also commented that destroying the Administrator

Evaluations didn't sound legal and should be reserved for public examination. The school systems taxes were being paid to the County and if the school systems choices to do online services, the citizens should receive a tax refund. Monies were marked for in person learning. There was also limited transportation by Straits Regional Ride.

**BOARD MEMBERS COMMENTS**

Commissioner Wallace commented on the tough replacement of Board of Commissioner Cal Gouine. Staff was looking for a referral from the Republican Party. Civil Counsel Bryan Graham commented on the procedure that needed to be taken.

**Motion** by Commissioner Sangster, seconded by Commissioner Newman, to adjourn to the call of the Chair. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent. Meeting adjourned at 10:41 a.m..

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Karen L. Brewster  
County Clerk/Register

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John B. Wallace  
Chairperson