



## Cheboygan County Board of Commissioners

### MISSION STATEMENT

*Cheboygan County officials and staff will strive to provide public services in an open and courteous manner and will responsibly manage county resources.*

### Finance/Business Meeting

October 13, 2020

9:30 a.m.

### Agenda

1. Call to Order
2. Roll Call
3. Invocation/Pledge of Allegiance
4. **Approve Agenda**
5. **Approve Consent Agenda**
  - A. Approve Monthly Finance Claims
  - B. Budget Adjustments
  - C. 2020 Operation Stonegarden Grant
  - D. Michigan Indigent Defense Compliance Plan/Grant Agreement 2020-2021
  - E. Correspondence:
    1. Bay County Resolution Seeking Financial Assistance to Aid States and Local Units of Government
  - F. Minutes:
    1. Finance/Business Meeting of September 8, 2020, Committee of the Whole Meeting of September 22, 2020
    2. Board Appointment & Procedures - 7/20/2020
    3. District #4 Health Dept. – 8/18/2020
    4. City Council Minutes – 8/25/2020, 9/2/2020 & 9/8/2020
    5. County Road Commission – 8/20/2020, 9/3/2020 & 9/14/2020
    6. Millage Appropriation 9/12/2019
    7. NEMCOG - 8/20/2020
    8. NEMCSA – 8/7/2020 & 9/11/2020
    9. NCCMH – 8/20/2020
    10. Fair Board – 7/6/2020
    11. Planning Commission – 8/5/2020, 8/19/2020, 9/2/2020 & 9/16/2020
    12. Zoning Board of Appeals – 7/22/2020 & 8/26/2020
6. **Brief Citizens Comments – (3 minutes per person)**
7. **Scheduled Visitors/Department Report**
8. **Finance Director's Report**
9. **Administrator's Report**
10. **Committee Reports**
11. **Old Business**
12. **New Business**
  - A. NLEA Service Agreement 2021-2023
  - B. Cheboygan Area Schools Agreement – Compass Academy 2020-2021 School Year
  - C. Williams Office Equipment Invoice Approval
  - D. FY2020 Coronavirus Emergency Supplemental Funding - Awarded
  - E. FY2020 Salary & Wage Resolution #19-17 – Non-Union General – Amendment #2 – Fair Board Secretary, Probate Deputy Court Registrar 1 and Compass Academy Classroom Monitor
  - F. 2021 Salary & Wage Resolution #2020-14 – Non-Union Employees
  - G. 2021 Elected Officials Salary & Wage Resolution #2020-15
  - H. Senior Millage Appropriations
    1. Cheboygan County Council on Aging
    2. Wawatam Area Senior Citizens, Inc.

- I. Letter of Support – Tuscarora Township Grant Application – Dock Improvement
- J. Zoning Ordinance Amendment #155 – Relative to Nonconforming Buildings or Structures, Properties and Uses
- K. Letter of Support – NEMCSA's Head Start-Early Head Start Grant Proposal

**13. BOARD MATTERS FOR DISCUSSION**

**14. Citizens Comments**

**15. Board Member Comments**

**16. Adjourn to the Call of the Chair**

CHEBOYGAN COUNTY FINANCE REPORT OCTOBER 2020

VENDOR APPROVAL REPORT FOR CHEBOYGAN COUNTY  
INVOICES TO BE PAID 10/13/20.

FINANCE TOTAL                      \$798.31

PREPARED BY: DEBI KUCZYNSKI

10/07/2020 10:47 AM  
User: DWALINSKY  
DB: Cheboygan

INVOICE APPROVAL BY VENDOR REPORT FOR CHEBOYGAN COUNTY  
POST DATES 10/13/2020 - 10/13/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: 2

Page: 1/1

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. WILLIAMS OFFICE EQUIPMENT	798.31		
***TOTAL ALL CLAIMS***	798.31		

CHEBOYGAN COUNTY PREPAIDS REPORT SEPTEMBER 2020

CHECK REGISTERS

BANK 1 TRUST & AGENCY  
BANK 2 GENERAL  
BANK 3 TAX PAYMENT/FORECLOSURE FUND  
BANK 5 COUNTY ROAD  
BANK 9 INMATE TRUST FUND

BANK 2:

GENERAL EXPENDITURES	\$	1,043,717.60
MINUS SEPTEMBER FINANCE	\$	0
TOTAL PREPAIDS	\$	1,043,717.60

NO FINANCE CLAIMS WERE PAID IN SEPTEMBER 2020.  
PREPARED BY: DEBI KUCZYNSKI

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1 TRUST & AGENCY						
Check Type: Paper Check						
09/03/2020	1	69461	AFSCME	MICHIGAN COUNCIL #25 AFSCME	PR EMPLOYEE UNION DUES SEP 20	1,369.50
09/03/2020	1	69462	ANTK J	JOSEPH ANTKOVIAK	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69463	BEET A	ANDREW BEETHEM	PC RESTITUTION #8004404 HARMON, CHRISTOP	40.00
09/03/2020	1	69464	BORG W	WILLIAM BORGERDING	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69465	CITI	CITI STREET	PR CTY PROBATE JUDGE RETIRE PE 8/29/20	774.66
09/03/2020	1	69466	CLERK	CHEBOYGAN COUNTY CLERK	CC REST# 19-5818-FH ANTKOVIAK, LAWRENCE	800.00
09/03/2020	1	69467	DEP UNION	DEPUTY SHERIFFS' ASSOCIATION	PR SHERIFF DEPT UNION DUES SEP 2020	174.00
09/03/2020	1	69468	DRIE J	JOYCE CARLSON-DRIER	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69469	ELEN V	VERNA ELENBAAS	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69470	ELLI M	MARK H. ELLIOTT	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69471	FOPLC	FRATERNAL ORDER OF POLICE	PR SHERIFF UNION DUES SEP 20	639.00
09/03/2020	1	69472	GELC	GOVERNMENTAL EMPLOYEES	PR SHERIFF DEPT UNION DUES SEP 20	656.28
09/03/2020	1	69473	JOHN JA	E JAMES JOHNSON	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69474	JONE P	PATRICIA JONES	CC REST# 09-3952-FH JONES, WALTER	200.00
09/03/2020	1	69475	LAHA R	ROGER LAHAIE	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69476	MANO P	PREETHI MANOJ	CC REST# 17-5460-FH NORRIS, CINDY	10.00
09/03/2020	1	69477	MCKE K	KENNETH MCKERVEY	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69478	MELC D	DELORES MELCHING	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69479	MISDU	MISDU	PR 912856424 PAUL ALLEN MORSE PD: 9/4/20	109.66
09/03/2020	1	69480	MISDU	MISDU	PR 910220383 2002007381 MICHAEL J FAIRCH	186.90
09/03/2020	1	69481	MOOD N	NATALIE MOODY-BROWN	CC REST# 05-3300-FH ROMINE, JOSHUA	100.00
09/03/2020	1	69482	P&G	PAT & GARY'S PARTY STORE	CC REST# 18-5519-FH SANDERS, JUSTIN	50.00
09/03/2020	1	69483	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 19-5746-FH BECKER, BRIAN	95.00
09/03/2020	1	69484	SCH S	SHARON SCHALOW	CC REST# 02-2546-FH SOVA, DAVID	7.14
09/03/2020	1	69485	SMIT C	CHARLES SMITH JR	CC REST# 02-2546-FH SOVA, DAVID	7.15
09/03/2020	1	69486	SPRA R	ROBERT SPRAY	CC REST# 02-2546-FH SOVA, DAVID	7.15
09/03/2020	1	69487	VANH J	JEFFREY VANHOORNE	CC REST# 02-2546-FH SOVA, DAVID	7.15
09/03/2020	1	69488	WENG R	ROBERT WENGER	CC REST# 02-2546-FH SOVA, DAVID	7.15
09/03/2020	1	69489	CLERK	CHEBOYGAN COUNTY CLERK	CR BOND# 19-5818-FH PEO V ANTKOVIAK	50.00
09/03/2020	1	69490	REF-CLERK	DAVID PARK LAW	CR REFUND OVERPAYMENT OF FEES (#1261)	30.00
09/03/2020	1	69491	REF-CLERK	JOE ANTKOVIAK	CR BOND# 19-5818-FH PEO V ANTKOVIAK	450.00
09/09/2020	1	69492	REF-TREA	MICHAEL ENGLISH	TR 130-014-000-020-00 REFUND OVERPAYMENT	20.00
09/09/2020	1	69493	REF-TREA	LERETA	TR 091-015-112-120-02 CARL JANA OVERPAYM	504.55
09/10/2020	1	69494	BEET A	ANDREW BEETHEM	PC RESTITUTION #8004404 HARMON, CHRISTOP	40.00
09/10/2020	1	69495	BEET A	ANDREW BEETHEM	PC RESTITUTION #8004404 HARMON, CHRISTOP	40.00
09/10/2020	1	69496	LATITUDE	LATITUDE SUBROGATION SERVICES	PC RESTITUTION #7004307 SCHOOLCRAFT, SHA	50.00
09/10/2020	1	69497	RACI D	DENNIS OR CONNIE RACINE	CC REST# 04-0323-FH KELLEY, THERESA	50.00
09/10/2020	1	69498	TERR E	ECTON TERREBONNE	CC REST# 06-3534-FC POPE, ROBERT	50.00
09/10/2020	1	69499	WERNIG	WERNIG & JONES	CC REST# 91-687-FH HILL, SAMUEL	60.00
09/10/2020	1	69500	REF-TREA	LEONARD BERNARD	TR 105-040-000-012-00 REFUND	17.27
09/11/2020	1	69501	REF-TREA	SUSAN KIRSCH	TR 251-T07-000-002-01 REFUND OVERPAYMENT	27.94
09/11/2020	1	69502	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED BY COUNTY	775,976.42
09/11/2020	1	69503	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED	1,740.00
09/11/2020	1	69504	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX COLLECTED BY COUNTY	739,587.07
09/17/2020	1	69505	AUTO OWNER	AUTO OWNERS	CC REST# 19-5828-FH BLANCHARD, KYLE	392.99
09/17/2020	1	69506	CITI	CITI STREET	PR CTY PROBATE JUDGE RETIRE PE 9/12/20	774.66
09/17/2020	1	69507	COPL G	GRACE COPLEAN	CC REST# 19-5837-FH BAUER, ROBERT ROLF	6.25
09/17/2020	1	69508	DEARBORN	DEARBORN NATIONAL INSURANCE	PR LTD/LIFE INSURANCE OCT 2020	3,856.80
09/17/2020	1	69509	DYKS B	BRITTANY MARSHALL	CC REST# 11-4339-FH MCELHINEY, STEVEN	10.00
09/17/2020	1	69510	FRANK INS	FRANKENMUTH INSURANCE	CC REST# 99-2050-FH PERCY, JEFFREY	40.00
09/17/2020	1	69511	GILB	JAMES L GILBERT	CC REST# 11-4311-FH NOVEL, BRUNO	50.00
09/17/2020	1	69512	GING S	SHARRON GINGERICK	CC REST# 19-5837-FH BAUER, ROBERT ROLF	6.25
09/17/2020	1	69513	GOHE D	DONALD OR JEAN GOHESKI	CC REST# 13-4687-FH WOODS, SUSAN	500.00
09/17/2020	1	69514	LEIG E	ENZO LEIGHIO	CC REST# 11-4339-FH MCELHINEY, STEVEN	5.00
09/17/2020	1	69515	MCFA R	ROY OR JOAN MCFARLAND	CC REST# 19-5828-FH BLANCHARD, KYLE	392.98

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/17/2020	1	69516	MIFT D	DENIELLE WEINGARTZ	CC REST# 03-2779-FH PERCY, JEFFREY	35.00
09/17/2020	1	69517	MISDU	MISDU	PR 910220383 2002007381 MICHAEL J. FAIRC	186.90
09/17/2020	1	69518	MISDU	MISDU	PR 912856424 PAUL A. MORSE PD: 9/18/20	109.66
09/17/2020	1	69519	PARKSIDE	PARKSIDE INN	CC REST# 11-4339-FH MCELHINEY, STEVEN	5.00
09/17/2020	1	69520	PERC R	ROSEMARY PERCY	CC REST# 15-4999-FC PERCY, JEFFREY	20.00
09/17/2020	1	69521	REF-CLERK	NICHILOS SACKS SLANK SENDELBACK	CR REFUND OVERPAYMENT OF FEES #50768	10.00
09/17/2020	1	69522	REF-DC	DONA CRIST	DC REIMBURSEMENT OF PORTION OF FILING FE	75.00
09/17/2020	1	69523	REF-TREA	KATHRYN MCCLUTCHEY	TR 120-014-100-009-00 REFUND OVERPAYMENT	15.27
09/17/2020	1	69524	SAFCU	STRAITS AREA FEDERAL CREDIT UNION	CC REST# 18-5642-FH PRESTON, LUCUS	25.00
09/17/2020	1	69525	SUPERIOR	SUPERIOR VENDING	CC REST#11-4339-FH MCELHINEY, STEVEN	5.00
09/17/2020	1	69526	USAA	USAA	CC REST# 15-4999-FC PERCY, JEFFREY	20.00
09/17/2020	1	69527	WERNIG	WERNIG & JONES	CC REST# 91-687-FH HILL, SAMUEL	60.00
09/17/2020	1	69528	WERNIG	WERNIG	CC REST# 91-0683-FH HARRINGTON, ERNEST	50.00
09/24/2020	1	69529	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR HEALTH INS 00188643 G001 OCT 2020	108,445.56
09/24/2020	1	69530	BCNM	BLUE CARE NETWORK OF MICHIGAN	PR HEALTH INS 00188643 C001 OCT 2020	1,668.55
09/24/2020	1	69531	REF-TREA	TUSCARORA TOWNSHIP TREASURER OR	TR 161-036-400-006-00 REFUND OVERPAID 20	24.42
09/24/2020	1	69532	REF-TREA	MUNRO TOWNSHIP TREASURER	TR 080-014-200-004-00 REFUND 2020 SUMMER	319.52
09/24/2020	1	69533	REF-TREA	KATHY SANDERS	TR 105-C11-000-181-00 REFUND OVERPAYMENT	15.35
09/24/2020	1	69534	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 18-5645-FH MCFALL, JENELLE	5.00
09/24/2020	1	69535	WILL J	JOHN WILLIAMS	CC REST# 15-5001-FC MORRILL, BERNARD	40.00
09/25/2020	1	69536	CITIZEN-RE	CITIZENS NATIONAL BANK	CC REST# 20-5922-FH MORROW, BONNIE R.	100.00
09/25/2020	1	69537	DARN C	CHAD WILLIAM DARNELL	DC REST# 19-0798-SD	25.00
09/25/2020	1	69538	FERRELL	FERRELL GAS COMPANY	DC REST# 13-0970-SD	900.00
09/25/2020	1	69539	KLINGS	KLINGS USED AUTO & PARTS INC	DC REST# 19-0849-FH	150.00
09/25/2020	1	69540	MCFA R	ROY OR JOAN MCFARLAND	CC REST# 19-5797-FH BLANCHARD, ETHAN	392.99
09/25/2020	1	69541	REF-TREA	CAROLYN HIRE	TR 091-026-400-023-01 REFUND OVERPAYMENT	475.32
09/25/2020	1	69542	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 18-5688-FH ST AMOUR, CANDICE	50.00
09/25/2020	1	69543	WALMART	WALMART	CC REST# 17-5346-FH JAMES, JESSICA	40.00
09/25/2020	1	69544	BEE T A	ANDREW BEETHEM	PC RESTITUTION #8004404 HARMON, CHRISTOP	33.55
09/25/2020	1	69545	REF-CODE	FOSTER'S PLUMBING & HEATING	CD REFUND OVERPAYMENT PAID ON PERMIT - K	25.00
09/25/2020	1	69546	SOM-EDTAX	STATE OF MICHIGAN	TR CURRENT TAX COLLECTED BY COUNTY	982,214.06
09/25/2020	1	69547	TREAS	CHEBOYGAN COUNTY TREASURER	TR CURRENT TAX COLLECTED BY COUNTY	938,434.66
09/29/2020	1	69548	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0001 OCT 2020	2,782.90
09/29/2020	1	69549	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0019 OCT 2020	37.35
09/29/2020	1	69550	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0023 OCT 2020	3,951.36
09/29/2020	1	69551	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0021 OCT 2020	22.28
09/29/2020	1	69552	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0024 OCT2020	465.32
09/29/2020	1	69553	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0025 OCT 2020	29.54
09/29/2020	1	69554	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0020 OCT 2020	23.99
09/29/2020	1	69555	BCBSOM	BLUE CROSS BLUE SHIELD OF MICH	PR HEALTH INS 007016244 0022 OCT 2020	1,405.07
09/29/2020	1	69556	BRYA W	WILLIAM BRYAN	CC REST# 03-2843-FH DELPH JR, KURT	150.00
09/29/2020	1	69557	LATITUDE	LATITUDE SUBROGATION SERVICES	CC REST# 04-3006-FH LANCOUR, KEVIN	129.98
09/29/2020	1	69558	REF-TREA	TIM & THERESA WILSON	TR CASH REFUND - NO PROPERTY # INCLUDED	192.80
09/29/2020	1	69559	SANE	STRAITS AREA NARCOTICS ENF	CC REST# 20-5972 LANINGA, NICOLE K.	60.00
09/29/2020	1	69560	SCS	SENTRY CLAIMS SERVICE	CC REST# 03-2843-FH DELPH JR, KURT	150.00
09/29/2020	1	69561	THIG-	THE HANOVER INSURANCE GROUP	CC REST# 03-2854-FH SOUTHWELL, JUDY	100.00
09/29/2020	1	69562	WALMART	WALMART	CC REST# 18-5521-FH PANICALI, AMANDA	50.00
09/30/2020	1	69563	AFSCME	MICHIGAN COUNCIL #25 AFSCME	PR EMPLOYEE UNION DUES OCT 20	1,411.00
09/30/2020	1	69564	CITI	CITI STREET	PR CTY PROBATE JUDGE RETIRE PE 9/26/20	774.66
09/30/2020	1	69565	DEP UNION	DEPUTY SHERIFFS' ASSOCIATION	PR SHERIFF DEPT UNION DUES OCT 20	174.00
09/30/2020	1	69566	FOPLC	FRATERNAL ORDER OF POLICE	PR SHERIFF UNION DUES OCT 20	649.00
09/30/2020	1	69567	GELC	GOVERNMENTAL EMPLOYEES	PR SHERIFF DEPT UNION DUES OCT 20	656.28
09/30/2020	1	69568	MISDU	MISDU	PR 910220383 2002007381 MICHAEL J FAIRCH	186.90
09/30/2020	1	69569	MISDU	MISDU	PR 912856424 PAUL A MORSE PD: 10/2/20	64.14
09/30/2020	1	69570	WALMART	WALMART	CC REST# 18-5521-FH PANICALI, AMANDA	4.83
09/30/2020	1	69571	CHEB	CITY OF CHEBOYGAN	DC ORDINANCE FEE SEP 2020	382.31
09/30/2020	1	69572	CHEB-DPS	CHEBOYGAN DEPT PUBLIC SAFETY	DC CONVICTED OUIL - SEP 2020	150.00
09/30/2020	1	69573	MCP	MACKINAW CITY POLICE	DC CONVICTED OUIL ASMNT - SEP 2020	100.00
09/30/2020	1	69574	MDT-TRTAX	MICHIGAN DEPT OF TREASURY	ROD REAL ESTATE TRANSFER TAX SEP 2020	200,107.50
09/30/2020	1	69575	MSP	MICHIGAN STATE POLICE	CR CONCEALED WEAPONS LICENSES (15 RENEWA	4,219.00

CHECK REGISTER FOR CHEBOYGAN COUNTY  
 CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/30/2020	1	69576	SHERIFF	CHEBOYGAN COUNTY SHERIFF DEPT	DC CONVICTED OUIL ASMNT SEP 2020	475.00
09/30/2020	1	69577	SOM-CC	STATE OF MICHIGAN	CC 53RD CIRCUIT COURT FILING FEES SEP 2	3,754.29
09/30/2020	1	69578	SOM-DC	STATE OF MICHIGAN	DC 89TH DISTRICT COURT FILING FEES SEP	21,487.35
09/30/2020	1	69579	SOM-NETF	STATE OF MICHIGAN	CR NOTARY EDUCATION & TRAINING FUND SEP	4.00
09/30/2020	1	69580	SOM-PC	STATE OF MICHIGAN	PC PROBATE COURT FILING FEES SEP 2020	2,413.61
09/30/2020	1	69581	SOM-SURV	STATE OF MICHIGAN	RD REMONUMENTATION FEES JUL-SEP 2020	8,805.90
09/30/2020	1	69582	TTP	TUSCARORA TOWNSHIP POLICE	DC CONVICTED OUIL ASMNT - SEP 2020	150.00
09/30/2020	1	69583	VOM	VILLAGE OF MACKINAW	DC ORDINANCE FEE SEP 2020	305.00
09/30/2020	1	69584	VOM	VILLAGE OF MACKINAW	DC ORDINANCE FEE SEP 2020	305.00
Total Paper Check:						3,820,139.35

1 TOTALS:

Total of 124 Checks:

3,820,139.35

Less 2 Void Checks:

697.99

Total of 122 Disbursements:

3,819,441.36



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						125.43
09/08/2020	2	184799	NOP	NATIONAL OFFICE PRODUCTS	CCM PURCHASE THERMAL ADD PAPER AD SUPPLIES - RULED, PERFORATED, LETTER	16.50 11.09
						<u>27.59</u>
09/08/2020	2	184800	PUB DEF 3	RON VARGA OR BILL KEOGH	CC MIDC ATTORNEY ARRAIGNMENTS - JULY 202	10,295.50
09/08/2020	2	184801	RDIC	RIVERTOWN DO-IT CENTER	MA SUPPLIES - FAUCET CONNECTORS, YELLOW MA SUPPLIES - EARLY AMERICAN STAIN, COMP MA SUPPLIES - PECAN STAIN, FOAM BRUSH MA SUPPLIES - ANT,FLEA & TICK KILLER, 4X MA SUPPLIES - RIDIG COUPLING & OFFSET, F MA SUPPLIES - GEN PURP BRUSH, GLAZIER KN MA SUPPLIES - ROLLER COVERS, ROOF COAT,	29.96 45.82 7.48 35.68 35.54 32.15 75.53
						<u>262.16</u>
09/08/2020	2	184802	RDIC	RIVERTOWN DO-IT CENTER	SRR SUPPLIES - SCREWS, BOLTS	5.49
09/08/2020	2	184803	S&B	SIGN AND BANNER FACTORY	CCM NO WAKE SIGNS (4 SIGNS)	616.00
09/08/2020	2	184804	SPIES	SPIES AUTO PARTS & TIRE	MA SUPPLIES - MOBIL 15W50 OIL MA SUPPLIES - KEYS, WINDSHIELD WASH MA SUPPLIES - POWERATED BELT, LITHIUM GR	13.98 19.52 23.88
						<u>57.38</u>
09/08/2020	2	184805	SPIES-SRR	SPIES AUTO PARTS & TIRE	SRR 3 INVOICES - RETURN BOOSTER CABLES, SRR BUS# 219 - DUEL TIRES, BALANCE, DISP SRR BUS# 111- INSTALL VALVE STEM	41.26 522.76 7.50
						<u>571.52</u>
09/08/2020	2	184806	SZUKALA	SZUKALA LAW, PLLC	CC MIDC ARRAIGNMENT (ASHANTI LOCKETT 1ST	1,735.00
09/08/2020	2	184807	THOM JO	JOHN THOMPSON	PZ ZONING BOARD OF APPEALS MTG 8/26/20 PZ ZONING BOARD OF APPEALS SITE VISIT 8/	58.40 54.95
						<u>113.35</u>
09/09/2020	2	184808	24/7	24/7 SEWER & DRAIN CLEANING LLC	MA INSPECT & LOCATE 3" CAST IRON ROOF VE	385.00
09/09/2020	2	184809	ADV AUTO	ADVANCE AUTO PARTS	SD SEAFOAM	15.98
09/09/2020	2	184810	ALGE B	BARB ALGENSTEDT	SDJ LEGAL BLOOD DRAWS - VANTIELE	60.00
09/09/2020	2	184811	ARAMARK	ARAMARK	MA DEPARTMENT UNIFORMS	264.35
09/09/2020	2	184812	AXON	AXON ENTERPRISE, INC.	SD TASER CARTRIDGES	544.00
09/09/2020	2	184813	BLARNEY	BLARNEY CASTLE OIL COMPANY	MA DIESEL PURCHASE - 101.000 GALLONS	248.77
09/09/2020	2	184814	BROW C	CHARLES BROWN	PC COMPASS FDTA -PREP PERIOD BILLING SE	1,923.20
09/09/2020	2	184815	BRP	BRP US INC	SD MARINE - BOAT OIL	1,311.57
09/09/2020	2	184816	CANTEEN	CANTEEN SERVICES INC	SDJ MEALS (5961 MEALS) AUG 20	14,008.35
09/09/2020	2	184817	CDW-G	CDW-G	IS TREND MICRO WORRY FREE ANTIVIRUS MAIN IS BS&A SERVER SOFTWARE UPGRADE IS MICROSOFT OFFICE STANDARD 2019 - LICE IS MICROSOFT EXCHANGE SERVER UPGRADE	4,448.00 5,084.84 14,960.40 10,730.03
						<u>35,223.27</u>
09/09/2020	2	184818	CHARTER	CHARTER COMMUNICATIONS	IS MONTHLY INTERNET ACCT# 82451226700683	224.98
09/09/2020	2	184819	CHEB	CITY OF CHEBOYGAN	FG/RC WATER ACCT# 001-01122-00 (500 E LI	413.27
09/09/2020	2	184820	GALLS	GALLS INCORPORATED	SD BOOTS SD SHIRT/PANTS	130.55 155.15

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						285.70
09/09/2020	2	184821	GEWY	YOUNG, GRAHAM & WENDLING PC	AD LEGAL SERVICES THROUGH 8/31/20	3,104.00
09/09/2020	2	184822	GFL	GFL ENVIRONMENTAL USA, INC.	FG/RC TRASH REMOVAL - AUG 2020	332.76
09/09/2020	2	184823	GFL	GFL ENVIRONMENTAL USA, INC.	MA TRASH REMOVAL AUG 2020 (870 S MAIN)	610.26
09/09/2020	2	184824	HUGH D	DARIAN HUGHEY	MA REIMBURSE FOR HAND SANITIZER & LYSOL	30.44
09/09/2020	2	184825	MATE R	ROBERTA MATELSKI	BOC COMMISSIONER MILEAGE 9/8/20 - 52 MIL	29.90
09/09/2020	2	184826	MLM	MULLETT LAKE MARINA	SD MARINE - FUEL - STONEGARDEN	41.26
09/09/2020	2	184827	MOD PHAR	MODERN PHARMACY	SDJ AUGUST 2020 SCRIPTS	73.84
09/09/2020	2	184828	NCIC	NETWORK COMMUNICATIONS INT'L CORP	SDJ INMATE PHONE USAGE - AUG 2020	6,003.89
09/09/2020	2	184829	NEWM M	MICHAEL NEWMAN	BOC COMMISSIONER MILEAGE 9/8/20 - 9 MILE	5.18
09/09/2020	2	184830	OFF DEPOT	OFFICE DEPOT	SD OFFICE SUPPLIES - FOLDERS, PENS, KLEE	83.71
					SD OFFICE SUPPLIES - TONER	58.39
						142.10
09/09/2020	2	184831	RDIC	RIVERTOWN DO-IT CENTER	CCM SUPPLIES - BRUSH, ROLLER, PAINT	31.54
					CCM SUPPLIES - REFILL DISC	13.16
						44.70
09/09/2020	2	184832	SAG	STRAITS AREA GLASS	SD PLEXI GLASS	5.20
09/09/2020	2	184833	SOCH L	LEIGH ANN SOCHA	SDJ LEGAL BLOOD DRAWS - MILLS, MCELMURRY	120.00
09/09/2020	2	184834	SPIES-SD	SPIES AUTO PARTS & TIRE	SD TRAILER TIRE	52.95
09/09/2020	2	184835	TREAS	CHEBOYGAN COUNTY TREASURER	PC COMPASS TRANSPORTATION BILLING AUG 2	3,996.27
09/09/2020	2	184836	TREAS	CHEBOYGAN COUNTY TREASURER	PC COMPASS BUS AIDE AUG 2020	110.20
09/09/2020	2	184837	TRYBAN	MARY ELLEN TRYBAN	BOC COMMISSIONER MILEAGE 9/8/20 - 7 MILE	4.03
09/09/2020	2	184838	WALLACE	JOHN WALLACE	BOC COMMISSIONER MILEAGE 9/8/20 - 50 MIL	28.75
09/09/2020	2	184839	WARF S	STEVE WARFIELD	BOC COMMISSIONER MILEAGE 9/8/20 - 66 MIL	37.95
09/09/2020	2	184840	WILL R	RON WILLIAMS	BOC COMMISSIONER MILEAGE 9/8/20 - 14 MIL	8.05
09/10/2020	2	184841	ALLPHASE	ALL-PHASE	MA SUPPLIES - WIRE - CAT 5 GRAY (1000)	97.96
09/10/2020	2	184842	ASHB C	CYNTHIA E EBERLY	PC CELL PHONE REIMBURSEMENT AUG 2020	45.00
09/10/2020	2	184843	BLARNEY	BLARNEY CASTLE OIL COMPANY	CCM PURCHASE 1960.7 GALLONS DIESEL	3,091.24
					CCM PURCHASE 1202.2 GALLONS DIESEL	1,924.15
					CCM PURCHASE 1989.3 GALLONS GAS	5,477.59
					CCM PURCHASE 1139.3 GALLONS GAS	2,996.35
					CCM PURCHASE 1236.8 GALLONS DIESEL	1,978.55
						15,467.88
09/10/2020	2	184844	DANI K	KAREN DANIEL	PC GUARDIANSHIP REVIEW (BEAUDRY,CALLEN,T	270.60
09/10/2020	2	184845	DEAN	NANCY B DEAN	PC ATTORNEY CONTRACT SEP 2020	1,475.00
09/10/2020	2	184846	DSSI	DRUG SCREEN SOLUTIONS INC	PC COURT ORDERED SERVICES (CLARK, MOXLOW	448.00
09/10/2020	2	184847	EMMET CTY	EMMET COUNTY	RC MONTHLY RECYCLE FEES AUG 2020	11,860.00
09/10/2020	2	184848	EMMET CTY	EMMET COUNTY	SRR REIMBURSE FARES - EMCO AUG 2020	2,629.00
09/10/2020	2	184849	G SHIPPING	G'S SHIPPING STORE	MA SUPPLIES - 2 PLY 400 SHEET (5 CASES)	150.95
09/10/2020	2	184850	GFL	GFL ENVIRONMENTAL USA, INC.	CCM TRASH REMOVAL ACCT# 1532111	259.55
09/10/2020	2	184851	GILB	JAMES L GILBERT	PC ATTORNEY CONTRACT - SEP 2020	1,475.00
09/10/2020	2	184852	HANSEL	DONNA HANSEL	PC ATTORNEY CONTRACT SEP 2020	1,475.00
09/10/2020	2	184853	HOME	HOME CONFINEMENT	PC COURT ORDERED SERVICES (ISARD, MING,	488.00
09/10/2020	2	184854	JOY VALLEY	JOY VALLEY COUNSELING & CONSULT	PC COURT ORDERED SERVICES - SIMMONDS, EM	700.00
09/10/2020	2	184855	KEOGH	WILLIAM L KEOGH PC	PC ATTORNEY CONTRACT SEP 2020	1,475.00
09/10/2020	2	184856	KSS	KSS ENTERPRISES	MA SUPPLIES - LINER LOW DENSITY CLEAR (5	319.85
					MA SUPPLIES - DISINFECTANT CLNR & DEOD,	347.73
					MA SUPPLIES - CLOROX CLNR	123.94
						791.52
09/10/2020	2	184857	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	TR MEMBERSHIP AUG 2020	106.92

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/10/2020	2	184858	MACARTHUR	TIMOTHY MACARTHUR	PC ATTORNEY CONTRACT SEP 2020	1,475.00
09/10/2020	2	184859	MPI	MICHIGAN PURE ICE	CCM ICE PURCHASE 25 7-LB	32.25
09/10/2020	2	184860	NOP	NATIONAL OFFICE PRODUCTS	FN THERMAL ADD PAPER	17.49
09/10/2020	2	184861	PITNEY	PITNEY BOWES LEASE	FN POSTAGE MACHINE LEASE ACCT# 001731770	1,462.71
09/10/2020	2	184862	PUB DEF 3	RON VARGA OR BILL KEOGH	CC MIDC ATTORNEY ARRANGMENTS - AUG 2020	11,316.00
09/10/2020	2	184863	RYBA	MORRISH-WALLACE CONSTRUCTION INC	CCM 3 NEW TIMBER PILES	16,300.00
09/10/2020	2	184864	SIP	STATE INDUSTRIAL PRODUCTS	CCM DESTROY W/MORNING SCENT	223.16
09/10/2020	2	184865	TRAIN	NEMAA	EQ EMPLOYEE TRAINING - "GET THE 411 ON F	40.00
09/10/2020	2	184866	WEST-PC	THOMSON REUTERS - WEST	PC LIBRARY PERIODICALS SEPT 2020	86.24
09/10/2020	2	184867	BREWSTER	KAREN BREWSTER	CR CELL PHONE REIMBURSEMENT JUL-SEP 2020	135.00
09/10/2020	2	184868	MCKI D	DARLENE MCKINLEY	JB WORK DAYS SEPT 8,9,10	281.40
09/10/2020	2	184869	PHILLIPS	BECKY PHILLIPS	JB WORK DAYS SEPT 8,9,10 & OFFICE SUPPLY	267.11
09/10/2020	2	184870	SCHR KA	KAREN SCHRAMM	JB WORK DAYS SEPT 8,9,10	267.60
09/10/2020	2	184871	SCMG	SAULT-CHEBOYGAN MEDIA GROUP	CR PN BOC MINUTES 7/14/20 (TRANS# 300304	25.05
09/11/2020	2	184872	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	FOC INFORMATION SEARCH MAY 2020	150.00
09/11/2020	2	184873	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	FOC INFORMATION RESEARCH AUG 2020	150.00
09/11/2020	2	184874	MUSH BR	BRENDA MUSCHLOCK	CF DIRECTORS FEE - CONVENTION PAY -3 DAY	240.00
09/11/2020	2	184875	WILL R	RON WILLIAMS	BOC COMMISSIONER MILEAGE - ZONING BOARD	8.05
09/17/2020	2	184876	CHARTER	CHARTER COMMUNICATIONS	CCM MARINA PHONE ACCT# 8245122670084508	234.94
09/17/2020	2	184877	CHARTER	CHARTER COMMUNICATIONS	FG/RC INTERNET/PHONE ACCT# 8245122670087	221.94
09/17/2020	2	184878	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC ACCT# 100026019925 8/4 - 9/	28.85
					MA ELECTRIC ACCT# 100029199252 8/7 - 9/	51.47
					MA ELECTRIC ACCT# 100027732369 8/6 - 9/	109.46
					MA ELECTRIC ACCT# 100000163434 8/1 - 8/	16.73
					MA ELECTRIC ACCT# 100083879849 8/6 - 9/	63.35
					MA ELECTRIC ACCT# 100045328463 8/1 - 8/	25.95
					FG/RC ELECTRIC #100032118323 8/11 - 9/1	157.24
					FG/RC ELECTRIC #100032117473 8/11 - 9/	31.50
					FG/RC ELECTRIC #100032117523 8/11- 9/10	190.58
					FG/RC ELECTRIC #100045025812 8/11 - 9/1	42.87
					FG/RC ELECTRIC #100032117358 8/11 - 9/1	102.96
					FG/RC ELECTRIC #100032117309 8/11 - 9/10	253.52
					FG/RC ELECTRIC #100000225340 8/1 - 8/31/	25.95
					FG/RC ELECTRIC #100032117416 8/11 - 9/1	117.13
						<u>1,217.56</u>
09/17/2020	2	184879	CONSUMERS	VOID		
09/17/2020	2	184880	DTE	DTE ENERGY	FG/RC GAS ACCT# 910021270475 8/7 - 9/4/	80.65
09/17/2020	2	184881	DTE	DTE ENERGY	MA REID GAS ACCT# 910021270889 8/7 - 9/	51.92
09/17/2020	2	184882	DTE	DTE ENERGY	MA GAS ACCT# 910021270764, 920021634182,	475.34
09/17/2020	2	184883	HUGH D	DARIAN HUGHEY	MA REIMBURSE FOR COVID SUPPLIES - LYSOL	103.32
09/17/2020	2	184884	SELI D	DALE SELIN	DC CELL PHONE REIMBURSEMENT AUG2020	45.00
09/17/2020	2	184885	STAN L	LIZ STANKEWITZ	DC CELL PHONE REIMBURSEMENT AUG 2020	45.00
09/17/2020	2	184886	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMPLOYEE FRINGE & DEDUCTIONS PE 9/12/	146,773.37
09/17/2020	2	184887	YOUN K	KIMBERLY TILTON	DC CELL PHONE REIMBURSEMENT AUG 2020	45.00
09/18/2020	2	184888	ADV AUTO	ADVANCE AUTO PARTS	MA SUPPLIES - BATTERY CLAMP	5.39
09/18/2020	2	184889	BLARNEY	BLARNEY CASTLE OIL COMPANY	CCM PURCHASE 3179.3 GALLONS GAS	8,228.73
					CCM PURCHASE 393.9 GALLONS DIESEL	605.89
						<u>8,834.62</u>
09/18/2020	2	184890	CONSUMERS	CONSUMERS ENERGY	CCM ELECTRIC #100030339863,100030390080,	1,575.33
09/18/2020	2	184891	CPST	CREATIVE PRODUCT SOURCING INC	FN DARE T-SHIRTS, PINS, TIMER	117.18
09/18/2020	2	184892	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	PA BOTTLED WATER FOR OFFICE AUG/SEPT 20	69.00
09/18/2020	2	184893	DH #4	DISTRICT HEALTH DEPT #4	FN 2020 MMOOG GRANT FUNDS - 1ST & 2ND QT	2,399.75
09/18/2020	2	184894	DRAK T	TERRY DRAKE	CF INK CARTRIDGES	66.99
09/18/2020	2	184895	ELLE L	LEVI ELLENBERGER	VA INSTALLATION OF BURIAL PLAQUE -VETERA	100.00
09/18/2020	2	184896	ENG M	MICHAEL J. ENGLISH	PC PROVIDE CPR INSTRUCTION & CERTIFICATI	200.00
09/18/2020	2	184897	G SHIPPING	G'S SHIPPING STORE	MA SUPPLIES - JUMBO TISSUE ROLLS (10), 2	369.84

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09/18/2020	2	184898	GRAN J	JAMES H GRANGER	FN MI SOCIETY OF PROFESSIONAL SURVEYORS	670.00
09/18/2020	2	184899	HARBOR	HARBOR HALL INC	CC DGC COUNSELING FOR DRUG COURT PARTICI	55.00
09/18/2020	2	184900	MANNINGS	MANNINGS NORTHERN TIRE	MA TIRE REPAIR	20.00
09/18/2020	2	184901	MISC-CF	BEARCOM	CF DEPOSIT ON RADIO RENTAL- 2019 FAIR 7/	500.00
09/18/2020	2	184902	NMIDS	NORTHERN MI IND DRUG SCREEN LLC	CC DGC DRUG TESTING FOR DRUG COURT PART DC DRUG TESTING REIMBURSEMENT INCENTIVES	135.00 140.00 <hr/> 275.00
09/18/2020	2	184903	NOP	NATIONAL OFFICE PRODUCTS	AD OFFICE SUPPLIES - DATE STAMP/ NAME PL	79.50
09/18/2020	2	184904	NORCHEM	NORCHEM DRUG TESTING	DC DRUG TESTING AUG 20	9.75
09/18/2020	2	184905	NYE	NYE UNIFORM COMPANY	SD MEDALS SD BADGES	281.10 368.80 <hr/> 649.90
09/18/2020	2	184906	OFF DEPOT	OFFICE DEPOT	CC PROBATION SUPPLIES - ORBIT WIRELESS T CC PROBATION SUPPLIES -FILE ORGANIZERS, CC PROBATION SUPPLIES - FACE MASKS CC PROBATION SUPPLIES - USB DC OFFICE SUPPLIES- COPY PAPER, PENS DC OFFICE SUPPLIES- RICOH PRINTER CARTRI	55.99 23.10 19.99 29.99 29.13 125.90 <hr/> 284.10
09/18/2020	2	184907	PAWLOWSKI	NICOLE PAWLOWSKI	CC DGC REIMBURSE FOR INCENTIVES	9.97
09/18/2020	2	184908	RED TOX	REDWOOD TOXICOLOGY LABORATORY	CC DGC DRUG TESTING FOR DRUG COURT PARTI CC DGC ITG TESTING FOR DRUG COURT PARTIC	1,405.35 49.45 <hr/> 1,454.80
09/18/2020	2	184909	SAP	STRAITS AREA PRINTING	FN DARE CERTIFICATES (16)	20.00
09/18/2020	2	184910	SCMG	SAULT-CHEBOYGAN MEDIA GROUP	AD HELP WANTED- DEPUTY PROBATE REGISTER AD CDBG CARES FUNDING AD AD CDBG CITIZEN PARTICIPATION AD DHHS COMMITTEE OPENING (STMT DATED 9 CR NOTICE OF BOARD MINUTES 8/11/20 PA 1000 ENVELOPES - VICTIM STMT DATED 7 PA 1000 LIBBY CARDS STMT DATED 7/31/20	128.00 97.80 89.65 57.05 25.05 95.00 60.00 <hr/> 552.55
09/18/2020	2	184911	SGL	SHEREN PLUMBING & HEATING INC	MA FOUND & REPAIRED ROOF TOP CONDENSER W	516.50
09/18/2020	2	184912	SZUKALA	SZUKALA LAW, PLLC	CC DGC DEFENSE ATTORNEY ATTENDANCE AT DR	100.00
09/18/2020	2	184913	TEBO L	LESLIE TEBO	DHHS BOARD MEETING 8/26/20	40.00
09/18/2020	2	184914	TRANSCRIPT	ROSE M. PRZYBYLA	CC TRANSCRIPT CHARGES #20-5974-FC & #19-	148.58
09/18/2020	2	184915	USC	UNDERGROUND SECURITY COMPANY	DC STORAGE OF SECURITY RECORDS FROM 9/1/	56.95
09/18/2020	2	184916	VET INFO	VETERANS INFORMATION SERVICE	VA VETERANS SUBSCRIPTIONS - "WHAT EVERY	60.00
09/18/2020	2	184917	WEST-CC	THOMSON REUTERS - WEST	CC PROBATION LIBRARY PLAN CHARGES 9/1 -	29.77
09/18/2020	2	184918	WEST-CC	THOMSON REUTERS - WEST	CC LIBRARY PLAN CHARGES 9/1 - 9/30/20	346.33
09/18/2020	2	184919	WEST-CC	THOMSON REUTERS - WEST	CC WEST INFORMATION CHARGES 8/1 - 8/31/2	988.76
09/18/2020	2	184920	WEST-DC	THOMSON REUTERS - WEST	DC LIBRARY PLAN CHARGES 9/1 - 9/30/20	16.08
09/18/2020	2	184921	WHEELER	WHEELER MOTORS INC	SD OIL CHANGE SD OIL CHANGE SD TIRE REPAIR SD APPLY DECALS TO 2020 CHEVROLET TAHOE AD 2008 CHEVY IMPALA-REPLACE MODE DOOR M	16.95 16.95 13.20 175.00 713.44 <hr/>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
						935.54
09/24/2020	2	184922	ARAMARK	ARAMARK	MA DEPARTMENT UNIFORMS	1,311.04
09/24/2020	2	184923	CALS	CAL'S MOBILE HEAVY EQUIPMENT	RC TRUCK REPAIR - FULL SERVICE RC TRUCK REPAIR - FULL SERVICE-MULTIPLE	436.03 <u>2,928.35</u>
						3,364.38
09/24/2020	2	184924	FERN FORD	FERNELIUS FORD LINCOLN	SD FORD UTILITY POLICE INTERCEPTORS (2)	70,978.00
09/24/2020	2	184925	GARCIA	GARCIA CLINICAL LABORATORY	SD MARCH LABS	30.00
09/24/2020	2	184926	GPLLC	GOVERNMENTAL PRODUCTS LLC	TR DOG LICENSES, HOOKS, RINGS, RECEIPT B	750.28
09/24/2020	2	184927	OCEI	ONAWAY CUSTOM EMBROIDERY INC	SD LOGO ON SHIRTS	20.00
09/24/2020	2	184928	OFF DEPOT	OFFICE DEPOT	SD OFFICE SUPPLIES - MEMO BOOKS, BINDER	28.56
09/24/2020	2	184929	SCMG	SAULT-CHEBOYGAN MEDIA GROUP	PZ HYBRID MTG 9/23/20	171.15
09/24/2020	2	184930	VCER	VALLEY CITY ELECTRONIC RECYCLING	RC ELECTRONICS RECYCLING	4,568.75
09/24/2020	2	184931	CHARTER	CHARTER COMMUNICATIONS	IS MSU MONTHLY INTERNET ACCT#82451226700	114.98
09/24/2020	2	184932	CONSUMERS	CONSUMERS ENERGY	MA REID BLDG ACCT#103003539980 8/14 - 9	941.92
09/24/2020	2	184933	CONSUMERS	CONSUMERS ENERGY	MA ELECTRIC ACCT# 100000107183 8/14 - 9	8,523.66
09/24/2020	2	184934	GASLIGHT	GASLIGHT MEDIA	IS MONTHLY WEBSITE HOSTING & SEARCH ENGI	150.00
09/24/2020	2	184935	PIE&G	PRESQUE ISLE ELECTRIC & GAS	RC ACCT#9465900000 - OUTDOOR LIGHTS	8.34
09/24/2020	2	184936	TELNET	TELNET WORLDWIDE	IS MONTHLY PHONE ACCT# 62931 9/1 - 9/30	761.51
09/24/2020	2	184937	TELNET	VOID		
09/24/2020	2	184938	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMPLOYEE FRINGE & DEDUCTIONS FOR SPEC	11,759.41
09/24/2020	2	184939	VERIZON	VERIZON	IS CELL PHONE ACCT# 282979161-00001 8/2	1,037.98
09/24/2020	2	184940	WEX	WEX BANK	SRR FUEL BILL 8/16 - 9/15/20	5,002.73
09/24/2020	2	184941	WEX	WEX BANK	SD GAS - ORV, GAS -STONEGARDEN	92.43
09/24/2020	2	184942	BOB BARKER	BOB BARKER COMPANY INC	SDJ PANTS, SHIRTS, TOWELS	411.95
09/24/2020	2	184943	BROWN MOTO	BROWN MOTORS	SRR BUS# 219 - FUEL CAP-AC2Z-9090-A CAP	19.82
09/24/2020	2	184944	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS# 220 - BI-ANNUAL INSPECTION, TIG SRR BUS# 116 - CHARGE & TEST BATTERY - O SRR BUS# 620 - CHAIR LIFT NOT WORKING, B SRR BUS# 820 - FULL SERVICE & ADJUST LIF SRR BUS# 120 - FULL SERVICE, BI-ANNUAL I	200.00 120.00 80.00 192.50 <u>288.50</u>
						881.00
09/24/2020	2	184945	CDW-G	CDW-G	IS FN FUJITSU FI-7160 60PPM COLOR DUPLEX IS VIEWSONIC ERGONOMIC VG2455 - LED MONI	935.29 <u>412.00</u>
						1,347.29
09/24/2020	2	184946	CMDA	CUMMINGS, MCCLOREY, DAVIS & ACHO PLC	AD GENERAL LEGAL SERVICES ENDING 8/31/20	165.00
09/24/2020	2	184947	DELL	DELL	IS SD LATITUDE 5400 BUILD YOUR OWN LAPTO IS PC REPLACEMENTS - OPTIPLEX 3070 BUILD	1,187.96 <u>1,447.36</u>
						2,635.32
09/24/2020	2	184948	ELECT SOUR	ELECTION SOURCE	CR ELECTION SUPPLIES - AUGUST B ALLOTS CR ELECTION SUPPLIES - PRECINCT KITS, ET	6,095.03 <u>1,041.86</u>
						7,136.89
09/24/2020	2	184949	ELECTION	DALE GIDDINGS	CR BOARD OF CANVASSERS 9/17/20 MTG FOR 8	71.05
09/24/2020	2	184950	ELECTION	GREG HARWICK	CR BOARD OF CANVASSERS 9/17/20 MTG FOR 8	53.80
09/24/2020	2	184951	ELECTION	BOBIE CRONGEYER	CR BOARD OF CANVASSERS 9/17/20 MTG FOR 8	42.30
09/24/2020	2	184952	EMMET CTY	EMMET COUNTY	TR MONTHLY PAYMENT OCT 2020	2,144.08
09/24/2020	2	184953	FAIR M	MICHAEL FAIRCHILD	IS CELL PHONE REIMBURSEMENT SEP 20	45.00
09/24/2020	2	184954	MGT	MGT OF AMERICA INC	FOC FY 2020 CRP BILLING SERVICE - JUL -	1,372.30
09/24/2020	2	184955	OAA	ONAWAY AREA AMBULANCE	TR MONTHLY PAYMENT OCT 2020	1,310.25

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/24/2020	2	184956	OCEI	ONAWAY CUSTOM EMBROIDERY INC	SD LOGO ON SHIRTS	20.00
09/24/2020	2	184957	OFF DEPOT	OFFICE DEPOT	CR OFFICE SUPPLIES - METAL SIGN CR OFFICE SUPPLIES - PENS, TAPE, STAPLE CR OFFICE SUPPLIES - FINGERTIP, CORRECTI CR OFFICE SUPPLIES - 2 HOLE PUNCH	18.99 39.52 52.63 44.98
						<u>156.12</u>
09/24/2020	2	184958	OMS	OMS COMPLIANCE SERVICES INC	SRR DOT DRUG TEST - #6686 WALENSKI	84.25
09/24/2020	2	184959	SCMG	SAULT-CHEBOYGAN MEDIA GROUP	PZ SUBSCRIPTION RENEWAL - 12 MONTHS	168.00
09/24/2020	2	184960	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	FN STATE OF MI FUNDING FOR 3RD QTR IN 20	5,342.00
09/24/2020	2	184961	SENIOR CIT	CHEBOYGAN COUNTY COUNCIL	TR MONTHLY PAYMENT OCT 2020	48,333.33
09/24/2020	2	184962	SOM-FAC	STATE OF MICHIGAN	SD PLATE FOR VEHICLE	13.00
09/24/2020	2	184963	STELLAR	STELLAR SERVICES	SDJ INMATE SUPPLIES - COMMISSARY ORDERS SDJ INMATE SUPPLIES- SNACK PACKS SDJ INMATE SUPPLIES - INDIGENT ORDERS SDJ INMATE SUPPLIES - COMMISSARY ORDERS SDJ INMATE SUPPLIES - COMMISSARY ORDERS SDJ INMATE SUPPLIES - WELCOME KITS SDJ INMATE SUPPLIES - SNACK PACKS SDJ INMATE SUPPLIES - INDIGENT ORDERS SDJ INMATE SUPPLIES - COMMISSARY ORDERS	1,781.98 90.00 5.52 1,843.13 1,390.11 435.00 90.00 7.26 1,388.52
						<u>7,031.52</u>
09/24/2020	2	184964	STELLAR	VOID		
09/24/2020	2	184965	WASC	WAWATAM AREA SENIOR CITIZENS INC	TR MONTHLY PAYMENT OCT 2020	4,991.00
09/24/2020	2	184966	WEST-CR	THOMSON REUTERS - WEST	CR LIBRARY PLAN CHARGES	5.16
09/24/2020	2	184967	ZORO	ZORO TOOLS, INC.	SD HAND CLEANER (10) SD HAND CLEANER (2) SD HAND CLEANER (3) SD HAND CLEANER (3)	439.10 87.82 131.73 131.73
						<u>790.38</u>
09/25/2020	2	184968	ASHB C	CYNTHIA E EBERLY	PC CELL PHONE REIMBURSEMENT SEP 2020	45.00
09/25/2020	2	184969	ASHE M	MEGAN FENLON	PC CELL PHONE REIMBURSEMENT SEP 2020	45.00
09/25/2020	2	184970	BEE T BI	BILL BEETHEM	VA SOLDIERS RELIEF FUND-APPLICATION REVI	40.00
09/25/2020	2	184971	BOLI G	GEORGE BOLINGER	VA SOLIDERS RELIEF FUND - APPLICATION RE	40.00
09/25/2020	2	184972	DEAN	NANCY B DEAN	PC TRIAL COURT APPT ATTY #12008311 COLE,	150.00
09/25/2020	2	184973	GRAINGER	WW GRAINGER	MA SUPPLIES - PLEATED AIR FILTERS (24) MA SUPPLIES - PLEATED AIR FILTERS (12) MA SUPPLIES - DISPOSABLE GLOVES, RUBBER	180.24 36.96 17.88
						<u>235.08</u>
09/25/2020	2	184974	HANSEL	DONNA HANSEL	PC TRAIL COURT APPT ATTY #12008311 COLE, PC TRAIL COURT APPT ATTY #20008871 BLASK	300.00 150.00
						<u>450.00</u>
09/25/2020	2	184975	JOY VALLEY	JOY VALLEY COUNSELING & CONSULT	PC COURT ORDERED SERVICES #20008871 BLAS	175.00
09/25/2020	2	184976	KEOGH	WILLIAM L KEOGH PC	PC TRIAL COURT APPT ATTY #12008311 COLE,	150.00
09/25/2020	2	184977	LEXISNEXIS	LEXISNEXIS RISK SOLUTIONS	PC INFORMATION SEARCH JUL 2020	50.00
09/25/2020	2	184978	MAYO R	RICHARD MAYO	VA SOLDIERS RELIEF FUND -APPLICATION REV	40.00
09/25/2020	2	184979	MCNI T	TERRY MCNITT	PC CELL PHONE REIMBURSEMENT SEP 2020	45.00
09/25/2020	2	184980	MWYH	MISSAUKEE WILDERNESS YTH HOME	PC ANOTHER COUNTY INSTITUTION #20008876	1,140.00
09/25/2020	2	184981	MWYH	MISSAUKEE WILDERNESS YTH HOME	PC ANOTHER COUNTY INSTITUTION #20008864	2,090.00
09/25/2020	2	184982	MWYH	MISSAUKEE WILDERNESS YTH HOME	PC ANOTHER COUNTY INSTITUTION #19008776	1,900.00

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09/25/2020	2	184983	MWYH	MISSAUKEE WILDERNESS YTH HOME	PC ANOTHER COUNTY INSTITUTION #18008763	5,890.00
09/25/2020	2	184984	OFF DEPOT	OFFICE DEPOT	PC OFFICE SUPPLIES - PLANNERS, DESKPADS, DC OFFICE SUPPLIES- COLOR FOLDERS, PORTF DC OFFICE SUPPLIES - MANILLA FOLDERS, AD	122.73 53.40 59.74 <u>235.87</u>
09/25/2020	2	184985	ROSE EXT	ROSE EXTERMINATOR	MA SDJ PEST CONTROL CONTRACT FOR JAIL	77.00
09/25/2020	2	184986	STON E	HON ERIK J STONE	PC TRIAL COURT APPT ATTY #18014568, 1801	51.75
09/25/2020	2	184987	WEX	WEX BANK	RC FUEL CHARGES ON CARD# 27 & 29	1,104.08
09/25/2020	2	184988	BARTLETT	STUART BARTLETT	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	109.90
09/25/2020	2	184989	BOROWICZ	HAROLD BOROWICZ	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	98.40
09/25/2020	2	184990	CROF P	PATTY CROFT	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	149.00
09/25/2020	2	184991	DELANA	ED DELANA	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	109.90
09/25/2020	2	184992	FREESE	CHARLES FREESE	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2 PZ ZONING BOARD OF APPEALS MTG 9/23/20 PZ ZONING BOARD OF APPEALS SITE VISIT 9/	144.40 72.20 60.13 <u>276.73</u>
09/25/2020	2	184993	HEMMER	RALPH HEMMER	PZ ZONING BOARD OF APPEALS MTG 9/23/20 PZ ZONING BOARD OF APPEALS SITE VISIT 9/	57.25 72.20 <u>129.45</u>
09/25/2020	2	184994	JOHN K	KAREN JOHNSON	PZ PLANNING COMMISSION MTG 9/16/20	44.14
09/25/2020	2	184995	KAVANAUGH	MICHAEL KAVANAUGH	PZ PLANNING COMMISSION SITE VISIT 8/28/2 PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	51.50 96.10 <u>147.60</u>
09/25/2020	2	184996	LYON S	SHARON LYON	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	142.10
09/25/2020	2	184997	MATE R	ROBERTA MATELSKI	BOC COMMISSIONER MILEAGE 9/22/20 - 52 MI	35.65
09/25/2020	2	184998	MCKI D	DARLENE MCKINLEY	JB WORK DAYS 9/21, 9/22, 9/23/20	281.40
09/25/2020	2	184999	MOORE	JOHN MOORE	PZ ZONING BOARD OF APPEALS MTG 9/23/20 PZ ZONING BOARD OF APPEALS SITE VISIT 9/	77.38 63.00 <u>140.38</u>
09/25/2020	2	185000	NEWM M	MICHAEL NEWMAN	BOC COMMISSIONER MILEAGE 9/22/20 - 9 MIL	24.73
09/25/2020	2	185001	NINI S	CAROL J SHERWOOD	PZ ZONING BOARD OF APPEALS MTG 9/23/20 PZ ZONING BOARD OF APPEALS SITE VISIT 9/	41.73 65.30 <u>107.03</u>
09/25/2020	2	185002	OSTWALD	CHARLES OSTWALD	PZ PLANNING COMMISSION MTGS 9/2 & 9/16/2	105.30
09/25/2020	2	185003	PHILLIPS	BECKY PHILLIPS	JB WORK DAYS 9/15, 9/21, 9/22, 9/23/20	303.00
09/25/2020	2	185004	SCHR KA	KAREN SCHRAMM	JB WORK DAYS 9/21, 9/22, 9/23/20	267.60
09/25/2020	2	185005	THOM JO	JOHN THOMPSON	PZ ZONING BOARD OF APPEALS MTG 9/23/20 PZ ZONING BOARD OF APPEALS SITE VISIT 9/	58.40 56.10 <u>114.50</u>
09/25/2020	2	185006	TRYBAN	MARY ELLEN TRYBAN	BOC COMMISSIONER MILEAGE 9/22/20 - 7 MIL	4.03
09/25/2020	2	185007	WALLACE	JOHN WALLACE	BOC COMMISSIONER MILEAGE 9/22/20 - 50 MI	89.70
09/25/2020	2	185008	WARF S	STEVE WARFIELD	BOC COMMISSIONER MILEAGE 9/22/20 - 66 MI	50.60
09/25/2020	2	185009	WILL R	RON WILLIAMS	BOC COMMISSIONER MILEAGE 9/22/20 - 14 MI	8.05
09/29/2020	2	185010	AVED S	SARAH E AVEDSCHMIDT, M.D.	CR ME AUTOPSY-TERRENCE MAGUIRE	2,308.00

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09/29/2020	2	185011	BRAN R	RONALD BRAND	EQ REMON PEER GROUP MTG 9/24/20	150.00
09/29/2020	2	185012	BREWSTER	KAREN BREWSTER	CR MILEAGE REIMBURSE FOR MARD CONFERENCE	44.85
09/29/2020	2	185013	BURIAL	STONE FUNERAL HOME	VA BURIAL ALLOWANCE FOR VETERAN: ANCIL L	300.00
09/29/2020	2	185014	CAR-SD	CARQUEST AUTO PARTS	SD HOLT - DEF FOR TRUCK	36.00
09/29/2020	2	185015	CULLIGAN	MCCARDEL CULLIGAN-PETOSKEY	PA BOTTLED WATER AUG 2020	28.50
09/29/2020	2	185016	DEAN	NANCY B DEAN	PC ATTORNEY CONTRACT AUG 2020	370.65
09/29/2020	2	185017	DROG G	GREG DROGOWSKI	CCD CONSERVATION MTG 9/23/20	40.00
09/29/2020	2	185018	ECKE J	JEFF ECKER	EQ REMON PEER GROUP MTG 9/24/20	150.00
09/29/2020	2	185019	ECKER SURV	ECKER SURVEYING INCORPORATED	EQ REMON CORNERS - 2020 GRANT	7,800.00
09/29/2020	2	185020	FITZNER	STEVEN FITZNER	CCD CONSERVATION MTG 9/23/20	40.00
09/29/2020	2	185021	FULL B	BRIAN FULLFORD	EQ REMON PEER GROUP MTG 9/24/20	150.00
09/29/2020	2	185022	FULLFORD	FULLFORD SURVEYING & MAPPING PC	EQ REMONUMENTATION CORNERS - 2020 GRANT	7,800.00
09/29/2020	2	185023	GILB	JAMES L GILBERT	PC ATTORNEY CONTRACT AUG 2020	370.65
09/29/2020	2	185024	GINOP	GINOP SALES	CCM PARTS - SPINDLE/ WHEELS	43.08
09/29/2020	2	185025	GOOD M	MELISSA GOODRICH	PA CELL PHONE REIMBURSEMENT SEPT 2020	45.00
09/29/2020	2	185026	GRAN A	ALAN GRANGER	EQ REMON PEER GROUP MTG 9/24/20	150.00
09/29/2020	2	185027	GRANGER	GRANGER PROFESSIONAL SERVICES INC.	EQ REMON REMONUMENTATION ADMIN APR,MAY,	2,250.00
09/29/2020	2	185028	HANSEL	DONNA HANSEL	PC ATTORNEY CONTRACT AUG 2020	370.65
09/29/2020	2	185029	KEOGH	WILLIAM L KEOGH PC	PC ATTORNEY CONTRACT AUG 2020	370.65
09/29/2020	2	185030	KIIS C	CARL KIISKILA	EQ REMON PEER GROUP MTG 6/25/20 & 9/24/2	300.00
09/29/2020	2	185031	LIBB A	AMBER LIBBY	PA CELL PHONE REIMBURSEMENT SEPT 2020	45.00
09/29/2020	2	185032	MACARTHUR	TIMOTHY MACARTHUR	PC ATTORNEY CONTRACT AUG 2020	370.65
09/29/2020	2	185033	MGT	MGT OF AMERICA INC	PA DHS-286 BILLING & TIME LOGS - 3RD QTR	1,557.10
09/29/2020	2	185034	MISC	NORTHERN SHORES INVESTMENTS	VA ASSISTANCE FUND FOR VETERAN: W.H. - G	1,050.00
09/29/2020	2	185035	MISC	NORTHERN SHORES INVESTMENTS	VA ASSISTANCE FUND FOR VETERAN W.H. - CO	250.00
09/29/2020	2	185036	MSU	MICHIGAN STATE UNIVERSITY	FN 4TH QTR MOA PAYMENT	19,485.50
09/29/2020	2	185037	NOP	NATIONAL OFFICE PRODUCTS	PA VR TONER	162.99
					PA OFFICE SUPPLIES - PENS, CLIPS, CALEND	39.56
						<u>202.55</u>
09/29/2020	2	185038	OFF DEPOT	OFFICE DEPOT	SD OFFICE SUPPLIES - DISINFECTING WIPES	49.90
					SD OFFICE SUPPLIES - WALL POCKET - LETTE	13.99
					SD OFFICE SUPPLIES - MEMO BOOK, 4-PK HP	99.53
						<u>163.42</u>
09/29/2020	2	185039	OFF DEPOT	OFFICE DEPOT	EQ OFFICE SUPPLIES - CLASP ENVELOPES, RE	41.19
09/29/2020	2	185040	ORMS B	LEROY ORMSBEE	CCD CONSERVATION MTG 9/23/20	40.00
09/29/2020	2	185041	REIM C	CARL REIMANN	CCD CONSERVATION MTG 9/23/20	40.00
09/29/2020	2	185042	SIP	STATE INDUSTRIAL PRODUCTS	MA SDJ ELECTROSTATIC HANDHELD SPRAYER	909.50
09/29/2020	2	185043	STAC S	SHARON R. STACK	PC CELL PHONE REIMBURSEMENT SEP 2020	45.00
09/29/2020	2	185044	STANS	STANS ELECTRIC	PC ELECTRICAL WORK DONE IN OFFICE	104.85
09/29/2020	2	185045	SURV G	GRANGER SURVEYING	EQ REMONUMENTATION CORNERS - 2020 GRANT	7,800.00
09/29/2020	2	185046	TRAIN	DELTA COLLEGE	SD -FIREARM INSTRUCTOR COURSE FOR ANDREW	575.00
09/29/2020	2	185047	WHIT G	GREGORY WHITTAKER	CCD CONSERVATION MTG 9/23/20	40.00
09/30/2020	2	185048	CALS	CAL'S MOBILE HEAVY EQUIPMENT	SRR BUS# 220 - FULL SERVICE	152.50
					SRR BUS# 118 - BI-ANNUAL INSPECTION, CLE	200.00
					SRR BUS# 820 - BI-ANNUAL INSP, CHECK BAT	160.00
					SRR BUS# 520 - BI-ANNUAL INSPECTION, FUL	247.50
					SRR BUS# 318 - REAR WINDOW EMERGENCY LAT	80.00
					SRR BUS# 620 - BI-ANNUAL INSPECTION	120.00
					SRR BUS# 116 - FULL SERVICE, SERVICE TRA	873.79
						<u>1,833.79</u>
09/30/2020	2	185049	CHARTER	CHARTER COMMUNICATIONS	SDJ INMATE CABLE ACC#8245122670006824 9	106.40
09/30/2020	2	185050	DANI K	KAREN DANIEL	DHS BOARD MTG 9/23/20	40.00
09/30/2020	2	185051	EKDAHL	MICHAEL J EKDAHL	FN MIDC ASSIGNED COUNSEL SEP 2020	1,250.00

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09/30/2020	2	185052	IRM	INDIAN RIVER MARINA	SD FUEL PUMPED @ .10 PER GALLON - 2020 S	38.19
09/30/2020	2	185053	IRSC	INDIAN RIVER SPORTS CENTER	SD 4 WHEELER MAINTENANCE - 2007 SUZUKI V SD SIDE X SIDE MAINTENANCE - 2019 HAVOC SD GLOVES (2) SD SUPPLIES - BAG, SAW, CABLE, MIRRO ST	336.81 V 256.90 V 89.99 V 169.93 V <u>853.63</u>
09/30/2020	2	185054	NOP	NATIONAL OFFICE PRODUCTS	FN DRAIN COMMISSIONER- ADHESIVE SPRAY	7.74
09/30/2020	2	185055	SCHW J	JEAN SCHWIND	DHS BOARD MTG 9/23/20	40.00
09/30/2020	2	185056	BBC	BERNARD BUILDING CENTER	MA SUPPLIES - VELVET BASE MA SUPPLIES - PAINT, HALF TURN BUTTON ZI MA SUPPLIES - GORMAN ELITE PREMIUM	22.44 10.49 39.40 <u>72.33</u>
09/30/2020	2	185057	KSS	KSS ENTERPRISES	MA SUPPLIES-CAN LINERS, DRAIN SOLVE, MUL	1,062.82
09/30/2020	2	185058	NOP	NATIONAL OFFICE PRODUCTS	MA SUPPLIES - CLIPS, PENS	26.57
09/30/2020	2	185059	SPIES	SPIES AUTO PARTS & TIRE	MA SUPPLIES - WHEEL CHARGER	229.00
09/30/2020	2	185060	SPIES-RC	SPIES AUTO PARTS & TIRE	RC SUPPLIES - 2.5 DEF (4) RC SUPPLIES - 2.5 DEF (4), EVERCRAFT UTI	39.96 48.95 <u>88.91</u>
09/30/2020	2	185061	SPRAYS P	SPRAY'S PLUMBING & HEATING INC	MA REPAIR-ROOFTOP UNIT NEED FREON	117.50
09/30/2020	2	185062	TREAS	CHEBOYGAN COUNTY TREASURER	PR EMPLOYEE FRINGE & DEDUCTIONS PE 9/26/	144,161.58
09/30/2020	2	185063	JURY CC	BARBARA ANN LACOMBE	CC JUROR REIMBURSEMENT - 9/29/20	56.66
09/30/2020	2	185064	JURY CC	MARIAN KATHERINE SOMES	CC JUROR REIMBURSEMENT - 9/29/20	20.20
09/30/2020	2	185065	JURY CC	JOSEPH KOMPERDA	CC JUROR REIMBURSEMENT - 9/29/20	19.16
09/30/2020	2	185066	JURY CC	KEVIN JAMES SOULLIER	CC JUROR REIMBURSEMENT - 9/29/20	22.80
09/30/2020	2	185067	JURY CC	DANA MICHELLE CARVER	CC JUROR REIMBURSEMENT - 9/29/20	52.74
09/30/2020	2	185068	JURY CC	SCOTT LEONARD MILLS	CC JUROR REIMBURSEMENT - 9/29/20	18.64
09/30/2020	2	185069	JURY CC	BRIAN KEITH NELSON	CC JUROR REIMBURSEMENT - 9/29/20	22.80
09/30/2020	2	185070	JURY CC	LISA AUGER BEDELL	CC JUROR REIMBURSEMENT - 9/29/20	62.90
09/30/2020	2	185071	JURY CC	EMILY K STEVENS	CC JUROR REIMBURSEMENT - 9/29/20	41.44
09/30/2020	2	185072	JURY CC	BARTON NICHOLAS DEAN	CC JUROR REIMBURSEMENT - 9/29/20	40.40
09/30/2020	2	185073	JURY CC	BRIAN MICHAEL CARMODY	CC JUROR REIMBURSEMENT - 9/29/20	17.60
09/30/2020	2	185074	JURY CC	HAROLD BARTON RECKINGER	CC JUROR REIMBURSEMENT - 9/29/20	23.84
09/30/2020	2	185075	JURY CC	LORNA JEAN DEMERITT-UBER	CC JUROR REIMBURSEMENT - 9/29/20	18.12
09/30/2020	2	185076	JURY CC	LYNN CATHERINE REYNOLDS	CC JUROR REIMBURSEMENT - 9/29/20	53.54
09/30/2020	2	185077	JURY CC	CINDY JEAN HARRISON	CC JUROR REIMBURSEMENT - 9/29/20	18.64
09/30/2020	2	185078	JURY CC	MARY ALICE MACLEOD	CC JUROR REIMBURSEMENT - 9/29/20	17.60
09/30/2020	2	185079	JURY CC	DOMINIC EDWARD BISHOP	CC JUROR REIMBURSEMENT - 9/29/20	19.16
09/30/2020	2	185080	JURY CC	CASEY ELIZABETH SMITH	CC JUROR REIMBURSEMENT - 9/29/20	86.96
09/30/2020	2	185081	JURY CC	JENNA LEIGH MCKERVEY	CC JUROR REIMBURSEMENT - 9/29/20	17.60
09/30/2020	2	185082	JURY CC	JACQUELINE KAYE HOWELL	CC JUROR REIMBURSEMENT - 9/29/20	22.80
09/30/2020	2	185083	JURY CC	JOSLYN MARIE GANSKE	CC JUROR REIMBURSEMENT - 9/29/20	57.66
09/30/2020	2	185084	JURY CC	ANDREA MARIE FAYSSOUX	CC JUROR REIMBURSEMENT - 9/29/20	25.40
09/30/2020	2	185085	JURY CC	PAMELA JUNE GROSS	CC JUROR REIMBURSEMENT - 9/29/20	58.07
09/30/2020	2	185086	JURY CC	RICK LEE TULGESTKE	CC JUROR REIMBURSEMENT - 9/29/20	78.50
09/30/2020	2	185087	JURY CC	DAVID THAD TALLON	CC JUROR REIMBURSEMENT - 9/29/20	25.40
09/30/2020	2	185088	JURY CC	SHANNON LORRAINE EVANS	CC JUROR REIMBURSEMENT - 9/29/20	82.81
09/30/2020	2	185089	JURY CC	DUANE JOHN BAUER	CC JUROR REIMBURSEMENT - 9/29/20	28.00
09/30/2020	2	185090	JURY CC	JONATHAN ANDREW WADOWSKI	CC JUROR REIMBURSEMENT - 9/29/20	116.32
09/30/2020	2	185091	JURY CC	SCOTT DONALD BYNDAS	CC JUROR REIMBURSEMENT - 9/29/20	33.12
09/30/2020	2	185092	JURY CC	DAWSON DOUGLAS GRANGER	CC JUROR REIMBURSEMENT - 9/29/20	16.04
09/30/2020	2	185093	JURY CC	GERRI LEE CARTER	CC JUROR REIMBURSEMENT - 9/29/20	33.64
09/30/2020	2	185094	JURY CC	JAMIE LYNN TEUTHORN	CC JUROR REIMBURSEMENT - 9/29/20	83.30
09/30/2020	2	185095	JURY CC	JENNIFER LYNN LEVERNIER	CC JUROR REIMBURSEMENT - 9/29/20	88.90

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09/30/2020	2	185096	JURY CC	KATIE BETH BEEBE	CC JUROR REIMBURSEMENT - 9/29/20	80.82
09/30/2020	2	185097	JURY CC	SHELLY ANN HOUSE	CC JUROR REIMBURSEMENT - 9/29/20	44.94
09/30/2020	2	185098	JURY CC	MATHEW MORGAN LEWIS	CC JUROR REIMBURSEMENT - 9/29/20	19.16
09/30/2020	2	185099	JURY CC	CURTIS PAUL CHAMBERS	CC JUROR REIMBURSEMENT - MILEAGE ONLY -	2.08
09/30/2020	2	185100	JURY CC	EILEEN KAY DAMIANO	CC JUROR REIMBURSEMENT - 9/29/20	18.64
09/30/2020	2	185101	JURY CC	ANDREA LYNNE CHRISTENSEN	CC JUROR REIMBURSEMENT - 9/29/20	32.60
09/30/2020	2	185102	JURY CC	MAKAYLA MARIE WATSON	CC JUROR REIMBURSEMENT - 9/29/20	38.84
09/30/2020	2	185103	JURY CC	CATHERINE JEAN HOWARTH	CC JUROR REIMBURSEMENT - 9/29/20	19.68
09/30/2020	2	185104	JURY CC	JAMES DAVID BAKER	CC JUROR REIMBURSEMENT - 9/29/20	22.80
09/30/2020	2	185105	JURY CC	MICHAEL THOMAS JOHNSON	CC JUROR REIMBURSEMENT - 9/29/20	20.20
09/30/2020	2	185106	JURY CC	WILLIAM CALLISTON RAMSBY	CC JUROR REIMBURSEMENT - 9/29/20	21.24
09/30/2020	2	185107	JURY CC	ASHLEY LYN RHODE	CC JUROR REIMBURSEMENT - 9/29/20	17.60
09/30/2020	2	185108	JURY CC	RONNIE CHEYENNE HARDEE	CC JUROR REIMBURSEMENT - 9/29/20	34.24
09/30/2020	2	185109	JURY CC	JAYSON PHILIP RAYMOND	CC JUROR REIMBURSEMENT - 9/29/20	17.60
09/30/2020	2	185110	JURY CC	JASON DAVID STEMPKY	CC JUROR REIMBURSEMENT - 9/29/20	16.56
09/30/2020	2	185111	JURY CC	PETER LEROY HALL	CC JUROR REIMBURSEMENT - 9/29/20	26.44
09/30/2020	2	185112	JURY CC	CHARLES WAYNE MALTBY	CC JUROR REIMBURSEMENT - 9/29/20	43.74
09/30/2020	2	185113	JURY CC	JUSTIN COREY MADDEN	CC JUROR REIMBURSEMENT - 9/29/20	30.60
09/30/2020	2	185114	JURY CC	MICHELLE MARIE MILLS	CC JUROR REIMBURSEMENT - 9/29/20	40.62
09/30/2020	2	185115	JURY CC	MICHAEL JOSEPH RYBINSKI	CC JUROR REIMBURSEMENT - 9/29/20	17.60
09/30/2020	2	185116	JURY CC	MARYANN MARIE BASORE	CC JUROR REIMBURSEMENT - 9/29/20	18.64
09/30/2020	2	185117	JURY CC	ANDREW JOSEPH DUNCAN	CC JUROR REIMBURSEMENT - 9/29/20	28.00
09/30/2020	2	185118	JURY CC	HEIDI BERNICE THOMPSON	CC JUROR REIMBURSEMENT - 9/29/20	28.00
09/30/2020	2	185119	JURY CC	CORY JAMES BECK	CC JUROR REIMBURSEMENT - 9/29/20	49.98
09/30/2020	2	185120	JURY CC	CASSIE LYNNE CHARBONEAU	CC JUROR REIMBURSEMENT - 9/29/20	22.80
09/30/2020	2	185121	JURY CC	TERRANCE MICHAEL LOUZON	CC JUROR REIMBURSEMENT - 9/29/20	16.56
09/30/2020	2	185122	JURY CC	DONNA LYNN WALIN	CC JUROR REIMBURSEMENT - 9/29/20	26.44
09/30/2020	2	185134	JURY CC	ROY STANLEY HART	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	17.08
09/30/2020	2	185135	JURY CC	DAVID CLARENCE DAWKINS	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	34.24
09/30/2020	2	185136	JURY CC	HANNAH ELIZABETH OGRADY	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	53.10
09/30/2020	2	185137	JURY CC	CANDICE LEE BROWN	CC JUROR REIMBURSEMENT - 9/29/20-PEO V B	16.04
09/30/2020	2	185138	JURY CC	ROBERT ERNEST BRADY	CC JUROR REIMBURSEMENT - 9/29/20 -PEO V	29.04
09/30/2020	2	185139	JURY CC	JAMMI LYNN BLUMENTHAL	CC JUROR REIMBURSEMENT - 9/29/20- PEO V	30.60
09/30/2020	2	185140	JURY CC	BRENT PATRICK HERRIMAN	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	17.08
09/30/2020	2	185141	JURY CC	JOSEPH EDWARD CHIMNER	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	16.56
09/30/2020	2	185142	JURY CC	HOLLY AGUSTA LAVIGNE	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	20.20
09/30/2020	2	185143	JURY CC	PATRICIA LOU HULL	CC JUROR REIMBURSEMENT - 9/29/20 PEO V B	24.36
09/30/2020	2	185144	JURY CC	DIANA LYNN SCHOENITH	CC JUROR REIMBURSEMENT - 9/29/20 - PEO V	17.60
09/30/2020	2	185145	ALLPHASE	ALL-PHASE	MA SUPPLIES - SENSOR SWITCH	31.64
09/30/2020	2	185146	CALS	CAL'S MOBILE HEAVY EQUIPMENT	RC TRUCK REPAIR - 2012 FRTL - 252,404 MI	320.00
09/30/2020	2	185147	G SHIPPING	G'S SHIPPING STORE	MA SUPPLIES - 96 ROLL CASE	150.95
					MA SUPPLIES - 96 ROLL CASE	181.14
						<u>332.09</u>
09/30/2020	2	185148	RDIC	RIVERTOWN DO-IT CENTER	MA SUPPLIES - 5 GL BUCKET, FLAT HEAD PLU	7.38
					MA SUPPLIES - MAG NUTSETER, #1 & #2 PHIL	11.65
					MA SUPPLIES ROLLER COVERS, EXT SAT, ROLL	34.75
					MA SUPPLIES - ROLLER COVERS	8.98
					MA SUPPLIES - TOGGLE WALLPLATE, 3-WAY GR	5.27
					MA SUPPLIES - MINI SNAKE DRAIN CLEANER,	6.78
					MA SUPPLIES - 5 GAL ELASTO COATING, 2" G	87.68
					MA SUPPLIES - 3.5 COIL REBAR WIRE	4.79
					MA SUPPLIES - GAL PROHIDE LATEX EGGSHELL	26.99
					MA SUPPLIES - DRILL BITS	13.86
						<u>208.13</u>
09/30/2020	2	185149	RDIC	VOID		
09/30/2020	2	185150	TASC	TASC	PR TASC ID 4500-9580-0113 - FINALIZATION	1,442.35

10/07/2020 10:44 AM  
User: DWALINSKY  
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
09/30/2020	2	185151	UPS	UNITED PARCEL SERVICE	FN UPS CHARGES 8/23 - 9/26/20	13.59
					Total Paper Check:	<u>1,044,908.75</u>

2 TOTALS:  
Total of 381 Checks: 1,044,908.75  
Less 7 Void Checks: 1,191.15  
Total of 374 Disbursements: 1,043,717.60

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 3 TAX REVOLVING FUND						
Check Type: Paper Check						
09/10/2020	3	7761	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (11)	330.00
09/11/2020	3	7762	REF-TREA	LOGAN PAULUS	TR 161-020-414-140-00 PRE GRANTED JBOR	1,847.16
09/11/2020	3	7763	REF-TREA	JON R. & MARY P. LINDEN	TR 161-B01-000-011-00 CLERICAL ERROR JBO	2,069.45
09/11/2020	3	7764	REF-TREA	EDITH PAIR &	TR 161-001-300-007-02 PRE GRANTED JBOR	3,489.43
09/11/2020	3	7765	REF-TREA	SCHNEIDER, FRANK	TR 161-L45-000-013-00 PRE GRANTED JBOR	2,777.90
09/11/2020	3	7766	REF-TREA	EDDIE CIAMPA DAVIS	TR161-027-200-003-00 PRE GRANTED JBOR	4,026.87
09/17/2020	3	7767	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (30)	900.00
09/17/2020	3	7768	REF-TREA	GILMETTE'S AUTO REPAIR INC	TR 056-900-000-519-00 PRE GRANTED REFUND	460.92
09/17/2020	3	7769	REF-TREA	JORDAN & BRENDA VELANDIA	TR 055-G18-001-012-00 PRE GRANTED REFUND	701.06
09/17/2020	3	7770	REF-TREA	ROBERT & KIMBERLY TILTON	TR 054-T52-000-001-00, 054-T52-000-014-0	285.38
09/17/2020	3	7771	REF-TREA	MICHAEL WALKER	TR 051-B02-001-001-00 PRE GRANTED REFUND	904.24
09/17/2020	3	7772	REF-TREA	JAMES & KATHLEEN SMITH	TR 053-C08-004-006-00 PRE GRANTED REFUND	182.87
09/17/2020	3	7773	REF-TREA	DANA LLOYD	TR 052-D12-001-301-00 PRE GRANTED REFUND	1,841.67
09/24/2020	3	7774	REF-TREA	ANTHONY WOJCIK	TR 241-001-300-002-04 PRE GRANTED REFUND	629.03
09/24/2020	3	7775	MERCHANT	MERCHANT EXCAVATING & SEPTIC	TR 052-W59-020-010-00- DEMO & REMOVAL -F	11,880.00
09/24/2020	3	7776	TITLE CK	TITLE CHECK LLC	TR TITLE SEARCH FEE - 2018 TAX FOREFEITU	1,959.76
09/24/2020	3	7777	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (16)	480.00
09/29/2020	3	7778	DEEDS	REGISTER OF DEEDS	TR RECORD REDEMPTION CERTIFICATES (8)	240.00
Total Paper Check:						35,005.74

3 TOTALS:

Total of 18 Checks:	35,005.74
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	35,005.74

10/07/2020 10:45 AM  
User: DWALINSKY  
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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Bank 5 COUNTY ROAD TRANSFERS

Check Type: Paper Check

09/30/2020	5	2100942	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR ROAD TRANSFER 9/3/20	1,054,964.54
09/30/2020	5	2100943	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR ROAD TRANSFER 9/8/20	78,790.09
09/30/2020	5	2100944	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR ROAD TRANSFER 9/16/20	910,088.70
09/30/2020	5	2100945	CTY ROAD	CHEBOYGAN CTY ROAD COMMISSION	CCR ROAD TRANSFER 9/22/20	79,170.01
Total Paper Check:						<u>2,123,013.34</u>

5 TOTALS:

Total of 4 Checks:	2,123,013.34
Less 0 Void Checks:	0.00
Total of 4 Disbursements:	<u>2,123,013.34</u>

10/07/2020 10:46 AM  
User: DWALINSKY  
DB: Cheboygan

CHECK REGISTER FOR CHEBOYGAN COUNTY  
CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 9 INMATE ACCOUNT						
Check Type: Paper Check						
09/08/2020	9	1346	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	800.00
09/09/2020	9	1347	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	500.00
09/30/2020	9	1348	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	20,735.40
09/30/2020	9	1349	INMATE	SHERIFF INMATE TRUST	INMATES MONEY PAYABLE	20,637.80
Total Paper Check:						<u>42,673.20</u>
9 TOTALS:						
Total of 4 Checks:						42,673.20
Less 1 Void Checks:						<u>20,735.40</u>
Total of 3 Disbursements:						<u>21,937.80</u>



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** Budget Adjustment – Reimbursement for March 10, 2020 Primary

**Summary:**

General Fund – Fund 101

*Department 400 (General County)*

*Department 191 (Elections)*

Cheboygan County was reimbursed \$23,068.77 for expenditures related to the March 10, 2020 primary from the State of Michigan. Revenue was not originally budgeted for FY 2020.

**Financial Impact:**

No impact – revenues and expenses have been increased by the same amount

**Recommendation:**

Motion to approve the budget adjustment to increase expenditures in Fund 101, Department 191 in the line items provided in the following attachment by \$23,069 and increase revenues in 101-400-576.00 by the same amount.

**Prepared by:** Sue Buitenhuis

**Department:** Finance

Budget Adjustment  
10/13/2020

To increase revenues / expense to reflect reimbursement from State of Michigan for March 10, 2020 Primary

General County / Elections

101-400-576.00 State Grants - Special Election Reimbursement	\$ 23,069
101-191-706.00 Per diem	\$ 280
101-191-724.00 On Call/Reimbursement	\$ 408
101-191-727.00 Office Supplies	\$ 21,575
101-191-900.00 Advertising	\$ 734
101-191-977.62 Computer-Hard/Soft/Maint	\$ 16
101-191-863.10 Travel/Lodging/Meals Etc	\$ 56



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** Stonegarden grant wage/fringe adjustment; ORV wage/fringe adjustment

**Summary:**

General Fund – Fund 101

*Department 334 (Stonegarden Grant)*

*Department 302 (ORV Enforcement)*

This adjustment is to reclassify fringe to the overtime line to match the actual expenditures.

**Financial Impact:** No impact

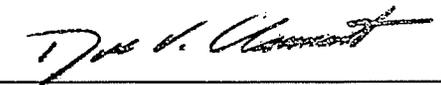
**Recommendation:** Motion to approve the budget adjustments to reclassify fringes to the overtime account for the Stonegarden grant in the amount of \$151 and reclassify fringes to the full time account for the ORV grant in the amount of \$86 as indicated in the attached interbudget transfer forms.

**Prepared by:** Sue Buitenhuis

**Department:** Finance

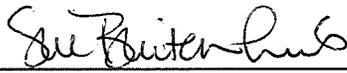
## INTERBUDGET TRANSFERS AND/OR APPROPRIATIONS

Department	Operation	Amount	From (Line Item# & Name)	To (Line Item # & Name)
Stonegarden	Transfer	\$150.50 151-	101-334-712.17 Fringe	101-334-704.17 Overtime
**to cover wages				

  
 \_\_\_\_\_  
 Signed  
 \_\_\_\_\_  
 Date 9/23/2020

# INTERBUDGET TRANSFERS and / or APPROPRIATIONS

DEPARTMENT	OPERATION	AMOUNT	FROM (Line Item # and Name)	TO (Line Item # and Name)
Sheriff/ORV	TRANSFER	\$86.00	101-302-712.00	101-302-718.00
			Fringe	Full Time
	PREPARED BY: Diane Ogden			

  
Signed  
 Per Board approval 10/13/2020  
Date

# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

<b>Title:</b> State of Michigan FY 2020 Operation Stonegarden Grant	
<p><b>Summary:</b> On February 18, 2020 Operation Stonegarden was approved on the federal level to seek out those interested in additional funds for the protection of borders. The Cheboygan County Sheriff's Department did submit an Executive Summary and Operations Order indicating interest in any funds that may be allocated.</p> <p>On September 25, 2020 the Cheboygan County Sheriff's Department was contacted and advised that \$105,000.00 has been allocated, if accepted. This grant is a non-matching grant which provides for the purchasing of equipment and additional homeland security patrols.</p> <p>The grant covers eligible costs from September 1, 2020 through August 31, 2023. If approved this grant would be included in the 2021 budget with carry over into 2022.</p>	
<p><b>Financial Impact:</b> No financial impact FY-2020 Operation Stonegarden Grant of \$105,000.00 non-matching</p>	
<p><b>Recommendation:</b> I recommend the Cheboygan County Board of Commissioners make a motion to approve the Cheboygan County Sheriff's Department FY 2020 Stonegarden grant and acceptance of the funds awarded in the amount of \$105,000.00 and authorize the chair to sign any forthcoming required documentation and authorize necessary budget adjustments.</p>	
<b>Prepared by:</b> Sheriff Dale V. Clarmont	<b>Department:</b> Cheboygan County Sheriff Department

## Tim Cook

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**From:** Duhr-Vannelli, Alyssa (MSP) <DuhrVannelliA@michigan.gov>  
**Sent:** Friday, September 25, 2020 5:01 PM  
**To:** Tim Cook; Jodi Beauchamp; Jodi Beauchamp  
**Cc:** RIVERS, DARCY S  
**Subject:** Cheboygan FY 2020 OPSG

**Importance:** High

**CAUTION:** This email originated from outside of the Cheboygan County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) is pleased to inform you that the County of Cheboygan has been awarded **\$105,000.00** under the Fiscal Year (FY) 2020 Operation Stonegarden (OPSG) grant program. It is important to note that 2.5% of the award amount is reserved for State of Michigan M&A costs. **On your campaign plan you must include a line item that reflects the \$2,625 of state M&A that will be utilized from your award.**

The county now needs to work with your USBP liaison to hold an Integrated Planning Team meeting and develop a Campaign Plan for submission in HSIN. If you do not know who your USBP liaison is, please contact me and I will make an introduction. All IPT meeting-schedules must be shared with myself, your MSP District Coordinator, and your USBP liaison.

Up to 50 percent (50%) of FY 2020 OPSG funding may be used for personnel-related costs, including overtime, backfill, and fringe; however, this cap may be waived by FEMA. The state will be requesting a blanket waiver for all counties up to 85% of the award. A letter justifying the request for personnel-related costs above the 85 percent threshold must be submitted with your revised Operations Order for FEMA review, consideration, and approval.

A waiver request letter must also be submitted with the revised Operations Order for any vehicle, watercraft, or aircraft requests. **All equipment should be Automatic Identification System (AIS)-compatible.**

Please include the Authorized Equipment List (AEL) number for all requested equipment. AEL numbers can be found at [www.fema.gov/preparedness-non-disaster-grants](http://www.fema.gov/preparedness-non-disaster-grants). Please save and submit revised Operations Orders using the following naming convention: "FY 2020 OPSG MI - <Local Unit of Government Name>."

Up to five percent (5%) of OPSG funds may be used for Management and Administration (M&A) expenses incurred at the local level and must be itemized in the Operations Order. M&A costs are not operational costs, but those incurred in direct support of administering the grant, such as financial management and reporting, or in overseeing those involved in the operational aspects of the grant. Please refer to the FY 2020 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity located at [www.fema.gov/grants](http://www.fema.gov/grants) for additional information.

Grant agreement packages will be mailed once the revised Operations Orders are approved by U.S. Customs and Border Protection and FEMA.

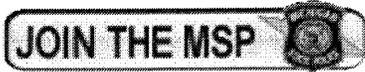
Please feel free to contact me with questions.

Thank you!

Respectfully,

Alyssa Duhr-Vannelli  
Emergency Management and Homeland Security  
Michigan State Police  
PO Box 30634  
Lansing, Michigan 48909  
**\*\*NEW NUMBER\*\* 517-243-9696**

**"A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY"**





# Cheboygan County

## Board of Commissioners' Meeting

October 13, 2020

**Title:** Indigent Defense Compliance Plan/Grant Agreement 2020-2021

**Summary:** Act No. 93 of 2013 established the Michigan Indigent Defense Commission to develop a system to provide indigent defendants in criminal cases with effective assistance of counsel. In May of 2017, the Michigan Department of Licensing and Regulatory Affairs approved the first four standards for the indigent criminal defense system. The standards are:

Standard 1- Provide continued Training and Education to indigent defense attorneys.

Standard 2- Initial Interview- Defendant must be provided opportunity to have an initial interview with defense council.

Standard 3- Investigation and Experts- Defense counsel may seek licensed investigators or seek expert witnesses to defend client if applicable.

Standard 4- Counsel at First Appearance- Defense counsel must be appointed to provide assistance to defendant as soon as defendant's liberty is restricted by the court as well as counsel provided at other critical stages of the case.

Cheboygan County submitted a grant application and compliance plan in May 2020 outlining how the County will comply with the standards as well as identifying the cost to meet the standards. The Cheboygan County plan has been reviewed and a grant has been awarded in the amount of \$242,330.51 for 2020-2021 State fiscal year.

**Financial Impact:** \$242,330.51 Grant Funded through MIDC. County to fund base cost of \$144,373.49. Total Indigent Defense cost \$386,704.00.

**Recommendation:** Motion to approve the 2020-2021 Cheboygan County Indigent Defense Compliance Grant Agreement, authorize the Chair to sign and authorize any necessary budget adjustments.

**Prepared by:** Jeffery B. Lawson and Michael Ekdahl

**Department:** Administration and MIDC Grant Adm.



MICHIGAN INDIGENT  
DEFENSE COMMISSION

Dear Grantee:

Attached is the fiscal year 2021 indigent defense grant contract for your local funding unit. If you are receiving this letter, the Michigan Indigent Defense Commission (MIDC) has approved your plan and cost analysis for compliance with approved MIDC Standards.

**Fiscal Year 2021 Grant Contract**

This contract covers any spending occurring between **October 1, 2020 and September 30, 2021** that has been approved as part of the cost analysis. Please read the grant contract and review the attachments carefully.<sup>1</sup> The contract should be shared with any person in your funding unit that may be responsible for implementation, compliance reporting, or financial reporting related to the grant. The grant contract contains important information and dates regarding distribution of grant funds, compliance, and requirements for reporting.

Once the grant contract is signed by the authorized signatory for the funding unit, please return the signed contract by email to **LARA-MIDC-Info@michigan.gov**. You should include your Regional Manager on this email. The contract will be signed by MIDC and LARA upon appropriation of sufficient funds and then entered into SIGMA for payment. You will receive a fully executed copy of the contract by email.

**Funding, Disbursements and Unexpended Funds**

Please note that the funding for this grant is contingent upon an appropriation by the legislature that is signed by the Governor. As noted in Section 1.0 - Statement of Work, in the event that the funds appropriated by the legislature is insufficient to fully fund this grant, “the amount of the grant will be reduced by the Grantor and the funding unit will not be required to fully comply with the minimum standards the original approved grant was designed to allow.”

The initial state grant disbursement will be processed for advance payment once the contract is fully executed. Pursuant to section 1.4 – Payment Schedule, the second and third disbursements of funds will be equally reduced to reflect the amount of any unexpended grant funds from the prior fiscal year.

**Grant Reporting and Webinars**

The first quarterly compliance and financial reports will be due **January 31, 2021**. This report should reflect compliance and financial information for the period of October 1, 2020 through December 31, 2020. *Budget adjustment and substantial plan change requests should only be submitted with the quarterly reports.* In submitting requests for budget adjustments and plan changes, I encourage you to review the [grant manual](#) approved by the Commission in June 2020 and to work with your Regional Manager in submitting those requests.

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<sup>1</sup> Attachment A shows the state travel rates for FY20. Please note that the applicable FY21 travel rates will be published October 1, 2020.

MIDC staff will host informational webinars regarding first quarter reporting prior to the due date. Registration information for the webinars will be distributed and posted on the MIDC website.

Please do not hesitate to contact me if you have any feedback, or your Regional Manager if you have questions about implementation under the grant contract. We encourage you to continue to check our [website](#) regularly, where you can find information regarding the Commission's meetings, grants and other updated information.

Sincerely,

Loren Khogali, Executive Director  
Michigan Indigent Defense Commission  
Phone: (517) 275-2845

GRANT NO. 2021-47

GRANT BETWEEN  
THE STATE OF MICHIGAN  
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)  
AND  
Cheboygan County

GRANTEE/ADDRESS:

John Wallace  
Chairperson, Board of Commissioners  
870 S. Main St., PO Box 70  
Cheboygan, MI 49721  
231-627-8855

GRANTOR/ADDRESS:

Michigan Indigent Defense Commission  
Department of Licensing and Regulatory Affairs  
611 W. Ottawa St.  
Lansing, MI 48933  
517-657-3060

GRANT PERIOD:

From October 1, 2020 to September 30, 2021

TOTAL AUTHORIZED BUDGET: \$386,704.00

State Grant Contribution: \$242,330.51  
Local Share Contribution: \$144,373.49

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032

SIGMA Vendor Code: 0047969

## GRANT

This is Grant #2021-47 between the Michigan Indigent Defense Commission (MIDC) (Grantor), and Cheboygan County (Grantee), subject to terms and conditions of this grant agreement (Agreement).

### 1.0 Statement of Purpose

The purpose of this Grant is to provide funding to assist the Grantee to comply with the Compliance Plan and Cost Analysis approved by the MIDC for the provision of indigent criminal defense services through the Standards approved by LARA on May 22, 2017, and the process described in the Michigan Indigent Defense Act. The funding for this grant is contingent upon an appropriation by the legislature that is signed by the Governor. Consistent with the MIDC Act, in the event that the funds appropriated apply to less than all of the minimum standards, the funding unit will not be required to fully comply with all of the minimum standards. In the event that an appropriation is insufficient to fully fund this grant, the amount of the grant will be reduced by the Grantor and the funding unit will not be required to fully comply with the minimum standards the original approved grant was designed to allow.

### 1.1 Definitions

- A. Budget means a detailed statement of estimated costs consistent with the Grantee's approved Cost Analysis and required to implement the Compliance Plan.
- B. Budget Category means the aggregate of all funds in each of the high-level categories within Attachment B to the funding unit's grant budget.
- C. Compliance Plan is the plan submitted by the local funding unit and approved by the MIDC that specifically addresses how the Grantee shall meet the approved minimum standards established by the MIDC.
- D. Cost Analysis is a statement of the types of expenditures and funding necessary to bring Grantee's indigent defense system into compliance with the approved minimum standards established by the MIDC, including a statement of the funds in excess of the Grantee's local share as defined under the MIDC Act and as outlined in the Compliance Plan.
- E. MIDC Act means the Michigan Indigent Defense Commission Act, Public Act 93 of 2013, MCL 780.991 *et seq* as amended, enacted for the purpose of creating the Michigan Indigent Defense Commission and creating minimum standards for the local delivery of indigent criminal defense services that meet the constitutional requirements for the effective assistance of counsel.
- F. MIDC means the Michigan Indigent Defense Commission.

- G. Subgrantee means a governmental agency or other legal entity to which an MIDC subgrant is awarded by the Grantee. Attorneys representing indigent defendants, including both public defenders and attorneys contracted to represent indigent defendants, public defender office employees, judges, magistrates, court personnel, and professional service contract vendors shall not be considered subgrantees.
- H. “Substantial Change” to a Compliance Plan is a change to the plan or cost analysis that alters the method of meeting the objectives of the standard(s) in the approved plan.

## **1.2 Statement of Work**

The Grantee agrees to undertake, perform and complete the services described in its approved Compliance Plan and in accordance with the Michigan Indigent Defense Act, MCL 780.991 *et seq.*, specifically Standards 1 through 4. The Parties to this Agreement enter into this Agreement to facilitate the process described in the MIDC Act, which controls or supersedes any terms of this Agreement. Consistent with the Act and when applicable, an indigent criminal defense system shall comply with the terms of the grant in bringing its system into compliance with the minimum standards established by the MIDC within 180 days after receiving funds from the MIDC. Grantee may exceed 180 days for compliance with a specific item needed to meet minimum standards as set forth in the Act. Grantee’s Compliance Plan, as submitted and approved by the MIDC (Attachment A), addresses the prescribed methods the grantee has chosen to provide indigent criminal defense services pursuant to MCL 780.993(3). Any substantial changes to the work described in the Compliance Plan must be submitted to the MIDC for approval as set forth in this Agreement prior to any changes being implemented. All provisions and requirements of this Agreement shall apply to any agreements the Grantee may enter into in furtherance of its obligations under this Agreement and Grantee shall be responsible for the performance of any Subgrantee work, as defined in subsection 1.1.

## **1.3 Detailed Budget**

- A. This Agreement does not commit the State of Michigan (State) or the Department of Licensing and Regulatory Affairs (LARA) to approve requests for additional funds at any time.
- B. If applicable, travel expenses will not be reimbursed at rates greater than the State Travel Rates, Attachment C, without the prior written consent of the MIDC.
- C. Attachment B is the Budget. The Grantee agrees that all funds are to be spent as detailed in the Budget, unless a budget adjustment request is approved, in accordance with section 1.3(E).

- D. Grantee will maintain a restricted fund within their Local Chart of Accounts for the sole purpose of accounting for the expenses and revenue sources for operation of this grant and the local adult indigent defense system.
- E. All requests for a budget adjustment or substantial changes to the Grantee's Compliance Plan will be submitted quarterly with the Grantee's quarterly report. MIDC staff shall respond to a request in writing within 30 days of receipt.
  - 1) Budget adjustments less than or equal to 5% of the Budget Category total, including adjustments between Budget Categories, do not require approval by MIDC staff, but must be reported quarterly in the next financial status report.
  - 2) A Budget adjustment involving greater than 5% of the aggregate of all funding within a Budget Category requires prior written approval by MIDC Staff and must be reported to the MIDC as soon after the Grantee is aware of the necessity of the Budget adjustment and reported in the Grantee's quarterly report.
  - 3) Any substantial change to a Compliance Plan requires prior approval by MIDC staff and MIDC Commission.

#### **1.4 Payment Schedule**

The maximum amount of grant assistance approved is \$242,330.51.

The Grantee must report and certify to Grantor by October 31st of each year the balance of any unexpended indigent defense grant funds from the prior fiscal year grant plus any interest earned on the advancement of the state grant funds in the previous fiscal year. Any funds from the previous fiscal year contained in an approved extension of the previous fiscal year's grant for projects that will be completed after September 30, 2020 will be carried over into the current fiscal year and shall not be considered unexpended funds, nor be included in the balance of unexpended funds. The current fiscal year indigent defense grant funds advanced will be reduced by the amount of unexpended funds from the prior fiscal year's grant by reducing the 2<sup>nd</sup> and 3<sup>rd</sup> disbursement equally.

An initial advance of 50% of the State Grant shall be made to the Grantee upon receipt by the Grantor of a signed Agreement. The Grantor shall make subsequent disbursements of 25% up to the total state grant amount in accordance with the following schedule:

Initial Advance of 50% of total grant – Within 15 days of receipt of executed agreement  
25% disbursement – May 15, 2021  
25% disbursement – August 14, 2021 (final payment).

The above schedule of disbursement of funds is contingent after receipt of quarterly reporting as addressed in this section and section 1.5 of this document. Any disputed matters shall not cause delay in remitting any disbursements or in issuing a grant contract and funds for the next fiscal year. Disputed matters shall be acted on independently from undisputed matters.

The financial status report (FSR) report must be submitted on the form provided by the MIDC/LARA and indicate:

- Grant funds received to date;
- Expenditures for the reporting period by budget category;
- Cumulative expenditures to date by budget category;

The quarterly FSR must be supported and accompanied by documentation of those grant funded expenditures incurred for the reporting period, including but not limited to:

- The general ledger for the restricted local indigent defense fund, including a detailed expenditure report with all expenditure detail within the budget categories, which must include documentation of payments to contract attorneys either by individual invoice or by report of payments made, by attorney;
- All invoices related to experts and investigators;
- All invoices related to construction;
- Personnel detail including full-time equivalency of any grant funded positions, including total compensation for that position;

Upon request, the Grantee shall provide the MIDC with additional documentation/verification of expenditures under the grant within 30 days of the making of the request. Any additional documentation/verification of expenditures shall not delay issuance of a grant contract or grant disbursements. Documentation of expenditures shall be maintained according to record retention policies for audit purposes in order to comply with this Agreement. Grantee will be held to the full contribution of the Local Share within the original one-year grant period.

The quarterly FSR as provided in Attachment D and standards compliance report as addressed in Section 1.5, shall be provided in accordance with the following schedule:

- Initial FSR and compliance report for 10/1/20–12/31/20 – January 31, 2021
- 2<sup>nd</sup> FSR and compliance report for 1/1/21-3/31/21 – April 30, 2021
- 3<sup>rd</sup> FSR and compliance report for 4/1/21-6/30/21 – July 31, 2021
- Final FSR and compliance report for 7/1/21-9/30/21 – October 31,2021

## **1.5 Monitoring and Reporting Program Performance**

A. Monitoring. The Grantee shall monitor performance to assure that time schedules are being met and projected work is being accomplished.

B. Quarterly Reports. The Grantee shall submit to the Grantor quarterly progress reports on compliance with the Standards and participate in follow up and evaluation activities. Compliance reports include narrative responses containing a description of the Grantee's compliance with standards 1-4, identifying problems or delays, actual, real or anticipated and any significant deviation from the approved Compliance Plan. The grantee will use its best efforts to provide data relevant to assessing compliance as

contained in the compliance reporting template requested by MIDC. If Grantee is unable to provide the information requested on the template, Grantee will demonstrate in writing the steps taken to assess what information is currently available and how to retrieve it. Grantee also agrees to work with MIDC Research staff to seek additional options or ideas for the collection and retrieval of this information.

## PART II - GENERAL PROVISIONS

### **2.1 Project Changes**

Grantee must obtain prior written approval for substantial changes to the compliance plan from the Grantor.

### **2.2 Delegation**

Grantee must notify the MIDC at least 90 calendar days before the proposed delegation with reasonable detail of subgrantee and the nature and scope of the activities delegated. If any obligations under this grant are delegated, Grantee must: (a) be the sole point of contact regarding all contractual project matters, including payment and charges for all Grant activities; (b) make all payments to the subgrantee; and (c) incorporate the terms and conditions contained in this Grant in any subgrant with a subgrantee. Grantee remains responsible for the completion of the Grant activities and compliance with the terms of this Grant.

### **2.3 Program Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be recorded in the Grantee's restricted Indigent Defense fund and included in the quarterly FSRs. The grant award shall not be increased by the amount of interest earned. Any grant funds attributable to interest and not spent at the end of the grant period shall be returned to the State or included in future grant awards from the MIDC consistent with MCL 780.993(15), as amended 12/23/18.

### **2.4 Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee in proportion of the grant funds to the local share.

### **2.5 Purchase of Equipment**

The purchase of equipment must be made pursuant to the Grantee's established purchasing policy and if not specifically listed in the Budget, Attachment B, must have prior written approval of the Grantor. Equipment is defined as non-expendable personal property having a useful life of more than one year. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

### **2.6 Accounting**

The Grantee must establish and maintain a restricted indigent defense fund in their local chart of accounts to record all transactions related to the indigent defense grant. The restricted

fund will not lapse to the local general fund at the close of the Grantee's fiscal year. The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all indigent defense funds received. Accounting records must be supported by source documentation of expenditures including, but not limited to, balance sheets, general ledgers, payroll documents, time sheets and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

## **2.7 Records Maintenance, Inspection, Examination, and Audit**

The State or its designee may audit the Grantee and the restricted indigent defense fund account to verify compliance with this Grant. Grantee must retain, and provide to the State or its designee upon request, all financial and accounting records related to the Grant through the term of the Grant and for 7 years after the latter of termination, expiration, or final payment under this Grant or any extension ("Audit Period"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Grantee must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Grantee's premises or any other places where Grant activities are being performed, and examine, copy, and audit all records related to this Grant. Grantee must cooperate and provide reasonable assistance. If any financial errors have occurred, the amount in error must be reflected as a credit or debit on subsequent disbursements until the amount is paid or refunded. Any remaining balance must be reported by the Grantee to the Grantor by October 31 of each year as required under the MIDC Act.

This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

## **2.8 Competitive Bidding**

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition, consistent with Grantee's purchasing policies. Sole source contracts should be negotiated to the extent that such negotiation is possible. Attorney contracts, including managed assigned counsel contracts for representation of indigent or partially indigent defendants, are exempt from a competitive bid process, but must meet standard internal procurement policies, as applicable.

### **3.0 Liability**

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the total grant amount.

### **3.1 Safety**

The Grantee, and all subgrantees are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all Applicable Laws and building and construction codes shall be observed. The Grantee, and every subgrantee are responsible for compliance with all federal, state and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, and all subgrantees shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

### **3.2 Indemnification**

Each party to this grant must seek its own legal representation and bear its own legal costs; including judgments, in any litigation which may arise from the performance of this Grant and/or Agreement. It is specifically understood and agreed that neither party will indemnify the other party in any such litigation.

### **3.3 Failure to Comply and Termination**

- A. Failure to comply with duties and obligations under the grant program as set forth in Public Act 93 of 2013, as amended, is subject to the procedures contained in sections 15 and 17 of said Act.
- B. Termination for Convenience

The State may immediately terminate this Grant in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. If the State terminates this Grant for convenience, the State will pay all reasonable costs, for State approved Grant responsibilities. If parties cannot agree to the cost to be paid by the State, the parties shall attempt to resolve the dispute by mediation pursuant to MCL 780.995. The Grantee's duty to comply with MIDC standards is limited to funding covering the cost of compliance as set forth in section 17 of Public Act 93 of 2013, as amended.

### **3.4 Conflicts and Ethics**

Grantee will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Grant; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Grant; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the award of the Grant. Grantee must immediately notify the State of any violation or potential violation of this Section. This Section applies to Grantee, any parent, affiliate, or subsidiary organization of Grantee, and any subgrantee that performs Grant activities in connection with this Grant.

### **3.5 Non-Discrimination**

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101 to 37.2804, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Grantee and its subgrantees agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant is a material breach of this Grant.

### **3.6 Unfair Labor Practices**

Under MCL 423.324, the State may void any Grant with a Grantee or subgrantee who appears on the Unfair Labor Practice register compiled under MCL 423.322.

### **3.7 Force Majeure**

Neither party will be in breach of this Grant because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Grantee will not be relieved of a breach or delay caused by its subgrantees except where the Commission determines that an unforeseeable condition prohibits timely compliance pursuant to MCL 780.993, Sec. 13(11).

### **4.0 Certification Regarding Debarment**

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

## **4.1 Illegal Influence**

The Grantee certifies, to the best of his or her knowledge and belief that:

- A. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan or cooperative agreement.

## **4.2 Governing Law**

This Grant is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Grant are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Grant must be resolved as outlined in Sec. 15 of PA93 of 2013, as amended.

#### **4.3 Disclosure of Litigation, or Other Proceeding**

Grantee must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") that arises during the term of the Grant against a public defender office, an attorney employed by a public defender office, or an attorney contracted to perform indigent defense functions funded by the Grantee that involves: (a) a criminal Proceeding; (b) a civil Proceeding involving a claim that, after consideration of Grantee's insurance coverages, would adversely affect Grantee's viability; (c) a civil Proceeding involving a governmental or public entity's claim or written allegation of fraud related to performance of the Grant; or (d) a Proceeding challenging any license that an attorney practicing on behalf of a public defender office or an attorney practicing pursuant to a contract to perform indigent defense functions for the Grantee is required to possess in order to perform under this Grant.

#### **4.4 Assignment**

Grantee may not assign this Grant to any other party without the prior approval of the State. Upon notice to Grantee, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities under this Grant to any other party. If the State determines that a novation of the Grant to a third party is necessary, Grantee will agree to the novation, provide all necessary documentation and signatures, and continue to perform, with the third party, its obligations under the Grant.

#### **4.5 Entire Grant and Modification**

This Grant is the entire agreement and replaces all previous agreements between the parties for the Grant activities. Pursuant to the MIDC Act, the MIDC shall promulgate policies necessary to carry out its powers and duties. The MIDC may also provide guides, instructions, informational pamphlets for the purpose of providing guidance and information with regard to the Grant and MIDC policies. This Grant Agreement supersedes all terms of MIDC policies, guides, instructions, informational pamphlets and any other explanatory material that is in conflict with the Grant Agreement. This Grant may not be amended except by a signed written agreement between the parties.

#### **4.6 Grantee Relationship**

Grantee assumes all rights, obligations and liabilities set forth in this Grant. Grantee, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Grant. Grantee, and not the State, is responsible for the payment of wages, benefits and taxes of Grantee's employees. Prior performance does not modify Grantee's status as an independent Grantee.

#### **4.7 Dispute Resolution**

The parties will endeavor to resolve any Grant dispute in accordance with section 15 of Public Act 93 of 2013. The dispute will be referred to the parties' respective representatives or

program managers. Such referral must include a description of the issues and all supporting documentation. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance or performance would require Grantee to spend in excess of its local share as defined by MCL 780.983(h).

## 5.0 Severability

If any part of this Grant is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Grant and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Grant will continue in full force and effect.

## 5.1 Signatories

The signatories warrant that they are empowered to enter into this Agreement and agree to be bound by it.

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LeAnn Droste, Director  
Bureau of Finance and Administrative Services  
Department of Licensing and Regulatory Affairs  
State of Michigan

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Date

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Loren Khogali, Executive Director  
Michigan Indigent Defense Commission  
Department of Licensing and Regulatory Affairs  
State of Michigan

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Date

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John Wallace  
Chairperson, Board of Commissioners  
Cheboygan County

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Date

GRANT NO. 2021-47

Submitter Information

Funding Unit(s)/System Name: Cheboygan County

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Submitted By (include name, title, email address and phone number): Michael J. Ekdahl, Cheboygan County MIDC Administrator, [chebida@cheboygancounty.net](mailto:chebida@cheboygancounty.net), 231-627-4979

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**Date:** June 1, 2020 FINAL

Signature: */s/ Michael J. Ekdahl*

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**Please identify the following points of contact (include name, title, email address and phone number):**

Authorizing official who will sign the contract: John Wallace, Cheboygan County Board of Commissioners Chairperson, [jwallace@cheboygancounty.net](mailto:jwallace@cheboygancounty.net), 231-420-2216

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Mailing address for authorizing signatory: P.O. Box 70, 870 South Main St. Cheboygan, MI 49721.

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Primary point of contact for implementation and reporting:

Michael J. Ekdahl, 231-627-4979

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Financial point of contact:

Jeffery B. Lawson, Cheboygan County Administrator 231-627-8857

## MIDC FY21 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Please identify any other person in the system who should receive communications from MIDC about compliance planning and reporting, including name, title, and email address:

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### Delivery System Model

What type of indigent defense delivery system do you have in 2020? (indicate all that apply):

- Public Defender Office (county employees)
- Public Defender Office (non-profit/vendor model)
- Managed Assigned Counsel System  
Name of MAC Attorney Manager and P#: Michael J. Ekdahl (P61739)
- Assigned Counsel System
- Contract Defender System
- Other, please describe:

#### **Managed Assigned Counsel System**

Are you planning to change the type of indigent defense delivery system uses?

Yes

**No**

Unsure

If yes, what model do you plan to use in FY21?

## Standard 1

### Training of Attorneys

Number of attorneys as of October 1, 2020: 5

Please include in the cost analysis a list of all attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1, 2020: zero

Any changes in your training plan from FY20? Yes

Please describe your plan, including any changes:

All attorneys will have to attend 12 hours mandatory CLE training by December 31, 2021, and show proof of completion to be able to continue with funding from the MIDC. Any online CLE training shall be approved by the attorney administrator.

Any changes in your funding needs from FY20 for Standard 1? Yes

If yes, please describe: Hourly rate for CLE will increase by \$30.00.

## Standard 2

### Initial Client Interviews

How and when are defense attorneys notified of new assignments?

In District Court, attorneys are notified daily via e-mail either by the Court or the Prosecutor's Office that an individual has been arrested and needs to be arraigned.

In Circuit Court, the Sheriff's Department will bring the signed warrant to the staff and then a copy of the warrant and scheduled arraignment time is given to the attorneys.

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How are you verifying that in-custody attorney client interviews occur within three business days?

Verifying in the computer system the date that the attorney is appointed and the date that is given by the assigned attorney as to when the interview was conducted.

How are you verifying introductory communications from the attorney with defendants who are not in custody?

The assigned attorney provides an invoice stating who the individual is that was appointed counsel and whether they met with him or her in person or sent a letter to his or her address. Then it is verified that the communication was completed within the three-day period.

---

How are you compensating attorneys for initial interviews? Please provide details:

Attorneys are being paid \$100 per hour for time spent during the initial interview with his or her client. The attorneys provide an invoice with time spent with each client and then are paid monthly on those invoices.

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Any change in the initial interview procedure from your FY20 plan?  Yes |  No

Please describe your policy:

Initial interview occurs after the attorney is appointed. Once appointed, the attorney either conducts an in-person consultation with clients lodged in the county jail or sends an introductory letter to clients that are not lodged within three (3) business days.

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Any change from your FY20 funding needs for initial interviews?  Yes |  No

Please explain:

### Confidential Meeting Spaces

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How many confidential meeting spaces are in the jail? One

Please explain or describe:

There is an attorney/client meeting space in the jail. It is a secured room that is equipped with a polycom so the inmate does not have to be brought into the courtroom. There are microphones so the attorney and client can conduct the interview before any court proceedings. Room is also soundproofed for confidentiality.

How many confidential meeting spaces are in the courthouse for *in-custody* attorney-client meetings? One

Please explain or describe:

There is an attorney/client meeting space in the jail. It is a secured room that is equipped with a polycom so the inmate does not have to be brought into the courtroom. There are microphones so the attorney and client can conduct the interview before any court proceedings. Room is also soundproofed for confidentiality.

How many confidential meeting spaces are in the courthouse for *out-of-custody* attorney-client meetings? One

Please explain or describe:

The assigned attorney's office has a separate meeting area for out-of-custody meetings. This room is soundproofed for confidentiality, has a polycom so client and attorney can attend any hearings without going into the courtroom. Construction of a second sound proof attorney-client meeting space adjacent to the District Court Room is scheduled for construction in 2020 but construction has been delayed by COVID-19.

Any change from the FY20 plan for meeting spaces?  Yes |  No

Please explain or describe:

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Any change in FY20 funding needs for meeting spaces?  Yes |  No

Please explain or describe:

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### Standard 3

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#### Experts and Investigators

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Describe your policy for attorneys to request expert witness assistance:

If an attorney needs an expert, he or she needs to submit a written request to the attorney-administrator what is being requested and on what case. Once the letter is received from the attorney, a determination will be made within seven days and correspondence will be sent to the attorney. If the request was granted, then the expert or investigator may submit an invoice for his or her services to be paid.

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Any change in the process from FY20?  Yes |  No

If yes, please explain:

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Describe your policy for attorneys to request investigative assistance:

If an attorney needs an investigator they need to submit a written request to the attorney-administrator what is being requested and on what case. Once the letter is received from the attorney a determination will be made within seven days and correspondence will be sent to the attorney. If the request was granted then the expert or investigator may submit an invoice for their services to be paid.

Any change in the process from FY20?  Yes |  No

If yes, please explain:

How are you tracking requests for experts and investigators by assigned counsel?

By correspondence from attorneys that request them.

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Any change in your *funding needs* from FY20 for Standard 3?  Yes |  No

If yes, please explain:

## Standard 4

### Counsel at First Appearance and Other Critical Stages

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How are you providing counsel at first appearance and all arraignments in the District Court? And in the Circuit Court (if applicable)? Please provide details:

Any client that is arrested is provided with counsel. During arraignments, the client is able to refuse counsel for further proceedings, ask for court-appointed representation, or choose to hire his or her own counsel. This is the procedure for both District Court and Circuit Court.

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How are you providing counsel at all other critical stages? Please provide details:

A court-appointed attorney is available to the client for each arraignment. During that time the judge will determine whether the client has a financial hardship and will appoint counsel for him or her.

## MIDC FY21 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

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How are you calculating compensation for Standard 4? Please provide details:

Attorneys are being paid \$100 per hour for all visits and court proceedings if appointed after the arraignment.

Do you have a prison in your County? How is counsel provided to people charged with crimes while incarcerated in the prison? Do you seek reimbursement for the cost of counsel from the Michigan Department of Corrections?

There is no prison in Cheboygan County. If a client is charged with a crime while in prison, he or she will be provided counsel for interview and arraignment. During arraignment the judge will determine whether there is a financial hardship and appoint counsel at that time. We have not requested reimbursement from the Michigan Department of Corrections.

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Are there any misdemeanor cases where your court accepts pleas without the defendant appearing before a magistrate or a judge? For example, pleas by mail, over the counter pleas, etc.  Yes |  No

Please describe how counsel is offered under these circumstances:

These types of cases are rare. Most times the clients already have counsel. If the client does not have counsel, he or she can request appointed counsel.

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Will there be any change from FY20 in this process?  Yes |  No

If yes, please explain:

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Any change from FY20 in how you are paying attorneys for Standard 4?  Yes |  No

If yes, please explain:

MIDC FY21 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

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Will there be any change from FY20 in your funding needs for this standard?

Yes |  No

If yes, please explain:

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Personnel

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In the cost analysis please provide detail about all personnel employed by the funding unit. This should include DIRECT SERVICE PROVIDERS (Public Defender Chief, Deputy Chief, Assistant Defenders, and staff of the defender office employed by the system) as well as ANCILLARY STAFF (court clerks, sheriff employees, etc.)

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For existing ANCILLARY STAFF are there any personnel positions/hours eliminated, reduced, or increased from FY20?  Yes |  No

If yes, please explain in cost analysis.

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Any additional ANCILLARY STAFF positions/hours requested for FY21?  Yes |  No

If yes, please explain in cost analysis.

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Any change from FY20 in fringe benefits?  Yes |  No

If yes, please explain in the cost analysis. This can include economics, cost of living increases, increased premiums, etc.

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Supplies & Other

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Please list any supplies or equipment requested, and provide a brief explanation of need or use in FY21.

Supplies: Copy paper, toner or ink for desktop printers and copy machines, envelopes, pens and pencils, file folders, storage boxes, labels, etc.

Equipment: Copier maintenance and postage

## MIDC FY21 COMPLIANCE PLAN AND COST ANALYSIS RENEWAL

Case-related travel expenses (please include the system's policy for reimbursement):

Attorneys will be reimbursed for case related travel expenses at the rate of \$.575 per mile. Attorney will have to submit an invoice for total amount of mileage with a copy of a map showing the distance. Mileage will be reimbursed for travel to and from location.

### Reimbursement Costs for Creating Plan

An indigent criminal defense system may submit to the MIDC an estimate of the cost of developing a plan and cost analysis for implementing the plan under MCL 780.993(2). Please attach documentation of planning time for FY21, if seeking reimbursement under this provision.

Are you submitting a request for reimbursement of planning costs?  Yes |  No

If yes, do you have receipts showing that non-funding unit employees have been paid?

Yes |  No

What is the amount you are seeking in reimbursement? \$ \_\_\_\_\_

### Attachments Submitted

- ✓ Have you attached your FY21 cost analysis?  Yes |  No
- ✓ Did you include a list of the attorneys providing services with the cost analysis template?  Yes |  No
- ✓ If applicable, did you attach documentation supporting reimbursement for compliance planning?  Yes |  No

# Indigent Defense System Cost Analysis

Grant Year October 1, 2020 - September 2021

Funding Unit Name(s)

Cheboygan County

DATE SUBMITTED: 6-1-2020

Personnel	Position	Calculation	hours and rate	Total
Corrections Officers	Jail Staff	19 hr wk x \$24.32 per/hr x 52 wks		24,028.00

## Category Summary

24,028.00

Personnel Justification - List all positions to be funded by the grant budget ( state grant/local share). Please \* highlight all positions that are new personnel requests for FY2021 and provide justification for need.

Additional staff time needed to move inmates from cells to secure Attorney/Client meeting area. Movement of inmates has occurred more than estimated from original plan as polycom is being used more frequently.

Time was originally estimated at 15 minutes per inmate to move to secure area , but did not account for time spent consulting with attorney and then returning client to his or her cell, which averages 30 minutes per inmate. Staff has recently started keeping a log to accurately monitor time.

## Fringe Benefits

## Percentage

## Amount

Employer FICA	7.65% 19 hr/week x 52wks	1,838.00
Retirement-Corrections	19.16% 19 hr/week x 52wks	4,604.00
Workers Compensation-Corrections	2.71% 19 hr/week x 52wks	651.00

Category Summary 7,093.00

Fringe Benefits Justification

Additional staff time needed to move inmates from cells to secured Attorney /Clint meeting area. Movement of inmates has occurred more than estimated from original plan as polycom is being used more frequently.

**Contractual**

Contracts for Attorneys	Services Provided	Calculation	hours and rate	Total
Assigned Counsel	Indigent Defense	\$14,192/12month		170,304.00
Assigned Counsel	Initial Interview	\$100/hr		22,000.00
Conflict Counsel	Initial Interview	\$100/hr		4,800.00
House Counsel	Arraignments	\$100/hrx17hr/wkx52		88,400.00
Conflict Counsel	Arraignments and other Critical Stages	\$100/hrx4hr/wkx52		20,800.00

Category Summary 306,304.00

Contract Attorney Justification - list all possible rate scenarios for attorney contracts that apply (i.e. hourly, event based, annual contract paid monthly) and the type work whether generally indigent defense or specific like counsel at first appearance. Please \* highlight rates or attorney line requests that are a change from your FY20 approved contract and contract rates.

**Contracts for Experts and**

<b>Investigators</b>	<b>Services Provided</b>	<b>Calculation</b>	<b>hours and rate</b>	<b>Total</b>
Investigators	Investigative Services	\$75/hr		4,500.00
Experts	Expert Services	MIDC Guideline Rate		5,500.00

Category Summary 10,000.00

Experts and Investigators Justification - Provide explanation and justification if there are changes to the requested amounts for experts and investigators from the FY20 approved contract along with an explanation if requesting to adjust the rates from your FY20's approved contract rates.

**Contracts for Construction**

<b>Projects</b>	<b>Services Provided</b>	<b>Calculation</b>	<b>Total</b>
Construction	Confidential Space District Court	Estimate	6,250.00
Materials	Confidential Space District Court	Estimate	6,250.00

Category Summary 12,500.00

Need to complete the secured meeting room for attorney/clients off of the District Court. The project was not completed in 2019. The funds were requested in the 2020 budget but due to the Covid-19 Pandemic the project has not been able to be started. Until the pandemic is over we are unsure when the project can be started. We are asking for the funding in this budget just in case the project is not completed by the end of the 2020 budget period.

**Contracts Other**

<b>Services Provided</b>	<b>Calculation</b>	<b>Total</b>
Review Attorney compliance reporting review of hours, approval of experts and Investigators	\$100 per hour x 150	15,000.00

Category Summary	15,000.00
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Contracts Other Justification - Provide justification for all other contract costs associated with the local indigent defense system with a \* highlight to new request for FY21.

Review attorney verifies compliance reporting, review of attorney hours as well as approval of experts and investigators.

Equipment	Vendor	Calculation	Total
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Category Summary	0.00
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Equipment Justification - Provide justification for new equipment requests for FY21.

Training/Travel	Vendor	Calculation	Total
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Membership Fees	SADO	\$50 x 8	400.00
Registration Fees	CDAM	\$360 x 8	2,880.00
Mileage		\$.34/4000 miles	1,360.00
Hotels		\$85/night	3,000.00
meals		\$36.00/day	864.00
Membership Fees (other)	NAPD	\$30 x 8	240.00

Category Summary	8,744.00
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Training and Travel Justification - Provide travel and training justification and \*highlight new or changed requests for FY21  
 Suggested rates for training registration would be \$30/hour; SADO membership is \$50/year; NAPD membership is \$30/year

Required MIDC training.

Supplies/Services	Vendor	Calculation	Total
Copier	Vary		400.00
Postage	Cheboygan County		635.00
Office Supply- Paper Etc.	Vary		2,000.00
Category Summary			3,035.00
<p>Supplies Justification - Provide justification for supplies requests and *highlight new or changed requests for FY21.</p> <p>Office and supplies needed for operation. Maintenance and supplies for copier. These supplies and equipment are used by the assigned attorneys and support staff in the attorney room at the courthouse for setting up client files and providing copies of case materials to clients when they come to court.</p>			
Budget Total			386,704.00

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET**

**VEHICLE AND TRAVEL SERVICES (VTS)  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED  
EMPLOYEES  
Effective October 1, 2019**

**MICHIGAN SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$85.00	\$85.00
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$24.25	\$27.25

**MICHIGAN IN-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	\$85.00	\$85.00
Breakfast	\$ 8.50	\$11.50
Lunch	\$ 8.50	\$11.50
Dinner	\$19.00	\$22.00
<b>Per Diem</b>	<b>\$87.00</b>	
Lodging	\$51.00	
Breakfast	\$ 8.50	
Lunch	\$ 8.50	
Dinner	\$19.00	

**OUT-OF-STATE SELECT CITIES \***

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$13.00	\$16.00
Lunch	\$13.00	\$16.00
Dinner	\$25.25	\$28.25

**OUT-OF-STATE ALL OTHER**

	<b>Individual</b>	<b>Group Meeting pre-arranged and approved</b>
Lodging**	Contact Conlin Travel	Contact Conlin Travel
Breakfast	\$10.25	\$13.25
Lunch	\$10.25	\$13.25
Dinner	\$23.50	\$26.50
<b>Per Diem</b>	<b>\$97.00</b>	
Lodging	\$51.00	
Breakfast	\$10.25	
Lunch	\$10.25	
Dinner	\$23.50	

**Incidental Costs (per overnight stay) \$5.00**

**Mileage Rates**

Premium Rate	\$0.580 per mile
Standard Rate	\$0.340 per mile

\*See Select High Cost City Listing

\*\*Lodging available at State Rate, or call Conlin Travel at 877-654-2179 or [www.somtravel.com](http://www.somtravel.com)

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
VEHICLE AND TRAVEL SERVICES (VTS)  
SELECT HIGH COST CITY LIST**

**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES EFFECTIVE  
October 1, 2019**

**Michigan Select Cities / Counties**

Cities	Counties
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse Oakland Wayne

**Out of State Select Cities / Counties**

State	City / County	State	City / County
Arizona	Phoenix, Scottsdale, Sedona	Maryland	Baltimore City, Ocean City (Counties of Montgomery & Prince Georges)
California	Los Angeles (Counties Los Angeles, Orange, Mendocino & Ventura) Edwards AFB, Arcata, McKinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Massachusetts-Boston (Suffolk County), Burlington Cambridge, Woodburn Martha's Vineyard	
		Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
		Nevada	Las Vegas
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	New Mexico	Santa Fe
Connecticut	Bridgeport, Danbury	New York	Lake Placid, Manhattan (boroughs of Manhattan, Brooklyn, Bronx, Queens and Staten Island), Melville, New Rochelle, Riverhead, (Suffolk County), Ronkonkoma, Tarrytown, White Plains
DC	Washington DC, Alexandria, Falls Church, Fairfax (Counties of Arlington & Fairfax in Virginia) (Counties of Montgomery & Prince George's in Maryland)	Ohio	Cincinnati
		Pennsylvania	(Bucks County) Pittsburgh
Florida	Boca Raton, Delray Beach, Fort Lauderdale, Jupiter, Key West	Rhode Island	Bristol, Jamestown, Middletown, Newport (Newport County), Providence
Georgia	Brunswick, Jekyll Island	Texas	Austin, Dallas, Houston, LB Johnson Space Center
Idaho	Ketchum, Sun Valley	Utah	Park City (Summit County)
Illinois	Chicago (Cook & Lake Counties)	Vermont	Manchester, Montpelier, Stowe (Lamoile County)
Kentucky	Kenton	Virginia	Alexandria, Falls Church, Fairfax
Louisiana	New Orleans	Washington	Port Angeles, Port Townsend, Seattle
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Wyoming	Jackson, Pinedale

**Department of Licensing and Regulatory Affairs  
Michigan Indigent Defense Commission  
FINANCIAL STATUS REPORT**

<b>1. Name and Address of Grantee</b>	<b>2. Funding Unit(s)</b>			<b>3. Grant Number</b>		<b>4. Grant/Contract Period</b> From: _____ To: _____			
	<b>5. Current Report Period</b> From: _____ To: _____			<b>6. Amended Report</b> YES _____ NO _____		<b>7. Total Grant Amount</b> State Grant _____ Local Share _____			
				<b>Contracts</b>					
<b>8. Expenditure Categories</b>	Salaries Fringes	Contract Attorneys	Experts Investigators	Construction	Other	Equipment	Travel Training	Supplies Services	Total
<b>9a. Expenditures for Report Period 10/1/19 -12/31/19</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>b. Expenditures for Report Period 1/1/20 - 3/31/20</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>c. Expenditures for Report Period 4/1/20 - 6/30/20</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>d. Expenditures for Report Period 7/1/20 - 9/30/20</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>e. Total Expenditures to date</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>10 State Grant Advancements</b>					<b>11. Certified Local Share</b>				
a. Received this reporting period					\$0.00	a. Deposited to the local MIDC fund this reporting period			\$0.00
b. Received to date this grant year					\$0.00	b. Deposited to the local MIDC fund to date this grant year			\$0.00
<b>12. Remarks</b>	<b>13. Certification:</b> I certify that to the best of my knowledge and belief this report is correct and complete and that all expenditures are for the purposes set forth in the approved compliance plan and consistent with the grant contract and attachments.  _____ Authorizing Signature  _____ Date  _____ Email  _____ Position  _____ Phone				<b>14. MIDC Approval</b>				
					Grant Manager's Signature			Date	
					State Office Admin. Signature			Date	

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 8, 2020

RESOLUTION

BY: COMMISSIONER KIM J. COONAN, 4<sup>TH</sup> DISTRICT

WHEREAS, The coronavirus pandemic and resulting recession are wreaking havoc on the United States; and

WHEREAS, Both state and local governments are facing massive budget shortfalls resulting from the economic downturn, which will significantly affect their ability to provide crucial services; and

WHEREAS, More than a million state and local government jobs have been lost since the Covid-19 crisis began and those jobs include but are not limited to police officers and firefighters, health care workers, emergency responders, social service providers and teachers; and

WHEREAS, Millions more of these workers and the critical services they provide will soon be lost unless Congress and the administration act quickly to help close state and local governments' widening budget gaps; and

WHEREAS, The Covid-19 crisis has significantly reduced tax revenues that state and local governments rely on to fund jobs and services and, with increasingly high unemployment rates, the lost wages mean a huge decline in personal income taxes; and

WHEREAS, With nearly a third of businesses shut down at the peak of shelter-in-place rules, corporate income taxes fell; and

WHEREAS, With few people traveling, going to movies or purchasing cars, saletax revenues are dropping at an alarming rate; and

WHEREAS, Property tax revenues will suffer, since home prices and commercial real estate values will eventually slump; and

WHEREAS, The crisis, however, has caused demand to soar for state and local government services and support programs; and

WHEREAS, Hospitals are packed with Covid patients and the millions who have lost jobs are looking for unemployment, Medicaid and help with housing and other living costs; and

WHEREAS, At a time when Americans need government help most, cash strapped local units of government as well as states across the country, have no option but to cut the help they provide; and

WHEREAS, These outlined losses will not be recouped soon, if ever; and

WHEREAS, Federal assistance to state and local governments is one of the most effective ways to support the economy in a downturn; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners calls upon and strongly urges the President of the United States, the Senate and Congress to provide the financial assistance required to aid states and local units of government as they continue to deal with the economic long term effects of Covid-19; Be It Finally

RESOLVED That copies of this resolution be forwarded to the President of the United States, our Federal and State Representatives, the Michigan Association of Counties and the other 82 Michigan counties.

KIM COONAN, 4<sup>TH</sup> DISTRICT COUNTY COMMISSIONER

Comm Coonan - Federal Assistance

MOVED BY COMM. LUTZ  
SUPPORTED BY COMM. KRYGIER

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK	X			KIM J. COONAN	X			MICHAEL E. LUTZ	X		
ERNIE KRYGIER	X			THOMAS M. HEREK	X						
VAUGHN J. BEGICK	X			TOM RYDER	X						

VOTE TOTALS:  
ROLL CALL: X YEAS 7 NAYS 0 EXCUSED 0  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED X DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

**COUNTY BOARD OF COMMISSIONERS  
FINANCE/BUSINESS MEETING  
September 8, 2020**

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

Roll called and a quorum present

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

**Absent:** None

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

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

**Motion** by Commissioner Newman, seconded by Commissioner Tryban, approved the agenda as presented. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

**Motion** by Commissioner Sangster, second by Commissioner Wallace, to approve the consent agenda revising the Committee of the Whole Meeting Minutes of August 25, 2020 deleting Commissioner Gouine and adding the time that Ron Williams was sworn in; pulling the Williams Office Equipment billing from the consent agenda and adding it under "Old Business" and on page 7 change Commissioner Warfield's comments to "his" concerns.

- A. Approve Monthly Finance Claims (Finance Total = \$969,377.28; Prepaid Total = \$0.
- B. Budget Adjustments as follows:
  - 2020 Budget Transfer
  - 1. 509-792 to 509-752 totaling \$22,000
  - 2. 101-143 to 101-143 totaling \$2,500
  - 3. 588-599 to 588-599 totaling \$1,800
- C. Straits Regional Ride
  - 1. Letter of Understanding
- D. DHHS Contract Amendment 4 – Prosecutor's Office
- E. Correspondence
  - 1. Alcona County Resolution in Opposition to Continuing COVID Emergency Executive Orders from Lansing
  - 2. Alcona County Resolution Opposing Executive Directive 2020-9
  - 3. Leelanau County Resolution to Condemn Racism in Leelanau County
- F. Minutes:
  - 1. Finance/Business Meeting of August 11, 2020 and Committee of the Whole Meeting of July 28, 2020 and August 25, 2020
  - 2. City Council – 7/28/2020 & 8/11/2020

3. County Road Commission – 7/16/2020 & 8/13/2020
4. NEMCOG – 6/18/2020
5. NCCMH - 7/16/2020 & 8/20/2020
6. Planning Commission – 8/11/2020

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

### **CITIZENS COMMENTS**

Louise Vallance citizen of Grant Township commented on the Michigan Transportation Connection agreement with Straits Regional Ride. He noted that SRR would be operating after standard hours and he asked if they were going to be entering into contracts like this for after hours, to have the SRR regular schedule mirror their schedule. SRR users should expect to be given equal treatment. He was also concerned with the wording in Section nine (9) of the Rides to Wellness Agreement.

### **SCHEDULED VISITORS/DEPARTMENT REPORTS**

Outreach & Communications Coordinator Frances Whitney presented the Northeast Michigan Community Services Agency 2019 Annual Report. An abbreviated mission of the agency was to provide quality programs and services to strengthen and enhance the self-sufficiency of individuals, families and communities, focusing on those who were experiencing an economic hardship. NEMCSA has 11 core counties and touches a total of 22 counties in Michigan, which provides over 30 programs. The Early Childhood Programs is the largest division. NEMCSA has 750 employees with over 500 just in the Early Childhood Programs division alone. Community Base Care programs is partnered with the Aging Department, which allows NEMCSA to provide programs to the sun set of people's lives or the aging population a/k/a our seniors. Here in Cheboygan, NEMCSA has an office located in downtown Cheboygan, which has registered nurses and social workers that are on staff that provide in home health care services and nursing home placement along with a lot of other variety of programs for seniors. Services available include: food assistance, weatherization, homeless and homeless prevention assistance, payment assistance for primary hearing source utilities, as well as match savings, self-sufficiency supportive services, foreclosure prevention assistance, homebuyer education, and financial capabilities support. NEMCSA was just over 53% federal funded, 34.6% state funded and 11.7% local and in-kind funded. This varies from year-to-year, but not significantly. 94% of funding goes back into the programs and into the community. NEMCSA has a very low administrative cost. In 2019, NEMCSA provided services to: 2,971 children received early childhood services; 8,601 households received food boxes; 3,559 youth enhanced their academic careers; 14,182 seniors maintained independent living; 623,229 meals provided to seniors and home-bound individuals and 255,800 hours donated to agency programs. This was a very unique program that NEMCSA housed and was the only one in the State of Michigan, which was very successful. NEMCSA's four Poverty Educators have been staying busy providing Bridges Out of Poverty training throughout Northeast Michigan. In 2019 almost 600 people participated in the training, providing resources for individuals to utilize the information to develop an accurate mental model of poverty, middle class, and wealth. During COVID-19, the public offices have been closed with essential workers out providing in home health care and homeless services. A high percentage of workers have been working remotely. For the first time depending on the need, NEMCSA is providing a virtual Headstart preschool program to whatever the comfort level was of their family's needs. Since COVID-19, NEMCSA being a community action agency, they were always trying to keep on top of NEMCSA's promise to the county

and the community to change people's lives, embody the spirit of hope, improve communities and make America a better place to live. NEMCSA applied for three (3) CARES Funding Grants and this has allowed them to add on even more programs to people in need including people in Cheboygan County that were negatively impacted by COVID-19. In an unfortunate event, these funds could help pay for someone's funeral or a memorial service for those who have lost their life due to the pandemic. NEMCSA has funding for anyone who has lost their job and needs to pay their water bill for example. This year NEMCSA has also been instrumental in helping with the 2020 Census. Ms. Whitney commented that she appreciated Commissioner Sangster being on the Board. Commissioner Sangster applauded this group for their professionalism. For more information please visit [www.nemcsa.org](http://www.nemcsa.org).

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

Finance Director Sue Buitenhuis presented the Revenue and Expenditure Report for the General Fund for the month ending July 31, 2020. She reported total year-to-date revenue of \$2,333,063.33, or 16.41%% of the budget compared to \$2,251,914.65, or 16.28% of the budget last year at this same time. Ms. Buitenhuis reported expenditures year-to-date of \$6,758,526.77, or 47.55% of the budget, compared to \$6,816,488.65 or 49.28%, last year as of the end of July 31, 2019.

**Motion** by Commissioner Tryban, seconded by Commissioner Newman to receive and file the Finance Reports. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

### **Administrator's Report**

Administrator Jeff Lawson reported on the CDBG COVID Grant. Staff has submitted initial qualifications documents to MEDC for CDBG COVID grant funding. Funding can be used for cost associated with response to COVID-19 not covered by other grant funding. CDBG funding requires a public hearing to be scheduled to provide an overview of grant funding and permit public comments. The public hearing will be scheduled for the September 22, 2020 Committee of the Whole Board Meeting to comply with CDBG notifications requirements. A draft copy of the County's Public Participation Plan will be provided to the Board at the September 8, 2020 Finance Business Meeting.

Administrator Jeff Lawson gave an update on the Marina Fuel System Replacement Project. The State has provided approval to continue with the Marina project. The engineering consultant has been directed to re-post bid packet information for a bid opening this fall. Once the bids are received and tabulated, the County will seek approval from the State for bid award. The project will most likely begin construction next spring.

Administrator Jeff Lawson gave an update on Treasurer's Office Wall Repair. The architect/engineer consultant is finalizing plans/specification to bid the repair of the Treasurer's Office vault wall. The existing outer wall will be fastened to the steel superstructure of the building. The project will remove the inner vault wall and door, opening the area up for office use. The project should be able to be completed over the winter contingent on the contractor's schedule. Discussion was held on the timeline of the repairs and temporary office space options.

Administrator Jeff Lawson an update on the Indigent Defense Compliance Plan. The Michigan Indigent Defense Commission has approved the County's 2021 Indigent Defense Compliance Plan, which provides indigent defendants in criminal cases with effective

assistance of counsel. An agreement to receive funding from the State for the program is currently being processed by the State and will be brought before the Board for approval once it is received.

## **COMMITTEE REPORTS**

Commissioner Matelski reported that her next Area on Agency Meeting this month was via telephonic.

Commissioner Warfield reported that he attended the Planning and Zoning meeting and the committee has moved forward with the Orion Solar Project.

## **OLD BUSINESS**

Commissioner Williams commented that his business Williams Office Equipment has been doing business with the County Building servicing and selling copy machines for over two decades. He disclosed a letter of transparency outlining the terms, a list of the different departments that he worked with and the amounts for the Board to review. Administrator Lawson stated that this was pursuant to Contracts of Public Servants with Public Officials Act, MCL.51.321, et seq, that specifies the procedures required, which was provided by Commissioner Williams.

**Motion** by Commissioner Sangster, seconded by Commissioner Warfield to postpone approval of check number 184723 in the amount of \$813.46 to Williams Office Equipment for equipment maintenance service until the September 22, 2020 meeting. A roll call vote was taken. Motion carried with 6 yes, 0 no, 0 absent and Commissioner Williams (abstained)

## **NEW BUSINESS**

Planning and Zoning Director Michael Turisk presented Zoning Ordinance Amendment #158 –an application submitted by Joe Antkowiak and David and Julie Clark to conditionally rezone property from Agriculture and Forestry Management (M-AF) to Commercial Development (D-CM). Section 24.2 of the Cheboygan County Zoning provides the procedure required for processing amendments to the zoning ordinance, including processing rezoning applications. The required procedure includes provisions for a public hearing to be held by the Planning Commission, public notice requirements and transmitting the Planning Commission's recommendation to the Board of Commissioners.

Included with this summary report is a rezoning packet containing the documents that create the official records for the rezoning application as follows: The original application; staff report; Findings of Facts and findings under each of 10 rezoning factors by the Planning Commission, including the final recommendations; approve minutes of the August 5, 2020 Planning Commission meeting; and Zoning Ordinance Amendment #158 documents.

The applicants request conditionally rezoning the subject parcel from Agriculture and Forestry Management (M-AF) to Commercial Development (D-CM) under Section 405 of the Michigan Zoning Enabling Act, MCL 125.3405 (P.A. 110 of 2006) (Use and development of land as condition to rezoning). The applicant request a conditional rezoning to D-CM as the initial procedural step in establishing a tool and die/machine shop land use via a special use permit review process. The staff report provides information regarding site conditions, neighboring property and consistency with the Cheboygan County Master Plan and Future Land Use Map.

The Planning Commission held a public hearing regarding the rezoning application on August 5, 2020. Two public comments were made per meeting minutes.

The Planning Commission developed General Findings and Findings of Facts relative to the 10 rezoning factors, and unanimously recommended approval of the conditional rezoning application. The Planning Commission found that the application to conditionally rezone to D-CM is in general conformance with the Cheboygan County Master Plan and Future Land Use Map. The Planning Commission also found that rezoning the subject property as is proposed to facilitate a future machine shop use would be appropriate given nearby D-CM zoning and mixed land uses.

**Motion** by Commissioner Sangster, seconded by Commissioner Matelski, to adopt following amendment to incorporate into the Board of Commissioners' record in this matter all Cheboygan County Planning Commissioner public hearing minutes and all documents submitted to the Planning Commission in connection with its consideration of the conditional rezoning request, and to adopt as its own the findings made by the Planning Commission as its meeting on August 5, 2020 on the rezoning factors considered by the Planning Commission regarding the rezoning.

**CHEBOYGAN COUNTY**  
**Zoning Ordinance Amendment #158**

AN ORDINANCE TO AMEND THE CHEBOYGAN COUNTY ZONING ORDINANCE NO. 200

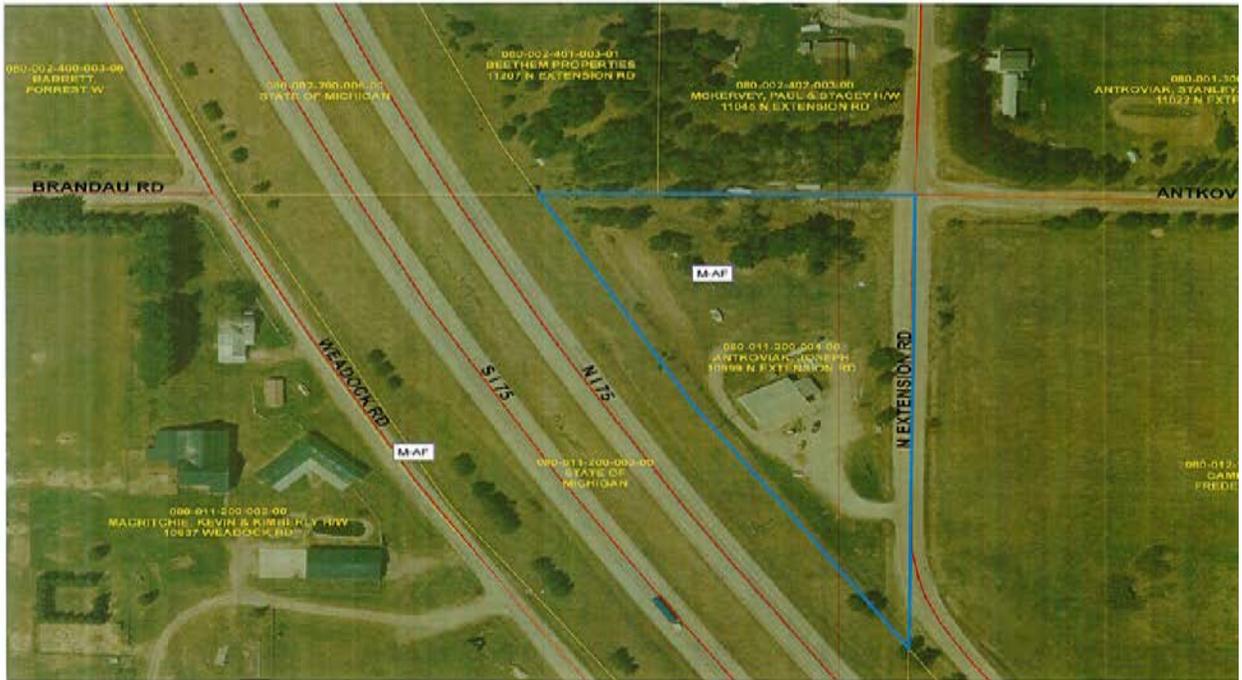
THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN ORDAINS:

**Section 1 -- Amendment of Section 3.9.1**

The zoning map incorporated into the Cheboygan County Zoning Ordinance No. 200 by Section 3.9.1 is hereby amended to conditionally rezone property located in Munro Township, Cheboygan County from Agriculture and Forestry Management (M-AF) to Commercial Development (D-CM). The land to be rezoned is described as follows:

**Parcel #080-011-200-004-00**

E1/2 OF NE1/4, SEC 11, T37N, R3 W2, LYING NELY OF HWY I-75. 522/047



Map depicting the subject property prior to rezoning (*outlined in blue*).  
The entire graphic is shaded green and depicts Agriculture & Forestry Management (M-AF) zoning



Map depicting the subject property (*outlined in blue*) after rezoning entirely to Commercial Development (D-CM) (*shaded red*)

**Section 2 -- Severability**

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

**Section 3 -- Effective Date**

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

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

Planning and Zoning Director Michael Turisk presented Zoning Ordinance Amendment #159 – an application submitted by the Department of Planning and Zoning to rezone property in Tuscarora Township from Agriculture and Forestry Management (M-AF) and Commercial Development (D-CM) to entirely Commercial Development (D-CM). Section 24.2 of the Cheboygan County Zoning provides the procedure required for processing amendments to the zoning ordinance, including processing rezoning applications. The required procedure includes provisions for a public hearing to be held by the Planning Commission, public notice requirements and transmitting the Planning Commission's recommendation to the Board of Commissioners.

Included with this summary report is a rezoning packet containing the documents that create the official records for the rezoning application as follows: The original application; staff report; Findings of Facts and findings under each of 10 rezoning factors by the Planning Commission, including the final recommendations; approve minutes of the August 19, 2020 Planning Commission meeting; and Zoning Ordinance Amendment #159 documents.

The Department of Planning and Zoning requests rezoning the subject parcel from Agriculture and Forestry Management (M-AF) and Commercial Development (D-CM) to entirely D-CM. Staff report provides information regarding site conditions, neighboring properties and consistency with the Cheboygan County Master Plan and Future Land Use Map and the Tuscarora Township Master Plan.

The Planning Commission held a public hearing regarding the rezoning on August 19, 2020. No Public comments were made pursuant to the meeting minutes.

The Planning Commission developed General Findings and Findings of Facts relative to the 10 rezoning factors, and unanimously recommended approval of the conditional rezoning application. The Planning Commission found that the application to conditionally rezone to D-CM is in general conformance with the Cheboygan County Master Plan and Future Land Use Map. The Planning Commission also found that rezoning the subject property as is proposed to facilitate a future machine shop use would be appropriate given nearby D-CM zoning and mixed land uses.

**Motion** by Commissioner Warfield, seconded by Commissioner Tryban, to adopt the following amendment to incorporate into the Board of Commissioners' record in this matter all Cheboygan County Planning Commissioner public hearing minutes and all documents submitted to the Planning Commission in connection with its consideration of the conditional rezoning request, and to adopt as its own the findings made by the Planning Commission as its meeting on August 19, 2020 on the rezoning factors considered by the Planning Commission regarding the rezoning.

**CHEBOYGAN COUNTY  
Zoning Ordinance Amendment #159**

AN ORDINANCE TO AMEND THE CHEBOYGAN COUNTY ZONING ORDINANCE NO. 200

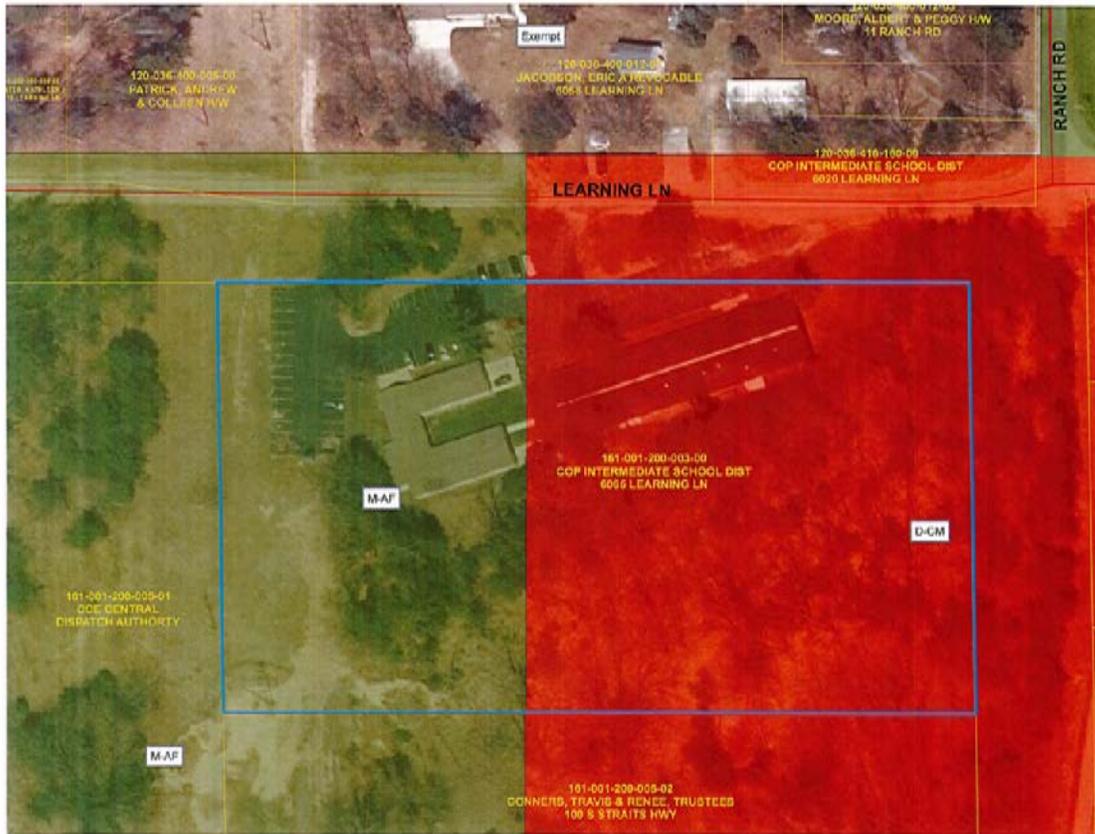
THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN ORDAINS:

**Section 1 -- Amendment of Section 3.9.1**

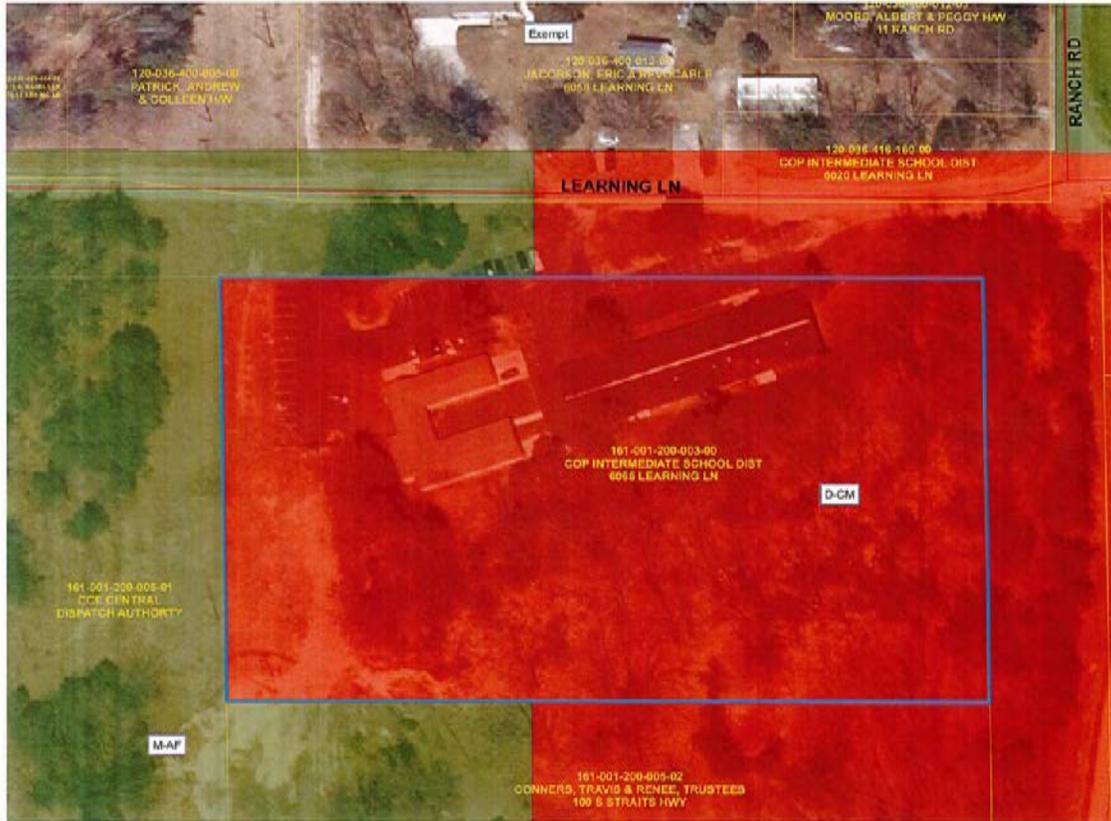
The zoning map incorporated into the Cheboygan County Zoning Ordinance No. 200 by Section 3.9.1 is hereby amended to rezone property located in Tuscarora Township, Cheboygan County from Agriculture and Forestry Management (M-AF) to Commercial Development (D-CM). The land to be rezoned is described as follows:

**Parcel #161-001-200-003-00**

COM NE COR SEC 1, T35N,R3W; TH W ALG N SEC LI 121.2 FT; TH S 0D 45M 30S E 33FT TO INTERSECTION OF R/W M-27 & OLD EAGLES NEST RD & POB; TH CONT S ALG WLY R/W M-27, 350FT; TH W 600FT; TH N 0D 45M 30S W 350 FT TO S R/W OLD EAGLES NEST RD; TH E ALG R/W 600FT TO POB, PT OF NE1/4 OF NE1/4.



Map depicting the subject property prior to rezoning (*outlined in blue*). Portion shaded green is zoned Agriculture & Forestry Management (M-AF) with Commercial Development [D-CM] zoning shaded red.



**Section 2 -- Severability**

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

**Section 3 -- Effective Date**

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

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

Treasurer Buffy Weldon presented the Property Foreclosures First Right of Refusal. There were 22 properties that were foreclosed upon in 2020. Before selling these properties at a public auction, the County Treasurer shall offer them to the DNR who has the right to purchase any and all properties at fair market value. Any properties remaining will be offered to the local municipality who has the right to purchase by paying a minimum bid as set by the County Treasurer. Any properties not purchased by the DNR or local municipalities will then be offered to the County who has the right to purchase by paying a minimum bid. Any property purchased by the local municipality or County must be used for public purposes. There will be an online auction held on October 2, 2020 [www.tax-sale.info](http://www.tax-sale.info) for Covid-19 related reasons.

**Motion** by Commissioner Sangster, seconded by Commissioner Williams, to authorize Chairperson John B. Wallace to sign the waiver of First Right of Refusal in accordance with Act 123. P.A. 1999. A roll call was taken. Motion carried with 7 yes, 0 no and 0 absent.

Treasurer Buffy Weldon presented the Michigan Rural Community Demolition Grant - RETRACTED. Property located at 324 North C Street, in the City of Cheboygan, was abandoned because of a house fire in 2016. The Cheboygan County Treasurer foreclosed on this parcel in 2019. The County Treasurer needs to move forward with the demolition of this property and use funds from the County foreclosure surplus. The Demolition Grant offered by the State Land Bank was an opportunity for the County to restore this land to a buildable site or a bigger yard for one of the neighbors to purchase while utilizing surplus funds from the State.

Merchant Excavating presented the lowest bid in the amount of \$11,880 for demolition of the burned structure on North C Street. The structure on this property needs to be removed so that the property can be “debris free” for the next Foreclosure Auction.

**Motion** by Commissioner Sangster, seconded by Commissioner Newman, to approve the expense of \$20,000 for demolition of the building located at 324 North C Street, Cheboygan, Michigan. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Michigan Transportation Connection (MTC) Rides to Wellness Agreement. Michigan Transportation Connection (MTC) provides transportation funding to qualified clients to provide transportation to Wellness/Same Day Service. MTC would like to enter into a one (1) year agreement with automatic renewal with SRR to provide transportation to MTC’s qualified clients. MTC or associated grants along with State and Federal funds would provide payment for the rides.

**Motion** by Commissioner Newman, seconded by Commissioner Sangster, to approve Rides to Wellness Agreement with Michigan Transportation Connection upon final review by legal counsel, authorize the Chair to sign and authorize any necessary budget adjustments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Sue Buitenhuis presented the Adoption of Fiscal Year 2021 Straits Regional Ride Budget. Michigan Department of Transportation (MDOT) along with the County Auditor has recommended changing the fiscal year of Straits Regional Ride from December 31, to September 30, 2020.

**Motion** by Commissioner Tryban, seconded by Commissioner Matelski, to approve the fiscal year budget for Straits Regional Ride for the year ending September 30, 2021, with a total budget of \$1,670,615. A roll call vote was taken. Motion carried with 7 yeas, 0 no and 0 absent.

Finance Director Sue Buitenhuis presented the MERS Temporary Modification to Benefit Provisions. Cheboygan County has applied for the First Responder Hazard Pay premium Program through the Michigan Department of Treasury. This program was created by 2020 Public Act 123 to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19 in an amount up to \$1,000 per eligible employee. As fringes related to this pay are not included as part of the grant, MERS has allowed temporary modification to benefit provisions to exclude COVID-19 related hazard pay from the definition of compensation.

**Motion** by Commissioner Warfield, seconded by Commissioner Tryban, to approve the Temporary Modification to Benefit Provisions to exclude bonuses, paid leave or additional pay

related to COVID-19 from the definition of compensation for purposes of determining wages and employer/employee contribution under Defined Benefit, Defined Contribution and Hybrid plans, 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 Septic System Permit Appeal - Galliher. Septic System permit applications are submitted to the District Health Department #4 for standards and approved by District Health Department #4 Staff. If a permit application does not meet site standards and/or fails to provide adequate information, the permit is denied by the Health Department. Once a permit is denied an appeal can be filed with the Board of Commissioners in the County where the property is located. A permit application was received and denied by District Health Department #4 staff for the Galliher property located at 1085 Temple Road, Indian River, MI 49749 due to the fact that the information provided by the applicant did not contain adequate information and therefore did not meet site approval standards. The applicant has submitted additional information as part of the appeal process. District Healthy Department #4 staff has received the attached information and has conducted a site visit to the property and has identified the sealed plans submitted by the applicant's engineer, which will meet the District Health Department #4 information and site standards to be approved with appeal approval by the Board of Commissioners.

**Motion** by Commissioner Newman, seconded by Commissioner Sangster, to approve the Galliher Septic Permit Appeal for property located at 1085 Temple Road, Indian River, MI 49749 based on the attached sealed plan information provided by Sorenson Engineering and attached correspondence received by the District Health Department #4 staff recommending approval. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent

**CITIZENS COMMENTS** - None

**BOARD MEMBERS COMMENTS**

Commissioner Wallace commented on the revised 2019-2020 Board Appointments Committee List and asked the Board to take a look at it to see if there were any adjustments that needed to be made, because he would be happy to look at it.

**Motion** by Commissioner Sangster, seconded by Commissioner Williams, 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 was adjourned at 10:59 a.m..

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Karen L. Brewster  
Cheboygan County Clerk/Register

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John B. Wallace  
Chairperson Board of Commissioner

**Cheboygan County Board of Commissioners  
Committee of the Whole Meeting  
September 22, 2020**

The Committee of the Whole meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room and via telephonic by Chairperson John Wallace at 9:30 a.m.

Roll called and a quorum present.

**PRESENT:** Commissioners Mary Ellen Tryban, Richard Sangster, Michael Newman, Ron Williams, Roberta Matelski, John Wallace and Steve Warfield

**ABSENT:** None

**Also in attendance:** Louis Vallance, John Moore, Scott Swanson, Kortny Hahn, Sheriff Dale Clarmont, Kathy Morrow, Administrator Jeff Lawson, IT Director Dave Berg, Gil Archambo, and County Clerk Karen L. Brewster.

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

Commissioner Tryban asked to be excused at 9.31 a.m.

**Public hearing opened at 9:32 a.m.**

Administrator Lawson presented the Michigan CDBG CARES Funding Citizen Participation Plan. The Community Development Block Grants require a citizen participation plan. In the past, the County has had a couple different types of CDBG funds. These funds have been used primarily in the county's housing department. The components of the plan were, basically, to give people the opportunity to make comments on the proposed grants. Municipalities who receive the funding are required to have the participation plan in place to encourage residents to participate in the planning, implementation and assessment and assessment of the applications for these funds. The plan outlines the policies and procedures residents can follow to participate in this capacity and any resident is welcome to participate, especially those who have low to moderate incomes. Those who also live in areas where community development funds are being used are also encouraged to participate. The plan establishes a contact person for the program, which in this case would be in the county's finance department. The information obtained from the residents' participation will then be transferred to the different, applicable departments around the building for review.

No public comment.

**Motion** by Commissioner Sangster, seconded by Commissioner Warfield, to close the public hearing. A roll call vote was taken. Motion carried with 6 yes, 0 no and 1 absent.

**Public hearing was closed at 9:33 a.m.**

Administrator Lawson presented the Michigan CDBG CARES Funding. The County had applied for \$271,000 to potentially offset any future costs for testing, personal protection equipment or contractor costs related to COVID-19. The county had been in contact with the health department to determine if there could potentially be any future expenses. There haven't been any instances identified where the county expects to have to spend a large amount of money. There may be costs where the county didn't apply for other grants and the county would be able to place these under this particular grant. Staff wants to have funding available if they were to need it, between now and the end of the year.

Commissioner Tryban returned at 9:36 a.m.

Louis Vallance Citizen of Grant Township questioned whether county residents would be able to apply for any of the COVID-19 relief funding for reimbursement for food since the county did not provide food for citizens during the first part of the pandemic and Walmart did not stock their shelves properly. There was food available that should have been distributed through the USDA and the Department of Emergency Management that was not distributed to Cheboygan County. The Cheboygan County leadership did not get the program to come to the county for its residents.

**Motion** by Commissioner Newman, seconded by Commissioner Matelski, to close the public hearing. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

**Public hearing was closed at 9:40 a.m.**

**Motion** by Commissioner Sangster, seconded by Commissioner Williams, to approve the agenda as presented. 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 COP-ESD deleting the routes for SRR from Cheboygan to Onaway because of virtual schooling, which then leaves him high and dry for rides. This was not what the federal and state transit dollars was meant to be used for.

### **SCHEDULED VISITORS/DEPARTMENT REPORTS**

Sheriff Dale Clarmont awarded Sergeant Patrick Holt and Deputy Ron Fenlon with a Medal of Commendation in recognition of their commitment to the Citizens of Cheboygan County during COVID-19 Pandemic. Sheriff Clarmont also awarded Captain Keith Ginop with an Exceptional Service Medal in recognition of his commitment, professionalism, volunteerism and unrelenting devotion to the citizens of Cheboygan County during the COVID-19 Pandemic. Applause was given.

89<sup>th</sup> District Court Judge Maria Barton presented the 2019 Annual Report. In 2019, the 89<sup>th</sup> District Court total expenditures were \$15,821.04 less than budgeted. District Court has come in under budget every year from 2009 through 2019 for a total savings of \$274,291.96 to the County. The 89<sup>th</sup> District Court continues to address the issues of trial and preliminary hearings in an effort to improve the timeliness of cases and to reduce the time, effort and costs in subpoenaing police officers and other witnesses. These efforts result in more cases being settled before the day of trial, reducing witness fees for the Prosecutor's Office, overtime costs to the police agencies and jury costs in District Court. In 2019, jury expenses were elevated due to new requirements of the Michigan Indigent Defense Commission (MIDC), which was created by legislation in 2014 after an advisory commission recommended improvements to the state's legal system. The MIDC works to ensure the state's public defense system is fair, cost-effective and constitutional while simultaneously protecting public safety and accountability. This new requirement has increased the number of jury trials held, thereby, increased the jury costs to \$6,990.75. One of the ways the court is saving money is through the use of a Polycom system, which was installed in 2013. The District Court utilizes this equipment whenever possible in order to make the most efficient use of time for the court, staff, police agencies, Department of Corrections and assigned judges. In 2019, the District Court, through the use of the Polycom, helped the county save an estimated \$4,390.38 in prisoner transportation, and

visiting judge costs saving approximately \$33,523.67 for the years 2013 through 2019. Also District Court utilizes a lot of Zoom Meetings since the pandemic, which has also help in keeping the costs down. District Court runs the Sobriety Court without any additional funding from the county, state or federal grants, and all programming is done in-house, with the help of Harbor Hall. She stated that the mission of the District Court is to help substance abusers achieve sobriety by providing a structural framework, helping them to be successful and facilitate change in addictive behaviors. Sobriety Court is another area that the court strives to save money. The budget was \$9,200 and YTD Activity came in under budget only spending \$6,832.97. The Sobriety Court participants completed 1,451 hours of community service in lieu of employment hours and for sanctions. In the last year, District Court has also been very efficient with their case flow management. District Court is required to keep track of its statistics for the State of Michigan to show how efficient they are being. In 2019, the 89<sup>th</sup> District Court's clearance rate was 100% with 5,144 new or reopened cases and 5,120 disposed of cases. Also District Court is meeting all of the guidelines set in place by the Michigan Supreme Court except one, which is the preliminary examination of each case scheduled within 14 days of the offense occurring. She explained that District Court has never met this because she felt it was an unreasonable time guideline. In 2019, District Court's revenue was \$944,787.49 up \$16,270.70 from 2018. The increase is believed to be due to collection efforts. The District Court's expenses were down approximately \$20,000. It's really important to be fiscally responsible with her budget and to be accountable to the taxpayers of the County. 89<sup>th</sup> District Court has been under budget every year she has been in office. It reflects a savings of about \$274,000 from being under budget every year. Looking at the 2019 District Court case load, it showed Felony cases down slightly by 11, Misdemeanor cases down by 109, Civil Infractions were down by 72, where Traffic Misdemeanor cases filed were up by 29. The area of concern was General Civil cases, which were up considerably by 61, along with Small Claims at 14, and Landlord Tenant cases were up by 13. There is no rhyme or reason as to why the case loads are either up or down. District Court utilizes community service program as sentencing alternatives to allow certain indigent offenders to perform volunteer work as part of their sentence as credit against the payment of fines and costs. In 2019, a little over 1,000 hours of community service was completed by people assigned to the community service program, which resulted in about \$10,000 of money being credited toward fines and costs. In 2019, District Court sentenced 122 inmates to the work crew in lieu of jail time.

MSU-E District Director Adam Koivisto thanked the Board for letting him present the MSU-E 2019-2020 Annual Report. He stated that he wanted to spend most of this report talking about the second half of the year because it's been such an oddball year and it might be more interesting. During the first half of the year, MSU-E programs that were familiar happened normally right up through February. In March, MSU-E worked very hard to be able to adapt to how things were changing, when everything began operating remotely. In the past, MSU-E has always done some remote programs, offering workshops and other programs online. MSU-E ended up converting tons of their programming to online programs in March. Within weeks of going and putting staff remotely, they launched a website that had all their current offerings and they continue to add to that even to this day. The MSU-E office has gotten creative with how they are offering the online programming to users, including offering a large number of classes never offered before. These can be seen by visiting the website [www.canr.msu.edu/rlr/](http://www.canr.msu.edu/rlr/). In some cases, the office's staff has noticed they are reaching even more people than they would have if they were doing face-to-face learning. This might be due to folks not having to travel or just looking for things to do, when in the past, they might have just been doing other things. Many programs the office has offered even before the pandemic has also really started to take off, mostly the programs related to mental health, including a program named Stress Less with Mindfulness, which has seen attendance go through the roof since the pandemic has started. People's anxiety levels are really high, a lot of people are really struggling, either isolated at

home or they have job worries. These classes related to mental health, where somebody can just log on from their computer at home and learn about mindfulness or learn about different mental health options. MSU-E has had to add more of the mental health classes because so many people are attending the programs. These types of courses have always been offered by MSU-E, but due to the pandemic they are seeing more people taking the classes. Hopefully, when the pandemic is over, anxiety levels will go back down and they will be able to scale back a little accordingly. Many of the programs typically are done in person, including those related to agriculture, which has been converted to an online format. For example, there is typically a large scale field day offered by the office, where farmers come out to a local farm and talk about planting methods and the latest science. These things are still happening and they are happening virtually. The research that they normally do in this area is also still happening. This is very valuable to the farms in the area. What they do is they test different kinds of seeds, in the climate in this area. We're the only ones who do this kind of research in this area. It is easy for the farms to be able to get on Google and see what grows well in Detroit, or Lansing, because there is a lot of research going on in that area. However, if you want to know what grows well in this area, the research is provided by the Michigan State University Extension. This is all research that can still be done while maintaining social distancing. Now that the MSU-E office has opened back up to the public, people are starting to come back in. While everything was closed, the office staff was still helping people, it was just all done remotely, by sending things through the mail, or having the people text pictures to the office to help identify certain pests and plants. He stated that he has been on some advisory council's for the college, but MSU-E does a lot of work with non-farmers. The MSU-E office is constantly trying to increase the public's knowledge about what they do, so they can help as many people as possible. Recently, they have been trying to increase their presence on social media, to get the word out, as well as working with the community partners. He stated that he appreciated their long standing partnership with Cheboygan County.

Commissioner Sangster commented what MSU-E does and the level of partnership with the office and the county through different entities such as the Northern Lakes Economic Alliance, MSU-E is really invested in Cheboygan County.

Commissioner Williams commented on Thomas Tafoya's Virtual Rabbit Show. He stated that he had talked to him the other day and this keeps going on with leaps and bounds. He questioned if they were looking to expand on this down at the Lansing level. Mr. Koivisto commented that this was gaining traction on its own. This was one of the cool things about 4-H it's nationwide. When other states see something like this, kids from other states start to collaborate. Leigh Ann from this MSU-E office helps commend with those opportunities. For example, Thomas will have opportunities to present at the National 4-H. He wasn't sure where this was going to go, but the skies the limit. Commissioner Williams commended Thomas on his work.

## **ADMINISTRATOR'S REPORT**

Administrator Jeff Lawson reported on an update on Broadband. Last Friday, Commissioner Wallace, the EDC Chair Sharen Lange and I attended a meeting in Tuscarora Township. At the meeting, there had been a local resident who had asked representatives from Connect Michigan to talk about broadband internet opportunities in the state. As far as the presentation, Tom Stephenson from Connect Michigan stated the company does have a survey that can be sent out to the residents of a community to identify where the broadband internet is currently located and how the residents feel about their current service. The survey questions how people feel about the amount they are paying for their service and if it is currently meeting their needs. It looks like the EDC and the county could assist in facilitating that survey across the county, using partners like MSU-E or the schools. Staff did hear that there are other companies in the area

who have applied for grant funding on the federal level to help expand current internet service in Cheboygan County and, hopefully, by October some of that information will be released.

Administrator Jeff Lawson reported on the sale of two (2) county vehicles currently owned by the county, which is being auctioned off online. One of these vehicles is a 2015 Ford Explorer, from the Cheboygan County Sheriff's Department with 184,483 miles on it. There is also a 2010 Ford Escape with 140,818 miles on it. Both of these vehicles are currently on the county's website, being sold through an online auction site the county has used in the past. Members of the public who are interested will be able to bid on these vehicles by logging into the website, [www.cheboygancounty.net](http://www.cheboygancounty.net), and look at the details of the vehicles, before bidding.

Administrator Jeff Lawson reported on attending a Michigan Association of Counties webinar regarding a couple of issues in Lansing, including the update of solid waste management plans by local municipalities. These are now referred to as material resource planning documents, not solid waste. The state is looking at funding options, moving forward, whether it's in 2021 or 2022, to provide appropriations to counties or regions to update the plan. He did hear some appropriation figure of around \$60,000 per county. In 2000, the Northeast Michigan Council of Governments was the regional agency who came up with the original plans for the counties and it is expected that that entity will probably look at updating the plans again as a regional approach. In 2015, the Cheboygan County's plan was slightly updated. Cheboygan County is part of a regional plan where the county can haul solid waste between counties, which was standard at the time the solid waste plans were first put together. The state has shifted its focus over to resource management, which, basically, means recycling. Moving forward, there could be some incentive for counties who focus on recycling. Cheboygan County does have a recycling program with items being transported to Emmet County to be processed, which Cheboygan County has gotten some grant funding for. It is expected that this will continue in the future and when the plans are updated, they will have more of a focus on recycling.

Administrator Jeff Lawson reported on receiving information from the Department of Treasury regarding some Grant Applications the county has applied for. These applications include the one for the public safety payroll reimbursement, for which the county has received around \$268,000 in grant funding. Tied closely to that is the Coronavirus Local Government Grant program, which was just received in the amount of \$214,000. Staff submitted costs that have been incurred for law enforcement and corrections during the pandemic, due to law enforcement assisting with keeping civil order during the pandemic.

Administrator Jeff Lawson reported on the Hazardous Duty Pay Grant for the first responders, which was received and \$1,000 will be distributed per first responder tomorrow.

### **OLD BUSINESS**

Finance Director Sue Buitenhuis presented the Williams Office Equipment Invoice. At the September 8, 2020 Finance Business Meeting, the Commissioners pulled the invoice for Williams Office Equipment in order for Commissioner Williams to disclose the contract agreement to the Board in writing. The approval of the bill was postponed until the September 22, 2020 meeting. Williams Office Equipment Service Agreement as follows:

"Service on the machines. Insurance covers all parts, labor, travel, toner and staple costs to maintain this equipment in a reasonable state of operation. Billed monthly in arrears at .0088 Tenths of a cent per black & white print and .085 cents per color print actual use. Guaranteed service response in

four hours or less on all units during regular business hours with additional 24/7/365 support of law enforcement offices. Insurance does not cover any loss of information, external computer network hardware, software, wiring, malfunctions or damage caused by connection to a computer network. Insurance does not cover telephone system hardware, software, wiring, malfunctions or damage by connection to a telephone system. Insurance does not cover any electrical damage, hardware, or service required for or due to the installation and use of the equipment. Insurance does not cover loss or damage due to operator error or negligence. Insurance does not cover damage or service due to natural disaster, service by another party, misuse, malicious destruction, and use of incorrect type of toner, poor quality paper, labels, or damage due to foreign objects (Post its, staples, clips, etc.). Insurance is subject to annual review and is renewed automatically unless either party notifies the other with thirty days written notice. Either party may discontinue, add or remove some or all units insurance for any reason at any time with thirty days written notice. Insurance is void if account becomes over thirty days overdue. Williams Office Equipment and its owner, employees and assigns are not responsible for any personal or property damage, injury or death resulting from the use of the covered equipment. These terms are posted annually to the January invoice if a revision is made. Terms of this invoice supersede all previous conversations, statements and agreements. Payment of this invoice indicates agreement to these terms and conditions."

**Motion** by Commissioner Sangster, seconded by Commissioner Matelski, to approve invoice 56863 in the amount of \$813.46 to Williams Office Equipment for copier service and supplies for the month of July, 2020. A roll call vote was taken. Motion carried with 6 yes, 0 no, 0 absent and 1 abstain (Commissioner Williams).

## **NEW BUSINESS**

Administrator Jeff Lawson presented the Rural Transit Assistance Program (RTAP) Third Party Contract. The Rural Transit Assistance Program is designed primarily for rural transit agencies to disperse funds for eligible training activities and equipment and/or technical assistance and research activities that promote or benefit rural public transportation. The purpose of this Contract is to make federal RTAP grant funds available to SRR for the costs of eligible training activities and equipment and/or technical assistance research activities that promote or benefit rural public transportation. This program is for the period from October 1, 2020 to September 30, 2023.

**Motion** by Commissioner Newman, seconded by Commissioner Williams, to approve the RTAP Third Party Contract, authorize the Administrator or Chair 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 Cheboygan County CDBG Citizen Participation Plan. Municipal recipients of CDBG funding are required to have a Citizen Participation Plan to encourage citizen participation in an advisory role in the planning implementation, and assessment of CDBG applications for funding and awarded programs. The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity

for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, and residents of areas where community development funds are utilized.

**Motion** by Commissioner Sangster, seconded by Commissioner Tryban, to approve the Cheboygan County CDBG Citizen Participation Plan. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Jeff Lawson presented the Cheboygan County Resolution #20-13 Authorizing Resolution for CDBG COVID-19 Grant Funding. The Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136, makes available supplemental Community Development Block Grant (CDBG) and Emergency Solutions Grant ESG-CV funding for grants to prevent, prepare for, and respond to Coronavirus (COVID-19). The CDBG grant will provide flexibilities for grantees to expedite the use of grant funds to help address the challenges facing our nation during this historic health crisis. Resolution authorizes submittal of required grant documents and authorized Chairman Wallace as certifying officer.

**Motion** by Commissioner Newman, seconded by Commissioner Warfield, to approve the following resolution and authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

**CHEBOYGAN COUNTY RESOLUTION #2020-13  
AUTHORIZING RESOLUTION CDBG COVID-19 GRANT FUNDING**

The Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public Law 116-136, makes available supplemental Community Development Block Grant (CDBG) and Emergency Solutions Grant ESG-CV funding for grants to prevent, prepare for, and respond to Coronavirus (COVID-19). The CDBG grant will provide flexibilities for grantees to expedite the use of grant funds to help address the challenges facing our nation during this historic public health crisis.

**WHEREAS**, the Michigan Strategic Fund has invited Counties to accept Community Development Block Grant Program funds to support **CDBG CARES Funding**; and

**WHEREAS**, Cheboygan County will seek to receive up to \$271,084.14 in CDBG funds to reimburse for unexpected costs within its jurisdiction associated with COVID-19; and

**WHEREAS**, Cheboygan County will use funding to assist for the prevention, mitigation and response to COVID-19, specifically for PPE, healthcare equipment, public services and salary reimbursement or other cost necessary to respond to COVID-19.

**WHEREAS**, the proposed project will benefit all residents of the project area and 45.74 percent of the residents of Cheboygan County are low and moderate income persons as determined by (census data provided by the U.S. Department of Housing and Urban Development).

**NOW, THEREFORE, BE IT RESOLVED** that Cheboygan County hereby approves authorization to submit required grant documents to receive CDBG CARES funding and designates and authorizes John Wallace, Chairman, Cheboygan County Board of Commissioners as the Certifying Officer, the person authorized to certify the Michigan CDBG pre-agreement documents, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Administrator Jeff Lawson presented the Request for Delegation of School Plan Review and Inspection Authority. Cheboygan Area Schools has requested from the State of Michigan that school plan review and/or inspection for building, plumbing, electrical and mechanical work completed by the Cheboygan Area School District be permitted and inspected by the

Cheboygan County Building Safety Department. The application must also be signed by the Chief Elected Official of the local unit of government that will conduct the inspections.

**Motion** by Commissioner Sangster, seconded by Commissioner Tryban, to authorize the Chair to sign the Request for Delegation for School Plan Review and Inspection Authority to a Local Unit of Government Enforcing Agency application. 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 the Federal Court ruling that overturned the Michigan ban on transporting voters to the polling places for the November General Election, which will require Cheboygan County to have Straits Regional Ride or the Sheriff's Department available for transportation. Secondly, the county building is still not in compliance with Executive Order 2020-153 signage stating that citizens who are unable to wear masks can come into the county building. Also the upstairs men's bathroom is a liability to the county and the facade underneath the windows outside by the front door still needs to be addressed.

### **BOARD MEMBER COMMENTS**

Commissioner Newman commented on the situation with District Health #4 Department regarding the Municipal Employees' Retirement Systems funding level has dropped below the reasonable amount and this department might be coming back down to the Board to ask for more funds.

Commissioner Warfield commented that he attended a Planning Commission meeting and Committee Member Karen Johnson has tendered her resignation.

Commissioner Tryban commented that she attended a Fair Board Meeting where Administrator Lawson reported on the Fair property.

Commissioner Matelski commented that there was a nice feature story on channel 7 & 4 last night about the Veteran's Memorial Park.

Commissioner Wallace commented that he turned in the proposed 2021 CCE 911 budget to the Finance Director Buitenhuis.

**Motion** by Commissioner Tryban, seconded by Commissioner Warfield, to adjourn to the call of the chairperson. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 10:50 a.m.

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Karen L. Brewster  
Chief Deputy Clerk/Register

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John B. Wallace  
Chairperson of the Board of Commissioners



**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
BOARD APPOINTMENTS & PROCEDURES  
July 20, 2020**

The meeting was called to order at 10:00 a.m. in the Commissioners Room by Committee Chair Richard Sangster.

**PRESENT:** Commissioner Richard Sangster, Commissioner Cal Gouine, Commissioner Roberta Matelski and County Clerk Register Karen L. Brewster.

**CITIZENS COMMENTS** - None

**Motion** by Commissioner Gouine, seconded by Commissioner Matelski, to approve the agenda as presented. Motion carried.

**Motion** by Commissioner Matelski, seconded by Commissioner Gouine to approve the minutes of March 5, 2020 as presented. Motion carried.

**OLD BUSINESS** - None

**Administrator's Evaluation**

**Motion** by Commissioner Gouine seconded by Commissioner Matelski to go into closed session at the request of Jeffrey B. Lawson, an employee of the County and pursuant to Section 8(a) of the Open Meetings Act, being MCL 15.268(a), to consider a periodic personal evaluation. A roll call vote was taken. Motion carried.

**ENTERED INTO CLOSED SESSION AT 10:07 a.m.**

**RETURNED TO OPEN SESSION AT 10:34 a.m.**

**Motion** by Commissioner Sangster, seconded by Commissioner Gouine, to adjourn. Meeting adjourned at 10:35 a.m.

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Karen L. Brewster, County Clerk Register

**RECEIVED**

SEP 22 2020

Health Board Meeting  
August 18, 2020

**CHEBOYGAN COUNTY CLERK**

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bob Adrian, August 18, 2020 at 10:00 a.m. The meeting was held via Zoom.

**ROLL CALL**

**Present:**

Alpena County:	Adrian, Fournier
Cheboygan County:	Newman
Montmorency County:	LaFleche, Peterson
Presque Isle County:	Gapczynski

**Absent:**

Altman, Sangster

**Excused:**

**Others Present:**

Denise Bryan, Judy Greer, Kevin Prevost, Matt Radocy, Kendra Bartz, Crystal Nelson – The Alpena News

Adrian asked for a moment of silence in memory of Commissioner Cal Gouine.

**AGENDA:**

None.

**MINUTES:**

**Minutes from July 21, 2020 Health Board Minutes:** Motion by Lafleche with support from Fournier to approve the July 21, 2020 Health Board Minutes as presented. Ayes all, Motion carried.

**Minutes from July 29, 2020 Executive Board Minutes:** Motion by Adrian with support from Lafleche to approve the July 29, 2020 Executive Board Minutes as presented. Ayes all, Motion carried.

**CLAIMS**

**July 22, 2020 through August 14, 2020:** Motion by Lafleche with support from Gapczynski to approve the Listing of Claims submitted from July 22, 2020 through August 16, 2020. Roll call vote. Ayes all, Motion carried.

**PUBLIC COMMENT**

None.

**DEPUTY HEALTH OFFICER REPORT**

**Revenue/Expenditure and Trial Balance Report:** Greer mailed the Revenue/Expenditure and Trial Balance Report to Health Board members with the notice of the Health Board meeting for their review. Fund Balance being added through June 30, 2020 is \$9,476.75.

Adrian questioned the CARES act funding due to counties having received Community Development Grants and may be willing to assist the Health Department.

**Support Services/Finance Supervisor:** Kendra Bartz has been hired to fill the vacancy of Support Services/Finance Supervisor. She began her position on Monday, August 17, 2020. Welcome Kendra!

**Secretarial/Finance Position:** There was one internal candidate for the Secretary/Accounting position. The individual will begin the Accounting training in September.

**MEDICAL DIRECTOR'S REPORT**

**Communicable Disease Report:** The report for June 1, 2020 through July 31, 2020 was mailed to the Board with the packet for the month.

Weekly meetings with the Superintendents to get the school plans together for the reopening. Hailey, Devin and Matt have been working with the schools on their plan. Meyerson stated that we do not approve their reopening plans, we provide guidance.

Meyerson talked about the uptick in COVID19 cases in our area. He relates them to travel in/out of our jurisdiction. Testing is a concern in our area with timely reporting. The virus is in our community whether it be seasonal residents or travelers. Hospitalization numbers have remained low as well.

**ENVIRONMENTAL HEALTH DIRECTOR'S REPORT**

**Montmorency County Sanitarian:** Scott Couture is continuing training and will begin being a presence in the Montmorency Office beginning August 18, 2020. He still has a good deal of training to complete, but he's adapting well.

**Cheboygan County Sanitarian:** A tentative offer of employment has been made to Naomi Barnes to fill the Cheboygan Sanitarian position, with focused training in COVID19 response and contact tracing. Her start date is set for September 8, 2020.

**On-site Sewage and Water Supply:** Prevost reported that we have surpassed the 2019 numbers at this time in the On-site sewage and water supply. Extremely busy at this time.

**Beach Monitoring:** We have had good results this year with no advisories or closures.

**ADMINISTRATIVE HEALTH OFFICER'S REPORT**

**COVID 19:** Bryan shared the data in the slides prepared by Devin Spivey, Epidemiologist. Cathy Goike does an outstanding job keeping the media and our Facebook page up to date. School discussions have been handled by Hailey, Devin, and Matt. A little more guidance from the state would have been beneficial for consistency. Representative Allor held two town hall meetings with Bryan and Meyerson participating. School districts do cover more than one jurisdiction. Bryan wrote a letter of support to have DHD2 move to Region 6. Testing is an important component with schools reopening. Turnaround times of lab results are unacceptable.

The State is looking to mobilize the National Guard for testing in a more comprehensive approach.. Looks like the National Guard will be responsible from US10 Highway and North. Matt Radocy is looking at options with focus on Cheboygan, Presque Isle, and Alpena. Sgt Holt has been instrumental in helping set up testing options.

Executive Orders are hard to keep up with their interpretation/details. The enforcement of these orders is difficult especially since the mask order was implemented. The nurses are doing an outstanding job with contact tracing and initial contacts.

We need to be gearing up our immunization's efforts. We will proceed with the Immunization Coordinator position. The team is ready to respond when necessary. We are operating 7 days a week.

**ADMINISTRATIVE HEALTH OFFICER'S REPORT CONTINUED**

A lot of time has been spent interviewing and hiring. Tiffany Bailey will be joining District Health Department No. 4 as Public Health Nursing Director on August 31, 2020. As of August 31, 2020, the Leadership team will consist of Judy, Kevin, Tiffany, Devin, Hailey, Kendra, Matt, Denise and Dr. Meyerson.

Tiffany, Hailey, Devin and Kendra will be learning the programs and departments. We look forward to you meeting them in your counties.

Community Development Block Grant is a way for us to work with the counties. Bryan mentioned a potential for a Social Work position to work with COVID. Bryan understands that these grants are not sustainable.

**Union Negotiations:** Bryan is aware that union negotiations are coming up this year. We understand that the retirement costs are increasing. Bryan felt that we should start negotiating in September so not to run into the Christmas season.

Adrian thanked the staff and Denise on their dedication and commitment to the department.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**PUBLIC COMMENT**

**None.**

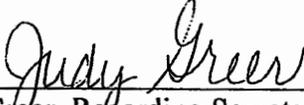
**ADJOURNMENT**

There being no further business to come before the Board, motion by LaFleche with support from Fournier to adjourn. Ayes all, motion carried.

Adjournment: 10:55 a.m.

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Bob Adrian, Chairman

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Mike Newman, Secretary/Treasurer

  
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Judy Greer, Recording Secretary

## REGULAR CITY COUNCIL MEETING

August 25, 2020

The Regular City Council meeting was called to order by Mayor Bronson via teleconference at 7:00 p.m.

### Roll Call:

Present: Raab, Ptasnik, Johnston, Bronson, Mallory, Temple, and Couture

Absent:

### Approval of Agenda and Receive and File All Communications:

- Councilwoman Raab moved to approve the Agenda and receive and file all communications, seconded by Councilwoman Johnston. Motion carried unanimously.

### Approval of Prior Meeting Minutes:

- Councilwoman Raab moved to approve the Regular City Council Meeting minutes of August 11, 2020 as presented, seconded by Councilwoman Johnston. Motion carried unanimously.

### Communications and Petitions:

- Presentation of Main Street/DDA Design Guidelines, Katie Duczowski, Interim Director.
  - Ms. Duczowski discussed that part of the City's application to become a Main Street Community listed design guidelines for downtown as a project for the Place Making Committee and on August 4, 2020, the DDA Board approved the presented guidelines.
  - Ms. Duczowski also discussed that these guidelines are only suggestions to help strengthen the character of downtown.

### General Business:

- Consideration of the City of Cheboygan Main Street/DDA Policy for Purchase of Supplies & Equipment and Procurement of Contracted Services.
  - City Manager Eustice explained that this policy would allow the Main St/DDA Director to purchase supplies and equipment within certain monetary guidelines without Board approval.
  - Councilwoman Raab moved to approve the City of Cheboygan Main Street/DDA Policy for Purchase of Supplies & Equipment and Procurement of Contracted Services, effective August 25, 2020, seconded by Councilwoman Johnston. A roll call vote was taken, motion carried unanimously.
- Consideration of Request from Dawn Reo to Vacate Canada Street and Schedule a Public Hearing for Tuesday, September 22, 2020 at 7:00 p.m. via Resolution.
  - Council discussed the location of the street and the impact of vacating the street.
  - Mayor Pro Tem Couture moved to adopt a Resolution of the City Council scheduling a Public Hearing for Tuesday, September 22, 2020 at 7:00 p.m. via Resolution, seconded by Councilwoman Raab. A roll call vote was taken, motion carried unanimously.
- Consideration of Request from Dawn Reo to Vacate Alley and Schedule a Public Hearing for Tuesday, September 22, 2020 at 7:00 p.m. via Resolution.

- Mayor Pro Tem Couture moved to adopt a Resolution of the City Council scheduling a Public Hearing for Tuesday, September 22, 2020 at 7:00 p.m. via Resolution, seconded by Councilwoman Raab. A roll call vote was taken, motion carried unanimously.

**City Clerk's and Treasurer's Comments:**

- Clerk/Treasurer Brown reported that to date she has received two Declarations of Intent for candidates interested in running for the partial Council seat. Interested candidates can file until October 23, 2020 to be eligible write-in candidates on the ballot.

**City Manager's Report:**

- City Manager Eustice reported that he has distributed the draft copies of the Recreational Marihuana Ordinances to Council. A special meeting will likely be scheduled next week to set the public hearings to adopt the ordinances.
- City Manager Eustice discussed the Cheboygan Estates project and the adjusted estimates that were provided. He reported that he is making a presentation at the September School Board meeting to see if the School will participate in covering a portion or all of the construction costs. Council discussed various funding options for the project and the phasing of the development. Councilmembers also discussed their concerns with funding a private development.
- City Manager Eustice reported that he received a quote to coat the Lincoln Avenue Bridge with an epoxy sealer for \$395,000. He is concerned about the longevity of the bridge without the sealant. He suggested that we rebid the project in the spring of 2021.
- City Manager Eustice reported that the Ordinance Revision Committee has a completed Rental Registration Ordinance that will be presented to Council in an upcoming meeting.
- City Manager Eustice also discussed the Assistant City Manager position which is currently posted through the Michigan Municipal League, the Cheboygan Daily Tribune, and the Cog Group. The deadline to apply is currently September 1, 2020.

**Committee Updates:**

- The Recreation Commission meeting was postponed, there will be a meeting in September. The Trails Town group is still meeting monthly and they are working on getting the City designated as a Waterway Trail Town.

**Messages and Communications from Mayor and Council Members:**

- Councilwoman Raab reported that the Heritage Foundation is working on different ideas for local historic properties.
- Councilman Temple mentioned that the downtown looks nice and now we should focus on the rest of the City.
- Mayor Bronson inquired about Mike Fein's retirement from the DPW and also whether the DDA beautification position has been filled. City Manager Eustice confirmed that Mike is retiring, he explained that the job has been posted internally per the union contract. Ms. Katie Duczowski explained that the DDA is accepting resumes through September 3, 2020.

**Adjournment**

- Meeting adjourned at 8:24 p.m.

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Mayor Mark C. Bronson

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Clerk/Treasurer Bridget E. Brown

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Councilman Brett Mallory

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Councilwoman Sara Johnston

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Councilman Vaughn Temple

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Mayor Pro Tem Nicholas C. Couture

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Councilwoman Diane E. Raab

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Councilwoman Ashley Ptasnik

## Special City Council Meeting

September 2, 2020

The Special City Council Meeting was called to order by Mayor Bronson via teleconference at 5:30 p.m.

### Roll Call:

Present: Raab, Bronson, Mallory, Temple, Couture and Johnston

Absent: None

### Public Comments:

- Mr. Greg Klinger thanked the Council for taking the time and energy to draft the recreational marihuana ordinances. He discussed how the business is changing now that recreational marihuana is legal.
- Mr. RJ Archambo fully supports the efforts to pass the recreational marihuana ordinances. He discussed section 122.04 of the ordinance which outlines the process for issuing licenses when more than one applicant has applied for a single available license, and his concerns for current medical marihuana permit holders to be able to apply for a recreational license.

### General Business:

- Consideration to Schedule a Public Hearing for September 22, 2020 at 7:00 p.m. to Amend the Code of the City of Cheboygan by Adding Chapter 122, Recreational Marihuana Facilities, to Authorize and Regulate the Establishment of Recreational Marihuana Facilities Pursuant to the Michigan Regulation and Taxation of Marihuana Act MCL 333.27951 and Rescind Ordinance 100, Article IX.
  - Mayor Pro Tem Couture asked for clarification of the competitive process.
  - City Attorney Stephen Lindsay explained that the competitive process outlined in section 122.04 addresses how the City should proceed in the event they have more than one applicant for a single license. However, section 122.04 Section B3 clarifies that recreational marihuana retailers must be collated with a medical marihuana provisioning center.
  - Mayor Pro Tem Couture moved to schedule a Public Hearing for September 22, 2020 at 7:00 p.m. to Amend the Code of the City of Cheboygan by Adding Chapter 122, Recreational Marihuana Facilities, to Authorize and Regulate the Establishment of Recreational Marihuana Facilities Pursuant to the Michigan Regulation and Taxation of Marihuana Act MCL 333.27951 and Rescind Ordinance 100, Article IX, seconded by Councilwoman Raab. A roll call vote was taken, motion carried unanimously.
- Consideration to Schedule a Public Hearing for September 22, 2020 at 7:00 p.m. to Amend the Code of the City of Cheboygan by Amending Title XV, Chapter 154 Article 2-Definitions; Article 4 District Regulations; Article 7 Specific Use Standards; Article 13 Nonconforming Lots, Uses, and Structures; to Allow Recreational Marihuana Facilities.
  - Councilwoman Raab moved to schedule a Public Hearing for September 22, 2020 at 7:00 p.m. to Amend the Code of the City of Cheboygan by Amending Title XV, Chapter 154 Article 2-Definitions; Article 4 District Regulations; Article 7 Specific Use Standards;

Article 13 Nonconforming Lots, Uses, and Structures; to Allow Recreational Marihuana Facilities, seconded by Mayor Pro Tem Couture. A roll call vote was taken, motion carried unanimously.

**Meeting adjourned at 5:49 p.m.**

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Mayor Mark C. Bronson

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Clerk/Treasurer Bridget E. Brown

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Councilman Brett Mallory

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Councilwoman Sara Johnston

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Councilman Vaughn Temple

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Councilwoman Diane Raab

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Mayor Pro Tem Nicholas C. Couture

## REGULAR CITY COUNCIL MEETING

September 8, 2020

The Regular City Council meeting was called to order by Mayor Bronson via teleconference at 7:00 p.m.

### Roll Call:

Present: Couture, Johnston, Bronson, Mallory, Ptasnik, Temple, and Raab

Absent:

### Public Comments:

- Ms. Sharen Lange updated Council on the status of the Hope Network Project, they are still waiting to hear from MSHDA regarding funding. She also discussed the Oryan Solar Energy Project, they are in the process of selling energy. Regarding the Cheboygan Estates Project, she feels a prerequisite of a percentage of sales would be an appropriate and conservative approach. She also discussed training for new council members, so they are aware of all the tools and resources available especially regarding development. She reported that she spoke to Chris Jones with Meijer back in March of 2020 and was told that Cheboygan is not in their plans to develop a distribution center. She suggested that wildflower seeds be thrown along the banks of the Cheboygan River to help with the weed situation.
- Mr. Louis Vallance discussed the attempt to clean out the weeds along Eastern Avenue. He also discussed running water to Eastern Avenue, he would like to see a breakdown of the cost estimate for that project. Lastly, he discussed the school system going to a virtual program and that he does not feel they should receive tax revenue if they are not offering in person learning.

### Council Response to Public Comments:

- Mayor Bronson agrees with Ms. Lange that training for new councilmembers is a good idea. He suggested staff reach out to MSU Extension to set up training.
- Councilwoman Johnston added that she thought training in conjunction with the County and surrounding Townships would be helpful.
- Councilwoman Raab thanked Ms. Lange for her involvement with the projects.
- Mayor Pro Tem Couture commented that he never heard a representative from Meijer discuss building a distribution center here.
- Mayor Bronson also explained that the City cannot withhold taxes from the school system, the City serves as a flow through for the tax revenue.

### Approval of Amended Agenda and Receive and File all Communications:

- Councilwoman Raab moved to approve the Amended Agenda and receive and file all communications, seconded by Councilwoman Johnston. Motion carried unanimously.

### Approval of Prior Meeting Minutes:

- Councilwoman Johnston moved to approve the Regular City Council Meeting Minutes of August 25, 2020, seconded by Mayor Pro Tem Couture. Motion carried unanimously.

- Councilwoman Johnston moved to approve the Special City Council Meeting Minutes of September 2, 2020, seconded by Councilman Temple. Motion carried unanimously.

**Bills and Disbursements:**

- Prepaid Bills and Disbursements for the Month of August 2020.
  - Motion by Councilwoman Raab to approve the prepaid bills and disbursements for the month of August 2020 in the amount of \$2,699,437.50, seconded by Councilwoman Ptasnik. A roll call vote was taken, motion carried unanimously.
- Unpaid Bills and Disbursements for the Month of August 2020.
  - Motion by Councilwoman Raab to approve the unpaid bills and disbursements for the month of August 2020 in the amount of \$76,591.46, seconded by Councilwoman Johnston. A roll call vote was taken, motion carried unanimously.

**General Business:**

- Consideration of City of Cheboygan Policy on Donations and Gifts.
  - City Manager Eustice explained that this policy was developed partially due to the significant donation from the Gildner Family. He explained that per the policy, any donation of \$10,000 or more must be approved by City Council, this includes actual cash donations or any donation of property etc.
  - Councilwoman Raab moved to approve the City of Cheboygan Donation and Gift Policy, effective September 8, 2020. No support, motion failed.
  - Mayor Bronson suggested adding a strong statement informing donors that donations will belong to the City and can be sold if necessary.
  - Councilmembers discussed potential language that could be added including offering the donation back to the donors prior to being sold along with taking into consideration the intentions of the donors.
  - Councilwoman Raab moved to approve the City of Cheboygan Donation and Gift Policy with the amendments by City Attorney Stephen Lindsay and the addition of the language clarifying that the donation becomes property of the City and the City has the authority to disperse of that in any way it chooses, effective September 8, 2020, seconded by Councilwoman Johnston. A roll call vote was taken, motion carried unanimously.
- Consideration to Appoint Anthony Eustice to the Parks & Recreation Commission.
  - Councilwoman Raab moved to appoint Anthony Eustice to the Parks & Recreation Commission, term to expire July 1, 2021, seconded by Councilwoman Johnston. Motion carried unanimously.
- Consideration to Appoint John Stritmatter to the Brownfield Redevelopment Authority.
  - Councilwoman Raab moved to appoint John Stritmatter to the Brownfield Redevelopment Authority, term to expire April 13, 2023, seconded by Mayor Pro Tem Couture. Motion carried unanimously.

**City Manager's Report:**

- City Manager Eustice reported that he is attending the School Board Meeting on Monday, September 14<sup>th</sup> to present on the Cheboygan Estates Project and to find out if the School can help financially with the project. City Manager discussed other projects where the City expended funds to run services to new developments.
- City Manager Eustice reported that a union meeting is scheduled for September 23<sup>rd</sup> and negotiations should be complete at that time. The contract will be submitted to Council once finalized.
- City Manager Eustice reported that he has received 13 resumes for the Assistant City Manager position, 8 of which were submitted by the Cog group.
- City Manager Eustice also discussed that Meijer has not completely ruled Cheboygan out for a retail store, but that would be at least a couple of years away. He is not aware that there have been intentions of opening a distribution center here.
- City Manager Eustice discussed the issue with the compressor at the Ice Rink and the overall issues with the condenser. An additional compressor may need to be replaced still this season. Ice is scheduled to be down mid-September and the hockey season is moving forward.

**Committee Updates:**

- Main Street DDA Update, September 4, 2020.
- City Manager Eustice reported that the Planning Commission met and discussed the rezoning of the Cheboygan Cement property, they are recommending that the property be rezoned.

**Messages and Communications from Mayor and Council Members:**

- Mayor Pro Tem Couture would like to hear more about the current Health Insurance Plan and Liability Insurance for the City and how that process works to make sure we have the best rates. He also inquired about the plans to replace our current assessor. City Manager Eustice responded that he is planning on having a new assessor in place on January 1, 2021 and Clayton McGovern would stay on to help with the transition.
- Councilwoman Raab discussed the reactivation of the Historic Resource Commission and a letter that was submitted to the Mayor regarding the reactivation of that commission. Mayor Bronson replied that he would have a response to her letter shortly.
- Councilwoman Johnston inquired if there was a plan in place to train the new Councilmembers. Councilwoman Johnston also commented on the masonry work at Bishop's on the vacated street, she was under the impression that nothing could be built there. City Manager Eustice responded that he will discuss the plans with Tom Bishop.
- Mayor Bronson reported that Mackinaw Ave from Main Street to the Little Black River Bridge is scheduled to be remilled in the spring. City Manager Eustice added that Highway 23 from Duncan Avenue to Butler Road will also be rebuilt as well as the Lincoln Ave and Main Street intersection. Mayor Bronson also discussed the ditch clearing along Eastern Avenue, he said it was unsightly but he didn't know of any other way to get the work done. Councilwoman Johnston inquired if there were plans to also extend the sidewalk along with the road repairs along Highway 23. City Manager Eustice said he would follow up with DPW Director on the project plans, he was not sure if there would be enough funding for the sidewalks too.

**Adjournment**

- Meeting adjourned at 8:18 p.m.

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Mayor Mark C. Bronson

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Clerk/Treasurer Bridget E. Brown

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Councilman Brett Mallory

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Councilwoman Sara Johnston

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Councilman Vaughn Temple

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Mayor Pro Tem Nicholas C. Couture

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Councilwoman Diane E. Raab

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Councilwoman Ashley Ptasnik

Chairman D. Brown called the Regular Meeting of the Cheboygan County Road Commission to order at 8:00 am held VIA ZOOM

Clerk D. Stempky took roll call and a quorum was present

Pledge of Allegiance was recited

**PRESENT:** D. Brown, D. Brandt, R. LaHaie, H. Ginop, K. Paquet, Eng/Mgr B. Shank and Clerk D. Stempky

**VISITORS:** T. Horrocks, C. Veneros, J. Moore, C. Antkoviak, and G. Archambo

**MOTION by K. Paquet seconded by R. LaHaie to approve minutes of last regular meeting of 8/13/20 as emailed. 5 Yeas** **CARRIED**

**MOTION by D. Brandt seconded by K. Paquet to approve for payment current accounts payable voucher #20-33-\$417,800.52 and payroll voucher #20-34-\$75,363.49. 5 Yeas** **CARRIED**

**MOTION by D. Brandt seconded by K. Paquet to approve agenda as presented. 5 Yeas** **CARRIED**

C. Veneros questioned if culvert on Little Canada Road was going to be changed to a larger size, B. Shank is waiting on DEQ to review it.

Clerk presented per Public Act 51, Section 18j, Annual Certification of Employee related conditions for 2020, we are certifying that medical benefits are offered to our employees or elected public officials in compliance with PA152.

**MOTION by K. Paquet seconded by H. Ginop to approve for 2020, Annual Certification of Employee-related Conditions, are in Compliance with MCL 247.668J(1)(b), that medical benefits are offered to employees or elected officials in compliance with the publically funded health insurance contribution Act 2011 PA 152. Authorize Chairman Brown and Clerk D. Stempky to sign the same. 5 Yeas** **CARRIED**

Gravel bids were received for County Line Road and opened on 8/19/2020, with 2 bids being received. Eng/Mgr Shank recommend going with low bid

**MOTION by K. Paquet seconded by R. LaHaie to accept bids for County Line Road Gravel Supply received on 8/19/2020 and award to Elmers Crane and Dozer in the amount of \$19,472.00. 5 Yeas** **CARRIED**

**MOTION by K. Paquet seconded by H. Ginop to receive and file incoming correspondence as follows: Township Meeting Minutes: Koehler 7/13/20, Aloha 7/13/20 and Mullett 8/11/20; Aloha Township Ref. Invoices and J. Mandelaris Ref. Grandview Beach Road. 5 Yeas** **CARRIED**

**Eng/Mgr Shank Update:**

- HEO interviews set for Wednesday, will include a driving test and an assessment test
- Ditching has been going on with Foreman

**Construction Update-T. Horrocks:**

- E. Burt Lake Road, pavement markings placed yesterday and topsoil being placed to day with restoration to follow
- Gainor Bridge moving along
- Chippewa/Prospect should be done today with guardrail and seeding
- Cordwood Trail complete
- VFW Road starting Monday or Tuesday, there will be a full closure to replace a deep culvert located by guardrail
- Local Projects-County Line Road gravel, MaryAnn/Steve's Drive starting, Hill Road needs to be complete, Beebe Road in progress
- Last truck was sold yesterday with the online bidding

**Commissioners Update:**

R. LaHaie-Good job to Foremen and Crew

H. Ginop Thank you to crew

D. Brandt-still need some tree cleanup from last storm that are laying in ditches

D. Brown-feels the tablets the Commissioners use are outdated, as they would not support ZOOM meetings, allow Management to purchase new tablets for Commissioners, Clerk and Eng/Mgr

K. Paquet-asked about 5 year plan, Eng/Mgr Shank noted next meeting will have a final 5 year plan to review, have a couple webinars for information before the plan is finalized

Chairman D. Brown adjourned regular meeting at 8:19 a.m. being no further business to come before the Board.



David D. Brown, Chairman



Dana S. Stempky, Clerk

Chairman D. Brown called the Regular Meeting to order of the Cheboygan County Road Commission at 8:00 A.M.

Clerk D. Stempky took roll call and a quorum was present.

Pledge of Allegiance was recited

**PRESENT:** D. Brown, D. Brandt, R. LaHaie, H. Ginop, K. Paquet, Eng/Mgr B. Shank and Clerk D. Stempky

**VISITORS:** C. Veneros, J. Moore and T. Horrocks

**MOTION by K. Paquet seconded by H. Ginop to approve minutes of last regular meeting of 8/20/2020 held VIA ZOOM as emailed. 5 Yeas** **CARRIED**

**MOTION by D. Brandt seconded by H. Ginop to approve for payment current accounts payable voucher #20-35-\$1,054,964.54 and payroll voucher #20-36-\$78,790.09. 5 Yeas** **CARRIED**

**MOTION by D. Brandt seconded by H. Ginop to approve agenda as presented. 5 Yeas** **CARRIED**

Bids were received on August 11, 2020 and one bid received from Reith Riley for Prospect Street

**MOTION by K. Paquet seconded by R. LaHaie to award bid for Prospect Street to Reith Riley in the amount of \$47,678.50, as Tuscarora Township signed the agreement. 5 Yeas** **CARRIED**

2020 Office Delegate Certification for MERS Annual Business Meeting voting

**MOTION by D. Brandt seconded by H. Ginop to approve Dana S. Stempky as 2020 Officer Delegate for MERS Annual Meeting voting on September 24, 2020. 5 Yeas** **CARRIED**

Attorney D. Loznak drafted an agreement and mutual release for the Blaskowski Pit. Attorney and Shank recommend signing release.

**MOTION by D. Brandt seconded by K. Paquet to approve Agreement and Mutual Release between the Cheboygan County Road Commission and heirs, assigned on Leonard Blaskowski to resolve lease made on June 2, 2016, Blaskowski Pit, as presented and authorize Eng/Mgr B. Shank to sign the same. 5 Yeas** **CARRIED**

Bids were received for I-75 Cross Over Paving on September 2, 2020 and two bids were received. Eng/Mgr Shank recommends award to low bidder

**MOTION by D. Brandt seconded by H. Ginop to accept all bids for I-75 Cross Over Paving and award to Payne and Dolan in the amount of \$19,885.40. 5 Yeas** **CARRIED**

Eng/Mgr Shank noted the 4<sup>th</sup> revision to the COVID Preparedness and Response Plan, each employee receives a copy and has to sign they have read and received.

**MOTION by D. Brandt seconded by K. Paquet to approve revised COVID preparedness and Response Plan (revision 4) as presented. 5 Yeas** **CARRIED**

**MOTION by K. Paquet seconded by D. Brandt to receive and file the following incoming correspondence: Inverness Township Meeting Minutes of 8/11/20, MCRC SIP Refund and August 2020 State Maintenance. 5 Yeas** **CARRIED**

**MOTION by K. Paquet seconded by R. LaHaie to authorize Clerk to make additional payment to OPEB unfunded (\$8,671.50) and Pension unfunded (\$8,671.50) from liability refund received. 5 Yeas** **CARRIED**

**Eng/Manager Shank Update:**

- CCRC owns two lots in Village of Wolverine-resident is interested in purchasing, would like to advertise and put out for bids

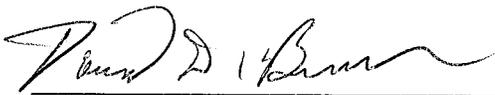
**MOTION by D. Brandt seconded by H. Ginop to allow management to advertise for bids, sale of 2 lots owned by CCRC located in Village of Wolverine. 5 Yeas** **CARRIED**

- Completed Bridge and Pavement Asset Management Plans, of which a copy was sent to Commissioners, would like all to review and working on the Compliance plan that incorporates both plans together, will need to be adopted next regular meeting.
- Foremen have been working on maintenance and ditching

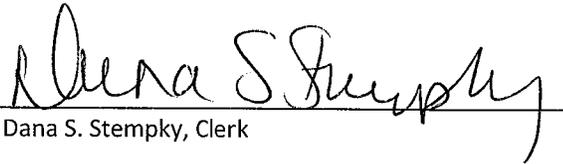
**Construction Update-T. Horrocks:**

- VFW Road, culverts have been replaced, Tuesday/Wednesday plan to start crushing
- E. Burt Lake Road completed
- Gainor Bridge tying rebar and looking to start pouring deck next week, they are on schedule
- MaryAnn/Steves Dr paved and completing restoration
- Wahbee and Chippewa Beach completed
- Hill Road undercut complete and restoration in progress
- Beebe Road paved working on restoration
- County Line Road, September 22 crushing and then gravel will be placed
- Traffic counters are almost complete

Chairman D. Brown adjourned regular meeting at 8:48 A.M. being no further business to come before the Board.



David D. Brown, Chairman



Dana S. Stempky, Clerk

Vice Chairman D. Brandt called the Regular Meeting of the Cheboygan County Road Commission to Order at 9:00 A.M.

Clerk D. Stempky took roll call and a quorum was present

Pledge of Allegiance was recited

**PRESENT:** D. Brandt, R. LaHaie, H. Ginop, K. Paquet, Eng/Mgr B. Shank and Clerk D. Stempky

**ABSENT:** D. Brown (excused)

**VISITORS:** C. Antkoviak, C. Veneros, G. Archambo, S. Redmond, D. August and D. Portman

**MOTION by K. Paquet seconded by H. Ginop to approve minutes of last regular meeting of 9/3/2020 as emailed. 4 Yeas 1 Absent (Brown) CARRIED**

**MOTION by R. LaHaie seconded by H. Ginop to approve for payment current accounts payable voucher #20-37-\$910,088.70 and payroll voucher #20-38-\$79,170.01. 4 Yeas 1 Absent (Brown) CARRIED**

**MOTION by R. LaHaie seconded by H. Ginop to approve agenda as presented. 4 Yeas 1 Absent (Brown) CARRIED**

D. Portman, Waubee Road resident, commented on the Hiawatha excess parking situation and the safety concerns it poses. The residents are circulating a petition to try to get some changes. He thought that was a fire department filling area. B. Shank commented that area does not have a TCO at this time and for law enforcement is needed to monitor the situation. Parking is legal on county roads, but that area does not have any shoulders. The police departments can issue temporary no parking signs, but signs placed there without a TCO are not enforceable.

Abandonment request received from Dan Stacks for a portion of Church Road, .50 mile north of E. Dotski Road, Inverness Township, Section 17/18, T37N R2W.

**MOTION by K. Paquet seconded by H. Ginop to set Public Hearing for Thursday, October 15, 2020 at 9:00 A.M., proposed abandonment request of Church Road, .50 mile, north of E. Dotski Road, Inverness Township, Section 17/18, T37N R2W, per request Dan Stacks. 4 Yeas 1 Absent (Brown) CARRIED**

**MOTION by K. Paquet seconded by H. Ginop to approve 2020 Transportation Asset Management Compliance Plan, for Cheboygan County Road Commission, per Public Act 325, and authorize Chairman D. Brown to sign the same. 4 Yeas 1 Absent (Brown) CARRIED**

**MOTION by H. Ginop seconded by R. LaHaie to vote in favor of 2020 Amendment to the Michigan County Road Commission Self-Insurance Pool by law change, Article IV, Section 2 to allow a county that has assumed the powers, duties and functions of its road commission under MCL 46.11(s) or MCL 224.6(5) to apply to become an Associate Member of the Pool. Associate Members shall not have voting rights, nor shall they be eligible to serve as Directors on the Pool Board. Associate Members shall be able to be terminated by a 2/3 vote of the Pool Board. 4 Yeas 1 Absent (Brown) CARRIED**

With the government allowing an employee to defer Social Security and Medicare Taxes for September-December, and then having to start repaying January-April, the Employer has the option of allowing/or not, employees this option. It is the recommendation of Eng/Mgr and Clerk to deny implementation of the deferral, CCRC employees have not gone without a paycheck due to the pandemic, and feel more a burden than a benefit.

**MOTION by K. Paquet seconded by H. Ginop to deny implementation of deferral of Social Security/Medicare taxes for employees. 4 Yeas 1 Absent (Brown) CARRIED**

Clerk D. Stempky, requesting Board approve OPEB contribution for 2021, in the amount of \$200,000, to be included with the Waiver for OPEB Health Care. The Road Commission has increased their unfunded percentage from 6.84% in 12/31/2018, to 11.41% in 12/31/2019. Clerk noted the waiver application will be before the Board to approve shortly.

**MOTION by R. LaHaie seconded by K. Paquet to approve 2021 contribution to OPEB Health Care unfunded in the amount of \$200,000. 4 Yeas 1 Absent (Brown) CARRIED**

**MOTION by H. Ginop seconded by R. LaHaie to receive and file the following correspondence: Township Meeting minutes: Grant 7/14/2020 and Tuscarora 7/17/20, 8/11/20 and 8/14/20. 4 Yeas 1 Absent (Brown) CARRIED**

**Engineer/Manager Shank Update:**

- Rural Task Force Meeting, Montmorency CRC, October 23, 2020, requesting one from each Road Commission to attend only. Local meeting will be October 20, 2020 at 1:00 p.m.

**Foremen Update:**

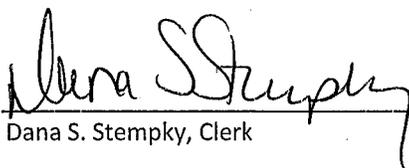
D. August- pulling shoulders, winter prepping, patching, ditching, Walker Road culvert replacements, and brushing

S. Redmond-M33 ditching and culvert replacement starting September 15, patching, Maynard Road ditching and Indian Trail, hoping to start grading mid week.

**MOTION by K. Paquet seconded by R. LaHaie to approve H. Ginop to attend a Drain Commissioners Meeting. 4 Yeas 1 Absent (Brown) CARRIED**

Vice Chairman Brandt adjourned regular meeting of the Road Commission being no further business to come before the Board at 8:50 A.M.

\_\_\_\_\_  
David F. Brandt, Vice-Chairman

  
\_\_\_\_\_  
Dana S. Stempky, Clerk

**CHEBOYGAN COUNTY MILLAGE  
APPROPRIATION COMMITTEE  
September 12, 2019**

The meeting was called to order at 9:00 a.m. in the Cheboygan County Commissioners Room by Commissioner Gouine.

Roll called and a quorum present

**PRESENT:** Commissioner Cal Gouine, Commissioner Mary Ellen Tryban, Commissioner John Wallace, Administrator Jeff Lawson, Finance Director, James Manko, Denise Aungst, Dianne Paquet, Gail Tinker, Treasurer Buffy Weldon, and Chief Deputy Clerk Dawn M. Reo

**ABSENT:** None

**Motion** by Commissioner Wallace, seconded by Commissioner Tryban, to approve the Millage Appropriation Committee minutes of October 1, 2018. Motion Carried.

**PUBLIC COMMENT** – None

**OLD BUSINESS** - None

**NEW BUSINESS**

Denise Aungst from MSU-E presented the 2020 requested amount for MSU-E Project Fresh from the Senior Millage Fund of \$8,000. This was the same amount allocated last year. MSU-E is the agent that works with the fund that distributed the coupons. Commissioner Gouine commented that Senior Market Fresh provides low-income seniors over 60 with coupons to purchase fresh fruits and vegetables from farmers markets.

**Motion** by Commissioner Wallace, seconded by Commissioner Tryban to recommend to the full Board to appropriate \$8,000 to the MSU-E Project Fresh. Motion carried.

Wawatam Area Senior Center Treasurer Dianne Paquet presented the Wawatam Area Senior Citizens request for the 2020 Senior Millage Fund in the amount of \$59,892. She commented that the center was doing well. Things that were being worked on hadn't changed much. There has been an increase in the price of food, but they had an amazing cook that was inspirational in keeping the costs down. The meal quality was up and people were happy. The center was getting some good entertainment and then there were the card groups. A craft club was just being started for the winter. In the afternoon, there was a mini matinee with old movies, which had good attendance. Everyone seems to be having a goodtime. Commissioner Wallace

commented that he had only heard good things about the center.

**Motion** by Commissioner Tryban, seconded by Commissioner Wallace to recommend to the full Board to appropriate \$59,892 from the Senior Millage Fund to Wawatam Area Seniors, Inc.. Motion carried.

Executive Director of CCCOA Gail Tinker presented the 2020 CCCOA Senior Millage in the amount of \$580,000. The only problem that existed across the whole state was finding staffing. Last year, the Sand Castle Daycare numbers dropped, but this year the numbers have rebounded. The daycare was at capacity, which was between 24 to 27 clients. These clients were not all there on the same day. This was a great program, which was being funded by a grant from NEMCSA and also by Community Mental Health. The service was on a donation basis. Typically, a client might be a spouse, a local adult foster care home or a caregiver that might need respite. An assessment was done on clients before they could be placed at Sand Castle along with a 90 day reassessment. Sand Castle employed two (2) full time employees and three (3) part-time employees with alternate schedules. Pursuant to the grant providers, the facility was required to train – train - train attending approximately twelve different sessions per year. A person under the age of 60 years was charged a flat rate of \$6.50 per meal.

**Motion** by Commissioner Wallace, seconded by Commissioner Tryban to recommend to the full Board to appropriate the \$580,000 from the Senior Millage Fund to the Cheboygan County Council on Aging. Motion carried.

**Motion** by Commissioner Wallace, seconded by Commissioner Tryban to adjourn. Meeting adjourned at 9:22 a.m.

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Dawn M. Reo  
Chief Deputy Clerk/Register



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## Northeast Michigan Council of Governments

80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | nemcog.org

### MINUTES OF THE NORTHEAST MICHIGAN COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS' MEETING August 20, 2020

#### Video-conference: GoToMeeting

#### **Call to Order**

The Northeast Michigan Council of Governments (NEMCOG) Board of Directors meeting was called to order by Robert Heilman, President, at 10:00 a.m.

#### **Roll Call**

Board Members

Present: Dan Gauthier, Dave Karschnick, John Wallace, Carey Jansen, Daryl Peterson, Kyle Yoder, Danny Mitchell, Marisue Moreau, Robert Heilman, Mary Ann Heidemann, Scott McLennan, Dave Post, Kim Awrey and Mark Becmer

Staff Present: Diane Rekowski, Theresa Huff and Denise Cline

Public Present: Eric Keller

#### **Presentation**

Eric Keller, Northern MI Regional Director, Office of U.S. Senator Gary Peters

Eric Keller provided a brief overview of current events and issues the U.S. Senate is currently dealing with, including current bills, PPE, Unemployment, USPS and FEMA. Eric can be reached directly at [Eric.Keller@peters.senate.gov](mailto:Eric.Keller@peters.senate.gov), 818 Red Drive, Suite 40, Traverse City, MI 49684, Office (231) 947-7773 or cell (231)290-0889.

#### **Approval of Minutes**

R. Heilman presented the Minutes of the June 18, 2020 meeting. C. Jansen moved, seconded by D. Karschnick to approve the minutes as presented. Yes all, motion carried.

#### **Financial Report**

D. Rekowski reviewed the July 31, 2020 financial statements. S. McLennan moved, seconded by D. Peterson to receive and file the July 31, 2020 Financial Report as presented. Yes all, motion carried. C. Jansen asked if it was possible for K. Cole to provide a bar chart of the financials for the past 3 years, actual vs. budget or operating income. M. Moreau said her software should allow her to do that.

#### **President's Report**

**Regional Project Review:** R. Heilman stated there are (0) Federal Grant project for regional review; (0) other projects for regional review and (0) public notices.

**MI Association of Regions (MAR):** D. Rekowski updated the Board on MAR's recent meeting that included Bylaw updates, presentations from state agencies and partner's reports.

### **Director's Report**

D. Rekowski stated that a full copy of her Director's Report would be emailed to the board following the meeting. She briefly reviewed her report with the board and provided an update on current and upcoming projects and staffing needs. She would also send the NEMCOG July report from Sara McCauley, NEMCOG Region, EDA COVID Response Coordinator, for the board to review.

Program Highlights for period of January through June 2020 was provided to the board. D. Rekowski briefly touched on a few items.

- Staff continues to work remotely and are in and out of the office as needed. It is expected that this will continue into the fall and will be evaluated after September.
- NEMCCAB records review was recently completed by MI Department of Corrections and staff Nicole Scott and was given a great report.
- The 2020 Wage and Salary Survey was completed by T. Huff and was sent to the board and will also be put on our website.
- EDA COVID Response Coordinator, Sara McCauley – July report will be sent to the board following the meeting. FY2021 Budget: Will have a Finance Committee within the next few weeks and discuss the budget at the next Board Meeting.

Denise Cline: Project Updates:

- MDOT Bike Maps – The project to Update the Nonmotorized Trail Bike Maps is ending in September. She is updating both NE and NW regions this year. Will be printing 30,000 of each region and will be sent out to the communities.
- Heritage Route 23: Creating a "Pure MI Byways" Magazine, it will be sent out for review next week. It highlights every community.
- US-23 Website: all of the maps and brochures can be found there. There has been a lot of interest and requests for them this year.
- M-33 Projects: M-33 Dark Skies Byways is being worked on by Erich Podjaske. Working together to promote the area. Website is done and working on adding assets.
- JLUS Implementation Project: RFP has been sent out to update the Grayling Interchange Transportation Stud. Other activities include Public Education and Outreach. .
- Currently working on 6 Zoning Ordinances and 3 Master Plans.

### **Committee Reports**

RPI: No report.

Finance/Nominating Committee: Will be meeting prior to the next Board meeting.

### **Previous Business**

None

### **New Business**

FY2021 Draft Budget – was sent to the board to review. It will be reviewed by the Finance Committee at the next meeting.

### **Public Comment**

None

## **County Updates**

Alcona Co.: The Veteran's Millage passed at the recent primary election. Also, the EMS/Ambulance millage which includes equipment and building updates, was approved. Beginning to work on FY2021 budget.

Alpena Co.: Airport is up and running well.

Cheboygan Co.: The controversy with the Black Lake levels continue and, may need to go to court.

City of Alpena: The new jail is expected to open in January, 2021. The Ambulance/EMS millage passed. Working on Mich-e-ke-wis Park Plans.

City of Gaylord: Electrical vehicle charging stations agreements with Bagley Township. The old GP facility was annexed into the City.

Crawford Co.: County is back open and currently working on the budget.

MI Works!: Staff is working virtually. Have some appointments on a very limited basis and will continue this through September. Job Fairs are going to start later this month. Unemployment assistance is phasing out; they're too busy to continue assisting with that.

Montmorency Co. Most of the recent millages passed, Briley Park did not pass. There are some County positions including Treasurer and 3 Commissioners that will be vacant and have not had people running for the vacancies.

Oscoda Co.: The County finally settled with the insurance company over the building claim.

Presque Isle Co.: Completed the County Budget that begins July 1, 2020. County is back open for business now.

Region 7 Healthcare Coalition: Offering Isolation/quarantine classes in person at the University Center on Friday 9/18 and Saturday 9/19. Still have a few weeks to register for classes. ICS 402 Course was cancelled due to COVID. All classes and information can be found of their website and Facebook page.

Roger City: M. Heidemann was furloughed from the paper which went from 16 pages to 8. Discussed the unemployment process, which has been difficult. Developed a brochure/booklet on Presque Isle County CCC Camps to highlight sites in the county

Village of Hillman: Things are going well, have been very busy, have seen a lot of out of out of state plates. Village has been full. Getting bids on water tower. Working on paving projects. Getting worried about State Revenue Sharing cuts. Also concerned about Census; numbers are currently low.

Village of Mackinaw City: Dealing with Fireworks issues, sky lanterns have been banned. Town has been packed this summer.

D. Rekowski added that COVID funding was given to Connect MI to work with counties on Broadband expansion. Will see if Tom Stephenson can attend the next board meeting to provide an update and additional information.

## **Adjournment**

The meeting was adjourned at 11:03 a.m. by R. Heilman. D. Rekowski asked for the board to consider moving the next meeting date back a week to allow K. Cole additional time for preparation of financials and budget. A motion was made by C. Jansen to have the next board meeting moved from September 17<sup>th</sup> to September 24<sup>th</sup> as requested, seconded by M. Heidemann. Yes all, motion passed. The next Board Meeting will be held on September 24, 2020.

Northeast Michigan Community Service Agency, Inc.  
BOARD OF DIRECTORS  
Virtual "TEAMS" Meeting  
August 7, 2020

The regular meeting of the NEMCSA Board of Directors was called to order via TEAMS by President Pete Hennard at 12:04 p.m.

**ROLL CALL**

Present:

Lyn Behnke	Albert LaFleche
John Chappa	John Morrison
Chuck Corwin	Corleen Proulx
Jean Garratt	Pat Rondeau
Dan Gauthier	Lisa Salgat
Pete Hennard	Chuck Varner
Madeline Hibner	Kathleen Vichunas
Dave Karschnick	Gerald Wall

**Excused:** Elaine Ableidinger, Charles Finley, Nick Florian, Leo Marciniak, Rose Walsh and Carol Wenzel

**Absent:** Jenny David, Kenneth Glasser, Tracy Johnson, Renee Miller, Sharon Priebe, Elizabeth Quensenberry, Richard Sangster, and Tina Schumacher

**Staff Members Present:**

Lisa Bolen, Karen Godi, Kimberlee Hincka, Fran Whitney, Victoria Purvis, Cathy Macfalda, Yvette Smigelski and Dorothy Pintar

Quorum present - yes

Members present agreed to begin with agenda Item 9 to allow members time to join the meeting.

**INFORMATION ITEMS**

**Executive Director Report** - Lisa Bolen, Executive Director

Lisa reviewed her written report previously shared with board members.

**Financial Report** - Kimberlee Hincka, Director of Finance

Kimberlee reviewed the Head Start financial report for the 5-month award period of February 1, 2020 through June 30, 2020 showing expenses recorded through July 31, 2020 and the Area Agency on Aging (AAA) quarterly financial report showing expenses recorded through June 30, 2020. Both reports were previously shared with board members.

**Motion** by Dave Karschnick to receive and file the Head Start 5-month award financial and the Area Agency on Aging quarterly financial reports as presented. Support by Albert LaFleche.

**Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

**Program Presentation**

Tricia Grifka, Early Childhood Services Director provided a video recording update on the Head Start Grant Award. Prior to the video, Lisa stated that she was extremely proud of the job conducted during the grant writing process. Lisa noted that the support of program staff and partner agencies clearly speaks to the positive relationships we have in place throughout the service area.

**APPROVAL OF AGENDA**

**Motion** by Chuck Varner to approve the agenda as presented. Support by Pat Rondeau.

**Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

**CONFLICT OF INTEREST DISCLOSURES**

Chuck Corwin disclosed a conflict with the Area Agency on Aging (AAA) funding allocations and stated that he will abstain from voting on any related items.

Pete Hennard led the Board in the Pledge of Allegiance.

John Morrison provided reflections.

**INTRODUCTION OF GUESTS AND PUBLIC COMMENT**

Michigan State Representative Sue Allor was present via TEAMS.

No other guests were present.

**ADMINISTRATIVE CONSENT AGENDA**

President Pete Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. None being noted – President Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of June 5, 2020 draft Meeting Minutes
- b. Approval of July 10, 2020 draft Special Meeting Minutes
- c. Receive and file May 2020 Head Start Policy Council meeting minutes
- d. Receive and file June 2020 Head Start Policy Council meeting minutes
- e. Receive and file Agencywide Risk Assessment Summary
- f. Approve Fair Housing Policy
- g. Approve Corporate Signature Authorization

is adopted as presented.

## **COMMUNICATION(S)**

President Hennard read a financial monitoring close out letter dated June 26, 2020 from the Bureau of Community Action and Economic Opportunity indicating close out for the Financial monitoring conducted from April 11, 2019 through May 23, 2019.

**Motion** by Pat Rondeau to receive and file communication. Support by John Chappa.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

## **COMMITTEE REPORTS**

### **Program Planning and Evaluation Committee**

Chuck Corwin presented for the committee indicating his conflict and need to abstain from voting on the Area Agency on Aging funding recommendations.

The committee reviewed, discussed and recommended approval of the following three items: FY 2021 funding recommendations for the Area Agency on Aging and approval to accept funding from Michigan State Housing Development Authority (MSHDA) to operate both the Eviction Diversion and the Emergency Solutions Grant (ESG) CARES programs. President Hennard stated that program summaries were previously provided to all members.

**Motion** by Pat Rondeau to approve the Area Agency on Aging funding recommendations as presented. Support by Lyn Behnke.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall Chuck Corwin abstained.

Yes votes: (15) No votes: (0) Abstention (1) **Motion carried.**

**Motion** by Lyn Behnke to approve resolutions to accept funding from Michigan State Housing Development Authority to operate the Eviction Diversion and the Emergency Solutions Grant (ESG) CARES programs. Support by Jean Garratt.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

### **Audit/Finance Committee**

Due to low attendance at the committee meeting, Kimberlee Hincka, Director Finance presented for the committee.

Kimberlee provided an overview of the FY 2020 agency wide operating budget which has an estimated total of \$57,580,047. President Hennard reminded members that the budget represents all programs and several programs operate on different fiscal years. The operating budget as presented is only a snapshot of the time period between October 1, 2019 and September 30, 2020 which is the agency fiscal year.

**Motion** by Chuck Varner to approve the FY 2020 agency wide operating budget as presented. Support by Albert LaFleche.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Kimberlee provided an overview of the agency Tax Form 990. Kimberlee stated that the entire document is 45 pages large and is posted on the agency website. It was noted that there were no major changes from last year to this year.

**Motion** by Pat Rondeau to approve the agency Tax Form 990 as presented. Support by Lyn Behnke.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

Kimberlee provided an overview of the Corporate American Express Card expenditures for June and July, 2020.

**Motion** by Albert LaFleche to approve the credit card expenditures as presented. Support by Pat Rondeau.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

### **Housing Ad-Hoc Committee**

Lisa Bolen provided an update on the committee meeting held earlier in the week to discuss the purchase of a building in Cheboygan. The building is currently up for sale and currently under lease by NEMCSA to provide Head Start services to Cheboygan county families. Lisa and staff are looking into the possibility of applying to the Office of Head Start for acquisition costs to include any necessary rehabilitation. Lisa explained the arrangement of this funding opportunity as well as timeframes for the application process, submission and approval.

**Motion** Chuck Corwin to present Cheboygan Public Schools with a contingent offer to purchase which would include a request of an extension of our current lease under the same terms, contingency on receipt of funds to purchase from the Office of Head Start, approval of any necessary rezoning/use permits and a not to exceed acquisition cost of \$154,000. Should the purchase go through, allowability of Cheboygan Schools continued access for sports activities would continue so long as it didn't interfere with our use and their ability to provide a proof of liability coverage for that use, listing NEMCSA as insured. Additionally, if Bishop-Baraga Catholic School becomes an additional lessor of the School, prior to our ownership, we would honor and transfer their lease upon acquisition, as long as it doesn't interfere with our intended use. Support by Pat Rondeu.

### **Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, and Kathleen Vichunas. Gerald Wall abstained.

Yes votes: (15) No votes: (0) Abstained: (1) **Motion carried.**

Lisa provided an update on the status of the St. John's building purchase.

### **Membership Committee – Lisa Salgat**

The committee discussed a new member letter for use when inviting individuals to join the board, a new application for membership, and recommended revisions to the bylaws. The bylaw revisions will be sent to all board members for a 30-day review period. Karen will post the proposed changes to the Board TEAMS group and e-mail the same to all board members. Lisa also stated that August is the annual meeting for the NEMCSA board and that the two-year term for all officers expires at that time. The committee discussed the option of postponing the election of officers until an in-person meeting could be conducted.

**Motion** by John Chappa to postpone the election of officers until an in-person meeting could be conducted. Support by Chuck Varner. Discussion concluded that there were electronic options for conducting elections. Following discussion, John Chappa withdrew the motion.

**Motion** by Lyn Behnke to have Karen Godi investigate various electronic communication devices that would allow voting to be done consistent with the Open Meetings Act. Motion died due to lack of support.

**Motion** by Pat Rondau to continue with existing officers until further discussion or recommendations are made. Support by Burt LaFleche. Discussion regarding timeline for completion and research of options for electronic voting. Pat Rondeau amended her motion to include research of options for electronic voting consistent with the Open Meeting Act requirements. Support by Burt LaFleche. Discussion to preface the motion with COVID as the reason. Pat Rondeau amended her amended motion to include COVID as the preface. Support by Burt LaFleche.

**Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, Kathleen Vichunas, Gerald Wall

Yes votes: (16) No votes: (0) **Motion carried.**

It was mentioned that the previous motion regarding the purchase of the Cheboygan building did not include repair and renovation costs.

**Motion** Chuck Corwin to present Cheboygan Public Schools with a contingent offer to purchase which would include a request of an extension of our current lease under the same terms, contingency on receipt of funds to purchase and repair or renovate from the Office of Head Start, approval of any necessary rezoning/use permits and a not to exceed acquisition cost of \$154,000. Should the purchase go through, allowability of Cheboygan Schools continued access for sports activities would continue so long as it didn't interfere with our use and their ability to provide a proof of liability coverage for that use, listing NEMCSA as insured. Additionally, if Bishop-Baraga Catholic School becomes an additional lessor of the School, prior to our ownership, we would honor and transfer their lease upon acquisition, as long as it doesn't interfere with our intended use. Support by Pat Rondeau.

**Roll Call Vote**

Lyn Behnke, John Chappa, Chuck Corwin, Jean Garratt, Dan Gauthier, Pete Hennard, Madeline Hibner, Dave Karschnick, Albert LaFleche, John Morrison, Corleen Proulx, Pat Rondeau, Lisa Salgat, Chuck Varner, and Kathleen Vichunas. Gerald Wall abstained.

Yes votes: (15) No votes: (0) Abstained: (1) **Motion carried.**

**Early Childhood Services Ad Hoc Committee – Jean Garratt**

No meeting, no report.

**Personnel Committee – Lyn Behnke**

No meeting, No report.

**Compliance Committee**

Jean Garratt reported that there were no action items. The committee reviewed the risk assessment summary, which was approved under the consent agenda earlier in the meeting, and

the results of the board self-assessment. The self-assessment results showed 60% involvement by board members with an overall satisfaction of 90%.

The meeting was adjourned at 2:04 p.m.

Date Prepared: August 7, 2020

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**Northeast Michigan Community Service Agency, Inc.**  
**BOARD OF DIRECTORS**  
**Virtual “TEAMS” Meeting**  
**September 11, 2020**

The regular meeting of the NEMCSA Board of Directors was called to order by President Pete Hennard at 12:03 p.m.

**ROLL CALL**

Elaine Ableidinger

John Chappa

Chuck Corwin

Jenny David

Charles Finley

Nick Florian

Jean Garratt

Kenneth Glasser

Pete Hennard

Madeline Hibner

David Karschnick

Albert LaFleche

John Morrison

Sharon Priebe

Corleen Proulx

Lisa Salgat

Richard Sangster

Chuck Varner

Kathleen Vichunas

Gerald Wall

Carol Wenzel

**Excused:** Lyn Behnke, Dan Gauthier, Leo Marciniak, Pat Rondeau, Rose Walsh

**Absent:** Tracy Johnson, Renee Miller, Elizabeth Quesenberry, Tina Schumacher

Quorum present - yes

**Staff Members Present:**

Lisa Bolen, Karen Godi, Kimberlee Hincka, Gina Bey, Tricia Grifka, Cathy MacFalda, Dorothy Pintar, Victoria Purvis, Laurie Sauer, Kristina Warner, Fran Whitney, and Sue Zolnierok

**APPROVAL OF AGENDA**

President Pete Hennard asked that the agenda be amended to add the Compliance Committee as item g. under committee reports and add the Emergency Solutions Grant as item 2 under Program Planning and Evaluation Committee.

**Motion** by Dave Karschnick to approve the agenda as amended. Support by Sharon Priebe.

**Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Corleen Proulx, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (20) No votes: (0) Abstained: (0) **Motion carried.**

## **CONFLICT OF INTEREST DISCLOSURES**

None

President Pete Hennard led the Board in the Pledge of Allegiance.  
John Morrison provided reflections.

No public comment.

## **ADMINISTRATIVE CONSENT AGENDA APPROVAL**

President Pete Hennard asked if anyone would like to pull any item from the Administrative Consent Agenda for further discussion or individual vote. None being noted – President Pete Hennard stated that the Administrative Consent Agenda including the following items:

- a. Approval of August 2020 draft meeting minutes
- b. Receive and file July 2020 Regional Advisory Council meeting minutes
- c. Receive and file August 2020 Head Start Policy Council meeting minutes

is adopted as presented.

## **COMMUNICATION**

President Pete Hennard read a financial monitoring close out letter dated August 19, 2020 from the Bureau of Community Action and Economic Opportunity. The monitoring was conducted from April 22, 2020 through August 19, 2020 and it resulted in no findings or action required.

President Pete Hennard read correspondence dated September 10, 2020 from the Office of Head Start explaining the Head Start grant application and budget process for FY 2021. The application is due on November 1, 2020.

**Motion** by Jean Garratt to receive and file all communication. Support by Nick Florian.

## **Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Corleen Proulx, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (20) No votes: (0) Abstained: (0) **Motion carried.**

## **INFORMATION ITEMS**

### **Directors Report – Lisa Bolen**

Lisa Bolen read highlights from the Directors report.

Lisa provided an update on the Cheboygan School building purchase that was discussed at the August board meeting. The details are being worked out and staff are moving forward with completion of the application for funding from the Office of Head Start.

Lisa introduced attorney Greg Meihn who provided an update on the status of the employee 403B retirement plan. There are 93 frozen accounts in this plan. Greg stated that the agency

has changed to a 401K plan and the 403B plan will be terminated. The 403B account holders will be provided a letter indicating options for roll over of their funds.

Corleen Proulx left the meeting for a prior engagement.

### **Financial Report – Kimberlee Hincka**

Kimberlee reviewed the FY 2020 Head Start/Early Head Start recorded expenses for the five-month award period of February 1, 2020 through June 30, 2020 and for the seven month award period of July 1, 2020 through January 31, 2021 showing expenses through August 31, 2020.

**Motion** by Ken Glasser to receive and file the financial report as presented. Support by Dave Karschnick.

### **Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (19) No votes: (0) Abstained: (0) **Motion carried.**

**Program Presentations** – Kristina Warner, Operations/Data Quality Analyst, provided an update on the CARES Act funding.

### **COMMITTEE REPORTS**

#### **Program Planning and Evaluation Committee – Nick Florian**

The committee met via TEAMS prior to the regular meeting to review, discuss and recommend approval of the following two items: FY 2021 Community Service Block Grant (CSBG) Plan and Budget, and a Resolution to accept Emergency Solutions Grant (ESG) funding from Michigan State Housing Development Authority (MSHDA) for FY 2021.

**Motion** by Sharon Priebe to approve submission of the FY 2021 Community Service Block Grant (CSBG) Plan and Budget as presented. Support by John Chappa.

### **Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (19) No votes: (0) Abstained: (0) **Motion carried.**

**Motion** by Chuck Varner to adopt the Resolution to accept Emergency Solutions Grant (ESG) funding from Michigan State Housing Development Authority (MSHDA) as presented. Support by Nick Florian.

**Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Gerald Wall, Carol Wenzel.

Yes votes; (19) No votes: (0) Abstained: (0) **Motion carried.**

Gerald Wall left the meeting for a prior engagement.

**Early Childhood Committee – Jean Garratt**

The committee met via TEAMS prior to the regular meeting to review and recommend board approval to allow the Board President to sign the Head Start Governance, Leadership and Oversight Capacity Screener Certification and the Head Start Health and Safety Screener Certification.

**Motion** by Chuck Corwin to approve President Hennard signature on the Head Start Governance, Leadership and Oversight Capacity Screener Certification as presented. Support by John Chappa.

**Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

**Motion** by Jean Garratt to approve President Hennard signature on the Head Start Health and Safety Screener Certification as presented. Support by Dave Karschnick.

**Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

**Audit/Finance Committee – Ken Glasser**

The committee met via TEAMS prior to the regular meeting to review and recommend board approval of the following items: the May Head Start/Early Head Start 5<sup>th</sup> 3<sup>rd</sup> purchasing card expenditures in the amount to \$29,661.30, the June Head Start/Early Head Start 5<sup>th</sup> 3<sup>rd</sup> purchasing card expenditures in the amount of \$36,715.78, the July Head Start/Early Head Start 5<sup>th</sup> 3<sup>rd</sup> purchasing card expenditures in the amount to \$40,470.87, the May Wex fuel card expenditures in the amount of \$284.61, the June Wex fuel card expenditures in the amount of \$93.08, and the July Wex fuel card expenditures in the amount of \$66.72. There were no Wex fuel charges for the month of April.

**Motion** by Ken Glasser to approve the May, June and July Head Start 5<sup>th</sup> 3<sup>rd</sup> purchasing card expenditures as presented in the total amount of \$106,847.95 and the Wex fuel card expenditures as presented for the months of May, June and July totaling \$444.41. Support by Sharon Priebe.

**Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

**Housing Development Ad-Hoc Committee – Ken Glasser**

No meeting. No report.

**Membership Committee – Lisa Salgat**

The committee met via TEAMS prior to the regular meeting to review and discuss a new private sector member application and previously discussed changes to the bylaws. The proposed by-law changes have been finalized and will be sent to all board members for review prior to final approval by the board. It was noted that the election of officers will take place once the revised bylaws have been formally approved.

**Motion** by Ken Glasser to approve Sheila Malewska as a private sector board member. Support by Nick Florian.

**Roll Call Vote**

John Chappa, Chuck Corwin, Jenny David, Charles Finley, Nick Florian, Jean Garratt, Ken Glasser, Pete Hennard, Madeline Hibner, David Karschnick, Albert LaFleche, John Morrison, Sharon Priebe, Lisa Salgat, Richard Sangster, Chuck Varner, Kathleen Vichunas, Carol Wenzel.

Yes votes; (18) No votes: (0) Abstained: (0) **Motion carried.**

**Personnel Committee – Pat Rondeau**

No meeting. No report.

**Compliance Committee – Jean Garratt**

The annual Collection Information Form will be mailed to all board members through DocuSign. All board members are required to sign and return this form on an annual basis because NEMCSA's MI Choice Waiver program operates as a pre-paid ambulatory health plan. It was also noted that preliminary results from a Clinical Quality Assurance Review (CQAR) were received and are in the process of being reviewed and the NEMCSA MI Choice and Care Management Programs recently submitted for reaccreditation through the National Committee for Quality Assurance (NCQA).

**OLD BUSINESS**

No old business

**NEW BUSINESS**

No new business

**Motion** by Chuck Varner to adjourn the meeting at 1:38 p.m. Support by John Chappa. All ayes, Motion carried.

Date Prepared: October 2, 2020

Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**MINUTES OF THE BOARD**  
**August 20, 2020**  
**North Country Community Mental Health**  
**Telephone and Video-Conference Meeting**

**BOARD MEMBERS PRESENT:** Ed Ginop, Karla Sherman, Michael Newman, Ron Iseler, Robert Draves, David White, Patty Cox, Paul Liss, Christian Marcus, Caroline Loper, Dennis Priess, Louis Scholl

**BOARD MEMBERS ABSENT:** Sr. Augusta Stratz, Robert Boyd

**STAFF:** Christine Gebhard, Kevin Hartley, Brian Babbitt, Amy Christie, Christine Dillon, Lorraine Manary

**GUESTS:** None

Mr. Ginop called the meeting to order at 4:03 p.m.

**ROLL CALL**

Mr. Ginop welcomed Board members and staff to the meeting. A roll call was taken and quorum present.

**PUBLIC COMMENT:** None

**CONSENT AGENDA**

The consent agenda includes the agenda overview and minutes of the previous meeting. There were no new contracts signed in the past month.

**MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED BY KARLA SHERMAN, SUPPORT BY PATTY COX.**

**ROLL CALL VOTE:**

**AYES:** Ed Ginop, Karla Sherman, Michael Newman, Ron Iseler, Robert Draves, David White, Patty Cox, Paul Liss, Christian Marcus, Caroline Loper, Dennis Priess, Louis Scholl

**NAYS:** None

**MOTION CARRIED.**

**COMMITTEE RECOMMENDATIONS – BOARD ACTION\***

**Executive Committee Report:** Mr. Ginop provided an overview of the meeting. MDHHS issued a FY20 Contract Amendment #1 and requested it be signed by August 10. The Executive Committee approved the amendment and recommends the full board support this approval. The contract amendment has been submitted.

**MOTION TO APPROVE THE MDHHS/CMHSP FY2020 CONTRACT AMENDMENT #1, MADE BY ED GINOP, SUPPORT BY DENNIS PRIESS.**

**ROLL CALL VOTE:**

**AYES:** Ed Ginop, Karla Sherman, Michael Newman, Ron Iseler, Robert Draves, David White, Patty Cox, Paul Liss, Christian Marcus, Caroline Loper, Dennis Priess, Louis Scholl

**NAYS:** None

**MOTION CARRIED.**

**Finance Committee Report:** Mr. Marcus reviewed the minutes of the finance committee meeting. This included the Statement of Cash on Deposit, Interim Financial Statements, and Revenue by Fund Source. Statement of Net Position as of June 30, 2020 shows our net position at \$4,557,495. Total Operating Revenue \$37,318,331; Total Operating Expenses of \$36,217,008; Projected increase in Net Position of \$838,764. Net position is \$614,643 above budget.

The NMRE Funding Source Report through June 30, 2020 shows NCCMH with a Surplus of \$3,314,149 after adjustments. The region has a total Medicaid and HMP Net Surplus, including Carry Forward and ISF of \$18,743,291.

NCCMH sent a notice to contract providers informing them that they may be eligible for stability payments to compensate for lost claim revenue due to COVID related closings.

Mr. Marcus discussed the intent to solicit proposals for a fleet management company for agency vehicles. A Request for Proposal (RFP) will be sent out next month.

**MOTION TO PLACE THE FINANCE REPORT ON FILE FOR AUDIT BY ROBERT DRAVES, SUPPORT BY KARLA SHERMAN.**

**ROLL CALL VOTE:**

**AYES:** Ed Ginop, Karla Sherman, Michael Newman, Ron Iseler, Robert Draves, David White, Patty Cox, Paul Liss, Christian Marcus, Caroline Loper, Dennis Priess, Louis Scholl

**NAYS:** None

**MOTION CARRIED.**

**The report will be placed on file for audit.**

Mr. Marcus brought the Finance Committee's recommendation to the board for a one-time \$500 incentive payment to all staff. The incentive payment is in recognition of the efforts staff have made to continue providing excellent service to our clients through these unprecedented times.

**MOTION TO APPROVE A ONE TIME INCENTIVE PAYMENT TO ALL STAFF BY DAVID WHITE, SUPPORT BY KARLA SHERMAN.**

**ROLL CALL VOTE:**

**AYES:** Ed Ginop, Karla Sherman, Michael Newman, Ron Iseler, Robert Draves, David White, Patty Cox, Paul Liss, Christian Marcus, Caroline Loper, Dennis Priess, Louis Scholl

**NAYS:** None

**MOTION CARRIED.**

**ACTION ITEM(S) WITHOUT COMMITTEE REVIEW:** None

**PRESENTATION: Children with Severe Emotional Disturbance**

Christine Dillon, Director of Children and Family Services, provided an overview of North Country CMH's services focusing on children with severe emotional disturbances. Severe Emotional Disturbance (SED) is a term used in reference to children under the age of 18 with a diagnosable mental health problem that severely disrupts their ability to function socially, academically, and emotionally. Ms. Dillon provided an overview of the services provided for children with this diagnosis, including the provider qualifications, setting, duration, and numbers served in the past twelve months. She described the monthly trauma informed and responsive trainings for NCCMH staff and community partners provided by Dr. Mark Sloan. Dr. Sloan is the medical director of the Children's Trauma Assessment Center at Western Michigan University.

Ms. Dillon mentioned that clients are doing well during this pandemic and there has been a lower rate of hospitalizations compared to the same period last year.

**CHIEF EXECUTIVE OFFICER'S REPORT/COMMUNICATIONS**

Ms. Gebhard drew the boards attention to two themes running through the report; expanding relationships with the Intermediate School Districts (ISD's) to better help students, especially with the expansion of telehealth into schools; and the continuing work to explore a crisis stabilization center solution for our area. An RFP is being developed to hire a consultant to assist with this work, to be funded jointly by NCCMH, McLaren Northern Michigan, Munson Charlevoix Hospital, and Charlevoix, Emmet and Cheboygan Counties.

Ms. Gebhard shared two client stories highlighting the difference staff make in the lives of those we serve. She discussed the MDHHS Behavioral Health Strategic Planning Pillars which describe the five focus areas for behavioral health services moving forward. She congratulated Ms. Dillon and informed the board of her success in securing a Juvenile Justice grant to support diversion for children with severe emotional disturbances. Ms. Gebhard directed the boards attention to an Attorney General press release regarding a \$117 million settlement against Universal Health Services, Inc. which owns and manages psychiatric and behavioral health care facilities and was found to have submitted false claims to Medicaid.

**QUALITY IMPROVEMENT UPDATE**

Ms. Christie provided the board with a copy of "The Leaning Post" a newly created newsletter designed to keep staff informed on Lean process improvement values and tools, staff training, and Lean projects. She described the updated SharePoint site for staff members to review videos, submit Lean project ideas and stay abreast of process improvement efforts within the agency.

**NORTHERN MICHIGAN REGIONAL ENTITY**

The July minutes were not available. The NMRE is preparing a preliminary budget for FY2021. The NMRE is projecting a 2.5 percent increase in revenue, although Milliman's data predicts a 3.1 percent increase. This increase can be explained, in part, by the state's pandemic response of not letting Medicaid recipients drop from the roles and an influx of new Medicaid enrollees.

Mr. Marcus mentioned that he sits on the NMRE Substance Use Disorder (SUD) planning group and recognizes and appreciates the importance of having engaged boards.

### **OLD BUSINESS**

COVID-19 Update: Ms. Gebhard provided an overview of possible and confirmed exposures to the COVID-19 virus at NCCMH sites and the agencies efforts to combat spread. She shared a newly created flyer on NCCMH Mental Health Resources and Support describing the resources available at North Country CMH including the Warm Line, as well as our Access and Crisis Line numbers. The flyer has been distributed widely within our six counties, including school districts, courts, childcare centers and other organizations serving children and families.

CMHA Member Assembly: The Member Assembly was held virtually on August 13. The focus was on updating bylaws, approving financial reports and approving a dues increase, Mr. Ginop and Ms. Gebhard attended.

### **NEW BUSINESS**

Ms. Gebhard discussed the MSA Bulletin 20-48 which addresses the Behavioral Health Home expansion to the NMRE, the Upper Peninsula and Oakland County. The Behavioral Health Home model will be a topic at this year's board retreat.

### **BOARD & STAFF COMMENTS**

Mr. Priess recognized Ms. Gebhard for her efforts in changing the culture of the organization through support of concepts like Lean management. The sentiment was echoed by the rest of the board.

Ms. Dillon mentioned the creation of electronic forms for health screens prior to staff entering each building as well as before and after client visits.

Ms. Gebhard shared the CMHA solicitation for PAC donations, especially since traditional fundraisers are not currently possible. She offered to match all contributions made by the Board and reminded the Board that checks be made out to CMH PAC. She asked that donations be sent to Lorraine Manary who will compile and forward on to the association. Board members were interested in knowing how the CMH-PAC funds have been previously spent and what policies or individuals the association will be supporting. Ms. Gebhard will inquire and share what she learns.

### **ADJOURNMENT**

**There being no further business to come before the board, the meeting was adjourned at 5:35 p.m. by Board Chair, Ed Ginop.**

  
Edward Ginop, Board Chair



## **CHEBOYGAN COUNTY FAIR BOARD MEETING**

**Monday, July 6, 2020**

**6:30 PM**

**Cheboygan County Fairgrounds  
Directors Building**

### Call to order

President Ron Fenlon called the meeting to order at 6:31 PM.

### Roll call

Directors present: Bubba Borowicz, John Brown Jr., Ron Fenlon, Keith Ginop, Beau Johnson, Brenda Mushlock, Steve Sanford, Gary Spray, Christy Stempky

Directors absent: Beth Buhr, Derrick Dotski (excused), Matt Horrocks, Kelsey Kennedy (excused), Zach Taylor

### Approve agenda

Motion Keith Ginop, support Gary Spray. Motion carried unanimously.

### Public comment ~ None

### Approve minutes of June 1, 2020

Motion Brenda Mushlock, support Gary Spray to approve minutes. Motion unanimously carried.

### Treasurer's report

Motion Gary Spray, support Beau Johnson to approve treasurer's report. Motion unanimously carried.

### Manager's report ~ none

### Committee reports ~ none

### Old business ~ none

### New business ~ none

### Public comment ~ none

### Adjournment

Motion John Brown, support Gary Spray to adjourn. Motion unanimously carried.

Meeting adjourned at 6:35 pm.

Respectfully submitted,

Cheryl Heiny

Fair Board Secretary



# CHEBOYGAN COUNTY PLANNING COMMISSION

870 SOUTH MAIN ST., ROOM 103 • PO BOX 70 • CHEBOYGAN, MI 49721  
PHONE: (231)627-8489 • TDD: (800)649-3777

## CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, AUGUST 5, 2020 AT 7:00 P.M. ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING

- PRESENT:** Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana  
**ABSENT:** Johnson  
**STAFF:** Mike Turisk, Jen Merk  
**GUESTS:** John Moore, Douglas Duke, Patty Richard, Joe Antkoviak, Russell Crawford, David Clark, Mark Cowles, Andrea Cowles

The meeting was called to order by Chairperson Croft at 7:00pm.

### PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Bartlett, to approve the agenda as presented. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

### APPROVAL OF MINUTES

The June 17, 2020 Planning Commission minutes were presented. **Motion** by Mr. Kavanaugh, seconded by Ms. Lyon, to approve the meeting minutes as presented. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The July 1, 2020 Planning Commission minutes were presented. **Motion** by Mr. Borowicz, seconded by Mr. Bartlett, to approve the meeting minutes as presented. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The July 15, 2020 Planning Commission minutes were presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Borowicz, to approve the meeting minutes as presented. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

### PUBLIC HEARING AND ACTION ON REQUESTS

**Clark/Antkoviak** – A request for a conditional rezoning under Section 4065 of the Michigan Zoning Enabling Act, MCL 125.3405 (P.A. 110 of 2006). The subject property is currently zoned Agriculture and Forestry Management (M-AF); the applicant requests a conditional rezoning to Commercial Development (D-CM) zoning that if approved would limit the land use to manufacturing, production, processing and fabrication. (Per section 6.3.9 of Zoning Ordinance #200, should the conditional rezoning application be approved the land use would be allowed with approval of a special use permit application). The subject property is located at 10999 N. Extension Rd. in Munro Township, Section 11, parcel id no. 080-011-200-004-00.

Mr. Kavanaugh asked how specific should the Planning Commission have to be regarding a conditional rezoning. Mr. Kavanaugh asked if the Planning Commission should know what materials will be used or how many employees and customers there will be. Mr. Kavanaugh stated that with past conditional rezonings, the Planning Commission received a lot of information regarding the proposed use. Mr. Freese stated that for a conditional rezoning the applicant is proposing a use and the Planning Commission can't place any conditions on that use other than what he offers. Mr. Freese stated that he doesn't believe the Planning Commission has enough information upon which to make a decision unless the applicant provides additional information on the use proposed such as products to be manufactured, materials used, number of

employees, hours of operation, etc. Mr. Turisk stated that during the review of the special use permit application, the Planning Commission would have the authority to review specific characteristics of the project and apply conditions of approval. Discussion was held regarding a previously approved conditional rezoning. Mr. Freese stated that the Planning Commission was informed by legal counsel that they could only approve what the applicant was requesting and that they could not place any conditions on the approval that were not offered by the applicant in his original application for conditional rezoning. Mr. Kavanaugh and Mr. Freese agreed that the Planning Commission will need the basics of what the applicant is proposing. Mr. Freese stated that the Planning Commission will need to know the type of manufacturing that is planned, the hours of operation and whether there will be any hazardous materials involved. Discussion was held. Mr. Ostwald stated that he understands that the applicant is only putting in two machines and they are not that big. Mr. Ostwald questioned why this is an issue when the proposed use is a less intense use than the previous use. Mr. Ostwald stated that the CNC's are quiet operating machines. Mr. Ostwald stated that there will only be two employees who are the husband and the wife. Mr. Kavanaugh stated that the Planning Commission has not received this information. Mr. Kavanaugh stated that the applicant can provide the information during this meeting.

Mr. Clark stated that it will be him and his wife, but eventually they may have an additional 1-2 employees. Mr. Clark stated that right now his business is located down state and he only has one employee besides him and his wife. Mr. Clark stated he has a home on Munro Lake and he plans to move to Cheboygan permanently. Mr. Clark stated that he manufactures tools, fixtures and gauges. Mr. Clark stated that everything is small and that there is nothing big or heavy. Mr. Clark stated that there are no exotic materials. Mr. Clark stated that he only uses one chemical which is a biodegradable coolant for the CNC machines. Mr. Clark stated that he has five CNC machines. Mr. Clark stated that the coolant is made out of animal fats and vegetable oils. Mr. Clark stated the coolant is very expensive, but it is worth it so he doesn't have to worry about environmental problems. Mr. Clark stated he has been in business since 2000. Mr. Clark stated that the majority of the work is for AMI Industries in Sault Sainte Marie, who is a tubing manufacturer and they manufacture different tubing assemblies for the trucking, marine and car industries. Mr. Clark stated he uses aluminum and standard metals. Mr. Clark stated that he does not work with titanium, magnesium or anything that can catch fire while machining it. Mr. Kavanaugh asked Mr. Clark to comment on material storage. Mr. Clark stated that he orders most of his material to size. Mr. Clark stated that there will be scrap which he will put into bins and taken to a scrap yard or someone will pick it up. Mr. Kavanaugh asked if the scrap will be stored inside. Mr. Clark stated yes. Mr. Kavanaugh asked if there will be oil or floor drain materials. Mr. Clark stated no. Mr. Kavanaugh asked Mr. Clark to comment on noise. Mr. Clark stated that the machinery is not loud. Mr. Clark stated that any noise is contained within the building. Mr. Kavanaugh asked Mr. Clark what the hours of operation will be. Mr. Clark stated he plans on eight hours a day, five to six days a week. Mr. Delana asked if the business will stay inside the existing footprint of the building. Mr. Clark stated yes. Mr. Delana asked if Mr. Clark will be changing the building in any way. Mr. Clark stated no. Ms. Lyon asked if there will be an increase in traffic. Mr. Clark stated the only additional traffic will be a UPS truck. Mr. Clark stated that he does not do work for the public unless a farmer, motorcycle guys or snowmobile guys needs help with equipment. Mr. Ostwald asked what are the names of the machines that Mr. Clark uses. Mr. Clark stated that he uses vertical machining centers and CNC lathes. Mr. Freese asked how many vertical machining centers there will be. Mr. Clark stated two. Discussion was held.

Ms. Croft asked for public comments. Mr. Gouine stated that he built the foundation for Joe Antkoviak's building. Mr. Gouine stated that Mr. Antkoviak requested a six inch floor that was reinforced. Mr. Gouine stated that this will be excellent for a machine shop. Mr. Gouine stated that this machine shop will only be a mile from the entrance to I-75. Mr. Gouine stated this is a good project for Cheboygan County.

Mr. Warfield agreed with Mr. Gouine's comments.

Public comment closed.

Mr. Kavanaugh stated that by knowing all of this information, this is a good location for that operation.

Mr. Borowicz stated that the property has no value as an Agriculture and Forestry Management property. Mr. Freese stated that the property has not been used for anything productive for several years and repurposing the building for commercial use will be a benefit to Cheboygan County.

The Planning Commission reviewed the General Findings and added the following:

1. The Planning Commission finds that a use variance and a special use permit were previously granted for an ice manufacturing plant for this location.

2. The Planning Commission finds that the applicant proposes hours of operation to be 8 hours a day, 5-6 days per week.
3. The Planning Commission finds that the applicant proposes 2 employees presently and possibly 2 additional employees in the future.
4. The Planning Commission finds that the applicant proposes to have 5 CNC machines and 2 vertical machining centers.
5. The Planning Commission finds that the applicant proposes inside storage only.
6. The Planning Commission finds that the applicant will use biodegradable lubricant and not other hazardous materials.

The Planning Commission reviewed Rezoning Factor 1. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that this standard has not been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 2. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that this standard has been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 3. **Motion** by Mr. Freese, seconded by Mr. Borowicz, that this standard has been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 4. **Motion** by Mr. Freese, seconded by Mr. Borowicz, that this standard has not been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 5. **Motion** by Mr. Freese, seconded by Mr. Delana, that this standard has been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 6. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that this standard has not been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 7. **Motion** by Mr. Kavanaugh, seconded by Ms. Lyon, that this standard has not been met. Motion carried. 6 Ayes(Bartlett, Kavanaugh, Croft, Ostwald, Lyon, Delana), 2 Nays (Freese, Borowicz), 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 8. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that this standard has been met. Motion carried. 7 Ayes(Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Delana), 1 Nays (Kavanaugh), 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 9. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that this standard has been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed Rezoning Factor 10. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that this standard has been met. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that the conditional rezoning be approved based on the General Findings and Rezoning Factors 2, 3, 5, 8, 9 and 10. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

Mr. Turisk noted that this conditional rezoning will be tentatively scheduled for the September 8, 2020 Board of Commissioner's meeting. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, that the conditional rezoning be forwarded to

the Board of Commissioners with a recommendation for approval for their September 8, 2020 meeting. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

**Duke/Levenson** – A request for a rezoning from Residential Development (D-RS) to Agriculture and Forestry Management (M-AF). The subject property is located at 7064 Mohawk Avenue in Tuscarora Township, Section 11, parcel id no.161-C09-000-248-00.

Ms. Merk reviewed the background information contained in the staff report.

Mr. Borowicz asked if there is language in the Zoning Ordinance that states that if a parcel is in a platted subdivision, it is automatically Residential. Mr. Kavanaugh and Ms. Croft stated yes. Mr. Freese referred to Section 3.8.2 "Unless specified otherwise, in this ordinance, all platted subdivisions in the jurisdiction of Cheboygan County Ordinance Number 200 are zoned Residential Development District." Mr. Freese stated that legal counsel has stated that based on the first part of Section 3.8.2 "Unless specified otherwise in this ordinance" gives the Planning Commission the option to rezone. Mr. Borowicz stated that this would be spot zoning. Mr. Kavanaugh and Ms. Croft agreed with Mr. Borowicz. Mr. Turisk stated that this would represent an extension of the existing Agriculture and Forestry Management Zoning District to the north. Mr. Turisk stated that it doesn't meet the full spirit of what constitutes a spot zoning. Mr. Delana stated that future land use for the portion to the North does move it from Agriculture and Forestry Management to Residential. Mr. Delana stated that will leave this as isolated and is spot zoning.

Ms. Croft asked for Planning Commission comments.

Mr. Kavanaugh stated that three sides are Residential and the future land use is going from Agricultural/Forestry to Residential. Mr. Kavanaugh believes that the Planning Commission has to be cautious as Tuscarora Township wanted this to continue as a subdivision and in the future be residential. Mr. Turisk stated that the most significant factor when considering a rezoning is compliance with the master plan.

Mr. Freese stated that the proposed ice shanty business could be located in the middle of the parcel and probably screened so that nobody would know what was there, however, if rezoned to Agriculture and Forestry Management, it would mean that all of the uses listed in that district would be allowed including junk yards, contractor's yards, bars and restaurants and slaughterhouses.

Mr. Duke stated that he is the property owner for this special use permit application. Mr. Borowicz asked if Mr. Duke is the current owner of the property. Mr. Duke stated yes he is the current owner and the paperwork was signed yesterday. Mr. Duke noted that the deforestation that is occurring is not on his property. Mr. Duke stated that nothing has been cut on his property. Mr. Duke stated that he only intends to use the second half of the first lot and the first half of the second lot. Mr. Duke stated that eventually, he would like to build a house at this location also.

Mr. Duke stated that he does not have a problem landscaping and taking very few trees out, but only the ones that are critical. Mr. Duke stated that some of the big Oaks will be left for shade. Mr. Duke stated that he will clean up the Aspen as they are dangerous and they break off and crush things. Mr. Duke stated that he had a tree service business for 15 years and he has done extensive clearing and landscaping work. Mr. Duke stated that he is trying to get the shacks as close to the launch site so they do not have to be hauled down the highway. Mr. Duke stated that if the shanty is six or eight inches over width a permit is required. Mr. Duke stated the parking area is just an empty area with half a dozen trees in the middle of it to create a park like atmosphere. Mr. Duke stated the customers will park there and ride their snowmobiles down Chippewa Beach or Frontenac Avenue to the access on Wahbee Avenue. Mr. Duke stated that there is a lot of congestion and limited parking at the access. Mr. Duke stated there have been problems with parking and litter. Mr. Duke stated that when Hoppies has a tournament there are cars parked all the way up to Chippewa Beach Road and sometimes down Shawnee Avenue. Mr. Duke stated this is his attempt at taking his gear and customers away from the lake and giving them a safe overnight place to park so they are not getting tickets Mr. Duke stated that regarding the concerns about about deforesting the entire four acres, it will not happen and it is not his intention to ever the bring down property values. Mr. Duke stated he plans to build a house at this location. Mr. Duke questioned if a conditional rezoning is an option. Mr. Duke stated he understands the concerns about putting in a slaughterhouse or junkyard in property zone Agriculture and Forestry Management. Mr. Duke stated he would also have his travel trailer and boat at this location. Mr. Duke stated that traffic will be negligible from the first of January until the middle of March and he is gone for the year other than an occasional visit to his travel trailer or to repair a snowmobile that didn't get fixed over the winter. Mr. Duke stated he would like put up one of the Amish barns in the future. Mr. Duke stated that it would be built on site and will be 16ft. x 32ft. and will be used to house gear and to keep the

snowmobiles inside so they are not out in the yard. Mr. Duke stated that he is the only employee and he will never hire anyone else. Mr. Duke stated the business will never get any bigger.

Mr. Kavanaugh stated if the property is rezoned it stays with the property and if Mr. Duke decides to sell the property to someone else it would mean that a restaurant, contractor's yard, junkyard, kennel or feedlot would be allowed. Mr. Kavanaugh stated that the future land use, existing land use and the fact that the parcel is a part of a platted subdivision are concerns to the Planning Commission. Mr. Kavanaugh stated that just because you wouldn't have a plan to do something different than renting shanties, someone else may have a different idea and it may have a different impact. Mr. Kavanaugh noted that someone may want to build on an adjacent lot in the future. Mr. Duke stated that the property owner across the street is planning on building and has told him that he has no problems with this business.

Mr. Duke suggested a conditional rezoning, but stated that he doesn't know how it works. Mr. Duke stated that he went to the Planning & Zoning Department because he knows of several other people in the neighborhood, at least two for sure, that have tried to do their business there.

Mr. Duke stated that he does not see this as blight. Mr. Duke stated that he wanted to come to the Planning Commission and find how to do this legally. Mr. Duke stated that initially the Tuscarora Township Supervisor told him that he didn't have a problem with storing the shanties on his personal property. Mr. Duke stated he does not want angry neighbors as this is his first attempt to try and figure out how this can be done legally.

Mr. Freese stated that there are a lot of objections to rezoning this property to Agriculture and Forestry Management. Mr. Freese asked how many shanties are proposed to be stored. Mr. Duke stated he has 7 and is currently building the 8<sup>th</sup> shanty for himself.

Mr. Kavanaugh asked if Mr. Duke has looked into the commercial property that is less than a mile away. Mr. Kavanaugh stated that whether it is a rezoning or a conditional rezoning there are people who live in that subdivision and are probably the same people who are attending the meeting. Mr. Duke stated that from what he can see on the maps and roads he has driven, it appears that all of the roads have residential houses. Mr. Duke explained that he looked at an alternate location that was further away, but it was too close to a house. Mr. Duke stated that this location is closer to the lake. Mr. Duke stated he would be willing to look at another launch site if there was commercial property near the launch. Mr. Freese noted that properties along Straits Highway are zoned Commercial. Discussion was held.

Mr. Duke asked if a pole building large enough to house the shanties would be legal. Mr. Freese stated no it would not be legal for this business that has not received an approved special use permit approval from the Planning Commission. Mr. Kavanaugh stated that a pole building would be allowed for Mr. Duke's own personal use. Mr. Freese suggested leasing a parcel along Straits Highway. Discussion was held regarding alternate locations that would be zoned appropriately for the proposed use.

Discussion was held regarding Mr. Duke's options. Ms. Croft suggested postponing this request until the first meeting in September. Mr. Kavanaugh stated that the Planning Commission could review this application if Mr. Duke prefers. Mr. Turisk stated that Mr. Duke could also withdraw his application and seek another avenue for approval.

Mr. Freese suggested finding a parcel to lease on Straits Highway for the shanties. Mr. Freese stated that the customers can park their vehicle or they can take a snowmobile from wherever the parcel is located to the launch site. Mr. Freese stated that this will eliminate the parking problem.

Ms. Croft asked Mr. Duke what he would like to do with the application. Mr. Duke stated he is not sure if he would like to table, postpone or withdraw the application. Mr. Borowicz stated that the Planning Commission can postpone the request to give him time to investigate other options. Ms. Croft stated if tabled, Mr. Duke can also withdraw at a later date if he decides to. Mr. Duke stated that he would like to have the request postponed at this time. **Motion** by Mr. Kavanaugh, seconded by Mr. Delana, to postpone Mr. Duke's request until September 2, 2020. Motion carried. 8 Ayes(Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

**Amendment #157** - An ordinance that would amend Section 18.12 (Expiration of Special Use), Section 20.16 (Expiration of Site Plan Review) and Section 21.4 (Expiration of a Zoning Permit) of Cheboygan County Zoning Ordinance No. 200 to allow expanded authority for the Zoning Administrator to grant administrative extensions of approved permits.

Mr. Turisk referred to Section 18.12 and Section 20.16 and stated that an applicant must be in full compliance with all the terms and conditions for the extension of a site plan review or special use permit. Mr. Turisk stated that this does not apply to zoning permit extensions. Mr. Turisk stated that Ms. Johnson proposed this at the last meeting. Mr. Turisk reviewed this change with legal counsel. Mr. Kavanaugh stated that he agrees with this change.

Ms. Croft asked for public comment. There were no public comments. Public comment closed.

Mr. Kavanaugh stated that this is a great benefit to the public to speed things up and to make it uniform with Department of Building Safety's expiration date. **Motion** by Mr. Kavanaugh, seconded by Mr. Borowicz, to forward Amendment #157 to the Cheboygan County Board of Commissioners with a recommendation for approval. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

## **NEW BUSINESS**

### **Discussion regarding in-progress and possible future amendments to Zoning Ordinance No. 200.**

Mr. Turisk reviewed a list of recently approved amendments and a list of possible future amendments. Mr. Turisk reviewed amendments that were recently approved by the Board of Commissioners and proposed amendments that are currently being reviewed by the Planning Commission. Mr. Turisk stated that Amendment #154 regarding home occupations and storage buildings was recently approved by the Cheboygan County Board of Commissioners. Mr. Turisk stated that Amendment #155 regarding nonconformities will be reviewed by the Planning Commission at the August 19, 2020 meeting. Mr. Turisk stated that the last time Amendment #156 was discussed, the Planning Commission directed staff to propose amending the ordinance so that freestanding signage in the Commercial Development Zoning District be increased from 80 square feet to 100 square feet. Mr. Turisk stated that the Planning Commission recently recommended approval of Amendment #157 to the Board of Commissioners. Mr. Turisk stated that Amendment #158 regarding temporary uses was approved by the Board of Commissioners last month.

Mr. Turisk stated that a future amendment for Planning Commission to consider is PUD. Discussion was held regarding the PUD amendment and reformatting the Zoning Ordinance. Mr. Freese stated that this isn't something that the Planning Commission should be trying to tackle right now due to COVID-19 as there will have to be public input and the current situation for meetings does not work well for public input. Mr. Turisk agreed with Mr. Freese and stated that with some of the amendments he believes it is best to wait until restrictions are lifted at least to the point where there can be an easily accessible public hearing process.

Mr. Turisk stated that he and Mr. Freese have talked about cleaning up zoning boundary problems along Straits Highway where there are properties that have two or sometimes more zoning districts. Mr. Turisk stated that this may be best suited for the full Master Plan update in 2024.

Mr. Turisk stated that site standards in Article 18 for waste haulers is a topic that has been broached. Mr. Freese noted that there have been ongoing problems and this should be addressed.

Mr. Delana referred to Amendment #156 and stated that this was prompted by a marina that had ordered an oversized sign to install in the spring. Mr. Delana asked what happened to the sign. Mr. Freese stated that the property owner installed a sign that complied with the regulation. Mr. Freese stated it is better advertising as all of the franchises that are carried are shown on the sign. Mr. Kavanaugh asked if there is still the need to revise the Zoning Ordinance. Mr. Freese stated that the Board of Commissioners requested that the Planning Commission look at larger signs. Mr. Freese stated that in his opinion, there is no need for the Planning Commission to consider this amendment as there was only one request for a larger sign and that has been resolved as the property owner ordered a sign that complies with regulation. Mr. Freese stated that the language that had been proposed for the amendment to allow 100sf signs could be revised to reduce the 100sf dimension to 80sf and allow the additional signage for parcels with frontage length that complies with the proposed changed language. Mr. Kavanaugh requested that Mr. Turisk talk with the Board of Commissioners to see if this is an amendment that they still want the Planning Commission to address.

Mr. Turisk stated that Mr. Kavanaugh had raised the possibility of taking a look at the screening standards. Mr. Turisk stated that this can be added to the list, but he does not see this as urgent.

Mr. Turisk and Mr. Freese agreed that anything requiring extensive public participation should be postponed. Mr. Turisk stated that the Planning Commission should follow through on the amendments that they are already working on and wait until they can have a normal or typical meeting venue to begin with reviewing new amendments. Ms. Lyon asked if the

Planning Commission should work on getting the amendments ready for the public hearing. Mr. Freese agreed that the Planning Commission could prepare the amendment to the point where public input is needed. Discussion was held.

Mr. Turisk stated that a memo was submitted by Mr. Moore, who is the Nunda Township Supervisor. Mr. Turisk stated that Mr. Moore has talked to the Planning Commission in the past about a short term rental ordinance. Mr. Turisk stated that the last time this subject was raised the Planning Commission determined that it wasn't something that was needed. Mr. Turisk noted that short term rentals will generate a lot of public input.

Mr. Kavanaugh noted that the Planning Commission voted unanimously to approve the previous amendment regarding short term rentals after a battle with the past Planning and Zoning Director. Mr. Kavanaugh stated that the Planning Commission felt that this was a police issue. Mr. Kavanaugh stated that there were a lot of people that were in support of allowing short term rentals. Mr. Kavanaugh stated that at this time there were 3-4 complaints total in the county. Mr. Kavanaugh stated that there may be issues with short term rentals and he believes there are ways to deal with these issues besides an amendment to the Zoning Ordinance. Mr. Freese stated that the amendment was generated by the actions of the prior Planning and Zoning Director who decided that short term rentals were a problem and should not be allowed. Mr. Freese stated that the Planning Commission was opposed to the Planning and Zoning Director's decision. Mr. Freese stated that the Planning Commission may want to consider some restrictions or some conditions on short term rentals. Mr. Freese stated that he believes this is what Mr. Moore is requesting to alleviate existing problems. Mr. Kavanaugh agreed with Mr. Freese. Discussion was held.

Mr. Turisk stated that Mr. Moore is also concerned about adult use marijuana. Mr. Turisk stated that every township in the county formally opted out of MRTA which is adult use marijuana. Mr. Turisk stated that the only community who did not opt out was the Village of Wolverine. Mr. Turisk stated that it is not allowed for a property owner in Nunda Township to grow marijuana because the township opted out. Mr. Turisk stated this precludes an application being submitted to the Planning and Zoning Department and this is per discussion with legal counsel. Discussion was held.

Mr. Kavanaugh requested that staff find out how many seasonal rentals there are in Cheboygan County. Mr. Kavanaugh requested that staff research how many complaints there have been regarding short term rentals over the past 10 years. Discussion was held.

#### **UNFINISHED BUSINESS**

No comments.

#### **STAFF REPORT**

Mr. Turisk stated that the Board of Commissioners approved the moratorium amendment.

#### **PLANNING COMMISSION COMMENTS**

No comments.

#### **PUBLIC COMMENTS**

No comments.

#### **ADJOURN**

**Motion** by Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 9:52pm.



Charles Freese  
Planning Commission Secretary



# CHEBOYGAN COUNTY PLANNING COMMISSION

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## CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, AUGUST 19, 2020 AT 7:00 P.M. ROOM 135 - COMMISSIONER'S ROOM - CHEBOYGAN COUNTY BUILDING

**PRESENT:** Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana  
**ABSENT:** Kavanaugh  
**STAFF:** Mike Turisk, Jen Merk  
**GUESTS:** Jamie Huber, Bruce Brandt, John Moore, Eric Boyd

The meeting was called to order by Chairperson Croft at 7:00pm.

### PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Borowicz seconded by Mr. Bartlett, to approve the agenda as presented. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

### APPROVAL OF MINUTES

The August 11, 2020 Planning Commission minutes were presented. **Motion** by Mr. Borowicz, seconded by Mr. Delana, to approve the meeting minutes as presented. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

### PUBLIC HEARING AND ACTION ON REQUESTS

**BRANDT/BRANDT'S SPORTS CENTER** - A special use permit application for an Indoor Storage Facility, per Section 9.3.24 of the zoning ordinance. The subject property is zoned Agriculture and Forestry Management (M-AF) and located at 6530 N. M-33 Hwy. in Benton Twp., parcel ID 104-033-100-008-01, Section 33.

Mr. Turisk reviewed the background information contained in the staff report.

Mr. Freese stated that the site plan is inadequate. Mr. Freese then reviewed the site plan requirement checklist and indicated items that were missing, incomplete or inaccurate. Mr. Borowicz agreed with Mr. Freese's comments.

Ms. Johnson asked if this is being brought to the Planning Commission as the result of an enforcement action. Ms. Johnson stated that there is a special use permit for a motor vehicle sales and repair facility but not for indoor storage. Ms. Johnson stated that a building is currently being utilized for indoor storage and this is an enforcement issue. Ms. Johnson stated that she believes that the site plan and the special use question should come before the Planning Commission with what is existing to bring Mr. Brandt into compliance. Ms. Johnson stated that he could then move forward, if he chooses, with an application for the addition of the other two buildings. Ms. Johnson noted that there could be hazardous materials on site. Ms. Johnson asked if the previous special use permit has been approved. Mr. Turisk stated that the special use permit was approved. Mr. Freese stated that there isn't an enforcement action for this property, but there should be. Mr. Turisk stated that he spoke with Mr. Brandt and explained that this is a distinct land use that requires another special use permit and is not related to the approval he received in 2018 for motor vehicle sales and repair facility.

Mr. Delana agreed with Mr. Freese's site plan deficiency comments. Mr. Delana stated that the information that the Planning Commission needs to make a decision is not included in the application and site plan. Mr. Delana stated that he does not feel the need to separate the enforcement portion of the request and review that separately. Mr. Delana stated it can all be dealt with at once, but the Planning Commission will need all the required information.

Mr. Freese stated that the site appears to be a junk yard. Mr. Freese stated that a motor vehicle repair facility does have the authority to have inoperable vehicles on site, however, the vehicles are required to have a work order on them or have the title recorded in the police book of the repair facility. Mr. Freese stated it will not take much work to clean up the site. Mr. Freese stated the approval of the existing storage building and the approval of the proposed storage buildings does not have to be separate approvals.

Mr. Brandt stated that he did not have an architect draw the site plan. Mr. Brandt stated that when Mr. Turisk visited the site, he changed the size of one building from 40ft. x 100ft. to 40ft. x 160ft. Mr. Brandt explained that there would be 32ft. between the buildings. Mr. Brandt stated that Mr. Freese is welcome to visit the site and check the police book. Mr. Brandt stated that all the atv's, motorcycles and off road vehicles are listed in the police book. Mr. Brandt stated that this business has been in this location for 49 years and there have never been any complaints. Mr. Brandt stated that after the fire, his 2018 special use permit application had retail/storage on the top of the application. Mr. Brandt stated the 30ft. x 200ft. storage building was built in 2019. Mr. Brandt stated that the initial building that is 30ft. x 200ft. was built in August 2018 and was also labeled retail/storage. Mr. Brandt stated he thought it was fine. Mr. Brandt stated that he has paid \$4300 to the County in permits and has paid over \$10,000 in permits since 2018. Mr. Brandt stated that he runs a good business and is trying to keep it clean and neat. Mr. Brandt stated that there is an existing fence for the house that is adjacent to this property. Mr. Brandt stated that a wooden fence would look nice next to the cemetery.

Mr. Borowicz asked Mr. Brandt for the depth of the property. Mr. Brandt stated the depth is 441ft. Discussion was held.

Mr. Delana stated that Mr. Brandt can submit a statement addressing how lubricants and cleaning chemicals are stored. Mr. Delana stated that a scaled drawing would be appropriate for a commercial application. Mr. Delana stated that it does not have to be drawn by an architect but it can be drawn by a surveyor. Mr. Brandt stated that he can have the surveyor include the existing and proposed buildings on the survey.

Mr. Delana suggested tabling the request to allow Mr. Brandt time to provide an updated site plan and to answer the Planning Commission's questions. **Motion** by Mr. Delana, seconded by Mr. Borowicz to table the request until September 2, 2020 at 7:00pm in the Commissioner's Room #135. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

**CHEBOYGAN, OTSEGO, PRESQUE ISLE EDUCATIONAL SCHOOL DISTRICT (COPESD)** – A site plan review application under Section 6.2.15 (Offices) of the Zoning Ordinance. The subject property is located at 6065 Learning Lane in Tuscarora Twp., parcel ID 161-001-200-003-00, Section 1.

Mr. Turisk reviewed the background information contained in the staff report.

Mr. Delana asked Mr. Turisk if the Department of Building Safety is supervising construction at this time. Mr. Turisk stated yes. Mr. Delana stated that construction has begun without a zoning permit. Mr. Turisk stated that the Department of Building Safety reviewed and approved the building permit application in late May and the Planning and Zoning Department was not notified of the project until July. Discussion was held.

Mr. Freese stated that the GIS map showing the demarcation line between Agriculture and Forestry Management and Commercial Zoning District was not correct and can't be used to determine where the boundary line actually is located. Mr. Freese stated that he would expand upon this further in the rezoning application discussion.

Mr. Huber stated that he was surprised that the property would have to be rezoned as he thought it was already commercially zoned property. Mr. Huber stated that rezoning the property resulted in a two week delay, but he understands that these types of things happen. Mr. Huber stated that they want to continue with moving forward as much as possible and he understands that this is the first concrete step in rebuilding after the tragic fire from last September. Mr. Huber stated that the architects and construction manager are available to answer any of the Planning Commission questions. Mr. Huber stated that they do not leave any stone unturned. Mr. Huber stated he was a former building trades instructor and teacher before this and this is his wheelhouse. Mr. Huber stated that with the Planning Commission's approval, they are planning to pour concrete tomorrow morning.

Ms. Croft asked for public comments. There were no public comments. Public comment closed.

The Planning Commission reviewed and approved the General Findings and the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Freese, seconded by Mr. Borowicz, to approve the site plan based on the General Findings and the Specific Findings of Fact Under Section 20.10 subject to the following conditions:

1. The applicant shall obtain permits, as applicable, from the Department of Building Safety and District Health Department No. 4.
2. Any changes to the approved site plan shall be subject to review by the Planning and Zoning Department and may require submittal of a site plan review amendment application for review and approval by the Planning and Zoning Department or the Planning Commission.
3. It is the applicant's responsibility to obtain any additional permits or meet additional conditions, if any, that may be applicable to the land use pursuant to other federal, state, or local laws or regulations.
4. Submittal of the signed Acceptance of Conditions form within 30 days.

Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

**CHEBOYGAN, OTSEGO, PRESQUE ISLE EDUCATIONAL SCHOOL DISTRICT (COPESD)** - An application to rezone property from Agriculture and Forestry Management (M-AF) and Commercial Development (D-CM) to entirely Commercial Development (D-CM). The subject property is located at 6065 Learning Lane in Tuscarora Twp., parcel ID 161-001-200-003-00, Section 1.

Mr. Turisk reviewed the background information contained in the staff report.

Ms. Johnson stated that it's not that she disagrees with the rezoning of this parcel if it truly needs to be done. Ms. Johnson stated that her issue is that we have forced something upon a customer that's not even necessary. Ms. Johnson asked why a customer has to pay for this service when it's not a benefit to them. Mr. Turisk stated that the fee will be reimbursed because this is a staff driven request. Mr. Turisk stated that the applicant simply needs site plan review approval to continue with the project. Mr. Turisk stated that this is a house cleaning effort. Mr. Turisk stated that given that we have the site plan review application, staff in consultation with legal counsel figured this would be a good time to get another property in this area uniform. Mr. Turisk stated that it is not creating a delay for the applicant as it was the site plan review that was driving it and not the rezoning application.

Mr. Freese stated that the zoning boundary showed by the GIS map was not correct and in fact was off approximately 80ft. on the north property line and 180ft. on the south property line as it can easily be seen on the zoning map shown. The boundary between Agriculture and Forestry Management and Commercial should parallel the center line of M-27 and in fact diverges markedly. Mr. Freese stated that the zoning maps shown as appendixes to Zoning Ordinance #200 indicate that they can't be used for an accurate determination of the boundary lines between zoning districts and in fact refer questions on zoning boundaries to the Planning and Zoning Department. Mr. Turisk stated that there is a long range plan effort to clean this up to minimize any concerns or confusion. Discussion was held.

Ms. Croft asked for public comments. There were no public comments. Public comment closed.

The Planning Commission revised General Findings #2, "The Planning Commission finds that the zoning amendment application is made by the Cheboygan County Planning Commission."

The Planning Commission reviewed the Rezoning Factor#1. The Planning Commission added "The Planning Commission finds that surrounding land uses are zoned Commercial Development (D-CM) and Agriculture and Forestry Management (M-AF), with a mix of non-residential and residential land uses interspersed with vacant lands; therefore, the proposed rezoning is reasonably consistent with surrounding land uses. (See Exhibits 4, 5 and 11)" as C under Will Support The Factor. **Motion** by Mr. Freese, seconded by Mr. Borowicz, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#2. **Motion** by Mr. Freese, seconded by Ms. Johnson, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#3. **Motion** by Mr. Freese, seconded by Ms. Johnson, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#4. **Motion** by Mr. Borowicz, seconded by Mr. Freese, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#5. **Motion** by Mr. Freese, seconded by Ms. Johnson, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#6. **Motion** by Mr. Borowicz, seconded by Mr. Freese, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#7. **Motion** by Mr. Freese, seconded by Ms. Johnson, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#8. **Motion** by Mr. Borowicz, seconded by Mr. Freese, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#9. **Motion** by Mr. Borowicz, seconded by Mr. Freese, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

The Planning Commission reviewed the Rezoning Factor#10. **Motion** by Mr. Freese, seconded by Ms. Johnson, that the standard has been met. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

**Motion** by Mr. Borowicz, seconded by Mr. Freese, that based upon the General Findings of Fact and the Rezoning Factors that the rezoning request be forwarded to the Board of Commissioners with a recommendation for approval. Motion carried. 8 Ayes (Bartlett, Freese, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana), 0 Nays, 1 Absent (Kavanaugh)

#### **UNFINISHED BUSINESS**

No comments.

#### **NEW BUSINESS**

No comments.

#### **STAFF REPORT**

Mr. Turisk stated that amendments regarding nonconformances and signs will be reviewed at the September 2, 2020 meeting. Mr. Turisk stated that Mr. Kavanaugh asked if there is still a need for the sign amendment since Mr. LaPrairie installed a sign that is in compliance with the Zoning Ordinance. Mr. Turisk stated that the County Administrator believes the Planning Commission should review amendment Section 17.19 if only to close the loophole that will allow up to 3 freestanding signs up to 80sf each in the Commercial Development Zoning District. Mr. Turisk stated that the Planning Commission may decide they do not want to look at increasing the sign face area that was proposed to be 100sf. Mr. Turisk stated that Mr. Brandt's special use permit application request will be on the September 2, 2020 agenda. Mr. Turisk stated that he will distribute material on short term rentals for the September 2, 2020 meeting. Discussion was held.

Mr. Turisk stated that a press release has been drafted regarding the Orion Renewable Energy project. Mr. Turisk stated that he worked with Sharon Lange from the Economic Development Group on the press release. Mr. Turisk stated that the Planning Commission is mentioned as being a crucial component in the process. Mr. Turisk stated that they thanked Orion for their flexibility in design and addressing neighbor's concerns and their willingness to provide amended site plans and supplementary documents.

#### **PLANNING COMMISSION COMMENTS**

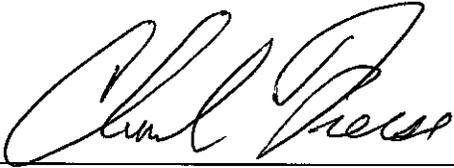
No comments.

**PUBLIC COMMENTS**

No comments.

**ADJOURN**

**Motion** by Mr. Borowicz to adjourn. Motion carried. Meeting was adjourned at 8:52pm.

A handwritten signature in cursive script, appearing to read "Charles Freese", written in black ink. The signature is positioned above a horizontal line.

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Charles Freese  
Planning Commission Secretary



# CHEBOYGAN COUNTY PLANNING COMMISSION

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## CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, SEPTEMBER 2, 2020 AT 7:00 P.M. ROOM 135 – COMMISSIONER'S ROOM - CHEBOYGAN COUNTY BUILDING

**PRESENT:** Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana  
**ABSENT:** Johnson  
**STAFF:** Mike Turisk, Jen Merk  
**GUESTS:** Eric Boyd, Doug Duke, Bruce Brandt, Leif Hanson, Andrea Cowles, Irving Wells, John Moore, Steve Warfield

The meeting was called to order by Chairperson Croft at 7:00pm.

### PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Kavanaugh, seconded by Mr. Borowicz, to approve the revised agenda as presented. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

### APPROVAL OF MINUTES

The August 5, 2020 Planning Commission revised minutes were presented. **Motion** by Mr. Borowicz, seconded by Mr. Freese, to approve the revised meeting minutes as presented. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The August 19, 2020 Planning Commission revised minutes were presented. **Motion** by Mr. Borowicz, seconded by Mr. Delana, to approve the meeting minutes as presented. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

### PUBLIC HEARING AND ACTION ON REQUESTS

**Duke/Levenson** – A request for a rezoning from Residential Development (D-RS) to Agriculture and Forestry Management (M-AF). The subject property is located at 7064 Mohawk Avenue in Tuscarora Township, Section 11, parcel id no.161-C09-000-248-00.

Ms. Croft stated that Mr. Duke has requested that the public hearing for this matter be postponed until the next Planning Commission meeting on September 16, 2020. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to postpone Mr. Duke's application. Ms. Merk stated that Mr. Duke asked that his request be tabled until September 16. Ms. Merk stated that legal counsel has advised that the motion to postpone should have been a motion to table. Ms. Merk stated that in order to postpone the request we would have to renote Mr. Duke's request and there is not enough time to have it renoted. Ms. Merk stated that the request needs to be tabled and then we would renote it for the next meeting on October 7, 2020. Ms. Croft stated that was not how it was explained to her this afternoon. Ms. Lyon stated that she took a class and was told that when something is tabled you have to vote immediately and you are not to investigate or change anything. Ms. Merk stated that when the request was postponed it should have been tabled according to legal counsel. Mr. Turisk explained that this request should be postponed until October 7, 2020 which will allow time for the notice to be published in the newspaper and for notices to be mailed to the property owner's within 300 feet of the subject property. Mr. Freese withdrew his motion. Mr. Kavanaugh stated that the public should be allowed to provide additional public comments. Discussion was held. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to postpone the request for Mr. Duke until the October 7, 2020 Planning Commission meeting. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

**Brandt/Brandt's Sports Center** - A special use permit application for an Indoor Storage Facility, per Section 9.3.24 of the zoning ordinance. The subject property is zoned Agriculture and Forestry Management (M-AF) and located at 6530 N. M-33 Hwy. in Benton Twp., parcel ID 104-033-100-008-01, Section 33.

Mr. Turisk reviewed the background information contained in the staff report.

Discussion was held regarding a proposed gate and hours of operation. Mr. Brandt stated that the gate will have a combination lock for the people that rent a storage unit. Mr. Brandt stated that he does not have hours of operation. Mr. Kavanaugh noted that similar applications for indoor storage facilities noted hours of operation. Mr. Freese stated that the other requests were not gated in this manner. Mr. Kavanaugh stated that there are no dwellings close by so there is not the issue of car lights shining on a dwelling. Mr. Delana stated the concern is noise and disturbance. Mr. Delana stated that the site plan is improved, but lacks contours for elevation. Mr. Delana stated that there is a pending waiver request. Mr. Delana stated that there is a 5ft fence proposed, but there is a 6 foot screening requirement. Mr. Brandt stated that the 5 foot fence has already been installed. Mr. Freese stated that a waiver can be requested for fence height and that elevation drawings are also absent, but that the proposed new structures were the same as the present indoor storage building and that a waiver could also be granted for this requirement.

Ms. Croft asked for public comments. There were no public comments. Public comment closed.

**Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the topography waiver. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson) **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the fence height waiver for a 5 foot fence. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson) **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to grant the elevation waiver for the new building. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

The Planning Commission reviewed and approved the General Findings, the Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10. **Motion** by Mr. Kavanaugh, seconded by Mr. Freese, to approve the special use permit based on the General Findings, Finding of Fact Under Section 18.7 and the Specific Findings of Fact Under Section 20.10 subject to the following conditions:

1. The applicant shall provide the Planning and Zoning Department the Acceptance of Conditions form (to be attached to the special land use approval letter) within thirty (30) calendar days from the date of the approval letter. This form shall be signed by the owner(s) or legal representative of the subject property. The applicable building permit application(s) shall include a site plan in conformance with this special land use that meets all applicable site development standards (such as minimum required setbacks from property boundaries) and appropriate building permit fees, as applicable. Permits must be issued within twelve (12) months from the date of the special land use approval letter (unless a special use extension request is approved by, pursuant to Section 18.12., as amended), otherwise the special land use may be deemed void upon thirty (30) days written notification to the applicant.
2. The applicant shall obtain building permits, as applicable, from the Department of Building Safety.
3. Any changes to the approved special use shall be subject to review by the Planning and Zoning Department and may require an application for special use amendment and approval by the Planning Commission.
4. It is the applicant's responsibility to obtain any additional permits or meet additional conditions, if any, that may be applicable to the proposed land use pursuant to other federal, state, or local laws or regulations.

Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

#### **NEW BUSINESS**

No comments.

#### **UNFINISHED BUSINESS**

##### **Proposed Zoning Ordinance Amendment #155 relative to Nonconforming Buildings or Structures, Properties and Uses.**

Mr. Turisk stated that this is one of the most complex sections of the Zoning Ordinance. Mr. Turisk stated that legal counsel believes that this section should be revised. Mr. Turisk noted that there have been very few edits to the amendment since the last review by the Planning Commission. Mr. Turisk stated that Section 22.4 generated a lot of discussion the last two times it was discussed. Mr. Turisk stated that there was a discussion regarding that this section would preclude dimensional variances for lots when the need for the variance is eliminated by combining the lots into a single undivided lot. Mr. Freese

suggested deleting "the desire or need for" in Section 22.4.A and "desired or needed" in Section 22.4.B. The Planning Commission agreed that this proposed amendment should be reviewed by legal counsel. Ms. Croft asked for public comments. There were no public comments. **Motion** by Mr. Freese, seconded by Mr. Kavanaugh, to schedule a public hearing on October 7, 2020 for proposed Amendment #155. Motion carried. 8 Ayes (Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Delana), 0 Nays, 1 Absent (Johnson)

**Discussion on proposed Zoning Ordinance amendment relative to short-term rental land uses.**

Mr. Turisk stated that there have been questions about whether or not staff has received a lot of complaints about short term rentals. Mr. Turisk stated that he has not received what he would consider a great number complaints. Mr. Turisk stated that there has been an uptick in inquiries about rules and regulations from people who either own homes that want to use them for short term rental uses or people who are looking to buy a home in their retirement or an outside investor. Mr. Turisk stated that this topic was discussed in 2017 and what came out of that was a new definition for short term rental that precludes the homeowner from staying in the home while accommodating guests. Mr. Turisk stated that the other important component to that definition is that it limits stays to 30 days and beyond that, we do not have any regulations. Mr. Turisk stated that he received an inquiry today where someone from downstate is ready to retire and they want to purchase properties in Cheboygan County for this purpose to supplement their retirement. Mr. Turisk reviewed a document that was provided to the attendees of the Charlevoix Planning forum in October 2020. Mr. Turisk stated that he believes this is one of the best documents. Mr. Turisk stated that it is suggested that we don't prohibit short term rentals but that we try to seek a middle ground that allows people to maximize their income potential from their property without seriously compromising quality of life of their neighbors. Mr. Turisk stated that some of the things that are often cited as good approaches to regulations for short term rentals are to limit it to permanent structures or single family dwellings. Mr. Turisk stated that other considerations are number allowed per parcel, a minimum rental period, noticing neighbors, maximum occupancies, prohibiting events such as weddings to minimize parking conflicts and noise situations, Health Department review of septic system, operation standards be posted and made available to renters and neighbors, restrict parking to defined parking stalls or parking areas, quiet hours and require proof of regular trash pickup. Mr. Turisk stated that licensing falls under what is called police powers and Michigan counties are limited in authority to adopt police power ordinances. Mr. Turisk stated that police power ordinances are generally intended to regulate activities not land. Mr. Turisk stated that a zoning ordinance can also, to a certain extent, regulate activities and legal counsel will be providing an opinion. Mr. Turisk stated that townships under county zoning would have to determine if a licensing ordinance should be adopted at the township level.

Mr. Freese stated that Nunda Township has more of a problem around Wildwood Lake than the rest of the county and he would like to hear from Mr. Moore regarding what he would like to see in way of regulating problems around Wildwood Lake. Mr. Freese believes this could be handled as an overlay district and applied only to the areas that there are problems. Discussion was held.

Mr. Kavanaugh stated that an overlay district for Wildwood Lake is the only change that should be made. Mr. Kavanaugh stated that there are 1000-1200 short term rentals listed on websites such as Airbnb, VRBO and Homeaway. Mr. Kavanaugh stated that there has been an average of 0.7 complaints per year on short term rentals. Mr. Kavanaugh stated that there are 18,298 parcels in Cheboygan County. Mr. Kavanaugh stated that there should be a discussion with the lake associations or homeowner's associations if there is a problem with the short term rentals in that area. Mr. Kavanaugh stated that there are 1200 short term rentals in Cheboygan County. Mr. Kavanaugh stated that this would mean that there are possibly 30 or 40 short term rentals that that would have to be looked at each day and this would require 4-5 employees. Mr. Kavanaugh stated that there are 3 bills which have been introduced in the state legislature. Mr. Kavanaugh stated that 2 bills allow short term rentals and one opposes short term rentals. Mr. Kavanaugh stated that at the Cheboygan County Planning Commission public hearing regarding short term rentals it was a full house and there were only 2 people that were opposed to short term rentals. Mr. Kavanaugh stated that people fall back on the Health Department. Mr. Kavanaugh stated that if your septic system fails and you have to put in a new one it is nobody else's business if it is overtaxed or creating a problem. Mr. Kavanaugh stated that the smallest system you can put in in Cheboygan County is a 1000 gallon tank and 600 square feet of drain field. Mr. Kavanaugh stated that the average water use in the United States and Canada is 51 gallons a day, which would mean you could have 20 people in any house with no problems. Mr. Kavanaugh stated that the standards for the USA alone are between 75 and 100 gallons per person per day water usage. Mr. Kavanaugh stated that he talked with Kyle Keller at District Health Department #4 and there have been 4 complaints in 5 years and they were mainly asking if there's a problem with short term rentals. Mr. Kavanaugh stated an overlay district would be appropriate for Wildwood Lake. Mr. Kavanaugh stated that it doesn't make sense to spend weeks and months on an amendment when we do not have adequate staff.

Mr. Turisk stated that when writing an amendment, it is an ever present question of whether or not we have the in house capacity to monitor and enforce. Mr. Turisk stated that he agrees with Mr. Kavanaugh. Mr. Turisk stated that it could easily overtax or overburden whatever enforcement personnel would be tasked with oversight. Mr. Turisk stated that Mr. Wendling

has explained to him that the bills are currently stalled. Mr. Turisk stated that an overlay district confined to the Wildwood Lake area would be seemingly reasonable to oversee as opposed to something county wide.

Discussion was held regarding the economic benefit of short term rentals for Cheboygan County. Mr. Freese stated that Mr. Moore's concerns are regarding a person buying vacant properties as a short term rental business. Mr. Freese stated that it has been suggested in the literature that you limit ownership of properties used for short term rental to a certain number per individual. Mr. Freese stated that this money would not be staying in Cheboygan County. Mr. Kavanaugh stated that this is a good idea, but there are ways around it such as putting the properties in different names. Mr. Kavanaugh questioned who would have the time to research these documents. Mr. Freese stated that it would be complaint driven. Discussion was held. Ms. Croft asked Mr. Moore if he would like to comment. Mr. Moore stated he is not interested in an overlay. Mr. Moore stated that his concern is the health of Cheboygan County. Mr. Moore stated that when he talked to Kyle Keller at District Health Department #4, he said 150 gallons per day. Mr. Moore stated that all he is asking for is to protect the lakefront properties. Mr. Kavanaugh stated that there is a program where lake associations require evaluations of septic systems on a five year basis. Mr. Kavanaugh stated that this is being planned for a portion of Burt Lake. Mr. Kavanaugh stated that when a septic system fails, there is evidence such as odors or surface sewage or growth in the lake that you can see. Mr. Kavanaugh stated that today he looked up the average gallons in the US and in Canada was 51. Mr. Kavanaugh stated that the standards for the USA alone are between 75 and 100.

Mr. Ostwald stated there weren't any problems when short term rentals first started because property owners probably only had one short term rental. Mr. Ostwald stated his concerns regarding someone coming in to Cheboygan County and buying 50 lots for 50 short term rentals. Mr. Ostwald stated one should be allowed and it can be changed at a later date.

Ms. Croft asked the Planning Commission what they would like to do with the proposed amendment. Mr. Kavanaugh suggested looking at the public information portion of it and suggested getting together with Mr. Moore to see if there is something that can be done to address the issues at Wildwood Lake. Mr. Kavanaugh stated that Mr. Turisk can log public generated complaints. Mr. Kavanaugh stated that if there is a huge surge in complaints, the Planning Commission can take a look at the complaints.

#### **STAFF REPORT**

Mr. Turisk stated he will send out information on upcoming workshops through MSU Extension and Michigan Association of Planning.

#### **PLANNING COMMISSION COMMENTS**

Mr. Freese stated that stamped engineered drawings are required the Zoning Ordinance and it has not been enforced. Mr. Freese stated that he has not been in favor of requiring stamped engineered drawings in the past, however, he believes it is necessary for commercial projects. Mr. Turisk stated that he has talked with local surveyors and the cost of stamped engineered drawings could range anywhere from \$700 - \$3,500 depending on the size of the property and the complexity of the project. Discussion was held regarding site plan requirements being included on all plans that are to be reviewed by the Planning Commission.

#### **PUBLIC COMMENTS**

No comments.

#### **ADJOURN**

**Motion** by Mr. Kavanaugh to adjourn. Motion carried. Meeting was adjourned at 9:01pm.



Charles Freese  
Planning Commission Secretary



# CHEBOYGAN COUNTY PLANNING COMMISSION

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## CHEBOYGAN COUNTY PLANNING COMMISSION MEETING & PUBLIC HEARING WEDNESDAY, SEPTEMBER 16, 2020 AT 7:00 P.M. ROOM 135 – COMMISSIONER'S ROOM - CHEBOYGAN COUNTY BUILDING

**PRESENT:** Bartlett, Freese, Kavanaugh, Borowicz, Croft, Ostwald, Lyon, Johnson, Delana  
**ABSENT:** None  
**STAFF:** Mike Turisk, Jen Merk  
**GUESTS:** Eric Boyd, Dawn Webb, John Brown, John Moore, Steve Warfield, Peter Wendling

The meeting was called to order by Chairperson Croft at 7:00pm.

### PLEDGE OF ALLEGIANCE

Chairperson Croft led the Pledge of Allegiance.

### APPROVAL OF AGENDA

The meeting agenda was presented. **Motion** by Mr. Borowicz, seconded by Mr. Kavanaugh, to approve the agenda as presented. Motion carried unanimously.

### APPROVAL OF MINUTES

Ms. Croft stated that there are no minutes for the Planning Commission to review.

### PUBLIC HEARING AND ACTION ON REQUESTS

There were no public hearings.

### NEW BUSINESS

No comments.

### UNFINISHED BUSINESS

#### Continued Discussion On Short-Term Rental Land Uses.

Mr. Turisk stated that there was a formal discussion at the 09/02/20 Planning Commission meeting regarding a proposed short term rental ordinance that would seek to govern those uses in some way, shape or form and was driven, in large part by Mr. Moore, Nunda Township Supervisor. Mr. Turisk stated that the direction provided to staff at that meeting was to look into the possibility of crafting an overlay district, either for Nunda Township, or for the Wildwood Lake area. Mr. Turisk stated that he reached out to Mr. Wendling to ask him to elaborate on our scope of authority and efforts to govern or oversee these short term rental uses.

Mr. Wendling read the definition of dwelling "Any building or portion thereof which is occupied in whole or in part as a home, residence, or sleeping place, either permanently or temporarily, by one or more families, but not including bed and breakfast, boarding or lodging houses, resorts, resort hotels, recreation farms, vacation lodges, motor inns, hotels, motels and other tourist lodging facilities." Mr. Wendling read the definition of family "An individual, a collective number of individuals related by blood, marriage, adoption, or legally established relationships such as guardianship or foster care, or a collective number of unrelated individuals whose relationship is of a permanent and distinct domestic character who reside in a single dwelling and live as a single housekeeping unit with single culinary facilities. A family, however, shall not include any society, club, fraternity, sorority, association, lodge, or group of individuals, whether related or not, whose association or living arrangement is temporary or resort-seasonal in character or nature." Mr. Wendling stated that unless you specifically include it and have some definitions in the Zoning Ordinance the presumption is that it is excluded. Mr. Wendling stated that one of the things that the Planning Commission has to contend with is the limitation on their authority as a county to pass police power regulatory ordinances. Mr. Wendling stated that the townships have the authority to adopt these types of ordinances. Mr. Wendling stated that without a licensing ordinance, it would be very complicated to fully regulate vacation rentals. Mr. Wendling stated that regulating vacation rentals by special use will require a considerable amount of staff time. Mr. Wendling stated that the best way really for Cheboygan County to approach this is to approach the township first or possibly have an

overlay. Mr. Wendling stated that it can be done through a township that is requesting short term rentals be addressed but the township has to go along with it and create their own licensing and regulatory provisions because the easiest way under the ordinance is simply to allow it as a use by right. Mr. Wendling explained that the downside is once they're allowed under zoning, the existing vacation rentals become lawful nonconforming uses and any regulations will apply to new vacation rentals. Mr. Freese stated that we have enacted an amendment that allows short term rentals in all districts without exception and without any restrictions. Mr. Freese stated read Section 3.18 "Short term rentals shall be permitted uses in all zoning districts." Mr. Wendling stated that short term rentals are already allowed and any vacation rentals that existed prior is grandfathered and it doesn't make a difference if you just have it permit free or a use by right. Mr. Freese stated that short term rentals are causing problems in certain areas and the question is if there is anything we can do to address the problems. Mr. Wendling stated that unfortunately this is best solved by the individual townships that wish to regulate that area through a licensing order. Mr. Borowicz stated that there are concerns regarding overloading septic systems on small lakes. Mr. Wendling stated that this can be handled through a police power ordinance under township police powers. Mr. Wendling stated that they can copy Health Department rules. Mr. Wendling reviewed possible regulations that can be handled by the township. Mr. Wendling stated that the County does not have this authority. Discussion was held. Mr. Wendling stated that he has a sample licensing ordinance that he created for East Bay Township. Mr. Wendling stated that he can provide a copy of the ordinance, but this will not help Cheboygan County as it is something that the township will have to pass. Mr. Delana stated that the township may not have the resources for this regulatory process and was hoping the Planning Commission could do something to assist. Mr. Wendling stated that when the townships adopt an ordinance, normally the licensing comes with a fee which is meant to cover the cost of the regulatory ordinance. Mr. Wendling stated that there are companies that perform these services for the township. Mr. Freese stated that this regulation would fund itself as far as administration of the program. Mr. Kavanaugh asked if the township can regulate the area that they want licensed or do they have to do it through the entire township. Mr. Wendling stated no and that it has to be the entire township because they are under county zoning, and they are not able to use the zoning districts to create the boundaries. Mr. Wendling stated that the short term rental amendment has been passed so the Planning Commission is done on the zoning side and you would create problems by trying to repeal the amendment. Discussion was held.

Ms. Webb stated that one of the reasons that there are no complaints is because they do not know where to file a complaint and it is not the rental aspect itself but the number of people. Ms. Webb explained that there are short term rentals on Burt Lake that are renting to 10 to 12 people and the septic systems are 50 years old. Mr. Wendling read from a sample police power ordinance, "The maximum occupancy for short term rentals shall be two persons per bedroom, not including preschool aged children. In no case may the number of persons occupying a short term rental, including all guests, or the occupants exceeds 10, regardless of the number of bedrooms." Mr. Wendling stated that this is an ordinance that is now in effect in East Bay Township in Grand Traverse County. Mr. Wendling stated that there are things that can be done through a police power ordinance, but they will have to be done by the township. Ms. Webb asked who will enforce the ordinance. Mr. Wendling stated that all police power ordinances will be enforced by the township enforcement officer. Mr. Wendling stated that sometimes the township supervisor handles the enforcement, but this ordinance is more complex they will have the assistance of a company such as Host Compliance which will be paid for through the licensing process. Mr. Wendling stated that the company will gather the information in one central location and it will be shipped to the township, and they will determine violations, but it will be up to the township code enforcement officers to enforce those violations. Discussion was held.

#### **Zoning Ordinance Amendment #160 - An Amendment Relative To Standards For Freestanding Signs And Electronic Sign Surface Requirements**

Mr. Turisk stated that the Planning Commission has discussed in the past Section 17.19 regarding governing freestanding signage in the Commercial Development Zoning Districts. Mr. Turisk noted that this proposed amendment is driven by a dimensional variance application that went before the Zoning Board of Appeals on December 30, 2019 for a freestanding sign in the Commercial Development Zoning District that was proposed to be larger than the maximum 80 square feet sign currently allowed. Mr. Turisk stated that the Zoning Board of Appeals denied the variance request given the lack of practical difficulty and Board of Commissioners subsequently directed the Planning Commission to consider an amendment. Mr. Turisk stated that this is the first draft of an ordinance amendment that regards this topic. Mr. Turisk stated that staff is suggesting minor housekeeping changes which are highlighted in yellow.

Mr. Turisk referred to Section 17.19.8 and noted that the zoning district abbreviations are being updated to be in harmony with what is currently in the Zoning Ordinance. Mr. Turisk referred to Section 17.19.8 and stated that staff is suggesting to add some clarity to this section with respect to electronic signage. Mr. Turisk stated that we do not identify where electronic signage is permitted in the County. Mr. Turisk stated that the Commercial Development Zoning District seems to be the most appropriate zoning district for electronic signage. Mr. Turisk referred to the Building Sign Type Regulations table under Section 17.19.8 and noted that electronic signage is proposed to be added to this table with a number limiting that type of

signage to one per parcel. Mr. Turisk stated that rather than continuing to govern digital signs with a percentage standard he is proposing to replace that percentage standard with a dimensional standard. Mr. Turisk stated the Zoning Ordinance allows the digital signage surface area to be up to 75% of the sign. Mr. Turisk stated that the intent of that specific limitation was to limit the size of digital signs, but the reality is that it doesn't fully do that. Mr. Turisk stated that if there is a 100 square foot sign and you allow 75% of that to be digital, you'll have a 75 square foot digital surface. Mr. Freese stated that one of the problems which illustrated this was a Zoning Board of Appeals request to have a sign that was more than 75% of the existing sign, but in fact they reduced the size of the sign and actually was asking for less than the electric sign they already had. Mr. Freese stated that if we are trying to limit the size of the electronic display, it should be limited by square feet. Mr. Freese stated that a percentage of the overall signage should not be considered. Mr. Turisk referred to Section 17.19.8.1 and stated that the percentage has been changed from 75% to 60 square feet. Mr. Turisk stated that he talked with legal counsel regarding this change, and Mr. Graham stated that it is up to the Planning Commission to make this determination. Mr. Turisk stated that the sign with the largest digital signage surface area that has been permitted was for the Knights of Columbus and that was for 48 square feet (4ft. x 12ft.). Mr. Turisk stated that permits were also issued to McDonald's in Indian River for 20 square feet, Fraternal Order of Eagles in Indian River for 24 square feet, Fernelius Ford for just under 28 square feet and the Inland lakes High School for a little over 24 square feet. Mr. Turisk stated that 60 square feet could be pretty aggressive. Mr. Freese suggested that the maximum be 4ft. x 8ft or 32 square feet. Mr. Kavanaugh agreed with Mr. Freese. Ms. Lyon asked if the sign surface area would include the permanent portion of the sign. Mr. Freese stated it is the digital portion of the sign only that would be limited to the 32 square feet. Ms. Lyon asked if it is considered two separate signs. Mr. Freese stated yes. Discussion was held.

Mr. Turisk referred to Section 17.19.8.2.H and stated that it was the consensus of the Planning Commission to not increase the sign surface area for freestanding signs in the Commercial Development Zoning District. Mr. Turisk stated that a variance application was submitted in December 2019 for a 100 square foot sign and it was denied. Mr. Turisk stated that the Cheboygan County Board of Commissioners asked the Planning Commission to look at possibly increasing the size of the freestanding in the Commercial Development Zoning District. Mr. Turisk stated that the Planning Commission has stated that they are uncomfortable with increasing the size of the freestanding sign in the Commercial Development Zoning District. Mr. Turisk stated that the way the Zoning Ordinance is written suggests that one may erect or construct up to three freestanding signs on a property each up to 80 square feet. Mr. Turisk stated that this is potentially 240 square feet of signs surface area. Mr. Turisk stated that the proposed language seeks to limit freestanding signs in the Commercial Development Zoning District to 80 square feet, but would allow for additional signage depending upon the amount of public right away frontage. Mr. Turisk stated that the proposed language allows for up to three freestanding signs as long as the lot has a minimum of 300 linear feet of public right away. Mr. Turisk stated that in addition there would be a 100 foot separation requirement to preclude a clumping or clustering effect. Mr. Turisk stated that the aggregate sign surface area for freestanding signs will be limited to 80 square feet. Mr. Turisk stated that is a dimensional standard that the Planning Commission will need to discuss. Mr. Freese stated that the Planning Commission discussed that one sign with a maximum of 80 square feet would be allowed, regardless of parcel frontage, but if there would be more than one sign then the separation distance came into effect. Mr. Freese stated that the separation was not only between the signs, but between signs and the property boundary. Mr. Turisk stated that seems reasonable.

Mr. Freese referred to 17.19.8.2.G and stated his concerns that the sign surface area is determined by the outside perimeter of the sign and all supporting structures. Discussion was held. Mr. Turisk stated that the principal concerns with freestanding signs are height and sign surface area. Mr. Freese provided examples of three dimensional signs and how to calculate the sign surface area. Mr. Delana asked if Mr. Freese is suggesting that 17.19.8.2.F and 17.19.8.2.G be removed or modified. Mr. Freese stated that he does not see the sense in keeping these sections. Mr. Kavanaugh suggested removing these sections and discuss it at the next meeting. Mr. Freese stated that the proposed language for Section 17.19.8.2.H will need to reflect that one freestanding sign with a maximum of 80 square feet would be allowed and to have another sign there will need to be an additional 200 feet. Discussion was held regarding the proposed language for Section 17.19.8.2.H. Mr. Turisk asked if the proposed 60 square foot maximum standard for digital signs is too much. Many Planning Commission members agreed that it is too large. Mr. Kavanaugh stated that 32 square feet is easy to regulate and is larger than most of the signs that have been reviewed. Mr. Delana stated that the document refers to electronic signs, but Planning Commission members are also referencing digital signs. Mr. Delana asked what is considered a digital sign or electronic sign. Mr. Freese stated that electronic signs have a programmable digital display. Mr. Delana stated that the language should reflect a programmable digital display. Discussion was held. Mr. Turisk stated that he will make the changes to the proposed amendment and have it ready for Planning Commission review at the October 7, 2020 meeting.

Ms. Johnson asked if the Planning Commission would like to talk about which districts electronic signs are allowed in because currently they are allowed in many of the districts that it is now proposed that electronic signs are will no longer be allowed. Mr. Freese stated that electronic signs are made to get people's attention for advertising purposes, and therefore the place for

them is the Commercial Development Zoning District. Ms. Johnson stated that she doesn't disagree, although freestanding signs and wall signs are allowed by permit in the Residential Development Zoning District it would mean that an electronic sign would be allowed. Ms. Johnson asked if we do not want them in the General Industrial Zoning District or Light Industrial Zoning District, which they are currently allowed. Ms. Johnson asked if we want to allow electronic signs in any of the Village Center Zoning Districts. Mr. Freese stated that the need is not there for that type of advertising in the General Industrial Zoning District or Light Industrial Zoning District. Ms. Merk stated that she is working through a sign permit application currently in the General Industrial Zoning District. Ms. Merk stated that the applicant is requesting to put a digital sign as part of their gas station sign. Mr. Turisk stated that the General Industrial Zoning District or Light Industrial Zoning District tend to extend outward from the Commercial Development Zoning District. Mr. Turisk stated that we want to be cognizant of allowing digital signage in the rural areas. Mr. Borowicz asked what is the zoning for the Industrial Park on M-68. Mr. Freese stated it is zoned Light Industrial. Mr. Borowicz stated that there are businesses there that certainly would justify an electronic sign or digital sign. Mr. Delana and Mr. Freese agreed that a gas station would want to have an electronic sign. Mr. Freese stated that a gas station could be allowed as an exception to the rule. Mr. Turisk stated that a number of ordinances do make exceptions for that use for digital signs as part of a fueling station. Mr. Freese stated that we should make an exception for digital signs as part of a fueling station. Mr. Borowicz stated that there is a big difference between an electronic sign that posts the prices at a gas station from something that has a message that changes every three seconds for an advertising message. Discussion was held.

#### **STAFF REPORT**

Mr. Turisk distributed and reviewed information regarding possible future trainings and workshops. Mr. Turisk asked the Planning Commission members to circle the trainings/workshops that they are interested in and return to Mr. Turisk as soon as possible. Discussion was held.

#### **PLANNING COMMISSION COMMENTS**

Ms. Johnson stated that because of some major life changing events she will be tendering her resignation effective the end of October in order for the Board of Commissioners to provide a replacement. Ms. Johnson stated if a replacement can be found sooner she will step down. Mr. Turisk expressed best wishes to Ms. Johnson in the future. Ms. Lyon stated that Ms. Johnson has been a benefit to the Planning Commission and helped them to think about things in different ways. Mr. Kavanaugh and Mr. Borowicz stated that they enjoyed discussing different views. Mr. Freese thanked Ms. Johnson for her perspective. Discussion was held.

#### **PUBLIC COMMENTS**

Mr. Warfield stated that he would like to express on behalf of the entire Cheboygan County Board of Commissioners that we are sorry to hear that Ms. Johnson is resigning and we wish her the best and thank her for her service.

#### **ADJOURN**

**Motion** by Mr. Kavanaugh, to adjourn. Motion carried. Meeting was adjourned at 8:47pm.



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Charles Freese  
Planning Commission Secretary

**CHEBOYGAN COUNTY ZONING BOARD OF APPEALS MEETING & PUBLIC HEARING**  
**WEDNESDAY, JULY 22, 2020 AT 7:00PM**  
**ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING**

**Members Present:** Charles Freese, Ralph Hemmer, John Moore, John Thompson, Nini Sherwood

**Members Absent:** None

**Others Present:** Michael Turisk, Jen Merk, Craig Carrier, Cal Gouine

The meeting was called to order by Chairperson Freese at 7:00pm.

**PLEDGE OF ALLEGIANCE**

Chairperson Freese led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

The agenda was presented. **Motion** by Mr. Moore, seconded by Mr. Hemmer, to accept the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES**

Minutes from the May 27, 2020 Zoning Board of Appeals meeting were presented. **Motion** by Mr. Moore, seconded by Ms. Sherwood to approve the minutes as presented. Motion carried unanimously.

**PUBLIC HEARING & ACTION ON REQUESTS**

**Craig Carrier/Peter Schwenzer** – The applicant requests approval of a 27-ft. setback variance from a creek to reconstruct a garage on a property in the Lake and Stream Protection (P-LS) zoning district. Per Section 10.4.9 of the Zoning Ordinance, a 40-ft. setback is required for structures from the shoreline’s ordinary high water mark of any stream or pond that can be identified on the U.S. Geological Survey Maps of the 7.5’ quadrangle series of Cheboygan County. The applicant also requests approval of a 2-ft. side setback variance to reconstruct the garage 4 feet from the side property line. The subject property is located at 2513 Silver Lodge Trail in Mullett Township, Parcel No. 130-003-100-021-00, Section 3.

Ms. Merk reviewed the information included in the staff report.

Mr. Carrier stated that the driveway is narrow and there is a part of the driveway that is over the septic tank. Mr. Carrier that he can move the garage a little and put in a bigger door starting at the edge. Mr. Carrier stated that the existing garage is poorly built and is ready to fall down. Mr. Carrier stated that the owner would like the building to be bigger for his pontoon boat.

Mr. Freese stated that the diagram that is provided with the application indicates the drain field is on the east side. Discussion was held regarding the location of the drain field and well. Ms. Merk clarified that the septic tank is located underneath the deck and the drain field is located to the west of the garage. Mr. Carrier noted that the well is located between the house and road. Discussion was held regarding reducing the size of the porch. Mr. Freese noted that no matter what is done there will not be an access to the second door. Mr. Carrier agreed and stated that the new buyer understands that there will be one door. Mr. Freese stated that the location of the septic tank under the porch provides justification for the side setback, but questioned what is prohibiting moving the garage 5ft. 2in. towards the house as it would eliminate the need for the front setback variance request. Mr. Carrier stated that the property owner will not be able to utilize the garage without the side setback since the owner would not be able to make the swing into the garage to maneuver a 22ft. boat and truck through this area. Mr. Freese stated that this will not be an issue as the door will be moved to the side. Discussion was held.

Board held discussion. Ms. Sherwood stated that she would like to see the building as far back as it is now from the creek. Ms. Sherwood stated that regarding the side setback, she does not believe there will be an adverse effect as there is a garage on the adjacent property. Mr. Freese noted that the neighbor has stated that he has no problems with the proposed garage. Discussion was held.

Mr. Freese asked for public comments. There were no public comments. Public comment closed.

The Zoning Board of Appeals reviewed and revised the General Findings regarding the front setback variance request. The Zoning Board of Appeals revised General Finding #3 "The subject property does not meet the minimum width standard (100 feet) and area (15,000 square feet) required for properties in the P-LS zoning district per Section 17.1 and is non-conforming." The Zoning Board of Appeals revised General Finding #4 "A creek (identified on the U.S. Geological Survey Maps of the 7.5' quadrangle series of Cheboygan County) flows through the southern portion of the subject property and adjacent to the existing 24 ft. x 24 ft. non-conforming garage." Mr. Freese asked Mr. Carrier if he is willing to revise the request for the front setback to allow the new garage to be in the same location as the front wall of the existing garage rather than moving it closer to the stream. Mr. Carrier stated yes. The Zoning Board of Appeals added "The applicant is revising his front setback request to be 18ft. 2in. from the stream." as General Finding #12. The Zoning Board of Appeals reviewed and approved the Specific Findings of Fact under Section 23.5.4 regarding the front setback variance request. **Motion** by Mr. Moore, seconded by Ms. Sherwood, to approve the front setback variance request based on the General Findings and the Specific Findings of Fact under Section 23.5.4. Motion carried unanimously.

The Zoning Board of Appeals reviewed and revised the General Findings regarding the side setback variance request. The Zoning Board of Appeals added "The septic tank is located underneath the existing porch." as General Finding #13. The Zoning Board of Appeals reviewed and approved the Specific Findings of Fact under Section 23.5.4 regarding the front setback variance request. **Motion** by Mr. Moore, seconded by Mr. Hemmer, to approve the side setback variance request based on the General Findings and the Specific Findings of Fact under Section 23.5.4. Motion carried unanimously.

**UNFINISHED BUSINESS**

No comments.

**NEW BUSINESS**

No comments.

**ZBA COMMENTS**

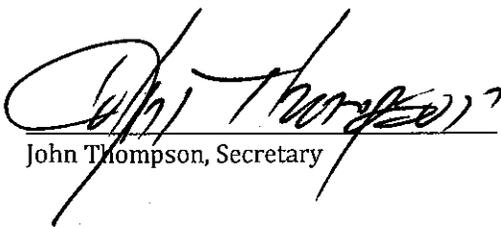
No comments.

**PUBLIC COMMENTS**

No comments.

**ADJOURN**

**Motion** by Mr. Moore to adjourn. Motion carried. Meeting adjourned at 7:48 pm.



John Thompson, Secretary

**CHEBOYGAN COUNTY ZONING BOARD OF APPEALS MEETING & PUBLIC HEARING**  
**WEDNESDAY, AUGUST 26, 2020 AT 2:00PM**  
**ROOM 135 – COMMISSIONER’S ROOM - CHEBOYGAN COUNTY BUILDING**

**Members Present:** Charles Freese, Ralph Hemmer, John Moore, John Thompson, Nini Sherwood  
**Members Absent:** None  
**Others Present:** Michael Turisk, Jen Merk, Ron Williams, Paul Fisher, Mandy Cook, Peter Fisher

The meeting was called to order by Chairperson Freese at 7:00pm.

**PLEDGE OF ALLEGIANCE**

Chairperson Freese led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

The agenda was presented. **Motion** by Mr. Moore, seconded by Mr. Hemmer, to accept the agenda as presented. Motion carried unanimously.

**APPROVAL OF MINUTES**

Minutes from the July 22, 2020 Zoning Board of Appeals meeting were presented. **Motion** by Mr. Moore, seconded by Ms. Sherwood, to approve the minutes as presented. Motion carried unanimously.

**PUBLIC HEARING & ACTION ON REQUESTS**

**North Country Homes Corporation-Paul Fisher/Peter Fisher** – The applicant requests approval of a 6-ft., 6-in. side setback variance to construct a dwelling 3-ft., 6-in. from the nearest point on a property in the Agriculture and Forestry Management (M-AF) zoning district. Per Section 17.1 of the Zoning Ordinance, structures must be 10-feet from the side property lines. The subject property is located at 3915 N. Schook Road in Mullett Township, Parcel No. 130-016-100-006-00, Section 16.

Ms. Merk reviewed the information included in the staff report.

Mr. Freese stated that he had a discussion with Mr. Peter Fisher during his site visit and the question had come up as to whether the home could be placed immediately next to the existing garage and secondary question as to whether the proposed 3 foot distance between the existing garage and proposed house location is adequate. Mr. Freese stated that he had contacted Matthew Cronk, Building Official, and found that the proposed home could be placed next to the existing garage provided a firewall was erected between the two structures and further that if the two were separated they had to be a minimum of 5 feet apart. Discussion was held concerning alternative locations for the house to the west, reducing the width of the house or placing the house immediately next to the garage, which would reduce the amount or eliminate the need for the variance.

Mr. Paul Fisher stated that he was not comfortable placing the house immediately next to the existing garage because he felt it might weaken the support under the garage when the footings are placed for the house. Mr. Freese stated that the footings for the house would only have to extend 4 inches under the garage concrete slab. Mr. Paul Fisher stated that the area to the west of the proposed house location was infiltrated by springs and would not be suitable for the house foundation. Mr. Freese noted that the area proposed for the house had been excavated and filled and this could be done for the area to the west. Mr. Freese asked Mr. Peter Fisher whether he wished to consider a relocation of the proposed house to reduce the amount of the variance requested or whether he wished to have it considered as advertised. Mr. Peter Fisher stated he wishes to go with the request as stated.

Mr. Freese asked for public comments. There were no public comments. Public comment closed.

The Zoning Board of Appeals reviewed and approved the Findings of Fact and the Specific Findings of Fact under Section 23.5.4. **Motion** by Mr. Moore, seconded by Mr. Hemmer, to deny the variance request based on the General Findings and the Specific Findings of Fact under Section 23.5.4. Motion carried unanimously.

**Mandy Cook/Gregory R. Cook** – The applicant requests approval of a 500-ft. setback variance from a Lake and Stream Protection (P-LS) zoning district boundary to operate a commercial kennel on a property in the Agriculture and Forestry Management (M-AF) zoning district. Per Section 17.16.a. of the Zoning Ordinance, the commercial kennel building(s) and

all associated dog enclosures must be located at least five hundred (500) feet from any Residential (D-RS) and Lake and Stream Protection (P-LS) zoning district boundary. This section shall apply only for commercial kennels located in the Rural Character/Country Living (D-RC) and Agriculture and Forestry Management (M-AF) zoning districts. The subject property is located at 12048 S. Straits Highway in Nunda Township, Parcel No. 251-006-100-001-04, Section 6.

Ms. Merk reviewed the information included in the staff report.

The applicant stated that she had nothing to add.

Mr. Freese asked for public comments. There were no public comments. Public comment closed.

Mr. Freese asked for Zoning Board of Appeals comments. Mr. Moore stated that he felt the Rails to Trails right of way and South Straits Highway right of way precluded any possible detrimental effects of the proposed kennel on the Sturgeon River.

The Zoning Board of Appeals added the following to the General Findings:

9. A commercial kennel is permitted in the Agriculture and Forestry Management Zoning District with a special use permit.
10. The Lake and Stream Protection Zoning District Zoning is established as a 500ft. wide buffer along perennial streams, wetlands and lakes in Cheboygan County in order to:
  1. Avoid excessive structural encroachment on the waters and waterways except for uses traditionally depending upon direct water access. (Section 10.1.1.2)
  2. Promote high water quality by encouraging natural vegetation strips along waterfronts to filter out nutrients and sediment from surface run-off, keep them from entering the waters, prevent erosion and help maintain cool water temperature through shading (Section 10.1.1.2)
  3. Protect the natural environment of streams and lakes for wildlife habitat purposes and to preserve to the extent possible, the natural image of landscapes (Section 10.1.1.3).
  4. Promote the general welfare of the County by protecting water quality, ground water resources, public health, property values, recreational values, riparian rights and erecting safeguards against flooding (section 10.1.1.4).
11. The parcel is buffered from the sturgeon river to the east by the elevated road bed of South Straits Highway and the Michigan Department of Natural Resources Elevated Rail Trail.

The Zoning Board of Appeals reviewed the Specific Findings of Fact Under Section 23.5.4. The Zoning Board of Appeals added "A commercial kennel is a permitted purpose with a special use permit in the Agriculture and Forestry Management Zoning District (Section 9.3.17)." as 23.5.4.3.A.2. The Zoning Board of Appeals added "Granting the variance would not adversely impact the established purposes of the Lake and Stream Protection Zoning District (Section 10.1)." as 23.5.4.5.A.2. The Zoning Board of Appeals agreed that Specific Findings of Fact under Section 23.5.4 have been met. **Motion** by Mr. Moore, seconded by Mr. Hemmer, to approve the variance request based on the General Findings and the Specific Findings of Fact under Section 23.5.4. Motion carried unanimously.

#### **UNFINISHED BUSINESS**

No comments.

#### **NEW BUSINESS**

No comments.

#### **ZBA COMMENTS**

Discussion was held regarding the GIS maps provided in the staff report. Mr. Freese stated his concerns regarding the scale not being accurate. Mr. Turisk stated that he can talk to the GIS Department regarding Mr. Freese's concern. Mr. Moore noted that there is a distortion because this is airplane imagery and not satellite imagery. Mr. Freese stated that there has always been a statement included in the Zoning Ordinance that the zoning maps are a guide and the final determination is made by the Zoning Administrator. Discussion was held.

#### **PUBLIC COMMENTS**

Mr. Williams stated that he was appointed to the Cheboygan County Board of Commissioners. Commissioner Williams stated that Commissioner Warfield is liaison and that he will be the alternate liaison.

Mr. Turisk provided an update on Amendment #157 that has been approved by the Cheboygan County Board of Commissioners.

**ADJOURN**

**Motion** by Moore to adjourn. Motion carried. Meeting adjourned at 8:25 pm.



John Thompson, Secretary

PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	YTD BALANCE 08/31/2019	2020		YTD BALANCE 08/31/2020	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 08/31/2020	DIFF 08/31/2019
				ORIGINAL BUDGET	2020 AMENDED BUDGET		MONTH 08/31/20				
Fund 101 - GENERAL COUNTY											
Revenues											
101-400-401.00	CURRENT TAX	8,514,296.67	2,138,168.07	8,467,759.00	8,467,759.00	2,425,425.11	1,948,162.11	6,042,333.89	28.64	287,257.04	
101-400-401.02	CONTRIBUTION FROM RESTRICTED F	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-401.03	CURRENT TAX INTEREST	29,861.06	29,861.06	29,861.00	29,861.00	35,176.21	0.00	(5,315.21)	117.80	5,315.15	
101-400-401.05	PROBATE BOND FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-404.00	CONVENTION & TOURISM TAX	70,822.62	54,949.50	68,227.00	68,227.00	58,994.00	23,323.00	9,233.00	86.47	4,044.50	
101-400-417.00	UNPAID PERSONAL PROPERTY TAX	3,816.88	3,816.88	5,777.00	5,777.00	1,772.74	851.96	4,004.26	30.69	(2,044.14)	
101-400-424.00	COMMERCIAL FOREST RESERVE	172.70	172.70	174.00	174.00	172.53	172.53	1.47	99.16	(0.17)	
101-400-425.00	SWAMP TAX REFUND	372,823.37	0.00	365,881.00	365,881.00	0.00	0.00	365,881.00	0.00	0.00	
101-400-428.06	OVERSIGHT FEE/COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-441.00	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-452.00	LICENSES & PERMITS-BUSINESS	657.50	444.50	1,100.00	1,100.00	592.00	435.00	508.00	53.82	147.50	
101-400-476.00	SOIL SEDIMENTATION	16,545.00	10,455.00	16,000.00	16,000.00	10,280.00	2,255.00	5,720.00	64.25	(175.00)	
101-400-477.00	LIC & PERMITS-NON-BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-478.00	DOG LICENSES	1,865.00	1,660.00	1,700.00	1,700.00	1,006.00	25.00	694.00	59.18	(654.00)	
101-400-478.01	CO MARRIAGE LIC FEE	840.00	500.00	1,600.00	1,600.00	748.00	298.00	852.00	46.75	248.00	
101-400-479.01	ZONING PERMITS	24,264.00	17,183.54	28,000.00	28,000.00	17,983.41	3,176.31	10,016.59	64.23	799.87	
101-400-479.02	SP ZONING MTG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-501.01	BULLETPROOF VEST PARTNERSHIP	0.00	0.00	628.00	628.00	627.99	0.00	0.01	100.00	627.99	
101-400-501.03	ENFORCEMENT ZONE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-502.01	JAIL TECH UPGRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-507.00	CO-OP REIMB-PROS ATTY/ADC	68,033.22	38,181.95	67,000.00	67,000.00	37,074.18	4,108.98	29,925.82	55.33	(1,107.77)	
101-400-507.01	PROS ATTY VICTIMS RIGHTS	56,544.60	27,256.89	60,615.00	60,203.02	27,858.12	0.00	32,344.90	46.27	601.23	
101-400-507.02	WELFARE FRAUD	1,721.25	1,496.25	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	(1,496.25)	
101-400-507.03	CSPA STATE SUPPL PYT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-508.00	WOMEN'S RESOURCE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-510.00	STONEGARDEN GRANT	47,014.47	34,448.20	100,000.00	116,305.97	73,687.16	1,604.81	42,618.81	63.36	39,238.96	
101-400-512.00	U.S. DEPARTMENT OF JUSTICE GRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-513.00	US DEPT OF AGRICULTURE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-514.01	MARINE SAFETY EQUIPMENT - FEDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-527.00	BRYNE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-528.00	FEDERAL GRANTS - OTHER	0.00	0.00	0.00	0.00	214,639.00	214,639.00	(214,639.00)	100.00	214,639.00	
101-400-532.00	CONSTRUCTION CODE ADMIN	53,568.00	0.00	53,568.00	53,568.00	0.00	0.00	53,568.00	0.00	0.00	
101-400-533.00	HOUSING ADMIN	2,226.23	0.00	5,400.00	5,400.00	0.00	0.00	5,400.00	0.00	0.00	
101-400-535.00	JUVENILE ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-540.00	COURT EQUITY FUND	110,256.00	70,136.00	107,331.00	107,331.00	64,460.00	0.00	42,871.00	60.06	(5,676.00)	
101-400-541.00	PROBATE JUDGES' SALARY	113,121.30	77,067.04	105,714.00	105,714.00	105,722.79	26,428.57	(8.79)	100.01	28,655.75	
101-400-541.01	PROBATE STAND/PAYMT	45,724.00	34,293.00	45,724.00	45,724.00	45,724.00	11,431.00	0.00	100.00	11,431.00	
101-400-541.02	CIRCUIT STAND/PAYMT	44,511.60	33,080.60	45,724.00	45,724.00	45,724.00	11,431.00	0.00	100.00	12,643.40	
101-400-541.03	DISTRICT STAND/PAYMT	36,579.20	27,434.40	36,579.00	36,579.00	36,579.20	9,144.80	(0.20)	100.00	9,144.80	
101-400-542.00	ORV ENFORCEMENT GRANT	16,651.52	0.00	18,000.00	16,000.00	0.00	0.00	16,000.00	0.00	0.00	
101-400-543.00	SECONDARY RD PATROL/GRANT	54,515.62	33,790.38	47,855.00	47,855.00	38,389.76	0.00	9,465.24	80.22	4,599.38	
101-400-543.04	M.M.R.M.A GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-544.00	MARINE SAFETY PROGRAM	46,900.00	0.00	46,900.00	46,900.00	0.00	0.00	46,900.00	0.00	0.00	
101-400-544.01	SNO-MOBILE SAFETY/PROGRAM	4,385.06	4,385.06	6,000.00	6,000.00	5,578.94	0.00	421.06	92.98	1,193.88	
101-400-545.01	CASEFLOW ASSIST GRANT/DIST	7,528.79	7,528.79	8,000.00	8,000.00	6,668.15	0.00	1,331.85	83.35	(860.64)	
101-400-545.02	CASEFLOW ASST GRANT/CIR CT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-554.00	STATE GRANT	5,536.38	1,837.68	0.00	7,658.00	2,399.75	(132.00)	5,258.25	31.34	562.07	
101-400-560.00	COUNTY JUVENILE OFFICER GRANT	27,317.04	13,658.52	27,317.00	27,317.00	13,658.52	0.00	13,658.48	50.00	0.00	
101-400-569.05	L.E.P.C.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-570.00	CIGARETTE TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-572.00	STATE GRANT - MSHDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
101-400-573.00	LOCAL COMMUNITY STABILIZATION	31,927.34	7,839.77	9,462.00	9,462.00	9,461.25	0.00	0.75	99.99	1,621.48	
101-400-574.00	STATE REVENUE SHARING	465,281.91	465,281.91	481,162.00	481,162.00	357,845.00	0.00	123,317.00	74.37	(107,436.91)	

PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	YTD BALANCE 08/31/2019	2020		YTD BALANCE 08/31/2020	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 08/31/2019	DIFF 08/31/2020
				ORIGINAL BUDGET	2020 AMENDED BUDGET		MONTH 08/31/20				
Fund 101 - GENERAL COUNTY											
Revenues											
101-400-574.01	REVENUE SHARING - COUNTY INCEN	112,846.64	112,846.64	112,847.00	112,847.00	94,040.00	0.00	18,807.00	83.33		(18,806.64)
101-400-575.00	TWP LIQUOR LICENSE	3,602.50	770.00	770.00	770.00	770.00	770.00	0.00	100.00		0.00
101-400-576.00	STATE GRANTS - SP ELECTION REI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-580.01	CONTRIB FROM OTHER UNITS	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	100.00		10,000.00
101-400-581.00	REV FROM OTHER COUNTIES	60,301.68	40,246.01	63,563.00	63,563.00	37,752.49	4,714.59	25,810.51	59.39		(2,493.52)
101-400-582.00	SHERIFF LOCAL GRANTS	1,800.00	1,450.00	2,300.00	3,350.00	1,050.00	0.00	2,300.00	31.34		(400.00)
101-400-583.00	LOCAL GRANTS	400.00	400.00	400.00	400.00	0.00	0.00	400.00	0.00		(400.00)
101-400-601.00	CIR CRT COSTS	48,889.36	34,840.43	50,000.00	50,000.00	40,510.41	7,367.29	9,489.59	81.02		5,669.98
101-400-601.01	ATTY FEE REIMB/CIRCUIT	32,353.48	24,616.59	31,000.00	31,000.00	23,403.20	4,360.86	7,596.80	75.49		(1,213.39)
101-400-601.10	CIR CT GARNISHMENT	630.00	255.00	550.00	550.00	180.00	60.00	370.00	32.73		(75.00)
101-400-602.00	CONTEMPT OF COURT FEE PROBATE	0.00	0.00	0.00	0.00	9.00	9.00	(9.00)	100.00		9.00
101-400-603.00	DISTRICT CRT COSTS	345,447.75	238,081.50	380,000.00	380,000.00	179,231.58	25,544.28	200,768.42	47.17		(58,849.92)
101-400-603.01	PROBATE CRT COSTS	450.00	450.00	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00		(450.00)
101-400-603.11	SMOKING FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-607.02	CTY GENERAL FILING FEE	4,273.00	3,188.00	5,000.00	5,000.00	2,573.00	248.00	2,427.00	51.46		(615.00)
101-400-607.03	LATE FEE PRISONER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-607.04	CHARGE FOR SERVICE	209,990.81	36,396.85	120,000.00	120,000.00	46,404.29	3,536.59	73,595.71	38.67		10,007.44
101-400-607.14	CHARGE FOR SERVICE - COURT SPE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-608.01	MOTION FEE COUNTY	2,020.00	1,410.00	3,000.00	3,000.00	940.00	200.00	2,060.00	31.33		(470.00)
101-400-608.02	COUNTY APPEAL FEE	56.00	56.00	200.00	200.00	87.00	25.00	113.00	43.50		31.00
101-400-610.00	JURY FEE CIR CT	690.00	400.00	1,000.00	1,000.00	400.00	0.00	600.00	40.00		0.00
101-400-612.00	TUSCARORA TWP ORDINANCE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-612.01	GIS	940.00	115.00	1,400.00	1,400.00	30.00	0.00	1,370.00	2.14		(85.00)
101-400-613.00	DIST CRT/CIVIL FEES	59,760.25	35,608.75	50,000.00	50,000.00	23,334.25	9,315.50	26,665.75	46.67		(12,274.50)
101-400-613.10	COUNTY REMONUMENTATION	365.04	228.12	300.00	300.00	258.96	48.12	41.04	86.32		30.84
101-400-614.00	VIOLATION CLEARANCE RECORD	2,851.00	1,997.33	3,000.00	3,000.00	1,698.34	210.00	1,301.66	56.61		(298.99)
101-400-615.00	DIST CRT/BOND COSTS & FEES	1,940.00	1,180.00	2,500.00	2,500.00	1,185.00	50.00	1,315.00	47.40		5.00
101-400-617.00	PROBATE CRT - FEES	0.00	0.00	0.00	0.00	10.00	0.00	(10.00)	100.00		10.00
101-400-617.01	CERTIFIED FEES	2,834.00	1,959.00	1,700.00	1,700.00	1,876.00	370.00	(176.00)	110.35		(83.00)
101-400-617.02	MARRIAGE CEREMONIES	52.00	28.00	100.00	100.00	8.00	0.00	92.00	8.00		(20.00)
101-400-617.03	JURY FEE DEMAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-617.06	WILLS/SAFE KEEPING	325.00	200.00	200.00	200.00	225.00	25.00	(25.00)	112.50		25.00
101-400-617.07	INVENTORY FEE	11,893.83	8,897.44	7,000.00	7,000.00	7,158.96	682.60	(158.96)	102.27		(1,738.48)
101-400-617.08	PROBATE CRT/DEPOSIT BOXES	40.00	30.00	20.00	20.00	0.00	0.00	20.00	0.00		(30.00)
101-400-617.10	PROBATE CRT-MOT/PET/ACCT/OB	1,940.00	1,560.00	1,400.00	1,400.00	870.00	160.00	530.00	62.14		(690.00)
101-400-618.00	CO TREAS-CURRENT SERVICES	1,662.00	1,532.50	3,000.00	3,000.00	3,909.00	80.00	(909.00)	130.30		2,376.50
101-400-618.01	VETERAN'S FEES - ID CARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-618.02	REGISTER OF DEEDS TAX CERTIFIC	6,490.00	4,145.00	4,900.00	4,900.00	3,830.00	810.00	1,070.00	78.16		(315.00)
101-400-619.00	CO CLERK/CURRENT SERVICES	24,295.75	16,699.65	21,500.00	21,500.00	14,982.70	2,317.00	6,517.30	69.69		(1,716.95)
101-400-619.01	PASSPORT FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-619.02	CREMATION FEE	1,360.00	950.00	1,000.00	1,000.00	1,140.00	140.00	(140.00)	114.00		190.00
101-400-619.03	SUBPOENA FEE	30.00	15.00	0.00	0.00	30.00	15.00	(30.00)	100.00		15.00
101-400-619.04	CRIME VICTIM ADMIN FEES	1,508.00	1,010.40	1,700.00	1,700.00	1,087.69	180.52	612.31	63.98		77.29
101-400-619.05	STATE FORENSIC ADMIN FEE	6.20	6.20	0.00	0.00	0.00	0.00	0.00	0.00		(6.20)
101-400-619.06	NOTARY FEES	448.00	240.00	300.00	300.00	176.00	8.00	124.00	58.67		(64.00)
101-400-620.00	REGISTER OF DEEDS FEES	335,963.08	219,955.93	277,000.00	277,000.00	228,477.44	52,259.25	48,522.56	82.48		8,521.51
101-400-622.00	C.C.F. COLLECTION FEE	2,232.10	1,398.95	2,400.00	2,400.00	1,688.88	104.25	711.12	70.37		289.93
101-400-622.01	25% ATTY FEES REIMB	379.94	293.69	500.00	500.00	25.00	0.00	475.00	5.00		(268.69)
101-400-622.02	ATTY FEE REIMB/PROBATE	2,087.38	1,386.06	1,200.00	1,200.00	75.00	0.00	1,125.00	6.25		(1,311.06)
101-400-625.00	DNA COLLECTION	540.60	378.30	200.00	200.00	382.00	74.00	(182.00)	191.00		3.70
101-400-625.01	SEX OFFENDER REGISTRATION	2,715.00	2,360.00	3,300.00	3,300.00	1,420.00	0.00	1,880.00	43.03		(940.00)
101-400-625.25	DNA COLLECTION - SHERIFF	1,351.49	945.74	400.00	400.00	955.00	185.00	(555.00)	238.75		9.26
101-400-625.36	DNA COLLECTION - DISTRICT COUR	0.00	0.00	100.00	100.00	0.00	0.00	100.00	0.00		0.00

PERIOD ENDING 08/31/2020

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	YTD BALANCE 08/31/2019	2020		YTD BALANCE 08/31/2020	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 08/31/2020	DIFF 08/31/2019
				ORIGINAL BUDGET	2020 AMENDED BUDGET		MONTH 08/31/20				
Fund 101 - GENERAL COUNTY											
Revenues											
101-400-628.02	BOAT LIVERY INSPECTIONS	36.00	36.00	50.00	50.00	26.00	0.00	24.00	52.00		(10.00)
101-400-628.03	PRISONER BOARD	34,234.06	23,735.39	45,000.00	45,000.00	16,403.13	3,055.07	28,596.87	36.45		(7,332.26)
101-400-628.04	PRISONER MEDICAL	4,204.12	3,029.35	4,000.00	4,000.00	1,351.30	146.66	2,648.70	33.78		(1,678.05)
101-400-628.05	ACCIDENT REPORT FEES	838.69	581.00	700.00	700.00	562.50	9.00	137.50	80.36		(18.50)
101-400-628.07	DOC/TRANSPORT REIMB	3,305.51	2,259.01	2,500.00	2,500.00	1,097.70	12.00	1,402.30	43.91		(1,161.31)
101-400-628.08	WORK RELEASE	24,210.00	17,905.00	30,000.00	30,000.00	2,199.73	0.00	27,800.27	7.33		(15,705.27)
101-400-628.09	PRISONER BOARD-OUT COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-628.10	DIVERTED FELONS-LOC REIMBURSE	32,690.00	26,815.00	20,000.00	20,000.00	32,020.00	0.00	(12,020.00)	160.10		5,205.00
101-400-628.12	PRISONER TRANSPORT REIMBURSE	0.00	0.00	500.00	500.00	670.67	0.00	(170.67)	134.13		670.67
101-400-628.13	MEDICAL REIMBURSE-OUT COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-628.14	FINDERS FEE SS JAIL	7,000.00	4,800.00	8,000.00	8,000.00	3,200.00	0.00	4,800.00	40.00		(1,600.00)
101-400-628.16	PRE-EMPLOYMENT FINGERPRINTS	40.00	20.00	200.00	200.00	0.00	0.00	200.00	0.00		(20.00)
101-400-628.17	CCW FINGERPRINT FEE	2,205.00	1,620.00	3,000.00	3,000.00	2,325.00	600.00	675.00	77.50		705.00
101-400-628.18	DRUNK DRIVERS ASSESSMENT	5,883.50	3,798.50	3,000.00	3,000.00	1,430.00	400.00	1,570.00	47.67		(2,368.50)
101-400-628.19	TETHER FEES	390.00	390.00	500.00	500.00	600.00	200.00	(100.00)	120.00		210.00
101-400-628.20	SOBER LINK FEES	1,660.00	1,535.00	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00		(1,535.00)
101-400-628.21	OUT OF CTY - CCW FINGERPRINT F	0.00	0.00	0.00	0.00	310.00	115.00	(310.00)	100.00		310.00
101-400-630.00	OTHER REVENUE	344.67	220.12	50.00	50.00	325.38	15.00	(275.38)	650.76		105.26
101-400-630.03	SALE BOOK	140.00	140.00	200.00	200.00	0.00	0.00	200.00	0.00		(140.00)
101-400-632.00	ADMIN/CRIME VIC RIGHTS ASST	70.00	58.00	0.00	0.00	23.00	12.50	(23.00)	100.00		(35.00)
101-400-633.00	TAX RECORDS SEARCH FEE	2,202.00	1,650.20	2,250.00	2,250.00	1,586.20	0.00	663.80	70.50		(64.00)
101-400-636.00	SD EMPLOYEE MEAL CARD REVENUE	42.00	21.00	0.00	0.00	0.00	0.00	0.00	0.00		(21.00)
101-400-639.00	GAMBLING SCREENING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-644.00	SALE OF SCRAP & SALVAGE	304.00	296.00	0.00	0.00	9.00	0.00	(9.00)	100.00		(287.00)
101-400-647.00	DVD RECORDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-650.02	REGISTRATION / ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-651.10	REGISTER OF DEEDS - ONLINE SER	26,430.00	17,174.00	20,000.00	20,000.00	17,722.00	3,003.00	2,278.00	88.61		548.00
101-400-654.99	GRAND STAND RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-655.03	50/50 RAFFLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-656.00	BOND FORFEITURES	1,614.00	1,204.00	1,000.00	1,000.00	9,420.00	8,500.00	(8,420.00)	942.00		8,216.00
101-400-656.01	ORDINANCE FINES & COSTS	32,056.50	21,006.82	35,000.00	35,000.00	14,749.65	2,666.68	20,250.35	42.14		(6,257.17)
101-400-657.00	DRUG FORFEITURES - SHERIFF	0.00	0.00	0.00	386.00	386.00	0.00	0.00	100.00		386.00
101-400-657.01	DRUG FORFEITURES - PROSECUTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-658.00	FORFEITURES - SHERIFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-665.00	INTEREST EARNED	19,023.54	12,748.81	24,493.00	24,493.00	8,826.41	0.97	15,666.59	36.04		(3,922.40)
101-400-665.01	T & A INTEREST	1,602.15	606.93	1,726.00	1,726.00	640.43	39.22	1,085.57	37.10		33.50
101-400-668.00	RENTS	63,375.06	38,666.72	58,000.00	58,000.00	41,400.00	5,175.00	16,600.00	71.38		2,733.28
101-400-669.00	BLDG & GROUNDS RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-669.02	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-673.00	SALE OF FIXED ASSETS	1,988.50	801.00	0.00	0.00	7,900.00	4,000.00	(7,900.00)	100.00		7,099.00
101-400-673.01	CAMPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-675.00	CONTRIB & DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-675.05	CONTRIBUTION TO MARINE DIVISIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-675.06	DONATION - CANINE UNIT	17,954.86	15,932.17	5,000.00	5,000.00	3,509.93	597.73	1,490.07	70.20		(12,422.24)
101-400-676.00	CONT FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-676.01	REIMBURSEMENTS	4,459.84	1,007.00	1,000.00	1,000.00	456.00	250.00	544.00	45.60		(551.00)
101-400-676.13	89TH JURY REIMBURSEMENT	1,897.90	476.60	100.00	100.00	2,352.10	0.00	(2,252.10)	2,352.10		1,875.50
101-400-676.14	CIR CRT JURY REIMBURSEMENT	1,299.50	0.00	2,000.00	2,000.00	291.10	0.00	1,708.90	14.56		291.10
101-400-676.17	89TH DISTRICT COURT REIMBURSEM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-676.18	PROBATE JURY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-676.19	PROSECUTOR OWI REIMBURSEMENT	0.00	0.00	0.00	0.00	482.50	482.50	(482.50)	100.00		482.50
101-400-678.00	INSURANCE & BOND REIMBURSEMENT	114,308.00	114,308.00	45,000.00	45,000.00	134,487.00	0.00	(89,487.00)	298.86		20,179.00
101-400-681.00	ELECTION REFUNDS	8,196.02	91.20	100.00	100.00	142.16	0.00	(42.16)	142.16		50.96

PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	YTD BALANCE 08/31/2019	2020		YTD BALANCE 08/31/2020	ACTIVITY FOR MONTH 08/31/20	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE 08/31/2019	DIFF 08/31/2020 08/31/2019
				ORIGINAL BUDGET	2020 AMENDED BUDGET						
Fund 101 - GENERAL COUNTY											
Revenues											
101-400-682.00	DATA PROCESSING FEES	23,635.83	5,500.00	18,500.00	18,500.00	6,600.00	0.00	11,900.00	35.68		1,100.00
101-400-682.01	PA BLOOD TEST REIMB	24.41	21.92	100.00	100.00	115.98	6.67	(15.98)	115.98		94.06
101-400-682.02	AERIAL MAPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-682.03	COUNTY MAPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-683.00	RETURNED CHECK FEES	175.00	150.00	320.00	320.00	0.00	0.00	320.00	0.00		(150.00)
101-400-686.00	P/A LEGAL/ABUSED & NEG CHLD	30,236.56	16,712.24	71,482.00	71,482.00	24,174.89	3,268.90	47,307.11	33.82		7,462.65
101-400-687.00	WAGE REIMBURSEMENT	0.00	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00		0.00
101-400-687.06	SHERIFF WAGE REIMB/INTERNAL TR	7,741.66	4,049.20	11,465.00	11,465.00	2,690.20	0.00	8,774.80	23.46		(1,359.00)
101-400-688.00	REFUNDS - GENERAL	3,658.93	2,288.40	1,300.00	1,300.00	4,269.19	321.98	(2,969.19)	328.40		1,980.79
101-400-688.01	MOVEABLE ITEMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-688.02	ZONING BOOKS	50.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00		(50.00)
101-400-688.06	SHERIFF WAGE REIMB	285.71	285.71	500.00	500.00	534.23	0.00	(34.23)	106.85		248.52
101-400-688.08	INMATE TELEPHONE	12,880.92	8,704.15	28,800.00	28,800.00	27,167.52	6,158.45	1,632.48	94.33		18,463.37
101-400-688.09	NON-REIMBURSABLE/REIMB	333.75	296.25	400.00	400.00	105.00	37.50	295.00	26.25		(191.25)
101-400-688.11	M.A.P.S.	8,413.06	0.00	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00		0.00
101-400-688.15	SHERIFF PBT'S	80.00	78.00	100.00	100.00	7.00	0.00	93.00	7.00		(71.00)
101-400-688.17	POSTAGE REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
101-400-688.19	SHERIFF DRUG SCREENS	593.00	440.00	600.00	600.00	90.00	0.00	510.00	15.00		(350.00)
101-400-690.00	INS & SURETY PREMIUM REFUND	82,895.85	11,525.85	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00		(11,525.85)
101-400-695.00	CASH OVER/SHORT	(10.00)	30.00	0.00	0.00	(30.00)	0.00	30.00	100.00		(60.00)
101-400-696.00	INSURANCE PROCEEDS	350.00	350.00	0.00	0.00	0.00	0.00	0.00	0.00		(350.00)
101-400-698.00	MISC	723.84	419.60	0.00	0.00	301.18	0.00	(301.18)	100.00		(118.42)
101-400-699.00	FUND EQUITY	0.00	0.00	1,079,877.00	1,094,061.45	0.00	0.00	1,094,061.45	0.00		0.00
101-400-699.99	TRANSFER IN	496,531.80	0.00	1,169,598.00	1,169,598.00	0.00	0.00	1,169,598.00	0.00		0.00
TOTAL REVENUES		12,645,676.01	4,297,289.91	14,178,219.00	14,225,391.44	4,743,362.08	2,410,298.75	9,482,029.36	33.34		446,072.17
Expenditures											
101	COMMISSIONERS	130,310.55	79,323.03	150,641.00	150,641.00	78,965.28	8,717.87	71,675.72	52.42		(357.75)
131	CIRCUIT COURT	297,688.24	200,543.60	329,998.00	329,998.00	175,942.80	21,047.78	154,055.20	53.32		(24,600.80)
136	DISTRICT COURT	623,298.96	393,206.60	656,477.00	656,477.00	395,075.26	45,176.01	261,401.74	60.18		1,868.66
139	VICTIM'S RIGHTS	73,250.46	47,183.89	82,588.00	82,176.02	45,279.46	5,429.62	36,896.56	55.10		(1,904.43)
145	JURY BOARD	6,316.33	5,798.61	10,991.00	10,991.00	900.05	0.00	10,090.95	8.19		(4,898.56)
148	PROBATE COURT	630,992.54	410,783.51	676,817.00	676,817.00	403,963.54	49,925.64	272,853.46	59.69		(6,819.97)
191	ELECTIONS	8,985.21	610.76	40,008.00	40,008.00	27,123.92	2,417.06	12,884.08	67.80		26,513.16
202	FINANCE DEPARTMENT	294,412.79	182,431.18	311,121.00	311,121.00	171,591.42	28,733.20	139,529.58	55.15		(10,839.76)
212	ADMINISTRATIVE OFFICE	232,513.56	145,068.99	246,459.00	246,459.00	146,054.25	17,196.88	100,404.75	59.26		985.26
215	CLERK/REGISTER	467,659.57	298,529.25	497,130.00	497,130.00	291,974.55	36,665.59	205,155.45	58.73		(6,554.70)
225	EQUALIZATION	225,947.22	137,252.68	249,732.00	249,732.00	151,348.14	20,862.02	98,383.86	60.60		14,095.46
228	INFORMATION SYSTEMS	450,018.58	279,296.42	509,444.00	509,444.00	237,361.10	19,121.12	272,082.90	46.59		(41,935.32)
229	PROSECUTING ATTORNEY	585,055.92	368,404.80	614,131.00	614,131.00	345,407.21	33,119.79	268,723.79	56.24		(22,997.59)
243	GIS	72,386.21	43,910.53	73,969.00	73,969.00	44,314.43	5,260.11	29,654.57	59.91		403.90
253	COUNTY TREASURER	334,004.44	198,008.32	360,417.00	360,417.00	202,503.79	34,608.40	157,913.21	56.19		4,495.47
260	TAX ALLOCATION BOARD	0.00	0.00	850.00	850.00	730.78	0.00	119.22	85.97		730.78
265	COUNTY MAINTENANCE DEPT	462,073.13	289,484.02	505,945.00	503,883.53	305,225.91	38,007.95	198,657.62	60.57		15,741.89
267	MAJOR EQ/BLDG IMP	65,073.96	48,275.13	88,500.00	90,561.47	26,436.56	7,219.84	64,124.91	29.19		(21,838.57)
270	HUMAN RESOURCE	6,505.80	5,650.70	54,966.00	54,966.00	5,229.12	0.00	49,736.88	9.51		(421.58)
275	DRAIN COMMISSIONER	4,068.28	2,857.92	6,150.00	6,150.00	2,154.90	1.83	3,995.10	35.04		(703.02)
284	COUNTY SURVEYOR	2,150.00	1,273.40	2,150.00	2,150.00	860.00	0.00	1,290.00	40.00		(413.40)
285	GENERAL COUNTY	357,520.80	290,108.44	385,175.00	434,175.00	294,672.76	33,964.24	139,502.24	67.87		4,564.32
301	SHERIFF	1,911,839.92	1,098,426.03	1,974,308.00	1,980,890.23	1,197,311.09	138,633.01	783,579.14	60.44		98,885.06

REVENUE AND EXPENDITURE REPORT FOR CHEBOYGAN COUNTY

PERIOD ENDING 08/31/2020

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2019	YTD BALANCE 08/31/2019	2020		YTD BALANCE 08/31/2020	ACTIVITY FOR MONTH 08/31/20	AVAILABLE BALANCE	% BDGT USED	YTD BALANCE DIFF 08/31/2020 08/31/2019
				ORIGINAL BUDGET	2020 AMENDED BUDGET					
Fund 101 - GENERAL COUNTY										
Expenditures										
302	ORV ENFORCEMENT	32,757.57	28,383.99	18,324.00	16,000.00	11,396.16	5,931.34	4,603.84	71.23	(16,987.83)
306	COPS GRANT	0.00	0.00	0.00	0.00	547.78	547.78	(547.78)	100.00	547.78
325	CCE 911	439,377.00	329,532.75	439,527.00	439,527.00	329,532.75	0.00	109,994.25	74.97	0.00
331	MARINE SAFETY	116,346.87	69,470.55	118,565.00	120,889.00	59,390.60	5,604.50	61,498.40	49.13	(10,079.95)
332	SNO-MOBILE SAFETY *	6,587.75	6,587.75	7,227.00	7,059.00	6,616.53	0.00	442.47	93.73	28.78
333	SHERIFF SECONDARY ROAD PATROL	80,387.61	51,016.90	80,175.00	80,175.00	52,247.23	7,310.23	27,927.77	65.17	1,230.33
334	STONEGARDEN GRANT	48,094.81	37,638.63	93,975.00	110,280.97	73,736.60	3,253.25	36,544.37	66.86	36,097.97
335	SHERIFF - LOCAL GRANTS	8,432.13	5,746.11	10,551.00	10,551.00	5,221.86	1,372.63	5,329.14	49.49	(524.25)
337	SHERIFF-FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
338	CANINE UNIT	17,954.86	15,932.17	10,000.00	10,000.00	3,509.93	597.73	6,490.07	35.10	(12,422.24)
340	COURTHOUSE SECURITY	42,419.01	26,977.84	47,394.00	49,621.22	27,694.94	3,510.95	21,926.28	55.81	717.10
351	CORRECTIONS/COMMUNICATIONS	1,559,408.15	986,115.01	1,637,466.00	1,642,445.00	952,344.09	114,144.08	690,100.91	57.98	(33,770.92)
412	PLANNING/ZONING DEPT	317,983.60	198,889.18	348,448.00	348,448.00	194,748.56	28,394.68	153,699.44	55.89	(4,140.62)
423	HOMELAND SECURITY EXERCISE GRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
426	TRI-COUNTY EMERGENCY MANAGEMEN	79,616.65	20,671.88	54,758.00	54,758.00	33,951.76	0.00	20,806.24	62.00	13,279.88
428	L.E.P.C. DEPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430	ANIMAL SHELTER/DOG WARDEN	164,038.66	122,720.77	182,058.00	182,058.00	134,665.91	360.80	47,392.09	73.97	11,945.14
441	DEPARTMENT OF PUBLIC WORKS	153.06	153.06	340.00	340.00	206.58	0.00	133.42	60.76	53.52
600	HEALTH DEPARTMENTS	352,901.56	263,475.18	367,898.00	375,556.00	275,923.50	0.00	99,632.50	73.47	12,448.32
605	C/D - HEALTH DEPARTMENT	0.00	0.00	500.00	500.00	0.00	0.00	500.00	0.00	0.00
648	MEDICAL EXAMINER	27,415.32	21,150.00	31,024.00	31,024.00	21,631.81	1,348.71	9,392.19	69.73	481.81
651	AMBULANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
682	VETERANS	123,080.09	79,994.13	134,277.00	134,277.00	73,871.84	7,703.52	60,405.16	55.01	(6,122.29)
691	CHEBOYGAN COUNTY HOUSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
700	CASH CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
731	COUNTY MSU EXTENSION OFFICE	124,448.12	95,530.67	125,779.00	125,779.00	78,759.35	2,516.05	47,019.65	62.62	(16,771.32)
751	FAIR GROUNDS / EVENTS	29,382.16	21,317.34	50,424.00	50,424.00	9,189.11	891.64	41,234.89	18.22	(12,128.23)
753	VETERANS MEMORIAL PARK	2,367.50	250.00	9,000.00	9,000.00	262.50	0.00	8,737.50	2.92	12.50
784	SOIL CONSERVATION	13,233.87	9,785.09	13,700.00	13,700.00	9,939.40	200.55	3,760.60	72.55	154.31
802	PLAT BOARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900	SPECIAL APPROPRIATIONS	80,000.00	80,000.00	107,548.00	107,548.00	107,548.00	0.00	0.00	100.00	27,548.00
902	APPRO/TRANSFERS TO OTHER FUNDS	1,249,451.85	431,266.33	2,240,294.00	2,201,294.00	431,019.35	61,535.79	1,770,274.65	19.58	(246.98)
941	GENERAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
954	INSURANCES	228,602.41	232,024.77	221,000.00	221,000.00	150,983.75	45,507.25	70,016.25	68.32	(81,041.02)
TOTAL EXPENDITURES		12,386,513.08	7,661,057.91	14,178,219.00	14,225,391.44	7,595,366.21	836,839.44	6,630,025.23	53.39	(65,691.70)
Fund 101 - GENERAL COUNTY:										
TOTAL REVENUES		12,645,676.01	4,297,289.91	14,178,219.00	14,225,391.44	4,743,362.08	2,410,298.75	9,482,029.36	33.34	446,072.17
TOTAL EXPENDITURES		12,386,513.08	7,661,057.91	14,178,219.00	14,225,391.44	7,595,366.21	836,839.44	6,630,025.23	53.39	(65,691.70)
NET OF REVENUES & EXPENDITURES		259,162.93	(3,363,768.00)	0.00	0.00	(2,852,004.13)	1,573,459.31	2,852,004.13	100.00	511,763.87

CASH SUMMARY BY FUND FOR CHEBOYGAN COUNTY  
 FROM 08/01/2020 TO 08/31/2020  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
101	GENERAL COUNTY	3,709,206.12	3,059,765.04	1,439,777.45	5,329,193.71
102	FAMILY COUNSELING FUND	34,658.32	305.00	0.00	34,963.32
107	P A 302 TRAINING FUND	8,937.23	0.00	63.08	8,874.15
108	PUBLIC ACT 106 FUND	46,646.00	0.00	46,646.00	0.00
111	PROBATION ENHANCEMENT FUND	6,885.03	0.00	83.13	6,801.90
201	COUNTY ROAD	4,572,476.81	1,198,304.07	1,584,447.49	4,186,333.39
215	FRIEND OF THE COURT-FAMILY COURT FUND	(63,985.76)	97,310.46	95,353.17	(62,028.47)
217	AMBULANCE MILLAGE	35,273.47	47.31	3,454.33	31,866.45
220	DORIS REID BUILDING	142,918.25	7,561.92	2,076.00	148,404.17
226	RECYCLING	235,680.05	3,777.22	25,623.25	213,834.02
230	CELLULAR PHONE FLOW THROUGH	44,684.00	0.00	44,684.00	0.00
231	CCE 911 4% PHONE SURCHARGE	730.40	38,177.39	38,907.79	0.00
234	DNR FOREST FLOW THROUGH	37.40	0.00	37.40	0.00
249	BUILDING DEPARTMENT FUND	(110,046.83)	70,934.47	45,628.91	(84,741.27)
256	REGISTER OF DEEDS AUTOMATION	451,100.88	4,366.24	1,130.95	454,336.17
258	DISASTER CONTINGENCY FUND	7,628.84	0.00	1,002.98	6,625.86
259	MICHIGAN INDIGENT DEFENSE	45,319.33	117,778.32	76,414.21	86,683.44
260	SHERIFF'S WORK CREW PROGRAM	(9,100.32)	2,991.46	5,206.44	(11,315.30)
263	CONCEALED PISTOL LICENSING	74,894.33	2,120.00	0.00	77,014.33
264	LOCAL CORR OFFICER TRAIN FUND	19,028.91	537.93	0.00	19,566.84
267	DRUG COURT - ADULT - CIRCUIT	19,972.91	37,916.17	27,809.84	30,079.24
268	SOBRIETY COURT	19,720.20	375.00	558.95	19,536.25
269	COUNTY LAW LIBRARY	2,504.37	0.00	1,335.09	1,169.28
276	COMPASS ACADEMY PROGRAM	42,093.73	9,639.50	9,061.42	42,671.81
277	SENIOR CITIZEN MILLAGE	522,179.50	94.59	53,324.33	468,949.76
278	CCE 911 MILLAGE	1,426,702.21	22.55	0.00	1,426,724.76
281	CHEBOYGAN COUNTY HOUSING COMM-ESCROW	41,627.79	261.58	0.00	41,889.37
283	CHEBOYGAN COUNTY HOUSING GRANT	204,500.82	9,379.99	198.55	213,682.26
289	CHEB SOC SER - COUNTY FUNDS	0.00	220.70	220.70	0.00
292	CHILD CARE - FAMILY COURT	58,941.08	107,330.68	67,283.86	98,987.90
293	SOLDIERS RELIEF	10,579.48	1,609.01	2,750.81	9,437.68
352	CTY ROAD CONST PROJECT DEBT SERVICE	340,200.98	18,030.26	0.00	358,231.24
401	CRT HOUSE PRESERVATION FUND	(46,923.00)	40.00	8,527.83	(55,410.83)
418	D.H.S. BUILDING FUND	65,067.12	1,725.00	825.00	65,967.12
509	COUNTY MARINA	99,414.29	111,086.03	110,877.48	99,622.84
516	100% TAX PAYMENT FUND	5,331,764.87	226,648.84	55,679.50	5,502,734.21
517	TAX FORCLOSURE FUND	955,808.25	6,682.25	15,878.77	946,611.73
561	COUNTY FAIR	(2,499.86)	934.37	15,741.39	(17,306.88)
588	STRAITS REGIONAL RIDE	312,404.23	211,995.39	190,137.61	334,262.01
595	JAIL COMMISSARY FUND	74,258.03	19,296.59	13,200.24	80,354.38
701	T & A ACCOUNT	1,327,542.92	4,712,850.40	4,668,389.55	1,372,003.77
721	LIBRARY	103,229.02	16,344.68	0.00	119,573.70
760	DISTRICT COURT	11,813.71	921.35	0.00	12,735.06
764	INMATE TRUST FUND	4,005.92	34,401.26	32,652.00	5,755.18
	TOTAL - ALL FUNDS	20,177,881.03	10,131,783.02	8,684,989.50	21,624,674.55

ADMINISTRATOR'S REPORT  
10-13-20

CDBG COVID  
GRANT:

Staff has submitted the County's CDBG Funding Resolution and Public Participation Plan to the State. Staff will be conducting a phone meeting with MEDC staff to identify remaining steps in the grant process and to discuss the items to be requested for grant funding. These items consist of tents and mobile supplies for mobile field testing and vaccination sites as well as PPE and staffing cost.

MARINA FUEL SYSTEM  
REPLACEMENT PROJECT:

The project has been posted requesting contractors submit sealed bids for completion of the project. The bid opening is scheduled for Friday, October 23, 2020 at 2:30 p.m. Once bids are received and tabulated, the County will seek approval from the State for bid award with Board of Commissioner approval consideration to occur in November. The project will most likely begin construction next spring.

TREASURER'S OFFICE  
WALL REPAIR:

The architect/engineer consultant is expected to finalize plans/specification for bid documents to repair the Treasurer's Office vault wall within the next week. Once received the project will be placed out for a 30 day bid period.

DESIGNATED ASSESSOR:

The State Tax Commission requires that county's and municipal units within a county designate a County Assessor to work with a unit of government in the unlikely event a unit were to fail a state tax assessing audit called an AMAR. A Request For Proposal has been posted to seek a company that specializes in helping communities that fail AMARs to designate as County Assessor to meet this requirement. Proposals are scheduled to be open and reviewed by staff on October 19, 2020 at 2:00 pm. Once reviewed, an interlocal agreement will be prepared and distributed to the local units for approval. The Designated Assessor must be approved by the County as well as a majority of units in the County by December 31, 2020.

CONNECTED MICHIGAN  
BROADBAND SURVEY:

The EDC is working with Connected Nation to help facilitate a County wide survey to collect data on the current supply, demand and use of technology within the County. This information will be collected and tabulated by Connected Nation in conjunction with the EDC for use by organizations and companies currently working to expand broadband within the County. Ms. Lange, Chair of the EDC has prepared a press release and informational letter to send to community partners to raise awareness and encourage participation in completing the survey.



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# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** Northern Lakes Economic Alliance Service Agreement 2021-2023

**Summary:** The NLEA provides the County with economic development services. Services consist of business and entrepreneur assistance and education as well as assistance to County staff. The County has partnered with NLEA since 2007.

**Financial Impact:** .000031 x the taxable value of real and personal property within the County each year. Estimated 2021 cost \$46,883.

**Recommendation:** Approve the Northern Lakes Economic Alliance Service Agreement effective January 1, 2021 - ending December 31, 2023 and authorize the Chair to sign.

**Prepared by:** Jeffery B. Lawson

**Department:** Administration

## **AGREEMENT FOR SERVICES OF NORTHERN LAKES ECONOMIC ALLIANCE**

THIS AGREEMENT is made between the County of Cheboygan, a Michigan municipal corporation, with an address of PO Box 70, Cheboygan, MI 49721 ("County"), and Northern Lakes Economic Alliance, a Michigan non-profit corporation, with an address of 1313 Boyne Avenue, Box 8, Boyne City, Michigan 49712 ("NLEA").

### **Recitals**

WHEREAS, the County wishes to encourage economic development and job creation and retention within its boundaries; and

WHEREAS, the NLEA has provided community economic development services in the northern Michigan area since 1984, and desires to continue to provide such services to include Cheboygan County.

### **Agreement**

NOW THEREFORE, in consideration of an annual investment by the County determined by a formula of  $.000031 \times$  the taxable value of real and personal property within the county and the mutual agreements and benefits to the parties, the parties agree as follows:

1. SERVICES TO BE PROVIDED. The NLEA shall serve as a resource throughout the county for various community economic development services, including but not limited to, the following: strategic planning, industrial/business park development, community development efforts, business attraction, business start up, business retention, business expansion, assistance in obtaining federal, state and other economic development grants, serving as liaison with federal and state governments, grant administration services, economic assessment and analysis, brownfield redevelopment assistance, and historic preservation.
2. TERM. The term of this Agreement will be four (3) years commencing on January 1, 2021 and ending on December 31, 2023.
3. PAYMENT. Payment to be made annually in not more than 4 payments, with total paid no later than September 30<sup>th</sup> each year.
4. RELATIONSHIP OF PARTIES. The NLEA is an independent contractor, and is not an employee, agent or partner of the County.
5. REPRESENTATION ON THE NLEA BOARD OF DIRECTORS. The Cheboygan County Board of Commissioners shall nominate up to five individuals to serve on the NLEA Board of Directors. One nominee (only one) shall be a current elected member of the County Board of Commissioners. Nominees are subject to approval by the full NLEA Board of Directors.
6. NONDISCRIMINATION. The NLEA shall not discriminate against a person to be served, or any employee or applicant for employment with respect to hire, tenure, terms,

conditions, or privileges of employment, or matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, pregnancy, or protected activity, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of these covenants may be regarded as a material breach of this Agreement.

7. INDEMNIFICATION. The NLEA shall indemnify, defend and hold harmless the County, its elected and appointed officials, employees and volunteers, against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from them, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use, which arises out of or is in any way connected or associated with this Agreement. Such indemnification will survive the termination of this Agreement. By entering this Agreement, neither party waives any immunity provided by law.

8. DISCLOSURE OF CONFLICTS OF INTEREST. The NLEA shall disclose to the County any actual or potential conflict of interest between the NLEA, its key employees, or their family, business or financial interests and the services to be provided under this Agreement.

9. RECORD KEEPING; AUDITS. The NLEA shall keep complete and accurate fiscal records and shall furnish the County with copies of such fiscal records, including the NLEA'S audited financial reports, as well as any other relevant records and reports, as the County may request.

10. COMPLIANCE WITH LAW. The parties shall comply with all applicable federal, State and local laws, ordinances and rule and regulations.

11. TERMINATION. Either party may terminate this Agreement, with or without cause, at any time upon providing the other party no less than six-months prior written notice of the intent to terminate. Any outstanding balance owed either party for membership services will be refunded based on the date of termination. Payment to be made within thirty (30) days of termination date.

12. WAIVER. The failure or delay on the part of the County in exercising any right, power, or privilege under this Agreement shall not operate as a waiver thereof or of the right to enforce any right, power, or privilege in the future.

13. AMENDMENT. The parties can amend this Agreement only by a written document signed by both parties.

14. ASSIGNMENT. A party cannot assign this Agreement or any right or obligation under this Agreement without prior written consent of the other party.

15. SEVERABILITY. Each provision of this Agreement must be interpreted in a way that is valid under applicable law. If any provision is held invalid, the rest of the Agreement will remain in full effect.

16. APPLICABLE LAW. This Agreement will be governed and interpreted by Michigan law.

17. NOTICES. All required notices must be in writing and shall be considered given when delivered (1) personally, or (2) by registered or certified mail, return receipt requested, addressed as follows (or any other address that is specified in writing by either party):

If to the County: County of Cheboygan  
County Building  
PO Box 70  
Cheboygan, MI 49721  
Attention: Administrator

If to the NLEA: Northern Lakes Economic Alliance  
P.O. Box 8  
Boyne City, MI 49712  
Attention: NLEA President

18. TITLES AND HEADINGS. Titles and headings are inserted in this Agreement for reference purposes only, and must not be used to interpret the Agreement.

19. COUNTERPARTS. This Agreement may be signed in one or more counterparts, and each counterpart shall be considered an original Agreement. All of the counterparts shall be considered one document and become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other.

20. ENTIRE AGREEMENT. This Agreement contains the entire understanding between the parties.

AGREED to this \_\_\_\_\_ day of \_\_\_\_\_, 2020, at Cheboygan, Michigan.

WITNESSES:

NORTHERN LAKES ECONOMIC ALLIANCE

\_\_\_\_\_

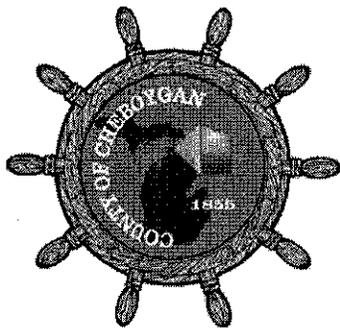
\_\_\_\_\_  
Andy Hayes, President

COUNTY OF CHEBOYGAN

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name/Title



98

# Cheboygan County Board of Commissioners' Meeting October 13, 2020

**Title:** Cheboygan Area Schools / Compass Agreement 2020-2021

**Summary:**

The Circuit Court – Family Division is seeking renewal of a contract between Cheboygan County and Cheboygan Area Schools for the 2020-2021 school year. This contract has been reviewed by civil counsel.

**Financial Impact:** 50% has been approved to be paid by the 2020/2021 Child Care Fund and the other 50% by Cheboygan Area Schools.

**Recommendation:** Motion to approve the above stated contract and authorize the Chair to sign.

**Prepared by:** Kyle Culbertson, Director  
of Juvenile Services

**Department:** Circuit Court – Family Division

**AGREEMENT**  
**CHEBOYGAN AREA SCHOOLS / CHEBOYGAN COUNTY - COMPASS**  
**2020-2021**

This agreement made this 13 day of October, 2020 by and between the Cheboygan Area Schools Board of Education, Cheboygan, Michigan and Cheboygan County, Compass Academy, Cheboygan, Michigan, is for the school year 2020-2021. The Cheboygan Area Schools Board of Education, herein after called the "District" and Cheboygan County, herein after called the "Compass".

Witnessed, that in consideration of the mutual and reciprocal promises of the parties hereto, the parties covenant and agree as follows:

- I. Cheboygan Area Schools will provide education to Compass Academy students.
- II. Cheboygan Area Schools will provide two rooms for Compass Academy staff.
- III. Cheboygan Area Schools will receive 100% of the FTE's for Compass Academy students.
- IV. Cheboygan County will pay 100% of the salary/benefit package for one Cheboygan Area Schools teacher (\$121,824.85).
- V. Cheboygan Area Schools will invoice Cheboygan County one time on or about January 1<sup>st</sup> for said teacher.
- VI. Cheboygan Area Schools will pay back Cheboygan County for one-half of said teacher's salary/benefit package.
- VII. Cheboygan County will invoice Cheboygan Area Schools one time on or about February 1<sup>st</sup> for one-half of said teacher salary/benefit package.

It is further agreed that either party of this agreement may terminate this contract without cause by providing at least thirty (30) calendar days written notice sent to the other party's current address in Cheboygan, Michigan to be effective the next school year.

  
\_\_\_\_\_  
Paul Clark, Superintendent  
Cheboygan Area Schools

  
\_\_\_\_\_  
Daryl Vizina, Judge  
Cheboygan County Probate Court

\_\_\_\_\_  
John Wallace, Chairperson  
Cheboygan County Board of Commissioners



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** Williams Office Equipment Invoice

**Summary:**

Attached is Invoice No. 56954 in the amount of \$798.31 for copier service and supply coverage for August, 2020. Commissioner Williams will need to abstain from the vote.

**Financial Impact:**

\$798.31 increase in expenditures

**Recommendation:**

Motion to approve invoice 56954 in the amount of \$798.31 to Williams Office Equipment for copier service and supply for the month of August, 2020.

**Prepared by:** Sue Buitenhuis

**Department:** Finance

**CHEBOYGAN COUNTY Information Systems**

**TO:** Williams Office Equipment  
**ADDRESS:** 312 W Elm Street  
**CITY:** CHEBOYGAN, MICHIGAN 49721

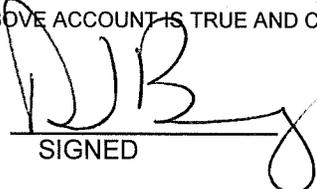
**DATE** 9/15/2020



<u>DATE</u>	<u>INVOICE#</u>	<u>ITEMS</u>	<u>AMOUNT</u>
9/31/2020	56954	101-228-937.06	\$ 661.49
		249-371-937.06	\$ 26.83
		259-131-937.06	\$ 29.02
		215-141-937.06	\$ 33.77
		588-599-937.06	\$ 26.08
		111-131-937.06	\$ 21.12
		<b>TOTAL</b>	<b>\$ 798.31</b>

**Copy Maintenance  
agreements for County**

IT IS HEREBY CERTIFIED THAT THE ABOVE ACCOUNT IS TRUE AND CORRECT AND THAT NO PART OF THE SAME HAS BEEN PAID.

  
\_\_\_\_\_  
SIGNED

# WILLIAMS OFFICE EQUIPMENT

P.O. Box 247  
 312 West Elm Street  
 Cheboygan, Michigan 49721  
 Phone: 231-627-7020 Fax: 231-627-7477  
 www.williamsofficeequipment.com



Like us on "Facebook" for special promotions



DATE	INVOICE NO.
9/1/2020	56954

**Serving North Central Michigan Since 1984**

BILL TO
County of Cheboygan P.O. Box 70 Cheboygan, MI 49721 Attn: IT Dept

SHIP TO
County of Cheboygan P.O. Box 70 Cheboygan, MI 49721 Attn: IT Dept

P.O. Number	TERMS	DUE DATE	SHIP DATE	SHIP VIA
	Net 30	10/1/2020	9/1/2020	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Service Insurance	Toshiba copier service & supply coverage August 2020 per annual invoice terms.	64,550	0.0088	568.04
Service Insurance	Black & White prints	2,709	0.085	230.27
	Color prints			

<b>Total</b>	<b>\$798.31</b>
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**PLEASE BE AWARE OF OUR SERVICE BILLING POLICIES**

1. A finance charge of \$35.00 will be added every 30 days an invoice is overdue.
2. Minimum service call charge is \$65.00.



Initial Credit	
Code	\$0.00
FoC	\$0.00

Per Copy Cost
0.013
0.0088

Copy Counts													
Department	Model	January	February	March	April	May	June	July	August	September	October	November	December
Building Safety	eStudio 232	1136	1396	361	412	592	4481	3601	3049	-115658	0	0	0
Public Defender	eStudio 230	3591	3815	3585	999	1991	2706	3243	3298	-44033	0	0	0
	eStudio 232	6247	5544	4607	2122	3383	3758	3799	3837	-252202	0	0	0
SRR	eStudio 28	3843	3003	3858	2613	2077	2815	4168	2964	-224717	0	0	0
MDOC	eStudio 230	4498	3962	2093	12	350	1036	691	2400	-198175	0	0	0

Monthly Costs													
Department	Model	January	February	March	April	May	June	July	August	September	October	November	December
Building Safety	eStudio 232	\$ 10.00	\$ 12.28	\$ 3.18	\$ 3.63	\$ 5.21	\$ 39.43	\$ 31.69	\$ 26.83	\$(1,503.55)	\$ -	\$ -	\$ -
Public Defender	eStudio 230	\$ 31.60	\$ 33.57	\$ 31.55	\$ 8.79	\$ 17.52	\$ 23.81	\$ 28.54	\$ 29.02	\$(572.43)	\$ -	\$ -	\$ -
FOC	eStudio 232	\$ 54.97	\$ 48.79	\$ 40.54	\$ 18.67	\$ 29.77	\$ 33.07	\$ 33.43	\$ 33.77	\$(3,278.63)	\$ -	\$ -	\$ -
SRR	eStudio 28	\$ 33.82	\$ 26.43	\$ 33.95	\$ 22.99	\$ 18.28	\$ 24.77	\$ 36.68	\$ 26.08	\$(2,921.32)	\$ -	\$ -	\$ -
MDOC	eStudio 230	\$ 39.58	\$ 34.87	\$ 18.42	\$ 0.11	\$ 3.08	\$ 9.12	\$ 6.08	\$ 21.12	\$(2,576.28)	\$ -	\$ -	\$ -

Copies		
Department	Total to date	Projected year end
Building Safety	\$ 132.25	
Public Defender	\$ 204.41	
FOC	\$ 293.01	
SRR	\$ 223.00	
MDOC	\$ 132.37	

## County of Cheboygan Toshiba Copier Service & Supply Coverage

Aug-20

<u>Location</u>	<u>Model</u>	<u>Serial No.</u>	<u>Current</u>	<u>Prior</u>	<u>Printed</u>	<u>Purch Date</u>
Sheriff	e-Studio 3508A	CGGF25472	227476	223047	4429	01-2017 N
Sheriff (Jail)	e-Studio 256	C2L215886	423107	417950	5157	01-2013 N
Prosecutor	e-Studio 3508A	CGLG45631	131464	125935	5529	01-2018 N
Circuit Court	e-Studio 4518A	CZCJ48550	84680	79193	5487	06-2019 N
Public Defender	e-Studio 4518A	CZPJ50896	44033	40735	3298	07-2019 N
District Court	e-Studio 507	CEAF54044	411460	402966	8494	05-2016 N
Dist. Ct. Traffic	e-Studio 455	CQB136153	478437	478233	204	09-2014 U
MSU Extension	e-Studio 3508A	CGKG42778	109967	109328	639	01-2018 N
Construction Codes	e-Studio 306	S21290905	115658	112609	3049	08-2017 U
Probate	e-Studio 4518A	CZCJ48590	77758	72821	4937	06-2019 N
Probate Juvenile	e-Studio 455SE	CQB137413	463273	461287	1986	02-2014 U
C.C. Prob. Parole	e-Studio 257	CEGE29545	198175	195775	2400	09-2015 N
Friend of Court	e-Studio 357	CEFD20666	252202	248365	3837	09-2017 U
Clerk/Register	e-Studio 4508A	CGKG43499	99397	98194	1203	01-2018 N
Clerk/Register	e-Studio 287	CSI528368	37680	36657	1023	01-2017 N
		Color	24361	24068	293	
Treasurer	e-Studio 407CS	TEBF72703	143647	141851	1796	04-2016 N
		Color	37601	37235	366	
Planning & Zoning	e-Studio 2505C	CFJG54937	91418	87217	4201	12-2017 N
		Color	56137	54631	1506	
Equalization	e-Studio 507	CEAF54049	404072	402290	1782	05-2016 N
Straits Reg. Ride	e-Studio 256	C2C228628	224717	221753	2964	08-2017 U
Veterans	e-Studio 205L	CLH911028	217785	216647	1138	02-2014 U
Admin	e-Studio 3015AC	SNCJ70208	17159	16162	997	06-2019 N
		Color	7546	7002	544	
				Total B&W	64550	
				Total Color	2709	



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** FY 2020 Coronavirus Emergency Supplemental Funding (CESF) – awarded

**Summary:**

On August 11, 2020, the board approved the submission of the FY 2020 Coronavirus Emergency Supplemental Funding (CESF) grant application.

Cheboygan County has been notified the grant has been awarded in the amount of \$113,821.45. The grant period is from March 1, 2020 through September 30, 2021.

**Financial Impact:** \$113,821.45 available for possible reimbursement of previous or upcoming COVID-19 related eligible expenses as permitted under MSP/DOJ requirements.

**Recommendation:** Motion to approve the grant contract between Cheboygan County and the Michigan State Police (MSP), Grants and Community Services Division, from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance of FY 2020 Coronavirus Emergency Supplemental Funding (CESF) in the amount of \$113,821.45, authorize the Chair to sign the grant agreement, and the Finance Director to make the necessary budget adjustments.

**Prepared by:** Sue Buitenhuis

**Department:** Finance



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

GRETCHEN WHITMER  
GOVERNOR

COL. JOSEPH M. GASPER  
DIRECTOR

September 25, 2020

Mr. John B. Wallace  
Cheboygan County  
870 South Main Street  
Cheboygan, Michigan 49721

RE: Coronavirus Emergency Supplemental Funding

Dear Mr. Wallace:

I am pleased to inform you that Cheboygan County has been selected to receive an award from the Coronavirus Emergency Supplemental Funding (CESF) grant received by the Michigan State Police (MSP), Grants and Community Services Division, from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance. The efforts made by your agency to maintain public safety through prevention, preparation, and response during the coronavirus pandemic are valued and appreciated. **The award for your project, pending the finalization of the Grant Agreement (contract), is \$113,821.45.** This funding is specifically for coronavirus-related expenses, as outlined in your application and contract.

It is crucial that you read through the entire contract to be sure you and your financial officer are aware of and able to abide by the grant requirements. Contract requirements will be enforced. Non-compliance of contract requirements may result in grant suspension and/or financial penalties. **The deadline for returning your signed contract is November 30, 2020.** Remember, this is a reimbursement-only grant, and reimbursements will not be approved for previous expenditures until our office receives your signed contract.

If you have any questions or concerns about your award, please contact Ms. Megan Gilliam at [GilliamM1@michigan.gov](mailto:GilliamM1@michigan.gov). We look forward to working with you.

Sincerely,

Ms. Nancy Becker Bennett, Division Director  
Grants and Community Services Division

Enclosure

# **CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING (CESF)**

## **GRANT CONTRACT**

### **Grant Agreement**

hereinafter referred to as the "Agreement"

between

### **Michigan State Police**

hereinafter referred to as the "Department"

and

### **Cheboygan County**

**870 S. Main St.**

**Cheboygan, MI, 49721**

**Federal I.D. #: 38-6004841**

hereinafter referred to as the "Contractor"

for

### **Cheboygan County Courts, Sheriff's Office, and Prosecutor's Office**

**MSP Project Number: CESF-0137-2020**

#### **I. Period of Agreement:**

This Agreement shall commence on **3/01/2020** and continue through **09/30/2021**.

This Agreement is in full force and effect for the period specified.

#### **II. Funding Source and Agreement Amount:**

This Agreement is designated as a subrecipient relationship with the following stipulations:

- A. Including federal funds and required local match, the total amount of this Agreement is \$113,821.45.
- B. The Department, under the terms of this Agreement, will provide federal pass-through funding not to exceed \$113,821.45.
- C. The Catalog of Federal Domestic Assistance (CFDA) number is 16.034.
- D. The CFDA Title is Coronavirus Emergency Supplemental Funding (CESF).
- E. The federal agency name is U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.
- F. The federal grant award number is 2020-VD-BX-0434.
- G. The federal program title is FY 20 Coronavirus Emergency Supplemental Funding Program.

**III. Grant Summary:**

Cheboygan County's response, prevention, and preparation efforts for COVID-19 have been fluid to adapt to the ever-changing situation. We have coordinated efforts for PPE in support of our local healthcare system, long-term care facilities, and adult foster care homes, as well as collaborating with the National Guard to offer pop-up sites. We are a distribution hub for five separate counties.

**IV. Program Budget:**

The agreed upon Program Budget for this Agreement is referenced herein as Attachment 1, which is part of this Agreement through reference. Any change to the Program Budget, by either the Contractor or Department, requires a formal Amendment submitted to the Department.

Budget deviation allowances are not permitted.

**V. Amendments:**

Any change proposed by the Contractor which would affect the Department funding of any project, in whole or in part, must be submitted in writing to the Department for approval immediately upon determining the need for such change. Changes made to this Agreement are only valid if accepted by both the Contractor and the Department.

**VI. Contractor Responsibilities:**

The Contractor, in accordance with the general purposes and objectives of this Agreement, will:

**A. Publication Rights:**

1. The Contractor shall give recognition to the Department in any and all publications, papers and presentations arising from the program (including from subcontractors) herein by placing the following disclaimer on any and all publications, papers and presentations:

*This project is supported by Michigan's FY 20 Coronavirus Emergency Supplemental Funding Program # 2020-VD-BX-0434, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice (DOJ), and administered by the Michigan State Police (MSP). Points of view or opinions contained within this document do not necessarily represent the official position or policies of the DOJ or the MSP.*

2. The Department shall, in return, give recognition to the Contractor when applicable.
3. Where activities supported by this Agreement produce books, films, or other such copyrightable materials issued by the Contractor, the Contractor may copyright such but shall acknowledge that the Department reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and use such materials and to authorize others to reproduce and use such materials. This cannot include service recipient information or personal identification data.
4. Any copyrighted materials or modifications bearing acknowledgment of the Department's name must be approved by the Department prior to reproduction and use of such materials.

**B. Reporting Responsibilities:**

Failure to comply with any reporting responsibilities identified in this Agreement may result in withholding grant payment(s) or the cancellation of grant award. The Contractor's lack of compliance will also be taken into account when considering future grant applications to, and awards from, the Department.

**C. Uniform Crime Report (UCR):**

The Contractor, and all of its subcontractors, must comply with 1968 PA 319, as amended. This law requires county sheriff's departments, as well as city, village, and township police departments to submit monthly UCR data to the Department.

**D. Financial Reporting Requirements:**

Financial reporting requirements shall be followed as defined within this section.

**1. Reimbursement Method/Mechanism:**

- a. All Contractors must register as a vendor to receive State of Michigan payments as Electronic Funds Transfers (EFT)/Direct Deposits. Vendor registration information is available on the State of Michigan SIGMA Vendor Self Service (VSS) website located at <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.
- b. This Agreement is reimbursement only. The Contractor must document that expenditures have been paid by local sources before requesting reimbursement from the Department.
- c. Reimbursement from the Department is based upon the understanding that Department funds will be paid up to the total Department allocation as agreed upon in the approved Budget. Department funds are the first source after the application of fees and earmarked sources unless a specific local match condition exists.
- d. Should the Contractor discover an error in a previous reimbursement request, the Contractor shall immediately notify the Department and refund to the Department any funds not authorized for use under this Agreement and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenses.

**2. Financial Status Report (FSR) Submission:**

Once the Agreement has been signed and accepted, regardless of when this occurs, the Contractor is responsible for preparing and submitting an FSR for each quarter of the Agreement period. The various FSRs are outlined below:

- a. **FSR:**  
FSRs must be prepared and submitted to the Department no later than 20 days after the close of each reporting period. An example is found in Attachment 2, which is part of this agreement through reference. Each reporting period's reimbursement request may only contain expenses from that reporting period. Reimbursement requests that include more than one reporting period's expenditures may not be granted and will be returned to the Contractor for explanation and/or correction and re-submission.
- b. **Obligation Report:**  
An Obligation Report, based on annual guidelines, is a one-time FSR and must be submitted by the specified due date. In this report, the Contractor will provide to the Department an estimate of total expenditures for the date-specific Agreement period. The information from this report will be used to record the Department's year-end accounts payables and receivables for this Agreement.
- c. **Final FSR:**  
A Final FSR is due 20 days following the end of the fiscal year or Agreement period specified. Final FSRs not received from the Contractor by the due date may result in the loss of funding requested on the Obligation Report and/or a potential reduction in the subsequent year's award, if/when applicable.

**3. Unobligated Funds:**

Any unobligated balance of funds held by the Contractor at the end of the Agreement period will be returned to the Department or treated in accordance with instructions provided by the Department.

**4. Program Income:**

The DOJ regulations allow Contractors to keep funds (program income) derived from grant activities, so long as these funds are used for the same purposes as the grant project. In the absence of such regulations, these funds would be required to be returned to the DOJ.

Program income means the gross income earned by the Contractor during the Agreement period as a direct result of the grant project.

All income generated as a direct result of a Department-funded project shall be deemed program income.

Program income may be used to further program objectives under this Agreement or may be refunded to the Department. Program income must be used for the purposes of, and under the conditions applicable to, the award specified in this Agreement. Program income may only be used for allowable program costs.

Asset forfeiture and treatment/lab fees are the most prominent program income derived from grant activity. The DOJ regulations require that program income be held in the custody of a governmental entity, with reporting on those funds to the State Administrative Agency (the Department).

When applicable, Program Income Reports (GCSD-208B) are to be filed quarterly with Contractor's FSR.

Any program not earning program income must fill out and submit to the Department a Program Income Waiver Report (GCSD-208A) within 30 days of the acceptance of this Agreement.

5. **Audits:**

This section applies to Contractors designated as subrecipients. Contractors designated as vendors are exempt from the provisions of this section.

a. **Single Audit:**

Contractors that expend \$750,000 or more in federal funds in a fiscal year after December 26, 2014, must submit a Single Audit prepared consistent with the Single Audit Act Amendments of 1996, and Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations," as revised or 2 C.F.R. 200.501. Contractors must also submit a Corrective Action Plan for any audit findings that impact Department-funded programs and a management letter (if issued) with a response.

b. **Financial Statement Audit:**

Contractors exempt from the Single Audit requirements that receive \$500,000 or more **in total funding** from the Department in state and federal grant funding must submit to the Department a Financial Statement Audit prepared in accordance with generally accepted auditing standards (GAAS). Contractors exempt from the Single Audit requirements that receive less than \$500,000 of total Department grant funding must submit to the Department a Financial Statement Audit prepared in accordance with GAAS if the audit includes disclosures that may negatively impact Department-funded programs including, but not limited to fraud, financial statement misstatements, and violations of contract and grant provisions.

c. **Due Date and Submission Information:**

The required audit and any other required submissions (e.g., Corrective Action Plan and management letter with a response), must be submitted to the Department within nine months after the end of the Contractor's fiscal year to:

Michigan Department of State Police  
Grants and Community Services Division  
Attn: Grants Coordination Unit  
P.O. Box 30634  
Lansing, Michigan 48909-0634

d. **Penalty:**

i. **Delinquent Single Audit or Financial Statement Audit:**

If the Contractor does not submit the required Single Audit reporting package, management letter (if issued) with a response, and Corrective Action Plan; or the Financial Statement Audit and management letter (if issued) with a response within nine months after the end of the Contractor's fiscal year and an extension has not been approved by the cognizant or oversight agency for audit, the Department may withhold from the current funding an

amount equal to five percent of the audit year's grant funding (not to exceed \$200,000) until the required filing is received by the Department. The Department may retain the amount withheld if the Contractor is more than 120 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit. The Department may terminate the current grant if the Contractor is more than 180 days delinquent in meeting the filing requirements and an extension has not been approved by the cognizant or oversight agency for audit.

ii. **Delinquent Audit Status Notification Letter:**

Failure to submit the Audit Status Notification Letter, when required, may result in withholding from the current funding an amount equal to one percent of the audit year's grant funding until the Audit Status Notification Letter is received.

e. **Other Audits:**

The Department or federal agencies may also conduct or arrange for "agreed upon procedures" or additional audits to meet their needs.

E. **Equipment Purchases and Title:**

Any Contractor equipment purchases supported in whole or in part through this Agreement must be listed in an Equipment Inventory Schedule (attachment 5). Equipment means tangible, non-expendable, personal property having useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Title to items having a unit acquisition cost of less than \$5,000 shall vest with the Contractor upon acquisition. The Department reserves the right to retain or transfer the title to all items of equipment having a unit acquisition cost of \$5,000 or more, to the extent that the Department's proportionate interest in such equipment supports such retention or transfer of title.

All purchases supported in whole or in part through this Agreement must use procurement procedures that conform to the Contractor's local requirements.

F. **Record Maintenance/Retention:**

Maintain adequate program and fiscal records and files, including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required. Assure that all terms of this Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained (may be off site) for a period of not less than four years from the date of grant closure, the date of submission of the Final FSR, or until litigation and audit findings have been resolved. All retention record guidelines set by the local jurisdiction (Contractor) must be adhered to if they require additional years beyond retention guidelines stated herein.

G. **Authorized Access:**

Permit upon reasonable notification and at reasonable times, access by authorized representatives of the Department, Program Evaluators (contracted by the Department), Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule, or regulation.

The Department may conduct on-site monitoring visit(s) and/or grant audit(s) any time during the grant period. All grant records and personnel must be made available during any visit, including subcontractors, if requested.

The Department may request that a funded program be evaluated by an outside evaluation team contracted by the Department. Contractors shall work cooperatively with the evaluation team in such a manner that the program be able to be fully reviewed and assessed.

H. **Subcontractor/Vendor Monitoring:**

The Contractor must ensure that each of its subcontractors comply with the Single Audit Act of 1984, as

amended, 31 U.S.C. 7501 *et seq.* requirements and must issue management decisions on audit findings of their subcontractors as required by OMB Circular A-133. The Contractor is responsible for reviewing all single audit adverse findings and ensuring that corrective actions are implemented. The Contractor will ensure subcontractors forward all single audits covering grant funds administered through the Department to the Contractor.

The Contractor must ensure that subcontractors are expending grant funds appropriately as approved and as specified through this Agreement and must conduct monitoring activities to ensure compliance with all associated laws, regulations, and provisions as well as ensure that performance goals are achieved. The Contractor must ensure compliance for for-profit subcontractors as required by OMB Circular A-133, Section 210(e). The Contractor must ensure that transactions with vendors comply with laws, regulations, and provisions of contracts or grant agreements in compliance with OMB Circular A-133, Section 210(f).

1. **Subcontracts:**

Assure for any subcontracted service, activity, or product:

- a. That the Contractor will submit copies of all executed subcontracts within 60 days of the execution of this Agreement. Subcontracts should cover all personnel contained in the "contractual" line item within the grant budget. Each listed agency shall have its own subcontract signed by the Contractor and an employee of the subcontracted agency that is authorized to enter into legally binding contracts for the entity receiving funds. The failure to submit these documents to the Department within 60 days may result in withholding future payment or other penalties, as determined by the Department.
- b. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity. Exceptions to this policy may be granted by the Department upon written request within 30 days of execution of this Agreement.
- c. That any executed subcontract to this Agreement shall require the subcontractor to comply with all applicable terms and conditions of this Agreement, including all Certifications and Assurances referenced in this Agreement.
- d. That, in the event of a conflict between this Agreement and the provisions of the subcontract, the provisions of this Agreement shall prevail. A conflict between this Agreement and a subcontract, however, shall not be deemed to exist where the subcontract:
  - i. Contains additional non-conflicting provisions not set forth in this Agreement;
  - ii. Restates provisions of this Agreement to afford the Contractor the same or substantially the same rights and privileges as the Department; or,
  - iii. Requires the subcontractor to perform duties and/or services in less time than that afforded the Contractor in this Agreement.
- e. That the subcontract does not affect the Contractor's accountability to the Department for the subcontracted activity.
- f. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and services. All subcontractors must submit requests for reimbursement to the Contractor in a timely manner such that the Contractor can include these requests on the proper reporting period FSR. **Subcontractors must be paid within 30 days of receipt of invoice by the subcontractor.**

I. **Notification of Modifications:**

The Contractor must provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of services, funding, or compliance with operational procedures.

**J. Software Compliance:**

The Contractor must ensure software compliance and compatibility with the Department's data systems for services provided under this Agreement including, but not limited to: stored data, databases and interfaces for the production of work products, and reports. All required data under this Agreement shall be provided in an accurate and timely manner without interruption, failure, or errors due to the inaccuracy of the Contractor's business operations for processing date/time data.

**K. Notification of Criminal or Administrative Investigations/Charges:**

If any employee of the Contractor associated with this grant project becomes aware of a criminal or administrative investigation or charge that directly or indirectly involves grant funds referenced in this Agreement, the Contractor shall immediately notify the Department's contract manager in writing that such an investigation is ongoing or that a charge has been issued.

**VII. Department Responsibilities:**

The Department, in accordance with the general purposes, objectives, and terms and conditions of this Agreement, will provide reimbursement based upon appropriate reports, records, and documentation maintained by the Contractor.

**VIII. Department Contract Manager/Administrator of the Agreement:**

The individual acting on behalf of the Department in administering this Agreement as the Contract Manager is:

Ms. Nancy Becker Bennett, Division Director  
Michigan State Police  
Grants and Community Services Division  
P.O. Box 30634  
Lansing, MI 48909-0634

Telephone: (517) 898-9496  
Email: beckern@michigan.gov

**IX. Agreement Suspension/Termination:**

The Department and/or the Contractor may suspend and/or terminate this Agreement without further liability or penalty to the Department for any of the following reasons:

- A. This Agreement may be suspended by the Department if any of the terms of this Agreement are not adhered to. Suspension requires immediate action by the Contractor to comply with the terms of this Agreement; otherwise, termination by the Department may occur.
- B. Failure of the Contractor to make satisfactory progress toward the project completion.
- C. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- D. Filing false certification in this Agreement or other report or document.
- E. This Agreement may be terminated by either party by giving 15 days written notice to the other party. Such written notice will provide valid, legal reasons for termination along with the effective date.
- F. This Agreement may be terminated immediately if the Contractor, an official of the Contractor, or an owner is convicted of any activity referenced in Section VI, M, of this Agreement during the term of this Agreement or any extension thereof.

**X. Final Reporting Upon Termination:**

Should this Agreement be terminated by either party, within 30 days after the termination, the Contractor shall provide the Department with all financial, performance, and other reports required as a condition of this Agreement. The Department will make payments to the Contractor for allowable reimbursable costs not covered by previous payments or other state or federal programs. The Contractor shall immediately refund to the Department any funds

not authorized for use and any payments or funds advanced to the Contractor in excess of allowable reimbursable expenditures.

**XI. Severability:**

If any provision of this Agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

**XII. Liability:**

- A. To the extent allowed by law, all liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this Agreement shall be the responsibility of the Contractor, and not the responsibility of the Department, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Contractor, any subcontractor, or anyone directly or indirectly employed by the Contractor, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Contractor or its employees by statute or court decisions.
- B. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the Department in the performance of this Agreement shall be the responsibility of the Department, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any Department employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the state of Michigan, its agencies (the Department), or employees as provided by statute or court decisions.
- C. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and the Department in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the Contractor and the Department in relation to each party's responsibilities under these joint activities, provided that nothing herein shall be construed as a waiver of any governmental immunity by the Contractor, the state of Michigan, its agencies (the Department), or their employees, respectively, as provided by statute or court decisions.

**XIII. Special Conditions:**

- A. This Agreement is valid upon approval and execution by the Department.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. The Department will not assume any responsibility or liability for costs incurred by the Contractor prior to the full execution of this Agreement.
- D. All special conditions placed on the Department by the Department of Justice federal grant award document for grant 2020-VD-BX-0434 are agreed to by the Contractor. A copy of award 2020-VD-BX-0434 is included as an attachment for reference.
- E. The Contractor agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

**XIV. Certifications and Assurances:**

These Certifications and Assurances are applicable to the Contractor and all subcontractors of the Contractor. It is the Contractor's responsibility to ensure that subcontractors are adhering to the Certifications and Assurances. Failure to do so may result in termination of grant funding or other remedies.

A. **Certifications:**

Contractors should refer to the regulations cited below to determine the certification to which they are required to attest. Acceptance of this Agreement provides for compliance with certification requirements under 28 C.F.R. Part 69, "New Restrictions on Lobbying," 28 C.F.R. Part 67, "Government-wide Debarment and Suspension (Non-procurement)," and 28 C.F.R. Part 83, "Government-wide Requirements for Drug-Free Workplace (Grants)."

B. **Lobbying:**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 C.F.R. Part 69, the Contractor certifies that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and,
3. The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

C. **Debarment, Suspension, and Other Responsibility Matters (Direct Recipient):**

Pursuant to Executive Order 12549 (Debarment and Suspension), and implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 2867, Section 2867.20(a):

1. The Contractor certifies that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Have not within a two-year period preceding this application been convicted of a felony criminal violation under any federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [ojpcompliance@usdoj.gov](mailto:ojpcompliance@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

- d. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
- e. Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

**D. Federal Taxes:**

If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [ojpcompliancereporting@usdoj.gov](mailto:ojpcompliancereporting@usdoj.gov), and after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Department and U.S. Government in this case.

**E. Drug-Free Workplace:**

1. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 C.F.R. Part 83, Subpart F, as defined at 28 C.F.R. Sections 83.620 and 83.650 the Contractor certifies that it will provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace;
    - ii. The Contractor's policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and,
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - c. Making it a requirement that each employee who will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) of this section.
  - d. Notifying the employee in the statement required by paragraph (a) of this section that, as a condition of employment under the grant, the employee will:
    - i. Abide by the terms of the statement; and,
    - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - e. Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d) (ii) of this section from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice  
Office of Justice Programs  
Attn: Control Desk  
810 7th Street, N.W.  
Washington, D.C. 20531

Notice shall include the identification number(s) of each affected grant.

- f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(ii) of this section, with respect to any employee who is so convicted:
  - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
  - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f) above.

**F. Standard Assurances:**

The Contractor hereby assures and certifies compliance with all applicable federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Executive Order 12372 (Intergovernmental Review of Federal Programs); and, 28 C.F.R. Parts 66 or 70 (administrative requirements for grants and cooperative agreements). The Contractor also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. Parts 18, 22, 23, 30, 35, 38, 42, 61 and 63, and the award term in 2 C.F.R. § 175.15(b).
4. It will assist the awarding agency, if necessary, in assuring compliance with section 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, Executive Order 11593 (Protection and Enhancement of the Cultural Environment), the Archeological and Historical Preservation Act of 1974, 16 U.S.C. § 469 a-1 *et seq.*, and the National Environmental Policy Act of 1969, 42 U.S.C. § 4321.
5. It will comply with Executive Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations), Executive Order 13559 (Fundamental Principles and Policymaking Criteria for Partnerships With Faith-based and Other Neighborhood Organizations), and the DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38, which prohibits recipients from using DOJ financial assistance on inherently or explicitly religious activities and from discriminating in the delivery of services on the basis of religion. Programs and activities must be carefully structured to ensure that DOJ financial assistance is not being used for literature, classes, meetings, counseling sessions, or other activities that support twelve-step programs, which are considered to be religious in nature. The twelve-step programs must take place at a separate time or location from the activities supported with DOJ financial assistance and the participation of beneficiaries in twelve-step programs is strictly voluntary. It must make clear to any and all vendors and program participants that twelve-step programming is separate and distinct from DOJ-funded activities. It must also ensure that participants are not compelled to participate in twelve-step programs and cannot penalize a participant who chooses not to participate in a twelve-step program. It must ensure that employees fully funded by the DOJ are not involved with twelve-step programs whereby they are instructing or indoctrinating clients on the twelve steps. Employees of the Contractor or subcontractor shall clearly document the number

of hours spent on secular activities associated with the DOJ-funded program and ensure that time spent on twelve-step programs is completely separate from time spent on permissible secular activities. In addition, at least one secular program must be provided as an alternative to twelve-step programming.

6. It will provide meaningful access to grant-funded programs and activities to Limited English Proficient (LEP) persons in accordance with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d. For a detailed discussion of the requirement to provide meaningful access to LEP persons, refer to the guidance issued by the DOJ on this matter entitled, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 FR 4155-01 (June 18, 2002).

It will comply and require any and all subcontractors to comply with any applicable statutorily-imposed nondiscrimination requirements, including the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d; the Victims of Crime Act of 1984, 42 U.S.C. § 10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5672(b); the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*); the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C; the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132); the DOJ implementing regulations at 28 C.F.R. Part 35; the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131-34; Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681, 1683, 1685-86; and, the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-07; The DOJ regulations on the Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38; The Michigan Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*; and the Michigan Persons With Disabilities Civil Rights Act, MCL 37.1101 *et seq.*

a. **Notification:**

It may not discriminate in employment on the basis of race, color, national origin, religion, sex, and disability and may not discriminate in the delivery of services or benefits on the basis of race, color, national origin, religion, sex, disability, and age. These laws also prohibit retaliation against an individual for taking action or participating in action to secure rights protected by these laws. It shall notify all clients, customers, program participants, or consumers of the types of prohibited discrimination, as well as the complaint procedures, in writing. Notification may include placing posters in an area that may be easily viewed by all and/or providing a paper copy to each of the listed types of individuals. It shall forward all discrimination complaints to the Department as described in the complaint procedures in Attachment 7. Subcontractors, clients, customers, program participants, or consumers may also report complaints to the Office of Justice Programs (OJP)/Office for Civil Rights (OCR) or the Michigan Department of Civil Rights (MDCR) directly, as outlined in Attachment 7, but the Contractor shall notify the Department of the complaint as soon as the complaint is known. In the event that a Federal or State court, or Federal or State Administrative Agency, makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Contractor or subcontractor, the Contractor shall forward a copy of the finding to the OJP/OCR and the Department.

b. **Training:**

Any and all DOJ-funded employees of the Contractor and subcontractors shall receive periodic training at least once every contract year regarding the responsibility of the entities to comply with applicable federal civil rights laws as a recipient of federal funds. The Department shall provide the Contractor with access to training developed by the OJP/OCR, which may be found at <https://www.ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. The DOJ-funded employees of the Contractor shall complete the required training within 90 days of the start date of this Agreement and certify that the required training has been completed by signing the OCR Compliance Training Form. New employees shall complete the required training and provide a

signed OCR Compliance Training Form to the Department within 90 days of the date of hire.

c. **Monitoring:**

The Department shall ensure that the Contractor is complying with all applicable civil rights laws and procedures by completing the Federal Civil Rights Compliance Checklist, see Attachment 8, with the Contractor during site monitoring visits and desk audits.

7. It shall determine if an Equal Employment Opportunity Plan (EEO) is required, pursuant to 28 C.F.R. 42.301 *et seq.* If the Contractor is not required to formulate an EEO, a certification form shall be sent to the OJP/OCR and the Office of Personnel Management (OPM) indicating that an EEO is not required. If the Contractor is required to develop an EEO, but is not required to submit the EEO to the OCR, a certification form shall be sent to the OCR and the Department certifying that an EEO is on file which meets the applicable requirements. If the Contractor is awarded a grant of \$500,000 or more, and has 50 or more employees, a copy of the EEO shall be submitted to the OJP/OCR and OPM. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEO requirement, but are required to submit a certification form to the OCR to claim the exemption (a copy of the form shall be submitted to the OPM). Additional information about the EEO requirements may be found at <https://www.ojp.gov/about/ocr/eeop.htm>.
8. If the Contractor is a governmental entity:
  - a. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which governs the treatment of persons displaced as a result of federal and federally-assisted programs; and,
  - b. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-26, which limit certain political activities of state or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

G. **Non-Supplanting:**

It is imperative that the Contractor understand that the nonsupplanting requirement mandates that grant funds may be used only to supplement (increase) a Contractor's budget, and may not supplant (replace) state, local, or tribal funds that a Contractor, inclusive of any subcontractors, otherwise would have spent on positions and/or any other items approved in the Grant Budget if it had not received a grant award.

This means that if your agency plans to:

1. Hire new positions (including filling existing vacancies that are no longer funded in your agency's budget), it must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of positions.
2. Rehire personnel who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts, it must rehire the personnel on or after the official grant award start date, and maintain documentation showing the date(s) that the positions were laid off and rehired.
3. Maintain personnel who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local, or tribal budget cuts, it must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off and maintain documentation showing the date(s) and reason(s) for the lay-off. For example, if the grant award start date is July 1 and the lay-off is scheduled for October 1, then the grant funds may not be used to fund the officers until October 1, the date of the scheduled layoff.

Please note that as long as your agency can document the date that the lay-off(s) would occur if the grant funds were not available, it may transfer the personnel to the grant funding on or immediately

after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual personnel.

4. Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual personnel regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's grant records.

**H. Hatch Political Activity Act and Intergovernmental Personnel Act:**

The Contractor will comply with the Hatch Act of 1939, 5 U.S.C. 1501-08, and the Intergovernmental Personnel Act of 1970, as amended by Title VI of the Civil Service Reform Act of 1978, 42 U.S.C. 4728. Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally-assisted programs.

**I. Health Insurance Portability and Accountability Act of 1996:**

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) of 1996 is pertinent to the services that the Contractor provides to the Department under this Agreement, the Contractor assures that it is in compliance with the HIPAA requirements including the following:

1. The Contractor must not share any protected health data and information provided by the Department that falls within the HIPAA requirements except to a subcontractor, as appropriate under this Agreement.
2. The Contractor must require the subcontractor not to share any protected health data and information from the Department that falls under the HIPAA requirements in the terms and conditions of the subcontract.
3. The Contractor must only use the protected health data and information for the purposes of this Agreement.
4. The Contractor must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Contractor's employees.
5. The Contractor must have a policy and procedure to report to the Department unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Contractor becomes aware.
6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Section XI, Agreement Suspension/Termination, above.
7. In accordance with the HIPAA requirements, the Contractor is liable for any claim, loss, or damage relating to unauthorized use or disclosure of protected health data and information received by the Contractor from the Department or any other source.

**XV. Unallowable Expenses and Activities:**

- Costs in applying for this grant (e.g., consultants, grant writers).
- Any expenses incurred prior to the date of this Agreement.
- Any administrative costs not directly related to the administration of this Agreement.
- Indirect cost rates or indirect administrative expenses (only direct costs permitted).

- Personnel, including law enforcement officers, not connected to the project to which this Agreement refers.
- Hazard pay.
- Lobbying or advocacy for particular legislative or administrative reform.
- Fundraising and any salaries or expenses associated with it.
- Legal fees.
- All travel including first class or out-of-state travel, unless prior approval by the Department is received.
- Promotional items, unless prior approval by the Department is received.
- One-time events, prizes, or entertainment (e.g., tours, excursions, amusement parks, sporting events), unless prior approval by the Department is received.
- Honorariums.
- Contributions and donations.
- Management or administrative training or conferences, unless prior approval by the Department is received.
- Management studies or research and development (costs related to evaluation are permitted).
- Fines and penalties.
- Losses from uncollectible bad debts.
- Purchases of land.
- Memberships and agency dues, unless a specific requirement of the project, unless prior approval by the Department is received.
- Compensation to federal employees.
- Military-type equipment such as armored vehicles, explosive devices, and other items typically associated with the military arsenal.
- Purchasing of vehicles, vessels, or aircraft, including unmanned aerial systems, commonly referred to as UAS or drones.
- New construction.
- Service contracts and training beyond the expiration of this Agreement.
- Informant fees, rewards, or buy money.
- Expert witness fees.
- Canines and horses, including any food and/or supplies relating to the upkeep of such animals.
- Livescan devices for applicant prints including any related supplies.
- Weapons, including tasers and any supplies for weapons.
- Food, refreshments, and snacks.

**Note:** No funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (e.g., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from the Department and the DOJ. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

**XVI. Conditions on Expenses:**

Costs must be reasonable and necessary. If required by the local jurisdiction, costs must be sustained by competitive bids. All contracts and subcontracts require prior approval by the Department. If detailed information is not included as part of the application process, the Contractor must submit a request seeking approval once the subcontractors are identified.

Individual consultant fees are limited to \$650 (excluding travel, lodging, and meal costs) per day, which includes legal, medical, psychological, and accountant consultants. If the rate will exceed \$650 for an eight-hour day, prior written approval is required from the Department. Compensation for individual consultant services is to be responsible and consistent with that paid for similar services in the marketplace.

**XVII. Conflict of Interest:**

The Contractor and the Department are subject to the provisions of 1968 PA 317, as amended, MCL 15.321 *et seq.*, and 1973 PA 196, as amended, MCL 15.341 *et seq.*

**XVIII. State of Michigan Agreement:**

This is a state of Michigan agreement and is governed by the laws of Michigan. Any dispute arising as a result of this Agreement shall be resolved in the state of Michigan.

**XIX. Compliance with Applicable Laws:**

The Contractor will comply with applicable federal and state laws, guidelines, rules, and regulations in carrying out the terms of this Agreement. The Contractor will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this Agreement.

**XX. Special Certification:**

The individual electronically accepting this Agreement certifies by his/her acceptance that he/she is authorized to sign this Agreement on behalf of the Contractor.

**XXI. Contractor Signature:**

The Authorized Official's signature below represents the Contractor's legal acceptance of the terms of this Agreement, including Certifications and Assurances.

Name of Contractor's Authorized Official	Signature of Contractor's Authorized Official	Date
Name of Department's Authorized Official	Signature of Department's Authorized Official	Date
Ms. Nancy Becker Bennett		



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** 2020 Salary & Wage Resolution – Non-Union General Employees #19-17 – Amendment #2 – Fair Board Secretary, Probate Deputy Registrar I, Compass Academy classroom monitor

**Summary:**

This amendment will increase the Fair Board Secretary position to cover duties and expenses required of the position.

This amendment will also increase the Probate Deputy Registrar I \$0.57 per hour based on a position classification adjustment.

Finally, this amendment will add an additional Classroom monitor for Compass Academy, which was included in a new grant that was awarded. In addition, the hourly rate for the positions has been adjusted to comparable school district positions. This rate will be effective as of October 1, 2020 to coincide with the grant award effective date. These positions are subject to available grant funding.

**Financial Impact:** \$480 increase in expenditures for the Fair Board, approximately \$327 increase to the Probate Court, and \$12,712 increase to Compass Academy (with an increase in revenues in the same amount from grant funding).

**Recommendation:** Adopt Amendment #2 to the 2020 Salary and Wage Resolution – Non-Union General Employee #19-17 to be effective October 13, 2020 and authorize the Chair to sign.

**Prepared by:** Sue Buitenhuis

**Department:** Finance

2020 Salary and Wage Resolution  
 Non-Union General Employees  
 Amendment 2

	<i>Number of Positions</i>	<i>Hours per Work Week</i>	<i>Hours per Year</i>	<i>2019 Salary or Hourly Rate</i>	<i>2020 Increase %</i>	<i>2020 Increase \$</i>	<i>2020 Salary or Hourly Rate</i>
<b>FAIR</b>							
Fair Board Secretary	1	NA	NA	1,200.00	40.00%	480.00	1,680.00
<b>PROBATE COURT / JUVENILE PROBATION / CHILDCARE</b>							
Deputy Registrar I position classification adjustment from \$21.55 to \$21.70	1	40	2080	n/a	n/a	0.57	21.70
<b>COMPASS ACADEMY formerly SAYPA</b>							
Classroom Monitor (f) (f) subject to available grant funding additional position approved in grant award hourly rate adjusted to school district comparable position - effective 10/1/2020 based on grant award	2	40	2080	12.5	12%-28%	1.50-3.50	14.00-16.00

Adopted by the Cheboygan County Commissioners on the following date to be effective October 13, 2020.

Signed by: \_\_\_\_\_  
 John B. Wallace, Board Chairperson

Date Signed: \_\_\_\_\_



# Cheboygan County

## Board of Commissioners' Meeting

October 13, 2020

**Title:** 2021 Salary & Wage Resolution - Non-Union General Employees #20-14

**Summary:**

For 2021, increases, the majority of positions are recommended at a pay increase range between 2% - 3% to keep pace with regional comparatives.

The Fairgrounds Grounds Manager position was reclassified for additional duties with a corresponding increase in pay. Minor increases in pay ranges were made in seasonal rates for the fair.

Marine safety seasonal positions were adjusted for recruitment purposes.

**Financial Impact:**

Increase from 2020 currently estimated in the 2021 budget at \$77,833 with estimated fringe calculated at 49% for a total of approximately \$115,972.

**Recommendation:**

Adopt the 2021 Salary and Wage Resolution – Non-Union General Employees #20-14 and authorize the Chair to sign.

**Prepared by:** Sue Buitenhuis and Jeffery Lawson

**Department:** Finance and Administration

2021 Salary and Wage Resolution  
 Non-Union General Employees  
 Approved 20-14 on October 13, 2020

	<b>Number of Positions</b>	<b>Hours per Work Week</b>	<b>Hours per Year</b>	<b>2020 Salary or Hourly Rate</b>	<b>2021 Increase %</b>	<b>2021 Increase \$</b>	<b>2021 Salary or Hourly Rate</b>
<b>ADMINISTRATIVE OFFICE</b>							
County Administrator	1	Salary	Salary	106,555.46	0.00%	-	106,555.46
Administrative Assistant	1	40	2080	22.44	3.00%	0.67	23.11
Union Positions Not Detailed in Wage Resolution	0						

<b>BUILDING SAFETY DEPARTMENT</b>							
Building Official	1	Salary	Salary	65,456.50	2.00%	1,309.13	66,765.63
Union Positions Not Detailed in Wage Resolution	4.5	40	2080				

<b>CIRCUIT COURT</b>							
Court Administrator	1	40	2080	28.86	2.00%	0.58	29.44
Assignment Clerk	1	40	2080	22.19	2.00%	0.44	22.63
Collection-Bond	1	35	1820	17.24	2.00%	0.34	17.58
Union Positions Not Detailed in Wage Resolution	0						

<b>CIRCUIT COURT - DRUG COURT</b>							
Case Manager (f)	1	40	2080	20.92	2.00%	0.42	21.34

(f) Subject to available grant funding. This position will not be funded by General Fund operating revenue.

<b>CLERK / REGISTER OF DEEDS / ELECTIONS</b>							
Chief Deputy Clerk*	1	40	2080	22.44	3.00%	0.67	23.11
Union Positions Not Detailed in Wage Resolution	1	40	2080				
Union Positions Not Detailed in Wage Resolution	4	35	1820				
County Employees - Election Workers	3-4	Hours Vary	Hours Vary	County Employees are paid at their regular hourly rate for working elections			
County Employees - Election Workers	NA	NA	NA	1,176.16	2.00%	23.52	1,199.68

\* 2.5 Hours per Week Funded by the Register of Deeds Automation Fund

<b>DISTRICT COURT</b>							
Magistrate	1	40	2080	24.88	2.00%	0.50	25.38
Chief Probation Officer				25.28	2.00%	0.51	25.79
Chief Probation Officer - Caseflow (cf)				1.00	-	-	1.00
Total Chief Probation Officer	1	40	2080	26.28	2.00%	0.51	26.79
Civil Deputy Clerk	1	40	2080	19.54	2.00%	0.39	19.93
Criminal Deputy Clerk	1	40	2080	19.02	2.00%	0.38	19.40
Court Recorder / Civil Deputy Clerk	1	40	2080	21.16	2.00%	0.42	21.58
Court Administrator	1	40	2080	31.83	2.00%	0.64	32.47
Probation Officer / Court Bailiff		33	1716				
Probation Officer / Court Bailiff - Caseflow (cf)		7	364				
Total Probation Officer / Court Bailiff	1	40	2080	23.25	2.00%	0.47	23.72
Part-Time	1	7	364	13.94	2.00%	0.28	14.22
Union Positions Not Detailed in Wage Resolution	0						
On-Call	NA	NA	NA	12,244.08	2.00%	244.88	12,488.96

(cf) Subject to available caseflow funding.

2021 Salary and Wage Resolution  
 Non-Union General Employees  
 Approved 20-14 on October 13, 2020

	<i>Number of Positions</i>	<i>Hours per Work Week</i>	<i>Hours per Year</i>	<i>2020 Salary or Hourly Rate</i>	<i>2021 Increase %</i>	<i>2021 Increase \$</i>	<i>2021 Salary or Hourly Rate</i>
<b>EQUALIZATION</b>							
Equalization Director	1	Salary	Salary	68,676.61	2.00%	1,373.53	70,050.14
Union Positions Not Detailed in Wage Resolution	2	40	2080				

<b>FAIR</b>							
Fairgrounds Grounds Manager	1	NA	NA	6,340.83	reclass	2,059.17	8,400.00
Fair Board President	1	NA	NA	2,500.00	0.00%	-	2,500.00
Fair Board Vice President	1	NA	NA	1,500.00	0.00%	-	1,500.00
Fair Board Secretary	1	NA	NA	1,680.00	0.00%	-	1,680.00
Fair Board Clerk	1	NA	NA	1,800.00	0.00%	-	1,800.00
Fair Board Treasurer	1	NA	NA	2,500.00	0.00%	-	2,500.00
Seasonal							
Administrative Assistant - Fair Office	2	Hours Vary	Hours Vary	\$10.53-\$11.78	2.17% to 2.43%	0.25	\$10.50 - \$12.50
Laborers	6	Hours Vary	Hours Vary	\$10.25 - \$12.25	2.08% to 2.50%	0.25	\$10.50 - \$12.50
Gate / Midway Attendant	4	Hours Vary	Hours Vary	\$10.25 - \$11.25	2.27% to 2.50%	0.25	\$10.50 - \$11.50
Seasonal Assistance	NA	NA	NA	17,556.88	2.00%	351.14	17,908.02
Union Positions Not Detailed in Wage Resolution	0						
<b>Note: For 2021, returning fair employees will receive a minimum \$.25 raise.</b>							

<b>FINANCE</b>							
Finance Director	1	Salary	Salary	78,000.00	3.00%	2,340.00	80,340.00
Accountant	1	40	2080	20.39	2.00%	0.41	20.80
Payroll - HR Specialist	1	40	2080	20.48	2.00%	0.41	20.89
Union Positions Not Detailed in Wage Resolution	1	40	2080				

<b>FRIEND OF THE COURT</b>							
Friend of The Court	1	Salary	Salary	85,488.42	2.00%	1,709.77	87,198.19
Union Positions Not Detailed in Wage Resolution	6	40	2080				

<b>GIS</b>							
Union Positions Not Detailed in Wage Resolution	1	40	2080				

<b>INFORMATION SYSTEMS</b>							
IS Manager	1	Salary	Salary	67,091.80	2.00%	1,341.84	68,433.64
Technology Support	1	40	2080	48,947.74	2.00%	978.95	49,926.69
Union Positions Not Detailed in Wage Resolution	0						

2021 Salary and Wage Resolution  
 Non-Union General Employees  
 Approved 20-14 on October 13, 2020

	<b>Number of Positions</b>	<b>Hours per Work Week</b>	<b>Hours per Year</b>	<b>2020 Salary or Hourly Rate</b>	<b>2021 Increase %</b>	<b>2021 Increase \$</b>	<b>2021 Salary or Hourly Rate</b>
<b>MAINTENANCE</b>							
Building Maintenance Engineer	1	Salary	Salary	49,200.00	3.00%	1,476.00	50,676.00
Union Positions Not Detailed in Wage Resolution	1	35	1820				
Union Positions Not Detailed in Wage Resolution	1	37.5	1950				
Union Positions Not Detailed in Wage Resolution	4	40	2080				
On-Call	NA	NA	NA	3,014.99	2.00%	60.30	3,075.29

<b>MARINA</b>							
Harbor Master	1	Hours Vary	Hours Vary	20.50	2.00%	0.41	20.91
Seasonal							
Dock Master	2	Hours Vary	Hours Vary	\$13.00 - \$16.25	1.56% to 1.96%	0.25	\$13.25 - \$16.25
Dock Hands	4-5	Hours Vary	Hours Vary	\$10.25 - \$12.25	2.08% to 2.50%	0.25	\$10.50 - \$12.50
Seasonal Assistance	NA	NA	NA	65,260.02	2.00%	1,305.20	66,565.22
Union Positions Not Detailed in Wage Resolution	0						
<b>Note: For 2021, returning marina employees will receive a minimum \$.25 raise.</b>							

<b>MEDICAL EXAMINER</b>							
Medical Examiner	1	Salary	Salary	10,784.49	2.00%	215.69	11,000.18
Transporter Part-Time	NA	As Needed	80	13.00	0.00%	-	13.00
Transporter Part-Time	NA	NA	NA	1,000.00	0.00%	-	1,000.00
<b>Note: For 2020, returning transport employees will receive a minimum \$.25 raise.</b>							

<b>MICHIGAN STATE UNIVERSITY EXTENSION</b>							
Union Positions Not Detailed in Wage Resolution	1	35	1820				

<b>PLANNING AND ZONING</b>							
Community Development Director	1	Salary	Salary	65,456.50	2.00%	1,309.13	66,765.63
Planner	1	Salary	Salary	41,000.00	3.00%	1,230.00	42,230.00
Union Positions Not Detailed in Wage Resolution	2.5	40	2080				

2021 Salary and Wage Resolution  
 Non-Union General Employees  
 Approved 20-14 on October 13, 2020

	<b>Number of Positions</b>	<b>Hours per Work Week</b>	<b>Hours per Year</b>	<b>2020 Salary or Hourly Rate</b>	<b>2021 Increase %</b>	<b>2021 Increase \$</b>	<b>2021 Salary or Hourly Rate</b>
<b>PROBATE COURT / JUVENILE PROBATION / CHILDCARE</b>							
Probate Registrar / Family (Juvenile) Court Administrator	1	40	2080	28.86	2.00%	0.58	29.44
Deputy Registrar I	1	40	2080	21.70	2.00%	0.43	22.13
Director of Juvenile Services / CJO	1	37.5	1950	27.31	2.00%	0.55	27.86
Deputy Registrar II	1	40	2080	21.13	2.00%	0.42	21.55
Deputy Registrar III	1	40	2080	21.13	2.00%	0.42	21.55
Intensive Probation Officer #1	1	37.5	1950	23.88	2.00%	0.48	24.36
Intensive Probation Officer #2 / Compass Academy Dir	1	40	2080	21.46	2.00%	0.43	21.89
Union Positions Not Detailed in Wage Resolution	0						
After-Hours	NA	NA	NA	7,775.00	0.00%	-	7,775.00
Nightwatch	NA	NA	NA	12,300.00	0.00%	-	12,300.00

**PROSECUTORS OFFICE / VICTIM'S ADVOCATE**

Asst. Prosecuting Attorney #1	1	Salary	Salary	85,982.93	2.00%	1,719.66	87,702.59
Asst. Prosecuting Attorney #2	1	Salary	Salary	75,815.50	2.00%	1,516.31	77,331.81
Office Manager/Confidential Sec.	1	40	2080	22.24	2.00%	0.44	22.68
Union Positions Not Detailed in Wage Resolution	2	35	1820				
Union Positions Not Detailed in Wage Resolution	2	40	2080				
On-Call	NA	NA	NA	536.00	0.00%	-	536.00

**RECYCLING**

Coordinator	1	40	2080	19.48	3.00%	0.58	20.06
Part-Time Assistance - Driver	NA	As Needed	512	17.91	2.00%	0.36	18.27
Part-Time Assistance - Laborer	NA	As Needed	416	\$9.75 - \$13.00	2.63% to 8.33%	\$.25 - \$1.00	\$10.00 - \$13.25
Part-Time Assistance	NA	NA	NA	16,577.96	2.00%	331.56	16,909.52

**Note: For 2021, returning recycling - laborer employees will receive a minimum \$.25 raise.**

**COMPASS ACADEMY formerly SAYPA**

Program Manager	1	40	2080	20.00	2.00%	0.40	20.40
Youth Transport Monitor	1	20-29	1228	12.50	0% to 13.04%	1.50	11.50 - 13.00
Classroom Monitor (f)	2	40	2080	12.50	0% to 12.17%	1.41	14.00-16.00
Union Positions Not Detailed in Wage Resolution	0						

(f) Subject to available grant funding. This position will not be funded by General Fund operating revenue.

2021 Salary and Wage Resolution  
 Non-Union General Employees  
 Approved 20-14 on October 13, 2020

	<b>Number of Positions</b>	<b>Hours per Work Week</b>	<b>Hours per Year</b>	<b>2020 Salary or Hourly Rate</b>	<b>2021 Increase %</b>	<b>2021 Increase \$</b>	<b>2021 Salary or Hourly Rate</b>
<b>SHERIFF'S DEPARTMENT - PATROL - DEPARTMENT 301</b>							
Under Sheriff	1	Salary	Salary	72,283.60	3.00%	2,168.51	74,452.11
Detective Lieutenant	1	Salary	Salary	62,072.59	3.00%	1,862.18	63,934.77
Detective Lieutenant - Level II	1	Salary	Salary	59,116.75	3.00%	1,773.50	60,890.25
Office Manager/Confidential Sec.	1	40	2080	22.44	3.00%	0.67	23.11
Union Positions Not Detailed in Wage Resolution - POLC	12	40	2080				
Union Positions Not Detailed in Wage Resolution - POLC Command	3	40	2080				
Union Positions Not Detailed in Wage Resolution - POLC	0.10	40	2080				
Over-Time	NA	NA	NA	14,448.54	3.00%	433.46	14,882.00
Secondary Road Patrol Over-Time	NA	NA	NA	309.93	3.00%	9.30	319.23
Drug Court - Participant Supervision (f)	1	13	676	16.12	3.00%	0.48	16.60
Drug Court - Part-Time	NA	NA	NA	11,218.98	3.00%	336.57	11,555.55

(f) Subject to available grant funding. This position will not be funded by General Fund operating revenue.

**SHERIFF'S DEPARTMENT - PATROL - DEPARTMENT 302-338**

Union Positions Not Detailed in Wage Resolution - POLC	0.90	40	2080				
Secondary Road Patrol Over-Time	NA	NA	NA	2,789.35	3.00%	83.68	2,873.03
Union Position Not Detailed in the Wage Resolution - Recreational Road Patrol - POLC Command	1	40	2080				
Union Position Not Detailed in the Wage Resolution - COPS Grant	1	40	2080				
Marine Safety Seasonal - Employees - Non-Certified *	4	Hours Vary	Hours Vary	12.30	9.75%	1.20	13.50
Marine Safety Seasonal Assistance	NA	NA	NA	24,705.50	3.00%	741.17	25,446.67
Marine Safety Over-Time	NA	NA	NA	2,515.84	3.00%	75.48	2,591.32
Marine Safety Seasonal - PWC Employees - Non-Certified *	2	Hours Vary	Hours Vary	11.80	14.40%	1.70	13.50
Marine Safety PWC Seasonal Assistance	NA	NA	NA	7,528.86	3.00%	225.87	7,754.73

**Note: For 2021, marine safety seasonal employees will receive a \$.25 raise.**

**Note: The payroll costs related to these departments are covered in part by grant revenue. Hours vary based on grant awards.**

\* adjusted for recruitment

**SHERIFF'S DEPARTMENT - COURTHOUSE SECURITY**

Building Security Supervisor	1	Hours Vary	Hours Vary	21.58	3.00%	0.65	22.23
Part-Time Building Security	Number Varies	Hours Vary	Hours Vary	19.46	3.00%	0.58	20.04

**SHERIFF'S DEPARTMENT - CORRECTIONS**

Jail Administrator	1	Salary	Salary	58,520.37	3.00%	1,755.61	60,275.98
Union Positions Not Detailed in Wage Resolution	15	40	2080				
Over-Time	NA	NA	NA	15,000.00	25.00%	3,750.00	18,750.00

2021 Salary and Wage Resolution  
 Non-Union General Employees  
 Approved 20-14 on October 13, 2020

	<b>Number of Positions</b>	<b>Hours per Work Week</b>	<b>Hours per Year</b>	<b>2020 Salary or Hourly Rate</b>	<b>2021 Increase %</b>	<b>2021 Increase \$</b>	<b>2021 Salary or Hourly Rate</b>
<b>STRAITS REGIONAL RIDE</b>							
Transportation Manager	1	Salary	Salary	55,000.00	2.00%	1,100.00	56,100.00
Operations Assistant	1	Hours Vary	Hours Vary	19.00	0% to 10.53%	2.00	19.00 - 21.00
Senior Driver	4	40	2080	16.85	2.00%	0.34	17.19
Full-Time Driver (CDL Passenger Endorsement)	4	40	2080	15.79	2.00%	0.32	16.11
Full-Time Driver (Chauffeur License)	3	40	2080	14.50	2.00%	0.29	14.79
Part-Time Driver	3	Hours Vary	Hours Vary	14.50	2.00%	0.29	14.79
Dispatcher	2	40	2080	14.75	2.00%	0.30	15.05
Special Needs Transport Monitor	2	Hours Vary	Hours Vary	\$12.00 - \$13.00	2.00%	0.25	\$12.25 - \$13.25
On-Call	NA	NA	NA	5,907.04	2.00%	118.14	6,025.18
Over-Time	NA	NA	NA	3,888.81	2.00%	77.78	3,966.59

**TREASURER**

Chief Deputy Treasurer	1	40	2080	22.44	3.00%	0.67	23.11
Union Positions Not Detailed in Wage Resolution (Assistant Treasurer)	1	40	2080				
Union Positions Not Detailed in Wage Resolution (Clerk II)	1	40	2080				
Union Positions Not Detailed in Wage Resolution (Clerk II)	1	24	1248				

**VETERANS**

Veterans Administrator	1	NA	NA	44,159.00	2.00%	883.18	45,042.18
Union Positions Not Detailed in Wage Resolution	1	40	2080				

**LONGEVITY**

Employees with 5 - 9 years of service	NA	NA	NA	200.00	0.00%	-	200.00
Employees with 10 - 14 years of service	NA	NA	NA	300.00	0.00%	-	300.00
Employees with 15+ years of service	NA	NA	NA	350.00	0.00%	-	350.00
Employees with 20+ years of service <sup>^</sup>	NA	NA	NA	400.00	0.00%	-	400.00

<sup>^</sup> Only Applies to General and AFSCME Union Employees, not GELC, POLC, or POLC-Command.

Adopted by the Cheboygan County Commissioners on the following date to be effective January 1, 2021.

Signed by: \_\_\_\_\_  
 John Wallace, Chairperson

Date Signed: \_\_\_\_\_



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** 2021 Salary & Wage Resolution – Elected Officials #20-15

**Summary:**

The following wage and salary resolution for Elected Officials was created based on recommendations from the Policy and Procedures Committee (meeting held September 30, 2020). Surveyor and Board of Commissioners' salaries remain unchanged; Clerk/Register of Deeds, Prosecutor, Sheriff, Treasurer and Drain Commissioner salaries to increase 3% for 2021.

**Financial Impact:**

*Change in Salaries*

\$10,033.38 increase in salaries with estimated fringe increases of \$1,452.41, for a total increase of approximately \$11,485.79 to the 2021 budget.

**Recommendation:** Adopt the 2021 Salary and Wage Resolution – Elected Officials #20-15 and authorize the Chair to sign.

**Prepared by:** Sue Buitenhuis and Jeffery  
Lawson

**Department:** Finance and Administration

2021 Salary and Wage Resolution  
Elected Officials  
Approved 20-15 on October 13, 2020

	2020 Salary	2021 Increase / Decrease %	2021 Increase / (Decrease) \$	2021 Salary
<b>BOARD of COMMISSIONERS</b>				
Chairperson	\$ 5,250.00	0.00%	\$ -	\$ 5,250.00
Commissioner	\$ 4,750.00	0.00%	\$ -	\$ 4,750.00
<b>CLERK / REGISTER of DEEDS</b>				
Clerk/Register of Deeds (Inclusive)	\$ 71,027.26	3.00%	\$ 2,130.82	\$ 73,158.08
<b>PROSECUTOR</b>				
Prosecuting Attorney	\$ 104,714.95	3.00%	\$ 3,141.45	\$ 107,856.40
<b>SHERIFF</b>				
Sheriff	\$ 86,576.49	3.00%	\$ 2,597.29	\$ 89,173.78
<b>TREASURER</b>				
Treasurer	\$ 71,027.26	3.00%	\$ 2,130.82	\$ 73,158.08
<b>OTHER</b>				
Drain Commissioner	\$ 1,100.00	3.00%	\$ 33.00	\$ 1,133.00
Surveyor	\$ 1,000.00	0.00%	\$ -	\$ 1,000.00

**NOTES RELATED TO THE SALARY AND WAGE RESOLUTION - ELECTED OFFICIALS**

**Per Diems - Meetings/Events/Ceremonies (MEC)**

Board Per Diems are set at \$40/\$80/\$120\*\*.

*\*Full day MEC (over 2.5 hours) \*\*Full day MEC (over 2.5 hours) one in County + one out of County*

Jury Board Per Diems are paid according to the Board Per Diem rates.

Maximum of \$800 per Fair Board Member, based on level of participation.

**Pursuant to section 46.415 section (2) of Public Act 261 of 1966**

Members of the county board of commissioners shall receive per mile mileage reimbursement as established for state officers by the Michigan state officers compensation committee - currently set at .575 per mile.

**Pursuant to section 45.421 section 1 (1) of Public Act 154 of 1879**

The annual salary of each salaried county officer, which is by law fixed by the county board of commissioners, shall be fixed by the board before November 1 each year and shall not be diminished during the term for which the county officer has been elected or appointed, but may be increased by the board during the officer's term, therefore, the Board of Commissioners accepted the following recommendations of the Board Appointments and Procedures Committee as it relates to the salaries of the Board of Commissioners for the 2020-2021 (2-year):

Board of Commissioners' salaries for the 2020-2021 term will remain unchanged from that of the 2019-2020 term.

**Pursuant to section 8(2) of MCLA 224.8 of Public Act 283 of 1909**

The county board of commissioners shall fix the compensation of county road commissioners and, therefore, the Cheboygan County Board of Commissioners sets the salary and per diems of the Cheboygan County Road Commissioners equal to the salary and per diems of the Cheboygan County Board Commissioners (as noted above).

**Notes Related to Pensions of Road Commissioners**

Re-elected Road Commissioners shall maintain their current retirement benefit plan for the new term. Newly elected officials shall receive a payment of 5% into a defined contribution plan with an additional 1% match for each percentage placed into the account by the Commissioner up to 3% for a total of up to 11%.

2021 Salary and Wage Resolution  
Elected Officials  
Approved 20-15 on October 13, 2020

**Notes Related to Pensions of Elected Officials**

Re-Elected County Officials retirement benefit plan shall be the B-4 / FAC-3 with the F55 (20) waiver within the Michigan Municipal Employee's Retirement System (MERS). Under this retirement program the Board of Commissioners, Clerk, Prosecutor and Treasurer shall contribute 3.5% of their income each year. The Sheriff shall contribute 3% of their income each year.

Effective January 1, 2016, the program of retirement benefits for all newly Elected County Officials shall be the MERS 1.25% retirement at age 60 Hybrid Plan. Under this plan the County will pay the defined benefit cost of the plan while the Elected Official will pay up to 3% into the defined contribution plan. The County will pay the difference between the 8% and defined benefit cost into the Elected Officials defined contribution plan. The total cost of employer contribution for both defined contribution and defined benefit plan of Hybrid will not exceed 8%, if employer contribution for defined benefit exceeds 8% Employers contribution into DC will cease to exist and employer will pay full cost of DB plan. Newly elected officials who are current employees of the County may select to stay in their current MERS B-4 Plan.

*Adopted by the Cheboygan County Commissioners on the following date to be effective January 1, 2021.*

Signed by: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
John Wallace, Chairperson



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** Millage Appropriation Committee

**Summary:** Recommendations from the Millage Appropriation Committee made at the October 5, 2020 meeting are as follows: Recommended funding for Cheboygan County Council on Aging is the full request of \$588,000 which includes Project Fresh funding and recommended funding for the Wawatam Area Seniors, Inc. is the full request of \$59,892.

**Financial Impact:** Cheboygan County Council on Aging - \$588,000 and Wawatam Area Senior Citizens, Inc. \$59,892. Funds to be appropriated from Senior Millage Fund. Estimated revenue from Senior Millage Tax Levy is \$760,641.00. The total recommended appropriation to requesting agencies is \$647,892. An estimated balance of \$112,749.00 will be retained for allocated cost and future capital expenditures. Capital projects planned for 2020 include minor parking lot paving and drainage work at the Sand Road facility.

**Recommendation:** Motion to approve the allocation of \$588,000 from the Senior Citizens Millage Fund to the Cheboygan County Council on Aging and allocation of \$59,892 from the Senior Millage Fund to Wawatam Area Senior Citizens, Inc.

**Prepared by:** Jeffery B. Lawson

**Department:** Administration



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# Cheboygan County

## Board of Commissioners' Meeting

October 13, 2020

**Title:** Letter of Support – Tuscarora Township Inland Waterways Tourism Development Project grant proposal.

**Summary:** Tuscarora Township is submitting a grant application to the Michigan Department of Agriculture and Rural Development to seek funding to expand tourism opportunities within the Township by completing infrastructure improvements to add boat dockage at Marina Park.

**Financial Impact:** N/A

**Recommendation:** Motion to approve the Letter of Support for Tuscarora Township's Michigan Department of Agriculture and Rural Development grant application for a Tourism Development-Dock Addition Project and authorize the Chair to sign.

**Prepared by:** Jeffery B. Lawson

Department: Administration

October 13, 2020

TO WHOM IT MAY CONCERN:

The Cheboygan County Board of Commissioners supports Tuscarora Township's efforts to obtain grant funding from the Michigan Department of Agriculture Rural Development (MDARD) to receive funding to complete a tourism enhancement project by constructing dock improvements within Marina Park. The Township's proposed dockage project will significantly enhance tourism in the downtown by providing boaters a dock location to stop and eat, tour and shop in downtown Indian River.

Cheboygan County urges the Michigan Department of Agriculture Rural Development (MDARD) approval of grant funding for the Township's project to complete infrastructure dock improvements to support tourism development within downtown Indian River.

Sincerely,

John B. Wallace, Chairman  
Cheboygan County Board of Commissioners



# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:**

Ordinance Amendment #155: An Ordinance to Amend Cheboygan County Zoning Ordinance No. 200 Relative to Nonconforming Buildings or Structures, Properties and Uses

**Summary:**

Section 24.2 of Cheboygan County Zoning Ordinance #200 provides for required procedures for processing amendments to the zoning ordinance that include provisions for a public hearing to be held by the Planning Commission, requisite public notice requirements and transmittal of the Planning Commission's recommendation to the Board of Commissioners.

Ordinance Amendment #155 would significantly amend Article 22 of Cheboygan County Zoning Ordinance No. 200 (Nonconforming Uses, Structures), arguably the most confusing and misunderstood section of the Zoning Ordinance, one that governs the continuance, discontinuance and expansion of nonconformities. (Zoning nonconformities are existing uses, structures or lots legally established prior to adoption of the Zoning Ordinance [and subsequent amendments], and which do not comply with ordinance standards). More importantly, however, the principal purpose of Amendment #155 is to provide for clear options and ease standards for property owners wanting to hold, sell and, in particular, develop lots of record. For example, Amendment #155:

- Indicates that property owners may hold, develop, and convey nonconforming lots of record as distinct or separate nonconforming lots of record, and that each nonconforming lot may be individually developed whether held by the owner or conveyed to and developed by a new owner (but with development in compliance with applicable dimensional requirements, namely minimum building setbacks).
- Clarifies that if a conforming lot results from combining nonconforming lots of record, then that conforming lot may be developed as any other conforming lot. Moreover, clarifies that if combining nonconforming lots of record *does not* create a conforming lot, then the newly created lot -- *although remaining nonconforming* -- may be developed as any other nonconforming lot.

Included in the record is the following:

- Ordinance Amendment #155

At the public hearing on October 7, 2020, the Planning Commissioners unanimously directed staff to forward a recommendation of approval to the Board of Commissioners. No public comments were made at the hearing. Note, too, that legal counsel has vetted Amendment #155 as presented.

**Financial Impact:**

None

**Recommendation:**

Adopt Ordinance Amendment #155 based on the Planning Commission's recommendation of approval on October 7, 2020.

**Prepared by:**

Michael Turisk

**Department:**

Planning and Zoning

CHEBOYGAN COUNTY ZONING ORDINANCE  
AMENDMENT #155

AN ORDINANCE TO AMEND CHEBOYGAN COUNTY ZONING ORDINANCE NO. 200 RELATIVE  
TO NONCONFORMING BUILDINGS OR STRUCTURES, PROPERTIES AND USES

**Section 1. Amendment of Article 22**

Article 22 of the Cheboygan County Zoning Ordinance No. 200 is hereby amended to read in its entirety as follows:

**ARTICLE 22. – NONCONFORMING BUILDINGS OR STRUCTURES, PROPERTIES AND USES**

**SECTION 22.1 INTENT AND PURPOSE**

Nonconformities are buildings or structures, lots, and land uses that do not conform to one or more of the requirements of this Ordinance or any subsequent amendment, which were lawfully established prior to the effective date of this Ordinance or any subsequent amendment. Such nonconformities are generally incompatible with the current or intended use of land in the district in which located. Accordingly, the purpose of this article is to establish regulations that govern the completion, restoration, reconstruction, extension, and/or substitution of nonconformities, discontinuance and conditions under which nonconformities shall be permitted to continue.

**Section 22.2 NONCONFORMING LAND USE PERMITTED; COMPLETION ALLOWED**

- A. If the use of a building or structure or the use of the land was lawful at the time of enactment of this Ordinance or any subsequent amendment, then that use may be continued although the use does not conform to the provisions of this Ordinance or any subsequent amendment, under the terms and conditions of this Article.
- B. To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction, or designated use of a building or structure on which substantial construction has been lawfully begun prior to the effective date of this Ordinance or any subsequent amendment.

**SECTION 22.3 NONCONFORMITY REGULATIONS**

The following regulations shall apply to all nonconforming uses, buildings and structures:

- A. Normal maintenance and incidental repairs, including repair or replacement of walls, windows, fixtures, wiring, or plumbing, may be performed on any nonconforming building or structure or on any structure containing a nonconforming use.
- B. A nonconforming building or structure or a building or structure that contains a nonconforming use which is unsafe or unlawful due to a lack of repairs or maintenance, as determined by the County Building Official, may be restored to a safe, habitable condition.
- C. If a nonconforming building or structure or a building or structure that contains a nonconforming use is damaged or destroyed by any means or is removed by the property owner, then such nonconforming building or structure may be restored, rebuilt, or repaired to no greater than its original configuration and on its original foundation or footprint.

- D. A nonconforming building or structure or a building or structure that contains a nonconforming use may be enlarged or altered in any way, provided such enlargement or alteration does not:
1. Create any nonconformity that did not exist prior to the enlargement or alteration.
  2. Increase the degree of new nonconformity (i.e., the enlargement or alteration is closer to the property line than the nonconforming building or structure prior to the enlargement or alteration).
  3. Increase the extent of nonconformity (i.e., a larger portion of the nonconforming building or structure is within the setback area than was present prior to the enlargement or alteration).
- E. If a nonconforming sign is damaged or destroyed by any means or is removed by the owner to the extent that the cost of necessary repairs will exceed fifty percent (50%) of the replacement cost of the sign, then such nonconforming sign shall only be repaired or reconstructed in complete conformity with the applicable provisions of this Ordinance.
- F. A non-conforming use, building or structure shall not be replaced with another non-conforming building or structure unless approved by the Zoning Board of Appeals pursuant to the requirements of this subsection.
1. The owner of a nonconforming use, building or structure who desires to replace that nonconformity with another nonconforming use, building or structure shall file an application with the Zoning Administrator and shall provide all information necessary to show compliance with the standards contained in Subsection 3, below.
  2. Upon receipt of a complete application, the Zoning Administrator shall schedule a public hearing following the requirements of Section 23.7.2 of this Ordinance.
  3. Following the public hearing the Zoning Board of Appeals shall approve the proposed new nonconforming use, building or structure if it finds that all of the following standards have been met:
    - a. The proposed new nonconforming use, building, or structure would not create any nonconformity that did not exist on the property prior to the requested replacement.
    - b. The proposed new nonconforming use, building, or structure would make the property more conforming to the zoning regulations that made the use, building, or structure nonconforming and/or to the zoning regulations applicable to the property.
    - c. The proposed new nonconforming use, building, or structure would improve the property and would not cause an adverse impact on surrounding property, property values, or the use and enjoyment of property in the neighborhood or zoning district.

## **SECTION 22.4 NONCONFORMING LOT OF RECORD**

The following regulations shall apply to all nonconforming lots of record:

If two (2) or more contiguous lots, parcels, or portions of lots or parcels are under the same ownership and do not individually meet the lot width, depth, and/or area requirements of this Ordinance, then the owner of those lots or parcels may hold, develop, and convey those lots or parcels under one of the following options:

- A. The owner may hold, develop, and convey those nonconforming lots or parcels as separate nonconforming lots of record. Under this option, each nonconforming lot or parcel may be individually sold and, except as provided herein, may be individually developed as a nonconforming lot of record. Each individual nonconforming lot or parcel shall comply with all applicable setback regulations. Provided, however, no dimensional variance shall be granted for such lot or parcel when the desire and/or need for that dimensional variance would be eliminated by combining those contiguous lots, parcels, or portions of lots or parcels as an undivided lot or parcel for the purposes of this Ordinance under Subsection B, below.
  
- B. The owner may prepare and record in the Register of Deed's Office a deed restriction approved by the Zoning Administrator combining those nonconforming lots or parcels, or portions of lots or parcels, into an undivided lot or parcel for the purposes of this Ordinance. Under this option, if combining the lots or parcels, or portions of lots or parcels results in a conforming lot, then that undivided lot may be developed as authorized by the zoning district in which it is located, and all applicable setbacks shall be measured from the exterior lot lines of the undivided lot without regard to any interior lot sizes that existed prior to recording the deed restriction. If combining the lots or parcels, or portions of lots or parcels, does not result in a conforming lot, then that undivided lot may be developed as a nonconforming lot of record under Subsection A, above, including the right to seek any desired and/or needed dimensional variances.

**Section 2. Severability.**

If any section, clause, or provision of this Ordinance is declared unconstitutional or otherwise invalid by a court of competent jurisdiction, said declaration shall not affect the validity of the remainder of the Ordinance as a whole or any part thereof, other than the part so declared unconstitutional or invalid.

**Section 3. Effective Date.**

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the County.

CHEBOYGAN COUNTY

By:  
John B. Wallace  
Its: Chairperson

By:  
Karen L. Brewster  
Its: Clerk



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# Cheboygan County Board of Commissioners' Meeting

October 13, 2020

**Title:** Letter of Support – NEMCSA’S Head Start/Early Head Start grant proposal.

**Summary:** NEMCSA is applying for grant funding from the Office of Head Start to purchase the Cheboygan West Elementary school building to house the Head Start/Early Head Start program. .

**Financial Impact:** N/A

**Recommendation:** Motion to approve the Letter of Support for NEMCSA’s Head Start/Early Head Start grant proposal and authorize the Chair to sign.

**Prepared by:** Jeffery B. Lawson

Department: Administration

October 13, 2020

Carol Morrison, Ed.D.  
Program Specialist  
Office of Head Start-Region V  
Administration for Children and Families  
U.S. Dept. of Health and Human Services  
233 N. Michigan Ave. Suite 400  
Chicago, IL 60601

Dear Ms. Morrison:

On behalf of the Cheboygan County Board of Commissioners, I am writing in support of Northeast Michigan Community Services Agency, Inc. (NEMCSA) applying to the Office of Head Start for funding to purchase the Cheboygan West Elementary school building and continue providing Head Start services to the children of our community. We strongly support the mission of NEMCSA Head Start and this funding application.

Research shows that high-quality learning experiences during the critical early years of brain development are pivotal to children's success in school, overall well-being, and prospects in life. High-quality preschool improves a child's school readiness and social-emotional development and builds a foundation for future success. We are fortunate Cheboygan County's most disadvantaged children have had the benefit of NEMCSA's high-quality Head Start program to prepare them for kindergarten and beyond. Securing the West Elementary building as a permanent Head Start center will help ensure NEMCSA can continue to provide a solid foundation for our community's children.

The Board of County Commissioners wholeheartedly supports this effort and urges the Office of Head Start to favorably consider this grant application.

We look forward to continuing to support NEMCSA's important work with children and families that strengthen our community.

Sincerely,

John B. Wallace, Chairman  
Cheboygan County Board of Commissioners