

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
January 10, 2017

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

Roll called and a quorum present

Present: Commissioners Chris Brown, Richard Sangster, Michael Newman, Cal Gouine, Tony Matelski, John Wallace and Robert Bolinger

Absent: None

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

Commissioner Newman requested the removal of Item D Minutes 1. Organizational Meeting 1/3/2017 and be placed under New Business Item F for correction.

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

Motion by Commissioner Brown, second by Commissioner Wallace, to approve the consent agenda as follows:

- A. Approve Monthly Finance Claims (Finance Total = \$0;
Prepaid Total = \$778,948.84)
- B. Budget Adjustments as follows:

2016 Payroll Inter-budget Transfers

- 1) From 101-131 To 101-131 Totaling \$32
- 2) From 101-351 To 101-351 Totaling \$272
- 3) From 588-599 To 588-599 Totaling \$2,379

2017 Payroll Inter-budget Transfers

- 1) From 101-139 To 101-229 Totaling \$16,564
- 2A) From 101-215 To 101-131 Totaling \$778
- 2B) From 101-215 To 101-215 Totaling \$3,430

2016 Raise Revenue/Expenditures

- 1A) Fund 101 Total Budget Increase of \$2,700
- 1B) Fund 105 Total Budget Increase of \$2,700
- 2) Fund 294 Total Budget Increase of \$760
- 3) Fund 595 Total Budget Increase of \$10,000

2017 Raise Revenue/Expenditures

- 1) Fund 101 Total Budget Increase of \$3,839
- 2) Fund 101 Total Budget Increase of \$5,461
- 3) Fund 201 Total Budget Increase of \$1,078,088

- C. Fair Contract – Broken Horn Rodeo .
- D. Minutes:
 - 1. Finance/Business Meeting 12/13/2016 & ~~Organizational Meeting 1/3/2017~~ (Moved to New Business)
 - 2. Planning Commission Meeting – 12/7/16
 - 3. NEMCSA – 12/2/2016
 - 4. City Council Meetings - 11/15/16, 11/22/2016 & 12/13/2016
 - 5. Health Board Meeting - 11/10/2016
 - 6. County Road Commission – 12/1/16 & 12/15/16

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

CITIZENS COMMENTS

Sheriff Dale Clarmont stated that he was presented, once again, with a \$10,000 donation for the support of the K9 Unit from Tony and Roberta Matelski. Sheriff Clarmont sincerely thanked the Matelskis' for their continued financial generosity to this community. He reported that Taser will be retiring in March 2017 and replaced by Havoc who was just State certified.

SCHEDULED VISITORS - NONE

Finance Director's Report – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ending November 30, 2016. She reported total year-to-date revenue of \$10,385,352.73, or 86.86% of budget, compared to \$10,745,098.60, or 90.86% of budget last year at the same time. She reviewed each line item number that was fluctuating greater or less than \$35,000. Ms. Kortz reported expenditures year-to-date of \$9,521,117.45 or 79.63% of budget, compared to \$9,236,919.55 or 78.11%, last year as of the end of November. She reviewed each department that was fluctuating greater or less than \$20,000. Ms. Kortz presented the Cash Summary by Fund Report for month ending November 30, 2016. She reviewed each fund that was showing a deficient cash balance and explained on how it was going to be remedied.

Commissioner Sangster asked about Fund #230 – Cellular Phone Flow Through, Fund #231 - C.C.E. 9-1-1 4% Phone Surcharge, and Fund #450 - C.C.E 9-1-1 Development & Capital Fund. Finance Director Kari Kortz stated that both Fund #230 & Fund #231 are both an in and out account. One comes from a State surcharge and the other sum comes from the cell phone surcharge. Then it is sent right over to C.C.E. 9-1-1 for operation needs. Fund #450 is requested as part of the budget, is funded out of the general fund, and sent over to C.C.E. 9-1-1 on a quarterly basis. The \$299,177.96 is on top of what is sent over. They request us to include a contingency number in the budget, which is all of the

years of contingency monies that they have not collected from us. Then Cheboygan County holds on to the monies. In an event that they should need it, it would take an action from their Board.

Administrator's Report

Administrator Lawson updated the Board on the jail expansion with the preliminary project report scheduled to be completed by the end of January. Once that information is received from the architect, he will sit down and go over it with Sheriff Clarmont and Undersheriff Cook before bringing it to the Board for conclusion and recommendation. The jail expansion includes additional cell capacity, kitchen facility, and storage building area.

Administrator Lawson reported on the Road Loan Program, which is open until January 17, 2017. Notices were sent to all townships within the County notifying them of the program with only one application received to date. Once the application process is closed the applications will be presented to the Millage Appropriation Committee for review and recommendation.

Administrator Lawson reported on the C.C.E. 9-1-1 Radio Report, which didn't make much progress due to under-staffing between the holidays. C.C.E. 9-1-1 Staff will continue their work to develop a report identifying the strengths and weaknesses of the current radio system as well as the benefits of moving to an 800 MHz radio system. The report will also provide a cost estimate to change the system and funding options. He was looking at a deadline of June 2017.

COMMITTEE REPORTS

Commissioner Sangster attended a NEMCSA meeting in Bay City with the presentation on Head Start and Early Education Program.

Commissioner Gouine attended an Inverness Township Board Meeting and a Fair Board Meeting.

Commissioner Newman attended a Benton Township Meeting and they are the only township application that the administrator has received for the Road Project. He has anxiously been awaiting the new appointments for the 2017 Assignments – Board of Commissioners.

Commissioner Brown attended a Board Appointment and Procedures Meeting, a Munro Township Board Meeting.

Commissioner Wallace attended a Northern Michigan Regional Entity Meeting. This is a group that administers the money for the Drug Court and Substance Use Disorder. He met with a Salvation Army representative and there might be some liquor tax monies that might help with the halfway houses.

Commissioner Matelski reported attending two (2) County Road Commission Meetings, a Planning Commission Meeting, a LEPC Meeting, a Koehler Township Meeting, and District #4 Health Board Meeting.

OLD BUSINESS

Cheboygan Board of Commissioners looked over the Proposed 2017 Assignments – Board of Commissioners. Discussion held.

Motion by Commissioner Sangster, seconded by Commissioner Gouine, to accept the 2017 Committee Appointments. Motion carried with 7 yes, 0 no and 0 absent.

NEW BUSINESS

Administrator Lawson presented the Ambulance Millage Appropriation Agreement – Cheboygan Life Support Services. The Agreement is effective January 2017 to January 2020. The agreement provides the distribution of Millage funds to Cheboygan Life Support Services based on the Ambulance Millage revenue collected by the County from property situated in Aloha, Beaugrand, Benton, Burt, Ellis, Grant, Inverness, Koehler, Mentor, Mullett, Munro, Nunda, Tuscarora, Walker and Wilmot Townships and the City of Cheboygan to be used solely for the purpose of providing ambulance services to these areas.

He reported that the Agreement also has a new provision that the County shall pay Cheboygan Life Support Services for transporting inmates by ambulance from the county jail for medical treatment. Under Medicaid rules, Cheboygan Life Support Services cannot transport a patient without a fee. If the inmate is bonded out of the county jail or is no longer in the County's legal custody before or at the time of being transported, then the County shall not be responsible for the cost of that ambulance transportation service. Cheboygan Life Support Services may bill the person directly for the service and/or may bill that person's insurance carrier for the service. If the inmate is in the County's legal custody at the time of being transported, then the County shall be billed and the County shall pay Cheboygan Life Support Service the Medicaid ambulance transportation and mileage rate in effect at the time the transportation service is provided. The parties, however, hereby expressly agree that in lieu of paying the Medicaid ambulance transportation and mileage rate the parties may, at any time during the term of this Agreement, agree in writing on a payment subscription for ambulance transportation services as negotiated from time to time by the parties.

Motion by Commissioner Wallace, seconded by Commissioner Brown, to approve the Ambulance Millage Appropriation with Cheboygan Life Support

Services and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the renewal lease agreement for the Reid Building, which included an increase of the cost of the lease with a flat rate increase each year rather than a two percent increase as normal. He stated that the County will receive the necessary revenue from lease payment to cover the cost of building operation and maintenance as well as funds to repay monies borrowed to complete planned renovations and future capital requirements. Discussion held.

Motion by Commissioner Gouine, seconded by Commissioner Bolinger, to approve a five (5) year lease with District Health Department #4 and to authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the 2017 MSU Extension Service Agreement. This agreement renews the County's agreement with Michigan State University for Extension services. He stated that it is usually a three (3) year agreement, but MSU wanted to move it back to a one (1) year agreement status. The county will receive the funds necessary to cover the cost of building operations and maintenance, as well as the fund to repay the monies borrowed for completing the renovations to the facility and future capital improvements. Cheboygan County provides funding for one full time clerical support staff, funding for half of the cost of the 4-H program employee as well as office space for the program. The financial impact to the county for this agreement is \$72,379, which is what was budgeted for the year.

Motion by Commissioner Sangster, seconded by Commissioner Brown to approve the 2017 Agreement for Extension Services and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the annual Remonumentation Agreement, which has been reviewed by Civil Counsel in past years. The 2017 contracts reflect the same basic language as used last year.

Motion by Commissioner Sangster, seconded by Commissioner Gouine to approve the Professional Agreement between Cheboygan County and Granger and Associates for Remonumentation beginning January 1, 2017 and authorize the Chair to sign; to approve the Professional Service Agreement between Cheboygan County and Fullford Surveying & Mapping for Remonumentation beginning January 1, 2017 and authorize the Chair to sign; to approve the Professional Agreement between Cheboygan County and Ecker Surveying Incorporated for Remonumentation beginning January 1, 2017 and authorize the Chair to sign; to approve the individual Remonumentation Peer Group Services Agreement between Cheboygan County and Ronald Brand, Carl Kiiskila, Brian Fullford, Alan Granger and Jeff Ecker for the period beginning January 1, 2017

and ending December 31, 2017; and to approve the Administrative Staff Agreement between Cheboygan County and Granger & Associates, Inc. for the period beginning January 1, 2017 and ending December 31, 2017 and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kari Kortz presented the Salary & Wage Resolution – Non-Union General Employees #16-021 – Amendment #1 – SRR. Over the years, a long-time bus aide had transitioned to performing all office and dispatch responsibilities. This employee retired at the end of 2016 and created a vacancy in a wage and salary classification below what management believes to be adequate compensation for the currently assigned responsibilities. Management is requesting a new classification of part-time office with a pay scale matching that of the most recently hired bus aide. She stated that they are currently expected to stay within the existing budget due to the vacancy in this position that exists. The first day this position will be available for filling will be January 25, 2017.

Motion by Commissioner Brown, seconded by Commissioner Wallace, to adopt Amendment #1 to the 2017 Salary & Wage Resolution – Non-Union General Employee #16-021, to be effective January 25, 2017, and authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Newman addressed the correction of the 1/3/2017 Organizational Meeting Minutes to read as follows: Motion by Commissioner Newman to nominate Commissioner Wallace for Vice Chair. Commissioner Wallace declined.

Motion by Commissioner Newman, seconded by Commissioner Brown, to approve the 1/3/2017 Organizational Meeting minutes as corrected. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS - NONE

BOARD MEMBERS COMMENTS

Commissioner Brown requested the Board of Commissioners to open discussion on the issues with the front security doors in the Cheboygan County Building and what can be done to make them less of a problem for people trying to enter the building. He had the opportunity to be in the building a month ago for jury selection and observe the doors work for a period of time. There have been issues with people wearing steel toed boots being unable to enter the building, as well as elderly people who use walkers. Commissioner Brown suggested the possibility of putting someone at the door to monitor it as people enter to expedite the process on days where there is heavy traffic of the building. Citizens need to be able to come into the building and take care of business. When there are offices in the building like construction code, every carpenter is

going to have steel toed work boots and they will have to carry an extra pair of shoes in their car to come in or will have to come in through the Sheriff's Department entrance. These things are unacceptable and defy our mission statement. Commissioner Brown thanked the Matelski's for their generosity for giving back to the community.

Commissioner Wallace would also like to have open discussion on the issues with the front security doors. He has received complaints from people who are aging that couldn't figure out how to get in, got frustrated, and just left. This building belongs to the taxpayers and some way there has to be a common ground to make it acceptable. He would also like to see this issue put on the next agenda.

Commissioner Matelski suggested that the Board Appointments & Procedures Committee meet before the next Committee of the Whole Meeting, so that they can consider the reappointments to the Planning Commission of Mike Kavanaugh and John Jazdyk. There is also an opening on the Waterways Commission to replace Fr. Paul Megge. A Board Appointments & Procedures Committee meeting was scheduled for Wednesday, January 18, 2017 at 10:00 a.m. in the Cheboygan County Commissioners Room.

Commissioner Sangster commented on the reappointments to the Planning Commission. He stated that some of the same concerns that a lot of the Commissioners have heard has been brought to his attention. The Planning Commission sometimes gets an unfair rap and only the bad things are remembered never the good things. He has come up with a few questions that he thinks Administrator Lawson can answer so as to get a good evaluation as to what this is really about. Commissioner Sangster questioned their ability of working for the people and the growth in the county. The reappointment is well taken.

Commissioner Matelski stated receiving a letter from the DNR - Little Traverse Conservancy regarding wanting to trade 80 acres that they own to the DNR for 131 acres. One of the 40 acres of property is located in Waverly Township, Cheboygan County. He will contact them to find out more information and he also plans to attend a Waverly Township meeting to discuss the same. Discussion held on the swamp taxes.

Commissioner Brown stated that he also received a letter from the DNR – Little Traverse Conservancy regarding trading an 80 acre parcel that is land locked in Hebron Township with privately owned property located in Montmorency County. He also plans on contacting them to find out more information.

Motion by Commissioner Brown, seconded by Commissioner Wallace to go into closed session to consider the purchase or lease of real property, pursuant to Section 8(d) of the Open Meetings Act, being MCL 15.268(d). A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

ENTERED INTO CLOSED SESSION AT 10:55 a.m.

RETURNED TO OPEN SESSION AT 11:42 a.m.

Administrator Lawson handed out the list of 2017 Board Committee terminations to be reviewed.

Discussion held regarding the front door security system and security within the building.

Motion by Commissioner Sangster, seconded by Commissioner Newman, to adjourn to the call of the Chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 12:00 P.M.

Karen L. Brewster
Cheboygan County Clerk/Register

Anthony M. Matelski
Chairperson

