

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
JANUARY 13, 2015**

The regular meeting of the Cheboygan County Board of Commissioners was called to order in the Commissioners Room by Chairperson Pete Redmond at 9:30 a.m.

Roll called and a quorum present.

Present: Commissioners Chris Brown, Bruce Gauthier, Pete Redmond, Cal Gouine, Tony Matelski, John Wallace, and Sue Allor.

Absent: None

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

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

Commissioner Allor requested that Item A *Approve Monthly Finance Claims* and Item B *Budget Adjustments* be removed from the Consent Agenda and place under New Business Item G and Item H.

Motion by Commissioner Matelski, seconded by Commissioner Allor, to approve the consent agenda as follows:

- A. ~~Approve Monthly Finance Claim~~ (*Moved to New Business*)
- B. ~~Budget Adjustments~~ (*Moved to New Business*)
- C. Housing Loan Subordination
- D. Correspondence
 - 1. Letter from Cheboygan County Council on Aging Regarding Board Concerns and Resolutions
 - 2. Huron County 6-Resolutions in Opposition to SB 1123 & 1124
 - 3. NEMCOG Project Reviews November & December
- E. Minutes
 - 1. Finance/Business Meeting of December 9, 2014 and Organizational Meeting of January 2, 2015
 - 2. Health Board – 11/18/14
 - 3. NEMCSA – 12/5/14
 - 4. C.C.E. 9-1-1 Board Packet – Board of Directors – 11/18/14; Director’s Report 12/17/14
 - 5. NLEA December 2014 – January 2015 Newsletter and December President’s Report
 - 6. NEMCOG – 10/16/14, 10/30/14 & 12/18/14
 - 7. Cheboygan County Road Commission – 12/4/14
 - 8. Cheboygan City Council – 11/25/14, 12/9/14 & 12/11/14
 - 9. Planning Commission – 12/3/14

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

CITIZENS COMMENTS

Sheriff Dale Clarmont announced that Commissioner Matelski and his wife Roberta have financially supported the Cheboygan County Canine Unit for the eighth year with a gift of \$5,000. Sheriff Clarmont thanked the Matelski’s for the donation. Commissioner Redmond echoed thanks on behalf of the board and the citizens of the county.

SCHEDULED VISITORS

106th State Representative Peter Pettalia was present to address the Board. He said last he chaired the tourism committee and encouraged continued participation in the Pure Michigan campaign. He stated he would like to see increased participation in the State Trust Fund grant opportunities in Northern Lower Michigan. He said townships should apply for these grants and offered help from his office in doing so. Representative Pettalia explained how the proposal that will be voted on in May 2015 fit into the entire road package. He said if the proposal fails, the road package would be sent back to the drawing board. Commissioner Gauthier asked Representative Petallia why the legislature didn't address the road funding legislatively. Representative Petallia responded that because of the significant increase in taxes the road proposal would create, the decision should be left to the democratic process.

107th State Representative Lee Chatfield was present to introduce himself to the Board. He said he hopes to be accessible to the people in the 107th District. Commissioner Gauthier asked Representative Chatfield to keep Enbridge on his radar screen due to local concern over safety. Representative Chatfield stated he would.

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended November 30, 2014. She reported total year-to-date revenue of \$10,252,066.35, or 90.16% of budget, compared to \$10,020,675.10, or 91.85% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$9,348,543.47 or 82.21% of budget, compared to \$9,163,473.87, or just under 84%, last year as of the end November. The Cash Summary Fund Balance Report through the end of November 2014 was reviewed. Ms. Kortz stated that the audit is scheduled and the auditors are coming in the week of March 23, 2015.

ADMINISTRATOR'S REPORT

Administrator Lawson updated the Board on several projects. He stated that the position of IT Director is currently being interviewed for. He reported the harbor dredging project is being closed out and the City of Cheboygan will be reimbursed approximately \$6,000 from the State of Michigan for dredging engineering costs. He stated that Road Commission and County staff are completing emergency grant reimbursement documentation to receive funds from the winter freeze of 2013-2014. The remaining portion of the reimbursement will be received when the work is completed. The dentist area of the Reid Building is being remodeled by staff. Administrator. Lawson stated that administrative staff has been working with the administrative staff from Emmet and Charlevoix with the 9-1-1 Committee to evaluate the C.C.E. 9-1-1 Executive Director and staff level.

COMMITTEE REPORTS

Commissioner Gauthier attended the newly formed Cheboygan Port Commission meeting and a NEMCSA meeting. He reported a Board Appointments & Procedures Committee meeting has been scheduled to address several board/committee vacancies.

Commissioner Gouine attended a township meeting and a Fair Board meeting.

Commissioner Matelski attended a Planning Commission meeting and a Road Commission meeting.

Commissioner Brown was newly elected and has a full agenda in the upcoming month.

Commissioner Wallace attended a Northern Michigan Regional Entity meeting and will be presenting a Proclamation for adoption by this board in February. He reported that the Cheboygan Ambulance board is being asked by Rogers City and St. Ignace ambulance services to take over their systems. There will be more to come on this.

Finance/Business Meeting – January 13, 2015

Commissioner Allor attended a Michigan Northern Counties Association meeting, a Michigan Townships Association meeting, a Council on Aging meeting, two District No. 4 Health Board meetings, a North Country Community Mental Health meeting, a Village of Wolverine meeting, a Walker Township meeting, a Nunda Township meeting, an Ellis Township meeting.

Commissioner Redmond attended a District No. 4 Health Board meeting, a Fair Board meeting, a township meeting, and a Local Emergency Planning Committee meeting.

OLD BUSINESS – None

NEW BUSINESS

Administrator Lawson presented the Senior Millage Appropriation Agreement with Wawatam Area Senior Citizens, Inc. Legal counsel advised amending the appropriation of senior millage funding made at the October Finance/Business meeting to go directly to Wawatam Senior Center.

Motion by Commissioner Allor, seconded by Commissioner Gauthier to revise the appropriation from the Senior Citizens Millage fund of \$57,000 to be paid directly to the Wawatam Area Senior Citizens, Inc. Discussion was held. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Brown, seconded by Commissioner Gauthier to approve the Senior Millage Appropriation Agreement for \$57,000 with the Wawatam Senior Citizens, Inc.; to be paid in equal monthly installments beginning in January 2015 and ending in December 2015 and authorize the Chairperson to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the Ambulance Millage Agreement Termination with the Village of Mackinaw City.

Motion by Commissioner Wallace, seconded by Commissioner Matelski, to approve the termination and release agreement for ambulance millage appropriation with the Village of Mackinaw City effective December 31, 2014 and authorize the Chairperson to sign the agreement. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the Ambulance Millage Appropriation Agreement. Discussion was held. Legal Counsel Bryan Graham Civil Counsel pointed out a blank dollar amount under Section 4B that will have to be filled in. Finance Director Kortz said \$23,100 shows in the budget. She said the agreement states the money be paid twice a year, but we pay monthly. Legal Counsel advised to modify a portion of the agreement to read: "The parties understand and agree that the tax levy for the service area shall be the tax actually collected".

Motion by Commissioner Gauthier, seconded by Commissioner Wallace to table the Ambulance Millage Appropriation Agreement for further clarification until the Committee of the Whole meeting on January 27, 2015. Discussion was held. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kortz presented purchase policy revisions. The changes included: 1) Changing the thresholds included in the policy from \$10,000 to \$15,000 to allow for the combination of the Administrator's and Finance Director's purchasing power.. 2) Updating the Sole Vendor Listing by adding Diebold, Incorporated; and 3) Updating the Prepaid Check Writing Procedure by adding Fund 114 Remonumentation Fund – Surveyor Contractual Services.

Motion by Commissioner Matelski, seconded by Commissioner Brown, to adopt the revised Purchasing Policy 300-2, Sole Vendor Listing 300-2A and Prepaid Check Writing Procedure 300-2B to become effective January 13, 2015 and authorize the Chairperson and Administrator to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the Diebold Agreement for a security entrance system for the County Building.

Finance/Business Meeting – January 13, 2015

Motion by Commissioner Wallace, seconded by Commissioner Matelski to approve the Memorandum of Agreement with Diebold Incorporated in the amount of \$119,235 and authorize the Chairperson to sign. Discussion was held. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Sheriff Dale Clarmont presented the Cheboygan County Sheriff Department 2015 Road Patrol Vehicle Proposal. He noted this year 2 vehicles would be purchased since one vehicle was totaled last year and must be replaced.

Motion by Commissioner Matelski, seconded by Commissioner Brown, to approve the purchase of three (3) Ford Police Interceptor vehicles from Fernelius Auto Group, Cheboygan in the amount of \$79,290 from the approved 2015 budget and authorize the necessary budget adjustments. Discussion was held. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Allor addressed several monthly finance claims including two payments to NEMCOG. Finance Director Kortz explained that they are for case management services, mileage, incentive reimbursements and membership to NEMCOG.

Motion by Commissioner Allor, seconded by Commissioner Matelski, to approve the monthly finance claims as presented, Finance = \$83,309.60 and Prepays = \$705,020.04. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Allor addressed a budget adjustment for the Cheboygan County Housing Commission regarding a lead-based certification course. Finance Director Kortz clarified that the cost of the training is covered with registration fees.

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

CITIZENS COMMENTS - None

BOARD MEMBER COMMENTS

Commissioner Gauthier informed the Board about a meeting regarding fracking in Petoskey on January 27, 2015 at 6 p.m. at the Community Center on the Emmet County Fairgrounds.

Finance Director Kortz notified the Board about a grant that could be applicable for some upcoming equipment needs. An action item regarding will be brought at the next Committee of the Whole meeting.

Motion by Commissioner Matelski, seconded by Commissioner Wallace to adjourn this meeting to the call of the chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:43 a.m.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Pete Redmond
Chairperson