

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
JUNE 9, 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.

Motion by Commissioner Gouine, seconded by Commissioner Brown, to approve the consent agenda as follows:

- A. Approve Monthly Finance Claim (Finance total = \$35,201.51; Prepays total = \$772,849.48)
- B. Budget Adjustments
- C. Inland Lakes School Annual Delegation of School Plan Review and Inspection Authority
- D. NCCMH 2014 Annual Needs Submission
- E. Fair Contract – Michigan Horsepulling Association
- F. BCBS of MI – Administrative Services Contract – Cheboygan County Inmate Services Contract Renewal
- G. Correspondence
 - 1. Huron County Resolution Opposing State Consolidators without Local Input
 - 2. Huron County Resolution Supporting “Stepping Up” Initiative
- E. Minutes
 - 1. Elected Officials Meeting of May 6, 2015, Finance/Business Meeting of May 12, 2015 and Committee of the Whole Meeting of May 26, 2015
 - 2. Health Board – 4/21/15
 - 3. NEMCSA – 5/8/15
 - 4. NLEA May – June 2015 Newsletter and June President’s Report
 - 5. North Country Community Mental Health – 4/16/15
 - 6. Board Appointments and Procedures Committee – 6/2/15
 - 7. Cheboygan County Fair Board – 5/4/15
 - 8. Cheboygan County Road Commission 4/2/15, 4/16/15 & 5/7/15
 - 9. Cheboygan City Council – 4/28/15 & 5/12/15
 - 10. Planning Commission Meeting – 4/15/15 & 5/6/15
 - 11. ZBA – 4/22/15

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

Motion by Commissioner Gauthier, seconded by Commissioner Matelski to approve the payroll related Inter-budget Transfer for the Finance Department, received prior to this meeting, transferring \$2,972 from the full-time expenditure line item to overtime line item relative to a 30-day employee leave of absence in that department. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance/Business Meeting – June 9, 2015

CITIZENS COMMENTS

Carl Muscott, a citizen of Mullett Township, commended Sheriff Clarmont on the Inmate Community Service Program. Sheriff Clarmont said as a result of this program, today there are nine individuals, who each would have been sentenced to at least 5 days in jail, out working.

Ken Paquet, County Road Commissioner, commented on the vacancy on the Road Commission. He stated he hoped someone with knowledge of the county would be chosen to fill the vacancy on the Road Commission. Commissioner Gouine asked Mr. Paquet if the Commission has had difficulty operating with only four commissioners. Mr. Paquet said that it has been difficult and the position definitely should be filled.

SCHEDULED VISITORS

Kristy Perdue, Foundation and Marketing Director of Otsego Memorial Hospital, presented an update on Otsego Memorial Hospital. Otsego Memorial Hospital is affiliated with Munson Hospital of Traverse City. The OMH facility includes 40 beds. OMH continues to expand to provide more services for patients closer to home. They now have clinics in Lewiston, Elmira, and Indian River. Ms. Perdue stated that their clinic in Indian River has seen a substantial growth in patient visits and they have broken ground on a new building. The new clinic will be 12,300 square feet and will include 27 exam and procedure rooms. Commissioner Gauthier asked Ms. Perdue if Dr. Miyamoto is employed by Otsego Memorial Hospital and if he is seeing patients in Indian River. Ms. Perdue affirmed that he is employed at Otsego Memorial and is working in Gaylord at this time. Commissioner Allor stated that she has heard positive commentary from those who have utilized the Indian River clinic. Commissioner Matelski asked what percentage of the patients that go to Otsego Memorial are from Cheboygan County. Ms. Perdue stated that it is a difficult number to ascertain but they have been tracking births and about 1/3 of births are from Cheboygan. Commissioner Matelski asked if the Indian River clinic is the farthest northern clinic Otsego Memorial has. Ms. Perdue stated that it is and they consider underserved areas when looking at where to expand.

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended April 30, 2015. She reported total year-to-date revenue of \$1,298,353.43, or 11.09% of budget, compared to \$1,199,541.25, or 10.61% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$3,439,178.67 or 29.37% of budget, compared to \$3,366,837.64, or 29.78%, last year as of the end April. Ms. Kortz presented the Cash Summary Fund Report for April 2015.

ADMINISTRATOR'S REPORT

Administrator Lawson updated the Board on several projects. Mr. Lawson stated that the administrators of Charlevoix, Emmet and Cheboygan counties met with Emergency Management staff to review goals and objectives for the Emergency Management Budget. Mr. Lawson stated that there is a need to develop a capital equipment improvement schedule to replace computer equipment at central dispatch.

Regarding the Animal Shelter Project, Mr. Lawson stated that the structural portion of the new storage area and kennel area remodel is out for bids.

Mr. Lawson advised staff will be working with legal counsel to prepare an agreement with the Equalization Director to work as an independent contracted director. Commissioner Allor asked about the purpose for switching the Equalization Director into an Independent Contractor position. Mr. Lawson stated that the Equalization Director has made this request. One of the appraisers in the department has received training to obtain a level two certification and will continue pursuit of a level three certification. A level three certification will take several years to complete. After receiving a level three certification, the employee could move into the Director's position. Commissioner Allor asked about sharing Equalization Directors with Emmet County. Mr. Lawson stated that they haven't spoken recently with Emmet County regarding that. Commissioner Gauthier asked if the employee would be under contract to remain with

Finance/Business Meeting – June 9, 2015

Cheboygan County while they receive training. Administrator Lawson stated that as they begin to pursue Level III training that they will come under.

Commissioner Gouine asked if there is a zoning issue with regard to the Humane Society remodel. Mr. Lawson stated that the project is being brought before the Planning Commission for special use review but legally they don't have to do that; it is more of a procedural opportunity.

COMMITTEE REPORTS

Commissioner Gauthier said the Board Appointments and Procedures Committee met twice and considered a total of 12 applicants for the vacant County Road Commission position. He stated the criteria used by the Committee to narrow down the candidates included someone who had received votes for the position in the last election, someone who was from the south part of the county or someone who could bring a fresh approach to the commission. Six candidates were interviewed by the committee and anyone of them would have made a good road commissioner. Commissioner Gauthier stated the committee's recommendation was to appoint Charles Kilanski to fill the vacancy on the Road Commission.

Motion by Commissioner Gauthier, seconded by Commissioner Allor to appoint Charles Kolanski to fill the vacancy on the Road Commission until the November 2016 General Election results are certified by the Board of Canvassers. Discussion held. Commissioner Gouine suggested not making an appointment, Commissioner Brown was concerned with two candidates being added and that the voters spoke at the last election, and Civil Counsel, stating he would study the appointment process to determine options that may apply if no appointment were made. A roll call vote was taken. Motion failed with 3 yes, 4 no (Commissioner Redmond, Commissioner Matelski, Commissioner Gouine, Commissioner Brown), and 0 absent. Civil Counsel suggested this matter be sent back to the committee. The matter was sent back to the committee as was suggested.

Commissioner Gauthier attended a City Council meeting, a Tri-County 9-1-1 meeting, two Board Appointment and Procedures Committee meetings, and a Drain Commissioner District meeting in St. Ignace,

Commissioner Gouine attended a Tri-County 9-1-1 meeting, an NLEA meeting, an Inverness Township meeting, and a Fair Board meeting.

Commissioner Matelski commented on the lack of an ambulance at the recent mud run at the fairgrounds. He attended an Elected Officials meeting, two township board meetings, a Zoning Board of Appeals meeting, a Waterways Commission meeting, two Road Commission meetings, a Planning Commission meeting and a Walker Township meeting.

Commissioner Brown attended an NLEA meeting, a Tri-County 9-1-1 meeting, two Board Appointments and Procedures Committee meetings, a Munro Township meeting, a Hebron Township meeting, a Beaugrand Township meeting, and a Village of Mackinaw City Council meeting.

Commissioner Wallace attended the Northeast Consortium meeting.

Commissioner Allor attended a Forest Township meeting, a Walker Township meeting, a Nunda Township meeting, a Wilmot Township meeting, a Michigan Townships Association meeting, an NLEA meeting, a Board Appointments and Procedures Committee meeting, a Tri-County C.C.E. meeting, a District No. 4 Health Department meeting and a North Country Community Mental Health meeting.

Commissioner Matelski attended an Elected Officials meeting, two township board meetings, a Zoning Board of Appeals meeting, a Waterways Commission meeting, two Road Commission meetings, a Planning Commission meeting and a Walker Township meeting.

Finance/Business Meeting – June 9, 2015

Commissioner Redmond thanked the Board Appointments & Procedures Committee for the work they put in on recommending a person for the vacancy on the road commission. He reported attending several tax allocation meetings, a District No. 4 Health Board meeting, an NLEA meeting, a Waterways Commission meeting, a Benton Township meeting, and a Tri-County C.C.E. meeting.

OLD BUSINESS – None

NEW BUSINESS

Administrator Lawson presented a fairground usage contract for the History Center of Cheboygan County to have a garage sale event.

Motion by Commissioner Matelski, seconded by Commissioner Gouine to approve the Fairgrounds Usage Agreement with the History Center of Cheboygan County for use of the Kiwanis building July 27th through August 2nd for a garage sale, and authorize the Chairperson to sign the agreement. Discussion was held. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented a fairground usage contract for 4-H Kountry Kids Horse Riding event.

Motion by Commissioner Brown, seconded by Commissioner Gouine to approve the Fairgrounds Usage Agreement with 4-H Kountry Kids Horse Riding Event to use the Main Horse Arena and Tower on July 11th, 18th, and 25th, 2015, and authorize the Chairperson to sign the agreement. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented Resolution 15-07 for the 2016 Community Corrections Grant Application FY 2016 for NEMCOG. Commissioner Allor asked about the purpose of the grant if the Sheriff Department is handling the community corrections program in house. Administrator Lawson and Sheriff Clarmont clarified that the program being introduced in the jail is a community service program and this grant has to do with court programs like drug court. Discussion was held.

Motion by Commissioner Wallace, seconded by Commissioner Brown to adopt the following Cheboygan County Resolution:

RESOLUTION 15-07
Approving the Fiscal Years 2016
Community Corrections Grant Applications
of the Northeast Michigan Council of Governments

WHEREAS, the Northeast Michigan Council of Governments (NEMCOG) serves as the Northern Michigan Community Corrections Advisory Board's (NMCCAB) fiscal agent and manager, and

WHEREAS, this County is a member of the Northern Michigan Community Corrections Advisory Board, has been served by its programs, and wishes to continue participation with the Board's programs and services in the future, and

WHEREAS, an application in the amount of \$190,663 for the general program has been prepared by NEMCOG to continue the Community Corrections programs in Cheboygan, Crawford, Oscoda, Otsego, and Presque Isle counties, and

WHEREAS, the Northern Michigan Community Corrections Advisory Board, has approved this proposal, and recommends its approval by the member counties, and

THEREFORE BE IT RESOLVED, that this County hereby approves the Northern Michigan Community Corrections Advisory Board Grant Application prepared by NEMCOG for Community Corrections funding in the annual amount of \$190,663 for the general program for Fiscal Year 2016.

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

Administrator Lawson presented a change to County Personnel Policy regarding funeral leave. The revision would provide language permitting employees to attend a funeral (two hours) for co-workers or

Finance/Business Meeting – June 9, 2015

board members or the co-worker's or board member's spouse or child without loss of pay. It also would permit time off without loss of pay to serve as a pallbearer for a deceased employee, which is already addressed in union contracts but would clarify for non-union employees. Discussion was held. Legal counsel stated that the Board cannot dictate when an elected official can close their office. Discussion was held.

Motion by Commissioner Gauthier, seconded by Commissioner Wallace to approve revision of Policy 500-25 with a retroactive effective date of May 15, 2015 and authorize the Board Chairperson and Administrator to sign. Discussion was held. A roll call vote was taken. Motion failed with 3 yes, 4 no (Commissioner Matelski, Commissioner Allor, Commissioner Brown, Commissioner Gouine), and 0 absent.

Administrator Lawson presented Resolution 15-08 regarding Freedom of Information Act policies. This resolution was drafted by civil counsel to comply with Public Act 563 of 2014 which goes into effect July 1, 2015.

Motion by Commissioner Allor, seconded by Commissioner Brown to adopt Cheboygan County Resolution 15-08 establishing the policy for Freedom of Information Act requests to comply with Act 563 of the Public Acts of 2014 and to approve Policy 100-3 regarding Freedom of Information Act requests to comply with Act 563 of the Public Acts of 2014. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Treasurer Cronan presented the Foreclosures Sale Proceeds Report. The report included all revenues and expenses for the fund. The County receives First Right of Refusal after the State and the local municipalities have declined the property.

Motion by Commissioner Allor, seconded by Commissioner Matelski to accept the 2015 Foreclosure Sale Proceeds Report and instruct the County Treasurer to move \$79,167.71 from the Foreclosure Fund to the General Fund. Discussion was held. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Treasurer Cronan presented the first right of refusal for property foreclosures. Board consensus was to waive the first right of refusal for property currently available for tax sale.

Motion by Commissioner Matelski, seconded by Commissioner Allor to authorize Chairperson Peter Redmond to sign the waiver of First Right of Refusal in accordance with Act 123 P.A. 1999. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kari Kortz presented the Highway Safety Grant Award for the Strategic Traffic Enforcement Program. The grant goes towards funding Safety Belt Enforcement and Impaired Driving Enforcement. This grant was not included in the 2015 budget.

Motion by Commissioner Matelski, seconded by Commissioner Brown to accept the Strategic Traffic Enforcement Program Grant from the Office of Highway Safety Planning Division of the Michigan State Police and approve the necessary budget adjustments and authorize Jodi Beauchamp from the Sheriff's Department to electronically submit the necessary certifications as required by the State of Michigan Office of Highway Safety Planning after review and approval by Kari Kortz, Finance Director, and civil counsel, if applicable. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kari Kortz presented the FY 2013 Title IV-D Cooperative Reimbursement Program Amended Application to DHS for 2016 for the Cheboygan County Prosecutor's Office.

Motion by Commissioner Matelski, seconded by Commissioner Brown to approve the submission of the 2013-2015 Cooperative Reimbursement Program (CRP) Amended Application for 2015 to the State of Michigan in the following manner: authorize the Finance Director to submit using the E-Grams online grant management system on behalf of Pete Redmond, Chairperson. Furthermore, authorize the Chairperson to sign any forthcoming agreements or required documentation upon the review and

Finance/Business Meeting – June 9, 2015

approval of the Finance Director, Kari Kortz, and the Cheboygan County legal counsel, if applicable, and authorize the Finance Director to submit using E-Grams online grant management system any future reporting requirements on behalf of the County Board. Motion carried with 7 yes, 0 no and 0 absent.

Friend of the Court Kevin Weller presented the FY 2013 Title IV-D Cooperative Reimbursement Program Amended Application to DHS for 2016 for the Cheboygan County Friend of the Court's Office.

Motion by Commissioner Gouine, seconded by Commissioner Allor to approve the submission of the 2013-2015 Cooperative Reimbursement Program (CRP) Amended Application for 2015 to the State of Michigan in the following manner: authorize the Finance Director to submit using the E-Grams online grant management system on behalf of Pete Redmond, Chairperson. Furthermore, authorize the Chairperson to sign any forthcoming agreements or required documentation upon the review and approval of the Finance Director, Kari Kortz, and the Cheboygan County legal counsel, if applicable, and authorize the Finance Director to submit using E-Grams online grant management system any future reporting requirements on behalf of the County Board. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented the change in the authorized official for the Victim Rights Grant to Pete Redmond, as Chairperson.

Motion by Commissioner Wallace, seconded by Commissioner Allor to appoint Pete Redmond, Chairperson of the Cheboygan County Board of Commissioners, as the Authorized Official for the Cheboygan County Victim Rights Grant and request the County Clerk to submit correspondence to the State confirming appointment. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS

Carl Muscott, a citizen of Mullett Township, commended the Board for having an honest conversation regarding the committee selection for the road commission vacancy. Mr. Muscott suggested adding a set date of closure of some kind when advertising for vacant positions. Mr. Muscott also stated that the Board needs to take a close look at the Community Development Department regarding the projects they are working on. He suggested the board look at the gaps throughout the county. Commissioner Gauthier noted that the Board is going through a gap analysis regarding health care in the area.

BOARD MEMBER COMMENTS

Civil Counsel cautioned the Board about the use of e-mail amongst the board members. He stated emails can be used to disseminate information; however, it would be an inappropriate medium for discussion on issues that may come before the Board.

Commissioner Gouine stated that Inverness Township is considering its own water system for Meijers.

Commissioner Brown commented on the economic impact that the trail systems has made in Cheboygan County.

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 12:25 PM.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Pete Redmond
Chairperson