

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
JULY 14, 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.

Commissioner Allor pulled Item 5-B *Budget Adjustments* from the Consent Agenda; Item 5-E-1 *Correspondence from Kalkaska County RE: First Amendment Enabling Resolution of North Country Community Mental Health* from the Consent Agenda; and, Item 5-E-2 *Correspondence from Carl Muscott RE: Capital Improvements* from the Consent Agenda. T.

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

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

- A. Approve Monthly Finance Claim (Finance total = \$61,441.90; Prepays total = \$753,805.91)
- B. ~~Budget Adjustments~~ (Moved to New Business)
- C. Cheboygan County Fair Contracts – Animal Oasis
- D. Fairground Usage Agreement – Clio Boy Scouts
- E. Correspondence
 1. ~~Correspondence from Kalkaska County RE: First Amendment to Enabling Resolution of North Country Community Mental Health~~ (Moved to New Business)
 2. ~~Correspondence from Carl Muscott RE: Capital Improvement Program~~ (Moved to New Business)
 3. Correspondence from Marie Fineout RE: Raises
 4. North Country Community Mental Health 2014 Annual Report
- E. Minutes
 1. Finance/Business Meeting of June 9, 2015 and Committee of the Whole Meeting of June 23, 2015
 2. Health Board – 5/19/15
 3. NEMCOG – 2/20/14 Annual General Membership Meeting
 4. NLEA June-July 2015 Newsletter and July President's Report
 5. North Country Community Mental Health – 5/15/15
 6. C.C.E. 9-1-1 Board Packet 6/17/15 – Board of Directors Minutes 5/6/15; Agenda Items; and Director's Report 6/17/15
 7. Cheboygan County Fair Board – 6/1/15
 8. Board Appointments & Procedures Committee – 6/17/15
 9. Cheboygan County Road Commission – 6/18/15
 10. Cheboygan City Council – 5/26/15 & 6/9/15
 11. Planning Commission Meeting – 5/20/15 & 6/17/15
 12. ZBA – 5/27/15

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

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CITIZENS COMMENTS

Don Duczkowski, a citizen of Beaugrand Township and a 2007 Retiree of Cheboygan County, asked the Board to reconsider an increase to retiree wages. Mr. Duczkowski mentioned 10% inflation rates and pensions being taxed since 2012 have a takes from everyone's pensions.

Maryann Stillwell, also a citizen of Beaugrand Township and a 2004 Retiree of Cheboygan County, also asked the Board to reconsider an increase to retiree wages. Ms. Stillwell stated that she is aware of large raises certain county employees recently have been given and would like to see a raise in retiree wages for 2016.

SCHEDULED VISITORS – None

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended May 31, 2015. She reported total year-to-date revenue of \$1,441,267.62, or 12.29% of budget, compared to \$1,419,484.72, or 12.51% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$4,224,060.41 or 36.02% of budget, compared to \$4,185,463.98, or 36.90%, last year as of the end May. Ms. Kortz presented the Cash Summary Report for May 2015.

ADMINISTRATOR'S REPORT

Administrator Lawson updated the Board on several projects. He said staff continues to work with the Office of Emergency Management on developing goals and objectives for their proposed budgets. Mr. Lawson stated that staff also continues to work with C.C.E. 9-1-1 and Charlevoix and Emmet County Administrators to develop their goals and objectives for their proposed budget and staffing guidelines. Administrator Lawson noted the animal shelter project required an extension of bids for the construction portion of the building until August 4. He reported the footings and foundation and backfill are in place. Mr. Lawson stated that the Senior Center septic project is currently under construction and should be finished by next week. Mr. Lawson stated that the Reid Building project demolition is moving forward to prepare the space for the Women's Resource Center. He also reported that the Straits Regional Ride contract with Straits Area Services is up for renewal in August. Commissioner Matelski asked if the Senior Center is closed down while the septic tank is being replaced. Mr. Lawson stated that the center is still active but they are targeting the work hours when the center is closed in the afternoons. Commissioner Matelski asked if Community Mental Health has cut funding to Straits Area Services. Mr. Lawson stated that that is the indication he has received. Discussion was held.

COMMITTEE REPORTS

Commissioner Brown attended township meetings, an Airport Authority meeting, a Board Appointments and Procedures Committee meeting.

Commissioner Wallace attended various meetings.

Commissioner Allor attended two Forest Township meetings, a Village of Wolverine meeting, the Wilmot, Walker and Ellis Township meetings, a Cheboygan County Council on Aging meeting, a Northern Michigan Counties Association meeting, a District No. 4 Health Department meeting, the North Country Community Mental Health meeting, the Area Agency on Aging meeting, and the local Michigan Townships Association meeting. She stated that County Treasurer Linda Cronan did a presentation on the Tax Foreclosure Sale process at the Michigan Townships Association meeting. Commissioner Allor stated that all of the assessor's in the county will be audited by the State Tax Commission this year. Commissioner Allor stated that the Walker Township Treasurer resigned and the Walker Township Clerk will be resigning in September.

Commissioner Gauthier attended a Board Appointments and Procedures Committee meeting, a Port Commission meeting, and a North Cheboygan County Intergovernmental Planning Committee meeting.

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Commissioner Gouine attended the Millage Appropriation Committee meeting, and an Inverness Township meeting.

Commissioner Matelski attended two Planning Commission meetings, the ZBA meeting, the Waterways Commission meeting, the Millage Appropriation Committee meeting and the Koehler Township meeting.

Commissioner Redmond attended a District No. 4 Health Board meeting and a Waterways Commission meeting.

OLD BUSINESS – None

NEW BUSINESS

Marisue Moreau, Director of the Northeast Michigan Consortium, presented the Northeast Consortium Public Act 7 Agreement. Ms. Moreau stated that a 1983 agreement between eight counties created the Northeast Consortium. She is requesting to reopen the Public Act 7 Agreement to add three more counties – Iosco, Ogemaw and Roscommon.

Motion by Commissioner Wallace, seconded by Commissioner Gauthier to allow the Northeast Michigan Consortium open the Public Act 7 Agreement to allow the counties of Iosco, Ogemaw and Roscommon to join our local area and authorize the Chairperson to sign the new Public Act 7 agreement. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Community Development Director Steve Schnell presented Zoning Ordinance Amendment #129 allowing porches, decks and similar structures in required setbacks.

Motion by Commissioner Brown, seconded by Commissioner Matelski to adopt the following based on the Planning Commission's recommendation of approval:

Zoning Ordinance Amendment #129

AN ORDINANCE TO AMEND THE CHEBOYGAN COUNTY ZONING ORDINANCE #200 TO PROVIDE FOR PORCHES, DECKS AND SIMILAR STRUCTURES TO BE ALLOWED IN A REQUIRED SETBACK.

THE COUNTY OF CHEBOYGAN, STATE OF MICHIGAN ORDAINS:

Section 1. Amendment of Section 17.2.2.b.

Section 17.2.2.b. of the Cheboygan County Zoning Ordinance #200 is hereby amended to read in its entirety as follows:

b. Decks, covered porches, or similar structures, including attached railings, which provide ingress and egress from a building and is no larger than the minimum width and depth as required by the adopted Michigan Building Code shall be permitted in any required setback in the Commercial Development Zoning District. Decks, covered porches, or similar structures, including attached railings, which provide ingress and egress from a building which are no larger than nine (9) square feet shall be permitted in any required setback in all zoning districts except the Commercial Development Zoning District.

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

Finance Director Kari Kortz presented the 2016 Byrne Justice Assistance Grant application for SAYPA. Ms. Kortz stated that the most recent grant received was in 2012/2013. She said the funding request is

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for \$80,000 to cover some of the existing program cost of wages and contractual services. In addition to currently budgeted items, the grant will also provide for an additional part-time assistant to aid in the classroom. This position would only be funded as long as grant funds are available. Assistant Megan Fenlon was present for questions. Discussion was held.

Motion by Commissioner Gouine, seconded by Commissioner Gauthier to approve the Byrne Justice Assistance Grant – SAYPA application and authorize the Finance Director to submit using the MAGIC on-line grant management system. Furthermore, we authorize the Chairperson to sign any forthcoming agreements or required documentation upon the review and approval of the Finance Director, Kari Kortz and legal counsel, if applicable and authorize the Finance Director to submit using the MAGIC on-line grant management system any future reporting requirements on behalf of the County. Motion carried with 6 yes, 1 no (Commissioner Matelski) and 0 absent.

Administrator Lawson presented DHHS Agreement DFA13-16001 Amendment #1. The amendment extends the agreement for one year until September 30, 2016.

Motion by Commissioner Wallace, seconded by Commissioner Brown to approve Amendment #1 to Department of Health and Human Services Agreement DFA13-16001 for the Home Aide position and authorize the Chairperson to sign and authorize all necessary budget adjustments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kari Kortz presented the 2016 Budget Process Timeline. Commissioner Redmond commented that there is slightly more added to the timeline due to contract negotiations but that it is comparable to the timeline of 2015 and it was a successful timeline.

Motion by Commissioner Gauthier, seconded by Commissioner Brown to approve the 2016 Budget Process Timeline as presented. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kari Kortz presented a Purchasing Policy Revision – Sole Vendor Listing 300-2A. This is a revision adds FarmTec, Inc. and Janice B. Eaton, LLC as a private contractor. Commissioner Allor expressed concern with naming Ms. Eaton as a Sole Vendor because the purpose of the Sole Vendor list is to eliminate the needs to obtain bids and the county is locked into Ms. Eaton this way. Administrator Lawson stated that the recommendation was made based on the knowledge Ms. Eaton has and in the Equalization field at this time there is very little available Level 3 Assessors like Ms. Eaton and there are many counties seeking Equalization Directors. Administrator Lawson said that the Board can always make a change to the Sole Vendor listing if things change in the future and that there is no advantage to seek bids in this market at this time. Elizabeth Clemens, currently a property appraiser in Equalization, is in pursuit of Level 3 certification; however, this process can take several years to complete. Commissioner Gauthier expressed the same concern. Commissioner Redmond said that Cheboygan doesn't want to lose Ms. Eaton to another county.

Motion by Commissioner Matelski, seconded by Commissioner Wallace to adopt the revised Sole Vendor Listing 300-2A to become effective July 14, 2015. Motion carried with 6 yes, 1 no (Commissioner Allor) and 0 absent.

Administrator Lawson presented the one-year agreement for professional equalization service. Discussion was held.

Motion by Commissioner Gauthier, seconded by Commissioner Matelski to approve the Professional Equalization Service Agreement with Janice B. Eaton, LLC and authorize the Chairperson to sign and authorize any necessary budget adjustments. A roll call vote was taken. Motion carried with 6 yes, 1 no (Commissioner Allor) and 0 absent.

Sheriff Dale Clarmont presented a Memorandum of Understanding with GELC, the correction officers unions in the department. He said corrections officers have requested a uniform conversion and have agreed to purchase the uniforms if permitted to use the cleaning allowance paid in January of 2016 as reimbursement to their cost.

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Motion by Commissioner Allor, seconded by Commissioner Matelski to approve Memorandum of Understanding with Governmental Employees Labor Council (GELC) for uniform conversion. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Judge Maria Barton presented a District Court staffing issue regarding a temporary reclassification of the part-time magistrate position. Judge Barton explained that the Magistrate has been on sick leave since April 10, 2015 and will be out until September 15, 2015. The Court Part-time Bailiff has been covering the daily/weekend Magistrate work. She requested a temporary reclassification for the Bailiff to Magistrate retroactive to April 10, 2015 and to adjust the hourly wage to the Magistrate pay-rate of \$18.21 during the Magistrate's leave of absence. This would not require a Wage and Salary Amendment as this is only a temporary reclassification. The additional wage and fringe of \$11,856 would come from the General Fund.

Motion by Commissioner Wallace, seconded by Commissioner Brown to approve the temporary reclassification of Dale Selin from Court Bailiff to Magistrate, for the time period of April 10, 2015 through September 15, 2015, and approve the necessary budget adjustments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Judge Maria Barton presented a District Court and Prosecutor's office staffing issue regarding the on-call magistrate position. Judge Maria Barton advised that a recent ruling from the State Court Administrator's office made it such that magistrates are no longer allowed to have preset bond conditions with the exception of minor infractions. Both the District Court and the Prosecutor's office have incurred on-call pay for hourly support to accommodate this change.

Motion by Commissioner Brown, seconded by Commissioner Allor to approve the budget adjustments including the one presented by the Finance Department today to raise revenues and expenditures for \$4,922 in the line items provided in the attachments. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Allor asked about the budget adjustment for an engine failure for a recycling pickup truck at a cost of \$5,259. Administrator Lawson stated that we need to get more information on it from Wheeler Motors. Administrator Lawson said this morning someone ran into this vehicle at the fairgrounds.

Commissioner Allor expressed concern about the correspondence from Kankaska County regarding the First Amendment to Enabling Resolution of North Country Community Mental Health. Cheboygan County approved this enabling resolution several weeks ago. She said in the packet she received from North Country Community Mental Health a reference was made regarding Antrim County and Kankaska County planning on not signing the enabling resolution. She said she will keep this board updated on this matter.

Commissioner Allor addressed correspondence received from Carl Muscott regarding Capital Improvement Program. Commissioner Allor was looking for clarification as to township being considered departments or agencies of the County. Civil Counsel Peter Wendling said townships are not considered departments or agencies of the County. Administrator Lawson stated that it is common that township units may submit proposed projects to counties.

Motion by Commissioner Allor, seconded by Commissioner Gauthier to approve the Budget Adjustments as presented and to receive and file the Kankaska County Correspondence and the Correspondence letter from Carl Muscott. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

CITIZENS COMMENTS

Carl Muscott, a citizen of Mullett Township, thanked Commissioner Allor for pulling his letter from the Consent Agenda. Mr. Muscott stated that the County's Capital Improvement Plan should not have township issues included.

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BOARD MEMBER COMMENTS

Commissioner Matelski stated that the Cop Drop is scheduled for August 8 at the Cheboygan County Airport.

Administrative Assistant Kathy Morrow reminded the Board about the MAC Regional Summit Conference at the University Center in Gaylord is scheduled for August 3 from 10:00 AM to 3:00 PM.

Commissioner Gauthier responded to Mr. Muscott regarding indicating township projects as specifically township projects in a Capital Improvement Plan. Commissioner Gauthier stated that he would like to see a proposal created for retiree raises and brought up for a vote. Administrator Lawson stated that a new actuary would have to be done to determine costs and an actuary is approximately \$900. Commissioner Redmond asked how many active retirees there are currently. Administrator Lawson stated there are approximately 70 retirees at this time. Administrator Lawson stated that up to 2008 it was common that counties gave COLA increases for retirees. Commissioner Redmond stated that he has had some discussion on this subject with the Administrator and they will continue discussion.

Commissioner Gouine asked if the Fair Board has contacted the county to get guardrails up for the mud run. Finance Director Kortz stated she hasn't been contacted regarding that.

Motion by Commissioner Allor, 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 11:45 AM.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Pete Redmond
Chairperson