

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS
FINANCE/BUSINESS MEETING
AUGUST 11, 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-A *Approve Monthly Finance Claims* and Item 5-B *Budget Adjustments* from the Consent Agenda. Commissioner Redmond moved *Finance Claims* to New Business Item 12-F and *Budget Adjustments* to New Business Item 12-G.

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

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

- A. ~~Approve Monthly Finance Claim~~ (*Moved to New Business*)
- B. ~~Budget Adjustments~~ (*Moved to New Business*)
- C. Investment Report
- D. Victims Right Application
- E. Correspondence
 1. NEMCOG Project Review 2015-07
- E. Minutes
 1. Finance/Business Meeting of July 14, 2015 and Committee of the Whole Meeting of July 28, 2015
 2. Health Board – 6/16/15
 3. NEMCOG – 5/21/15
 4. NLEA July-August 2015 Newsletter and August President's Report
 5. North Country Community Mental Health – 6/18/15
 6. NEMCSA – 6/5/15
 7. Millage Appropriation Committee – 7/10/15
 8. Cheboygan County Fair Board – 7/6/15
 9. Cheboygan County Road Commission – 7/1/15 & 7/16/15
 10. Cheboygan City Council – 6/23/15
 11. Planning Commission Meeting – 6/3/15 & 7/1/15
 12. ZBA – 6/24/15

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

CITIZENS COMMENTS

Carl Muscott, a citizen of Tuscarora Township, addressed the Board regarding improvements to the county building security system. Mr. Muscott suggested having an officer present at the front entrance to manually check people for weapons.

SCHEDULED VISITORS – None

Finance/Business Meeting – AUGUST 11, 2015

FINANCE DIRECTOR'S REPORT – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended June 30, 2015. She reported total year-to-date revenue of \$2,267,207.78, or 19.32% of budget, compared to \$2,152,885.17, or 18.97% of budget last year at the same time. Ms. Kortz reported expenditures year-to-date of \$4,909,116.97 or 41.82% of budget, compared to \$4,896,403.46, or 43.15%, last year as of the end June. Ms. Kortz presented the Cash Summary Report, the Quarterly Fund Balance Report, Summary of Expenses by Category Report and the Summary of All Budget Adjustments Report for June 2015.

ADMINISTRATOR'S REPORT

Administrator Lawson updated the Board on several projects. Mr. Lawson stated that two bids were received on August 4 for the Animal Shelter Project and the lowest bid was from Brown Builders of Cheboygan in the amount of \$79,100. Administrator Lawson stated the excavating contractor has completed the installation of the septic system at the senior center. Mr. Lawson stated that the county finance department has been collecting wage comparables from other counties and that the county departments have been submitting budget information for 2016. Mr. Lawson stated that veteran's park suffered some tree damage due to the recent storm.

Commissioner Allor asked if there was any update on the NEMCOG meeting date for regional prosperity. Mr. Lawson stated that there has not been a date set yet but that it would be sometime in the fall. Commissioner Allor asked if there has been a meeting with Straits Area Services and Straits Regional Ride. Mr. Lawson said not yet.

Commissioner Gouine asked if the county will replant trees at Veteran's Park. Administrator Lawson said trees would be planted where necessary.

COMMITTEE REPORTS

Commissioner Brown attended township meetings and an Airport Authority meeting. He stated that the Village of Mackinaw City has received plans for a casino, which is being proposed as a three phase project.

Commissioner Wallace distributed correspondence regarding the storm damage on August 2nd that he received from Greg Clark of C.C.E. 9-1-1. Commissioner Wallace stated that C.C.E. 9-1-1 handled a lot of calls from surrounding areas regarding the storm because other systems failed. Commissioner Wallace stated that the development of regional prosperity areas has hit a snag.

Commissioner Allor attended a Forest Township meeting, a Walker Township meeting, a Nunda Township meeting, a Millage Appropriation meeting, a Northern Michigan Counties Association meeting, a District No. 4 Health Board meeting, and the local MTA meeting.

Commissioner Gauthier attended a City Council meeting, a combined City Council & Port Commission meeting, a Trails meeting, and the NLEA meeting.

Commissioner Gouine attended a Fair Board meeting and a Mullett Township meeting.

Commissioner Matelski attended a Planning Commission meeting, a Waterways Commission meeting, a ZBA meeting, a MAC Seminar in Gaylord, a Road Commission meeting, a Township meeting and the local MTA meeting.

Commissioner Redmond attended a meeting with DNR officials, a Straits Regional Ride meeting, a District No. 4 Health Executive Board meeting and reported the resignation of John Bruning. He said Health Board plans to look at joining with North West Health to share a director. He also attended the MAC Regional Summit meeting, a Benton Township meeting, and the LEPC meeting.

OLD BUSINESS – None

Finance/Business Meeting – AUGUST 11, 2015

NEW BUSINESS

Finance Director Kari Kortz presented the Sole Vendor List Policy 300-2A Revision. Ms. Kortz received a request from the Sheriff's Department to add Michigan Police Equipment to the Sole Vendor List; the company that the Sheriff's Department uses for their specialized bullet proof body armor. She stated that Janice Eaton, LLC as vendor has been removed from the Sole Vendor List.

Motion by Commissioner Allor, seconded by Commissioner Wallace to adopt the revised Sole Vendor List 300-2A to become effective August 11, 2015. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson explained a Professional Equalization Services Agreement was approved by the board on July 14, 2015. Upon further legal review, legal counsel advised that said agreement be terminated with Janet Eaton and the original Employment Agreement be reinstated retroactive to July 14, 2015. Commissioner Matelski and Commissioner Brown stated they would withdraw the motion to approve said services Agreement with Ms. Eaton.

Motion by Commissioner Gauthier, seconded by Commissioner Brown to cancel the tentative Agreement for Professional Services approved by the Board on July 14, 2015 and to reinstate the Employment Agreement with Janice B. Eaton retroactive to July 14, 2015. Motion carried with 7 yes, 0 no and 0 absent.

Motion by Commissioner Wallace, seconded by Commissioner Allor to accept Janice B. Eaton's resignation as Equalization Director for August 28th, 2015. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kortz presented the 2015 Salary & Wage Resolution for Non-Union General Employees #14-021 – Amendment #8. She explained that the Property Appraiser position in the Equalization Department would be reclassified as Deputy Equalization Director and the rate of pay made comparable to other deputy positions within Cheboygan County. The Property Appraiser position would be vacant permanently. Administrator Lawson noted that this change is part of the restructuring of the Equalization Department to strengthen it in the short and long term efficiencies. He said the hours for the Deputy Director and the Senior Property Appraiser would be increased from 35 to 40 hours temporarily from August 24, 2015 through the end of the year. Commissioner Allor asked how long the Deputy Equalization Director can work independently without an Equalization Director. Administrator Lawson stated that November is the next critical date for needing a Level III Equalization Director to review the county information that has to be submitted to the State and that the county has received a list of Level III certified Equalization Directors. Discussion was held.

Motion by Commissioner Matelski, seconded by Commissioner Brown to adopt Amendment #8 to the 2015 Salary and Wage Resolution – Non-Union General Employees #14-021 to be effective August 24, 2015, authorize the Chairperson to sign and approve the necessary budget adjustment. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Finance Director Kortz presented the 2015 Salary & Wage Resolution for Non-Union General Employees #14-021 – Amendment #9. Ms. Kortz stated that this is an amendment for Straits Regional Ride which has two employees that are not available to work due to injury and there is a need to hire part-time employees to fill in. The Salary & Wage Resolution Amendment does not change any specific wage, by merely provides for the hire of additional part-time employees. The number of part-time employees will be dictated by the available budget. This requires \$2,112 from the General Fund and offsetting revenue of \$2,259.

Motion by Commissioner Wallace, seconded by Commissioner Gauthier to adopt Amendment #9 to the 2015 Salary and Wage Resolution – Non-Union General Employees #14-021 to be effective August 24, 2015, authorize the Chairperson to sign and approve the necessary budget adjustment. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Lawson presented Security System Policy 600-1. This policy is basically ground rules for entry into the county building and how the security system works. Lengthy discussion was held.

Finance/Business Meeting – AUGUST 11, 2015

Motion by Commissioner Brown, seconded by Commissioner Wallace to approve Policy 600-1 Cheboygan County Security Policy and authorize the Chairperson to sign. Legal counsel recommended adding the language “for good cause” under the heading **EXCEPTIONS** on page 2 at the bottom of the page following the word designee to indicate administrative and elected official authority to permit entrance into the county building to individuals in non-security door areas for good cause. Discussion was held. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Allor addressed several questions about the monthly finance claims. Finance Director Kortz answered questions about several checks. Discussion was held regarding Kelly Services and the use of Republic for recycling.

Motion by Commissioner Gauthier, seconded by Commissioner Allor to approve the monthly finance claims as presented, Finance = \$24,905.00, Prepaid = \$1,185,055.07. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Commissioner Allor questioned on Budget Adjustments regarding the budget adjustment for the Recycling Department and the need to increase the Transportation expenditure by \$12,000, Administrator Lawson expanded on the need for a major county truck engine repair.

Motion by Commissioner Brown, seconded by Commissioner Allor 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

Carl Muscott, a citizen of Tuscarora Township, stated in reference to the security system, that a job done well doesn't need subsequent band aids and spoke to the potential for entrepreneurs to take advantage.

BOARD MEMBER COMMENTS

Commissioner Brown stated the policy on the security system is a good start.

Commissioner Allor stated that the Veteran's Services Director is now fully accredited. She said at the MAC summit she heard there may be grant money available for obtaining accreditation.

Motion by Commissioner Wallace, seconded by Commissioner Allor to adjourn this meeting to the call of the chair. Motion carried with 7 yes, 0 no and 0 absent. Meeting adjourned at 11:10 A.M.

Mary Ellen Tryban
Cheboygan County Clerk/Register

Pete Redmond
Chairperson