

**CHEBOYGAN COUNTY BOARD OF COMMISSIONERS  
FINANCE/BUSINESS MEETING  
April 10, 2007**

The meeting was called to order in the Commissioners Room by Chairperson Linda Socha at 9:30 a.m.

Roll called and a quorum present.

**PRESENT:** Commissioners Socha, Makima, Redmond, Mushlock, Page, Wallace, and Bolinger

**ABSENT:** None

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

Commissioner Bolinger stated he did not wish to remove anything from the consent agenda, but commented on several items on that agenda, stating the Crooked River Locks repair will move forward, Christine Alwood was elected to the MAC Board, and the new director for District #4 Health is doing a great job.

**Motion** by Commissioner Bolinger, seconded by Commissioner Mushlock, to approve the agenda as presented. Discussion held, Commissioner Wallace stated in the March 7, 2007 minutes for the Planning Commission the size of units appear to be in error; also in the March 15, 2007 minutes for the Road Commission, the motions approved for awarding bids does not provide enough information to the public. Motion carried with 6 yes, 1 no (Commissioner Wallace) and 0 absent.

**Motion** by Commissioner Bolinger, seconded by Commissioner Mushlock, to approve the Consent Agenda as presented, consisting of the following items:

- A. Minutes of March 13, 2007 Finance/Business Meeting, March 27, 2007 Committee of the Whole Meeting and March 28, 2007 Special Meeting with Elected Officials
- B. Approve Monthly Finance Claims – Finance = \$209,590.53; Prepays = \$802,781.57
- C. Budget Adjustments - Raise Revenues & Expenditures for \$2,250 in the General Fund and \$400,000 in the Brownfield Redevelopment Fund
- D. Communications:
  1. Correspondence from Cheboygan County Farm Bureau regarding Annual Rural Urban Dinner
  2. Correspondence Requesting Adoption of Resolution Proclaiming Road Rage Awareness Week
  3. Senate Resolution No. 30 Urging Corps of Engineers & DNR to Repair Crooked River Locks
  4. Antrim County Resolution Supporting Christine Alwood for MAC Board Member at Large
  5. Hillsdale County Resolution regarding Deficit Reduction Act
  6. Van Buren County Resolution Opposing Senate Bill 232 regarding Foster Children
  7. Michigan Northern Counties Association minutes of January 22, 2007
  8. Health Board minutes of February 20, 2007
  9. C.C.E. 9-1-1: Monthly Financial Report – February 2007 and Board of Directors Minutes of January 17, 2007 and January 25, 2007
  10. CCE–Office of Emergency Management Board of Directors Meeting minutes of December 6, 2006
  11. NMSAS Board of Directors minutes of November 6, 2006
  12. Cheboygan County Fair Board minutes of March 5, 2007 and Building & Grounds Committee Meetings minutes of March 19, 2007 (2 sets)
  13. Cheboygan County Road Commission minutes of March 1, 2007 and March 15, 2007
  14. Cheboygan City Council minutes of February 27, 2007 and March 13, 2007
  15. Planning Commission minutes of March 7, 2007 and March 21, 2007
  16. ZBA minutes of January 24, 2007

A roll call vote was taken. Motion carried with 6 yes, 1 no (Commissioner Wallace) and 0 absent.

**CITIZENS COMMENTS** – None

**FINANCE DIRECTOR'S REPORT** – Finance Director Kari Kortz presented the revenue and expenditures report for the General Fund for the month ended February 28, 2007. She noted current

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revenues are 14.7% of budget, which is slightly less than last year at this, which was 15.82% and 16.24% at year end; and expenditures are 15.95% of budget compared to 14.72% last year. Ms. Kortz said next month would be the end of the 1<sup>st</sup> quarter.

### COMMITTEE REPORTS

Commissioner Makima reported that Alpena County wants to be allowed to have two alternates on the District #4 Health Board. Civil Counsel Bryan Graham said to do that the intergovernmental agreement would have to be amended. Commissioner Makima also reported that Alpena County currently is short \$16,000 on their allocation to the Health Department and will be charged a surcharge of 17%.

Commissioner Redmond attended the Recycling Committee meeting and reported that group would be presenting a report at the April Committee of the Whole meeting. Chairperson Socha requested Civil Counsel to attend the next Recycling Committee meeting on April 17, 2007. Discussion held on technicalities and legalities that should be addressed before presentation to this board. Administrator Overton said the committee does not feel the technicalities and legalities are its responsibility, and will only be presenting the updated information. Commissioner Redmond also reported attending the Benton Township meeting. He distributed forms to each commissioner for the formal evaluation of the county administrator and requested the completed forms be returned to Kathy Morrow by April 30<sup>th</sup>.

Commissioner Page reported attending the Humane Society Meeting and that Humane Society is interested in expanding the animal shelter, but are not sure if they have enough land for the expansion. He said the expansion would be funded with Humane Society funds. Administrator Overton said the Cheboygan Schools owns the property and would be amicable to another acre or so. Chairperson Socha said Humane Society Director Mary Talaske does have an emergency plan on file. Commissioner Wallace said this would be a good time to review property owned by the county and perhaps the county should not be the property owner of the animal shelter. Commissioner Page suggested the county's civil counsel should look at the best way to handle this for the future and who should have title to the property. Chairperson Socha in the past the Humane Society has had their own legal counsel.

Commissioner Mushlock attended the Fair Board Meeting and the Inverness Township Board meeting. She said this year the fair will be held August 5<sup>th</sup> through 11<sup>th</sup>.

Commissioner Bolinger reported attending the LEPC meeting held yesterday which was the first joint meeting with Emmet and Charlevoix counties. He also attended the Walker Township meeting and the township awarded the bid for finishing the interior of their new township hall. Commissioner Bolinger requested a copy of the recently adopted Zoning Ordinance Amendment regarding kennels.

Commissioner Socha attended the Hebron Township meeting, Planning Commission meetings and the yesterday's LEPC meeting. Charlevoix and Emmet county representatives were interested in the high turn out Cheboygan County has for LEPC meetings. Cheryl Beyer and Jack Messer provided several updates at the LEPC meeting, including an update on homeland security. Commissioner Socha said plans now will include an annual tri-county LEPC meeting. She also said anyone planning to attend the April 16<sup>th</sup> e-team training at the Middle School must sign up today by contact Cheryl Beyer; and reminded the board that every commissioner has mandatory courses that must be taken. She said a pandemic exercise will be held on April 27<sup>th</sup> with Cheboygan County participating. She said Mr. Messer has been working on obtaining funding for addition radio towers to eliminate gaps in coverage as well as funding for an addition tower for NOAA.

### OLD BUSINESS

Commissioner Redmond presented job descriptions for Airport Authority Member; Commissioner/Board Member and Commission, Committee or Board Appointed Member which were previously discussed at the March 13, 2007 Board of Commissioners Meeting and were directed to Civil Counsel for review. Civil Counsel has now had the opportunity to review them with minor changes made. Commissioner Redmond directed Kathy Morrow to send appropriate copies to the

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various board chairs for distribution to each committee or board member upon approval today. Commissioner Page noted that the Airport Authority Member job description does not mention an ethics policy. Civil Counsel Bryan Grahams said the reason would be that the authority is a separate entity and he was not aware if that authority actually has an ethics policy to comply with.

**Motion** by Commissioner Redmond, seconded by Commissioner Wallace, to adopt the Cheboygan County Job Descriptions as recommended by the Board Appointments and Procedures Committee for Airport Authority Member; Commissioner/Board Member and Commission, Committee or Board Appointed Member. Motion carried with 7 yes, 0 no and 0 absent.

### NEW BUSINESS

Harbormaster Curtis Chambers presented Resolution #07-011 and the Cheboygan County Marina Electrical Upgrade Grant Agreement for adoption and approval. This is a study to determine the most fiscally responsible course of action i.e. repair and upgrade the present facilities or replace said facilities. The Waterways Commission has approved this action and has been working with U.D.A. to accomplish this task. The Waterways Commission budgeted the 50% match for this project.

**Motion** by Commissioner Redmond, seconded by Commissioner Makima, to adopt the following resolution and authorize the Chair to sign the Cheboygan County Marina Electrical Upgrade Grant Agreement:

#### RESOLUTION #07-011

“**RESOLVED**, that the County of Cheboygan, Cheboygan County, Michigan does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and the County does hereby specifically agree, but not by way of limitation, as follows:

- 1) To appropriate the sum of Sixteen Thousand One Hundred and Ten dollars (\$16,110.00), to match the grant authorized by the Department.
- 2) To maintain satisfactory financial accounts, documents, and records and to make them available to the Department for auditing at reasonable times.
- 3) To negotiate and enter into a contractual relationship with a registered professional engineer so licensed by the State of Michigan to provide for the completion of said preliminary engineering study in accordance with established engineering principles, which contractual relationship shall be subject to the approval of the Department.
- 4) To comply with any all terms of the said Agreement, including all terms not specifically set forth in the foregoing portions of the Resolution.”

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

Human Resource Director Tim Garey presented three resolutions for changing MERS Retirement Benefit from B-3 to B-4. To implement the change, MERS requires three (3) separate resolutions from the Board approving the change to B-4. One resolution is for General (Division 1), which includes AFSCME union members and the County's Non-Union employees. A second resolution (Division 2) is for the POLC and GELC union members of the Sheriff's Department. A third resolution (Division 10) is for the Elected and Appointed Officials.

**Motion** by Commissioner Mushlock, seconded by Commissioner Redmond, to approve Resolutions 07-012, General (Division 1), 07-013, Sheriff (Division 2), and 07-014 Elected/Appointed Officials (Division 10) (copies on file in County Clerk's office); and authorize the Chair to sign. A roll call vote was taken. Motion carried with 7 yes, 0 no and 0 absent.

Administrator Overton presented a MDEQ Soil Excavation Agreement for approval. The agreement was prepared by Civil Counsel Bryan Graham. Mr. Overton said the drycleaners adjacent to the County's south parking lot has a soil contamination issue that the MDEQ wishes to address this spring. Although the square footage of the contaminated area is not significant, the level of the contaminant is and warrants prompt removal according to Melissa Kendzierski of MDEQ. Administrator Overton said the MDEQ is funding this project because the property has changed hands so many times the party responsible for the contamination cannot be identified.

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**Motion** by Commissioner Makima, seconded by Commissioner Bolinger, to approve the Soil Excavation Agreement with MDEQ and authorize the Chair to sign. Motion carried with 7 yes, 0 no and 0 absent.

Human Resource Director Tim Garey presented the following proposed 2007 wages for County Marina and County Fair employees:

Marina: The Marina payroll is based on an hourly wage scale with starting and maximum salaries for specific positions:

	<u>Start</u>	<u>Maximum</u>
Assistant Harbormaster	\$10.00	\$12.50
Shift Supervisor	\$ 9.00	\$11.00
Dock Hand	\$ 8.00	\$10.00
Night Security	\$ 9.00	\$11.00

Returning employees are authorized to receive a \$.50 per-hour raise each year. This has been the approved practice since 1988.

Harbormaster	\$37,550.00 – 2006
	<u>1,126.50</u> – 3% Raise
	\$38,676.50 – 2007 Proposed Salary

County Fair: A wage scale for County Fair employees was approved by the Board in 2006.

Groundskeeper           \$4,500 per year

	<u>Start</u>	<u>Maximum</u>
Fair Staff (Grounds Workers/ Office)	\$8.50	\$10.00

Returning Fair Staff are authorized to receive a \$.50 per-hour raise each year up to a \$10.00 maximum.

Mr. Garey said in surveying surrounding counties for comparables for these positions he found few comparables for fair employees, as most are volunteers. He said all future wage increases/adjustments will be part of the annual Salary Resolution in October. If above pay rates are approved, the financial impact would be as follows: Marina Staff: \$5,272.79 – Increase over 2006 based on proposed wages, estimated work hours, and County’s contributions to Worker’s Comp and FICA; Harbormaster: \$1,379.61 – Increase over 2006 based on proposed wages, estimated work hours, and County’s contributions to Worker’s Comp FICA, and MERS; County Fair: \$1,408.66 – Increase over 2006 based on proposed wages, estimated work hours, and County’s contributions to Worker’s Comp and FICA. No increase in Groundskeeper’s salary. Commissioner Mushlock asked Administrator Overton if the Fair has discussed wages with him since the April 2<sup>nd</sup> Fair Board Meeting. He said no, he has not spoken with anyone from the fair board.

**Motion** by Commissioner Wallace, seconded by Commissioner Redmond, to authorize the new pay rates for 2007 for the County Marina and County Fair and corresponding budget adjustments. A roll call vote was taken. Motion carried with 6 yes, 1 no (Commissioner Mushlock) and 0 absent.

**CITIZENS COMMENTS** – Airport Authority Board Member Fred Weeks presented Commissioner Page with a personalized coffee mug from the Airport Authority and Radio Shack.

**BOARD MEMBER COMMENTS**

Commissioner Bolinger commented that a prisoner out on tether is still custody and still the liability of the county. Commissioner Page said he believes a prisoner has to pay to participate in the tether program, and the program would be cheaper for the county than housing non-violent prisoners. He said he would be interested in comparative costs for tethering versus housing.

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**Motion** by Commissioner Makima, seconded by Commissioner Redmond, to adjourn. Meeting adjourned at 10:35 a.m.

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Mary Ellen Tryban  
Cheboygan County Clerk/Register

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Linda Socha  
Chairperson