

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

May 8, 2014

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, May 8th, 2014 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Cooper called the meeting to order at 4:10 p.m. with a quorum present.

MEMBERS PRESENT: Don Cooper, Scott Shackleton and Ted Postula

MEMBERS ABSENT: George Kinsella and Don McLean

OTHERS PRESENT: Undersheriff Mike Bitnar, Treasurer Margie Hank, Administrator Jim German, and Deputy Administrator Kelly Church

Approval of the Agenda

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve the agenda as amended. On a voice vote, the motion CARRIED.

Public Comment

No Comments were offered.

Correspondence and Informational Items

The Committee received the monthly Treasurer's report, monthly travel report, the April Visa billing statement for review and the MERS 1st Quarter report on the Retiree Health Funding Vehicle. Discussion on the use of the Administration credit card followed and obtaining a MERS report specific to the County's investment.

AGENDA ITEMS

2011 and 2012 Operation Stonegarden allocation - \$129,757.00

Director Tim McKee forwarded a letter regarding 2011 and 2012 Operation Stonegarden Grant allocations in the amount of \$129,757.00, to be approved expenditures as follows:

- \$52,770.00 - for Law Enforcement overtime wages and fringes
- \$13,322.00 – designated for fuel and vehicle maintenance costs
- \$ 6,000.00 – for Geographic Information System (GIS) Data for EUP Regional Planning
- \$ 5,240.00 – to purchase 85 batteries from Motorola Solutions
- \$33,352.50 – to purchase 10 Motorola APEX 6000 portable radios from Motorola.

After these expenditures it will leave a balance of \$19,072.50 for additional equipment to be approved at a later date.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve the expenditures as follows: \$52,770.00 for wage and fringe to cover law enforcement overtime; \$13,322.00 for fuel and maintenance costs for patrol units; \$6,000.00 to EUP Regional Planning to produce maps and obtain tactical data for geography and topological data of the border area (GIS); \$5,240.00 to purchase from Motorola Solutions 85 batteries for portable radios and \$33,352.50 to purchase 10 Motorola APEX 6000 portable radios from Motorola, the pricing has been approved by the State and FEMA following the Allowable Cost Justification, and bids were sought for the 10 portable radios. On a voice vote, the motion CARRIED.

Tri-DENT Task Force (Tri-County Drug Enforcement Narcotics Team)

The Committee reviewed various information to establish, fund and approved expenditures for the Tri-DENT Taskforce, as well as, information to establish the wages for the position. Discussion also included withdrawing from the SANE Grant, and the SANE Interlocal Agreement. Fund 273 will be established with revenue from both the General Fund and Commissary Fund totaling \$80,500, which will be the unused portion of Department 340, and changing the Allocation of Department 310, and a transfer from the Commissary. Expenditures of \$38,000.00 for wages, \$25,000.00 for fringes and \$17,500.00 for equipment, will be set up totaling \$80,500; this change will cost the General Fund approximately an additional \$4,500 for FY2014. The Committee also reviewed two expenditures to approve the purchase of a vehicle and a Mitter system to be used by the Task Force, the Committee was asked to waive the bidding policy for the vehicle purchase.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve the Establishment of Fund 273 – Tri-DENT Task Force. On a voice vote, the motion CARRIED.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to approve the purchase of a vehicle from O'Connor's for a price not to exceed \$12,000, and the purchase of the Mitter System from Teamintel Intelligence Equipment for a price not to exceed \$3,515.00 and to waive the County Bidding Policy. On a voice vote, the motion CARRIED.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to transfer our current SANE officer from the SANE grant, effective June 8, 2014 to the Tri-DENT Task Force, and to notify Emmet County by written notice. On a voice vote, the motion CARRIED.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to withdraw from the SANE Interlocal Agreement, effective June 8, 2014 by providing written notice to each of the participating entities. On a voice vote, the motion CARRIED.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to approve the wages for the Tri-DENT Deputy, as a Detective position. On a voice vote, the motion CARRIED.

Update County Credit Card Authorization and Issuance Resolution

The Committee reviewed the updated Resolution 14-09 –which will replace 96-4; Authorize the Issuance and the use of County Credit Cards to Selected County Officers and Employees. No action was taken, and the Resolution will be on the Agenda for the Regular Board meeting.

Out-of-State Travel Health Department – Anniston, Alabama

The Committee reviewed a request from the Health Department for Shane Albrecht to attend the 2014 National Strategic Stockpile Preparedness Course in Anniston, Alabama. Attendance and expenditure will be used only if Mr. Albrecht is accepted in the course, if accepted the CDC will cover all travel costs, lodging and per diem.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve the out-of-state travel for Shane Albrecht, to attend the 2014 National Strategic Stockpile Preparedness Course in Anniston, Alabama, if he is accepted into the course, with all cost being paid by the CDC. On a voice vote, the motion CARRIED.

Health Department Job Posting/Possible County Consolidation of Duties

The Committee reviewed the Health Departments job position description for the Bookkeeper/General Ledger Clerk, and discussed the possible consolidation of this Administrative position through attrition with the County, via centralized accounting. Discussion followed.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to ask the Board of Health, to hold up on the hiring of this position and to explore consolidation of the position with the County. On a voice vote, the motion CARRIED.

Police Auxiliary Unit Services – Cancellation

The Committee reviewed the most recent bi-monthly billing from the City of Sault Ste. Marie Police Department's Auxiliary Services for building security, and discussed cancellation of the services, as a cost saving measure.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to cancel the building security services with the City of Sault Ste. Marie's Auxiliary Unit. On a voice vote, the motion CARRIED.

17 Desktop Computers – Bid Summary

The Committee reviewed bid summary for the purchase of seventeen (17) Desktop Computers, as well as, the approved budget for Desktop Computer purchases for FY2014. Discussion included reference checks, and reducing the number of computers to purchase in order to follow the budget. By ordering only fifteen (15) Desktop Computers it will only exceed the budgeted amount by \$38.99.

It was moved by Commission Shackleton, supported by Commissioner Postula, to approve the purchase of fifteen (15) Desktop Computers from Global Gov Ed Solutions, at a cost not to exceed \$13,366.50. On a voice vote, the motion CARRIED.

Elevator Maintenance Contract – Bid Summary

The Committee received and reviewed the bid summary Elevator Maintenance Contracts to include the four County Elevators, three with current expiration date of August 1, 2014 and one expiring April 1, 2015. The maintenance contract will cover the quarterly and annual Fire Services Test and the 3-Year Hydraulic Load Test.

It was moved by Commissioner Shackleton, supported Commissioner Postula, to approve the Elevator Service contract bid from Otis Elevator Company for the first amount of \$5,368.80, with a 4% annual cap and a 3% annual savings if paid annually, with the service technician based out of St. Ignace. On a voice vote, the motion CARRIED.

Release RFQ for Copier Purchase

The Committee reviewed an RFQ for a copier machine purchase for the Prosecuting Attorney's Office, which is in accordance to the purchasing rotation for County copiers.

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve the release of the Copy Machine RFQ for the Prosecutor's Office. On a voice vote, the motion CARRIED.

FINANCE

Claims and Accounts

The Committee reviewed the bills and payroll presented for approval.

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to recommend the approval of the general claims totaling \$449,767.03, other fund claims \$4,009,209.01, payroll \$444,101.64 and Health Department claims \$434,841.16 and total claims \$5,337,918.84 and vouchers H-1 through H-442. On a voice vote, the motion CARRIED.

Budget Adjustments

It was moved by Commissioner Postula, supported by Commissioner Shackleton, to approve the Budget Adjustments as follows:

5/12/2014		Chippewa County Budget Amendments		Original Budget	Amended Budget	Change	
Revenue							
101-000-676-265	General Fund	Reimbursements Buildings & Grounds		0.00	21,988.17	21,988.17	Insurance Proceeds Water Damage
236-000-402-000	Library Fund	Millage		544,197.00	0.00	(544,197.00)	Library Millage Separate Board not County
258-000-678-301	Drug Forfeiture	Drug Seizure Income		2,000.00	10,000.00	8,000.00	Proceeds Drug Seizures
273-000-699-101	Trident Task Force	Transfer from Fund 101		0.00	55,500.00	55,500.00	Transfer from General Fund
273-000-699-595	Trident Task Force	Transfer from Fund 595		0.00	25,000.00	25,000.00	Transfer from Commissary Fund
375-000-699-377	City of SSM 2010 Water	Transfer from Fund 377		0.00	7,145,149.60	7,145,149.60	Payoff City of SSM 2013 Refunding
Expenditures							
101-265-931-325	General Fund	Maint/Supplies City County Building		3,500.00	6,309.00	2,809.00	County Building Water Damage
101-265-937-000	General Fund	Courthouse Maintenance		10,000.00	17,179.17	7,179.17	Court House Water Damage
101-265-939-200	General Fund	Annex Water Damage 2014		0.00	15,000.00	15,000.00	Annex Building Water Damage
101-310-701-000	General Fund	SANE Contribution		5,000.00	0.00	(5,000.00)	Recl From SANE to Trident
101-360-742-000	General Fund	Animal Control		6,000.00	10,000.00	4,000.00	Excessive Truck Repairs
101-999-998-273	General Fund	Transfer to Fund 273		0.00	5,000.00	5,000.00	Transfer to Trident Drug Enforcement
236-000-956-000	Library Fund	Operations		544,197.00	0.00	(544,197.00)	Library Millage Separate Board not County
258-000-701-301	Drug Forfeiture	Expenditures		0.00	4,000.00	4,000.00	Drug Forfeiture Expenditures
258-000-801-200	Drug Forfeiture	Professional Service Sault Police		0.00	4,000.00	4,000.00	Drug Forfeiture Expenditures
273-000-704-000	Trident Task Force	Wages		0.00	38,000.00	38,000.00	Trident Task Force
273-000-715-000	Trident Task Force	Fringes		0.00	25,000.00	25,000.00	Trident Task Force
273-000-979-000	Trident Task Force	Equipment		0.00	17,500.00	17,500.00	Trident Task Force
375-000-991-000	City of SSM 2010 Water	Principal		0.00	7,025,000.00	7,025,000.00	Payoff Principal Bond Refunded
375-000-995-000	City of SSM 2010 Water	Interest		0.00	120,149.60	120,149.60	Payoff Interest Bond Refunded
377-000-701-000	City of SSM 2013 Refunding	Expenditures		0.00	55,703.70	55,703.70	Bond Refunding Costs
377-000-999-375	City of SSM 2013 Refunding	Transfer to Fund 375		0.00	7,145,149.60	7,145,149.60	Transfer to City of SSM 2010 Water Fund

On a voice vote, the motion CARRIED.

FY2015 Budget Schedule & Audit Presentation Meeting Notice

The Committee received the tentative FY2015 Budget schedule and the meeting notice for the Audit Presentation on Thursday, May 15th at 4:00 pm in the Circuit Court Jury room.

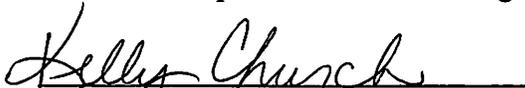
Committee and Chairman's Comments

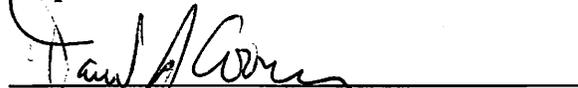
The Committee discussed the Courthouse Annex, the Governor's Declaration of Disaster and the Regular Board meeting time for Monday's meeting being 2:00 p.m.

Adjourn

It was moved by Commissioner Shackleton, supported by Commissioner Postula, to adjourn the meeting.

Chairman Cooper declared the meeting adjourned at 5:00 p.m.


 Kelly Church, Deputy Administrator


 Don Cooper, Chairman