

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

August 7, 2014

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, August 7th, 2014 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Cooper called the meeting to order at 4:00 p.m. with a quorum present.

MEMBERS PRESENT: Ted Postula, George Kinsella, Don McLean and Scott Shackleton

MEMBERS ABSENT: Don Cooper

OTHERS PRESENT: Paul Stanaway, Margie Hank, Brian Bartlett, Jim German and Kelly Church

Approval of the Agenda

It was moved by Commissioner McLean supported by Commissioner Kinsella, to approve the agenda as amended, adding two Sheriff Department request, one for maintenance and one for a grant received from Walmart. On a voice vote, the motion CARRIED.

Public Comment

No Comments were offered.

Correspondence and Informational Items

The Committee received the Treasurer's investment report, the monthly travel report, the July Visa billing statement for review, the MERS Health Care Retirement Vehicle Quarterly Statement and a copy of the Chippewa County Retiree Health Care Plan as of 12/31/2013.

AGENDA ITEMS

Sheriff's Department – Jail Maintenance

The Committee was updated on two maintenance items that needed to be addressed, four electronic locks that need to be replaced and three security window that need to be replaced, as they are cracked. Lt. Stanaway received a quote from Cornerstone Service & Supply, the replacement of the four locks, the three security windows plus labor and supplies will not exceed \$8,000. Locks quoted at \$4,298, security windows quoted at \$1,970 plus service and supplies quoted at \$1,637.50. Lt. Stanaway will be adjusting some other maintenance items previously budgeted to get this essential maintenance completed.

It was moved by Commissioner McLean, supported by Commissioner Postula, to waive the County Bidding Policy, and to have Cornerstone Service and Supply, complete the maintenance on four electronic locks, three security windows plus labor and supplies at a cost not to exceed \$8,000. On a voice vote, the motion CARRIED.

Central Dispatch – Millage

The Committee received and reviewed the Ambulance and Fire Protection Proposition Millage Renewal which was inadvertently not placed on the August election ballot, and was asked to approve the same language for the General Election to be held on November 4, 2014. Discussion followed.

It was moved by Commissioner Postula, supported by Commissioner Kinsella, to approve the Chippewa County ‘Ambulance and Fire Protection Proposition Millage Renewal’ language and for the question to be placed on the November ballot. On a voice vote, the motion CARRIED.

Central Dispatch – Interior Painting Bid Summary - Approval

The Committee received and reviewed the bid summary for interior painting to be completed at Central Dispatch’s interior offices. Four bids were received and all met bid specifications.

It was moved by Commissioner McLean, supported by Commissioner Postula, to approve the low bid of \$2,385 for interior painting at Central Dispatch to be completed by Superior Touch Painting. On a voice vote, the motion CARRIED.

Central Dispatch – Request to Obtain Credit Card - Approval

The Committee reviewed a memo from OES Director Tim McKee regarding his need for a County credit card to be maintained at Central Dispatch, to be utilized for hotel reservations and vendors. The County’s credit card policy will be followed and a monthly report will be added to the Finance packet just like the Administrator’s credit card report.

It was moved by Commissioner Kinsella, supported by Commissioner McLean, to approve the request for OES Director Tim McKee, to obtain a County credit card to be specifically used at Central Dispatch for hotel accommodations, travel and vendors who require a credit card payments and that the County policy will be followed and a monthly report will be included in the Finance packet. On a voice vote, the motion CARRIED.

Sheriff’s Department – Sale of Used Vehicles – Approval

The Committee reviewed the notice of receiving bids for two Chevrolet Impala’s that are being dispersed from County assets. There is a minimum bid of \$400 for each of the vehicles, and the normal process of advertisement will be followed.

It was moved by Commissioner McLean, supported by Commissioner Postula, to approve the sale of two Chevrolet Impala’s utilizing the normal bidding and advertisement process. On a voice vote, the motion CARRIED.

Sheriff’s Department – Community Correction Suspension of A19 & A26

The Committee was briefly updated on the FY13-14 CLM Community Corrections grant, which expires on September 30, 2014; and the Chippewa County has already used up A19 (Community Placement), A26 (Community Work Crew) & D23 (Intensive Supervision) funding totaling \$66,282.29 of revenue, leaving \$1,085.71 to be collected for July services. This Special Fund, collects enough other revenue to cover the expenses for the remaining fiscal year. No action taken.

Information Technology – Bid Summary - Sonicwall NSA-2600 UTM Firewalls - Approval

The Committee reviewed a memo from Brian Bartlett, reviewing the two bids that were received, and his request to not go with the low bid but to stay with DSTech, Inc., who we have an existing working relationship with and knowledge of their staffing capabilities.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to approve the bid from DSTech, Inc. in the amount of \$12,969.08 for the two-year security subscription required per the bidding process. On a voice vote, the motion CARRIED.

Health Department – Re-hire Marsha Mitchell Temporarily - Approval

The Committee was asked to approve the temporary re-hire of Marsha Mitchell, to assist Health Department CFO Christine Lundquist, until a determination of how many of the duties of the general ledger clerk position can be readily absorbed by Christine Lundquist and/or other finance staff. This position would for four to eight days per month, through the next couple months until a determination can be made.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to approve the re-hire of Marsha Mitchell on a temporary basis of four to eight days per month to assist Health Department CFO Christine Lundquist, for the next couple months until a needs determination regarding the general ledger clerk can be made. On a voice vote, the motion CARRIED.

Out-of-State Travel Request – Health Department

The Committee reviewed an out-of-state travel request for a hospice nurse to attend the NHPCO 15th Clinical Team Conference, with the Health Department being responsible for the nurse's time and flight costs only; to attend the conference in Nashville, Tennessee.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to approve the out-of-state travel for Nurse Christy Curtis, to travel to Nashville, Tennessee, to attend the National Hospice and Palliative Care Organization conference, at the cost of \$350 for her flight and her wages. On a voice vote, the motion CARRIED.

Animal Control – Grant Award \$30,000 - Approval

The Committee reviewed the notice of receiving grant monies from an anonymous Foundation in the amount of \$30,000 for the purchase of new cat kennels from Direct Animal Products consisting of 14 triple stack units and 7 center units, and litter boxes for the condos. Total cost of the cat kennels is \$50,836.25, with the balance of the kennels to be paid out of the donations fund (Fund 285).

It was moved by Commissioner McLean, supported by Commissioner Postula, to approve and accept the \$30,000 reimbursement grant application as received from the anonymous Foundation, and to proceed with the new cat kennels from Direct Animal Products at a total cost of \$50,836.25, with the balance of the project to be paid from Fund 285 – Animal Shelter Donations. On a voice vote, the motion CARRIED.

Animal Control – Animal Control Services w/City of SSM renewal – Approval

The Committee received and reviewed the contract between the County and the City of Sault Ste. Marie for Supplemental Animal Control Services which expires on 12/31/2014. The renewal contract changes include the dates and an increase in the hourly rate from \$15.00 per hour plus fringes to \$15.50 per hour plus fringes. With a new expiration date of December 31, 2016.

It was moved by Commissioner Kinsella, supported by Commissioner McLean, to approve the renewal contract with the City of Sault Ste. Marie for Supplemental Animal Control Services, with the hourly increase of \$.50 per hour plus fringes, and to forward to the City of Sault Ste. Marie for their approval and signature. On a voice vote, the motion CARRIED.

City of SSM – 510 East Spruce Street – Commercial Rehabilitation District – Approval

The Committee reviewed the information received on the establishment of a Commercial Rehabilitation District, located at 510 East Spruce Street, to be known as Garfield Commons, owner Elizabeth Corbiere. The Commission

has three options regarding the establishment of the Commercial Rehabilitation District, which will freeze the property taxes for five years. A resolution of support is included on the agenda for the Board's Regular meeting scheduled for Monday, August 11, 2014.

It was moved by Commissioner McLean, supported by Commissioner Postula, to support Resolution 14-16, approving the Commercial Rehabilitation District to Elizabeth Corbiere for Garfield Commons located at 510 East Spruce Street. On a voice vote, the motion CARRIED.

Administrator – Resolution for Sale of 300 Court Street

The Committee was updated on the sale of 300 Court Street, and the necessity to pass Resolution 14-15, which authorizes with Chairman Scott Shackleton or Administrator Jim German to sign the sales documents on behalf of the County at closing, which will be completed on Tuesday, August 12, 2014. This resolution was required by the title company, to complete the closing. No action was taken, as the resolution is on the Board's Regular meeting scheduled for Monday, August 11, 2014.

Administrator – Employee Benefits STD-LTD renewal – Approval

The Committee was updated on the quotes sought and received by Employee Benefits, on behalf of the County, for the employees short term, long term, life insurance and voluntary life insurance. The current carrier Lincoln Financials renewal increased, and a quote from Standard Insurance Company, will be a cost savings of approximately \$3,500 per year, with a two-year rate guarantee.

It was moved by Commissioner McLean, supported by Commissioner Kinsella, to approve the change of coverage for short term, long term and life insurance to “The Standard Insurance Company” based on the quotes received by Employee Benefits, with a two-year rate guarantee, saving approximately \$3,500 per year. On a voice vote, the motion CARRIED.

Administrator – New Deferred Comp 457 Program – Edward Jones – Approval

The Committee received a request from Edward Jones Financial Advisor Brent Osterhout, to have their 457 Deferred Comp Plan approved by the Committee, for an employee to utilize, this plan is at no cost to the County, as it is the employee's money only being invested.

It was moved by Commissioner Postula, supported by Commissioner McLean, to approve the Plan Documents, for Edward Jones 457 Deferred Comp Plan administered through Brent Osterhout, with no cost to the County. On a voice vote, the motion CARRIED.

Courthouse Rehabilitation listing

The Committee held a brief discussion on the proposed needs of the Courthouse, and then agreed the list needs to go back to the Building & Grounds Committee, for additional review.

Administrator – Courthouse & County Building Closure – October 16th noon until 4:00 p.m. – Approval

The Committee was updated on the planned security training that will be held on October 16th from noon until 4:00 p.m., which will necessitate the closure of the office, to complete the lock-down training.

It was moved by Commissioner McLean, supported by Commissioner Kinsella, to approve the October 16th, noon until 4:00 p.m. closure of the Courthouse and County Building, so that staff can attend security training. On a voice vote, the motion CARRIED.

Sheriff's Department – Walmart Grant

The Committee was updated on a \$2,500 grant received from Walmart, to help purchase office supplies and equipment to be used for the Tri-Dent Program.

It was moved by Commissioner Kinsella, supported by Commissioner Postula, to accept the \$2,500 Walmart grant with the proceeds to be used to purchase office supplies and equipment for the Tri-Dent Program. 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 Kinsella, supported by Commissioner Postula, to recommend the approval of the general claims totaling \$270,970.84, other fund claims \$441,679.01, payroll \$444,760.30 and Health Department claims \$496,365.89 and total claims \$1,653,776.04 and vouchers H-1 through H-292. On a voice vote, the motion CARRIED.

Committee and Chairman's Comments

No additional comments were offered.

Adjourn

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

Chairman Shackleton declared the meeting adjourned at 4:40 p.m.

Kelly Church, Deputy Administrator

Scott Shackleton, Chairman