

**CHIPPEWA COUNTY  
BOARD OF COMMISSIONERS**

Regular Session  
August 11, 2014

The Chippewa County Board of Commissioners met in regular session on Monday, August 11, 2014 at 2:00 p.m. in the 91st District Courtroom of the Chippewa County Building.

Present: Commissioners Don Cooper, George Kinsella, Ted Postula and Chairman Scott Shackleton

Absent: Commissioner Don McLean

Also Present: Scott Brand, Emil Mattson, David Martin, CCHD, Undersheriff Mike Bitnar, Register of Deeds/Equalization Director Sharon Kennedy, Kristina Denison, Deputy Administrator Kelly Church, Administrator Jim German and Cathy Maleport, Clerk.

**ADDITIONS AND DELETIONS TO THE AGENDA**

It was moved by Commissioner Kinsella, seconded by Commissioner Postula, to approve the agenda, as presented. On a voice vote, the motion carried.

**CORRESPONDENCE RECEIVED IN THE CLERK'S OFFICE**

It was moved by Commissioner Postula, seconded by Commissioner Cooper, to acknowledge the correspondence received in the Clerk's Office and, if necessary, forward to the appropriate committee. On a voice vote, the motion carried.

**APPROVAL OF COUNTY BOARD MINUTES**

It was moved by Commissioner Cooper, seconded by Commissioner Postula, to approve the regular County Board meeting minutes of July 14, 2014 as presented. On a voice vote, the motion carried.

**PUBLIC COMMENTS**

- None

**Old Business**

**a) Appointment to NorthCare – Substance use Disorder Policy Board**

Chairman Shackleton called upon the administrator, to explain the appointment to NorthCare. Mr.

German noted that the Board voted to advertise the position instead of making it a Chair appointment and that it is for substance abuse disorders. It's a subcommittee of the NorthCare Board.

Having only one applicant, it was moved by Commissioner Kinsella, seconded by Commissioner Postula, to appoint Jim Moore to the position. On a voice vote, the motion carried.

**Administrator's Report** – Given for informational purposes only.

**Standing Committee Reports:**

**Personnel/Equalization/Health and Social Services Committee**  
Commissioner Kinsella – July 29, 2014

**Agenda Items**

**Equalization Request**

Equalization Director Sharon Kennedy addressed the Committee, regarding the need to authorize the Equalization staff, for potential over-time hours that will be needed to deal with the staff changes that have taken place – including being under staffed due to a retirement and employees being pulled away from their normal jobs. The over-time hours would not exceed the current budget.

It was moved by Commissioner Kinsella, seconded by Commissioner Postula, to approve the Equalization staff over-time hours, if necessary, to complete their studies and the tax rolls, due to the staff changes and to not exceed the current budget. On a voice vote, the motion carried.

**Building Department Position**

The Committee was informed of a part-time Building Inspector to be employed as a backup Building Inspector. Mr. Frank Sims will be hired at \$12.00 per hour plus mileage – Building Inspector Jay Predmore will assign various permits, so that Mr. Sims stays familiar with the County's process and could be utilized to fill in for Mr. Predmore, if necessary. The County will also offer to pay for classes and licensing for Mr. Sims, to keep him certified, budgeting for FY2015 will also include monies to purchase a copy of the residential codes. The Deputy Administrator will be working with the IT Department to try to set up an old laptop with e-mail only for shared files between Mr. Sims and the County.

It was moved by Commissioner Kinsella, seconded by Commissioner Postula, to authorize the hiring of Frank Sims, at \$12.00 per hour, plus mileage, as a Part-time Building Inspector and to budget accordingly for the licensing and classes. A brief discussion took place with Commissioner Cooper noting that Mr. Predmore does a great job, and that this is a good move for the County. On a voice vote, the motion carried.

**Temporary Part Time for Sheriff**

Undersheriff Mike Bitnar addressed the Committee regarding the need for a temporary part time hire, to help in the front office, due to the accident and hospitalization of their lead Secretary. Discussion included cross training in the office, and the difference in pay that will be received, as is the practice of the county. The Committee also waived Policy No. 215 – Temporary Employee Reimbursement; and opted to approve the hourly rate of \$10.00 - \$12.00 per hour, at 20 hours per week. It is currently unknown how long this position will be necessary for.

It was moved by Commissioner Kinsella, seconded by Commissioner Postula, to authorize the part time hire of a temporary employment for 20 hours per week, at \$10.00 - \$12.00 per hour in the Sheriff's Department front office, due to the staff accident and recovery. A discussion followed which included past precedence, wages, and administrative team.

On a voice vote, the motion carried with Commissioner Kinsella voting Nay.

### **Sheriff Personnel Changes**

The Committee was informed of the resignation of full-time Corrections Officer Amber Wagner, and her full time replacement Corrections Officer Jereme Daniels, effective July 6, 2014.

It was moved by Commissioner Kinsella, seconded by Commissioner Postula, to accept the resignation of Amber Wagner, and authorize the recommended full-time hire effective July 6, 2014 of Corrections Officer, Jereme Daniels.

On a voice vote, the motion carried.

It was moved by Commissioner Kinsella, seconded by Commissioner Postula, to accept the Personnel/Equalization/Health and Social Services Committee meeting minutes of July 29, 2014, as presented. On a voice vote, the motion carried.

## **Building Grounds and Jail, Legislative & Natural Resources and Information Technology**

Commissioner McLean – July 29, 2014

### **Agenda Items**

#### **Radiator Replacement**

Paul Larke explained to the Committee that about ninety percent of the work on the radiators had been completed, as eighty-eight radiators are completed. It was estimated to finish the project, including the County Building Basement where hatches may have to be put in the ceiling, would cost an additional five thousand dollars. Additional discussion included that our maintenance staff would be responsible for the access panels and the air vent replacement. To date the project has cost \$9,903.30 with \$10,000 limit originally.

It was moved by Commissioner Postula, seconded by Commissioner Kinsella, to authorize the radiator

project for an additional five thousand dollars to complete the radiator project. A discussion followed regarding the additional \$5,000.00 requested. On a voice vote, the motion carried.

### **Courthouse Rehabilitation**

Administrator German noted the recent decision by the Commission to put funds from the sale of the Annex toward Courthouse Rehabilitation. He noted that an email would be sent out to the Commissioners with suggestions and to have Commissioners add their own ideas and prioritize them. Deputy Church would then give a prioritized ranking to the Finance Committee.

It was moved by Commissioner Postula, seconded by Commissioner Kinsella, to have Deputy Church send out an email to the Commission and to have the Board prioritize their preferences of updates and restoration of the Courthouse and return the list to Deputy Church, who will collect them and present them at the Finance meeting. On a voice vote, the motion carried.

It was moved by Commissioner Postula, seconded by Commissioner Kinsella, to accept the Building Grounds and Jail, Legislative and Natural Resources and Information Technology Committee meeting minutes of July 29, 2014, as presented. On a voice vote, the motion carried.

## **FINANCE, CLAIMS AND ACCOUNTS COMMITTEE**

Commissioner Cooper – August 7, 2014

### **AGENDA ITEMS**

#### **Sheriff's Department – Jail Maintenance**

The Committee was updated on two maintenance items that needed to be addressed: four electronic locks need to be replaced and three security windows 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 were quoted at \$4,298, security windows were quoted at \$1,970 plus service, and supplies were 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 Cooper, seconded 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.

It was moved by Commissioner Cooper, seconded 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 Cooper, seconded 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 Postula, seconded by Commissioner Kinsella, 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 credit card payments, and that the County policy will be followed and a monthly report will be included in the Finance packet. A discussion followed, which included oversight. On a voice vote, the motion carried, with Commissioner Cooper voting Nay.

**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 Cooper, seconded 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.

**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 Cooper, seconded by Commissioner Kinsella, 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 be for four to eight days per month, through the next couple months until a determination can be made.

It was moved by Commissioner Kinsella, seconded 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. A discussion followed which included planning ahead. On a voice vote, the motion carried, with Commissioner Cooper voting Nay.

**Out-of-State Travel Request – Health Department**

The Committee reviewed an out-of-state travel request for a hospice nurse to attend the NHPCO 15<sup>th</sup> 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 Cooper, seconded 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 Cooper, seconded by Commissioner Kinsella, 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 Cooper, seconded by Commissioner Postula, 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.

**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 Cooper, seconded by Commissioner Postula, 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 Cooper, seconded by Commissioner Kinsella, to approve the Plan Documents, for Edward Jones 457 Deferred Comp Plan administered through Brent Osterhout, with no cost to the County. A discussion followed which included how many vendors and the work involved for setting up such. On a voice vote, the motion carried.

**Administrator – Courthouse & County Building Closure – October 16<sup>th</sup> noon until 4:00 p.m. – Approval**

The Committee was updated on the planned security training that will be held on October 16<sup>th</sup> 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 Cooper, seconded by Commissioner Postula, to approve the October 16<sup>th</sup>, 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 Cooper, seconded 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 Cooper, seconded by Commissioner Kinsella, 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.

It was moved by Commissioner Cooper, seconded by Commissioner Postula, that the Finance Claims and Accounts minutes of August 7, 2014, be approved as presented. On a voice vote, the motion carried.

**New Business**

**(a) Resolution 14-15 – Resolution to Sell 300 Court Street**

It was moved by Commissioner Cooper, seconded by Commissioner Postula, to accept Resolution No. 14 -15 as follows:

**RESOLUTION NO. 14-15**

**Resolution To Sell Real Estate  
300 Court Street, Sault Ste. Marie, MI 49783**

**Whereas**, the Chippewa County Board of Commissioners owns certain real estate that is no longer needed for the operation of County government and has approved the sale of 300 Court Street, Sault Ste. Marie, MI 49783; described as: ASSESSORS SUBD NO 4 LOT 199 EX S 12 FT. 0.143 AC+/-; and;

**Whereas**, the Chippewa County Board of Commissioners has approved the sale to 300 Court Street, LLC for the purchase price of \$92,500; and

**NOW THEREFORE BE IT RESOLVED** that the Chippewa County Board of Commissioners sell said premises to 300 Court Street, LLC, property pursuant to the terms and provisions of the signed purchase agreement.

**BE IT FURTHER RESOLVED**, that Chairman Scott Shackleton or Administrator James German, are hereby authorized to execute on behalf of the Chippewa County Board of Commissioners, the sales documents, all such deeds, bills of sale, assignments and other instruments of transfer, and do all other things, on behalf of the Chippewa County Board of Commissioners necessary to carry out the contract of sale and to execute any and all documents, to that end.

A VOTE WAS TAKEN AS FOLLOWS:

AYES: Commissioners Cooper, Kinsella, Postula and Chairman Shackleton

NAYS: None

**THE RESOLUTION WAS DECLARED ADOPTED.**

**(b) Resolution 14-16 Resolution Supporting the Establishment of a Commercial Rehabilitation District**

It was moved by Commissioner Cooper, seconded by Commissioner Kinsella, to accept Resolution No. 14 -16 as follows:

**RESOLUTION NO. 14-16**

**Resolution Supporting the Establishment of a Commercial Rehabilitation District**

**Whereas**, the Chippewa County Board of Commissioners support the Establishment of a Commercial Rehabilitation District under PA 210 of 2005 to Elizabeth Corbiere for Garfield Commons located at 510 East Spruce; and;

**Whereas**, the Chippewa County Board of Commissioners supports the City of Sault Ste. Marie’s decision authorized by the provisions of Act 210 of 2005, Public Acts of Michigan, to create a commercial rehabilitation district, and

**Whereas**, the Chippewa County Board of Commissioners supports the measures by the City of Sault Ste. Marie to halt property value deterioration, encourage reinvestment, retain and create employment, and promote economic growth and development, and

**Whereas**, supports the City of Sault Ste. Marie’s determination that the property 510 East Spruce fully satisfies all requirement contained within Public Act 210 of 2005 regarding the type of property eligible for inclusion in a commercial rehabilitation district, and

**NOW THEREFORE BE IT RESOLVED**, that the Chippewa County Board of Commissioner supports the establishment of a commercial rehabilitation district located at 510 East Spruce Street, in accordance with the provisions of Public Act 210 of 2005 to Elizabeth Corbiere for Garfield Commons.

A VOTE WAS TAKEN AS FOLLOWS:

AYES: Commissioners Cooper, Kinsella, Postula and Chairman Shackleton

NAYS: None

**THE RESOLUTION WAS DECLARED ADOPTED**

**COMMISSIONERS COMMENTS**

- None

Having completed the agenda items, it was moved by Commissioner Kinsella, seconded by Commissioner Postula, that the Board adjourn. On a voice vote, the motion carried and the Board adjourned at 2:49 p.m.

Respectfully submitted,

Catherine C. Maleport, Clerk

Scott Shackleton, Chairman