

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

**June 11, 2019**

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, June 11, 2019 at the Chippewa County Building in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 12:00 noon with a quorum present.

**MEMBERS PRESENT:** Jim Martin, Scott Shackleton, Don McLean, Robert Savoie and Conor Egan

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Ken Talsma; Anderson, Tackman & Company, Karen Senkus, Lana Forrest, Jim German and Kelly Church

## **Approval of the Agenda**

**It was moved by Commissioner Savoie, supported by Commissioner Egan, to approve the agenda as amended adding MacGregor to 2-a. On a voice vote, the motion CARRIED.**

## **Public Comment**

No public comment was offered.

## **Correspondence and Informational Items**

The Committee received Treasurer's Investment reports, the monthly travel report, and the Health Departments Health Care First summary; the VISA billing, prescription cost/savings report from 44 North, and Resolution 19-20 – 2019 Property Tax Levy for review for the regular June meeting.

## **PRESENTATION – 2018 COUNTY AUDIT – Anderson, Tackman & Co. - Ken Talsma**

Ken Talsma of Anderson, Tackman & Co. presented and reviewed documents included in the 2018 Audit annual audit and reviewed the financial highlights with the Committee, Chippewa County received the highest opinion of unqualified; as the current controls in place are suitable and effective. The County received no findings and there were no material weaknesses. Mr. Talsma provided a variety of graphs regarding assets, liabilities & net position, revenues, expenditures, DTRF, a five-year comparison and breakdown of the federally awarded monies. The Committee discussed utilizing the County's FY18 gain to help offset the County's MERS retirement funding; which is only 68%. Discussion with questions and answers followed.

**It was moved by Commissioner Savoie, supported by Commissioner Egan, to accept and authorized the FY2018 Audit as presented for distribution and reporting purposes; and to further authorize a \$350,000 payment to MERS to help cover the unfunded retirement liability. On a voice vote, the motion CARRIED.**

## **AGENDA ITEMS**

### **Health Department – Pink Ribbon Requests 19-01 & 19-02**

The Committee reviewed two Pink Ribbon requests in the amounts of \$885.03 and 1,759.11.

**It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve Pink Ribbon request 19-01 for \$885.03 and request 19-02 for \$1,759.11 as presented. On a voice vote, the motion CARRIED.**

**Health Department – Nationwide Guaranteed Minimum Interest Rate – Deferred Comp – Option 2**

Nationwide is one the County Health Department employees deferred compensation programs; a choice regarding the guaranteed minimum interest rate change needed to be made. The Committee was asked to follow the County's prior action and approve Option 2 which changes the rates from 3.5% in 2018 down to .5% in 2023; plus increases the participants transfer limit from 20% to 40%.

**It was moved by Commissioner Savoie, supported by Commissioner Egan, to authorize the Guaranteed Minimum Interest Rate Change via Option 2 – which changes the rates, and increases the transfer limit from 20% to 40% for the Health Department employees. On a voice vote, the motion CARRIED.**

**Public Defender – Legal Services Agreements – Ruiz & MacGregor**

The Committee reviewed two new legal services attorney contracts per the MIDC for Tony Ruiz and Sara MacGregor for \$75.00 per hour from the Public Defender.

**It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve and authorize signature for the legal services attorney contracts per the MIDC grant guidelines for: Tony Ruiz and Sara MacGregor. On a voice vote, the motion CARRIED.**

**Public Defender – RFQ Private Investigators – no bids were received**

The Committee after brief discussion decided to re-advertise the Private Investigator RFQ.

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to authorize the re-advertisement of the RFQ for MIDC funded Private Investigators request. On a voice vote, the motion CARRIED.**

**Central Dispatch – FY2019 Hazardous Materials Emergency Preparedness grant (HMEP)**

The Committee reviewed the documents related to FY2019 Hazardous Materials Emergency Preparedness (HMEP) grant that will run from October 1, 2018 to September29, 2019; the following documents need to be authorized: grant agreement, sub recipient risk assessment certification, certifications regarding lobbying, standard assurances, audit certification and request for taxpayer ID.

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to approve and authorize signatures for the FY2019 Hazardous Materials Emergency Preparedness (HMEP) grant and the required documentation noted above. On a voice vote, the motion CARRIED.**

**Central Dispatch – EMT Basic Course for Chippewa County EMS**

The Committee reviewed a request to authorize approval of EMT Basic Course for Chippewa County EMS total course cost is \$11,600, each student would be responsible for \$275 and the Chippewa County OES would pay the remaining balance depending on the number of students.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to authorize the EMT Basic Course for Chippewa County EMS cost not to exceed \$11,600. On a voice vote, the motion CARRIED.**

**Sheriff Department**

**Snowmobile trade and upgrade**

**Disbursement for 800 Radios & Upload fee**

**Out-of-State Travel**

The Sheriff's Department has three action items for review by the Committee; the first being a request to trade-in/dispose of three snowmobiles which have reached end of life use: 2012 Ski Doo TNT (DNR Grant); 2012 Ski Doo TNT (DNR Grant) and 2013 Ski Doo GTX (Stonegarden Grant). The Sheriff's Department has

sought out approval to release the equipment by the SOM, as they were purchased through grant funds. The trade-ins will be trade-in for (1) Ski Doo Renegade Adrenaline 900 Ace; with the trade-ins matching the price of the new sled. The Sheriff's Department also asked that the County purchasing policy be waived.

The second budgeted request seeking authorization to purchase (2) two APX4000 Portable Radios 800 Mgz and (9) nine activation fees on the MPSCS System; or \$250 per radio; total cost \$7,858.70, this is state rate price, County purchasing policy to be waived.

The Sheriff's Office also request out-of-town travel for Drone training and pickup; travel on June 17<sup>th</sup> and 18<sup>th</sup> to Belleville, Illinois.

**It was moved by Commissioner Savoie, supported by Commissioner McLean, to approve the Chippewa County Sheriff's Office request to trade-in/dispose of three Ski Doo snowmobiles for an even trade for (1) Ski Doo Renegade Adrenaline 900 Ace; as appropriate releases for equipment were sought; to approve the \$7,858.70 expenditure for (2) two APX4000 Portable Radios 800 Mgz and (9) nine activation fees for the MPSCS system; with the County's purchasing policy being waived for both and to authorize out-of-state travel for training and pick-up of the Drone. On a voice vote, the motion CARRIED.**

#### **Information Systems – MDT's update on pricing from May minutes**

The Committee reviewed a memo from Information Systems; regarding change in model and quote from the previously approve purchase of MDT's from Yeo & Yeo \$3,654.00; the model was no longer available and the new model the 'Pro 6' is \$465.00 increase in pricing. It is still the lowest price of three quotes previously received.

**It was moved by Commissioner Egan, supported by Commissioner Savoie, to re-approve the low bidder for the Pro 6 MDT's purchase and Server licensing new purchase price not to exceed \$4,119.00 from Yeo & Yeo. On a voice vote, the motion CARRIED.**

#### **Information Systems – Fujitsu Image Scanner Purchase for Equalization for BS&A**

The Committee reviewed three quotes for the purchase of a scanner for the Equalization Department, a needed upgrade for compatibility with the new BS&A software. This purchase has not been budgeted, so a budget amendment will be requested too for fund 101-885-701.000.

**It was moved by Commissioner Shackleton, supported by Commissioner McLean, to approve the purchase and budget amendment in the amount of \$685.00, low bid from MNJ Technologies for (1) one Fujitsu Image Scanner. On a voice vote, the motion CARRIED.**

#### **Treasurer – Annual Report of Land Sale Proceeds**

The Committee received and reviewed the Annual Report of Balance in Land Sale Proceeds Accounts provided by County Treasurer Margie Hank, in accordance with MCL 211.78m (8)(h). The Committee was reminded of the current statewide legal proceeding's which could change the outcome based on the Courts decision.

**It was moved by Commissioner Egan, supported by Commissioner Shackleton, to accept and approve the Annual Report of Balance in Land Sale Proceeds Accounts, as presented with the amount available to transfer of \$286,415.01 to the general fund by 12/31/2019. On a voice vote, the motion CARRIED.**

#### **Treasurer - Chippewa County Investment Policy**

The Committee was given the County's current Investment Policy, that needs to be reviewed bi-annually, and which follows the Act 20 PA 1943 (MCL 129.91) authorizing County Treasurer's to invest county surplus funds in certain specified investments; in accordance with MCL 129.12. No action was taken as Resolution 19-20 is on the agenda for the Board meeting on, June 13th.

**Administration – Chippewa County and Northern Transitions – Recycling Program Agreement January 1, 2020 thru December 31, 2023.**

The Committee briefly reviewed the request to renew the agreement between Chippewa County and Northern Transitions, Inc. to establish the Chippewa County Recycling Program – recycling Collection and Disposal Agreement to a term of four years. Administrator German confirmed he spoke with counsel; and advised approval of the agreement is acceptable.

**It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve and authorize signature for the renewal of the agreement between Chippewa County and Northern Transitions, Inc. for the Chippewa County Recycling Program – Collection and Disposal Agreement for a four year term running January 1, 2020 thru December 31, 2023. On a voice vote, the motion CARRIED.**

**Administration – West Law Patron’s Access Renewal**

The Committee reviewed the required Patron Access – Law Library renewal, the renewal price of \$378.18 per month; and the year over year increase or a 3% year-over-year increase.

**It was moved by Commissioner Shackleton, supported by Commissioner Savoie, to authorize the renewal contract with Thomson Reuters (West Law) for the Patron Access-Law Library at the current price of \$378.18 per month a three year contract; with the 3% year over year increase during the term. On a voice vote, the motion CARRIED.**

**Administration – Caribou Lake Control Structure, Dam ID 1941**

Administration was forwarded a letter dated January 31, 2019 recently, regarding the Caribou Lake Level Control Structure, Dam ID 1941; information was gathered and the last inspection completed in 1998; at the request of former Controller Gordon Newland through the Chippewa County Road Commission. During research it was found out that the CCRC would have an engineering service in the County prior to the meeting and \$1,900 was authorized administratively to complete the inspection and get the dam in compliance with the State of Michigan. Administration will continue to investigate the court order and resolution from 1978 regarding the dam. Administration offered their thanks to the Road Commission for the help on this issue.

**It was moved by Commissioner McLean, supported by Commissioner Shackleton, to authorize payment of \$1,900 for the inspection by Ayres Associates, for the Caribou Lake Control Structure, Dam ID 1941 and to recognize the future potential liabilities, and actions that could be necessary regarding special assessments and administrative costs. On a voice vote, the motion CARRIED.**

**Administration – Audit Bidding for FY2019, 2020 and 2021**

Administration sought Committee authorization to negotiate with Anderson, Tackman & Co., for FY2019, FY2020 and FY2021 audit completion for the County.

**It was moved by Commissioner Shackleton, supported by Commissioner Egan, to authorize Administration to negotiate pricing with Anderson, Tackman & Co., for Audits to be completed for FY2019, FY2020 and FY2021. On a voice vote, the motion CARRIED.**

**Administration – RFP CCACS Security System**

The Committee reviewed the (1) one bid for the request for proposal to add a security system to the Chippewa County Animal Control Shelter, for both interior and exterior coverage. The bid from Alert Electronic, Inc., was timely and met the RFP specifications.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve the low bid from Alert Electronics, Inc. to provide and install a security system at the Chippewa County Animal Control Shelter for a price not to exceed \$5,200.00. On a voice vote, the motion CARRIED.

**Administration – RFP for three County Copiers**

The Committee reviewed the (1) bid to purchase three new copiers one for each of the following: Sheriff-Report Room; County Treasurer and Circuit Court Office. National Office Products provided two options; the 287 or the 308; the 308 being faster; model 308 base price \$3,316; with additional charges for various finishers. The Bizhub 308 with 3 paper trays and external finisher for the Sheriff’s Department Report Room cost will be \$3,927.54; the Treasurer’s Office, with three trays will be \$3,616.94; and the Circuit Court copier, with three trays; internal finisher and single pass scanning will be \$4,185.20

It was moved by Commissioner Egan, supported by Commissioner Savoie, to approve the purchase of three copiers from National Office Products at the total price of \$11,729.68 for (3) three Bizhub 308’s with options based on the department needs. 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 Savoie, supported by Commissioner McLean, to recommend the approval of May bills and payroll as follow: the general claims totaling \$297,497.24, other fund claims \$469,989.79, payroll \$498,713.59, Health Department claims \$238,216.40 and Health Department payroll \$305,447.60 total claims \$1,809,864.62 and vouchers H-1 through H-313. On a voice vote, the motion CARRIED.

**Finance – Budget Amendments**

The Committee reviewed one budget amendments for Victim’s Rights Coordinator to add a computer purchase to the 2019 budget.

6/11/2019		Chippewa County Budget Amendments		Original Budget	Amended Budget	Change	Description
Revenue							
Expenditures							
101-231-979.000	General Fund	Victim's Rights Coordinator		0.00	1,200.00	1,200.00	Computer Purchase

It was moved by Commissioner McLean, supported by Commissioner Shackleton, to approve the budget amendment presented. On a voice vote, the motion CARRIED.

**Committee Comments**

Commissioner McLean updated the Committee on the Dark Stores information he received while attending the UPAAC meeting; the topic is being held up.

**Chairperson’s Comments**

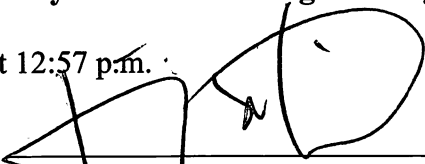
No additional comments.

**Adjourn**

It was moved by Commissioner Savoie, supported by Commissioner Egan to adjourn.

Chairman Martin declared the meeting adjourned at 12:57 p.m.

  
 Kelly J. Church, Recorder

  
 Jim Martin, Chairman.