

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

September 22, 2016

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Thursday, September 22, 2016 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Martin called the meeting to order at 5:30 p.m. with a quorum present.

MEMBERS PRESENT: Jim Martin, Scott Shackleton, Conor Egan and Rudy Johnson

MEMBERS ABSENT: Don McLean

OTHERS PRESENT: Jim German, Mike Bitnar, Margie Hank, Lana Forrest, and Kelly Church

Approval of the Agenda

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to approve the agenda with the addendum. On a voice vote, the motion CARRIED.

Public Comment

No public comment was offered.

Correspondence and Informational Items

The Committee received the monthly travel report, the monthly Visa billing statement, a MERS update and potential breakdown of legal costs for the City and County to join parties to the dark stores (Walmart) issues.

AGENDA ITEMS

Judge Services Agreement continue through October 31, 2016

The Committee reviewed the official notice of continuing services with Judge Harold Johnson with support of the State of Michigan to fill the Probate Court Judgeship through October 31, 2016. The County's portion being \$100.00 per day that Judge Johnson sits on the bench. A probable continuation of services through the winter months was also briefly discussed.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve the extension of Judgeship services to Judge Harold Johnson through October 31, 2016 at the County's cost of \$100.00 per day the Judge takes the bench. On a voice vote, the motion CARRIED.

Administrator Travel Escanaba & Lansing

The Committee reviewed Administrator German's travel to Escanaba and Lansing, with Administrator German advising of the Committee of travel changes which saved the County money.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve the Administrator's travel to Escanaba and Lansing with the noted changes that saved the County money. On a voice vote, the motion CARRIED.

MMRMA – Self Retention below 50% - \$36,000.00 (approve w/budget amendment)

The Committee reviewed a letter from MMRMA regarding the County Member's Retention Fund Balance, with needs to be equal, at a minimum of 50% of the reported reserves at all times. As of August 1st, Chippewa County is not in compliance with the Member Retention Fund Balance by the amount of \$35,398.98, to correct the compliance with regards to MMRMA's policy, a payment of \$36,000.00 is needed, as will a, budget amendments to the Insurance line item in the same amount. Discussion followed regarding the number of outstanding proceedings and their current standings.

It was moved by Commissioner Johnson, supported by Commissioner Egan, to approve the invoice provided by MMRMA in the amount of \$36,000.00, to correct the County's compliance with the Member Financial Responsibilities Policy established by MMRMA, and to approve a budget amendment for this payment. On a voice vote, the motion CARRIED.

Re-new Lease with EDC for Sheriff Storage increased to \$300 per month

Re-new Lease with EDC for Central Dispatch Center – 3% increase to \$28,132.12/year

The Committee reviewed the leases for storage and the Central Dispatch Center provided by Chippewa County EDC, discussing the proposed increases for the storage of sheriff equipment from \$250 per month to \$300 per month, and the annual rental agreement increasing by 3% for the Central Dispatch Center, from \$27,304 per year to \$28,123.12 per year. The Committee discussed reviewing rental rates, wanting to make sure, the rates are comparable with other locally, checking options for the future, a discussion of general fund dollars expenditures to Chippewa County EDC and other ancillary boards was reviewed, with it being noted that some Boards/Agencies in the past did not receive any general fund monies.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to approve the Letter of Understanding between the Chippewa County Sheriff Department and the Chippewa County Economic Development Corporation, for the rental of Building #234, for equipment storage, in the amount of \$300 per month for the period of December 1, 2016 through November 30, 2017 and to approve the Lease Extension between Chippewa County Central Dispatch Center and Chippewa County Economic Development Corporation, for the lease of 3,413 square feet of Building #432, five-year extension running from January 1, 2017 through December 31, 2021 for an annual rental payment of \$28,123.12, total lease amount. On a voice vote, the motion CARRIED.

Authorize Supplemental Animal Control Services with City of SSM

The Committee was asked to authorize Administration to negotiate and finalize the Supplemental Animal Control Services contract with the City of SSM. The proposal is going to eliminate the hourly rate, mileage, and individual charges for services, in hopes of seeking a monthly flat fee for the supplemental hours and services provided to the City of SSM. The changes will help limit the amount of current paperwork and limit the necessity for the Animal Control Officer checking in as ACO of the City or the County, with hopes of more time for response to calls. The revenue from this contract is vital to the CCACS to maintain the additional hours of Animal Control Services, as a majority of the County's population is in the City of Sault Ste. Marie.

It was moved by Commissioner Shackleton, supported by Commissioner Egan, to authorize Administration to negotiate and finalize the Contract for Supplemental Animal Control Services with the City of Sault Ste. Marie and Chippewa County. On a voice vote, the motion CARRIED.

Purchase Body Cameras to go with current system – Digital-Ally \$6,500 (line item transfer)

The Committee received and reviewed information on a product that has been tried and tested for durability and ease of downloading by the Sheriff's Department for the past year and a half, the purchase will be for 8 (eight) FirstVu Chest Camera's and 8 (eight) HD DVR's with standard battery kits in the amount of \$6,440. The Committee was asked to waive the County's purchasing policy, as the County's current systems handle the proposed Digital-Ally equipment. A RAP grant from MMRMA will be sought, and a line item transfer will be completed, from 301-742 gas/oil/maintenance are available due to lower gas prices and the Department running short staffed to do various leave time. These body camera's will help eliminate potential lawsuits, as the arrests will be captured and prevent the 'your word against mine'. The Sheriff's Department will be developing Policy and Protocol for the use of the body cameras.

It was moved by Commissioner Egan, supported by Commissioner Johnson, to approve the purchase from Digital-Ally, in the amount of \$6,440 for 8 (eight) FirstVu HD Chest Camera's 11" kit and 8 (eight) FirstVu HD DVR w/Standard Battery Kits, and to waive the County's Purchasing policy. On a voice vote, the motion CARRIED.

Scanning Project Register of Deeds/Technology Fund 256 (approve budget amendment)

Register of Deeds Sharon Kennedy reviewed a scanning project of older documents, so that the County has a secure archive of all documents recorded and to make searching and viewing easier for the public. The County has indexed 1957 (books 191 to 1236) to current date, this project would cover the books 1 – 190 prior along with some supplemental books containing essential information. The proposal is split between to projects the first being Investment to Scan Bound Deeds 1 – 118 estimated at \$43,406.00 and Investment to Scan Mechanical Deeds Books 119-190 is estimated at \$13,491.80. The proposed quantities are estimated, invoiced quantities will be actual, and invoices will be issued at three different stages of the project. It was noted that Administrator German was able to negotiate better pricing for the County. The project will be paid for from Special Fund 256 ROD's Technology Fund, and a budget amendment for the project will be necessary. The books are currently being stored off-site due to an agreement with the County's prior ROD, it was suggested that the agreement be reviewed as the books are property of the County. The estimated total project cost is \$56,897.80.

It was moved by Commissioner Egan, supported by Commissioner Shackleton, to approve the Scan Deed Books 1 – 190, Scan 52 Index Books and Scan 2 Patent Book, at an estimated cost of \$56,897.80 to be paid to US Imaging, Inc., to waive the County's Purchasing Policy, schedule the project and approve the necessary budget amendment in Fund 256 – ROD's Technology Fund from which the project will be paid from. On a voice vote, the motion CARRIED.

EUP Regional Planning request for the County to be Applicant (pass-through) for MEDC's EUP Transportation Logistics Strategy" grant application

EUP Regional Chief Executive Officer Jeff Hagan sought the County's partnership for the MEDC's CDBG EDA Local Technical Assistance Program, as the grant program requires a local unit of government as the official recipient of the award – even if it is just for a pass-through. The end goal of this project is to attract logistics firms to the region to create jobs and diversify the regional economy. Much of the anticipated development would occur in Kincheloe at the airport, the project would also shed light on market conditions facing the region. Previously the pass-through was handled through the Chippewa County EDC, which is not allowable based on the current grant application.

It was moved by Commissioner Shackleton, supported by Commissioner Johnson, to table the request until clarification could be sought. On a voice vote, the motion CARRIED.

Bid Summary for Audit Services

The Committee reviewed the Audit Services bid summary, three bids were received timely and appeared to meet the bid criteria. The audit services are currently handled by Anderson Tackman & Company it was noted that work papers will need to be obtained if the County changes firms for these professional services. The apparent low bidder, Gabridge & Co from Grand Rapids, Michigan bid included a 25% discount based on the County's 12/31 fiscal year end. Concerns regarding the intangibles of professional services, as well as, additional services which are currently at no charge from Anderson, Tackman & Company were discussed, as well as, the potential additional hours and services that could be necessary from County staff, should a new firm be approved. Discussion in keeping County monies in the County, was addressed, as well as, having a fresh eyes for these services.

It was moved by Commissioner Johnson, supported by Commissioner Egan, to approve the low bid of \$77,980 from Gabridge & Co. for Audit Services for FY2016, FY2017 and FY2018. On a voice vote, the motion was TIED. (Johnson – yes; Egan- yes; Shackleton – nay; Martin - nay)

Release RFQ's

- Snow Plowing and Removal (Courthouse, County, Animal Control & 9-1-1)
- Retiree Health Care Actuarial(for Fy2017)(includes HD & EDC)
- Copier following replacement schedule

It was moved by Commissioner Egan, supported by Commissioner Johnson, to release the RFQ's for Snow Plowing and Removal, Retiree Health Care Actuarial and a Copier following replacement schedule. 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 Egan, supported by Commissioner Shackleton, to recommend the approval of July bills and payroll as follow: the general claims totaling \$224,969.96, other fund claims \$310,889.35, payroll \$451,044.40, Health Department claims \$451,641.22; total claims \$1,438,544.93 and vouchers H-1 through H-269. On a voice vote, the motion CARRIED.

Blue Cross Blue Shield January 2017 Renewal

The Committee reviewed the January 2017 Blue Cross and Blue Shield renewal rates which based on line of business show an estimated increase of 2.78%. The Committee was given a breakdown by division, the renewal will be distributed to the Health Department and the Economic Development Corporation. The Committee was also updated on the potential change to Medicare Advantage, which was brought to the County by BC/BS through 44North, unfortunately BC/BS did not seem to back the product, as a switch to Medicare Advantage would cause an increase of over 11%. Discussion followed no action was necessary.

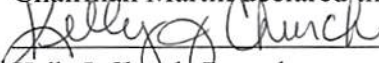
Committee/Chairperson Comments

Chairman Martin indicated he is tired of hearing "Waive the Purchasing Policy"

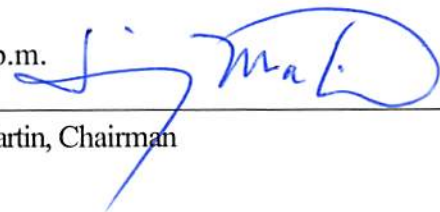
Adjourn

It was moved by Commissioner Egan, supported by Commissioner Johnson to adjourn the meeting.

Chairman Martin declared the meeting adjourned at 6:30 p.m.



Kelly J. Church, Recorder



Jim Martin, Chairman