

**CHIPPEWA COUNTY  
BOARD OF COMMISSIONERS**

Regular Session  
October 12, 2015

The Chippewa County Board of Commissioners met in regular session on Monday, October 12, 2015 at 5:30 p.m. in the 91st District Courtroom of the Chippewa County Building.

Present: Commissioners Egan, Johnson, Martin, McLean and Chairman Shackleton

Absent: None

Also Present: Sheriff Robert Savoie, Jim and Michelle Traynor, Scott Brand, Dave Martin, Bradley Ormsbee, Regional Initiatives Deputy Marc Miller, Administrator Jim German, Deputy Administrator Kelly Church and Cathy Maleport, Clerk.

ADDITIONS AND DELETIONS TO THE AGENDA

It was moved by Commissioner McLean, seconded by Commissioner Martin, to add to the agenda, under New Business the possibility of moving the Finance Committee Meeting up one day. It was moved by Commissioner McLean, seconded by Commissioner Martin, to accept the agenda as amended. On a voice vote, the motion carried.

APPROVAL OF COUNTY BOARD MINUTES

It was moved by Commissioner Egan, seconded by Commissioner Johnson, to approve the regular County Board meeting minutes of September 14, 2015, as presented. On a voice vote, the motion carried.

CORRESPONDENCE RECEIVED IN THE CLERK'S OFFICE

It was moved by Commissioner McLean, seconded by Commissioner Egan, 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.

PUBLIC COMMENTS

- Marc Miller, Regional Initiatives Deputy with the Department of Natural Resources appeared before the Board and provided information regarding the Department of Natural Resources' role in Michigan's Economy.

ADMINISTRATOR'S REPORT – Given for informational purposes only.

NEW BUSINESS

**A. Board, Committee, Agency and Authority Vacancies Announcement**

It was moved by Commissioner McLean, seconded by Commissioner Martin, to authorize that the below referenced positions be advertised and the acceptance of applications of interest. On a voice vote, the motion carried.

**Chippewa County Building Authority**

Expires 12/31/15 (1 year appointment)

2 appointments

Ron L. Meister, James Traynor

**Board of Health**

Expires 12/31/15

1 appointment (5 year appointment)

Kathy Cairns

**EUP Regional Planning**

Expires 12/31/15

1 appointment ó Township position (2 year appointment)

James Moore

**Superior District Library**

Expires 12/31/15

1 appointment (3 year appointment)

Lorna Hauswirth

**Transportation Authority**

Expires 12/31/15

1 appointment (3 year appointment)

Frank Sasso

**UP State Fair Authority**

Expires 12/31/15

1 appointment (3 year appointment)

Jake Campbell

**War Memorial Hospital, Inc.**

Expires 12/31/15

1 appointment (4 year appointment)

Willard LaJoie

**A) Resolution 15-24 Apportionment of 2015 Millages**

It was moved by Commissioner McLean, seconded by Commissioner Johnson, to adopt resolution 15-24 as follows:

**CHIPPEWA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION 15-24  
APPORTIONMENT OF 2015 MILLAGES**

At a meeting of the **CHIPPEWA COUNTY BOARD OF COMMISSIONERS** held on  
OCTOBER 12, 2015,

WHEREAS, the County Board has reviewed all of the millages requested by the various taxing entities operating within the County, and has considered the allocated and extra voted millages to which the each entity is entitled, and determined that the levy of the millage rates listed on the 2015 MILLAGE REPORT presented to the Board by the Equalization Director and made a part of the minutes, will be necessary for the sound management and operation of the taxing jurisdictions, and

WHEREAS, the County Equalization Director has informed the County Board that pursuant to MCL 211.34D, each requested millage on said report has been reduced, if necessary, in compliance with section 31 of article 9 of the state constitution of 1963, and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. THE 2015 MILLAGE REPORT BE APPROVED AS PRESENTED
2. THE CLERK AND EQUALIZATION DIRECTOR ARE HEREBY AUTHORIZED AND DIRECTED TO COMPLETE AND FILE ANY REPORT REQUIRED BY THE STATE OF MICHIGAN, RELATIVE TO THE MILLAGES AUTHORIZED BY THIS BOARD, INCLUDING THE 2015 APPORTIONMENT REPORT.
3. THE MILLAGES SO APPROVED SHALL BE SPREAD AGAINST THE APPROPRIATE TAXABLE VALUES IN THE VARIOUS TAXING UNITS WITHIN THE COUNTY TO PRODUCE THE 2015 TAX ROLLS AND THOSE RESPONSIBLE FOR THE SPREADING AND COLLECTING THOSE TAXES SHALL BE CHARGED WITH THE PROCESSING AND COLLECTING OF THOSE TAXES ACCORDING TO STATUTE.

A VOTE WAS TAKEN AS FOLLOWS:

Ayes: Commissioners Egan, Johnson, Martin, McLean and Chairman Shackleton

Nays: None

**THE RESOLUTION WAS DECLARED ADOPTED**

**STANDING COMMITTEE REPORTS**

BUILDING, GROUNDS AND JAIL, LEGISLATIVE AND NATURAL RESOURCES  
AND INFORMATION TECHNOLOGY COMMITTEE

Commissioner Johnson, Chairman

September 23, 2015

**Courthouse Maintenance and Repairs**

Due to high quotes a number of items were discussed including replacing the roof, tunnel improvements that will be guaranteed to work, the bell tower stairs, the ADA ramp and sidewalk and the round windows on the third floor.

It was moved by Commissioner Johnson, seconded by Commissioner McLean, to put these projects on hold until 2016 and grouping the projects all together to be overseen by a general contractor, with funding coming out of the special maintenance fund, with an additional fund balance if needed. A discussion followed which included a need for a guarantee on the work done as well as the need to prioritize the many projects. On a voice vote, the motion carried.

It was moved by Commissioner Johnson, seconded by Commissioner McLean, to accept the Building, Grounds and Jail, Legislative and Natural Resources and Information Technology Committee meeting minutes of September 23, 2015, as presented. On a voice vote, the motion carried.

**PERSONNEL COMMITTEE** - Approve Job Description for Drug Court

It was moved by Commissioner McLean, seconded by Commissioner Egan, to approve the Drug Court job description as presented. On a voice vote, the motion carried.

Chippewa County Job Description

**Job Title:** Drug Court Compliance Officer

**Department:** 50<sup>th</sup> Circuit Court, Chippewa County Drug Court

**Reports To:** Supervisor/Drug Court Coordinator

**FLSA Status:** Non-exempt

**Employment Status:** Part-time

**Prepared Date:** August 1, 2015

**SUMMARY** Monitors and reports to the Drug Court Coordinator and the Court regarding participant compliance; monitors and supervises participants within the Chippewa County Drug Court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Responsible for seeing that conditions as ordered by the Court for participants to be monitored.
- Provides supervision, programming and educational support for participants within the Drug Court. Conducts court ordered home checks; uses assessment instruments to evaluate, conducts home searches and room checks as required by law.

- Enforces special orders of the court that might include monitoring of substance abuse treatment, curfews and home detention as well as electronic monitoring.
- Uses assessment tools to determine participant risk, needs and supervision requirements; develops individual supervision plans.
- Maintains contacts with law enforcement agencies, members of judiciary, Office of the State's Attorney, Public Defender, employers, local social service agencies, schools and others.
- Monitors payment of fines, costs and supervision fees.
- Conducts investigations and accurately prepares court ordered reports as required by statute or court order.
- Maintains case records and statistical data for evaluation purposes and for submission to the Drug Court Coordinator.
- Appears at Court proceedings as directed and provides testimony when necessary.
- Implements progressive discipline for non-compliant participant.
- Operates Eye-check neurological impairment device, obtains urine specimens for analysis/analyzes specimens; collects DNA samples according to policy.
- Conducts curfew checks of participants to ensure that they are home during curfew hours, assess/verify living conditions of participants.
- May provide programming for clients to include cognitive, educational and other programming areas, as needed.

**SUPERVISORY RESPONSIBILITIES** This job does not exercise supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's degree (B.A.) from a four-year college or university with a degree in education, social service, psychology, sociology, criminal justice or other related human services degree. Requires thorough knowledge of court system, social service agencies and related State statutes.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret data, to extract information, to understand professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information and respond to questions from court personnel, clients, and the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization doesn't always exist. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** As required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potential problems may exist with clients who have not met the standards of their probation and are subject to detention or further sanctions as may be imposed. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Note:** The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

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

Commissioner Martin, Chairman

October 8, 2015

### **AGENDA ITEMS**

#### **War Memorial Hospital/Chippewa County – First Addendum and Restated Hospital Facilities Lease Agreement**

The Committee was given an Amended and Restated Hospital Facilities Lease Agreement held by and between the County of Chippewa and the Chippewa County War Memorial Hospital, which is being updated to clarify that hospital services are provided to all, including low income (indigent), uninsured and underinsured patients, the change objective is to strengthen the obligations of the Hospital's services to all residents.

It was moved by Commissioner Martin, seconded by Commissioner Egan, to approve the First Addendum and Restated Hospital Lease Agreement by and between Chippewa County and Chippewa County War Memorial Hospital as presented. On a voice vote, the motion was carried.

#### **Child Care Budget Summary**

The Committee reviewed the October 1, 2015 through September 30, 2016 Child Care Budget Summary with the Michigan Department of Health and Human Services for Chippewa County with a total expenditure \$614,108.27.

It was moved by Commissioner Martin, seconded by Commissioner McLean, to approve the Michigan Department of Health and Human Services budget summary with total expenditures of \$614,108.27 for the period of October 1, 2015 through September 30, 2016. On a voice vote, the motion was carried.

#### **44North – Health Coverage Renewal**

The Committee reviewed the Health Care renewal from 44 North for 2016 ó the aggregate increase for the 214 contracts is 5.79%. A brief review of the services provided by 44 North, including them doing the leg work for the renewal including comparisons for traditional vs. self-funded; as well as, new software (Navigator) that is going to be provided by 44 North to the County; which is a program to monitor and help provide reporting of ACA, at no cost to the County. Teledoc information was also provided for review, the County needs to encourage its employees to utilize this benefit.

It was moved by Commissioner Martin, seconded by Commissioners Egan, to approve the Chippewa County January 2016 Renewal for health care through 44 North, at an aggregate increase of 5.79% for the January 1, 2016 through December 31, 2016 period. On a voice vote, the motion carried.

#### **Storm Drain Repair (from Committee meeting on 9/23/2015)**

The Committee reviewed a quote from Albert Heating and Cooling to repair a damaged drain, where via camera inspection the pipe is crushed. The quote is for \$7,825.00 plus \$88.00 per foot if additional trenching and repairs are needed. Administrator German estimated the worst case scenario the repairs would cost \$14,000.00, the repairs will be paid from Fund 226 Maintenance (monies from the Annex sale).

It was moved by Commissioner Martin, seconded by Commissioner McLean, to approve the quote from Albert Heating & Cooling in the amount of \$7,825.00 plus an additional \$88.00 per foot, if necessary, with the repairs to be paid from Fund 226. A discussion followed which included concerns about the bidding process. On a voice vote, the motion carried.

#### **GIS w/EUP Regional Planning for all townships (from Committee meeting on 9/23/2015)**

The Committee reviewed proposals from Amalgam LLC to develop parcel data for Chippewa County, as well as, notes from prior meeting on August 11, 2015 regarding Geographic Information System(GIS), development of a county-wide digital parcel mapping including distance dimensions and all original unadjusted linework at \$5.25 per parcel. The Committee discussed this project as an investment to add infrastructure to the County, with 27,388 parcels the project would cost \$143,787, to be paid from the County's fund balance.

It was moved by Commissioner Martin, seconded by Commissioner McLean, to approve the proposal from Amalgam LLC to map all parcels in Chippewa County, resulting in a seamless parcel layer for use in GIS or equalization software, final costs are estimated at \$143,787 but are dependent on the total number of parcels mapped. Commissioner McLean noted that this company developed a system that is up and running in Mackinac County and, from his understanding, they are very happy with the results. On a voice vote, the motion carried.

#### **Simplex Grinnell Quote – 4 new camera**

The Committee reviewed a quote from the 2015 budget to provide four new cameras for the Chippewa County Jail at a price of \$9,680.00 which is budgeted. The purchasing policy cannot be used since Simplex Grinnell has propriety of the system.

It was moved by Commissioner Martin, seconded by Commissioner Johnson, to approve the purchase of four new cameras for the Chippewa County Jail, at the price of \$9,680.00 from Simplex Grinnell, no additional quotes necessary due to the propriety of the system. On a voice vote, the motion carried.

**Policy No. 314 – Retiree Health Funding Vehicle (MERS)**

The Committee received and reviewed a letter from Treasurer Hank, with regards to following Policy 314 ó which established an annual transfer from the Delinquent Tax Revolving Fund to the OPEB Health Care Retirement Fund, the annual transfer for 2015 is \$757,375.29, plus an additional budgeted expenditure of \$50,000 from the County's general fund. Discussion followed, and several questions were discussed.

It was moved by Commissioner Martin, seconded by Commissioner Mclean, to approve the transfer to the OPEB Health Care Retirement Fund as presented, with \$757,375.29 from the Delinquent Tax Revolving Fund and the additional \$50,000 from the general fund. A discussion ensued.

On a voice vote, the motion carried.

It was moved by Commissioner Johnson, seconded by Commissioner McLean, to amend the motion by taking the \$50,000.00 contribution from the General Fund out of the contribution to the Health Care Retirement Fund. On a voice vote, the motion carried.

**Request for Bids – IBM Power System 7+**

The Committee reviewed the request for bids, replacing the System 8 in the original Finance packet, with System 7+, that was included in the addendum, as the 7+ will be more economical for the County. Discussion also included establishment of debt service fund for information systems technology.

It was moved by Commissioner Martin, seconded by Commissioner Johnson, to release the request for bids for the IBM Power System 7+, to be paid out of Fund 226; and to establish a debt service fund for information technology. On a voice vote, the motion carried.

**Community Correction Proposal**

The Committee reviewed a letter from Sheriff Savoie regarding Community Services and the change/loss of the PA511 Grant, without the grant, which was utilized to reduce the prison commitments and improve jail utilization through increasing support for community based sanctions. Discussion followed with regards to the different funds and how they are utilized, with tether and community service running through the same fund, with tether revenue exceeding tether expenses, and will be utilized to continue the Community Service program for, as long as possible.

It was moved by Commissioner Martin, seconded by Commissioner Egan, to continue the Community Services programming via the tether revenues. On a voice vote, the motion carried.

**Retiree Health Funding Vehicle Investment Request per Investment Committee Recommendation**

The Committee received and reviewed the minutes of the Investment Committee from October 8, 2015 ó which passed a motion after receiving additional MERS information and options as follows: óTo recommend to the Chippewa County Board of Commissioners to change the investments of the Retiree Healthcare Funding



Vehicle to 50% in each the MERS Total Market Portfolio and the MERS Capital Appreciation Portfolio. These changes will affect both future contributions and current account balances. Discussion followed.

It was moved by Commissioner Martin, seconded by Commissioner McLean, to approve the Retiree Health Funding Vehicle Investment Request, as presented, with 50% in each the MERS Total Market Portfolio and the MERS Capital Appreciation Portfolio, affecting both future contributions and current account balances. On a voice vote, the motion carried.

**Small Cities – MSHDA Grant**

The Chippewa County Home Improvement Small Cities Committee met and passed a motion as follows: to submit an application for a new CDBG program, the new monies will be utilized in the targeted area already established by the Board, program income funds that are available from the Grant will be utilized to hopefully finish a couple of requests that were not able to be extended at the end of the prior grant. Also, it was noted the future early payoffs of home owner loans will no longer go directly back into the grant, but will now be going directly to MSHDA.

It was moved by Commissioner Martin, seconded by Commissioner Johnson, to approve the application process for a new CDBG Program grant through MSHDA, with the grant serving the targeted area, which is Sault Ste. Marie.

Commissioner McLean noted that he and Rudy are on the small cities committee and this is a complicated process. He explained that they previously loaned money for repair, with the expectation that when people sold the property, they would repay the loan. The money that was repaid went into an account to fund housing improvements and repairs and the County had control of how that money was used. The State has decided that next year the money would go to a State account and we would have to apply for funds as necessary and that the money could only be used in the City of Sault Ste. Marie. It was the consensus of the Board that it is not beneficial to the County to move the money to a State account; however, it is required.

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 Martin, seconded by Commissioner Egan, to recommend the approval of August bills and payroll as follow: the general claims totaling \$167,845.79, other fund claims \$126,571.98, payroll \$469,176.60 Health Department claims \$498,919.93 and total claims \$1,262,514.30 and vouchers H-1 through H-246. On a voice vote, the motion carried.

**Budget Amendment**

The Committee reviewed a budget amendment request for \$1,000.00 for Family Support Coordinator, which will be 100% reimbursement to the County from the CPR contract (MGT) billing. This increase is due to case load size being larger.

It was moved by Commissioner Martin, seconded by Commissioner McLean, to approve the \$1,000 budget

amendment for Family Support Coordinator, which is 100% reimbursable through the CRP contract, as presented. On a voice vote, the motion carried.

It was moved by Commissioner Martin, seconded by Commissioner Egan, to accept the Finance, Claims & Accounts Committee meeting minutes of October 8, 2015, as presented.

On a voice vote, the motion carried.

COMMISSIONERS REPORT ON MEETINGS AS BOARD REPRESENTATIVE AND GENERAL  
COMMENTS

- Commissioner McLean reported briefly on the MACC conference he attended in Traverse City in September, reporting on the below referenced training sessions he attended.
  - Mandates regarding Headly
  - Pretrial Risk Assessments presented to the judge so the judge can then make more informed decisions relative to justice.
  - A program called Stepping Up ó this is for reducing mental and co-occurring substance abuse disorder in the jail.
  - Building a rural economy ó focused on Tourism.

Having completed the agenda items, it was moved by Commissioner McLean, seconded by Commissioner Johnson, to adjourn. On a voice vote, the motion carried and the Board adjourned at 6:21 p.m.

Respectfully submitted,

Catherine C. Maleport, Clerk

Scott Shackleton, Chairman