

**CHIPPEWA COUNTY  
BOARD OF COMMISSIONERS**

Regular Session  
May 12, 2014

The Chippewa County Board of Commissioners met in regular session on Monday, May 12, 2014 at 4:00 p.m. in the 91st District Courtroom of the Chippewa County Building.

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

Absent: Commissioner Postula

Also Present: Jim and Michelle Traynor, Scott Brand, Sheriff Robert Savoie, Deputy Administrator Kelly Church, Chippewa County Treasurer Marjorie Hank, Jennifer Pierce, Administrator Jim German and Cathy Maleport, Clerk.

**ADDITIONS AND DELETIONS TO THE AGENDA**

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

**PUBLIC COMMENTS**

- None

**Administrator's Report** – Given for informational purposes only - No action items.

**Standing Committee Reports**

**Personnel-Equalization-Health and Social Services Committee**  
Commissioner Kinsella – April 30, 2014

**Agenda Items**

**Prosecutor Hire**

The Prosecutor notified the Committee that he had hired Jillian Sadler as the new Assistant Prosecutor.

It was moved by Commissioner Kinsella, seconded by Commissioner McLean, to approve the hiring of Jillian Sadler as the new Assistant Prosecutor. On a voice vote, the motion carried with Commissioner Cooper voting Nay.

**FOC Hire**

The Friend of the Court notified the Committee that they had hired Kelly Goldenbogen as the new legal secretary.

It was moved by Commissioner Kinsella, supported by Commissioner McLean, to approve the hiring by the FOC of Kelly Goldenbogen for the position of legal secretary. On a voice vote, the motion carried.

**Maintenance Resignation and Hire**

Mr. German noted Mick Gillotte had notified the County of his intent to retire on May 30<sup>th</sup>. The County advertised for the position, interviewed and hired Ethan Anderson on a part time basis, at 25 hours a week.

It was moved by Commissioner Kinsella, seconded by Commissioner McLean, to accept the resignation letter of Mick Gillotte. On a voice vote, the motion carried.

It was moved by Commissioner Kinsella, seconded by Commissioner McLean, to hire Ethan Anderson, as a part time maintenance at 25-29 hours per week. A discussion followed, which included an opportunity to potentially save some money, efficiency, contracting jobs out, wages being less and benefits eliminated in that position. On a voice vote, the motion carried with Commissioner Cooper voting Nay.

**Equalization Resignation and Request**

Christine Ledergerber notified the Committee of her intent to resign for another job. Sharon Kennedy asked if she could stay on a month later than her resignation letter said, to help with tax rolls, and at her same wage at 20 hours per week. The resignation would then take place in late June. She would have no benefits during this transition period. Mr. German also noted that July 1<sup>st</sup> the measurement problem would begin for the Affordable Health Care Act and no part time employees would be able to work over twenty nine hours per week. Under Sheriff Bitnar said this would be a big problem for the jail.

It was moved by Commissioner Kinsella, seconded by Commissioner McLean, to accept the resignation of Christine Ledergerber, no later than July 1<sup>st</sup>, and allow her to work at her current wage with no benefits, at no more than twenty hours a week, until the transition period of the tax rolls were complete.

Chairman Shackleton commented on the Under Sheriff's statement, indicating that that there is going to be a problem with part time hours. He said, "We all recognize it, that this is a problem, but it's not a problem we made, it's the affordable health care act that's creating problems all over the country. We don't have the budget to provide health insurance to all the part time employees in the jail."

On a voice vote, the motion carried.

It was moved by Commissioner Kinsella, seconded by Commissioner McLean, to accept the Personnel-Equalization-Health and Social Services Committee meeting minutes of April 30, 2014 as presented. On a voice vote, the motion carried.

**Building Grounds and Jail, Legislative and Natural Resources and Information Technology Committee**  
Commissioner McLean – April 30, 2014

**Agenda Items**

**Courthouse Radiators**

Paul Larke gave an update on why two radiators in the Courthouse sprung a leak. The parts are old and rusted. A discussion took place over being pro-active or waiting for another leak. All radiators would have to be drained and the summer would be the time to start a preventative maintenance project.

It was moved by Commissioner McLean, seconded by Commissioner Kinsella, to start a preventative maintenance program on the Courthouse radiators, not to exceed \$10,000 for the time being, using Paul Larke and waive the bidding process. A discussion followed regarding the bidding process and the difficulty in identifying what is involved in the process.

Mr. German noted that the total price of the project may well exceed \$10,000 depending on where they're buried at in the ceiling and how many need to be totally refitted.

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

It was moved by Commissioner McLean, seconded by Commissioner Kinsella, that the Building Grounds and Jail, Legislative and Natural Resources and Information Technology Committee Meeting Minutes of April 30, 2014 be accepted as presented. On a voice vote, the motion carried.

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

May 8, 2014 ~ Commissioner Cooper Chair

**AGENDA ITEMS**

**2011 and 2012 Operation Stonegarden allocation - \$129,757.00**

Director Tim McKee forwarded a letter regarding 2011 and 2012 Operation Stonegarden Grant allocations in

the amount of \$129,757.00, to be approved expenditures as follows:

- \$52,770.00 - for Law Enforcement overtime wages and fringes
- \$13,322.00 – designated for fuel and vehicle maintenance costs
- \$ 6,000.00 – for Geographic Information System (GIS) Data for EUP Regional Planning
- \$ 5,240.00 – to purchase 85 batteries from Motorola Solutions
- \$33,352.50 – to purchase 10 Motorola APEX 6000 portable radios from Motorola.

After these expenditures it will leave a balance of \$19,072.50 for additional equipment to be approved at a later date.

It was moved by Commissioner Cooper, supported by Commissioner Kinsella, to approve the expenditures as follows: \$52,770.00 for wage and fringe to cover law enforcement overtime; \$13,322.00 for fuel and maintenance costs for patrol units; \$6,000.00 to EUP Regional Planning to produce maps and obtain tactical data for geography and topological data of the border area (GIS); \$5,240.00 to purchase from Motorola Solutions 85 batteries for portable radios and \$33,352.50 to purchase 10 Motorola APEX 6000 portable radios from Motorola, the pricing has been approved by the State and FEMA following the Allowable Cost Justification, and bids were sought for the 10 portable radios. On a voice vote, the motion carried.

#### **Tri-DENT Task Force ( Tri-County Drug Enforcement Narcotics Team)**

The Committee reviewed various information to establish, fund and approved expenditures for the Tri-DENT Taskforce, as well as, information to establish the wages for the position. Discussion also included withdrawing from the SANE Grant, and the SANE Interlocal Agreement. Fund 273 will be established with revenue from both the General Fund and Commissary Fund totaling \$80,500, which will be the unused portion of Department 340, and changing the Allocation of Department 310, and a transfer from the Commissary. Expenditures of \$38,000.00 for wages, \$25,000.00 for fringes and \$17,500.00 for equipment, will be set up totaling \$80,500; this change will cost the General Fund approximately an additional \$4,500 for FY2014. The Committee also reviewed two expenditures to approve the purchase of a vehicle and a Mitter system to be used by the Task Force, the Committee was asked to waive the bidding policy for the vehicle purchase.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to approve the Establishment of Fund 273 – Tri-DENT Task Force. On a voice vote, the motion carried.

It was moved by Commissioner Cooper, seconded by Commissioner Kinsella, to approve the purchase of a vehicle from O'Connor's for a price not to exceed \$12,000, and the purchase of the Mitter System from Teamintel Intelligence Equipment for a price not to exceed \$3,515.00 and to waive the County Bidding Policy. When the question was asked why this did not go through the bidding process, Commissioner Cooper stated that for the good and safety of our task force members it is prudent that we do not advertise it. On a voice vote, the motion carried.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to transfer our current SANE officer from the SANE grant, effective June 8, 2014 to the Tri-DENT Task Force, and to notify Emmet County by written notice. On a voice vote, the motion carried.

It was moved by Commissioner Cooper, seconded by Commissioner Kinsella, to withdraw from the SANE Interlocal Agreement, effective June 8, 2014 by providing written notice to each of the participating entities. On a voice vote, the motion carried.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to approve the wages for the Tri-DENT Deputy, as a Detective position. On a voice vote, the motion carried.

#### **Out-of-State Travel Health Department – Anniston, Alabama**

The Committee reviewed a request from the Health Department for Shane Albrecht to attend the 2014 National Strategic Stockpile Preparedness Course in Anniston, Alabama. Attendance and expenditure will be used only if Mr. Albrecht is accepted in the course, if accepted the CDC will cover all travel costs, lodging and per diem.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to approve the out-of-state travel for Shane Albrecht, to attend the 2014 National Strategic Stockpile Preparedness Course in Anniston, Alabama, if he is accepted into the course, with all cost being paid by the CDC. On a voice vote, the motion carried.

#### **Health Department Job Posting/Possible County Consolidation of Duties**

The Committee reviewed the Health Departments job position description for the Bookkeeper/General Ledger Clerk, and discussed the possible consolidation of this Administrative position through attrition with the County, via centralized accounting.

It was moved by Commissioner Cooper, seconded by Commissioner Kinsella, to ask the Board of Health, to hold up on the hiring of this position and to explore consolidation of the position with the County. On a voice vote, the motion carried.

#### **Police Auxiliary Unit Services – Cancellation**

The Committee reviewed the most recent bi-monthly billing from the City of Sault Ste. Marie Police Department's Auxiliary Services for building security, and discussed cancellation of the services, as a cost saving measure.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to cancel the building security services with the City of Sault Ste. Marie's Auxiliary Unit. On a voice vote, the motion carried.

#### **17 Desktop Computers – Bid Summary**

The Committee reviewed bid summary for the purchase of seventeen (17) Desktop Computers, as well as, the approved budget for Desktop Computer purchases for FY2014. Discussion included reference checks, and reducing the number of computers to purchase, in order to follow the budget. By ordering only fifteen (15) Desktop Computers it will only exceed the budgeted amount by \$38.99.

It was moved by Commission Cooper, seconded by Commissioner McLean, to approve the purchase of fifteen (15) Desktop Computers from Global Gov Ed Solutions, at a cost not to exceed \$13,366.50. A discussion followed. On a voice vote, the motion carried.

#### **Elevator Maintenance Contract – Bid Summary**

The Committee received and reviewed the bid summary Elevator Maintenance Contracts to include the four County Elevators, three with current expiration date of August 1, 2014 and one expiring April 1, 2015. The maintenance contract will cover the quarterly and annual Fire Services Test and the 3-Year Hydraulic Load Test.

It was moved by Commissioner Cooper, seconded Commissioner Kinsella, to approve the Elevator Service contract bid from Otis Elevator Company for the first amount of \$5,368.80, with a 4% annual cap and a 3% annual savings if paid annually, with the service technician based out of St. Ignace. On a voice vote, the motion carried.

#### **Release RFQ for Copier Purchase**

The Committee reviewed an RFQ for a copier machine purchase for the Prosecuting Attorney's Office, which is in accordance to the purchasing rotation for County copiers.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to approve the release of the Copy Machine RFQ for the Prosecutor's Office. 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 McLean, to recommend the approval of the general claims totaling \$449,767.03, other fund claims \$4,009,209.01, payroll \$444,101.64 and Health Department claims of \$434,841.16 and total claims \$5,337,918.84 and vouchers H-1 through H-442. Commissioner Cooper noted that of that 4 million concerning other fund claims, almost 3.6 Million was used to buy up 2013 taxes of the governmental units. On a voice vote, the motion carried.

#### **Budget Adjustments**

It was moved by Commissioner Cooper, seconded by Commissioner Kinsella, to approve the Budget Adjustments as follows:

5/12/2014		Chippewa County						
		Budget Amendments						
			Original Budget	Amended Budget	Change			
<b>Revenue</b>								
101-000-676-265	General Fund	Reimbursements Buildings & Grounds	0.00	21,988.17	21,988.17	Insurance Proceeds	Water Damage	
236-000-402-000	Library Fund	Millage	544,197.00	0.00	(544,197.00)	Library Millage	Separate Board not County	
258-000-678-301	Drug Forfeiture	Drug Seizure Income	2,000.00	10,000.00	8,000.00	Proceeds Drug Seizures		
273-000-699-101	Trident Task Force	Transfer from Fund 101	0.00	55,500.00	55,500.00	Transfer from General Fund		
273-000-699-595	Trident Task Force	Transfer from Fund 595	0.00	25,000.00	25,000.00	Transfer from Commissary Fund		
375-000-699-377	City of SSM 2010 Water	Transfer from Fund 377	0.00	7,145,149.60	7,145,149.60	Payoff City of SSM 2013 Refunding		
<b>Expenditures</b>								
101-265-931-325	General Fund	Maint/Supplies City County Building	3,500.00	6,309.00	2,809.00	County Building	Water Damage	
101-265-937-000	General Fund	Courthouse Maintenance	10,000.00	17,179.17	7,179.17	Court House	Water Damage	
101-265-939-200	General Fund	Annex Water Damage 2014	0.00	15,000.00	15,000.00	Annex Building	Water Damage	
101-310-701-000	General Fund	SANE Contribution	5,000.00	0.00	(5,000.00)	Recl From SANE	to Trident	
101-360-742-000	General Fund	Animal Control	6,000.00	10,000.00	4,000.00	Excessive Truck	Repairs	
101-999-998-273	General Fund	Transfer to Fund 273	0.00	5,000.00	5,000.00	Transfer to Trident	Drug Enforcement	
236-000-956-000	Library Fund	Operations	544,197.00	0.00	(544,197.00)	Library Millage	Separate Board not County	
258-000-701-301	Drug Forfeiture	Expenditures	0.00	4,000.00	4,000.00	Drug Forfeiture	Expenditures	
258-000-801-200	Drug Forfeiture	Professional Service Sault Police	0.00	4,000.00	4,000.00	Drug Forfeiture	Expenditures	
273-000-704-000	Trident Task Force	Wages	0.00	38,000.00	38,000.00	Trident Task Force		
273-000-715-000	Trident Task Force	Fringes	0.00	25,000.00	25,000.00	Trident Task Force		
273-000-979-000	Trident Task Force	Equipment	0.00	17,500.00	17,500.00	Trident Task Force		
375-000-991-000	City of SSM 2010 Water	Principal	0.00	7,025,000.00	7,025,000.00	Payoff Principal	Bond Refunded	
375-000-995-000	City of SSM 2010 Water	Interest	0.00	120,149.60	120,149.60	Payoff Interest	Bond Refunded	
377-000-701-000	City of SSM 2013 Refunding	Expenditures	0.00	55,703.70	55,703.70	Bond Refunding	Costs	
377-000-999-375	City of SSM 2013 Refunding	Transfer to Fund 375	0.00	7,145,149.60	7,145,149.60	Transfer to City of SSM 2010 Water Fund		

A discussion followed. On a voice vote, the motion carried.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, that the Finance Claims and Accounts meeting minutes of May 8, 2014 be accepted as presented. On a voice vote, the motion carried.

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to accept Resolution 14-08 as follows:

**New Business**  
**I. Support and Authorize Tax Allocation Board Proposal Ballot**

**PROPOSED BALLOT**

Shall Separate Tax Limitations be established for a period of four (4) years, being 2015, 2016, 2017, and 2018, for the County of Chippewa and the Townships and Intermediate School District within the County, the aggregate of which shall not exceed 8 mills as follows:

	<b>Mills</b>
County of Chippewa	6.15
Townships	1.65
Intermediate School District	.20
<b>TOTAL</b>	<b>8.00</b>

It was moved by Commissioner Cooper, seconded by Commissioner McLean, to accept the proposed ballot language and place it on the Primary ballot in August. On a voice vote, the motion carried.

**II. Resolution 14-09 Resolution Replacing 96-4; Authorize the issuance and the use of County Credit Cards to Selected County Officers and Employees**

It was moved by Commissioner Kinsella, seconded by Commissioner McLean, to accept Resolution No. 14-09 as follows:

**RESOLUTION NO. 14-09  
Resolution Replacing 96-4; Authorize the Issuance and the use of County Credit Cards to Selected County Officers and Employees**

WHEREAS, 1995 PA 266 authorizes the use of credit cards for the purchase of goods and services by County officers and employees; and

WHEREAS, the use of credit cards by County officers and employees to purchase goods and services enhances the efficient operation of County government; and

WHEREAS, policies regarding the issuance and use of County credit cards are necessary to protect the County's financial interests, and

NOW THEREFORE BE IT RESOLVED that the Chippewa County Board of Commissioners is authorized to secure the issuance of credit cards for use by selected County officers and employees but the total combined authorized credit limit shall not exceed \$5,000 at any one time.

BE IT FURTHER RESOLVED that the Chippewa County Administrator and the Chippewa County Sheriff is responsible for the County's credit card issuance. The Administrative staff will be responsible for the accounting, monitoring and retrieval, and pursuant to this responsibility shall circulate policies necessary for the implementation of credit card policy. The policy shall include at a minimum:

1. Select officers and/or employees authorized to use county credit cards;
2. Determine the specific official County business for which credit cards may be used;
3. Determine the types or categories of good or services for which the credit cards may be used to purchase.
4. Describe the documentation necessary to be submitted by the officer or employee using the County credit cards including, but not limited to, documentation of the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased;
5. Provide for a system of internal accounting controls to monitor the use of credit cards issued by the county and shall establish a procedure by which credit card invoices are approved for payment and are paid for within not more than 60 days of the initial statement date.



6. Provide for a system that ensures employee responsibility for the credit cards, including all of the following:
  - a. That the officer or employee issued a credit card is responsible for its protection and custody, and shall immediately notify the county if the credit card is lost or stolen;
  - b. That the officer or employee issued a credit card upon the termination of his or her employment or service in office with the county; and
  - c. That the officer or employee will be subject to disciplinary measures, including discharge, consistent with the law for the unauthorized use of a County credit card.

BE IT FURTHER RESOLVED, that the above-reference policy shall not take effect until such time that the policies developed by the County Administrator are reviewed through appropriate County channels and are approved by this Board of Commissioners.

A VOTE WAS TAKEN AS FOLLOWS

AYES: Commissioner Cooper, Kinsella, McLean and Chairman Shackleton

NAYS: None

**THE RESOLUTION WAS DECLARED ADOPTED.**

### **III. Resolution 14-10 Chippewa County Resolution Supporting Hazard Mitigation Plan**

It was moved by Commissioner McLean, seconded by Commissioner Kinsella, to accept Resolution 14-10 as follows:

#### **RESOLUTION NO. 14-10**

##### **Chippewa County Resolution Supporting Hazard Mitigation Plan**

**Whereas**, Chippewa County, Michigan has experienced repetitive disasters that have damaged commercial, residential and public properties, displaced citizens and businesses, closed streets and bridges dividing the community both physically and emotionally, and presented general public health and safety concerns; and

**Whereas**, the County has prepared a Hazard Mitigation Plan that outlines the County's options to reduce overall damage and impact from natural and technological hazards; and

**Whereas**, the Hazard Mitigation Plan has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised to reflect their concerns;

**Now, therefore, be it resolved that:**

1. The Hazard Mitigation Plan is hereby adopted as an official plan of Chippewa County.
  - a. shall be subject to approval by the Chippewa County Board of Commissioners
2. A Hazard Analysis Committee is hereby established as a permanent community advisory body. The Office of Emergency Services advisory body being the approved members of the Chippewa County Hazard Mitigation Planning Committee. The group duties shall be as designated in the Hazard Mitigation Plan.
3. The Director of Office of Emergency Services is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by the County or other funding sources.
4. The Director of Office of Emergency Services shall convene the Hazard Analysis Committee annually. The Director's responsibilities will include monitoring the implementation of the plan and shall submit a written progress report to the Chippewa County Hazard Mitigation Planning Committee in accordance with the following format:
  - a. A review of the original plan.
  - b. A review of any disasters or emergencies that occurred during the previous calendar year.
  - c. A review of the actions taken, including what was accomplished during the previous year.
  - d. A discussion of any implementation problems.
  - e. Recommendations for new projects or revised action items. Such recommendations shall be subject to approval by the Chippewa County Board of Commissioner.

A VOTE WAS TAKEN AS FOLLOWS

AYES: Commissioners Cooper, Kinsella, McLean, and Chairman Shackleton

NAYS: None

**THE RESOLUTION WAS DECLARED ADOPTED.**

**COMMISSIONERS COMMENTS**

Commissioner Cooper said "I'd just like to thank all the folks from Whitefish Township that came today and I hope they have a save journey home and that they get there before it gets dark."

Commissioner McLean stated his appreciation for Commissioner Cooper's humor.

Having completed the agenda items, it was moved by Commissioner Kinsella, seconded by Commissioner McLean that the Board adjourn. On a voice vote, the motion carried. The Board adjourned at 2:47 p.m.

Respectfully submitted,

Catherine C. Maleport, Clerk

Scott Shackleton, Chairman