

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

August 12, 2025

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, August 12, 2025, at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Shackleton called the meeting to order at 4:30 p.m. with a quorum present.

MEMBERS PRESENT: Scott Shackleton, Justin Knepper, Damon Lieurance, Jim Traynor and Jim Martin

MEMBERS ABSENT: None

OTHER'S PRESENT: Karen Senkus, Greg Postma, Mike Bitnar, Ryan Hering, Justin Fruchey, Cady Bauers, and Kelly Church

Approval of the Agenda

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the agenda as presented. On a voice vote, the motion **CARRIED**.

Public Comment

No public comments.

Correspondence and Informational Items

The Committee reviewed the Treasurer's Investment report, VISA billing, and the travel requests. No action required.

AGENDA ITEMS

Health Department – Administrative Policy – New Public Information and Media Contact Policy

The Committee reviewed the Health Department's new Administrative Policy 1.00.013 regarding Public Information and Media Contact, defines the procedures for providing accurate, consistent and timely information to the media, public and stakeholders to increase public health awareness, establish credibility and build trust.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize new administrative policy #1.00.013 regarding Public Information and Media Contact, as presented. On a voice vote, the motion **CARRIED**.

Office of Emergency Services - Natural Hazards Mitigation Plan – Grant Approval – Project cost \$61,000.00, Grant for \$46,497.87 Accept and Authorize

The Committee reviewed the grant agreement award for Chippewa County's Hazard Mitigation Planning Project in the amount of \$46,497.87 with a project total cost of \$61,000.00; with the 25% match of \$15,502.13 can be county as "in-kind," through hours worked, or supplies purchased. FEMA requires State, Local, tribal and territorial governments to have approved and adopted hazard mitigation plans so that they can remain eligible for certain types of non-emergency disaster assistance; the plan must be updated every five (5) years to remain eligible. Emergency Manager Postma is also seeking approval to begin meeting with and working with the EUP Regional Planning and Development Commission to develop the new set of Hazard Mitigation Plans.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve, accept and authorize signature the Hazard Mitigation Grant Program (HMGP), in the amount of \$46,497.87 and to have the Emergency Manager start working with EUP Regional Planning to complete the necessary Hazard Mitigation Plan. On a voice vote, the motion **CARRIED**.

Central Dispatch – Malone Electrical, LLC – Install New UPS System – two prior RFQ’s were unanswered - \$6,200.00

The Committee was asked to authorize an estimate from Malone Electrical, LLC to provide labor and materials to install a new UPS System, including the transfer switch, cabinet and clean up old UPS power outlets and panel at Central Dispatch for \$6,200.00. This job was previously sent out for bids twice with no response.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve the Malone Electrical, LLC estimate of \$6,200.00 to install the new UPS System and clean up the outlets and panels. On a voice vote, the motion CARRIED.

Central Dispatch – Engineering Services RFP or seek quote

The Committee was updated on an issue at Central Dispatch in their electrical room, that needs to be evaluated for a scope of work, to clean up the connections of the electrical equipment and provide schematic and plans to update the room as necessary; Information System’s Anthony Zakic did provide an RFP for review. Administration spoke with the Committee, indicating that this job needs someone with an electrical background to write up the RFP and asked that the Committee consider U.P. Engineers, as we have a good working record with them; and this would eliminate items being missed. Discussion followed.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to authorize seeking Engineering Services through U.P. Engineers & Architects, Inc. for the Central Dispatch electrical room evaluation, including construction administrative services. On a voice vote, the motion CARRIED.

Central Dispatch – Letter of Support to seek 2% Funding for mobile CAD group

The Committee reviewed a letter of support to the Sault Ste. Marie Tribe of Chippewa Indians Board of Directors, supporting the mobile CAD group seeking 2% Funding, to help accommodate the upcoming CJIS requirements regarding protecting individual’s privacy.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize Chairman Martin’s signature for the Letter of Support to the Sault Ste. Marie Tribe of Chippewa Indians seeking 2% Funds for the local mobile CAD group. On a voice vote, the motion CARRIED.

Sheriff’s Office – Bid Summary – Body Cameras – Total \$154,293.00 five-year contract: MMRMA RAP grants for \$38,472.50 and \$22,642.00 – balance from Special Fund 232 \$93,178.50

The Committee reviewed a quote and request from the Sheriff’s Office seeking approval to purchase body cameras for the Sheriff’s Office through Lenslock, Inc., after Sheriff’s Administration reviewed the needs and spoke with different companies. This quote includes twenty-two (22) body cameras, as body cameras will be implemented in the Chippewa County Correctional Facility. The total five-year quote is \$154,293.00; the Sheriff’s Office has written two risk avoidance program (RAP) grants through MMRMA, one covering hardware in the amount of \$38,472.50 and another covering data storage in the amount of \$22,642.00; if the grants are received the total cost to Special Fund 232 would be \$93,178.50.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve the Lenslock, Inc. Quote of \$154,293.00 to purchase twenty-two (22) body cameras along with the necessary accessories, docking stations, software and 60-month hardware warranty and for the remaining balance of the purchase to be paid from Special Fund 232, less the MMRMA RAP grants, as presented. On a voice vote, the motion CARRIED.

Sheriff’s Office – Cancel Johnson Control switch to Convergent for Correctional Facility access control \$12,495.71; with hourly rate of \$179 – 1-year contract

The Committee reviewed the Sheriff’s Office request to enter contract with Convergent to provide access control preventative maintenance for the Correctional Facility from November 1, 2025, to October 31, 2026, annual rate of \$12,495.71; with an hourly rate of \$179.00 for items not detailed in the scope of work. This

request will cancel the access controls portion of the contract with Johnson Controls; the Sheriff's Office will be working with Johnson Controls to maintain the fire service maintenance needs with Johnson Controls.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the Convergent Correctional Facility contract covering access control maintenance from November 1, 2025, to October 31, 2026, at the cost of \$12,495.71, with an hourly rate of \$179.00 for items not covered in the contracts scope of work, as presented. On a voice vote, the motion CARRIED.

Information Systems – Release Request for Proposals

LTO 9 Tape Library Backup System

Domain, AD, Microsoft 365 & Email Migration

Verge.IO System

The Committee was asked to approve the release of three requests for proposals for Information Systems.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to release the proposals for the LTO 9 Tape Library backup System, the Domain, AD, Microsoft 365 & Email Migration and the Verge.IO Systems, as presented. On a voice vote, the motion CARRIED.

Building Department – Update Fee Schedule (effective 9-1-2025)

The Committee received an updated fee schedule for the Building Department, with changes to commercial construction, to match rates with the State of Michigan, and to correct the Bureau of Construction Codes Square Foot Construction Cost Table within the County's BS&A software. Also, included were prior resolutions indicating following the Construction Cost Table from 2021, 2013 and 1997 showing the fee creation.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the updated and corrected Building Department Fee Schedule and to update the Construction Cost Table effective 9-1-2025, as presented. On a voice vote, the motion CARRIED.

Administration – County Building Mitsubishi heat pump system - \$8,852.00 less \$2,100.00 Cloverland Rebate – Option 2

The Committee reviewed a quote previously emailed and changed to include a heat option for backup; the quote included a Mitsubishi replacement unit for room 207 and 209 in the County Building, with a \$2,100.00 Cloverland Electric rebate; the total cost less rebate will be \$6,752.00.

It was moved by Commissioner Knepper, supported by Commissioner Martin, to approve the Albert Heating & Cooling proposal – Option 2 for County Building rooms 207 and 209; to replace the Mitsubishi heat pump system; at the cost of \$8,852.00 less a Cloverland Electric rebate of \$2,100.00, net price to the County of \$6,752.00, as presented. On a voice vote, the motion CARRIED.

Administration – Bid Summary for Multifunction Copier Machines \$9,026.42

The Committee reviewed the one bid received to replace multifunction copier/printer machines with long-term maintenance for the Administrator's Office and MSU Co-op Extension Office, including trade-ins of Konica Bizhub 368 and 458, following the County's copier replacement schedule. The bid from National Office Products was timely and met the requirements of the bid.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize the purchase of two Konica Minolta Bizhub 361I, with varying options, for Administration \$5,076.61 and for MSU Co-op Extension \$3,949.81; a total price of \$9,026.42, as presented. On a voice vote, the motion CARRIED.

Opioid Settlement – Agreement for Opioid Settlement Fund Management Services to Health Department \$2,500.00 annually

The Committee reviewed an agreement for Chippewa County Health Department to receive \$2,500.00 annually to manage the oversight of remediation services by managing and tracking the distribution of the opioid settlement fund and coordinating and leading the Opioid Settlement Steering Committee.

It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize the Agreement for Opioid Settlement Fund Management Services to be provided by the Chippewa County Health Department at the annual cost of \$2,500.00, starting October 1, 2025. On a voice vote, the motion CARRIED.

Opioid Settlement – FY25 Funding Agreements

Chippewa County Mental Health Court \$23,600.00 – Cost-based Reimbursement

Face Addiction Now (FAN) \$30,690.00 - Fixed Price Lump Sum

50th Circuit Drug Court \$30,700.00 – Cost-based Reimbursement

The Committee reviewed the three FY25 funding agreements that were vetted by legal counsel to ensure alignment with the settlement, two agreements with cost-based reimbursement, CC Mental Health Court for \$23,600.00 and 50th Circuit Drug Court for \$30,700.00 and one fixed price agreement for Face Addiction Now (FAN) for \$30,690.00. Commissioner Knepper gave an update to the Committee regarding the first meeting of the Steering Committee and how he thinks the processes will change with future funding of the Opioid Settlement monies. Commissioner Shackleton thanked Commissioner Knepper for his work and interest in this settlement and Commissioner Martin spoke about the importance of getting these funds used right, as the statistics indicate three hundred deaths per day nationwide.

It was moved by Commissioner Knepper, supported by Commissioner Traynor, to approve and authorize the three FY2025 Opioid Settlement Funding Agreements for: Chippewa County Mental Health Court \$23,600.00 – Cost-based Reimbursement; Face Addiction Now (FAN) \$30,690.00 - Fixed Price Lump Sum, 50th Circuit Drug Court \$30,700.00 – Cost-based Reimbursement, as presented and recommended by the Opioid Settlement Steering Committee. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts – July – County and Health Department

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to recommend the approval of July County bills and payroll: general claims \$322,162.53, other fund claims \$970,015.14, payroll \$617,053.04 and Health Department claims \$176,184.51 payroll \$135,243.61 total claims \$2,220,658.83; as presented. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner Martin and Lieurance apologized for being late to the start of the Health Care Trust Committee meeting.

Chairman Comments

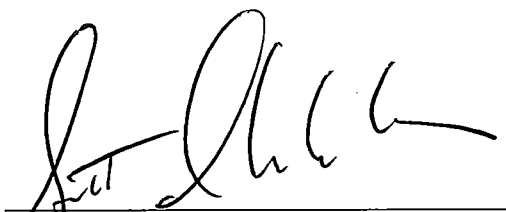
No additional comments were offered.

Adjourn

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to adjourn.

The meeting adjourned at 4:57 p.m.


Kelly J. Church, Recorder


Scott Shackleton, Chairman.