

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

**February 11, 2025**

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, February 11, 2025, at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Shackleton called the meeting to order at 4:32 p.m. with a quorum present.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Karen Senkus, Cady Bauers, and Kelly Church

## **Approval of the Agenda as Amended**

Adding items 4. a. a Nine Unit Cat Stax (kennel) and item #8 Probate Court Emergency Guardianship Services; both items will be added under agenda items.

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

## **Public Comment**

Health Officer Karen Senkus updated the Committee on the RxKids program that will be launching in Chippewa County; the program was made possible through various funders and supporters, with no County dollars being needed. There will be virtual press release on February 14<sup>th</sup>; and the Health Department will start getting the word out to the agencies, doctors and providers for this Cash for Moms and Babies.

## **Correspondence and Informational Items**

The Committee reviewed the County Treasurer's Investment reports, the VISA billing, travel requests, and DTRF/RHFV quarterly report. No action required.

## **Health Department**

### **Health Department –EIN change effective 10-1-2025**

The Committee was asked to pass a motion to approve changing the Health Department's EIN to the County's EIN effective October 1, 2025.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the Chippewa County Health Department changing to the County's EIN effective October 1, 2025. On a voice vote, the motion CARRIED.**

### **Health Department – New Health Department Logo**

The Committee received and was asked to approve the new Health Department logo.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the Chippewa County Health Department new logo, as presented. On a voice vote, the motion CARRIED.**

## **Health Department – Policies**

### **Clinical Policy 4.01.007 Kindergarten Oral Health Assessments – Dental Provider**

### **Administrative Policy 7.01.053 SHACC – Over the Counter Medication Non-Clinical Staff**

The Committee reviewed two new Health Department policies Clinical Policy 4.01.007 was needed to accommodate the state guidelines, the program has been providing services for two-years. Administrative Policy 7.01-053 is a new policy that will allow the SHACC clerk to administer over-the-counter medications to students.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper to approve and authorize Clinical Policy 4.01.007 Kindergarten Oral Health Assessments – Dental Provider and Administrative Policy 7.1.053 SHACC – Over the Counter Medication Non-Clinical Staff, as presented. On a voice vote, the motion CARRIED.**

### **Sheriff's Office – Federal Inmate Liaison Officer wage \$16.45**

The Committee was asked to authorize the wage of \$16.45 for a new part-time position in the jail, the position will serve as the Federal Inmate Liaison Officer, who will help Jail Administration with the processing of the federal inmates.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the part-time Federal Inmate Liaison Officer wage at \$16.45, which is the Step 7 on the County part-time pay scale. On a voice vote, the motion CARRIED.**

### **Sheriff's Office – Generator repairs (via Building & Grounds Committee)**

#### **Rental est. \$2,760 and Repairs \$5,493.00 & \$14,920.55**

The Committee was updated on the needed general repairs, rental of the spare unit and updated on how we got to this point. The \$5,493.00 in repairs stems from originally the generator not starting for its weekly check, which lead to batteries, battery chargers, cables, fuses and then to the electrical room where the breaker was lock and unable to fail when it needed to. The spare unit was rented until parts were available and service rendered; the \$14,920.55 is for a radiator leak, which is a small leak that maintenance has been watching. Administration will report back to the Committee, if any additional issues arise prior to the radiator replacement.

**It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve and authorize payments for the generator repairs costing an estimated \$2,760 for the rental unit and repairs of \$5,493.00 and a replacement radiator costing \$14,920.55 to Wolverine Power Systems, as presented. One a voice vote, the motion CARRIED.**

## **Office of Emergency Services**

### **Rave Emergency Notification System – Annual Service \$4,280.00**

### **Instructor Course EMT - \$7,200.00 (7-person rate)**

The Committee reviewed the annual renewal from Rave Mobile Safety which provides emergency messaging to our communities within the county by using a variety of different methods, including cell phones, TV announcements and zone-specific land lines. The Committee also reviewed a request to provide \$7,200.00 for an EMT-Instructor Course, these courses are the responsibility of the Office of Emergency Services Management to provide EMS and Fire agencies with training opportunities.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the Rave Emergency Notification System one-year renewal at the price of \$4,280.00 and to authorize up to a 7-person EMT-Instructor Course at the cost of \$7,200.00, and as presented. On a voice vote, the motion CARRIED.**

## **Animal Shelter**

### **Equipment purchases from millage funds (waive purchasing policy)**

#### **Add Nine Unit Cat Stax (kennels)**

The Committee reviewed a request from Animal Control, as one of the goals of the shelter was to provide some medical care in-house; during the addition and renovation a surgical suite was included. The request is to start purchasing the necessary equipment; the equipment availability is subject to change. The equipment included surgery table, autoclave, anesthetic machine with vaporizer, surgery warming mat, ceiling mounted surgical light, scavenge system and regulator hose (for oxygen), recovery kennels and delivery and installation at total estimated at \$12,175.00, if items are available. Plus, an additional \$2,550 for a mayo stand, ultrasonic cleaner, surgery packs and controlled substance lock box, when available. The Committee also reviewed the request for a Nine Unit Cat Stax (indoor cat enclosure) at the cost of \$4,570.00; to replace units with rust as they are not able to be cleaned properly. Shelter Manager does believe she has someone that can repair and resurface the rusting units.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve waiving of the county purchasing policy and to purchase the listed items, as available for the Animal Shelter's surgical suite and to purchase the Nine Unit Cat Stax at the cost of \$4,570.00; all purchases through the millage fund. On a voice vote, the motion CARRIED.**

#### **Animal Shelter – Supplemental Animal Control Services w/City of SSM**

The Committee reviewed the renewal contract for Supplemental Animal Control Services between the City of Sault Ste. Marie and County of Chippewa, which covers the period January 1, 2025, through December 31, 2026. This has been a long-term collaborative agreement, which provides the City of Sault Ste. Marie with supplemental animal control services at a monthly flat fee of \$1,300.00. The City of Sault Ste. Marie's Commissioners approved the renewal earlier this month.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the Supplemental Animal Control Services, covering the period 1-1-2025 to 12-31-2026, between the City of Sault Ste. Marie and County of Chippewa, as presented. On a voice vote, the motion CARRIED.**

#### **District Court – JAVS – Maintenance and Support Agreement \$6,110.00**

The Committee reviewed the JAVS maintenance and support agreement for Chippewa County's 91<sup>st</sup> District Court, the agreement provides an extended warranty coverage, preventative maintenance, support and services for the courtroom recording system. The service agreement runs from February 1, 2025, for a one-year period at the cost of \$6,110.00; this amount was budgeted for FY2025.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to authorize and approve the JAVS Maintenance and Support Agreement for a one-year period starting February 1, 2025; at the cost of \$6,110.00. On a voice vote, the motion CARRIED.**

#### **Survey and Remonumentation**

##### **Correct motion from November 12, 2024 – total grant \$133,816.00**

The Committee was asked to make a correction motion from the November 12, 2024, Finance Claims and Accounts minutes. The minutes should have reported the total grant at \$133,816.00 including the County's \$15,000.00 allocation.

**It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to correct a motion from the November 12, 2024, Finance Claims and Accounts; approving the Grant No. BCC 25-17 between the State of Michigan, Department of Licensing and Regulatory Affairs and Chippewa County; and the 2025 Grant Application to be submitted to the Office of Land Surveying and Remonumentation in the grant amount of \$133,816.00. On a voice vote the motion CARRIED.**

**Surveyor – FY2025 Remonumentation Program - \$133,816.00**

- **Administration - \$19,087.79 – Patricia Weinreis**
- **Monumentation Contracts**
  - **\$54,000.00 – Alpine Engineering – 30 corners**
  - **\$54,000.00 – Sidock Group – 30 corners**
- **Peer Review Professional Surveyors - \$5,000.00 shared**
  - **Jeff Davis, P.S., Sidock Group**
  - **William L. Karr, P.S., retired**
  - **Ginger L. Michalski, P.S., Alpine Engineering**
  - **Larry Rogers, P.S., Retired**
  - **Lawrence Weinreis, P.S., M.D.O.T**

The Committee reviewed the 2025 Survey and Remonumentation Grant from the Office of Land Surveying and Remonumentation of \$118,816.00 and the County contributing \$15,000.00 for a total of \$133,816.00. The Committee reviewed the contracts for administration, monumentation and peer review for the 2025 Remonumentation Program. All documents need to be approved and authorized for signature by the Committee.

**It was moved by Commissioner Lieurance, seconded by Commissioner Martin, to accept and authorize the Program Representative/Administrative contract in the amount \$19,087.79 for Patricia Weinreis, P.S., under the direct supervision of Robert Laitinen, PS, Chippewa County Surveyor; to approve two (2) Monumentation contracts each contract for \$54,000 for Alpine Engineering and Sidock Group to monument 30 corners each; to approve five Professional Service Agreements for the Peer Review Surveyors, total not to exceed \$5,000 for the following Surveyors: Jeff Davis, P.S., Sidock Group; William L. Karr, P.S., retired, Ginger L. Michalski-Wallace, P.S., Alpine Engineering; Larry Rogers, P.S., Rogers Land Surveying and Lawrence Weinreis, P.S., M.D.O.T. On a voice vote, the motion CARRIED.**

**Administration – Legal Services Agreement – Smith & Johnson; to be co-plaintiff with Chippewa County EDC for PFAS-related airport settlements**

The Committee was asked to enter into a Legal Services Agreement with Smith & Johnson, for the County to be co-plaintiffs along with Chippewa County EDC in a multidistrict litigation regarding PFAS (products containing perfluoroalkyl substances), the defendants in the suit are companies that manufactured Aqueous Film Forming Foam (AFFF). AFFF is a water based firefighting agent used to control and extinguish Class B fuel fires and was used in many military locations including Kincheloe Air Force Base. The litigation will be like the Opioid Settlement.

**It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve enter into a Legal Services Agreement with Smith & Johnson, with the County be co-plaintiffs with the Chippewa County EDC in this multidistrict litigation regarding PFAS and AFFF. On a voice vote, the motion CARRIED.**

**Administration – Cost Allocation Plan – RFQ Release**

The Committee reviewed the request for quote for the County's Cost Allocation Plan for years FY24, FY25 and FY26.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the release of the request for quote for the County's Cost Allocation Plan. On a voice vote, the motion CARRIED.**

**Administration – Discharge Non-Diminishing Mortgage - Neubecker**

The Committee reviewed a letter from Attorney Mark Dobias, requesting and explaining the request for the County to approve a release of lien; the property is dilapidated, and the estate value was negligible; the estate has no assets, and the lien (non-diminishing mortgage) is holding up the sale of the property.

**It was moved by Commissioner Knepper, supported by Commissioner Lieurance, to approve and authorize the County of Chippewa to discharge a Non-Diminishing Mortgage Lein, recorded Liber 1002, Pages 1513-1514 in the amount of \$8,283.00; to help clear the estate of Steven P. Neubecker and Katherine M. Neubecker. On a voice vote, the motion CARRIED.**

**Probate Court – Emergency Guardianship Services**

The Committee reviewed an Emergency Request for Guardianship Services line item to be added in the amount of \$5,000.00, due to recent events, the prior provider who did many of these cases pro bono. There are currently 36 cases that need to be overseen, the Judge is estimating that about 25 of these cases will require some emergency payment from the County and has been working with company, Assisting Services, that can fill this role, temporarily for some and long-term for others – but comes at a cost. Judge Blubaugh would like the opportunity to meet to further talk about long-term needs and resolutions going forward.

**It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize an Emergency Guardianship Services line item being added to the Probate budget in the amount of \$5,000.00. On a voice vote, the motion CARRIED.**

**Finance - Claims and Accounts – January – County and Health Department**

**It was moved by Commissioner Martin, supported by Commissioner Traynor, to recommend the approval of January County bills and payroll: general claims \$324,865.28, other fund claims \$1,623,089.01, payroll \$633,503.42, and Health Department claims \$1,209,299.20 and payroll \$142,009.08 total claims \$3,932,765.99. On a voice vote, the motion CARRIED.**

**Committee Comments**

No additional comments were offered.

**Chairman Comments**

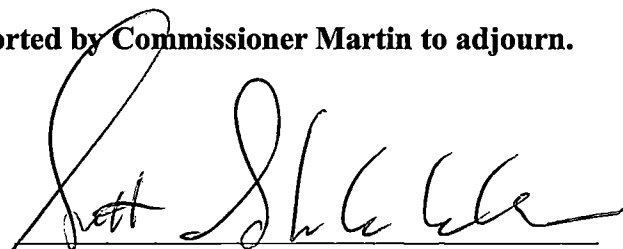
No additional comments were offered.

**Adjourn**

**It was moved by Commissioner Knepper, supported by Commissioner Martin to adjourn.**

The meeting adjourned at 5:18 p.m.

  
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Kelly J. Church, Recorder

  
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Scott Shackleton, Chairman.