

**Building Grounds and Jail, Legislative and Natural Resources and  
Information Technology Committee  
Meeting Minutes  
July 1, 2024**

A regular meeting of the Chippewa County Board of Commissioners' Building, Grounds and Jail, Legislative and Natural Resources and Information Technology Committee was held on Monday, July 1, 2024, at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Traynor called the meeting to order at 10:00 a.m. with a quorum present.

**MEMBERS PRESENT:** Jim Traynor, Robert Savoie, and Justin Knepper

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Brian Bartlett, Anthony Zakic, and Kelly Church

**Additions/Deletions and Approval of the Agenda**

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

**Public Comments**

No public comments were offered.

**Agenda Items**

**Legislative and Natural Resources –**

No action or informational items.

**Building and Grounds**

**Sheriff's Storage Building Update – no action**

The Committee reviewed the minutes from the progress meeting that was held on June 27, 2024 and have been received the field reports (#10 dated 6.25.2024); the project is potentially scheduled to be finished by October 1, 2024; the Sheriff is choosing colors for the interior; and equipment and furnishing are being ordered. Commissioner Traynor shared photos from both the Sheriff's Storage Building and Animal Shelter Projects. No action was needed.

**Animal Shelter Addition/Renovation Update**

The Committee reviewed an email regarding the progress of the Animal Shelter Addition and Renovation; all the demolition is done and the new walls have been framed; the electrical rough in is completed. Arbic Construction made a few adjustments, installing two new A/C units instead of furnaces, as the A/C units were not working; there is no additional monies needed for the change. The concrete sealer is not holding up, Arbic Construction plans on having a professional coating company come in a apply a special epoxy. Dan Arbic noted that Holly and the staff have been great to work with.

The Committee then review the prior minutes and the current fund balance of Fund 285 – Animal Shelter Donations; the donations average about \$5,800.00 per month; and there is a current fund balance of \$266,799.32. Based on the prior conversations and input from the Committee; the Committee discussed options for funding the approximately \$350,000.00 shortage for the project. The project has all been paid with donated funds to date, except for the camera system, which the Board of Commissioners approve a \$21,500.00 budget amendment.

It was moved by Commissioner Knepper, supported by Commissioner Savoie, to approve and authorize a \$250,000.00 transfer from the general fund to Fund 285 – Animal Shelter Donations; and to loan the balance of the project from the general fund with no interest to the same fund to be paid back as funds are available. On a voice vote, the motion CARRIED.

**Other – Cedar trees/fence (city ordinance) – no action**

Administration advised the Committee that the cedar trees along back of the Bingham Avenue parking lot; have died since being trimmed late last year, and the neighbors have called regarding how bad it looks; Administrator Church has spoken with the vendor, who will do the stump grinding at no cost to the County; and will be in contact with another provider who is interested in the cedars. Options were discussed on replacing the cedars, with either a vinyl, chain length with slats, wood, or live fencing. Bids will be sought for the various choices and brought back to the Board for approval. The City of SSM’s Bob Brown will be contacted regarding the City requirements.

**Other – Tuckpointing stairs of Courthouse – no action**

In continuing to try to preserve the Courthouse, a project that was recently pointed out, is that tuckpointing needs to be completed on the Courthouse stair cases; to help stop environmental damage, as well as, small rodents living in the steps. Bids will be sought and brought back to the Board.

**Other – Windows (east side, middle) – no action**

The Committee was advised of the east side two (2) (middle) windows that need to be updated, preferably with a vinyl clad and wrap; as these windows are rotting out from the standing water and snow damage. Bids will be sought.

**Information Technology**

**Bid Summary – Building Security and Access Control System**

The Committee reviewed the Building Security and Access Control Systems project; this project was originally only included the County Building for an upgrade; however, in discussions with MMRMA (the County’s liability and property insurer) there are RAP grants available for Building Security (50% up to \$100,000.00) and for Court Safety Compliance (50% up to \$20,000.00) which expanded the scope of the project to include both the County Building and the Courthouse. Pricing was separated based on the eligibility of the RAP grants; including adding access controls to the Courthouse double doors for employees. Three bids were received, and all three met bid specifications; the low bid from Shoreline Power Services in the amount of \$167,450.00; to replace existing and add new system(s) for Building Security Access Controls for the County Building and the Courthouse. Discussion followed regarding the safety and security of the staff and the public is important.

<b>Shoreline Power Services</b>	
County Building – Non-court Safety (Total)	\$31,450.00
County Building – Court Safety (Total)	\$23,900.00
Courthouse Non-Court Safety (Total)	\$37,200.00
Courthouse Court Safety (Total)	\$33,350.00
Courthouse Ground Floor Egress Doors (Total)	\$41,550.00
<b>TOTAL Project Cost</b>	<b>167,450.00</b>
<b>TOTAL Grant Funding</b>	<b>75,100.00</b>
<b>TOTAL Cost to County with Grants</b>	<b>\$92,350.00</b>
<b>FY2024 Budget</b>	<b>-\$32,500.00</b>
<b>Difference (Budget Amendment would be needed)</b>	<b>\$59,850.00</b>

**It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve the low bid from Shoreline Power Services in the amount of \$167,450.00; to seek the MMRMA RAP grants totaling \$75,100.00 and to make a budget amendment to complete the project in the amount of \$59,850.00. On a voice vote, the motion CARRIED.**

**2024 Update – No action**

Brian Bartlett, Information Systems Liaison and Anthony Zakic, Information Technology Specialist, after answering questions about the bid gave the Committee a brief update on the current projects

**Future needs 2025-2026 – No action**

Information Technology staff next updated the Committee on upcoming costly projects that will be needed in the County, to maintain SOM requirements and to keep up with end-of-life technologies. The project discussed were a new cloud-based server with a one-time approximate cost of \$105,000.00' which annual cost of approximately \$30,000.00. For the County to pass the CJIS (Criminal Justice Information System) Audit we will be changing to a MFA (multi-factor authentication) with an up front cost of approximately \$45,000.00 and \$12,000.00 annually; we do have grant options to help reduce the costs. The County virtual hardware will be out of warranty in October 2025; with the cost of two servers being \$60,000.00. Windows 10 is sunsetting in October of 2025 also, and the County will need to deploy/replace approximately forty-five (45) computers, at an approximately cost of \$3,000.00 per computer. The Committee was also made aware of a potential new Sheriff's Record Management system, Central Dispatch MFA and server upgrade needs. For FY2026 the phone systems will need to be upgraded due to end of life on March 31, 2026, the cost of upgrade including the Health Department is approximately \$30,000.00. To meet ADA compliance a website update should be built with an approximate price of \$20,000.00 with annual fees of \$3,000.00 and Central Dispatch (special fund) will need a new UPS (unlimited power supply) upgrade based on the advice of the SOM Public Service Commission. The added expenses, will improve the County workplace environment for all users.

**Committee and Chairman's Comments**

The Committee thanked the Information Technology's Brian Bartlett and Anthony Zakic and Administration for looking into the future and making them aware of the upcoming project for FY2025 and FY2026.

**Adjourn**

**It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to adjourn the meeting. On a voice vote, the motion was CARRIED.**

Chairman Traynor declared the meeting adjourned at 10:20 a.m.

  
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Kelly J. Church, Recorder

  
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Jim Traynor, Committee Chairman