

**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS**
Regular Session
August 15, 2024

The Chippewa County Board of Commissioners met at a regular session on Thursday, August 15, 2024 at 4:30 p.m. in the 91st District Courtroom.

Vice Chairman called the meeting to order at 4:30 p.m. The meeting was also available via zoom. Commissioner Savoie lead the Pledge of Allegiance.

PRESENT: Commissioners Present: Justin Knepper, Damon Lieurance, Robert Savoie, James Traynor and Chairman Jim Martin

ABSENT: None

ALSO PRESENT: Administrator Kelly Church, Clerk Stevn Woodgate, Administrative Assistant Cady Bauers and 3 members of the public. 1 member of the public logged in via zoom.

ADDITIONS AND DELETIONS TO THE AGENDA

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

APPROVAL OF COUNTY BOARD MINUTES

It was moved by Commissioner Traynor, supported by Commissioner Savoie, to approve the following minutes as presented:

- Regular Board Meeting – July 11, 2024
- Workshop – July 10, 2024

On a voice vote, the motion carried.

CORRESPONDENCE RECEIVED IN THE CLERK'S OFFICE

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to accept the correspondence received and forward to the appropriate committees. On a voice vote, the motion carried.

PUBLIC COMMENTS

There were no public comments.

ADMINISTRATOR'S REPORT

Administrator Kelly Church provided for informational purposes only – *no action items*

NEW BUSINESS

**RESOLUTION 2024-20
OF THE COUNTY OF CHIPPEWA, STATE OF MICHIGAN,
THROUGH ITS BOARD OF COMMISSIONERS**

WHEREAS it is in the best interest of the County of Chippewa, State of Michigan, through its Board of Commissioners, to grant an easement, on property known as TAX# 012-074-029-35, to Cloverland Electric Cooperative, Inc. for the purpose of providing electric service requested by the County of Chippewa.

RESOLVED that the County of Chippewa, State of Michigan, through its Board of Commissioners, has approved the grant of this easement.

RESOLVED that the County of Chippewa, State of Michigan, through its Board of Commissioners, has authorized Jim Martin, Chairman Chippewa County Board of Commissioners, to carry out the grant of this easement.

Moved: Commissioner Traynor

Supported: Commissioner Lieurance

Carried: Commissioners Knepper, Lieurance, Savoie, Traynor and Martin

Absent: None

RESOLUTION DECLARED ADOPTED.

BOARD VACANCIES

Chippewa County EDC– Resignation of Jim Quinell term runs through 3/31/2027

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to accept the resignation of Jim Quinell and the posting his position of Chippewa County EDC to expire 3/31/2027. On a voice vote, the motion carried.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to accept the resignation of James Moore and the posting his positions of EUP Regional and Development (Township Level), Chippewa County EDC term runs through 3/31/2025, Hiawatha Behavioral Health term runs through 3/31/2027, and Substance Abuse Disorder Policy Board term runs through 7/30/2026. On a voice vote, the motion carried.

Commissioner Traynor stated that Jim worked hard on all the boards he had, and he would still be serving if he could.

STANDING COMMITTEE REPORTS

**COUNTY BOARD OF COMMISSIONERS
PERSONNEL, EQUALIZATION AND APPORTIONMENT/TRANSPORTATION/HEALTH
AND SOCIAL SERVICES COMMITTEE**

August 13, 2024

A regular meeting of the Chippewa County Board of Commissioners Personnel/Equalization and Apportionment/Transportation/Health and Social Services Committee was held on Tuesday, August 13, 2024 at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Damon Lieurance called the meeting to order at 3:00 p.m. with a quorum present.

Approval of the Agenda

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approved the amended agenda, adding 11. Short term-long term and life insurance. On a voice vote, the motion CARRIED.

Public Comment

Personnel – Health Department Requests

The Committee reviewed the Health Department requests to change the Health Educator from full-time to part-time, to add a Registered Nurse to Personal and Family Health and to change the job description and role of the Executive Assistant adding supervisory roles over approximately twenty employees of the Personal and Family Health division. The Executive Assistant change being effective August 15th.

It was moved by Commissioner Lieurance, supported by Commissioner Savoie, to approve the Health Department Personnel changes as requested: the Health Educator from full-time to part-time; to add a Registered Nurse to Personal and Family Health and to change the job description and paygrade (County scale Grade 8) for the Executive Assistant’s position effective August 15, 2024 and following County Policy 211. On a voice vote, the motion CARRIED.

Health Department – Office Space Changes and Renovation via Grant

Health Officer Senkus presented a plan for the Health Department to move offices and staff around, to have some increased efficiencies with work flow; as well as, create room for storage, and eliminating rent from and current storage unit and potentially reduce the Health Department’s rent cost with Community Action Agency by moving files out of the current

basement space. This will include some needed renovations which are allowable costs through the Public Health Infrastructure Grant.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve the Health Department office space changes including renovation with monies from the Public Health Infrastructure Grant, including eliminating outside storage space rent; as presented. On a voice vote, the motion CARRIED.

Sheriff's Office – Add Captain position – FY2025

The Committee reviewed the request from Sheriff Bitnar, seeking to budget a Captain's position into the FY2025 budget; this position was eliminated over twenty years ago, due to budget constraints. The position is needed to help cover the administrative load to assist with the Correctional Facility, assist the Undersheriff and to assist on the law enforcement side as needed, with the Detective or Deputy Sheriff's. Sheriff Bitnar is proposing that the utilize funds from Fund 232 – Community Corrections special fund to pay for the fringes for this position.

It was moved by Commissioner Lieurance, supported by Commissioner Savoie, to support and approve placing the Sheriff's Office Captain position in the FY2025 budget. On a voice vote, the motion CARRIED. Chairman Martin stated the fringes comes out of Community Corrections.

VSO Opening – Authorize Administration to fill position

The Committee was updated on the internal posting for the Veteran Service Officer position; as the Veterans Board had previously reviewed the updated job description; two candidates were interviewed for the position, with one candidate's background, as well as, knowledge of the County's general ledger, grant work and ideas for the position being a better fit than the other candidate.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to authorize Administration to offer the Veteran Service Officer position to candidate John Miller. On a voice vote, the motion CARRIED.

Career Development Plan – Stephanie Cook, Equalization

The Committee reviewed a Career Development Plan request from Equalization Appraiser Stephanie Cook, who is seeking to get her MAAO State Assessors required level to be the County Equalization Director in the future; this plan is fully supported by the current Equalization Director and something that has been discussed previously with Administration, looking into the County's future. The request includes the program cost of \$1,000.00; plus, hotel, mileage, meals, and travel days off for the Michigan Advanced

Assessing Officer (MAAO) program. With total costs of approximately \$9,000.00; brief discussion followed as this request is not something that has been approved in the past, usually for the plan, a class is taken through an accredited school and this training is through the State of Michigan.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the Career Development Plan for Stephanie Cook to attend the Michigan Advanced Assessing Officer (MAAO) Program, to attain her MAAO level certificate. On a voice vote, the motion CARRIED.

Prosecuting Attorney – Authorize Overtime for Union Staff

The Committee was notified that the Prosecutor's Office is currently short-staffed due to illness; and that Prosecutor Robert Stratton has requested some over-time hours for the legal secretary positions (2 employees) to help keep up with the daily office work. The Committee talked about budgeting practices of the County briefly.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to authorize overtime for the two (2) legal secretary positions in the Prosecutor's Office, during the current FMLA leave. On a voice vote, the motion CARRIED.

Maintenance Attendant – 79 hours (split between the County and Health Department (54 hours and 24 hours respectively)

The Committee was updated on the afternoon Maintenance Attendant opening, as well as, the opening at the Health Department for cleaning and maintenance; this position is a constant turn-over; being an afternoon shift; and Administration is asking to upgrade the position to a 79-hour position, which will include offering, single person health care with 80% cover the by the County and 20% covered by the employee. The position would be split 54-hours with the County and 24-hours with the Health Department, which would be very flexible depending on projects and needs of the Departments.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the 79-hour Maintenance Attendant positions, as presented. On a voice vote, the motion CARRIED.

Non-Union Pay Increase effective 10/1/2024

2% for full-time and 0.25 per hour for part-time (County and Health Department

Department of Labor Changes to hourly from salary positions

Assistant Prosecutor's - \$10,000.00 - effective 8/18/2024

Health Officer – Grade 14

The Committee reviewed all the information offered regarding these requested pay increases and pay scale changes; seeking 2% for full-time non-union personnel and 0.25 per hour increase for part-time personnel for both the County and the Health Department staff; changes to the scale to meet the requirements for the Department of Labor's Increasing the salary threshold for Fair Labor Standards Act; adding a \$10,000.00 annual special salary (\$384.62/per pay) to the Assistant Prosecutor's positions (2) and adding the Health Department's Health Officer onto the County pay scale at a Grade 14, after many years without a wage increase. Funding of this request was discussed, past practices of raises for the non-union personnel and comparisons to the union negotiated wage increases. The chart below shows the percent of increase since 2010 for the various groups through 2024; the other groups have increases established in their union contracts for 2025 and TPOAM for 2025 and 2026.

Overview of Increases 2010 to 2024						
	Non-Union	TPOA M	HD Non-Union	Dispatch	Corrections	Road Patrol
Members	43	32	54	8	16	12
Percent of Increase since 2010	13.63%	13.72%	13.86%	24.00%	17.71%	23.09%

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the changes and wages increases, as presented; a 2% increase for full-time and 0.25 per hour for part-time effective October 1, 2024; except for the Assistant Prosecutors special salary of \$10,000.00 to be effective 8/18/2024 and adding the CCHD Health Officer to the County scale at a grade 14; changing the scale to follow the DOL salary threshold. On a voice vote, the motion CARRIED. Commissioner Knepper stated the Commission should keep an eye on the annual basis of both union and non-union wages and make sure the Commission is doing the best to take care of the employees. Chairman Martin mentioned it is a competitive market and the cost of turnover is real.

MIDC Audit & Contract

Mental Health Court & Drug Court converting contracted employees to hourly employees - per change in law

Short Term-Long Term- Life Insurance – The Hartford

The Committee was asked to pass a motion for Administration to approve the yet to be received quote for the employees' short term-long term and life insurance policies; the County, Health Department and EDC are currently with The Hartford with an agreement that expires on 8/31/2024. Acrisure (formally 44North) is seeking quotes on the County behave, as they have done in the past.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to authorize Administration to approve the low bid of those collected by Acrisure for the employees' short term-long-term and life insurance (both employer paid and voluntary). On a voice vote, the motion CARRIED.

Committee and Chairman's Comments

None offered.

Adjourn

It was moved by Commissioner Lieurance, supported by Commissioner Savoie, to present the minutes as presented. On a voice vote, the motion carried.

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES August 13, 2024

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, August 13, 2024 at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was available via Zoom.

Approval of the Agenda

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

Correspondence and Informational Items

Health Department

Purchase Orders

- **Vaccine Fridge/Freezer for SHACC \$8,125.00**
- **Meraki Renewal (3-year licenses) \$7,228.00**
- **OAE Hearing Screener \$5,245.00**

The Committee received and reviewed purchase orders for vaccine fridge/freezer for the SHACC at the price of \$8,125.00; a renewal license for the Cisco MX64 through DSTech as

the cost of \$7,228.00 and for a 39500 Series OAE Hearing screener at the price of \$5,245.00.

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve the purchases as presented and requested from the Health Department; \$8,125.00 to LABRepCo for the fridge/freezer for the SHACC; \$7,228.00 to DSTech for the Cisco renewal licensing and \$5,245.00 to Welch Allyn Warehouse for the OAE Hearing Screener. On a voice vote, the motion CARRIED.

NorthCare Network FY25 Liquor Tax Fund Requests

- **50th Circuit Drug Court - \$34,000.00**
- **CCHD – Harm Reduction/Syringe Access Program - \$24,120.08**
- **Public Defender’s Office - \$5,000.00**

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to accept and forward FY25 Liquor Tax Funds requests as presented and referenced above to NorthCare Network – Substance Use Disorders. On a voice vote, the motion CARRIED.

Probate Court – Child Care – DHS-2091 – October 1, 2024 to September 30, 2025 - \$821,915.60

The Committee reviewed the County Child Care Budget Summary (DHS-2091) for Chippewa County Probate Court to start October 1, 2024 and run through September 30, 2025 with total anticipated expenditures of \$821,915.60.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize signature for the County Child Care Budget Summary (DHS-2091), as presented for October 1, 2024 to September 30, 2025. On a voice vote, the motion CARRIED.

Sheriff’s Office

- **Storage Building Change Order \$5,800.00**
- **Storage/training Building Purchases**
- **Extend/Amend EUP Papers & Stuff Contract through 12-31-2025**
- **Easement for Cloverland (information only to Full Board)**

The Committee reviewed a request from U.P. Engineers & Architects to add data drops for Cat 6 cable to the cameras at the cost of \$5,800.00; reviewed a request to exceed the County’s purchasing policy when purchasing the equipment needed for the new building, expenses all from Special Funds, no general funds will be used; reviewed the extension of the EUP Papers & Stuff contract through 12-31-2025; as well as, reviewed the right-of-way easement for Cloverland Electric at the Sheriff Storage/Training Building, which was just informational for the full Board meeting.

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve, and authorize the Sheriff's Office requests as presented; approve the \$5,800.00 change order for cabling at the Sheriff's Storage/Training Building; authorizing waiving the purchasing policy for equipment needed and previously approved by the BOC, and authorize extending the contract of EUP Papers & Stuff through December 31, 2025. On a voice vote, the motion CARRIED.

Office of Emergency Services – Dual Band Pagers Bid Summary - \$68,850.00

The Committee reviewed the bid for dual band pagers, which will be purchased from Title III monies (special fund). All four bids were the same due to State of Michigan pricing, with one having a delivery fee of \$80. Director Postma asked that Elcom Systems bid be approved based the County's prior association and per the bid guidelines.

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to approve and authorize the bid from Elcom Systems to purchase 100 – G5 Dual Band P25 pagers at the prices of \$68,850.00, to be paid from the Title III special fund, as presented. On a voice vote, the motion CARRIED.

Office of Emergency Services – Generator Bid Summary

The Committee reviewed the bid summary for a backup commercial grade generator, to provide a standby power system to supply electrical power in event of failure. Three bids were received, no trade-ins were offered and one company price includes a 5-year warranty, which installation, set-up, and training.

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve and authorize the low bid from North Country Power Generation, which includes a 5-year warranty, installation, set-up, and training at the cost of \$32,954.09. On a voice vote, the motion CARRIED.

EUP Regional Planning – MMP Funding

The Committee reviewed and referenced the MMP Interlocal Agreement, which included estimated budget costs for the first 5 year of the Plan. The MMP funding will not be dispersing any money for the current work being done until January 2025; EUP Regional Planning is requesting an advance on funding, as to not deplete the EUP Regional Plannings general fund.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize to EUP Regional Planning an advance of the MMP grant reimbursement for work currently being completed on behalf of Chippewa County, the amount will be approximately 1/3 of the estimated \$52,000.00 through 9/30/2024; Chippewa County would keep their portion of the reimbursement in January of 2025. On a voice vote, the motion CARRIED.

Information System – DSTech – Zultys 5-year Renewal - \$

The Committee reviewed a quote from DSTech, in which approving the 5-year Zultys Renewal the County will buy three year and get two years at no cost a savings of \$8,954.00 over the lifetime of the agreement. The 5-year option is \$13,431.00 and the offer ends on 8/31.

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to approve and authorize the DSTech – Zultys 5-year renewal (Buy 3, get 2) at the cost of \$13,431.00, with a lifetime savings of \$8,954.00, as presented. On a voice vote, the motion CARRIED.

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

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to recommend the approval of July County bills and payroll: general claims \$924,590.23, other fund claims \$785,143.65, payroll \$600,091.08, and Health Department claims \$149,030.34 and payroll \$204,013.39 total claims \$2,662,868.69. On a voice vote, the motion CARRIED. (4 to 1, Commissioner Lieurance abstained)

Finance

- **Budget Amendments**
- **Beginning Fund Balances to Audit**

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve the budget amendments and the beginning fund balances from the Audit, as presented. On a voice vote, the motion CARRIED.

8/13/2024		Chippewa County				
		Budget Amendments				
General Fund - Revenue		Original Budget	Amended Budget	Change	Description	
101-000-626.301	Sheriff's Office	Sheriff Services	30,000.00	32,500.00	2,500.00	OT SLOT & OCDEF
101-000-676.262	Elections	Som Reimbursement	2,500.00	42,500.00	40,000.00	SOM Reimbursement for Feb (Only)
101-000-699.296	General Fund	Transfer from Fund 296	0.00	31,604.47	31,604.47	PI Under \$35,000.00 to GF
Special Funds - Revenue						
210-000-402.000	County Ambulance	Ad Valorem Taxes	567,103.29	574,103.29	7,000.00	Revenue Tax Increase
210-000-441.000	County Ambulance	Personal Property Tax Reim	1,000.00	2,000.00	1,000.00	Increased Reimbursements
238-000-674.000	School Resource Officer	Contributions	0.00	33,750.00	33,750.00	Rudyard Area Schools
General Fund - Expenditures						
101-262-704.000	Elections	Salaries	3,000.00	28,000.00	\$ 25,000.00	Salaries for Early Voting Personnel
101-262-715.000	Elections	Fringes	523.56	5,523.56	\$ 5,000.00	Fringes for Early Voting Personnel
101-265-931.325	Building & Grounds	Maintenance	10,000.00	29,486.00	\$ 19,486.00	Replace three mimi splits (PD, DC & Sheriff's Ofc.
101-301-706.751	Sheriff's Office	Road OT SLOT	0.00	1,000.00	\$ 1,000.00	OT Reimbursable
101-301-706.752	Sheriff's Office	ROAD Local OCDEF OT	0.00	1,500.00	\$ 1,500.00	OT Reimbursable
101-301-902.000	Sheriff's Office	Dues	0.00	1,000.00	\$ 1,000.00	Sheriff's MSA Dues
101-430-742.000	Animal Shelter	Vehicle - gas, oil, maint	2,000.00	3,000.00	\$ 1,000.00	Jeep brakes replaced
101-649-715.000	Medial Examiner	Fringe	2,983.50	8,483.50	\$ 5,500.00	To correct budget
101-901-980.000	Capital Outlay	Vehicles	94,000.00	110,596.86	\$ 16,596.86	Purchased in 2023; outfitted in FY2024
Special Funds - Expenditures						
210-000-959.000	County Ambulance	Return to Local Units	369,267.14	377,267.14	\$ 8,000.00	Increase in taxes
238-000-979.000	School Resource Officer	Machinery & Equipment	500.00	5,500.00	\$ 5,000.00	Rudyard Area School Officer Equipment
238-000-980.000	School Resource Officer	Vehicles	0.00	17,109.09	\$ 17,109.09	Purchased in 2023; outfitted in FY2024
273-000-980.000	Road Patrol OT Fund	Vehicles	14,000.00	27,000.00	\$ 13,000.00	Upfit Chevy Silverado
285-000-955.000	Animal Shelter Donations	Miscellaneous	0.00	100.00	\$ 100.00	Misc. Expenses
296-000-995.101	HUD MSC	Transfer to General Fund	0.00	31,604.47	\$ 31,604.47	PI Under \$35,000.00 to GF
225-000-935.000	Correctional Facility Maint.	Maintenance	36,821.00	74,506.00	\$ 37,685.00	RTU 7 Replacement

Committee Comments

Commissioner Traynor notified the Committee of his recent tour of Central Dispatch with Greg Postma and shared information on the Algoma-St. Mary's River meeting that was held at City Hall. Commissioner Lieurance let the Committee know about a recent meeting with U.P. Works and the discussion regarding utilizing the opioid funding monies to help support apprenticeships.

Chairman Comments

No additional comments were offered.

Adjourn

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, for the acceptance of the minutes as presented. On a voice vote, the motion CARRIED.


COMMISSIONER REPORT ON MEETINGS AS BOARD REPRESENTATIVES AND GENERAL COMMENTS

Commissioner Traynor said he attended the DeTour meeting and a disabled veteran at the meeting describing how he set up a program to help PTSD. The veteran said he was looking for help and Commissioner Traynor told him to come to the County Board meeting. Commissioner Martin mentioned he went to the FAN meeting and they need more recovery couches and beds, and the Commission needs to have a work session on how to help them.

It was moved by Commissioner Savoie, supported by Commissioner Martin, to adjourn, accordingly. On a voice vote, the motion carried. The Board adjourned at 4:57 p.m.



Steven Woodgate, Clerk



James Martin, Chairman