

**CHIPPEWA COUNTY  
BOARD OF COMMISSIONERS**

Organizational Meeting  
January 1, 2021

The Chippewa County Board of Commissioners met on Friday, January 1, 2021, at 12:00 p.m. for their Organizational meeting in the 91<sup>st</sup> District Courtroom in the Chippewa County Building.

County Clerk Cathy Maleport called the meeting to order at 12:00 p.m. Commissioner Martin led the Pledge of Allegiance.

Present: Commissioners Erik Baron, Jim Martin, Ted Postula, Robert Savoie, and Scott Shackleton

Absent: None

Also, Present: Administrator Jim German, Deputy Administrator Kelly Church, and Cathy Maleport,  
Clerk. *Present via Zoom:* Don McLean

The Oath of Office was given by County Clerk Maleport to all Commissioners.

*ELECTION OF CHAIRMAN*

The County Clerk called for nominations for the position of Chairman.

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to nominate Jim Martin

Nominations were called for three times. Hearing no further nominations, the clerk declared the nominations closed.

A roll call vote was taken as follows:

Commissioner Baron – *Jim Martin*  
Commissioner Postula – *Jim Martin*  
Commissioner Savoie – *Jim Martin*  
Commissioner Shackleton – *Jim Martin*  
Commissioner Martin – *Jim Martin*

The clerk declared Commissioner Jim Martin re-elected as Chairman for the Chippewa County Board of Commissioners.

*VICE-CHAIR*

Chairman Martin proceeded and called for nominations for the position of Vice-Chair.

It was moved by Commissioner Postula, seconded by Commissioner Martin to nominate Robert

Savoie for Vice Chair. Chairman Martin called for additional nominations and none were forthcoming.

**A roll call vote was taken as follows:**

Commissioner Baron – *Commissioner Savoie*  
Commissioner Postula – *Commissioner Savoie*  
Commissioner Savoie – *Commissioner Savoie*  
Commissioner Shackleton – *Commissioner Savoie*  
Commissioner Martin – *Commissioner Savoie*

Commissioner Savoie was declared elected as Vice-Chairman for the Chippewa County Board of Commissioners.

**APPROVAL OF AGENDA**

It was moved by Commissioner Shackleton, seconded by Commissioner Savoie, to approve the agenda as presented with one addition as follows:

- 2016 Dodge Charger, claim #2003648 to be added under 10i.

On a voice vote, the motion carried.

**PUBLIC COMMENTS**

- No public comments were offered.

**NEW BUSINESS**

**A) HEALTH DEPARTMENT**

- I. Mission Statement
- II. Organizational Chart
- III. Annual Policy Review

It was moved by Commissioner Shackleton, seconded by Commissioner Baron, to approve the Mission Statement, Organizational Chart and Annual Policy Review as presented. A brief discussion followed which included the remarkable job the Health Department did this year. On a voice vote, the motion carried. *(See attached pages 1-4)*

- IV. Medical Examiner's Annual Insurance

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to approve the Medical Examiner's Annual Insurance as presented. On a voice vote, the motion carried.

**B) APPOINTMENT TO VARIOUS BOARDS, COMMITTEES AND AGENCIES**

**Chippewa County Building Authority** - Two Appointments - Expires 12/31/2021  
*Current Members: James Traynor, one vacant*

*Applicants: James Traynor*

After a brief discussion which included this committee has not met for many years, and the fact that there are no foreseeable bonding issues, no appointments were made.

**Building Code of Appeals** - three appointments - Expires 12/31/2022 (2-year appointments)

*Current members Kathy Cairns, Clayton McGahey, and Samuel White*

*Applicants: Kathy Cairns and Samuel White*

It was moved by Commissioner Postula, seconded by Commissioner Shackleton, to cast a unanimous ballot for the re-appointment of Kathy Cairns, and Samuel White. On a voice vote, the motion carried.

Yeas: Commissioner Baron, Postula, Savoie, Shackleton and Chairman Marin

Nays: None

Kathy Cairns, and Samuel White were re-appointed to the Building Code of Appeals Board for a term to expire 12/31/2022.

**Department of Health and Human Services** – One appointment - Expires: 10/31/2023

*Current Members: Christine Curtis*

*Applicants: Christine Curtis*

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to cast a unanimous ballot for Christine Curtis. On a voice vote, the motion carried.

Yeas: Commissioner Baron, Postula, Savoie, Shackleton and Chairman Martin

Nays: None

Having received a unanimous ballot, Christine Curtis was re-appointed to the Department of Health and Human Services for a term to expire: 10/31/2023

**Department of Veterans Affairs** - One appointment needed; expires 3/31/2025

*Current Member: Robert Savoie*

*Applicants: Mark Meiners and Robert Savoie*

It was moved by Commissioner Shackleton to re-appoint Robert Savoie to the Department of Veterans Affairs Board.

**On a roll call vote:**

Commissioner Baron – *Commissioner Savoie*

Commissioner Postula – *Commissioner Savoie*

Commissioner Savoie – *Commissioner Savoie*

Commissioner Shackleton – *Commissioner Savoie*

Chairman Martin – *Commissioner Savoie*

Having received a unanimous ballot, Robert Savoie was re-appointed to the Veterans Affairs Board for a term to expire March 31, 2025.

**Chippewa County Economic Development Corporation** – *Two appointments needed – Expires 3/31/2027*

Current members: Dick Timmer and Jim Quinnell

Applicants: Christopher Griffen, Bradley L. Ormsbee, Jim Quinnell, Richard Timmer and Matthew Wilks

It was moved by Commissioner Shackleton, seconded by Commissioner Savoie, to cast a unanimous ballot and re-appoint Jim Quinnell and Richard Timmer to the EDC Board.

**On a roll call vote: (1<sup>st</sup> round)**

Commissioner Baron – *Jim Quinnell*

Commissioner Postula – *Jim Quinnell*

Commissioner Savoie – *Jim Quinnell*

Commissioner Shackleton – *Jim Quinnell*

Chairman Martin – *Jim Quinnell*

**On a roll call vote: (2<sup>nd</sup> round)**

Commissioner Baron – *Richard Timmer*

Commissioner Postula – *Richard Timmer*

Commissioner Savoie – *Richard Timmer*

Commissioner Shackleton – *Richard Timmer*

Chairman Martin – *Richard Timmer*

Jim Quinnell and Richard Timmer having received a unanimous ballot were both re-appointed to the EDC Board for a term to expire 3/31/2027.

**E 9-1-1** – *One appointment - Expires: 12/31/2022*

*Current member: Raymond Johnson*

*Applicants: Mark Meiners*

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to cast a unanimous ballot for Mark Meiners. A voice vote was taken as follows:

Yeas: Commissioner Baron, Postula, Savoie, Shackleton and Chairman Martin

Nays: None

Mark Meiners having received a unanimous ballot, was appointed to the E -9-1-1 Board for a term to expire 12/31/2022.

**EUP Transportation Authority** – *One appointment – Expires: 12/31/2023*

*Current member: Lynda Garlitz*

*Applicants: Lynda Garlitz, Jesse Knoll and Ted Postula*

**On a roll call vote:**

Commissioner Baron – *Ted Postula*

Commissioner Postula – *Lynda Garlitz*  
Commissioner Savoie – *Lynda Garlitz*  
Commissioner Shackleton – *Lynda Garlitz*  
Chairman Martin – *Lynda Garlitz*

Having received the majority vote, Lynda Garlitz was declared re-appointed to the EUP Transportation Authority Board for a term to expire: 12/31/2023.

**Jury Commission**

Having no applicants, this is to be reposted.

**Hiawatha Behavioral Health** - *Two appointments - Expires: 3/31/2024*

*Current Members: Jim Moore and Rudy Johnson*

*Applicants: Raymond Johnson and James R. Moore*

**On a roll call vote:**

Commissioner Baron – *Raymond Johnson*  
Commissioner Postula – *Jim Moore*  
Commissioner Savoie – *Jim Moore*  
Commissioner Shackleton – *Jim Moore*  
Chairman Martin – *Jim Moore*

Jim Moore was re-appointed to the Hiawatha Behavioral Health Board for a term to expire: 3/31/2024.

It was moved by Commissioner Shackleton, seconded by Commissioner Savoie, to readvertise/repost for additional applicants due to Mr. Johnson's lack of attendance. On a voice vote, the motion carried.

**Road Commission** - *One appointment - Expires 12/31/2026*

*Current member: Jeremy Gagnon*

*Applicants: Jeremy Gagnon*

It was moved by Commissioner Shackleton, seconded by Commissioner Postula, to cast a unanimous ballot for Jeremy Gagnon.

Yeas: Commissioner Baron, Postula, Savoie, Shackleton and Chairman Martin

Nays: None

Mr. Gagnon was re-appointed to the Road Commission for a term to expire 12/31/2026.

**War Memorial Hospital** – *One recommendation, Expires 12/31/2024*

*Current Member: Ted Postula*

*Applicants: Anthony Andary, Thomas Farnquist, Raymond Johnson, Charles Palmer and Ted Postula*

**On a roll call vote:**

- Commissioner Baron – *Ted Postula*
- Commissioner Postula – *Ted Postula*
- Commissioner Savoie – *Ted Postula*
- Commissioner Shackleton – *Ted Postula*
- Chairman Martin – *Ted Postula*

Ted Postula having received a unanimous ballot was re-appointed to the War Memorial Hospital Board for a term to expire: 12/31/2024.

**U.P. State Fair Authority** – *Acknowledge UPCAP by-law change; which changes the expiration date to 12/31/2022 for Jake Campbell*

It was moved by Commissioner Savoie, seconded by Commissioner Shackleton, to acknowledge UPCAP By Law change which extends Jake Campbell’s position to 12/31/2022. On a voice vote, the motion carried.

**Chairman’s Appointments**

Chairman Martin made the following appointments:

**Board of Public Works**

*Term of Office*

All Commissioners

**Community Action Agency (includes Small Cities):**

*Term of Office*

Commissioner Postula

**County/City Liaison Committee:**

*Term of Office*

*Term of Office*

Commissioner Jim Martin

Commissioner Scott Shackleton

**County/Township Liaison Committee:**

*Term of Office*

*Term of Office*

*Term of Office*

Commissioner Erik Baron

Commissioner Ted Postula

Commissioner Robert Savoie

**Department of Veterans Affairs Liaison:**

*Term of Office*

Commissioner Savoie

**Prison Liaison: (Commissioners and/or Administrator)**

*Term of Office*

*Term of Office*

Commissioner Baron

Administrator German

**Upward Talent Council (EUP/Michigan Works):**

*Term of Office*

Commissioner Shackleton

*Term of Office (alternate)*

Commissioner Martin

**Chippewa County Recycling Committee: (All Term of Office)**

Board Chair  
County Administrator

Commissioner Martin  
Administrator German

**Regional Planning and Development:**

*Term of Office*  
*Term of Office*

Commissioner Baron  
Commissioner Shackleton

**Eastern U.P. Regional Trails Consortium Representative**

Commissioner Martin

**Central Dispatch Board of Directors:**

Term of Office  
County Administrator

Commissioner Savoie  
Administrator German

**UPCAP**

*Term of Office*

Commissioner Postula

**UP RC&D**

*Term of Office*

Administrator German

**Emergency Food & Shelter National Board Program**

*Term of Office*

Commissioner Martin

**County Commission Committees (All Term of Office)**

**Finance**

All County Commission Members - Chair Commissioner Savoie, Vice Chair Commissioner Baron

**Building, Grounds and Jail/Legislative and Natural Resources/Information Technology**

Chairman: Commissioner Baron  
Committee members: Commissioner Savoie and Commissioner Shackleton

**Personnel/Equalization and Apportionment/Transportation/Health and Social Services**

Chairman: Commissioner Postula  
Committee members: Commissioner Shackleton and Commissioner Savoie

**MEETING SCHEDULE AND TIMES AND HOLIDAY SCHEDULE**

It was moved by Commissioner Savoie, seconded by Commissioner Postula, to accept the 2021 Meeting Schedule and accept the Holiday Schedule as follows:

Unless posted otherwise, the **Chippewa County Board of Commissioners** will meet on the second Thursday of each month in the District Court Room of the County Building beginning at various times throughout the year; please see below for time:

**2021 Chippewa County Board of Commissioners**

February 11, 2021 – 4:30 p.m.

March 11, 2021 – 4:30 p.m.

April 15, 2021 – 4:30 p.m.

May 13, 2021 – 4:30 p.m.

June 17, 2021 – 2:00 p.m.

August 12, 2021 – 2:00 p.m.

September 16, 2021 – 5:30 p.m.

October 14, 2021 – 5:30 p.m.

November 18, 2021 – 4:30 p.m. (Third Thursday)

December 16, 2021 – 4:30 p.m. (Third Thursday)

### **2021 Finance, Claims and Accounts Committee Meetings**

Unless posted otherwise, the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee will meet on the Thursday prior to the Regular Board Meeting each month in the District Court Room of the County Building beginning at various times throughout the year; please see below for time.

February 4, 2021 – 4:30 p.m.

March 4, 2021 – 4:30 p.m.

April 8, 2021 – 4:30 p.m.

May 6, 2021 – 4:30 p.m.

June 10, 2021 – 4:30 p.m.

August 5, 2021 – 2:00 p.m.

September 9, 2021 – 5:30 p.m.

October 7, 2021 – 5:30 p.m.

November 4, 2021 – 4:30 p.m.

December 9, 2021 – 4:30 p.m. (Second Thursday)

### **2021 Chippewa County Holiday Schedule**

Friday, January 1, 2021 – New Year's Day  
Monday, January 18, 2021 – Martin Luther King Day  
Monday, February 15, 2021 – President's Day  
Friday, April 2, 2021 – Close at Noon – Good Friday  
Monday, May 31, 2021 – Memorial Day  
Monday, July 5, 2021 – Independence Day  
Monday, September 6, 2021 – Labor Day  
Thursday, November 11, 2021 – Veterans Day  
Thursday, November 25, 2021 – Thanksgiving Day  
Friday, November 26, 2021 – Day after Thanksgiving  
Friday, December 24, 2021 – Christmas Eve  
Monday, December 27, 2021 – Christmas Day  
Tuesday, December 28, 2021 – Day after Christmas  
Thursday, December 30, 2021 – New Year's Eve  
Friday, December 31, 2021 – New Year's Day

On a voice vote, the motion carried.

### **COUNTY BY-LAWS AND RULE OF PROCEDURE**

It was moved by Commissioner Shackleton, seconded by Commissioner Baron, to approve to approve the County Bylaws and Rule of Procedure; Organization Chart and Annual Policy Review



as presented. (See Attached page 50 – 65)

On a voice vote, the motion carried.

#### APPROVE DECEMBER CLAIMS AND ACCOUNTS

It was moved by Commissioner Savoie, seconded by Commissioner Postula, to approve the December Claims and Accounts. On a voice vote, the motion carried. (see attached)

#### 2016 Dodge Charger -totaled Addition to the Agenda

It was moved by Commissioner Shackleton, seconded by Commissioner Baron, to go with settlement option 1, and authorize administration to put out an RFQ for replacement of the car. (see attached)

1. MMRMA can pay the full ACV of \$10,600.00 to the Member and the vehicle is sold to the highest salvage bidder and the MMRMA would apply the salvage amount to the claim, which would reduce the cost of the claim.

On a voice vote, the motion carried.

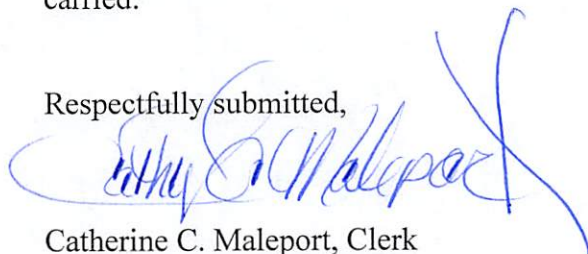
#### COMMISSIONER REPORT ON MEETINGS AS BOARD REPRESENTATIVE AND GENERAL COMMENTS

Among some of the comments were the following:

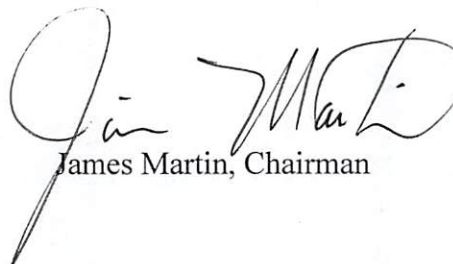
- Commissioner Shackleton stated that he is excited about the new Board and looks forward to working with everyone.
- Commissioner Martin echoed Commissioner Shackleton's comments and thanked him for all he did as Chair. He also thanked the administration, department heads, and Don McLean for his years of service.

Having completed the Agenda items, it was moved by Commissioner Savoie, seconded by Commissioner Postula, to adjourn. The Board adjourned at 12:42 p.m. On a voice vote, the motion carried.

Respectfully submitted,



Catherine C. Maleport, Clerk



James Martin, Chairman



# CHIPPEWA COUNTY HEALTH DEPARTMENT

508 Ashmun, Suite 120  
Sault Ste. Marie, Michigan 49783  
www.chippewahd.com

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Reviewed and Approved: 1/3/2019

## MISSION STATEMENT

**To contribute to the present and future health of persons residing, visiting or working in our service areas by direct provision of services; by facilitating the delivery of services provided by others; and by monitoring and regulating activities that may have an impact on the health of these communities.**

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Environmental Health  
906.635.3620

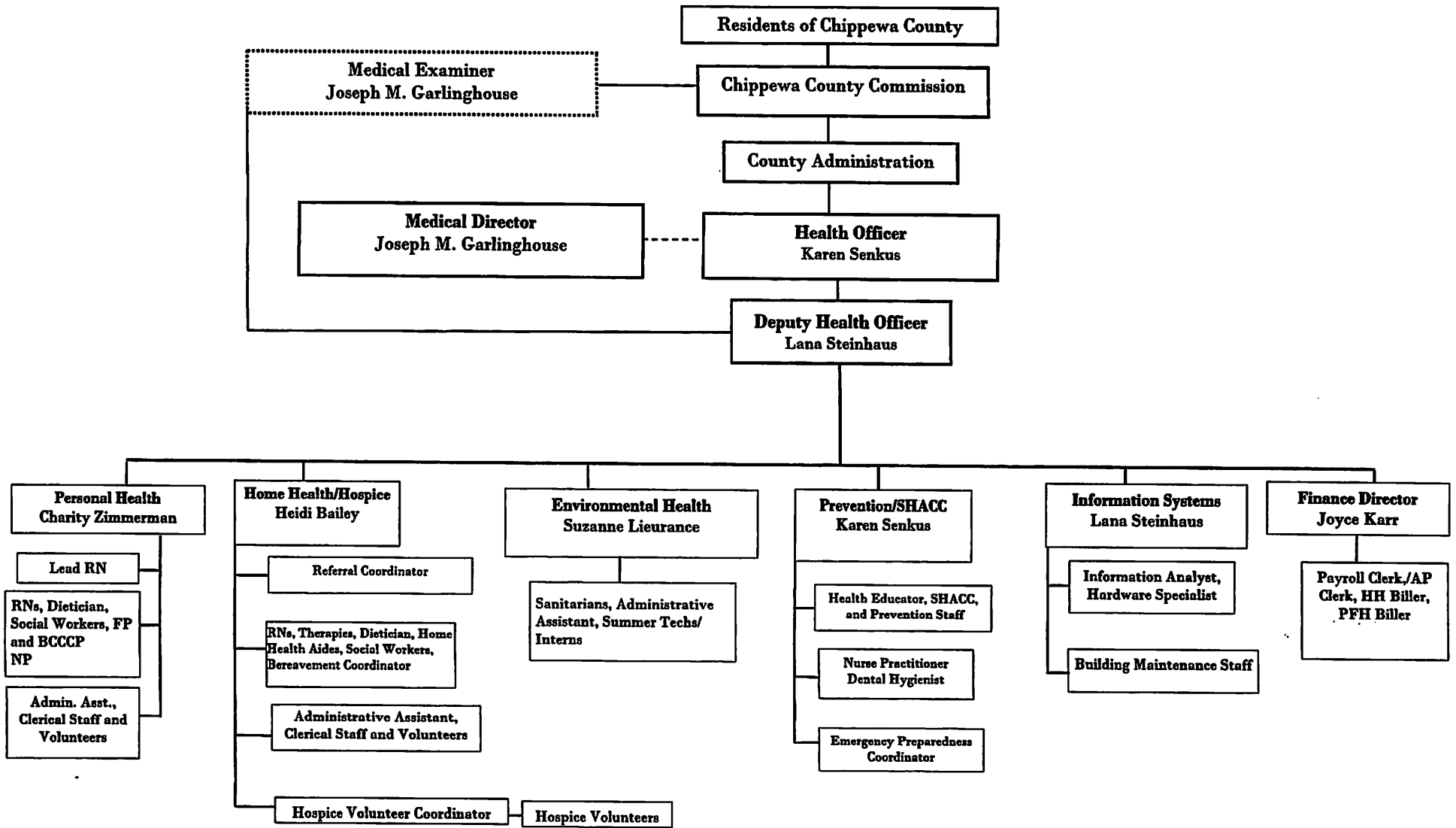
Home Health & Hospice  
906.635.1568

Personal & Family Health  
906.635.1566

Main Fax  
906.253.1466

# CHIPPEWA COUNTY HEALTH DEPARTMENT

APPROVED JANUARY 1, 2021



**ADMINISTRATIVE**

**Section 1 — Foundation**

- 1.01.001 Philosophy, Purpose and objectives
- 1.01.002 Governing Authority/Management
- 1.01.003 Board Conflict of Interest
- 1.01.005 Financial Support
- 1.01.006 Availability of Service
- 1.01.010 Handicapped or Disabled People
- 1.01.011 Automobile Use
- 1.01.013 Fleet Management
- 1.01.014 Internet & Online Services

**Section 2 — Structure**

- 1.02.002 Absence of Medical Director
- 1.02.003 Absence of Health Officer

**Section 4 — Committees**

- 1.04.003 Staff Meetings
- 1.04.004 Report of Committee Meetings

**Section 5 — Planning**

- 1.05.001 Strategic Planning Process

**Section 6 — Evaluation**

- 1.06.002 Data Analysis
- 1.06.003 Policy & Administration Review
- 1.06.004 Review of Bylaws, Purpose and Objectives
- 1.06.006 Annual Report

**Section 7 — Client Rights**

- 1.07.001 Public Disclosure
- 1.07.002 Client Bill of Rights
- 1.07.003 Communication: Sensory Impaired
- 1.07.004 Communication: Hearing Impaired
- 1.07.005 Client Research Rights
- 1.07.007 Communication: Interpretive Services
- 1.07.008 Cultural Competency

**Section 8 — Records**

- 1.08.001 Record Retention
- 1.08.002 Confidentiality
- 1.08.003 Release of Clinical Records

**Section 9 — Community Relations**

- 1.09.001 Guidelines for Service Inquiry

**Section 11 — Quality Improvement**

- 1.11.001 Program Evaluation
- 1.11.003 Quality Improvement Committee
- 1.11.004 Patient Care Process Improvement
- 1.11.005 Quality Improvement Monitoring and Evaluation
- 1.11.006 Internal Process Improvement
- 1.11.007 Organizational Performance Feedback and Reporting
- 1.11.008 Customer Feedback
- 1.11.009 Client Complaint/Grievance Process

**Section 99 — Miscellaneous**

- 1.99.001 Format for Policies and Procedures
- 1.99.004 Continuing Education—Annual Plan
- 1.99.005 Emergency Preparedness and Response
- 1.99.006 Use of Health Department for Meetings after Regular Hours
- 1.99.007 Inclement weather
- 1.99.008 Evacuation/Fire
- 1.99.009 Emergency Incidents
- 1.99.010 Respiratory Protection
- 1.99.011 Difficult/Irate Persons
- 1.99.012 AED
- 1.99.013 Information, Assistance and Advocacy (Pink Ribbon fund)
- 1.99.014 Signage
- 1.99.015 Residential Methamphetamine cleanup
- 1.99.016 Social Media pages

County Board Approval: November 9, 2009  
Amended: January 2, 2020

## ARTICLE I: MEETINGS

1.1 Regular Schedule. Regular meetings of the Chippewa County Board of Commissioners are held on the second Thursday of each month, unless otherwise noted and approved during the Organizational meeting. The annual meeting (October meeting), a statutory meeting (Rule 1.2) shall take place of a regular Board meeting unless otherwise determined by the Board.

Any regular or adjourned meeting of the Board which falls upon a legal holiday, or a day in which the Courthouse is closed, shall automatically be set over to the next secular place indicated for the regularly scheduled meeting, unless the Board, in session, determines otherwise.

Any regular meeting that needs to be rescheduled will be posted on the County's website, as soon as cancellation is deemed necessary and all posting requirements will be met including reposting the date, time, place of meeting and the required 18 hours. Special meetings and Emergency meetings shall also follow the Open Meetings Act requirements.

1.2 Annual Meeting. The annual meeting of the Board of Commissioners shall be held each year after September 14, but before October 16. When the term, October session, or other term used to designate the annual meeting, is used, it shall be construed to mean the annual meeting as required.

1.3 Special Meetings. A special meeting of the Board of Commissioners shall be held when called by the chair or requested by the majority of the Commissioners. Such request shall be in writing, addressed to the clerk, specifying the time, place of such meeting, and signed by all Commissioners requesting such meeting. Upon receipt of such request the Clerk shall immediately give notice in writing to each of the Commissioners by causing such notice to be delivered to each Commissioner, or by leaving such notice to the place of residence of such Commissioner, or by mailing a copy of such notice to his/her post office address by certified mail, return receipt requested. Notice must be given at least ten (10) days before the time of such special meeting.

Formal action may be taken at a special meeting held within ten (10) days of a request, pursuant to an opinion of the Attorney General, No. 5898, May 12, 1981, provided all Commissioners sign a waiver of the ten (10) day notice, all Commissioners attend the special meeting, and the notice requirements provided in section 1.72 are complied with. Failure to meet these requirements will void any formal action taken by the Board at such a meeting. Should the holding of a special meeting be requested within ten (10) days of such request the, Commissioner(s) making such a request should contact the Prosecuting Attorney to ensure that no additional legal requirements other than those stated herein have accrued subsequent to the approval of this Section 1.3.

1.4 Work Session. Work Sessions of the Board of Commissioners may be held at a date, time, and place established by the Board. Formal action may not be taken at a work session.

1.5 Time. The regular Monday meetings of the Board of Commissioners will begin at TBD.

1.5.1 **Permanent Order of Report for Regular Meetings**

- A. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
- B. Building, Grounds and Jail/ Legislative and Natural Resources/Information Technology
- C. Finance, Claims and Accounts

1.6 **Place.** The Board will meet in the circuit courtroom of the Chippewa County Courthouse or at such place designated in the Public Notice.

1.7 **Public Notice of Meetings.** The Clerk of the Board of Commissioner each year shall, within ten (10) days after the first meeting of the Board of Commissioners each calendar year, give public notice of the schedule of time and place of scheduled Board meetings by posting the schedule in the County Clerk's Office in the Courthouse and in any other conspicuous place in the Courthouse that the County Clerk shall designate as appropriate.

1.8 **Change in Schedule.** If there is a change in the schedule of regular meetings or work sessions of the Board of Commissioners, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of Board meetings.

1.8.1 **Rescheduled Regular, Work Session or Special Meeting.** For rescheduled regular, work session, or special meetings of the Board of Commissioners, public notice designating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting. The requirement of eighteen (18) hours' notice does not apply to special meetings of subcommittees.

1.8.2 **Reconvening of Recessed Meeting.** A meeting of the Board of Commissioners, which has recessed for more than thirty-six (36) hours, shall be reconvened only after public notice, which is equivalent to that required for rescheduled or special meetings as set forth above.

1.8.3 **Mailing of Notices, Procedures Payment of Fee.** Upon written request of an individual, organization, firm, or corporation, and upon the requesting parties' payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such Notices (such fee to be determined by the Clerk for the County of Chippewa) the Board of Commissioners shall send to the requesting party by first-class mail a copy of any Notice required to be posted pursuant to these Bylaws.

1.8.4 **News Media Provision of Copy of Notice without Charge.** Upon written request, at the same time a public notice of a meeting is posted, pursuant to these Bylaws, the County Clerk shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge, when so requested by any newspaper, radio station, or television station.

1.8.5 **Public Meeting.** The Board of County Commissioners shall sit with open doors, and any person may attend its meeting.

## **ARTICLE 2: QUORUM**

2.1.1 **Quorum.** A majority of Commissioners of Chippewa County shall constitute a quorum for the transaction of ordinary business of the County.

- 2.1.2 **Absence of Quorum.** Upon the absence of a quorum, the members present may adjourn from time to time or to a time certain. Pubic Notice is not required if the time set for reconvening is less than thirty-six (36) hours.

### **ARTICLE 3: VOTING**

- 3.1 **Majority Vote.** Procedural and other questions arising at a meeting of the commissioners, except for those decisions required by statute to have a higher majority, shall be decided by a majority of the members present. A majority of the members elected and serving, however, shall be required for final passage or adoption of a measure, resolution, or the allowance of a claim.

- 3.1.1 A two-thirds vote shall be required on the following procedural motions:

- A. To suspend the rules of order of business
- B. To limit or extend debate
- C. To object to consideration
- D. To move previous question
- E. To hold a closed session pursuant to Open Meetings Act

- 3.2 **Roll Call Vote.** The names and votes of members shall be recorded on an action which is taken by the Board of County Commissioners if the action is on an ordinance, resolution, or apportionment or election of any officer, except that for the election of a Board Chairman the vote may be by secret ballot. Upon the demand of any member present, a roll call vote shall be ordered and recorded by the Board Clerk.

- 3.3 **Secret Ballot Voting.** No vote may be taken by secret ballot on any matter except on the question of electing the Chairman of the Board.

- 3.4 **Mandatory Voting.** Each member present shall be required to vote on every question unless they deem themselves to be in conflict of interest, in which case the member may abstain.

- 3.5 **Reconsideration of Vote.** When a question has been put and decided by a roll call of the members, any member who voted on the prevailing side may move for a reconsideration thereof, on all voice votes, any member may move for a reconsideration. No matter may be reconsidered more than once.

- 3.6 **Conflicts of Interest.** A commissioner shall not be interested directly or indirectly in any contract or other business transaction with the County, or a board, office, or commission thereof, during the time for which he is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by  $\frac{3}{4}$  of the members of the County Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest. This prohibition does not apply to county appointments or employment.

### **ARTICLE 4: ORGANIZATION**

- 4.1 Chairperson.

- 4.1.1 **Election.** During the first meeting of the year following a county commission election, the chairperson shall be elected for a 2-year term, unless the county board of commissioners provides by resolution that the chairperson shall be elected annually for a 1-year term. The Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Chairperson of the Board. Said Chairperson shall take office and assume the duties immediately



upon election. If a vacancy occurs in the office of Chairperson, then the Vice-Chairperson shall assume the office of Chairperson.

**4.1.2 Duties.**

- 4.1.2.1 The Chairperson, if present, shall preside at all meetings of the Board of Commissioners, preserve order, and decide questions of order subject to appeal to the Board.
- 4.1.2.2 The Chairperson shall be the agent for the Board in the signing of contracts, orders, resolutions, determinations, and minutes of the Board in the certification of the tax roll.
- 4.1.2.3 The Chairperson shall serve in such capacities and make appointments as the law shall require.
- 4.1.2.4 The Chairperson shall serve as an ex-officio member on all Board Committees. The Chairperson shall not vote on committee matters except as serving as a regular member of a committee.
- 4.1.2.5 The Chairperson shall preside at all meetings of the committee work sessions.
- 4.1.2.6 The Chairperson, for purpose of representing the County in various functional or ceremonial capacities, shall be considered as the Chief Elected Official of the County Board of Commissioners.
- 4.1.2.7 Upon election, subject to the disapproval of a two-thirds (2/3) majority of all members of the Board the Chairperson shall proceed to appoint all standing and special committees, and shall designate the Chairperson of each standing committee, and shall also designate a Vice-Chairperson to the Finance Committee. Unless a Board member voices an objection to the Chairperson's appointments, approval will be presumed. The Chairperson may change membership and chairmanship of committees at any time subject to the same conditions of the initial appointments. The Chairperson may designate the Chairperson of special committees or leave that determination to the individually appointed special committees.
- 4.1.2.8 The Chairperson of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board of Commissioners or any matter connected with the discharge of their duties, to issue subpoenas for witnesses and to compel their attendance as permitted by law and in the same manner as courts of law.
- 4.1.2.9 The Chairperson of the Board, when appropriate, shall refer matters coming before the Board to one of the standing or special committees of the Board and the Chairperson shall arbitrate all jurisdictional disputes between committees, decisions over which shall be subject to these rules and subject to appeal to the Board.
- 4.1.3 **Vice-Chairperson.**
  - 4.1.3.1.1 **Election.** During the first meeting in each calendar year, the Board of Commissioners shall select, by majority vote of all the members, one of its members to serve as Vice-Chairperson of the Board. Upon being elected, said Vice-Chairperson shall immediately take office and assume all duties of the office. If a vacancy occurs in the office of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members, one of its members

to serve as Vice-Chairperson of the Board. In the absence of an election, it is assumed that the current Vice-Chairperson shall continue to fill the office. If a vacancy occurs with the position of Vice-Chairperson, then the Board of Commissioners shall select, by majority vote of all the members to fill the vacancy of Vice-Chairperson for the balance of the current term of office.

4.1.4 **Duties.**

4.1.4.1 The Vice-Chairperson shall preside over meetings of the Board if the Chairperson is absent.

4.1.4.2 The Vice-Chairperson shall preside at all meetings of the Committee work sessions if the Chairperson is absent.

4.1.4.3 In the absence of the Chairperson and the Vice-Chairperson, the most senior member of the Commission shall preside over meetings of the Board.

4.2 **County Clerk Duties**

4.2.1 To preside, until a Chairperson or temporary Chairperson is elected, during the first meeting of the Board of Commissioners in each calendar year.

4.2.2 To record all the proceedings of the Board in a book provided for that purpose.

4.2.3 To make regular entries of all the Board's resolutions and decisions upon all questions.

4.2.4 To record the vote of each commissioner on any question submitted to the Board, if required in accordance with Rule 3.2.

4.2.5 To certify, under Seal of the circuit Court or the official seal of the County, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board of Commissioners, when required by any other person upon payment of reproduction costs.

4.2.6 To perform such other and further duties as the Board, by resolution may require.

4.2.7 Absence. In the event the Clerk or duly appointed deputy is absent from a meeting of the Board, the Clerk shall appoint another person to act as temporary Clerk until the Clerk or duly appointed deputy arrives.

4.3 **Parliamentarian.** The Prosecuting Attorney of the County or his designated Assistant shall advise the Chairperson and the Board of Commissioners regarding questions of parliamentary procedures.

4.4 **Standing Committees.** The Board of commissioners shall have the following standing committees with the following number of members:

Finance, Claims and Accounts.....Five Members

Building, Grounds and Jail/ Legislative & Natural Resources/Information  
Technology..... Three Members

Personnel/Equalization and Apportionment/ Transportation/Health and Social Services.....  
..... Three Members

4.4.1 Duties.

4.4.1.1 Each standing committee shall report to the Board on all matters referred to the committee by the Chairman of the Board or by Board action.

4.4.1.2 Each standing committee is responsible for reviewing and recommending to the Board matters as outlined in Board policies.

4.4.1.3 All matters to be presented to a standing committee of the Board shall be presented first to the Administrator, who shall then present the same to the appropriate standing committee.

4.4.1.4 Each standing committee shall have and perform such duties as the Board may direct.

4.4.2 Meetings Standing Committees: Meetings of standing Committees may be convened by its Chairperson at any time upon reasonable written or telephonic notice to its members and to the Chairperson of the Board of commissioners. In the absence of the Chairperson, the Vice-Chairperson (if appointed) will conduct the meeting; in the absence of an appointed Vice-Chairperson, the most senior member of the Commission will conduct the meeting.

4.4.2.1 The time, date and place of all committee meetings shall be announced at the regular board meeting immediately preceding the committee's meeting if known.

4.4.2.2 The County Administrator, in conjunction with the committee chairperson, shall prepare an agenda for committee meetings, and the administrator or County Clerk shall be designated as recorder for the purpose of preparing official minutes of the meeting to be signed by the chairperson and recorder.

4.4.3 Special Committees. Subject to the disapproval of a two-thirds (2/3) majority of the Board of Commissioners, the Chairperson of the Board may establish special committees and designate commissioners to serve thereon. Unless a Board member objects to the Chairperson's designation, approval will be presumed. The membership of special committees shall automatically terminate upon the succession to office of a new Chairperson of the Board, unless reappointed by the new Chairperson of the Board.

4.4.4 Discharge of Committee. The Board by a majority of all its members, may discharge any standing or special committee from further consideration of any matter referred to the committee if the motion to discharge was properly placed upon the agenda of the meeting. At which action is desired, shall require a two-thirds (2/3) vote of all members of the Board in order to secure passage.

4.5 County Administrator.

4.5.1 A County Administrator will be hired by the Board of Commissioners to perform duties assigned to that individual by the Board, and in accordance with state statute.

4.5.2 A job description for the County Administrator will be developed by the Personnel Committee and will be reviewed periodically by the committee for recommendation to the Board if deemed appropriate.

4.5.3 The Personnel Committee may conduct a formal evaluation of the Administrator periodically but not less than once a year.

## ARTICLE 5: CONDUCTING OF MEETINGS

### 5.1 Order of Business for Regular Meetings.

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Additions/Deletions and Acceptance of Agenda
- V. Approval of County Commission Minutes
- VI. Correspondence received in the County Clerk's office
- VII. Public Comments
- VIII. County Administrator's Report
- IX. Old Business
- X. New Business
- XI. Standing Committee Reports:
  - a. Building, Grounds and Jail /Legislative and Natural Resources/Information Technology
  - b. Personnel/Equalization and Apportionment/Transportation/Health and Social Services
  - c. Finance, Claims and Accounts
- XII. Commissioners report on meetings as Board representative and General Comments.
- XIII. Adjournment and/or recess to a date and time certain or at the call of the chairperson.

5.1.1 If no action items are applicable to the agenda, for items VIII (8) through XI (11); they will not be listed on the agenda. The Board of Commissioners can add them to the agenda, under item IV if needed.

5.2 Agenda. All information to be placed on the agenda must be received by the County Administrator no later than 4:00 p.m. on the sixth day immediately preceding said regular or adjourned regular meeting, or less, if approved by the Administrator. The County Administrator, with the approval of the Chairperson, shall provide the County Clerk with necessary information for the preparation of an agenda. On or before the fourth day before each regular meeting, the Administrator shall deliver to each member the agenda for the meeting. Contained therewith shall be a brief description of all matters to be considered; a copy of committee reports and recommendations of the Administrator to be acted upon at said meeting shall be attached thereto. At the discretion of the Board, the County Administrator may assist in the preparation of the agenda subject to the approval of the Chairperson of the Board.

5.3 Adjournment. A motion to adjourn will mean adjournment to the next regular meeting or the call of the chair.

## ARTICLE 6: RIGHTS AND DUTIES OF COMMISSION MEMBERS

### 6.1 Speaking Priorities and Limits.

6.1.1 Every member desiring to speak shall address the Chair and, upon recognition by the presiding officer, shall confine himself to the question under debate, avoiding all personalities and

indecorous language. Members shall conduct themselves professionally at all times during meetings and shall not engage in inflammatory criticisms of county employees or other commissioners.

- 6.1.2 A member, once recognized, shall not be interrupted when speaking unless for purposes of calling the member to order, or as herein otherwise provided. If a member while speaking is called to order, he shall cease speaking until the question of order be determined and, if in order, he shall be permitted to proceed.
- 6.1.3 A Commissioner may request, through the Chairperson, the privilege of having an abstract of his statement on any subject under consideration by the commission entered in the minutes. Such statement shall be entered in the minutes.
- 6.1.4 The sponsor of any properly moved and seconded motion, resolution, ordinance or report, not appearing on the agenda for the meeting shall have the right to speak for a time not longer than three (3) minutes after the formal introduction but prior to any discussion of the matter on the floor. When a measure has more than one sponsor, the Chairperson of the Board shall determine which person shall first speak under this rule.
- 6.1.5 No member shall speak more than once on any subject being debated until every member who chooses to speak shall have spoken unless permission is given by the Board. Permission shall be assumed given unless a Board member raises an objection.

#### **ARTICLE 7: NON-MEMBER ADDRESSES TO COMMISSION**

Only members of the Board of Commissioners shall be given the floor to speak during any Board meeting EXCEPT:

- 7.1 Any County official, who wishes to address the Board during the discussion on an item affecting his/her department may do so, providing that the County Chair deems it appropriate.
- 7.2 The parliamentarian when called upon to advise on procedure or when recognized by the Chair.
- 7.3 Any person who has been requested by the chair to be on the agenda to comment on a matter before the Board
- 7.4 Any member of the public speaking under the privilege of "Limited Public Comment", or "General Public Comment."
- 7.5 Limited Time.
  - 7.5.1 The maximum time for public discussion by way of addressing the Board on only one (1) topic shall be three (3) minutes per speaker, with a fifteen (15) minute maximum on any one topic. If there are more than five (5) persons who wish to individually speak on one (1) topic, then the fifteen (15) minutes time limit shall be equally divided among the total number of persons who wish to address the Board.
  - 7.5.2 This limitation of time on addressing the Board may be extended by a majority vote of the Commissioners present at the Board meeting. MCL 15.263(5).
- 7.6 When deemed necessary, at the discretion of the Chairperson, the following procedure may be used to conduct any Public Hearing.

The Clerk of the Board, or designee, shall make cards available at the room where the Commissioners' Meeting is to be held before commencement of each meeting. Each person desiring to address the Commissioners shall fill out such a card providing the following:

- A. Name
- B. Business
- C. Topic upon which the person wishes to address the Board including indication as to whether the matter is related to an item on the Board's agenda. A brief statement of position (pro or con) should be included to aid the Chair in recognizing a variety of points of view.

To be recognized, one must return the cards referred to above to the Clerk of the Board, or designee, prior to Board discussion on the agenda item one wishes to address.

## **ARTICLE 8: PARLIAMENTARY AUTHORITY AND PROCEDURE**

8.1 Authority. "Robert's Rules of Order" (Newly Revised) shall govern all questions of procedures which are to not otherwise provided by these rules or state law.

8.2 Procedure.

8.2.1 Motions, Resolutions, Committee Reports. No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion, with the permission of the person who moved and seconded it, may be withdrawn at any time before it has been adopted. At the request of any member of the Board, a motion shall be presented in writing.

8.2.2 Motion to Clear the Floor. If in the judgment of the Chairperson, procedural matters have been confused the Chairperson may request a "motion to clear the floor." Such motion, if made and seconded, shall take precedence over all other motions and shall not be subject to debate or if carried, to a motion to reconsider. The motion to clear the floor, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn.

8.2.3 Order of Precedence of Motions. When a motion is seconded and is before the Board, no other motion shall be received except the following:

- To fix the time to which to adjourn
- To adjourn
- To move the previous question
- To lay on the table
- To postpone indefinitely
- To postpone to a time certain
- To refer
- To amend

These motions shall have precedence in the order as named above.

## **ARTICLE 9: PROCEDURE FOR FILLING VACANCIES ON BOARDS AND COMMISSIONS**

9.1 The County Administrator shall be responsible for notifying the Board of Commissioners at least forty-five (45) days prior to the expiration of any term of office on any Board or Commission which

members are appointed by the Board of Commissioners.

- 9.2 It shall be the responsibility of the Administrator to prepare public notices of vacancies. Such action shall not require board approval.
- 9.3 Public notices must be given whenever a vacancy occurs on one the Boards or Commissions which the Board of Commissioners is responsible for filling, provided that such vacancy is one which must be filled by a member of the general public; such public notice shall describe the nature of the Board or commission, the duties of the members and the terms of office. The public notice should also indicate where applications are available. Any sitting appointee wishing to be considered for reappointment to a Board or Commission must notify the County Administrator in writing if he/she wishes to be considered for reappointment.
- 9.4 Public notice of vacancies on Boards or Commissions shall take the form of a press release prepared by the County Administrator and made available to radio stations and newspapers.
- 9.5 When nominations are closed by an approved motion, appointments will be made by a majority vote of the Board members.
- 9.6 An individual who submits to the County Administrator, by the stated date and hour, an "Application of Interest," or in any other manner or form publicly announced, and meets the criteria established by the Board, will be considered a nominee for the particular position applied. Any person who has been found guilty of theft from Chippewa County or any related boards, agencies, or entity that the County is associated with shall not be eligible for appointment to any Board or Commission and any application submitted by such individual shall be deemed invalid.

At any session of the Chippewa County Commission where a name, or names, are offered as nominees for appointment to a county Board or Commission, that name, or names, shall after nominations are announced, remain before the Commission until the next regular session of the Commission when the vote on said nominee or nominees shall take place. The Board of Commissioners may suspend this section by a two-thirds (2/3) vote of the members present, however, a majority of the members elected and serving shall be required for final appointment to a County Board or Commission.

For vacancies that expire on 12/31 the Board of Commissioners will nominate and vote to fill the previously approved nominees at the Board of Commissioners, January Organizational meeting.

- 9.7 When nominating and voting to fill more than one vacancy on a board or commission shall be as follows:
- 9.7.1 The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.
- 9.7.2 Commissioners will then vote to fill the vacancy of the second available position. The commissioners shall each vote for one of the nominees. The nominee who receives a minimum of three (3) votes shall be declared elected.
- 9.7.3 The same procedure as cited in 9.7.2 above will be followed for each ensuing vacancy to be filled on the board or commission under consideration.
- 9.7.4 Should, after advertising of a vacancy on a Board or Commission, a nominee who has submitted an Application of Interest does not receive the required three (3) votes, or no applications are received in a timely manner, the chair will open nominations from the floor and an individual

may be elected to the board or commission or, the Board may vote to re-advertise the position.

#### **ARTICLE 10: ADOPTION AND AMENDMENT OF RULES**

10.1 These rules having been adopted by not less than a two-thirds (2/3) vote of all the members of the Board, may be amended or rescinded by a two-thirds (2/3) vote of all the members of the Board. They shall remain in effect until amended or rescinded. Any proposed amendment of these rules, properly presented to the Board of Commissioners, shall take immediate effect when adopted, unless the Board at the time of adoption stipulates otherwise.

#### **ARTICLE 11: PUBLICATION OF PROCEEDINGS**

11.1 The Clerk of the Board shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The Administrator is authorized to be the Recorder at all committee meeting and will keep minutes in the same manner as stated above for signature by the committee chairperson.

11.2 The minutes taken at a Board meeting shall be public records open to public inspection and copies of the same shall be available to the public at the County Clerk's Office for the reasonable estimated cost for printing and copying.

11.3 Proposed minutes of the Board meeting to which they refer shall be available to the public for inspection not more than eight (8) business days after the Board meeting. Approved minutes shall be available for public inspection at the County Clerk's Office not later than five (5) business days after the meeting at which the minutes are approved by the Board of Commissioners. MCL 15.269.

#### **ARTICLE 12: BOARD VACANCIES**

12.1 When a vacancy occurs in the office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. The person appointed to fill a vacancy which occurred in an odd numbered year shall serve until the vacancy is filled with a special election. That special election shall be called by the Board of Commissioners. The person appointed to fill a vacancy which occurs in a year which is an election year for the office of County Commission shall serve the remainder of the unexpired term. If the County Board of Commissioners does not fill the vacancy by appointment within thirty (30) days, the vacancy shall be filled by a special election regardless of whether the year is an election year or an odd year.

#### **ARTICLE 13: SENDER**

13.1 The masculine pronoun wherever used in the Bylaws shall include the feminine pronoun and the singular pronoun, the plural, unless the context clearly requires otherwise.

#### **ARTICLE 14: PREVIOUS BYLAWS AND RULES**

14.1 These Chippewa County Bylaws and Rules of Procedure supersede any and all Bylaws and Rules



of Procedures, and amendments, adopted prior to this date.



- 312 Financial Transaction Devices Acceptance Policy
- 313 Fund Balances Polices as required by GASB 54
- 314 MERS Health Care Retirement Vehicle Annual Funding Policy
- 315 Use of County Credit Cards
- 320 Purchasing, Contracts and Sales
- 321 Transfers and Supplemental Appropriation
- 322 Uniform Guidance Policies – Federal Awards Policies and Procedures
- 331 Medical Self Insurance Administration
- 341 Fixed Assets Management
- Credit Card Policy
- Resolution 11-23 Fund Balance Policy in Accordance with GASB 54 (replaces Policy 302)

**Section 400: General Policies**

- 401 Board of County Road Commissioners Travel Policy
- 402 Compliance with the Americans with Disabilities Act
- 403 Sexual Harassment
- 404 Equal Employment Opportunity
- 405 Drugs, Narcotics and Alcohol
- 406 Non-smoking Policy for Chippewa County Facilities
- 407 Jury Reimbursement
- 408 Communication with Legal Counsel
- 409 Freedom of Information Act
- 410 Employee Travel and Business Expenses
- 411 Vehicle Usage
- 412 Financial Hardship Policy
- 413 Bond Fee Schedule

**Section 500: Facilities and Equipment Management Policies**

- 501 Fixed Assets Management
- 502 Internet and Online Usage Policy
- 503 Cardiac Emergency Response Plan

**Section 600: Other Policies**

- 601 Recycling Committee Bylaws
- 602 Animal Shelter Protocols
- 603 Central Dispatch Board Bylaws
- 605 Economic Development Corporation Bylaws
- 606 Interpretive Services (Limited English Proficiency)
- 607 County Safety & Committee Guidelines
- 608 Shelter Manager – Final Determination Policy
- County Employee Handbook

Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783

Phone: (906) 635-6330  
Fax: (906) 635-6325



James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Dept. Clerk

Chippewa County  
Board of Commissioners Meeting  
January 1, 2021

	December	
General Fund Claims		\$288,567.98
Other Fund Claims		\$834,683.89
Payroll - County		\$838,352.28
Health Department		\$381,693.33
Payroll - Health Dept		\$297,796.46
	Total	\$2,641,093.94
County Total		\$1,961,604.15
Health Department Total		\$679,489.79

## **Claim #2003648 – 2016 Dodge Charger - 253984**

### **Actual Cash Value (ACV)**

The ACV on the vehicle is \$10,600.00.

### **Salvage**

There were 3 salvage bids made on the vehicle they were:

1. Steve Bolling at Weller Salvage - \$2,150
2. EAST BAY AUTO- \$620
3. PREMIER AUTO - \$525

***\*\*\*Salvage bids are only guaranteed for 10 days and they do not include any equipment or graphics, but they do include wheels and tires\*\*\****

### **Settlement Options**

1. MMRMA can pay the full ACV of **\$10,600.00** to the Member and the vehicle is sold to the highest salvage bidder and the MMRMA would apply the salvage amount to the claim, which would reduce the cost of the claim.
2. MMRMA can pay the Member the ACV less the highest salvage bid, and the Member can keep the vehicle, which would be in the amount of **\$8,450**. *However, if this option is chosen the Member would have to advise the MMRMA to make sure the vehicle is still eligible to remain on the policy.*

If the vehicle is at a body shop, please pay any storage or towing fees incurred and send the invoice to the MMRMA for reimbursement. If those fees are not paid before the Salvage Company picks up the vehicle, they will have to pay those fees prior to taking possession of the vehicle.

Please review and advise how you would like to move forward. If you are not authorized to make this decision, please let me know who is and I will follow up with them.

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James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk

January 4, 2021

Mark Meiners  
905 Young Street  
Sault Ste. Marie, MI 49783


Dear Mr. Meiners~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your appointment to the Chippewa County E 9-1-1 Board made during the Organizational meeting held on January 1, 2021. Your term will expire on December 31, 2022.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300. I have also shared your contact information with OES-Central Dispatch Director Michelle Robbins, so that you can receive the necessary information on the position.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk  
Michelle Robbins, Director

*Chippewa County is an Equal Employment Opportunity employer*

*Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783*



*Phone: (906) 635-6330  
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*James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk*

January 4, 2021

Jeremy Gagnon  
1011 John Street  
Sault Ste. Marie, MI 49783

Dear Jeremy~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Chippewa County Road Commission Board made during the Organizational meeting held on January 1, 2021. Your term will expire on December 31, 2026.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

*Kelly J. Church*  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

*Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783*

*Phone: (906) 635-6330  
Fax: (906) 635-6325*



*James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk*

January 4, 2021

James Moore  
12 Birch Place  
Kincheloe, MI 49788

Dear Jim~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Hiawatha Behavioral Health Board made during the Organizational meeting held on January 1, 2021. Your term will expire on March 31, 2024.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

*Kelly J. Church*  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk



*Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783*



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*James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk*

January 4, 2021

Lynda Garlitz  
11372 E. Bradshaw Lane  
Sault Ste. Marie, MI 49783

Dear Lynda~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the EUP Transportation Authority made during the Organizational meeting held on January 1, 2021. Your term will expire on December 31, 2023.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

*Kelly J. Church*  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783

Phone: (906) 635-6330  
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James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk

January 4, 2021

Richard Timmer  
18226 W. Chartrand Road  
Brimley, MI 49715

Dear Mr. Timmer~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Chippewa County EDC made during the Organizational meeting held on January 1, 2021. Your term will expire on March 31, 2027.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783

Phone: (906) 635-6330  
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James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk

January 4, 2021

Jim Quinnell  
135 E. Main Street  
Pickford, MI 49774

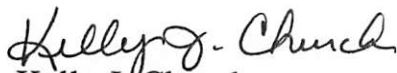
Dear Mr. Quinnell~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Chippewa County EDC made during the Organizational meeting held on January 1, 2021. Your term will expire on March 31, 2027.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

*Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783*

*Phone: (906) 635-6330  
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*James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk*

January 4, 2021

Christine Curtis  
9525 S. McKnight  
Dafter, MI 49724

Dear Ms. Curtis~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Department of Health and Human Services made during the Organizational meeting held on January 1, 2021. Your term will expire on October 31, 2023.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

*Kelly J. Church*  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783



Phone: (906) 635-6330  
Fax: (906) 635-6325

James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk

January 4, 2021

Kathy Cairns  
3622 S. Westshore Drive  
Sault Ste. Marie, MI 49783

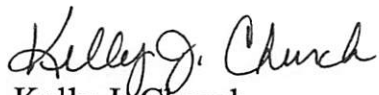
Dear Kathy~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Building Code of Appeals made during the Organizational meeting held on January 1, 2021. Your term will expire on December 31, 2022.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

*Chippewa County is an Equal Employment Opportunity employer*

*Chippewa County Administrator's Office  
319 Court Street  
Sault Ste. Marie, MI 49783*



*Phone: (906) 635-6330  
Fax: (906) 635-6325*

*James M. German  
Administrator  
Kelly J. Church  
Deputy Administrator  
Cady Bauers  
Administrative Assistant/Building Clerk*

January 4, 2021

Samuel White  
3650 Radar Road  
Sault Ste. Marie, MI 49783

Dear Mr. White~

Congratulations, on behalf of the Chippewa County Board of Commissioners, on your reappointment to the Building Code of Appeals made during the Organizational meeting held on January 1, 2021. Your term will expire on December 31, 2022.

To be officially sworn in please contact the Chippewa County Clerk's Office at 906.635.6300.

Please also accept the Board's appreciation for submitting an application of interest to serve one of the many County Boards and/or Committees, which helps the citizens of Chippewa County in maintaining Chippewa County and its services to the citizens. If we can be of any other assistance to you please do not hesitate to contact us.

Sincerely,

*Kelly J. Church*  
Kelly J. Church  
Deputy Administrator

cc: Cathy Maleport, Clerk

*Chippewa County is an Equal Employment Opportunity employer*