

**Building Grounds and Jail, Legislative and Natural Resources and  
Information Technology Committee  
Meeting Minutes  
January 13, 2026**

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 Tuesday, January 13, 2026, at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Traynor called the meeting to order at 2:01 p.m. with a quorum present.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Trey Jones, Pat Gordon, and Kelly Church

**Approval of the Agenda**

It was moved by Commissioner Shackleton, 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**

**Building and Grounds**

**Courthouse Water Remediation & Repairs Update**

The Committee was updated on the progress of the water and materials remediation needed after the December 14, 2025, water line break from the third-floor bathroom. Atlas Cleaning & Restoration LLC provided a detailed twenty-four-page report showing what services were provided by office and floor of the Courthouse. There was water and material damage on each floor of the Courthouse, with the stairwell and the Probate Courtroom having the most needed mitigation, including engineering needed for necessary stairwell repairs. The Committee reviewed the mitigation estimate and the processes used to clean and dry the affected areas, the estimate for reconstruction, which did not include the stairwell added structural repairs. The Committee then reviewed a recent air quality complaint received third-party by County Administration from the Court Administrators who were made aware of possible concerns from local attorneys. The Committee reviewed the indoor particulate levels from a January 8, 2026, report, as testing was sought as soon as the complaints were received. The particulate levels were all lower (better) than the outdoor environment; it was noted that these tests would not determine what actual particulates are in the air. Discussion followed regarding odors and needed follow-up, if any. The Committee also received the Engineering Services documents and repairs drawing, the architectural/engineering services were \$2,900.00. It was noted that the fire panel had already been replaced; and the door security system was awaiting approval from the insurance company and that flow-based shutoff valves were being researched for the Courthouse, Animal Shelter and Sheriff's Office Training Office, to prevent future water issues. A tour of the Courthouse followed at the end of the meeting.

## **Legislative and Natural Resources**

### **Policy No. 324 County Payments Postmark Policy**

The Committee was updated on an issue regarding the need to establish a policy for postmarked payments to County Offices, as the U.S.P.S. has made changes that may affect when envelopes are postmarked. Policy 324 County Payments Postmark Policy and a press release from County Treasurer Carmen Fazzari will establish and help to notify the payor of acceptable proof of timely mailings, as well as, non-acceptable and includes the responsibility of the payor. This policy will be implemented as of February 12, 2026, following the Board of Commissioners Regular February meeting.

Note: House Bill 4799 could require Treasurers to accept the postmark from the U.S.P.S. if not less than five days prior to the due dates, the House currently has this bill placed on third reading as of January 21, 2026. The bill is intended to protect taxpayers from unnecessary penalties and ensure consistency across all taxes in Michigan.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to approve and authorize Policy 324 – County Payments Postmark Policy, as presented. On a voice vote, the motion CARRIED.**

**Note: Administration will update policy if necessary per HB 4799.**

### **Committee and Chairman's Comments**

No additional comments were offered.

### **Adjourn**

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

Chairman Traynor declared the meeting adjourned at 2:21 p.m.

  
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Kelly J. Church, Recorder

  
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Jim Traynor, Committee Chairman