

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE MEETING MINUTES

November 10, 2025

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Monday, November 10, 2025, at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Shackleton called the meeting to order at 4:30 p.m. with a quorum present.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, DJ Welton, Michelle Traynor, Anthony Zakic, Greg Postma, Justin Fruchey, Cady Bauers, and Kelly Church

Additions to the Agenda

It was moved by Commissioner Traynor, supported by Commissioner Lieurance to add item 6-2-d – Sheriff's Office Road Patrol Officer wages request to the agenda. On a voice vote, the motion CARRIED.

Approval of the Agenda

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

Public Comment

No public comments.

Correspondence and Informational Items

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

AGENDA ITEMS

Health Department – Bid Summary for Clinic – Office Renovations

The Committee reviewed the responses to the RFQ for CCHD Clinic renovations and memo from Health Department Health Officer Karen Senkus; three bids were received, one from DG Tile Inc., which did not meet bid specifications; one for flooring only from Macco's Commercial Interiors and a local bid from JAMA Development for the entire project. The Committee was asked to approve the quote from JAMA Development, as it will be more efficient to work with one company and the Health Department and County have previously worked with JAMA Development successfully. The total bid from JAMA Development is below budget at \$249,962.40 and meets bid specifications; this project will be paid from the Public Health Infrastructure Grant. The project will be completed and billed by September 15, 2026.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the bid from JAMA Development at the cost of \$249,962.40 to complete the Health Department Office/Clinic Renovations Project A through F as specified in request for quotes. On a voice vote, the motion CARRIED.

Health Department - Exterior Entrance Door Replacement and Interior Clinic Door Security Installation

The Committee was notified that no bids were received for the Health Department door replacement installation and a request to repost this RFQ through December 5.

It was moved by Commissioner Knepper, supported by Commissioner Martin, to approve reposting the request for quotations for Exterior Entrance Door Replacement and Interior Clinic Door Security, project to be paid from the Public Health Infrastructure Grant. On a voice vote, the motion CARRIED.

Sheriff's Office – Advanced Correctional Healthcare, Inc. – Renewal for FY2026

The Committee reviewed various options from Advanced Correctional Healthcare, Inc. with discussion regarding the passing of prescription medications to the inmates; a liability that the Sheriff's Office Administration is not interested in taking on. The current 84 hour per week contract is \$481,983 annually to add 40 hours the costs increase to \$690,105. It was noted that Advanced Correctional Healthcare, Inc., has requested an EMR (Electric Medical Record) system for the past two years, which would be an additional cost of \$17,000.00; plus \$30,000.00 annually. Discussion followed with the Committee reluctantly agreeing to the Renewal Option 2; but asking that Sheriff's Office Administration seek alternative companies and to check the opt-out clause.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize Advanced Correctional Healthcare, Inc., Renewal Option 2 with the CPI waived at the cost of \$690,105.00; a \$208,122 increase and to seek an alternative company for these services. On a voice vote, the motion CARRIED.

Sheriff's Office – Vehicles End of Use/Donate

Dodge Charger (0676) to LSSU Criminal Justice Department

Ford Explorer (6232) to Sault High School Criminal Justice Career Program

Ford Explorer (8113) to County for Building Department

Dodge Charger (1003) to scrap yard; proceeds to general fund

The Committee reviewed a memo from Captain Fruchey seeking approval to donate two vehicles, transfer one departmentally to the Building Inspector and scrap one vehicle that is unrepairable. Discussion followed.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approve and authorize donating two vehicles (to LSSU and Sault High), an inter-departmental transfer (Building Department) and scraping one vehicle as requested and referenced above. On a voice vote, the motion CARRIED.

Sheriff's Office – MCOLES Sponsorship

The Committee reviewed a request for MCOLES Sponsorship, the Sheriff's Office requesting approval for sponsoring up to three individuals through the upcoming MCOLES academy. The Sheriff's Office would like to use the PSAA (Public Safety Academy Assistance Program) appropriation III grant, which will cover up to \$20,000.00 per candidate. During the sponsorship the cadet(s) would be County employees being paid at an agreed upon rate; previously the rate was just over minimum wage.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve sponsorship for up to three (3) individuals through the upcoming MCOLES academy; utilizing the Public Safety Academy Assistance Program grant, which is up to \$20,000.00 per candidate and to pay an agreed upon hourly rate to the individuals during the academy. On a voice vote, the motion CARRIED.

Sheriff's Office – New Hire Road Patrol Officer Wages

The Committee was notified of a request from Sheriff Bitnar regarding a new hire to the Sheriff's Office Road Patrol with five years of prior training and experience; requesting that the new hire be placed at the Collective Bargaining Agreements three-year rate of pay. The new Deputy Donald Carruthers start date is November 23, 2025.

It was moved by Commissioner Lieurance, supported by Commissioner Traynor, to approve and authorize Donald Carruthers hire date of November 23, 2025, and to be paid at the three-year rate of pay based on his prior training and experience. On a voice vote, the motion CARRIED.

Office of Emergency Services – Request for 2 (Two) Pager Talk Groups - \$3,000.00 with \$1,500.00 reimbursement from NEMSA (Northern EMS Authority)

The Committee reviewed a request from OES Director Greg Postma; asking to approve and pay for two (2) new talk groups with the Chippewa County communications. The first for NEMSA (Northern EMS Authority) for on call staff (17PGNEMON) and the second for an EMS All Call Talk Group (17GEMSAL) to be used in the event of a large-scale mass casualty incident requiring all available EMS agencies across the county. The talk groups are \$1,500.00 per group; Northern EMS Authority will reimburse the County for their talk group set up and the All-Call Talk Group to be paid from Office of Emergency Services funds.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize two (2) new talk groups, one for Northern EMS Authority and the second for an EMS All Call Talk Group for large-scale events; each costing \$1,500.00; with NEMSA reimbursing the County for their talk group and the All Call Talk Group to be paid out of Office of Emergency Services Funds. On a voice vote, the motion CARRIED.

Office of Emergency Services – Engineering Services – Central Dispatch Electrical Room - \$16,900.00 to provide plans and details for wiring and circuits to obtain engineered plans

The Committee reviewed the Architectural-Engineering Services from U.P. Engineers & Architects regarding the proposed electrical upgrades for the Chippewa County Central Dispatch Building; the County is seeking engineering services for the electrical room evaluation and obtaining engineered plans and specifications for the needed work. The scope is to provide a site visit to trace existing circuits, provide bidding services and to provide construction administration at the cost of \$16,900.00; this price does not include advertising fees, permit and plan review fees, reproduction costs for governmental agencies, bidding or construction. Discussion followed this item will be included in the FY2026 budget.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the Architectural-Engineering Services proposal from U.P. Engineers & Architects in the amount of \$16,900.00 to prepare and provide specifications, plans and details suitable for contractors; to provide bidding services and construction administration services for the Central Dispatch Electrical Room; not including advertising, permit or plan review fees, reproductions costs, bidding or construction costs. On a voice vote, the motion CARRIED.

Veterans Affairs – MOU between Vietnam Veterans of America, Michigan State Council and Chippewa County Veterans Service Officers – providing access to records

The Committee reviewed a memorandum of understanding between the Vietnam Veterans of America, Michigan State Council (VVA MSC) and Chippewa County Veterans Service Officers (CCVSO), to establish the principles of the working relationship between VVA MSC and CCVSO to facilitate the common goal of service to veterans; for the CCVSO to have access to all records to assist in the development, presentation, and appeals of veterans' claims.

It was moved by Commissioner Martin, supported by Commissioner Knepper, to approve and authorize the Memorandum of Understanding between Vietnam Veterans of America, Michigan State Council and Chippewa County Veterans Service Officers to establish a working relationship to facilitate claims for veterans. On a voice vote, the motion CARRIED.

Medical Examiner – Proposal for Forensic Pathology/Autopsy Services

The Committee reviewed a proposal from Michigan Forensics to provide forensic pathology – autopsy services for Chippewa County, this is a backup service; at the cost of \$2,800.00. Services will be provided at McLaren Port Huron Hospital, and the cost does not include transportation. The scope of services includes toxicology, microscopic slides, histology, laboratory testing, postmortem x-rays, supplies, reports, consultation and signing of death certificates. Autopsy examinations will be conducted in accordance with the National Association of Medical Examiners' Forensic Autopsy Performance Standards.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and authorize the proposal from Michigan Forensics to provide forensic – autopsy services at the cost of \$2,800.00, not including transportation, as presented and in accordance with the National Association of Medical Examiners' Forensic Autopsy Performance Standards. On a voice vote, the motion CARRIED.

Remonumentation Completion Report and Expenditures Grant Year 2025

The Committee received and reviewed the 2025 Chippewa County Survey and Remonumentation Completion Report; the grant totaled \$133,816.00, including the County contribution of \$15,000.00. In total 67 corners were remonumented during the 2025 Remonumentation program, sixty (60) corners monumented with grant monies and an additional seven (7) corners completed and paid by others. The Committee also reviewed the long-term goals of the Surveyors Office to scan all the historical records located in the Surveyors Office which are vulnerable; the vision is that once the documents are scanned, they be made available through the Register of Deeds Office to be viewed on the computers, with copies available for purchase. The Committee further reviewed the 2025 expenditures: \$17,966.08 to Patricia Weinreis for administration; \$54,000.00 to Sidock Group (30 corners); \$54,000.00 to Alpine Engineering (30 corners); \$2,849.92 for supplies and materials and \$5,000.00 for Peer Review, divided by five surveyors.

It was moved by Commissioner Lieurance, supported by Commissioners Knepper, to approve and authorize signature for the 2025 Remonumentation Completion Report, as presented. On a voice vote, the motion CARRIED.

Administration – GASB 75 Report – Actuarial Roll Forward Valuation – Jefferson Solutions, Inc. \$5,150.00

The Committee reviewed the proposal/service agreement from Jefferson Solutions, Inc. for a GASB (Governmental Accounting Standards Board) 75 actuarial roll forward valuation at the cost of \$5,150.00; which will provide updated assumptions as appropriate for measuring the County's total OPEB (Other Post-Employment Benefits) liability and OPEB expense for the year ending December 31, 2025 and will include all information required for disclosure in the County's financial statements for the year ending December 31, 2025.

It was moved by Commissioner Traynor, supported by Commissioner Lieurance, to approve the proposal from Jefferson Solutions, Inc., to provide the GASB 75 Report – Actuarial Roll Forward Valuation for December 31, 2025, at the cost of \$5,150.00, as presented and outlined. On a voice vote, the motion CARRIED.

Administration – MMRMA Renewal with changes to Self-Insured Retention and Increase Property Deductibles to \$5,000.00; savings of \$50,000.00

The Committee reviewed information from MMRMA's Chris Katona for the property and liability insurance renewal for FY2026; a five-year review was showing options that increase the self-insured retention and increased deductibles to measure potential savings; the Committee was asked to approve changing the self-insured retention to \$150,000.00 from \$75,000.00 and increasing the property deductible to \$5,000.00, to lower the renewal from \$363,406 to \$305,071, noting the increase potential expenses in deductibles. The renewal includes \$50,000.00 to the Stop Loss Fund and sending the annual net asset distribution to the County's loss fund. Discussion followed.

It was moved by Commissioner Traynor, supported by Commissioner Liuernace, to approve and authorize Michigan Municipal Risk Management Authority Coverage Proposal renewal covering January 1, 2026, to January 1, 2027, at the cost of \$305,071, changing the self-insured retention to \$150,000.00 and the property deductible to \$5,000.00 and returning the annual net distribution to the County's loss fund. On a voice vote, the motion CARRIED.

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

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to recommend the approval of October County bills and payroll: general claims \$361,304.83, other fund claims \$4,946,018.27, payroll \$761,867.63 and Health Department claims \$183,816.21, payroll \$138,686.90 total claims \$6,391,693.84; as presented. On a voice vote, the motion CARRIED.

CLOSED SESSION

Collective Bargaining Negotiations pursuant MCL 15.268 (c)

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to enter closed session to discuss collective bargaining negotiations, pursuant to MCL 15.268 (c).

Roll call vote 5-0. Closed session began at 5:02 p.m.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to exit closed session wherein we discussed upcoming collective bargaining negotiations, pursuant to MCL 15.268 (c).

Roll call vote 5-0. Return to open session at 5:17 p.m.

It was moved by Commissioner Martin, supported by Commissioner Traynor, to approved and authorize the Collective Bargaining Agreement between Chippewa County and the Police Officers Labor Counsel Representing the Chippewa County Corrections Unit, as negotiated and tentatively agreement to by both parties for a term of January 1, 2026, to December 31, 2029. On a voice vote, the motion CARRIED.

Committee Comments

Commissioner Martin thanked those Veterans that have served; Commissioner Knepper spoke about various groups in the community that are trying to bridge the food insecurities gap and asked that we all be watchful and aware of those in the community with food/services needs. Commissioner Shackleton let everyone know that the annual food drive with he and the Sheriff's Office will be December 6th and he thanked all those involved, specifically the officers and employees of the Sheriff's Office.

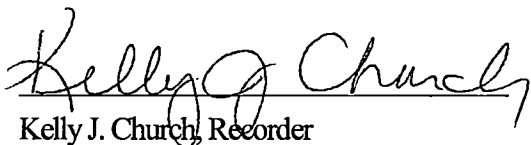
Chairman Comments

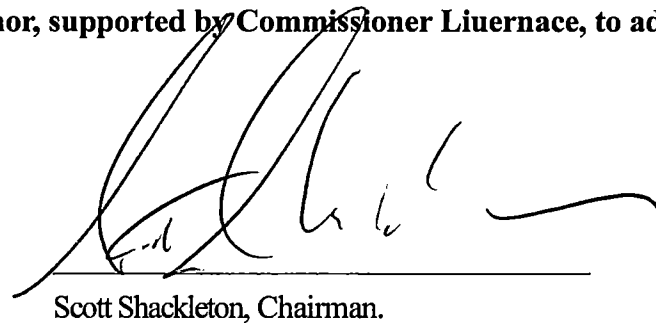
No additional comments were offered.

Adjourn

It was moved by Commissioner Traynor, supported by Commissioner Liuernace, to adjourn.

The meeting adjourned at 5:22 p.m.


Kelly J. Church, Recorder


Scott Shackleton, Chairman.