

FINANCE, CLAIMS AND ACCOUNTS COMMITTEE

MEETING MINUTES

August 11, 2026

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, August 11, 2026, at the Chippewa County Building in Sault Ste. Marie, Michigan. Finance Vice Chairman Knepper called the meeting to order at 4:33 p.m. and began the meeting with a quorum present until the Chairman's arrival.

MEMBERS PRESENT: Jim Martin, Justin Knepper, Damon Lieurance, Jim Traynor, and Scott Shackleton (4:35 p.m.)

MEMBERS ABSENT: None

OTHERS PRESENT: Karen Senkus, Tim Moher, Cady Bauers (4:43 p.m.), Anthony Zakic (4:48 p.m.), and Kelly Church

Approval of the Agenda

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

Public Comment

No public comment was offered.

Note: Chairman Shackleton arrived and took over the proceedings of the meeting at 4:35 p.m. following the end of the public comment period.

Correspondence and Informational Items

The Committee reviewed the Treasurer's Investment report and the travel requests. No action is required.

AGENDA ITEMS

Health Department – 2025 Annual Report (Acknowledge & Accept)

The Committee acknowledged and accepted the Chippewa County Health Department's 2025 Annual Report which reviews the program activities and breaks down the services showing the number of services provided through the year. The Health Department Mission Statement is to provide and facilitate services and to monitor and regulate activities that may have an impact on the health of our community.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to acknowledge and accept the Health Department's 2025 Annual Report, as presented. On a voice vote, the motion CARRIED.

Health Department – Public Health Services Program Promotional Items – Local health Sharing Support \$10,912.24

The Committee reviewed a purchase order request to purchase various promotional items including family basics first aid kits, hand sanitizers, and pens from 4Imprint for the Health Department's Public Health Services Program and will be paid from the Local Health Sharing Support grant.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve and authorize the 4Imprint purchase order in the amount of \$10,912.24 to purchase first aid kits, hand sanitizers and pens; and to be paid from the Local Health Sharing Support grant, as presented. On a voice vote, the motion CARRIED.

Surveyor – Bid Summary 2027 Chippewa County Plat Book and set price

The Committee reviewed the bid summary for the 2027 Chippewa County Plat Book preparation, production and publication. One quote was received from Mapping Solutions who is being recommended by the Chippewa County Surveyor. Rockford Map Publishers did reach out to indicate that they would not be bidding since the RFP specification to show parcels 2 acres and greater does not fit their standard format. The Surveyor is also seeking to increase the plat book price to \$45.00 per book plus shipping and handling when mailed, the previous

price was \$39.00 per book. The plat books will be tentatively scheduled for publication in September 2027, which will allow for the 4-H to sell advertising in late spring/early summer 2027.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve the quote from Mapping Solutions in the amount of \$16,000.00 to prepare, produce and publish 1000 copies of the 2027 Chippewa County Plat Book, and to establish a price of \$45.00 per book plus shipping and handling when mailed. On a voice vote, the motion CARRIED.

Prosecuting Attorney – Local Prosecutor Support Grant – Intent to Award \$131,903
Grant Agreement and Budget

The Committee reviewed the Notification of Intent to Award the Chippewa County Prosecutors Office with a total of \$131,903 through the Michigan Department of Treasury – Revenue Sharing and Grants Division. The grant award includes the grant agreement and budget; items budgeted included expert witness expenses, copier, office furniture, office supplies, retention bonuses, internship costs for wages, signing bonuses, computers, digital services and additional training and travel reimbursements. Discussion followed, as an RFP will need to be released for the server and tape back-up and how the retention and signing bonuses will be handled through payroll, with the employers' expense being covered by the grant, with no cost to the general fund and to make the necessary budget amendments for both the revenue and expenses of the grant.

It was moved by Commissioner Lieurance, supported by Commissioner Knepper, to approve, authorize and accept the Local Prosecutor Support Grant in the amount of \$131,903, to pay for the items listed on Appendix A including witness fees, office furniture, equipment and supplies; intern costs, retention and signing bonuses; computers and digital storage plus training and travel; the motion also included the budget amendments as needed. On a voice vote, the motion CARRIED.

Administration – Superior Seal Coating \$7,770.00 (Between the County Building and Courthouse)

The Committee reviewed a quote from Superior Seal Coating for sidewalk leveling and to remove, level and replace paving bricks at the northwest corner of the County Building; with the sidewalk repairs by Superior Seal Coating and the brick work to be completed by A & K Outdoor Services, total price \$7,770.00.

It was moved by Commissioner Traynor, supported by Commissioner Martin, to approve and accept the quote from Superior Seal Coating in the amount of \$7,770.00 to repair and level the sidewalk and bricks at the northwest corner of the County Building, as presented. On a voice vote, the motion CARRIED.

Administration – Summit Fire Protection

Inspections – Courthouse \$1,150.00 and County Building \$420.00

Annual Monitoring – Courthouse \$780.00 and County Building \$780.00 – plus \$950.00 if cell dialer needed

County Building – Add Horn Strobe per fire chief inspection (1 for FOC and 2 for locker rooms) up to \$7,149.00

The Committee was updated on the various quotes and information from Summit Fire Protection for the Courthouse and County Building needs, to have both inspected and to have annual monitoring changed to Summit Fire Protection; inspections costs of \$1,570.00; annual monitoring of \$1,560, with an additional one-time cost of \$1,900.00 if cell dialer installation is needed. The Committee also reviewed an installation proposal for the County Building to add three horn strobes, as needed in the Friend of the Court Office and one in each of the Sheriff's Office locker rooms at a cost of up to \$7,149.00, which will depend on where the closest power supply can be used. Discussion followed with the Committee being notified that following the inspections we can expect recommendations for up to \$15,000.00.

It was moved by Commissioner Martin, supported by Commissioner Knepper, to approve Summit Fire Protection to complete the inspections at the Courthouse and County Building, to add their annual monitoring and cell dialer if needed and to add the three horn strobes in the County Building as noted by the Fire Chief; for a total price not to exceed \$12,179.00, as presented. On a voice vote, the motion CARRIED.

Administration – Bid Summary Sheriff’s Office Tractor

The Committee reviewed the one bid received from Gaylor-Thompson Sales and Service, for the purchase of a 2026 Deutz-Fahr 5080 D Keyline, 80 gross HP, with a 78” Erskine commercial snow blower at the price of \$80,000.00, if purchased before 8/31/2026 or \$83,000.00 after 8/31/2026. This tractor will be used at the Sheriff’s Training Office and Animal Shelter; the Sheriff’s Office will provide the staff to keep up with the snow removal including the Shelter area. A budget amendment will be necessary for the general fund purchase.

It was moved by Commissioner Lieurance, supported by Commissioner Martin, to approve and authorize the purchase of the 2026 Deutz-Fahr 5080 D Keyline 80 Gross HP tractor from Gaylor-Thompson Sales & Services prior to August 31, 2026, at the price of \$80,000.00, as presented. On a voice vote, the motion CARRIED.

Finance - Claims and Accounts – July County

It was moved by Commissioner Knepper, supported by Commissioner Traynor, to recommend the approval of July bills and payroll: general claims \$399,518.56, other fund claims \$1,690,160.88, payroll \$959,133.66 total claims \$3,048,813.10, to approve budget amendments for the Health Departments TB Control, EPSDT Clinic, SHACC Not Eligible, Septage Waste Management, TYPE II (Noncommunity Water), The Book Ladder, LMCH, and Pink Ribbon programs, as presented and to acknowledge the various monthly financial reports. On a voice vote, the motion CARRIED. (4-0, with Commissioner Lieurance abstained)

8/11/2026	Chippewa County					
	Budget Amendments		Original Budget	Amended Budget	Change	Description
Special Funds - Revenue						
221-608-605.002	Health Department	TB Control	\$ -	\$ 1,000.00	\$ 1,000.00	Increase in CY budget based on YTD activities
221-624-675.000	Health Department	EPSDT Clinic	\$ -	\$ 4,500.00	\$ 4,500.00	This Dept was missed in the original budget
221-635-605.000	Health Department	SHACC Not Eligible	\$ -	\$ 385.00	\$ 385.00	This budget was not included in the original budget
221-823-543.601	Health Department	Septage Waste Management	\$ 3,100.00	\$ 3,365.00	\$ 265.00	Increase in CY budget based on YTD activities
221-825-605.000	Health Department	Type II (Noncommunity Water)	\$ -	\$ 6,000.00	\$ 6,000.00	C/S & contracted services were missed in original budget
221-898-584.000	Health Department	The Book Ladder	\$ -	\$ 5,000.00	\$ 5,000.00	This budget was not included in the original budget
					\$ 17,150.00	
Special Funds - Expenditures						
221-608-705.000	Health Department	TB Control	\$ -	\$ 450.00	\$ 450.00	Increase in CY budget based on YTD activities
221-608-715.000	Health Department	TB Control	\$ -	\$ 350.00	\$ 350.00	Increase in CY budget based on YTD activities
221-608-985.000	Health Department	TB Control	\$ -	\$ 200.00	\$ 200.00	Increase in CY budget based on YTD activities
221-618-727.000	Health Department	LMCH	\$ (900.00)	\$ 3,100.00	\$ 4,000.00	This is an increase in the 618 departments budget, as the original budget showed a \$k revenues
221-624-705.000	Health Department	EPSDT Clinic	\$ -	\$ 450.00	\$ 450.00	This Dept was missed in the original budget
221-624-715.000	Health Department	EPSDT Clinic	\$ -	\$ 445.00	\$ 445.00	This Dept was missed in the original budget
221-624-727.000	Health Department	EPSDT Clinic	\$ -	\$ 1,500.00	\$ 1,500.00	This Dept was missed in the original budget
221-624-786.000	Health Department	EPSDT Clinic	\$ -	\$ 500.00	\$ 500.00	This Dept was missed in the original budget
221-624-850.000	Health Department	EPSDT Clinic	\$ -	\$ 55.00	\$ 55.00	This Dept was missed in the original budget
221-624-860.000	Health Department	EPSDT Clinic	\$ -	\$ 150.00	\$ 150.00	This Dept was missed in the original budget
221-624-920.000	Health Department	EPSDT Clinic	\$ -	\$ 300.00	\$ 300.00	This Dept was missed in the original budget
221-624-955.002	Health Department	EPSDT Clinic	\$ -	\$ 650.00	\$ 650.00	This Dept was missed in the original budget
221-624-965.000	Health Department	EPSDT Clinic	\$ -	\$ 450.00	\$ 450.00	This Dept was missed in the original budget
221-635-705.000	Health Department	SHACC Not Eligible	\$ -	\$ 150.00	\$ 150.00	This budget was not included in the original budget
221-635-715.000	Health Department	SHACC Not Eligible	\$ -	\$ 110.00	\$ 110.00	This budget was not included in the original budget
221-635-985.000	Health Department	SHACC Not Eligible	\$ -	\$ 125.00	\$ 125.00	This budget was not included in the original budget
221-823-727.000	Health Department	Septage Waste Management	\$ 100.00	\$ 350.00	\$ 250.00	Increase in CY budget based on YTD activities
221-823-850.000	Health Department	Septage Waste Management	\$ -	\$ 15.00	\$ 15.00	Increase in CY budget based on YTD activities
221-825-801.000	Health Department	Type II (Noncommunity Water)	\$ -	\$ 6,000.00	\$ 6,000.00	C/S & contracted services were missed in original budget
221-840-955.002	Health Department	Pink Ribbon Fund	\$ 800.00	\$ 7,800.00	\$ 7,000.00	Not originally budgeted at this amount but based on requests in 2026, we are requesting an increase in expenditures related to this fund
221-898-727.000	Health Department	The Book Ladder	\$ -	\$ 5,000.00	\$ 5,000.00	This budget was not included in the original budget
					\$ 28,150.00	

Committee Comments

Commissioner Lieurance indicated that the supplier for the tractor is a local business with a positive reputation for the products they sell. Commissioner Knepper is concerned with the tractor purchase and the internalization of jobs cycling back and forth and wants to make sure that this tractor is not just collecting dust in five years. Commissioner Shackleton stated that the annual release of snow plowing bids would be a good reminder.

Commissioner Knepper brought up the EUPTA Advisory Committee language from EUPTA’s Articles of Incorporation (Section 4); stating it would be his intent to add the discussion to Thursday’s Regular Board Meeting Agenda (Commissioner Traynor indicated his support) to talk about sending a letter to EUPTA to get them to move forward with the Advisory Committee. Commissioner Martin stated that they have gone 45 years without the Advisory Committee; and that a legal opinion is being sought to find out the responsibilities and liabilities of Section 4 of the EUPTA Articles of Incorporation and waiting another month shouldn’t be an issue.

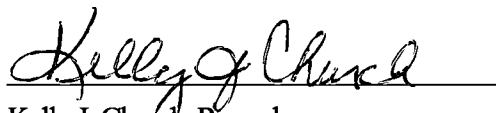
Chairman Comments

Chairman Shackleton apologized for being late.

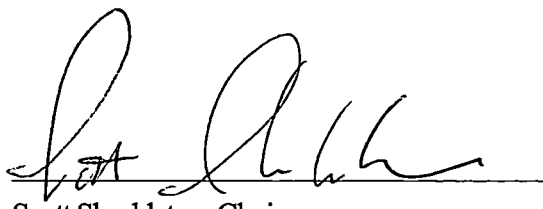
Adjourn

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

The meeting adjourned at 4:55 p.m.

A handwritten signature in cursive script, appearing to read "Kelly J. Church", written over a horizontal line.

Kelly J. Church, Recorder

A handwritten signature in cursive script, appearing to read "Scott Shackleton", written over a horizontal line.

Scott Shackleton, Chairman