

**Building Grounds and Jail, Legislative and Natural Resources and  
Information Technology Committee  
Meeting Minutes  
July 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, July 13, 2026, at the Chippewa County Courthouse in Sault Ste. Marie, Michigan. Chairman Traynor called the meeting to order at 9:06 a.m. with a quorum present.

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

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Ryan Hering, Cady Bauers, Kelly Church

**Approval of the Agenda**

It was moved by Commissioner Knepper, supported by Commissioner Shackleton, 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**

**Central Dispatch Electrical Room – Preferred Bid Option**

The Committee was updated on the Central Dispatch Electrical Room project, which has taken some time due to the complexity and need to have UP Engineers and Architects Electrical Engineer spend many hours developing a plan to upgrade and correct the electrical issues in the room. The Committee reviewed the plans and discussed the request for the job to go out to a limited preferred bidders list.

It was moved by Commissioner Traynor, supported by Commissioner Shackleton, to approve and authorize the Central Dispatch Electrical Room Upgrade to be released to a preferred bidders list-based recommendation of UP Engineers and Architects. On a voice vote, the motion **CARRIED**.

**Information Systems – Relocation Room 20 to Jail – Services \$23,000.00 and estimated cost \$300,000.00 to \$350,000.00**

The Committee reviewed the architectural engineering services proposal to move Room 20 to a renovated area of the jail, to provide equipment a space with limited and controlled access and to limit outside environmental issues like access and water. The estimated cost is between \$300,000.00 and \$350,000.00. Discussion followed including potentially going back to an older idea of adding a 20' x 30' addition under the existing sally port parking on the south side of the Chippewa County Correctional Facility. The addition would help with public bathroom use for Community Corrections, and open space by relocating Mental Health and Drug Court, which then eliminates weekend access to the buildings; as the addition would have an entrance of its own. Commissioner Knepper noted that he wanted the

architecture to match the existing exterior and not to be just a brick wall. Discussion followed.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to have Administration work on an estimate for a comparable with UPEA. On a voice vote, the motion CARRIED.**

**County Building – Secured gate for roof access ladder - \$1,290.00**

The Committee reviewed the proposal to have a 9' gate added to the ladder access on the County Building, to deter access. The gate would have a double lock so that both the Sheriff's Office and County Maintenance staff have access.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to approve and authorize the bid from Soo Welding to fabricate and install a gate on the County Building access ladder at the cost of \$1,290.00. On a voice vote, the motion CARRIED.**

**Snowplowing Changes at Shelter/Training Building, cancel contract and release RFP to purchase tractor**

The Committee was updated on the current snow removal agreement that covers the Animal Control Shelter and the Sheriff's Training Center on Mackinac Trail, and the issues from the 2025/2026 season, which was not corrected after communications from the County to the vendor. The Sheriff's Office is proposing to purchase a tractor to handle the snow plowing for both the Animal Shelter and the Training Center, to better meet the needs for the necessary access to equipment at the Training Center specifically and agree to make sure the Shelter staff have access on weekend and days the County is potentially closed due to weather. Discussion followed including RFP review, the cost split between the Animal Shelter and Sheriff's Office, which would utilize funds from Fund 232 Community Corrections. Discussion also included personnel, internalization of jobs and letting the contractor know we will be switching to in-house for the plowing services and that the tractor would save the Sheriff's Office on smaller jobs when equipment and/or evidence needs to be moved.

**It was moved by Commissioner Shackleton, Supported by Commissioner Knepper, to cancel the current snow plowing services agreement at the Animal Shelter/Sheriff's Office Training Building, for cause and to release an RFP to purchase a tractor. The cost of the tractor will be split between Fund 232 and the general fund, with the Animal Shelter reimbursing Fund 232 annually. On a voice vote, the motion CARRIED.**

**Animal Shelter – Landscape stone for fenced yard - \$5,500.00**

The Committee reviewed a request from Shelter Manager Holly Henderson to add landscape stone to fenced area at the shelter that is currently overgrown, and the stones would make cleaning easier. A quote from Best Maintenance was reviewed

in the amount of \$5,500.00 to level the area, add landscape fabric and lay the pea stone.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to approve and authorize the quote from Best Maintenance and Lawn in the amount of \$5,500.00 to complete the landscaping at the Animal Shelter as quoted, including leveling, landscaping fabric and pea stone. On a voice vote, the motion CARRIED.**

**32-spot Parking Lot – add two additional spots (gravel only) \$3,630.00**

The Committee reviewed a quote from A&K Outdoor Services, to clean up and expand the County's 32-spot parking lot off Bingham Avenue at the cost of \$3,630.00 which includes creating three spaces, removing old posts, disposal of debris and spreading and grading the spots as quoted and discussed.

A brief discussion was held on the veteran's memorial area on the Courthouse grounds as a bid for a retaining wall was included in the estimate for the two 32-spot parking lot projects.

**It was moved by Commissioner Knepper, supported by Commissioner Shackleton, to approve the improvements of the County's 32-spot lot, adding spaces and cleaning up the area, at the cost of \$3,630.00 to A&K Outdoor Services. On a voice vote, the motion CARRIED.**

**New Hedge – 32-spot Parking Lot - \$12,075.00 (3-foot-tall cedars/2 foot apart)**

The Committee reviewed a quote from A&K Outdoor Services to replace the cedar hedge at the east side of the 32-spot parking lot at the cost of \$12,075.00. The price includes the cedars, labor to install, remove the overgrowth and prep with new soil, add weed barrier and new mulch. The hedge will be maintained to a suitable height and trimmed timely to maintain a healthy hedge.

The Committee also asked about having the parking lot seal coated and striped, Administration will seek a quote.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to approve and authorize the replacement hedge for the 32-spot parking lot as quoted by A&K Outdoor Services, as a cost of \$12,075.00. On a voice vote the motion CARRIED.**

**Chippewa County Courthouse Fire Alarm System Upgrade Needed – Information Only**

The Committee received and reviewed an email from Alert Electronics regarding the Courthouse fire alarm system and its need to be upgraded to meet current standards.

**Courthouse Security – add two cameras for better views of the north and east lawn and monuments, price does not reflect installation**

The Committee was updated on the current Courthouse Security system which fails to cover the northeast lawn or the monument area of the Courthouse grounds. A quote from Control Solutions Inc, in the amount of \$1,110.00 was reviewed, this does not include installation. Options for installation were discussed and will depend on county staff availability, the Committee also asked about utilizing a different vendor, to save money; after speaking with the Information Technology staff; it is a preference to go directly with the vendor of the system; as they would not install without the cameras being purchased from them, if they in fact do need to install.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to approve the purchase of two cameras from Control Solutions Inc, to be added to the current system to add coverage to the northeast lawn and monument area of the Courthouse lawn, at the price of \$1,110.00. On a voice vote, the motion CARRIED.**

**Sheriff's Office – Jail Convergint – labeling for security system - \$15,970.00**

The Committee reviewed a quotation from Convergint to provide labor, supervision, and project coordination to identify and label all existing accessible access control equipment associated with the county jail at the cost of \$15,970.00. Undersheriff Ryan Hering gave a brief update on the maintenance budget for FY2026; and the items that had been taken of including plumbing, access to chases which enables this project to be completed in FY2026 and not need a budget amendment. Convergint will combine this quote for labeling and another for repairs, to the two switches that are currently not functioning.

**It was moved by Commissioner Knepper, supported by Commissioner Shackleton, to approve and authorize the expense of \$15,970.00 to Convergint to provide services to label all existing control equipment at the Chippewa County Correctional Facility, as presented. On a voice vote, the motion CARRIED.**

**Cell Tower – Soo Township request**

The Committee received and reviewed a letter from SMJ International LLC regarding placement of a cell tower at the Animal Shelter on Mackinac Trail. Discussion followed. Administration will reach out. No action was taken.

**County Building – entrance change to tile with rugs**

The Committee was asked to authorize County Administrator to seek a quote to replace the aging carpet in the entry area of the County Building, with the same tile as in the Courthouse garden level, to help with cleaning and moisture control. Administration will bring a quote back.

**Jail Sally Port off Bingham – RFP to change out drop ceiling – information only**

The Committee was updated on the ceiling issues of the sally port on the north side of the County Building, not matching the structural or mechanical of the ceiling (ceiling tiles) on the south side sally port. The Committee was asked to authorize an RFQ be released to replace the ceiling on the south side to match the north side to make the accessibility easier and to make sure the pipes and mechanical drops are properly insulated.

**It was moved by Commissioner Shackleton, supported by Commissioner Knepper, to approve the release of an RFQ to repair and change the south side sally port ceiling to match the north side with tiles, for accessibility. On a voice vote, the motion CARRIED.**

**Carpet Cleaning County Building and Courthouse**

Administration is waiting for a quote from Atlas as the carpets have not been cleaned in a few years.

**Information Technology**

The Committee was presented with a 5-year outlook for the upcoming expected costs for Information Systems Technology, this will be a working list that will be available for review during budgeting and future Committee meetings. The Committee also received a software and services quote from BS&A Software, to change to a cloud format from our current .net format, BS&A is our software host for the County's general ledger, accounts payable, cash receipting, payroll, human resources, timesheets, building department, assessing, animal licenses, County delinquent tax, tac and PREA-PRE Audit. The Committee was given a brief overview of the increased annual costs, the costs of implementing the cloud format. No action was taken.

**Committee and Chairman's Comments**

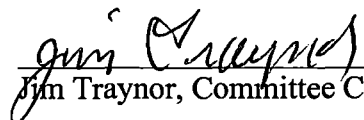
No additional comments were offered.

**Adjourn**

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

Chairman Traynor declared the meeting adjourned at 10:05 a.m.

  
Kelly J. Church, Recorder

  
Jim Traynor, Committee Chairman