

Office of the Chippewa County Clerk
Steve Woodgate

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Elizabeth Messer
Chief Deputy Clerk

Shaun O'Neill
Legal Secretary I

Laurie Wilson
Secretary I

CHIPPEWA COUNTY
BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
Tuesday, JANUARY 7, 2025, at 4:30p.m.

AGENDA

1. Call to Order – Steve Woodgate, Clerk
2. Pledge of Allegiance
3. Roll Call
4. Oath of Office given by County Clerk
5. Election of Chairman
6. Chairman proceeds with meeting
7. Election of Vice-Chairman
8. Agenda Approval
9. Approval of County Board Minutes
 - a. Regular Board – December 19, 2024 – Page 1
10. Correspondence received in the Clerk's Office – Page 11
11. Public Comments
12. New Business
 - a. Appointment to Various Boards, Committees and Agencies
 - i. Building Code Board of Appeals – Page 12
 - ii. Department of Human Services – Page 13
 - iii. Department of Veterans Affairs – Page 14
 - iv. Chippewa County E 9-1-1 Citizen Appointment – Page 15
 - v. Chippewa County Economic Development Corporation – Page 16

- vi. EUP Transportation Authority – Page 17
- vii. Hiawatha Behavioral Health Authority – Page 18
- viii. Chippewa County Road Commission – Page 19
- ix. Superior District Library – Page 20
- x. UP State Fair Authority – Page 21
- b. Chairman’s Appointments
- c. Meeting Schedule and Times and Holiday Schedule – Page 22
- d. County Bylaws and Rule of Procedure – Page 24
- e. Organization Chart - Page 36
- f. Annual Policy Review – Page 37
- g. Approve December Claims and Accounts – Page 39
 - i. County
 - ii. Health Department

13. Commissioner Comments

14. Adjournment



STEVEN WOODGATE
County Clerk

**CHIPPEWA COUNTY
BOARD OF COMMISSIONERS
Regular Session
December 19, 2024**

The Chippewa County Board of Commissioners met at a regular session on Thursday, December 19, 2024 in the 91st District Courtroom.

Chairman Martin called the meeting to order at 4:30 P.M. with a quorum present. The meeting was also available via zoom. Commissioner Savoie lead the Pledge of Allegiance.

PRESENT: Commissioners Present: Justin Knepper, Damon Lieurance, Robert Savoie, James Traynor and Chairman Jim Martin

ABSENT: None

ALSO PRESENT: Administrator Kelly Church, Clerk Steven Woodgate, Administrative Assistant Cady Bauers and 3 members of the public. 13 members of the public logged in via zoom.

ADDITIONS AND DELETIONS TO THE AGENDA

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve the agenda. On a voice vote, the motion carried.

APPROVAL OF COUNTY BOARD MINUTES

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve the following minutes as presented:

- Regular Board Meeting –November 14, 2024
- Public Hearing FY2025 Budget

On a voice vote, the motion carried.

CORRESPONDENCE RECEIVED IN THE CLERK'S OFFICE

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to accept the correspondence received and to distribute to the appropriate places. On a voice vote, the motion carried.

PUBLIC COMMENTS

Phylliss Reed, Matthew Keller, and two members of the public voiced their concerns about the Neebish Island Ferry.

ADMINISTRATOR'S REPORT

Administrator Kelly Church provided for informational purposes only – *no action items*.

NEW BUSINESS

RESOLUTION NO. 2024-33
Resolution Supporting the Michigan Legislature and Senator Damoose
in Obtaining Funding Earmarked for EUPTA

Whereas all Chippewa County Island residents and visitors need access to schools, school activities, mobility, employment, government services, healthcare, hospitals, the airport, government offices, civic groups, family, and social engagements.

Whereas vital service providers such as fuel delivery, road maintenance, snow removal, sanitation, septic, electrical, internet, fire and emergency require frequent and unplanned access to the Chippewa County Islands.

Whereas the Eastern Upper Peninsula Transportation Authority (EUPTA) is the exclusive governing agency of ferry services and cannot afford to properly fund it to provide sufficient daily ferry trips.

Whereas Island residents have daily needs for mobility, equity, accessibility, and

Whereas the Michigan Legislature possesses the ability to provide funding to meet the Islands capital and operational needs; now, therefore be it

Resolved that the Chippewa County Board of Commissioners respectfully supports the Michigan Legislature and Senator Damoose in obtaining urgently needed funding earmarked for EUPTA's ferry services serving Chippewa County residents over the next three years, in order to modernize infrastructure and establish late night ferry services to Neebish Island.

MOVED: Commissioner Savoie
SUPPORTED: Commissioner Lieurance

A ROLL-CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Commissioners Knepper, Lieurance, Savoie, Traynor, and Chairman Martin
NAYES: None
ABSENT: None

RESOLUTION 2024-33 DECLARED ADOPTED

RESOLUTION NO. 2024-36

Resolution of Support for the Development of PenWin Industries LLC's Waste-to-Renewables Project for the Upper Peninsula of Michigan

WHEREAS, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) is requiring Michigan counties to develop new waste handling procedures to ensure sustainable waste management practices for the future; and

WHEREAS, the Chippewa County Board of Commissioners recognizes the need to support alternative solutions to traditional landfilling and waste disposal methods, particularly those that contribute to environmental sustainability; and

WHEREAS, the development of a Waste-to-Renewables facility by PenWin Industries LLC represents a forward-thinking solution that aligns with Governor Gretchen Whitmer's green energy initiatives and Michigan's commitment to a greener, more sustainable economy; and

WHEREAS, the Chippewa County Board of Commissioners seeks to support green industrial development that creates median-wage earning jobs, promotes economic growth, and reduces our reliance on non-renewable energy sources; and

WHEREAS, the establishment of a Waste-to-Renewables facility will encourage infrastructure investment and development, creating an industrial base that will have long-term benefits for the economy of the Upper Peninsula; and

WHEREAS, PenWin Industries LLC has committed to working with all Upper Peninsula counties to promote regional collaboration and to ensure that the economic and environmental benefits of this project are shared across the region; and

WHEREAS, the success of this project is closely tied to the preservation and enhancement of critical rail infrastructure, including the Escanaba and Lake Superior (E&LS) rail line and the Route 8 corridor, which are vital for transporting materials and products to and from the facility, as well as supporting the broader industrial needs of the region; and

RESOLUTION 2024-34 Resolution of Support for the Development of PenWin Industries LLC's Waste-to-Renewables Project for the Upper Peninsula of Michigan

WHEREAS, a strong and unified approach among all 15 counties in the Upper Peninsula will strengthen our ability to attract state, federal, and private investment, ensuring the long-term viability and success of the Waste-to-Renewables project;

NOW, THEREFORE, BE IT RESOLVED, that the Chippewa County Board of Commissioners fully supports the development of PenWin Industries LLC's Waste-to-Renewables facility as an essential step toward creating a more sustainable future for the Upper Peninsula, while addressing both environmental and economic goals; and

BE IT FURTHER RESOLVED, that the Chippewa County Board of Commissioners acknowledges the importance of preserving and enhancing rail infrastructure as a key component in ensuring the logistical success of this project and supporting broader economic development in the Upper Peninsula; and

BE IT FURTHER RESOLVED, that copies of this resolution be transmitted to the Governor of Michigan, the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the Michigan Department of Transportation (MDOT), Upper Peninsula legislators, and other relevant stakeholders to demonstrate our collective support for this critical project.

MOVED: Commissioner Lieurance

SUPPORTED: Commissioner Savoie

A ROLL-CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Commissioners Knepper, Lieurance, Savoie, Traynor, and Chairman Martin

NAYES: None

ABSENT: None

RESOLUTION 2024-36 DECLARED ADOPTED

RESOLUTION NO. 2024-37

**RESOLUTION TO SUPPORT LOCAL CONTROL AND CLAIM OF APPEAL
AGAINST MICHIGAN PUBLIC SERVICE COMMISSION ORDER**

WHEREAS, the County supports state policies that maintain and advance local control;
and

WHEREAS, the State of Michigan has adopted policies and introduced legislation that attempts to further reduce local control in key areas affecting unique interests in local communities;
and

WHEREAS, media reports describe ongoing efforts by interested groups to push for the further erosion of local control; and

WHEREAS, in 2023, the State of Michigan adopted Public Act 233 of 2023 (“PA 233”);
and

WHEREAS, only under limited circumstances, PA 233 confers powers and duties to the Public Service Commission (“PSC”) regarding the siting of utility-scale solar energy facilities, wind energy facilities, and energy storage facilities allowing developers to bypass local zoning authorities when proposing qualifying developments; and

WHEREAS, the PSC issued an order on October 10, 2024 (the “Order”) implementing the provisions of Public Act 233 of 2023 (“PA 233”); and

WHEREAS, the Order attempts to vastly expand the PSC's limited and enumerated jurisdiction in PA 233 and is both unlawful and unreasonable; and

WHEREAS, the Order is unlawful and unreasonable because, among other reasons: (1) the PSC's issuance of the Order violates the Administrative Procedures Act, MCL 24.201 *et seq.*, and (2) the Order unlawfully and unreasonably redefines key terms and concepts and creates processes and procedures that violate the Legislature's express and unambiguous intent for local input in the regulation of energy facilities; and

WHEREAS, a coalition of Michigan Municipalities timely filed a claim of appeal from the Order on November 8, 2024; and

WHEREAS, the window to appeal the Order was merely 30 days, during which conducting a general election and other business contributed to the County's inability to hold a meeting during which it could consider and vote to join the appeal; and

WHEREAS, the County supports the coalition of Michigan Municipalities in their efforts to protect local control in the regulation of energy facilities; and

WHEREAS, the County would have joined the appeal if it was able to hold a meeting before the deadline to join; and

NOW, THEREFORE, the County Board of the County of Chippewa, Chippewa County, Michigan, resolves its unequivocal support of local control and the coalition of Michigan Municipalities that have filed an appeal from the Order.

MOVED: Commissioner Savoie
SUPPORTED: Commissioner Traynor

A ROLL-CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: Commissioners Knepper, Lieurance, Savoie, Traynor, and Chairman Martin
NAYES: None
ABSENT: None

RESOLUTION 2024-37 DECLARED ADOPTED

STANDING COMMITTEE REPORTS

**FINANCE, CLAIMS AND ACCOUNTS COMMITTEE
MEETING MINUTES
December 17, 2024**

A regular meeting of the Chippewa County Board of Commissioners' Finance, Claims and Accounts Committee was held on Tuesday, December 17, 2024, at the Chippewa Courthouse in Sault Ste. Marie, Michigan. Chairman Savoie called the meeting to order at 4:30 p.m. with a quorum present. The meeting was available via Zoom.

Approval of the Agenda

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

Public Comment

Correspondence and Informational Items

Health Department

Health Department – Professional Liability Insurance - \$9,867.35 Medical Director

The Committee reviewed the professional liability insurance invoice renewal for Medical Director Catherine Wilkerson through U.P. Insurance Agency, Inc. in the amount of \$9,867.35 covering 1/1/2025 to 1/1/2026.

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to approve the Chippewa County Health Department liability insurance renewal for Dr. Catherine Wilkerson in the amount of \$9,867.35, covering 1/1/2025 through 1/1/2026, with payment to U.P. Insurance Agency, Inc. On a voice vote, the motion CARRIED.

Health Department – Purchase Fetch EH via the Public Health Infrastructure Grant \$18,500.00 plus two-year \$7,000.00 per year annual support

The Committee reviewed the request to purchase Fetch EH, a software program for environmental health services, to help staff retrieve data more easily and perform work in the field more efficiently. This will add another layer to the GIS mapping already used by other County agencies.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize the Chippewa County Health Department purchase of Fetch EH software from Amalgam, LLC utilizing the Public Health Infrastructure Grant, with a cost of \$18,500.00, plus annual support of \$7,000.00 each year for the next two years. On a voice vote, the motion CARRIED

Sheriff's Office – Scrap three vehicles

The Committee was asked to re-authorize the disposal of three non-road worthily vehicles, with the vehicles going to the scrap yard, to free up space at the new storage building.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize disposal of 2011 Chrysler, 2012 Ford and 2012 Chevy vehicles to the scrapyard. On a voice vote, the motion CARRIED.

Sheriff's Office – MCOLES Sponsorship funding change \$3,700.00 from Fund 232

The Committee was updated on the Employed Recruit grant for the 2025 sponsorship, which is going to require a \$3,700.00 match due to increases in the minimum wage; the Sheriff is asking these be paid from Fund 232 to sponsor employed recruit Logan Corey.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize \$3,700.00 from Fund 232 to pay for the funding difference of the employed recruit sponsorship grant for 2025. One a voice vote, the motion CARRIED.

Office of Emergency Services – Motorola three years actuary FY25 - \$25,985.37

The Committee reviewed the three-year Motorola Solutions service agreement which provides maintenance for the radio systems; that pricing as follows FY2025 - \$25,985.37, FY2026 - \$27,409.31 and FY2027 - \$28,914.20 the services provided include dispatch service, onsite and infrastructure repairs, technical support and network preventative maintenance.

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve and authorize the Motorola Solutions Central Dispatch service agreement as presented for fiscal years 2025 - \$25,985.37, 2026 - \$27,409.31 and 2027 - \$28,914.20, as presented. On a voice vote, the motion CARRIED.

Michigan Veterans Affairs Agency (MVAA) – County Veteran Service Fund (CVSF) – Unexpended funds return to SOM \$5,856.84

The Committee reviewed the letter from Michigan Veterans Affairs Agency Grant Manager, indicating the unexpended funds of \$5,856.84, as well as the \$44,143.16 of authorized grant expenditures that went towards helping the Chippewa County Veterans.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to confirm unexpended amount of \$5,856.84 has been returned to the SOM Department of Military and Veterans Affairs, per the grant requirements. On a voice vote, the motion CARRIED.

District Court – Court Administered Recovery Expert, LLC – first amendment to add travel reimbursement to the grant

The Committee received an amended (first) contract from Judge Eric Blubaugh regarding the Mental Health Court, seeking to add travel to the under section 8 expenses.

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to authorize and approve the requested change to the Chippewa County Mental Health Court contract, to be identified as First Amended. On a voice vote, the motion CARRIED.

Information Systems – Out-of-State Travel Request

The committee reviewed a request for Information Systems' Anthony Zakic to attend a three-day cybersecurity incident response course in College Station, Texas; the course and travel will all be covered except for mileage of approximately \$30.15.

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve and authorize the out-of-state travel request from Anthony Zakic, to attend a three-day cybersecurity incident response course in College State, Texas in August of 2025; only cost mileage at an estimated \$30.15, all other travel, hotel to be covered. On a voice vote the motion CARRIED.

Survey and Remonumentation – Completion Report for Grant Year 2024

The Committee reviewed the 2024 Completion Report for Chippewa County Remonumentation, showing a total of 69 corners being remonumented during the 2024 Program.

It was moved by Commissioner Savoie, seconded by Commissioner Traynor, to accept and authorize the Completion Report for Grant Year 2024. On a voice vote, the motion CARRIED.

Administration – MMRMA 2025 Renewal (Net Asset Distribution/Renewal/Contribution)

The Committee reviewed the net asset distribution of \$37,385.00, which is recommended to be returned to the County's loss fund and the proposed contribution for renewal of FY2025 for the County's Property and Liability Insurance including the Health Department. The County's outstanding reserves still exceed the minimum requirements of one and half times self-insured retention \$112,500.00 plus any known reserves; due to this underwriting has increased the County member loss fund contribution by \$50,000. Total premium for the year is \$351,609.00; with the CCHD portion being \$84,357.

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to approve the net asset distribution of \$37,385.00 be returned for the County's loss fund and to approve the renewal and contribution breakdown as presented totaling \$351,609.00 to MMRMA for the County's FY2025 Property and Liability Insurance. On a voice vote, the motion CARRIED.

Administration – Acrisure – Short-Long-Life Insurance Change to MetLife 1/1/2025

The Committee reviewed information from Acrisure regarding the renewal for employer sponsored short term disability, long term disability and life insurance, along with employee paid voluntary life insurance rates. Acrisure was able to provide a quote from Metlife that will reduce the County's expense by about \$5,000.00 annually, while matching the voluntary life insurance rates for the employee's coverage.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize Metlife as the new short, long and life insurance carrier as of January 1, 2025. On a voice vote, the motion CARRIED.

Administration – Forensicfluids – Confidentiality Statement and Service Agreement

The Committee reviewed services agreements for both 50th Circuit Drug Court and the Medical Examiner to use Forensicfluids to provide 10 panel and EtG screening for drug court and for a postmortem panel for the Medical Examiner.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve and authorize the two service agreements with Forensicfluids for 50th Circuit Drug Court and the County Medical Examiner. On a voice vote, the motion CARRIED.

Administration – Parking Enforcement Contract

Administration sought approval to sign the parking enforcement contract with the City of Sault Ste. Marie to have them provide parking enforcement Monday through Friday, 8:00 a.m. to 5:00 p.m. for the Bigham Avenue parking lot.

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to approve and authorize the parking enforcement agreement between the City of Sault Ste. Marie and Chippewa County, for the Bigham Avenue parking lot. On a voice vote, the motion CARRIED.

Administration – Courthouse Stairwell Landings estimated \$5,100.62

The Committee reviewed an estimate to have the six landings in the Courthouse stairwells to be replaced due to the deterioration. The estimate of \$5,100.62 was received from MCS Flooring LLC for the tear out and install of textured rubber tiles.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve the estimate from MCS Flooring LLC to tear and install textured rubber tiles in the six Courthouse stairwells at a price not to exceed \$5,100.62. On a voice vote, the motion CARRIED.

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

It was moved by Commissioner Savoie, supported by Commissioner Lieurance, to recommend the approval of November County bills and payroll: general claims \$1,003,881.25, other fund claims \$2,651,957.26, payroll \$789,020.96, and Health Department claims \$216,395.14 and payroll \$154,928.71 total claims \$4,816,183.32. On a voice vote, the motion CARRIED.

Finance – Budget Amendments for FY2024

The Committee reviewed the year end budget amendments, amendments for the Sheriff's Building, child care, inmate medical, and correcting a potential compliance issue of having a negative balance in the Animal Shelter Donations Fund, vehicles, plumbing and retiree health care, also, discussed the continued funding of MERS unfunded liability, as by paying these down, it will help reduce monthly expenditures in the future and lower our costs for general operations.

It was moved by Commissioner Savoie, supported by Commissioner Knepper, to approve the year-end budget amendments and to include a MERS payment of \$500,000.00 from the General Fund to cover MERS divisions with unfunded liabilities. On a voice vote, the motion CARRIED.

Finance – MVAA Grant Amendment

The Committee reviewed a motion from the Veterans Affairs Committee, seeking to change the MVAA Grant to include two cell phones with hot spots and a laptop to be utilized for mobile visits and clinics.

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to approve the MVAA Grant amendment to include two cell phones and one laptop. On a voice vote, the motion CARRIED.

Committee Comments

Commissioners Martin, Lieurance and Traynor all thanked Commissioner Savoie, offering accolades for the time he has served the Board of Commissioners and that he will be missed.

Chairman Comments

No additional comments were offered.

Adjourn

It was moved by Commissioner Savoie, supported by Commissioner Traynor, to accept the minutes as presented. On a voice vote, the motion CARRIED.

COMMISSIONER REPORT ON MEETINGS AS BOARD REPRESENTATIVES AND GENERAL COMMENTS

Commissioner Savoie said goodbye to everybody and that it was nice working with the citizens of this county and board. Commissioners Traynor, Knepper, Lieurance, and Chairman Martin thanked Commissioner Savoie for all the hard work he had done for the county, his wisdom, and that he will be missed. Commissioner Lieurance also thanked the residents of Neebish Island for their hard work and will follow up with the State regarding the ferry services.

ADJOURNMENT

It was moved by Commissioner Savoie, supported by Chairman Martin, to adjourn, accordingly. On a voice vote, the motion carried. The Board adjourned at 5:06 P.M.



Steven Woodgate, Clerk

James Martin, Chairman

Office of the Chippewa County Clerk
Steven J. Woodgate

319 Court Street
Sault Ste. Marie, MI 49783
(906) 635-6300 (Office)
(906) 635-6851 (Fax)



Elizabeth Messer
Chief Deputy Clerk

Shaun O'Neill
Deputy Clerk

Laurie Wilson
Deputy Clerk

Correspondence Received in the Clerk's Office
1/7/2025

- 12/5/2024 **1. EGLE Permit Revision – Permit #WRP043208 v. 1**
Site Name: 17-26633 E. Channel Rd.-Drummond Twp
Remove the location of a boat well and dredge 40 southeast where it was initially proposed.
- 12/17/2024 **2. EGLE Public Notice**
Application Number HQ\$-PRYH-MPRB6
17-Maple Island to Butterfield Island Submerged Cable-Drummond Twp
- 12/17/2024 **3. Ingham County 2024-613**
Resolution Reaffirming that Ingham County is a Welcoming Community to Immigrants
- 12/17/2024 **4. EGLE Violation Notice; Request for Information**
Site Name: 17-Gravel Island-Drummond Twp
- 12/23/2024 **5. EGLE Notice of Authorization – Permit Number WRP043762 v. 1**
Site Name: 17-31229 East Tourist Rd-Drummond Twp
Repair a crib dock and dredge harbor entry.

Chippewa County is an Equal Opportunity Employer

2025 APPOINTMENT TALLY SHEET

Building Code of Appeals Three appointments needed Expires 12/31/2026
Current members Kathy Cairns, Samuel White

Carmine Bonacci

Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

Building Code of Appeals Three appointments needed Expires 12/31/2026

Carmine Bonacci

Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

Department of Health & Human Services One Appointment Needed Expires 10/31/2028
Current member: Thomas Boger

Thomas Boger

Justin Knepper					
Damon Lieurance					
Scott Shackleton					
Jim Traynor					
Jim Martin					

2025 APPOINTMENT TALLY SHEET

Department of Health & Human Services One Appointment Needed Expires 10/31/2028
Current member: Thomas Boger

Thomas Boger

Justin Knepper					
Damon Lieurance					
Scott Shackleton					
Jim Traynor					
Jim Martin					

2025 APPOINTMENT TALLY SHEET

DEPARTMENT OF VETERANS AFFAIRS One Appointment Needed Expires 3/31/2029
Current member: Robert Savoie

	James Bergdoll	Nathan Marra	David Pearce	Robert Savoie		
Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

DEPARTMENT OF VETERANS AFFAIRS One Appointment Needed Expires 3/31/2029
Current member: Robert Savoie

	James Bergdoll	Nathan Marra	David Pearce	Robert Savoie		
Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

E 9-1-1 -One Appointment Needed Expires 12/31/2026
Current member: Thomas McKee

Thomas McKee

Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

E 9-1-1 -One Appointment Needed Expires 12/31/2026
Current member: Thomas McKee

Thomas McKee

Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

Economic Development Corporation - One Appointments Needed Expires 3/31/2031
Fill Vacancy: James Parker

	Carmine Bonacci	Timothy Ellis	James Parker		
Justin Knepper					
Damon Lieurance					
Scott Shackleton					
Jim Traynor					
Jim Martin					

2025 APPOINTMENT TALLY SHEET

EUP Transportation Authority - One Appointment Needed Expires 12/31/2027
Current member: Nicholas Huyck

	Dan Jones	Jesse Knoll	Burt Menard	Jeffrey Middlestead	Lori Miller	Tim Moher	Bradley Sommers
Justin Knepper							
Damon Lieurance							
Scott Shackleton							
Jim Traynor							
Jim Martin							

2025 APPOINTMENT TALLY SHEET

EUP Transportation Authority - One Appointment Needed Expires 12/31/2027
Current member: Nicholas Huyck

	Dan Jones	Jesse Knoll	Burt Menard	Jeffrey Middlestead	Lori Miller	Tim Moher	Bradley Sommers
Justin Knepper							
Damon Lieurance							
Scott Shackleton							
Jim Traynor							
Jim Martin							

2025 APPOINTMENT TALLY SHEET

Hiawatha Behavioral Health One Appointment Needed Expires 3/31/2028
Filing Vacancy: Ivan Gable

	Ivan Gable	Nicole Oliver			
Justin Knepper					
Damon Lieurance					
Scott Shackleton					
Jim Traynor					
Jim Martin					

2025 APPOINTMENT TALLY SHEET

Hiawatha Behavioral Health One Appointment Needed Expires 3/31/2028
Filing Vacancy: Ivan Gable

	Ivan Gable	Nicole Oliver			
Justin Knepper					
Damon Lieurance					
Scott Shackleton					
Jim Traynor					
Jim Martin					

2025 APPOINTMENT TALLY SHEET

Road Commission One Appointment Needed Expires 12/31/2030
Current member: Chuck Moser

	Chuck Moser	Tom Sibbald					
Justin Knepper							
Damon Lieurance							
Scott Shackleton							
Jim Traynor							
Jim Martin							

2025 APPOINTMENT TALLY SHEET

Superior District Library Board One Appointment Needed Expires 12/31/27

Current member: Shelia Bergdoll

Shelia Bergdoll

Justin Knepper				
Damon Lieurance				
Scott Shackleton				
Jim Traynor				
Jim Martin				

2025 APPOINTMENT TALLY SHEET

Superior District Library Board One Appointment Needed Expires 12/31/27

Current member: Shelia Bergdoll

Shelia Bergdoll

Justin Knepper				
Damon Lieurance				
Scott Shackleton				
Jim Traynor				
Jim Martin				

2025 APPOINTMENT TALLY SHEET

UP State Fair Authority - 1 appointment - Expires 12/31/2026
Current Member: Jerald Capmbell

Jerald Campbell

Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						

2025 APPOINTMENT TALLY SHEET

UP State Fair Authority - 1 appointment - Expires 12/31/2026
Current Member: Jerald Capmbell

Jerald Campbell

Justin Knepper						
Damon Lieurance						
Scott Shackleton						
Jim Traynor						
Jim Martin						



2025 Chippewa County Board of Commissioners Regular Board Meeting Schedule

In compliance with the Michigan Open Meetings Act (MCL 15.265), the following is a notice of the schedule of regular meetings of the Chippewa County Board of Commissioners:

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

February 13, 2025 – 4:30 p.m.
March 13, 2025– 4:30 p.m.
April 17, 2025– 4:30 p.m.
May 15, 2025– 4:30 p.m.
June 12, 2025– 4:30 p.m.
July 17, 2025– 4:30 p.m.

August 14, 2025– 4:30 p.m.
September 11, 2025– 5:30 p.m.
October 16, 2025– 5:30 p.m.
November 13, 2025– 4:30 p.m.
December 18, 2025– 4:30 p.m. (Third Thursday)

Chippewa County will provide necessary reasonable auxiliary aids and services, such as hand signers for the hearing impaired, audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting (and/or hearing) upon two weeks notice to Chippewa County. Individuals with disabilities requiring auxiliary aids or services should contact Chippewa County and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting. Contact: Chippewa County Clerk Steve Woodgate, voice phone, (906)635-6300; U.S. mail, 319 Court Street, Sault Ste. Marie, MI 49783; E-mail swoodgate@chippewacountymi.gov. This notice was posted by Administrator Kelly J. Church, to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265 at 12:00 noon, January 8, 2025, on the bulletin board outside the County Clerk's Office posted at least 18 hours prior to the start of the meeting. I, Steve Woodgate, County Clerk, certify that the foregoing notice has been posted as specified above in accordance with the Michigan Open Meeting Act (MCL15.265) as amended.

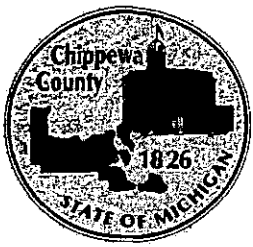
Steve Woodgate, County Clerk

2025 Finance, Claims and Accounts Committee Meetings

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

February 11, 2025– 4:30 p.m.
March 11, 2025– 4:30 p.m.
April 15, 2025– 4:30 p.m.
May 13, 2025– 4:30 p.m.
June 10, 2025– 4:30 p.m.
July 15, 2025 – 4:30 p.m.

August 12, 2025 – 4:30 p.m.
September 9, 2025 – 5:30 p.m.
October 14, 2025 – 5:30 p.m.
November 10, 2025 – 4:30 p.m. (Monday)
December 16, 2025–4:30 p.m. (Third Tuesday)



2025 Chippewa County Holiday Schedule

Wednesday, January 1, 2025 – New Year’s Day

Monday, January 20, 2025 – Martin Luther King Day

Monday, February 17, 2025 – President’s Day

Monday, May 26, 2025 – Memorial Day

Thursday, June 19, 2025 - Juneteenth

Friday, July 4, 2025 – Independence Day

Monday, September 1, 2025 – Labor Day

Tuesday, November 11, 2025 – Veterans Day

Thursday, November 27, 2025 – Thanksgiving Day

Friday, November 28, 2025 – Day after Thanksgiving

Wednesday, December 24, 2025 – Christmas Eve

Thursday, December 25, 2025 – Christmas Day

Friday, December 26, 2025 – Day after Christmas

Wednesday, December 31, 2025 – New Year’s Eve

Thursday, January 1, 2026 – New Year’s Day

County Board Approval: November 9, 2009
Amended: January 3, 2022

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 Thursday 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 district courtroom or circuit courtroom of the Chippewa County Building or 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. Per MCL 46.30.

- 3.7 General Conflicts of Interest Questions regarding a conflict of interest shall be handled in the following manner: Any Board member may raise the point of a potential conflict of interest among the group. A conflict of interest shall include, but is not limited to, a matter pending before a board, commission or committee and

1. A Board Member has a direct pecuniary interest in the matter or in the outcome of the matter, if such interest would result in an incompatibility between the Member's private interests and the Member's fiduciary duties; or

2. A person in the Member's immediate family has a direct pecuniary interest in the matter or in the outcome of the matter, if such interest would result in an incompatibility between the Member's private interests and the Member's fiduciary duties. "Immediate family" means a member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parent's in law, or any individual living in the Member's household.

3.8 Procedure for General Conflicts. Before participating in a decision, hearing, or casting a vote on a matter on which a Member may reasonably have a conflict of interest as identified above, the Member shall disclose the potential conflict of interest to the Board of Commissioners or committee. A Board Member who has disclosed a conflict of interest shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the deliberations or decision. The Member shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. The presence of the Member at the meeting shall not be counted in determining the presence of quorum for purposes of the vote on the matter presenting the conflict of interest. The Member's ineligibility to vote shall be reflected in the minutes of the meeting. If a Member plans not to attend a meeting at which he or she has reason to believe that the board, commission, or committee will act on a matter in which the Member has a conflict of interest, he or she shall disclose to the chair of the meeting all facts material to the conflict of interest.

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 third 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. For the proposed minutes please contact the County Clerk. 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

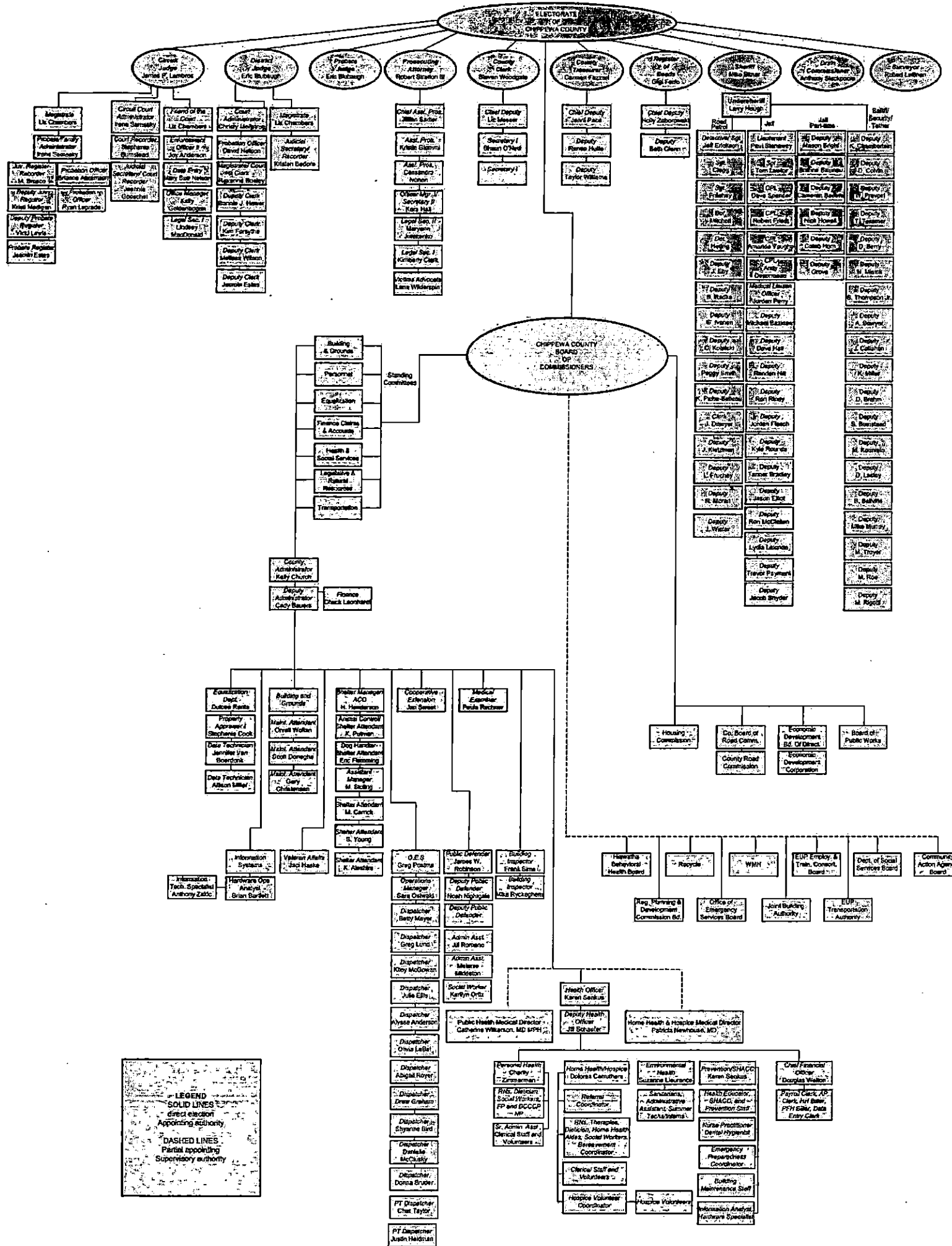
- 12.1 When a vacancy occurs in the office of Commissioner by death, resignation, removal from the district, or removal from office, the vacancy shall be filled by appointment within thirty (30) days by the County Board of Commissioners of a resident and registered voter of that district. The person 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.



Policy Manual

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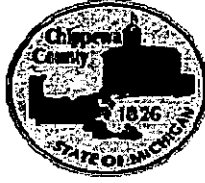
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Chippewa County Administrator's Office
319 Court Street
Sault Ste. Marie, MI 49783

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



Kelly J. Church
Administrator
Cady Bauers
Admin. Assist/ME & Building Dept. Clerk

Chippewa County
Board of Commissioners Meeting
January 7, 2025

	December	
General Fund Claims		\$478,839.37
Other Fund Claims		\$608,027.87
Payroll - County		\$722,821.28
Health Department		\$186,621.37
Payroll - Health Dept		\$157,257.29
	Total	\$2,153,567.18
County Total		\$1,809,688.52
Health Department Total		\$343,878.66