

**TUESDAY, JANUARY 18, 2022**

Pursuant to law, the Board of Commissioners met on Tuesday, January 18, 2022 at 9:00 a.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

The meeting was paused for a moment of silence remembering former Sheriff Ed Haik who passed away recently.

PRESENT: Margaret Batzer, Jeff Dontz, Karen Goodman, Eric Gustad, Pauline Jaquish, Nikki Koons, Richard Schmidt.

ABSENT: None

**APPROVE MEETING AGENDA**

Moved by Batzer, seconded by Gustad to approve the Meeting Agenda, as amended, to add Item D under the Consent Agenda to approve Closed Session Minutes of the December 21, 2021 County Board Meeting and Closed Session Minutes of the January 5, 2022 Ways & Means Committee.

Motion Carried

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**CONSENT AGENDA**

Moved by Batzer, seconded by Goodman to approve the Consent Agenda which includes the minutes of the December 21, 2021 Board meeting, the minutes of the January 3, 2022 Organizational Board Meeting and the January 2022 monthly appropriations and fund transfers.

YEAS: 7 Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

NAYS: 0 None

Motion Carried

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**CONSENT AGENDA TO APPROVE CLOSED SESSION MINUTES, AS ADDED**

Moved by Goodman, seconded by Gustad to approve the Closed Session Minutes of the December 21, 2021 County Board Meeting and Closed Session Minutes of the January 5, 2022 Ways & Means Committee.

YEAS: 7 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer

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NAYS: 0 None

Motion Carried

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**PUBLIC COMMENT**

Nicole Schultz, Wexford-Missaukee-Manistee Great Start Collaborative, Director, referred to a letter to the County Board of Commissioners regarding consideration of American Rescue Plan (ARPA) dollars. The letter requested consideration of ARPA funds be used for the importance of early childhood care and education in Manistee County.

**TREASURER’S REPORT**

Rachel Nelson, County Treasurer, reviewed the 4<sup>th</sup> Quarter 2021 Investment Report which is down a bit from the last quarter, but it is a pretty standard report.

Ms. Nelson noted that this is a busy time for her office, at the end of February, townships and the city stop collecting 2021 taxes and they will now be paid at the County Treasurer’s Office. Also, a Show Cause Hearing is scheduled for January 26, 2022 for persons who have not yet paid the 2019 taxes. At this meeting, persons can request payment arrangements be made before for the taxes go into foreclosure. Another option available for people is the Michigan Homeowners Assistance Fund (MIHAF). This fund was established under American Rescue Plan Act (ARPA) to mitigate financial hardships associated with the Covid pandemic. The on-line portal will be opening sometime in February.

Ms. Nelson also provided the Annual Land Bank Report. The Land Bank was established in June 2018. The purpose of the Land bank is to recycle land to a productive use (and taxpaying status). Numerous projects are in progress. The Land Bank has worked collaboratively with non-profits like Habitat for Humanity and Tiny Developers. This last year, the Land Bank has sold three (3) vacant parcels and donated one (1) to Tiny Developers. Currently the land bank had three (3) side lots and two (2) lots on the U.S. 31 in Bear Lake. Land Bank lots are eligible for Brownfield Redevelopment and Quiet Title. Ms. Nelson noted that the Land Bank would appreciate any funding big or small from the ARPA Funds. Established priorities are 70% housing and 30% Economic Development, but this depends on property and developer availability. If ARPA funds are allocated and as the Land Bank grows, Ms. Nelson has a job description written for support staff as larger and more active Land Banks have that position.

**BOARDS/COMMISSION APPOINTMENTS**

**2022 TAX ALLOCATION BOARD APPOINTMENT**

One (1) individual to be appointed to the 2022 Tax Allocation Board. No applications were received for this position.

Moved by Schmidt, seconded by Goodman to authorize the County Board Chair to appoint an individual to the 2022 Tax Allocation Board on behalf of the County Board of Commissioners.

YEAS: 7 Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz

NAYS: 0 None

Motion Carried

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**LIBRARY BOARD APPOINTMENT**

One (1) individual to serve a five (5) year term which will begin immediately and expire December 31, 2026. An application was received by Mark E. Fedder.

Moved by Goodman, seconded by Batzer to appoint Mark E. Fedder to the Library Board to serve a five (5) year term which will begin immediately and expire December 31, 2026.

YEAS: 7 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman

NAYS: 0 None

Motion Carried

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**MANISTEE COUNTY TRANSPORTATION RESOLUTION #2022-2 INTENT TO APPLY FOR STATE FINANCIAL ASSISTANCE FOR FY 2023 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

Richard Strevey, General Manager of Manistee County Transportation, Inc., appeared before the Board to request approval of a Resolution of Intent To Apply For State Financial Assistance For FY 2023 Under Act 51 Of The Public Acts Of 1951, as Amended. The Resolution further states Manistee County’s Intention to provide public transportation services and appoints Richard Strevey as the Transportation Coordinator for all public transportation matters in Manistee County. This Resolution is required to be filed annually with the Michigan Department of Transportation.

**RESOLUTION #2022-2**

**FY 2023 RESOLUTION OF INTENT**

**THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2023 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 19<sup>TH</sup> day of January 18, 2022.

PRESENT: Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

ABSENT: None

The following resolution was offered by Schmidt and seconded by Jaquish:

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for Manistee County Transportation, Inc. (MCTI) established under Act 94, to provide a local transportation program for the state fiscal year of 2023 and, therefore, apply for state financial assistance under provisions of Act 51; and

**WHEREAS**, it is necessary for Manistee County to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

**WHEREAS**, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

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**WHEREAS**, the Board of Directors has reviewed and approved the proposed budget and funding sources for 2023 of:

Estimated Federal Funds	\$ 554,220
Estimated State Funds	\$1,077,200
Estimated Local Funds	\$ 620,000
Estimated Farebox	\$ 600,000
Estimated Other Funds	\$ 227,580
Estimated Total Expenses	\$3,079,000

**NOW THEREFORE**, be it resolved that Manistee County does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

**HEREBY**, appoints Richard Strevey as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2023.

Moved by Schmidt, seconded by Jaquish to approve above Resolution #2022-2 Intent To Apply For State Financial Assistance For FY 2023 Under Act 51 Of The Public Acts Of 1951, As Amended.

YEAS: 7 Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman, Gustad

NAYS: 0 None

Motion Carried

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**PRESENTATION ON THE HAMLET AT FILER TOWNSHIP**

Tamara Buswinka, Filer Township Downtown Development Authority Director, appeared before the Board to present The Hamlet, a new development, in Filer Township.

**POLICY COMMITTEE REPORT/DECEMBER 17, 2021**

Karen Goodman presented the Policy Committee Report of December 17, 2021.

No Action Items.

Items Not Requiring Board Action.

The Authorization to Release Information form (background check) was reviewed, and suggestions were given for changes.

The Sheriffs Freedom of Information Act (FOIA) Policy was discussed. Even though the County has a FOIA Policy, the Sheriff’s Policy has a different process but can fall under the County’s basic Policy. The Sheriff will continue to work on the Policy.

Moved by Batzer, seconded by Koons to accept the Policy Committee Minutes of December 17, 2021.

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Motion Carried

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**2021 WAGE CLASSIFICATION REPORT**

Mark Nottley, Municipal Consulting Services, LLC presented the 2021 Wage Classification Report.

(break 10:42 a.m. – 10:50 a.m.)

**WAYS & MEANS COMMITTEE REPORT/JANUARY 5, 2022**

Richard Schmidt presented the Ways & Means Committee Report of January 5, 2022.

**COUNTY VETERAN SERVICE FUND (CVSF) GRANT APPLICATION**

Eric Sullivan, Veterans Counselor, had appeared before the Ways & Means Committee to review a proposed draft of the County Veteran Service Fund (CVSF) Grant Application for additional funding of \$4,150. Ms. Sagala noted that Mr. Sullivan informed her that the available amount has changed to \$6,237. The entire amount will be used to bring the mobile dental unit to Veterans at various locations throughout Manistee County.

Moved by Schmidt, seconded by Batzer to approve the County Veteran Service Fund (CVSF) Grant Application in the amount of \$6,237.

YEAS: 7 Koons, Schmidt, Batzer, Dontz, Goodman, Gustad, Jaquish

NAYS: 0 None

Motion Carried

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**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for December 1, 2021 through January 3, 2022, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund .....	\$418,003.13
201 County Road Fund.....	0.00
208 Parks/Recreation Trails Fund .....	0.00
215 Friend of the Court Fund .....	0.00
216 Department Contingency Fund.....	0.00
220 Local Revenue Sharing Grant Fund .....	0.00
225 Recycling Fund.....	13,098.48
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	9,228.28
238 Land Bank Authority Fund.....	0.00

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239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund .....	0.00
242 Bear Lake Improvement Fund.....	3,400.00
243 Brownfield Redevelopment Authority Fund.....	0.00
244 Brownfield Redevelopment-Joslin Cove.....	8,846.50
245 Public Improvement Fund .....	0.00
246 Township Improvement Revolving Fund.....	0.00
251 Capital Improvement Fund.....	0.00
252 PRE Audit Fund .....	0.00
253 Remonumentation Fund .....	1,800.00
254 Medical Care Depreciation Fund.....	0.00
255 Brownfield Site Assessment Fund.....	0.00
256 Register of Deeds Automation Fund .....	2,772.86
257 Budget Stabilization Fund .....	0.00
258 Community Emergency Response Team (CERT) .....	0.00
259 Indigent Defense Fund .....	13,526.86
260 Health Insurance Fund.....	135,100.59
261 9-1-1 Service Fund .....	0.00
262 Dive Equipment Fund.....	88.99
263 Sheriff's Office Forfeited Assets Fund.....	0.00
264 Family Counseling Services Fund.....	0.00
265 Juvenile Drug Court Fund .....	0.00
266 Law Enforcement Training Fund .....	0.00
267 Concealed Pistol Licensing Fund .....	654.19
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	2,759.64
270 Corrections Officer Training Fund.....	0.00
271 County Library Fund.....	0.00
272 County Library Trust Fund.....	0.00
273 Technology Fund.....	0.00
274 OHSP Grant Funds .....	0.00
275 Dial-A-Ride Fund.....	0.00
276 Forestry Fund.....	0.00
277 Air Photo Fund .....	22,760.46
278 LEPC Grant Fund .....	0.00
279 Economic Development - Housing Fund .....	60.00
280 MSHDA Grant Fund .....	0.00
281 American Rescue Plan Act.....	34,804.00
282 Care Act Fund.....	0.00
283 F.I.A. Benzie County.....	0.00
284 Community Corrections Fund .....	516.66
285 Drunk Driving Case Flow Fund.. ..	0.00
286 Juvenile Intervention Fund .....	0.00
287 Juvenile Accountability Fund.....	0.00
290 Department of Human Services Fund .....	0.00
292 Child Care Fund .....	8,552.22
293 Soldiers & Sailors Relief Fund.....	4,644.60
294 Veterans Trust Fund .....	0.00
295 Airport Authority Fund.....	51,465.02
296 Juvenile Justice Fund.....	0.00
297 Compensated Services Fund.....	144,177.63
298 County Employee Separation Fund.....	0.00
299 Unemployment Fund .....	0.00
356 Fair Board Debt Fund.....	0.00
360 9-1-1 Expansion Construction Fund.....	0.00
361 Jail Expansion Construction Fund.....	0.00
362 Jail Building Bond.....	0.00
368 Library Loan Fund.....	0.00
369 Building Authority Debt Fund.....	0.00
370 County Road Building Debt Fund.....	0.00
461 Building Authority Construction Fund.....	0.00
462 County Road Construction Fund .....	0.00

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512 Medical Care Facility Fund.....	0.00
516 Delinquent Tax Revolving Fund .....	0.00
606 Tax Revolving Fund.....	0.00
609 2009 Tax Revolving Fund.....	0.00
610 2010 Tax Revolving Fund.....	0.00
611 2011 Tax Revolving Fund.....	0.00
612 Delinquent Taxes.....	0.00
613 2013 Tax Revolving Fund.....	0.00
614 2014 Tax Revolving Fund.....	0.00
615 2015 Tax Revolving Fund.....	0.00
616 2016 Tax Revolving Fund.....	0.00
617 2017 Tax Revolving Fund.....	0.00
618 2018 Tax Revolving Fund.....	0.00
618 2018 Tax Revolving Fund.....	0.00
619 2019 Tax Revolving Fund.....	0.00
620 Foreclosure Fund.....	48,064.60
701 Trust and Agency .....	0.00
702 OPEB Trust Fund.....	20,528.34
801 Drain Fund.....	0.00

Total: \$944,853.05  
 (includes 2 acct. payable runs; on demand checks):

Payroll for the period of December 1, 2021 thru January 3, 2022 + \$536,534.34  
 (includes 2 payrolls)

Employee Separation Payouts  
 None

Total to be Claimed and allowed January 18, 2022 \$1,481,387.39

Moved by Schmidt, seconded by Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,481,387.39; and that the same be placed on file.

YEAS:       7       Schmidt, Batzer, Dontz, Goodman, Gustad, Jaquish, Koons  
 NAYS:       0       None

Motion Carried

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**FUND TRANSFER**

Moved by Schmidt, seconded by Batzer to approve a transfer of \$66,667 of fund balance from the General Fund to the Tax Revolving Fund for the 2020-21 budget year, to make a payment on the jail construction loan.

YEAS:       7       Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt  
 NAYS:       0       None

Motion Carried

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Items Not Requiring Board Action

**SCHEDULE OF THE 2022 WAYS & MEANS COMMITTEE MEETINGS**

The 2022 Ways & Means Committee meeting will be held on the first Wednesday of each month except for the month of October 2022 when the meeting will be on the second Wednesday of the month. All meetings will be held at 9 a.m. at the Courthouse and Government Center.

Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of January 5, 2022.

Motion Carried

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**PERSONNEL COMMITTEE MINUTES/JANUARY 7, 2022**

Karen Goodman presented the Personnel Committee Minutes of January 7, 2022.

**DISCUSSION ON THE GRANT WRITER POSITION**

Discussion concerning the Grant Writer position was had. Whether it be a hired employee (legacy costs) or a contracted position. A job description needs to be developed to include research, writing, development and management of the grants. The Board needs to know what they want the person to do first before moving on, and grants will have to be prioritized. It is a time sensitive matter but more questions and research needs to be done on the position.

Items Not Requiring Board Action

**SCHEDULE 2022 COMMITTEE MEETINGS**

The Personnel Committee Meetings will continue to be held on the first Friday of the month at 9 a.m. at the Courthouse and Government Center.

Moved by Goodman, seconded by Koons to accept the Personnel Committee Minutes of January 7, 2022.

Motion Carried

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**PUBLIC SAFETY COMMITTEE MINUTES/JANUARY 7, 2022**

Pauline Jaquish presented the Public Safety Committee Minutes of January 7, 2022.

No Action Items.

Items Not Requiring Board Action.

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Sheriff Brian Gutowski reported they are still looking to hire Correction Officers and Road Patrol Deputies. At this time, all staff is well. Last year, 2021, is the highest year yet for complaints with 3953 complaints taken. Sheriff Gutowski will appear at the March County Board meeting for the Annual Year in Review. Sheriff Gutowski and Staff were commended for the professionalism that was displayed at the funeral of Retired Sheriff Edward Haik.

Moved by Batzer, seconded by Jaquish to accept the Public Safety Committee Minutes of January 7, 2022.

Motion Carried

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**JOINT MANISTEE-BENZIE COURT COMMITTEE MINUTES/**

**DECEMBER 16, 2021**

Jeff Dontz presented the Joint Manistee-Benzie Court Committee Minutes of December 16, 2021.

No Action Items.

Items Not Requiring Board Action.

The trend regarding secured juvenile detention availability is a concern. With the new legislation of Raise the Age, difficulty in staffing and Covid with less beds available, juvenile detention is very challenging. It is hoped that a regional approach to the situation, may be considered.

Moved by Schmidt, seconded by Goodman to accept the Joint Manistee-Benzie Court Committee Minutes of December 16, 2021.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**MICHIGAN INFRASTRUCTURE GRANT APPLICATION**

Lisa Sagala, County Administrator/Controller reviewed the Michigan Infrastructure Grant Application. This Grant would for an Environmental Impact Study for the purpose of redirecting rail traffic near Manistee Lake. The amount of the grant is \$400,000, which includes general administrative expenses which cannot exceed 10% of the grant amount.

Moved by Schmidt, seconded by Koons to approve the Michigan Infrastructure Grant Application in the amount of \$400,000, if received, would be used for an Environmental Impact Study for the purpose of redirecting rail traffic near Manistee Lake; and authorize the Board Chair to sign the same.

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YEAS: 7 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer

NAYS: 0 None

Motion Carried

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**2022-2024 LEASE AGREEMENT WITH DISTRICT HEALTH DEPARTMENT #10**

Ms. Sagala reviewed a proposed Lease Agreement between the County of Manistee and the District Health Department #10. This would be a renewal for a three (3) year term commencing January 1, 2022 and terminating December 31, 2024.

Moved by Schmidt, seconded by Batzer to approve the Lease Agreement between the County of Manistee and the District Health Department #10. This would be a renewal for a three (3) year term commencing January 1, 2022 and terminating December 31, 2024; and authorize the Board Chair to sign the same.

YEAS: 7 Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz

NAYS: 0 None

Motion Carried

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**GABRIDGE AND COMPANY FINANCIAL AUDIT**

Ms. Sagala reviewed a proposed Financial Audit Agreement between Manistee County and Gabridge & Co. for the year ended September 30, 2021. The services remain the same as the previous year, as well as the cost of the audit which is not to exceed \$22,500 plus \$4,000 for the federal single audit report. As previously discussed, an RFP should be released for a financial auditor since the County has had Gabridge & Co. for over ten (10) years. Even though the County has had the same Auditing Company, there has always been a different auditor with a different focus. However, it would be a best practice to release an RFP. Ms. Sagala will take care of publishing an RFP for this purpose.

Moved by Goodman, seconded by Schmidt to approve the Financial Audit Agreement between Manistee County and Gabridge & Co. for the year ended September 30, 2021. The Services remain the same as the previous year, as well as the cost of the audit which is not to exceed \$22,500 plus \$4,000 for the federal single audit report.

YEAS: 7 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman

NAYS: 0 None

Motion Carried

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**CONTINUED DISCUSSION REGARDING ARPA FUNDS**

Ms. Sagala distributed the final rules on ARPA Funds. Categories are the same as before. However, since the County is to receive under \$10 million, the County can claim all of ARPA funds as lost revenue. That will help us still be identified for those purposes, but the reporting will not have to be as in depth. If not claimed as lost revenue, the funds would go into our General Fund, but reporting would have to be more detailed. Susan Zielinski, Finance Officer, noted that if the County has a standard amount, up to \$10 million to spend on government services or as noted under the rules, we have to track what we used the federal money for. There will be a single audit every year to how where the money was used. Ms. Zielinski recommends that the Board elect the standard allowance because then it is a one-time category the County can use it as decided within the guidelines and it simplifies the reporting. The money would be in a ARPA Funds separate account. The effective date is April 1, 2022, but if the money is spent before then, and as long as it is within the rules, there would be no penalty. Ms. Sagala suggests Board members continue to review the final rules, and schedule a meeting regarding only ARPA Funds, near the mid to end of February, 2022.

How are requests coming to the Board? Its important to have others in the community identifying what's important for the long term. The report identifies possible government services but there are many other options. Some requests have already been received and there can still be other opportunities. An article in the paper may be a good path to get the word out when the meeting date is set. Administration will provide some dates and get a consensus to schedule a meeting.

**STRATEGIC PLAN UPDATE**

The Strategic Plan will be reviewed at the next County Board Meeting.

Ms. Sagala announced the new Maintenance Supervisor is Eric Ross. He started on January 10, 2022. Thank you to all that helped with cleaning while the Staff was short-handed.

**PUBLIC COMMENT**

None.

Adjourn at the Call of the Chair at 11:58 a.m.

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Jill M. Nowak Clerk