

TUESDAY, MAY 17, 2022

Pursuant to law, the Board of Commissioners met on Tuesday, May 17, 2022 at 5:00 p.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

PRESENT: Jeff Dontz, Karen Goodman, Eric Gustad, Pauline Jaquish, Nikki Koons and Richard Schmidt

ABSENT: Margaret Batzer

APPROVE MEETING AGENDA

Moved by Schmidt, seconded by Koons to approve the Meeting Agenda, as presented.

Motion Carried

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CONSENT AGENDA

Moved by Schmidt, seconded by Koons to approve the Consent Agenda which includes the corrected minutes of the March 15, 2022 Board Meeting, the minutes of the April 12, 2022 Board Meeting, the minutes of the Special Board Meeting on May 4, 2022 and the May 2022 monthly appropriations and fund transfers.

YEAS: 6 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

NAYS: 0 None

ABSENT: 1 Batzer

Motion Carried

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PUBLIC COMMENT

None.

RECOGNITION AND ANNOUNCEMENTS

Sheriff Brian Gutowski, appeared before the Board to recognize National Corrections Officers Week 2022 and National Police Week 2022

Sheriff Gutowski thanked the men and women of law enforcement for their hard work and dedication as Corrections Officers and Police Officers in safeguarding our community. Sheriff Gutowski also remembered those who lost their lives in the line of duty. Robin Arnold, Manistee County Sheriff Deputy was killed in February 1994 in a traffic accident and Paul Butterfield, Michigan State Police Trooper, who was killed during a traffic stop in September 2013. Also, the Officer who lost his life in New York this week as reported in the news. Sheriff Gutowski recapped a few incidents that occur in the everyday life of Officers who risk their lives. In June 2022, Deputy Gillespie will be receiving a Michigan

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Sheriff’s Association Award for his service. Sheriff Gutowski reiterated what an honor it is to share a uniform with these men and women.

Jeff Dontz, Chair of the County Board, thanked the Sheriff and his team of Correction Officers and Law Enforcement Officers for the vital job they do in protecting our community.

CENTRA WELLNESS BOARD OF DIRECTORS APPOINTMENTS

Two (2) individuals to each serve a three (3) year term which will begin immediately and expire March 31, 2025.

One (1) vacancy is for a Primary Consumer and one (1) vacancy is for a Secondary Consumer.

There were no Applicants.

The Clerk will readvertise for the two (2) vacancies.

POLICY COMMITTEE MINUTES/APRIL 22, 2022

Karen Goodman presented the Policy Committee Minutes of April 22, 2022.

MANISTEE COUNTY GRANTS POLICY

Moved by Goodman, seconded by Schmidt to authorize that an Elected Official or Department Head the authority to sign a Letter of Intent for a grant application, without having to get prior authorization from the County Board to apply for a grant, as there is no dollar amount included in a Letter of Intent. However, a copy of the Letter of Intent must be submitted to the County Administrator’s Office.

Motion Carried

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Items Not Requiring Board Action.

Discussion regarding the new PTO Policy that continues to be worked on. It is important to note that employees are not losing any paid time off (PTO). Instead of having separate banks for vacation and personal time, the paid time off will be in one bank which gives the employees more flexibility. The proposed implementation date is January 1, 2023.

Moved by Koons, seconded by Jaquish to accept the Policy Committee Minutes of April 22, 2022.

Motion Carried

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WAYS & MEANS COMMITTEE MINUTES/MAY 4, 2022

Richard Schmidt presented the Ways & Means Committee Minutes of May 4, 2022.

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FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

We hereby submit claims for April 1, 2022 through April 30, 2022, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund	\$320,949.41
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	1.22
225 Recycling Fund.....	9,666.67
234 Judicial Technology Fund	0.00
235 District Court Services Fund	0.00
236 Maintenance of Effort Fund	7,172.13
238 Land Bank Authority Fund.....	0.00
239 US Fish & Wildlife Fund	0.00
241 AIS Grant Fund	0.00
242 Bear Lake Improvement Fund.....	1,300.00
243 Brownfield Redevelopment Authority Fund	0.00
244 Brownfield Redevelopment-Joslin Cove.....	6,210.50
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	0.00
254 Medical Care Depreciation Fund.....	0.00
255 Brownfield Site Assessment Fund.....	0.00
256 Register of Deeds Automation Fund	0.00
257 Budget Stabilization Fund	0.00
258 Community Emergency Response Team (CERT)	0.00
259 Indigent Defense Fund	8,803.08
260 Health Insurance Fund.....	117,098.37
261 9-1-1 Service Fund	0.00
262 Dive Equipment Fund.....	0.00
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	525.00
267 Concealed Pistol Licensing Fund	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	1,182.95
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	0.00
278 LEPC Grant Fund.....	0.00
279 Economic Development - Housing Fund	0.00
280 MSHDA Grant Fund	0.00
281 American Rescue Plan Act.....	0.00
282 Care Act Fund.....	0.00
283 F.I.A. Benzie County.....	0.00

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284 Community Corrections Fund	0.00
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	3,890.18
293 Soldiers & Sailors Relief Fund.....	5,140.92
294 Veterans Trust Fund	0.00
295 Airport Authority Fund.....	32,241.85
296 Juvenile Justice Fund.....	0.00
297 Compensated Services Fund.....	145,359.21
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.....	158,689.50
370 County Road Building Debt Fund.....	0.00
461 Building Authority Construction Fund.....	0.00
462 County Road Construction Fund	0.00
512 Medical Care Facility Fund	0.00
516 Delinquent Tax Revolving Fund	4,218.07
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	890.53
701 Trust and Agency	0.00
702 OPEB Trust Fund	23,927.19
801 Drain Fund.....	0.00

Total: \$847,266.78
(includes 2 acct. payable runs; on demand checks):

Payroll for the period of April 1, 2022 thru April 30, 2022 + \$776,032.95
(includes 3 payrolls)

Employee Separation Payouts

Zachary Sompels - \$2,273.37
Tyler Sievert - \$2,314.15

Total to be Claimed and allowed May 17, 2022 \$1,623,299.73

Moved by Schmidt, seconded by Gustad to approval the on-demand checks, bills and payroll, be accepted in the amount of \$1,623,299.73; and that the same be placed on file.

YEAS: 6 Goodman, Gustad, Jaquish, Koons, Schmidt, Dontz

NAYS: 0 None

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ABSENT: 1 Batzer

Motion Carried

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**RESOLUTION #2022-06, WHICH IMPOSES 2022 SUMMER PROPERTY TAX
LEVY PURSUANT TO PUBLIC ACT 357 OF 2004 AND NOTICE OF
CERTIFICATION OF COUNTY ALLOCATED TAX LEVY**

**RESOLUTION #2022-06
MANISTEE COUNTY BOARD OF COMMISSIONERS**

RESOLUTION IMPOSING 2022 SUMMER PROPERTY TAX LEVY PURSUANT TO
PUBLIC ACT 357 OF 2004, AND NOTICE OF CERTIFICATION OF COUNTY
ALLOCATED TAX LEVY

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 17th day of May, 2022.

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

ABSENT: Batzer

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

WHEREAS, Manistee County is authorized under the General Property Tax act, Public Act 206 of 1893, as amended, to levy and collect County allocated property taxes; and

WHEREAS, the General Property Tax Act has been amended by Public Act 357 of 2004, being MCL 211.44a, to require all Michigan Counties to impose a summer tax levy, with the summer tax levies for 2005 and 2006 to be in the amount of 1/3 and 2/3, respectively, of the total County allocated tax, with the full amount of the County allocated tax to be levied and collected as a summer tax levy in 2007 and each year thereafter.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Public Act 357 of 2004, the Manistee County allocated tax shall be levied and collected on July 1, 2022, at the full amount allocated after application of the "Headlee" millage reduction fraction, or 5.4204 mills; and

BE IT FURTHER RESOLVED, that Manistee County will comply with MCL 141.412, "Notice of Hearing for Proposed Budget" and Section 16 of the Uniform Budgeting and Accounting Act, MCL 141.436, to fulfill requirements for "Truth in Taxation", MCL 211.24e; and

BE IT FURTHER RESOLVED, that this Resolution constitutes certification of the levy of the County allocated tax and authorized collection of the County allocated tax on July 1, 2022 at the full amount allocated after application of "Headlee" millage reduction fraction, or 5.4204 mills; and

BE IT FURTHER RESOLVED, that the Treasurer of each township and city in Manistee County is directed to account for and deliver the full amount of County allocated tax collections for 2022 in accordance with the provisions of Public Act 357 of 2004; and

BE IT FURTHER RESOLVED, that the County Clerk shall deliver a copy of this Resolution by first class mail to the Treasurer of each township and city in Manistee County.

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Moved by Schmidt, seconded by Gustad to approve the above Resolution #2022-06
Imposing 2022 Summer Property Tax Levy, Pursuant to Public Act 357 of 2004, and Notice
of Certification of County Allocated Tax Levy; asking for authorization for the County
Board Chair and the County Clerk to sign the L-4029.

YEAS: 6 Gustad, Jaquish, Koons, Schmidt, Dontz, Goodman
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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**REQUEST FOR THE PLANNING DEPARTMENT
CONTINGENCY FUND PURCHASE**

Moved by Schmidt, seconded by Gustad to approve the purchase of equipment in Option
one (1), as presented, to include the 36" Plotter, scanner and iPad from the Planning
Department Contingency Fund; in the amount not to exceed \$8,607.70.

YEAS: 6 Jaquish, Koons, Schmidt, Dontz Goodman, Gustad
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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**RENEWAL OF AGREEMENT BETWEEN MANISTEE COUNTY AND THE
MONUMENTATION SURVEYOR AND THE AGREEMENT BETWEEN
MANISTEE COUNTY AND THE PEER REVIEW SURVEYOR**

Moved by Schmidt, seconded by Gustad to approve the Renewal Agreement between
Manistee County and the Monumentation Surveyor, Wendy A. Papineau, Owner of
Papineau P.C. Land Surveys, be renewed for 2022 in the amount of \$16,887.

YEAS: 6 Koons, Schmidt, Dontz Goodman, Gustad, Jaquish
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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Moved by Schmidt, seconded by Gustad to approve the Renewal Agreement between Manistee County and the Monumentation Surveyor, Pat Bentley of Spicer Group, be renewed for 2022 in the amount of \$16,887.

YEAS: 6 Schmidt, Dontz Goodman, Gustad, Jaquish, Koons
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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Moved by Schmidt, seconded by Gustad to approve the Peer Review Surveyor Professional Services Agreement between Manistee County and Wendy A. Papineau, PS, in the amount of \$300 per meeting, not to exceed a total cost of \$300.

YEAS: 6 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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Moved by Schmidt, seconded by Gustad to approve the Peer Review Surveyor Professional Services Agreement between Manistee County and Sam Barnett in the amount of \$300 per meeting, not to exceed a total cost of \$600.

YEAS: 6 Goodman, Gustad, Jaquish, Koons, Schmidt, Dontz
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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Moved by Schmidt, seconded by Gustad to approve the Peer Review Surveyor Professional Services Agreement between Manistee County and Patrick Johnson in the amount of \$300 per meeting, not to exceed a total cost of \$600.

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YEAS: 6 Gustad, Jaquish, Koons, Schmidt, Dontz, Goodman
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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DRAIN COMMISSIONER YEAR IN REVIEW

Gary Schwaiger, County Drain Commissioner, appeared before the Board to provide the Drain Commissioner Year in Review Report.

WAYS & MEANS COMMITTEE MINUTES/MAY 4, 2022 (cont.)

**UPDATED FEE SCHEDULE FOR SOIL EROSION AND
SEDIMENT CONTROL PROGRAM**

Moved by Schmidt, seconded by Gustad to approve the Updated Fee Schedule for Soil Erosion and Sediment Control Program, as presented.

YEAS: 6 Jaquish, Koons, Schmidt, Dontz, Goodman, Gustad
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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**SOIL EROSION SEDIMENT CONTROL (SESC) INSPECTOR FOR
THE 2022 SEASON**

Moved by Schmidt, seconded by Gustad to approve an RFP be released for a Soil Erosion Sediment Control (SESC) Inspector for the 2022 season at a cost of \$20 per hour for approximately sixteen hours per week from now until November 15, 2022; for a total contract cost not to exceed \$10,000.

YEAS: 6 Koons, Schmidt, Dontz, Goodman, Gustad, Jaquish
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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REVIEW AND CONSIDERATION OF BALLOT LANGUAGE FOR RENEWAL OF THE 9-1-1/CENTRAL DISPATCH MILLAGE

Moved by Schmidt, seconded by Gustad to approve the renewal language of the Manistee County 9-1-1/Central Dispatch Millage for 1.000 mill (\$1.00 per \$1,000.00 of taxable value) for the period of 2024 through 2028, inclusive as noted below, be placed on the August 2, 2022 Primary Ballot, as noted below.

YEAS: 6 Schmidt, Dontz, Goodman, Gustad, Jaquish, Koons
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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RENEWAL OF THE 9-1-1/CENTRAL DISPATCH MILLAGE

Shall the County of Manistee renew a previous voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on General ad valorem taxes within the County of Manistee at 1.000 mill (\$1.00 per \$1,000.00 of taxable value) for the period of 2024 through 2028, inclusive, to operate, maintain, and upgrade the 911 emergency response telecommunication system and Central Dispatch system in Manistee County, and shall the County of Manistee levy such renewal in millage for said purpose, thereby raising in the first year an estimated \$1,286,616.

YES

NO

PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME

Moved by Schmidt, seconded by Gustad to approve the payment for unused accumulated vacation and personal hours to Deidre Robison, who retired from the Manistee County Probate Court effective March 31, 2022 = \$8,817.20; to be paid from the Employee Separation Fund.

YEAS: 6 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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FY 2023 COUNTY VETERAN SERVICE FUND GRANT

Moved by Schmidt, seconded by Gustad to approve the FY 2022/23 County Veteran Service Fund Grant, in the amount of \$58,638 to include the Dental services program for Veterans (not a third person) in the amount \$13,337.08.

YEAS: 6 Goodman, Gustad, Jaquish, Koons, Schmidt, Dontz
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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Eric Sullivan, Veterans Counselor, submitted his resignation to the County Board on May 16, 2022 from his position due to health reasons, effective May 20, 2022. Mr. Sullivan was commended on his work on behalf of the Veterans of Manistee County and thanked for his service.

Moved by Schmidt, seconded by Goodman to accept the Ways & Means Committee Minutes of May 4, 2022.

Motion Carried

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ADOPTION OF THE MANISTEE COUNTY SOIL EROSION AND SEDIMENTATION CONTROL (SESC) ORDINANCE

Mike Szokola, County Planner, appeared before the Board and requested adoption of the Revised Manistee County Soil Erosion and Sedimentation Control (SESC) Ordinance. The County Soil Erosion and Sediment Control Program was adopted by Resolution in December 1974, and last amended in August 1984. There were major revisions because many of the entities listed no longer existed, part of Part 91 had changed, and the appeals portion was no longer legal by the state's standards. The County Planning Commission has unanimously supported a motion to adopt the SESC approved draft and has sent it to the County Board of Commissioners for adoption.

Moved by Goodman, seconded by Gustad to adopt the revised/updated Manistee County Soil Erosion and Sedimentation Control (SESC) Ordinance, as presented at the May 17, 2022 County Board of Commissioners Meeting.

YEAS: 6 Gustad, Jaquish, Koons, Schmidt, Dontz, Goodman
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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PERSONNEL COMMITTEE MINUTES/MAY 6, 2022

Karen Goodman presented the Personnel Committee Minutes of May 6, 2022.

NOTTLEY STUDY UPDATE

Moved by Goodman, seconded by Gustad to approve to send a job description for a Court Reporter in District Court to Nottley for review and grade placement, at a cost not to exceed \$500.

YEAS: 6 Jaquish, Koons, Schmidt, Dontz, Goodman, Gustad
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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Items Not Requiring Board Action.

Lisa Sagala, County Administrator/Controller updated the Board concerning the status of the Grant Administrator position. Ms. Sagala has received two (2) applications and she will be scheduling formal interviews.

The goal is to have responses from Nottley back to the Personnel Committee in July 2022.

The County is moving out of the pandemic stage and the Preparedness Plan and other Agreements are no longer in place. It is important for employees to still be vigilant and testing, and if one doesn't feel well, to inform your Department Head. Since the County is moving out of the pandemic stage, the County will no longer be compensating employees. Covid will continue to be monitored and the Plan can always be updated if needed.

Moved by Goodman, seconded by Gustad to accept the Personnel Committee Minutes of May 6, 2022.

Motion Carried

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PUBLIC SAFETY COMMITTEE MINUTES/MAY 6, 2022

Pauline Jaquish presented the Public Safety Committee Minutes of May 6, 2022.

No Action Items.

Items Not Requiring Board Action.

Sheriff Gutowski reviewed the 2021 Annual Use of Force Report. There were 8 occasions of Use of Force in the Jail and 12 use of force on Road Patrol, which equates to 4.5% of 265 arrests. Sheriff Gutowski mentioned the continued work of the School Safety Committee.

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This Committee is a great partnership. A Kids Safety Day was held on May 14, 2022 at the Armory Youth Project. There were over 200 kids, and it was a fantastic event.

Moved by Jaquish, seconded by Schmidt to accept the Public Safety Committee Minutes of May 6, 2022.

Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/MAY 6, 2022

Karen Goodman presented the Regional Summit Committee Minutes of May 6, 2022.

No Action Items.

Items Not Requiring Board Action.

Numerous venues were being checked on. It has been confirmed that the Wagoner Center will be the location of the 2022 Regional Summit, with food being catered by Jerry Zupin Catering. Various topics are being considered. Confirmation has been received that positivity training will be presented by Mr. David Cox, ISD. Other guest speakers and panels are being reviewed and contacted.

Moved by Goodman, seconded by Koons to accept the Regional Summit Committee Minutes of May 6, 2022.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

RESOLUTION #2022-07 TO DECLARE MAY 2022 AS MENTAL HEALTH AWARENESS MONTH

**RESOLUTION #2022-7
MANISTEE COUNTY BOARD OF COMMISSIONERS**

A RESOLUTION RECOGNIZING MAY 2022 AS MENTAL HEALTH AWARENESS MONTH IN MANISTEE COUNTY.

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 17th day of May, 2022.

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

ABSENT: Batzer

The following resolution was offered by Goodman and seconded by Gustad:

WHEREAS, one out of every five American adults experience a mental health disorder during their lifetime;

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WHEREAS, one out of every ten American children have a mental illness serious enough to impair how they function at home, at school and with peers;

WHEREAS, the impact of mental illness reaches families, neighborhoods, schools and the workplace;

WHEREAS, May has been recognized as national Mental Health Awareness Month since 1949; and

NOW THEREFORE, be it resolved by the Board of Commissioners that: (1) May 2022 is recognized as Mental Health Awareness Month in Manistee County; and (2) the people of Manistee County are encouraged to take the opportunity to learn more about building mental health and preventing substance abuse.

Moved by Goodman, seconded by Gustad to approve the above Resolution #2022-07 To Declare May 2022 As Mental Health Awareness Month.

YEAS: 6 Koons, Schmidt, Dontz, Goodman, Gustad, Jaquish
NAYS: 0 None
ABSENT: 1 Batzer

Motion Carried

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STRATEGIC PLAN UPDATE

Please review the changes that were made to the Strategic Plan Goal #3 from last month.

PUBLIC COMMENT

Sheriff Brian Gutowski thanked Clerk Jill Nowak for the help she has provided to him and for her service to the County.

Mark Coe, President of the Manistee/Benzie Snowbirds Club thanked the Board for pursuing the Grant Writer position and the possibility of a full time Recreation Planner. Mr. Coe explained various trail systems in the County and invited all to use the trails.

Mike Szokola thanked Mary Wrzesinski, retiring Register of Deeds, Jill Nowak, Retiring County Clerk and Eric Sullivan, outgoing Veterans Counselor, for their service.

Shirley Madden, Chair of the Board of County Canvassers, thanked Jill Nowak for her expertise and service to the Board of Canvassers.

Chairman Dontz and other Commissioners expressed their thanks and congratulations to Mary Wrzesinski, Jill Nowak, Eric Sullivan and Richard Strevey for jobs well done.

Adjourn at the Call of the Chair at 6:44 p.m.

Jill M. Nowak Clerk