

**TUESDAY, JANUARY 2, 2024**

Pursuant to law, the Board of Commissioners met on Tuesday, January 2, 2024 at 9:00 a.m. in the Board of Commissioner’s Meeting Room for their Organizational Meeting, and were called to order by the Chairperson.

Pledge of Allegiance.

Invocation was given by Commissioner Goodman.

Roll Call was taken by the County Clerk:

PRESENT: Margaret Batzer, Jeff Dontz, Karen Goodman, Eric Gustad, Nikki Koons, Janice McCraner and Richard Schmidt

ABSENT: None.

**APPOVE MEETING AGENDA**

Moved by McCraner, seconded by Koons to approve the Meeting Agenda, as amended.

Motion Carried

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**PUBLIC COMMENT**

None.

**NOMINATIONS ACCEPTED FOR COUNTY BOARD**

**VICE-CHAIRPERSON FOR 2024**

Margaret Batzer nominated Karen Goodman for County Board Vice-Chairperson for 2024.

No other Nominations. Nominations were closed.

**ELECTION OF VICE-CHAIRPERSON FOR 2024**

Moved by Batzer, seconded by McCraner to elect Karen Goodman for County Board Vice-Chairperson for 2024.

YAYS: Batzer, Dontz, Goodman, Gustad, Koons, McCraner, Schmidt

NAYS: None

Motion Carried

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Karen Goodman was elected County Board Vice-Chairperson for 2024.

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**SCHEDULE 2024 BOARD MEETING DATES AND TIMES**

Moved by Batzer, seconded by Goodman that the Board of Commissioners will meet on the third Tuesday of each month with the following exceptions: in the month of April, the meeting will be held on the second Tuesday of the month; and in the month of October, the meeting will be held on the fourth Tuesday of the month. All meetings will be held at 9:00 a.m. with the following exceptions: in the months of March, May and September, the meeting time will be 5:00 p.m. All meetings will be held in the Board of Commissioners Room, 415 Third Street, Manistee, Michigan unless otherwise posted.

Motion Carried

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**RULES OF ORDER AND PROCEDURE OF THE  
MANISTEE COUNTY BOARD OF COMMISSIONERS FOR 2024**

Changes were requested to the Rules of Order and Procedure of The Manistee County Board of Commissioners for 2024. Lisa Sagala will make the changes for review and consideration at the January Board of Commissioners Meeting.

**MANISTEE COUNTY BOARD OF COMMISSIONERS**

**ASSIGNMENTS FOR 2024**

Changes were requested to the 2024 Committee Assignments. The list of Assignments are as follows:

**MANISTEE COUNTY BOARD OF COMMISSIONERS  
ASSIGNMENTS FOR 2024**

County Board Chairperson: Jeffrey Dontz  
County Board Vice-Chairperson: Karen Goodman

**2024 STANDING COMMITTEES:**

In addition to their regular duties, each committee shall act as liaison between the Board and the various county offices, boards and agencies which are applicable to that committee. The committee will formulate a recommendation and refer the matter to the full Board or another appropriate committee.

**Executive/Joint Court Committee: (3<sup>rd</sup> Thursday at 3pm)**

Members: Jeffrey Dontz, Chairperson  
Richard Schmidt  
Karen Goodman

Some meetings held jointly  
with Manistee & Benzie Counties

This committee's functional areas of responsibility will include issues regarding County Administration, County Clerk, Prosecuting Attorney,

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Register of Deeds, County Board, Circuit Court, Friend of the Court, District Court, Probate Court, Child Care, Law Library, Elections, Resolutions and shall serve as the Joint Court Committee with Benzie County.

**Green Team/Recycling Committee: (4<sup>th</sup> Thursday at 8:30am)**

Members: Margaret Batzer, Chairperson  
Nikki Koons  
Eric Gustad

This committee shall be responsible for all solid waste and recycling related issues and focuses on conservation and energy reduction techniques. The Committee is also part of the Energy Fair Advisory Board.

**Housing Action Committee: (Meets as needed)**

Members: Margaret Batzer, Chairperson  
Karen Goodman  
Jeffrey Dontz

Facilitates and participates in meetings in an effort to support Housing Crisis. Meets on an as-needed basis.

**Personnel Committee: (1<sup>st</sup> Friday at 9am)**

Members: Karen Goodman, Chairperson  
Eric Gustad  
Jeffrey Dontz

This Committee shall provide oversight for the reviews and recommendations of all areas of personnel to include hiring/discharge, collective bargaining, compensation and classification, fringe benefits and employee grievances for all County Departments.

**Policy Committee: (4<sup>th</sup> Friday at 2:30pm)**

Members: Karen Goodman, Chairperson  
Margaret Batzer  
Nikki Koons

This Committee reviews all policies in an effort to achieve standardization, serve as a clearinghouse, and shall compile and maintain a central policy handbook. Makes recommendations as necessary. Reviews all Resolutions received by the members of the Board of Commissioners and presents the same to the full Board for review and adoption. Committee shall meet at least quarterly.

**Public Safety Committee: (1<sup>st</sup> Friday at 2pm)**

Members: Karen Goodman, Chairperson  
Margaret Batzer  
Janice McCraner

This committee may review and make recommendations in operations and policy. Functional areas of responsibility include: Emergency Services, Sheriff's Office, Secondary Road Patrol, Marine Patrol, Jail, Animal Control, 9-1-1/Central Dispatch, County Ambulance Service and other public safety operations.

It shall be the duty of this committee to work in conjunction with Administration to study and advise the Board with respect to matters which otherwise are not covered by the Ways & Means or Physical Resources Committee.

**Regional Summit Committee: (1<sup>st</sup> Friday at 10am)**

Members: Janice McCraner, Chairperson  
Nikki Koons  
Eric Gustad

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This committee will plan a Regional Summit at least once per year, using a facilitator (new each time). Move meetings around the County. Also, in charge of Employee Recognition Dinner - with a goal of 75% attending.

This committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software and uniformity in systems. Plan for internet service county-wide (broadband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.

**Ways & Means/Finance/Information Technology Committee: (1<sup>st</sup> Wednesday at 9am)**

Members: Richard Schmidt, Chairperson  
Margaret Batzer  
Eric Gustad

This Committee serves as the financial watchdog of the County. This Committee works with the County Controller/Administrator, the Finance Officer and all Departments, Courts, and agencies in the preparation of the annual budget. Reviews and makes recommendations on all requests for new funding, including staff, new programs and equipment. Reviews all claims for payment, approves payment as provided in the Appropriation Act. Reviews status of approved capital improvements. This committee is also responsible for Equalization Department issues. Works with the County Treasurer on policy regarding the County's investments. This committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software and uniformity in systems. Plan for internet service county-wide (broadband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.

Functional areas of responsibility include Building Authority, Information Technology, Equalization Department, County Treasurer, non-profit organizations, insurance, and unemployment.

**Public Defender Committee: (3<sup>rd</sup> Thursday at 4pm)**

Members: Jeffrey Dontz, Chairperson  
Richard Schmidt  
Karen Goodman

Some meetings held jointly with Manistee & Benzie Counties

This committee's functional areas of responsibility will include issues regarding the Public Defender's

**2024 SPECIAL ASSIGNMENTS:**

**2-1-1 Action Team** – Jeffrey Dontz; Karen Goodman, alternate

**9-1-1/Central Dispatch Board** – Jeffrey Dontz  
Participates as a voting member of the 9-1-1/Central Dispatch Board

**Agricultural Society (Fair) Board** – Janice McCraner  
Participates as a voting member of the Manistee County Fair Board. Also serves as a liaison between the Fair Board and the County Board of Commissioners.

**Airport Authority** (Full Board Appointment) Karen Goodman (term expires 12/31/26), Jeffrey Dontz (term expires 12/31/25).  
Participates as a voting member of the Manistee County Airport Authority.

**Area Agency on Aging of Northwest Michigan** – Janice McCraner  
Participates as a voting member of this 10-County organization which serves mainly the senior population. Also works as a liaison between the Area Agency on Aging of Northwest Michigan and the local Council on Aging.

**Bar Lake Improvement Board** – Jeffrey Dontz

**Bear Lake Improvement Board (MILFOIL)** – Janice McCraner

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**Betsie River Natural River Zoning Review Board &**

**Pine River Natural River Zoning Review Board** – Nikki Koons; Richard Schmidt (alternate)

**Centra Wellness Network** (Full Board Appointment) –Janice McCraner (term expires 3/31/26); Richard Schmidt (term expires 3/31/24)

Participates as a voting member on the Manistee-Benzie Community Mental Health Board.

**Chamber Alliance** – Jeffrey Dontz

Serves as a liaison between the Chamber and the County Board of Commissioners.

**Conservation Resource Alliance** – Nikki Koons

**District Health Department No. 10** - Jeffrey Dontz; Richard Schmidt; Karen Goodman (alternate)

Serves as a voting representative of the 10-County District Health Department. Meets monthly in various participating Counties.

**Economic Development Council** – Jeffrey Dontz

**FiveCap Board** – Nikki Koons

Participates as a voting member on the local Five Cap Board of Directors

**Human Services Coordinating Body** – Karen Goodman

Serves as a liaison between all human service agencies and the Board of Commissioners. Serves on the HSCB Board as a voting member.

**Intergovernmental Committee** – Jeffrey Dontz, and County Controller/Administrator

This ad hoc committee consists of representatives from County, City, Manistee Township, Filer Township, and Tribal Government, for the purpose of discussing common issues relating to these local government entities. Meets monthly and is hosted by each governmental entity on a rotating basis.

**Land Bank Authority** – Eric Gustad (Expires at end of Commissioner’s term)

**Launch Manistee Leadership Team** – Janice McCraner; Margaret Batzer (alternate)

Serves as a County representative on this leadership team.

**Local Revenue Sharing Board** - (Full Board Appointment) Jeffrey Dontz (term expires

12/31/24). Serves as the County’s Representative on the Board. Distributes 2% casino funds to local organizations as grants. Participates as a voting member on this Board.

**Manistee County Chapter of MTA** – Jeffrey Dontz

Serves as a liaison between the Township Boards in Manistee County and the Manistee County Board of Commissioners.

**Manistee County Library** – Richard Schmidt

Serves as a non-voting liaison between the Library Board and the Manistee County Board of Commissioners.

**Manistee County Recreation Commission** – Margaret Batzer

**Manistee County Road Commission** – Nikki Koons

Serves as a liaison between the Manistee County Road Commission and the Manistee County Board of Commissioners.

**Manistee County Transportation** – (Full Board appointment) Janice McCraner (term expires

12/31/24). Richard Schmidt (term expires 12/31/24)

Participates as a voting member of the Manistee County Transportation, Inc., Board of Directors.

**Medical Care Facility Liaison** – Janice McCraner

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**Michigan Municipal Risk Management Authority** – Lisa Sagala; Jeffrey Dontz (alternate)

Serves as the Member Representative for Manistee County on all property and liability insurance issues. Attends semi-annual Board of Directors meetings of this self-insured risk pool organization.

**Northern Counties Association** - Richard Schmidt, Karen Goodman (Alternate)

Participates on behalf of the Manistee County Board of Commissioners in a dues paying organization of Northern Michigan Counties that meet monthly in Grayling to share common issues.

**Northern Michigan Regional Entity** - Richard Schmidt (Term Expires 12/31/24)

**Networks Northwest** - Richard Schmidt

Participates as a voting member of this 10-County organization. Meets monthly in Traverse City.

**Northwest Michigan Council of Governments Materials Management Advisory Council** – Katie Mehl; Margaret Batzer (alternate)

**Planning Commission/Brownfield Redevelopment Authority** – Margaret Batzer  
Participates as a voting member of the Manistee County Planning Commission

**Prison Liaison Committee** – Jeffrey Dontz

Serves as a liaison between the Manistee County Board of Commissioners and Oaks Correctional Facility and discusses prison issues that affect the Community.

**Materials Management and Household Hazardous Waste Committee** – Margaret Batzer

Participates as a voting member of the Manistee County Solid Waste Council

The County Board Chairperson may from time to time appoint additional Committees to handle special assignments and projects.

**JANUARY 2024 MEETING DATES**

Ways & Means Committee Meeting	January 3, 2024 @ 9:00a.m.
Personnel Committee Meeting	January 5, 2024 @ 9:00a.m.
Regional Summit Committee Meeting	January 5, 2024 @ 10:00a.m.
Public Safety Committee Meeting	January 5, 2024 @ 2:00p.m.
Board of Commissioner Meeting	January 16, 2024 @ 9:00a.m.
Green Team/Recycling Committee Meeting	January 25, 2024 @ 8:30a.m.
Policy Committee Meeting	January 26, 2024 @ 2:30p.m.

**RESOLUTION #2024-1 AUTHORIZING COUNTY USE OF VARIOUS**

**FINANCIAL INSTITUTIONS**

RESOLUTION #2024-1

MANISTEE COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING COUNTY USE  
OF VARIOUS FINANCIAL INSTITUTIONS

**TUESDAY, JANUARY 2, 2024**

At the organizational meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 2<sup>nd</sup> day of January, 2024.

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

ABSENT: None.

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

**BE IT RESOLVED**, that the Manistee County Treasurer is authorized to use the following financial institutions to conduct County business:

DEPOSIT ACCOUNTS

PNC Bank  
Huntington Bank  
West Shore Bank  
Filer Credit Union  
4Front Credit Union  
Honor Bank  
Shelby State Bank  
Horizon Bank  
Flagstar Bank

INVESTMENT ACCOUNTS

PNC Bank  
Huntington Bank  
West Shore Bank  
Filer Credit Union  
4Front Credit Union  
Honor Bank  
Shelby State Bank  
Horizon Bank  
Flagstar Bank  
Lyon Capital  
UBS Financial Services  
Stifel  
Northstar Bank  
CIBC Bank USA  
Meeder  
Multi-Bank Securities  
MBIA Michigan CLASS  
MILAF (Michigan Liquid Asset Fund)

**BE IT FURTHER RESOLVED**, that the County Treasurer is authorized to open new accounts that are necessary to conduct County business at any of the above financial institutions. This authorization will remain in effect for the 2024 calendar year.

Moved by McCraner, seconded by Goodman to approve the above Resolution #2024-1

Authorizing County Use of Various Financial Institutions.

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

NAYS: 0 None

Motion Carried

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**BOARD/COMMISSION APPOINTMENTS**

**APPOINT REPRESENTATIVE TO SERVE ON THE MANISTEE LOCAL**

**REVENUE SHARING BOARD FOR 2024**

Moved by Koons, seconded by Schmidt to re-appoint Jeff Dontz as the Board of

Commissioner’s Representative on the Manistee Local Revenue Sharing Board for 2024

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

NAYS: 0 None

Motion Carried

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**APPOINT MANISTEE COUNTY TRANSPORTATION, INC.**

**BOARD OF DIRECTORS FOR 2024**

Pursuant to the MCTI Board bylaws, the Manistee County Board of Commissioners shall recommend two (2) members to the MCTI Board of Directors for one (1) year terms of office. Historically, these appointment recommendations have included one (1) County Commissioner and one (1) person at-large. At this time the County Board may take action to recommend appointment of the two (2) individuals and/or County Commissioners for a one (1) year term beginning January 1, 2024, and expiring December 31, 2024.

Pauline Jaquish and Richard Schmidt are the incumbent as County Commissioners. If you wish to appoint an at-large member, then an advertisement should be published for applications. (or two (2) County Commissioners could be appointed)

Moved by Koons, seconded by Gustad to appoint Janice McCraner as a County Commissioner Representative to the Manistee County Transportation, Inc. Board of Directors to serve a one (1) year term beginning January 1, 2024 and expiring December 31, 2024.

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

NAYS: 0 None

Motion Carried

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Moved by Koons, seconded by Gustad to appoint Richard Schmidt as a County Commissioner Representative to the Manistee County Transportation, Inc. Board of Directors to serve a one (1) year term beginning January 1, 2024 and expiring December 31, 2024.

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

NAYS: 0 None

Motion Carried

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**AIRPORT AUTHORITY**

This Authority has one (1) member whose terms will expire on December 31, 2023. Karen Goodman, County Commissioner seat on the Authority expires 12/31/23.

Section 3.1, 3.2, and 3.3 of the Airport Authority Bylaws, which were amended on November 16, 2015, read as follows:

3.1 The Authority shall be governed by a Board consisting of seven (7) members, to be appointed by the Manistee County Board of Commissioners.

3.2 Three (3) members of the Airport Authority Board may but need not be members of the County Board of Commissioners. One (1) member of the Airport Authority Board shall be a resident of the City of Manistee recommended by the Manistee City Council and approved by the County Board of Commissioners. Three (3) additional members of the Board shall be at large members who are residents of Manistee County. [amended 4/9/12] [amended 11/16/15]

3.3 Airport Authority Board members shall be appointed to a term of three (3) years. The terms of at least two (2) members of the Authority shall expire each calendar year. Members appointed to an un-expired term shall be appointed only for the remainder of the un-expired term. If a County Commissioner's term as a County Commissioner expires before the Airport Authority Board term expires, the County Commissioner's term on the Airport Authority Board will expire on the last day of the County Commissioner's term as a County Commissioner. The vacated term of a County Commissioner on the Airport Authority Board will be filled by appointment of a County Commissioner by the County Board of Commissioners to the remainder of the unexpired term.

Any vacancies will be filled by appointment of the County Board of Commissioners within 60 days. [amended 4/9/12] [amended 11/16/15]

**AIRPORT AUTHORITY – COMMISSIONER REPRESENTATIVE**

1.) One (1) individual/County Commissioner to serve a three (3) year term beginning 1/1/2024 and expiring December 31, 2026.

Moved by Schmidt seconded by Koons, to appoint Karen Goodman to the Airport Authority – Commissioner Representative to serve a three (3) year term beginning January 1, 2024 and expiring December 31, 2026.

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

NAYS: 0 None

Motion Carried

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**NORTHERN MICHIGAN REGIONAL ENTITY – SUBSTANCE USE DISORDER**

**OVERSIGHT BOARD**

One (1) individual to serve a one-year term commencing January 1, 2024 and expiring December 31, 2024.

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Moved by Koons, seconded by McCraner to appoint Richard Schmidt to the Northern Michigan Regional Entity – Substance Use Disorder Oversight Board to serve a one (1) year term commencing January 1, 2024 and expiring December 31, 2024.

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

NAYS: 0 None

Motion Carried

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**BOARDS/COMMISSION VACANCIES**

**MANISTEE COUNTY PARK AND RECREATION COMMISSION**

One (1) individual to fill an unexpired term commencing immediately and expiring December 31, 2024.

Moved by Batzer, seconded by Gustad to appoint Robert Scheulke to the Manistee County Park and Recreation Commission to fill an unexpired term commencing immediately and expiring December 31, 2024.

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

NAYS: 0 None

Motion Carried

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One (1) individual to fill a three (3) year term commencing January 1, 2024 and expiring December 31, 2026.

Moved by Batzer, seconded by Koons to appoint Devin Wegner to the Manistee County Park and Recreation Commission to fill and unexpired term commencing immediately and expiring December 31, 2026.

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

NAYS: 0 None

Motion Carried

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**PUBLIC COMMENT**

Jackie O'Connor addressed the Board.

**TUESDAY, JANUARY 2, 2024**

Adjourn at the Call of the Chair at 9:29 a.m.

/s/ Lindsey Marquardt Clerk  
Lindsey Marquardt

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