

**TUESDAY, JANUARY 3, 2023**

Pursuant to law, the Board of Commissioners met on Tuesday, January 3, 2022 at 9:00 a.m. in the Board of Commissioner’s Meeting Room for their Organizational Meeting, and were called to order by Lindsey Marquardt, County Clerk.

Pledge of Allegiance.

Invocation was given by Karen Goodman.

Lindsey Marquardt, County Clerk, administered the Oath of Office to six (6) County Commissioners.

Roll Call was taken by the County Clerk:

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

ABSENT: Nikki Koons

**APPOVE MEETING AGENDA**

Moved by Goodman, seconded by Schmidt to approve the Meeting Agenda.

Motion Carried

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**BOARD CHAIRPERSON TERM OF OFFICE DETERMINATION**

Public Act 392 of 2000 amends section 3 of Public Act 156 of 1851, specifying that the Chairperson of a County Board of Commissioners shall be elected each odd-numbered year to serve a two-year term, unless the County Board of Commissioners provides by Resolution that the Chairperson shall be elected annually for a one-year term. In January 2003, the Manistee County Board of Commissioners took action to elect its Chairperson on an annual basis. In January 2005, the Board took action to comply with the Public Act 392 of 2000 and elect the Chairperson to serve a two (2) year term of office. In January 2013 and January 2015, the Board took action to elect its Chairperson on an annual basis. If the Board wishes to continue with a one-year Chairperson term, a Resolution will need to be adopted, which indicates its determination to elect the Chairperson for annual one-year terms in accordance with Public Act 392 of 2000. If this Resolution is not adopted, the chairperson shall be elected for a two-(2) year term of office.

Moved by McCraner, to elect the Chairperson for a one (1) year term. No Support.  
Motion Failed.

There was no action taken and therefore Public 392 of 2000 continues, meaning the Board Chairperson will be elected for a two (2) year term beginning January 4, 2021 expiring December 31, 2022.

**NOMINATIONS ACCEPTED FOR COUNTY BOARD CHAIRPERSON FOR**

**2023-2024**

Karen Goodman nominated Jeff Dontz for County Board Chairperson for 2023-2024.

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No other Nominations. Nominations were closed.

**ELECTION OF COUNTY BOARD CHAIRPERSON FOR 2023-2024**

Moved by Goodman, seconded by Schmidt to elect Jeff Dontz as County Board Chairperson for 2023-2024.

YEAS: 6 Batzer, Dontz, Goodman, Gustad, McCraner, Schmidt

NAYS: 0 None

ABSENT: 1 Koons

Motion Carried

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Jeff Dontz was elected County Board Chairperson for 2023-2024 and now presides over the meeting.

**NOMINATIONS ACCEPTED FOR COUNTY BOARD**

**VICE-CHAIRPERSON FOR 2023**

Richard Schmidt nominated Karen Goodman for County Board Vice-Chairperson for 2023.

No other Nominations. Nominations were closed.

**ELECTION OF VICE-CHAIRPERSON FOR 2023**

Moved by Schmidt, seconded by Gustad to elect Karen Goodman for County Board Vice-Chairperson for 2023.

YEAS: 6 Dontz, Goodman, Gustad, McCraner, Schmidt, Batzer

NAYS: 0 None

ABSENT: 1 Koons

Motion Carried

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Karen Goodman was elected County Board Vice-Chairperson for 2023.

**SCHEDULE 2023 BOARD MEETING DATES AND TIMES**

Moved by McCraner, seconded by Batzer that the Board of Commissioners will meet on the third Tuesday of each month with the following exceptions: the second Tuesday in

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the month of April, 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.

YEAS: 7 Goodman, Gustad, McCraner, Schmidt, Batzer, Dontz  
NAYS: 0 None  
ABSENT: 1 Koons

Motion Carried

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\*Nikki Koons present at 9:10 a.m.\*

Lindsey Marquardt, County Clerk, administered the Oath of Office to Nikki Koons.

**MANISTEE COUNTY BOARD OF COMMISSIONERS**

**ASSIGNMENTS FOR 2023**

Chairman Dontz made very few changes to the 2023 Committee Assignments. The list of Assignments are as follows:

**MANISTEE COUNTY BOARD OF COMMISSIONERS  
ASSIGNMENTS FOR 2023**

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

**2023 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, 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)**

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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

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Eric Gustad

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.

**Technology/Information Committee: (4<sup>th</sup> Thursday at 9:30am)**

Members: Richard Schmidt, Chairperson  
Eric Gustad  
Margaret Batzer  
Gordon McLellan, Network Administrator  
Employees & Elected Officials representing all Departments and Courts

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/Equalization/Investment/Physical Resources 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.

Functional areas of responsibility include Building Authority, 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

**2023 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

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**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 12/31/23), 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

**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) – Pauline Jaquish (term expires 3/31/23); 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

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12/31/23). 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) Pauline Jaquish (term expires**

12/31/23). Richard Schmidt (term expires 12/31/23)

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

**Medical Care Facility Liaison – Janice McCraner**

**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 12/31/23)**

**Networks Northwest - Richard Schmidt**

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

**Northwest Michigan Council of Governments Solid Waste Advisory Council – Mike Szokola; 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.

**Solid Waste Council 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.

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**CENTRA WELLNESS NETWORK**

Moved by Goodman, seconded by Schmidt to have Richard Schmidt fulfill the open seat for Centra Wellness Network expiring March 31, 2024.

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

NAYS: 0 None

Motion Carried

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Moved by Goodman, seconded by Gustad to move Pauline Jaquish to the open seat for Centra Wellness Network expiring March 31, 2023.

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

NAYS: 0 None

Motion Carried

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**RULES OF ORDER AND PROCEDURE OF THE  
MANISTEE COUNTY BOARD OF COMMISSIONERS FOR 2023**

Moved by Gustad, seconded by Koons to adopt the Board Rules of Order and Procedure as presented for year 2023.

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

NAYS: 0 None

Motion Carried

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**SCHEDULE JANUARY 2023 COMMITTEE MEETINGS**

The Committee Meeting dates for January 2023 are as follows:

- January 4, 2023 at 9 a.m. Ways & Means Committee
- January 6, 2023 at 9 a.m. Personnel Committee
- January 6, 2023 at 10 a.m. Regional Summit
- January 6, 2023 at 2 p.m. Public Safety Committee
- January 17, 2023 at 9:00 a.m. Board of Commissioners
- January 26, 2023 at 8:30 a.m. Green Team Committee
- January 26, 2023 at 9:30 a.m. Technology Committee
- No Policy Committee meeting for January 2023

The Committees will decide at their first meeting, the remaining dates of their respective Committees.

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RESOLUTION #2023 - 1

RESOLUTION AUTHORIZING COUNTY USE  
OF VARIOUS FINANCIAL INSTITUTIONS

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 3<sup>rd</sup> day of January, 2023.

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

ABSENT: None

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

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

DEPOSIT ACCOUNTS

INVESTMENT ACCOUNTS

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

PNC Bank  
Huntington Bank  
West Shore Bank  
Filer Credit Union  
4Front Credit Union  
Honor Bank  
Shelby State Bank  
Flagstar Bank  
Lyon Capital  
UBS Financial Services  
Stifel  
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 2023 calendar year.

Moved by Goodman, seconded by Batzer to approve Resolution #2023-1 Authorizing County Use of Various Financial Institutions.

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

NAYS: 0 None

Motion Carried

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BOARD/COMMISSION APPOINTMENTS

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APPOINT REPRESENTATIVE TO SERVE ON THE MANISTEE LOCAL  
REVENUE SHARING BOARD FOR 2023

Moved by Schmidt, seconded by McCraner to re-appoint Jeff Dontz as the Board of  
Commissioner's Representative on the Manistee Local Revenue Sharing Board for 2023.

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

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. Currently, Richard Schmidt and Pauline Jaquish are on the MCTI Board. At this time, the County Board may take action to recommend appointment of two (2) individuals and/or County Commissioners for a one (1) year term beginning January 1, 2023 and expiring December 31, 2023.

Moved by Goodman, seconded by Batzer 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, 2023 and expiring December  
31, 2023.

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

NAYS: 0 None

Motion Carried

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APPOINT AIRPORT AUTHORITY MEMBERS

This Authority has one (1) member whose term expired on December 31, 2022. Jeffrey Dontz, County Commissioner seat on the Authority expired December 31, 2022.

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 member of the Airport Authority Board

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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 the 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 with 60 days. [amended 4-9-12] [amended 11-16-15]

**COUNTY COMMISSION REPRESENTATIVES ON THE  
AIRPORT AUTHORITY**

One (1) individual/County Commissioner to serve a three (3) year term beginning January 1, 2023 and expiring December 31, 2025.

Moved by Schmidt, seconded by Koons to appoint Jeff Dontz Airport Authority as the County Commissioner Representative to serve three (3) year term beginning January 1, 2023 and expiring December 31, 2025.

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

NAYS: 0 None

Motion Carried

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

One (1) individual to serve a one (1) year term beginning January 1, 2023 and expiring December 31, 2023.

Moved by Goodman, seconded by Koons to appoint Richard Schmidt to the Northern Michigan Regional Entity – Substance Use Disorder Oversight Board to serve a one (1) year term beginning January 1, 2023 and expiring December 31, 2023.

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

NAYS: 0 None

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Motion Carried

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**DISCUSSION AND RECOMMENDATION REGARDING MANISTEE**

**TOWNSHIP'S COMMERCIAL REHABILITATION DISTRICT**

No vote was held on Resolution #2022-11 regarding Manistee Township's Commercial Rehabilitation District. The Board would like a representative from Manistee Township at the January 17, 2023 Board meeting to address any questions they may have regarding this project.

**POLICY COMMITTEE MINUTES/DECEMBER 16, 2022**

Karen Goodman presented the Policy Committee minutes of December 16, 2023.

**STARTING WAGE POLICY**

Moved by Goodman, seconded by Batzer to approve the Starting Wage Policy section of the Wage Classification Policy.

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Koons to accept the Policy Committee minutes of December 16, 2022.

Motion Carried

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\*Richard Schmidt left the meeting at 9:42 a.m.

**SOLID WASTE INFRASTRUCTION FOR RECYCLING SWIFR EPA**

**GRANT APPLICATION**

Moved by Batzer, seconded by Goodman to support the Solid Waste Infrastructure for Recycling SWIFR EPA Grant Application in the amount not to exceed \$1,500,000.

YEAS: 6 McCraner, Batzer, Dontz, Goodman, Gustad, Koons,

NAYS: 0 None

ABSENT: 1 Schmidt

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Motion Carried

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**LETTER OF SUPPORT FOR SOLID WASTE INFRASTRUCTURE FOR  
RECYCLING SWIFR EPA GRANT APPLICATION**

Moved by Batzer, seconded Koons to provide a letter of support for the Solid Waste Infrastructure for Recycling SWIFR EPA Grant Applicant and allow the Board Chairperson to sign.

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

Motion Carried

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**PUBLIC COMMENT**

None.

Adjourn at the Call of the Chair at 9:55 a.m.

/s/ Lindsey Marquardt Clerk  
Lindsey Marquardt