

MONDAY, JANUARY 5, 2026

Pursuant to law, the Board of Commissioners met on Monday, January 5, 2026, at 9:00 a.m. in the Board of Commissioner’s Meeting Room for their Organizational Meeting, and were called to order by Chairperson Dontz.

Pledge of Allegiance.

Invocation was given by Commissioner Goodman.

Roll Call was taken by the County Clerk:

PRESENT: Shayne Machen, Jeff Dontz, Eric Gustad, Karen Goodman, Nikki Koons (Arrived at 9:03 a.m.), Janice McCraner (Arrived at 9:03 a.m.) and Richard Schmidt

ABSENT: None

APPROVE MEETING AGENDA

Moved by Goodman, seconded by Gustad to approve the Meeting Agenda as amended.

Motion Carried

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Public Comment made by Commissioner Schmidt to Chairperson Dontz.

NOMINATIONS ACCEPTED FOR COUNTY BOARD VICE-CHAIRPERSON

FOR 2026

Eric Gustad nominated Karen Goodman as County Board Vice-Chairperson for 2026-2027.

Richard Schmidt nominated Nikki Koons as County Board Vice-Chairperson for 2026-2027. Lack of support for nomination.

No other nominations. Nominations were closed.

ELECTION OF COUNTY BOARD VICE-CHAIRPERSON FOR 2026

Moved by Gustad, seconded by McCraner to elect Karen Goodman as County Board Vice-Chairperson for 2026.

YEAS: 6 Machen, Dontz, Goodman, Gustad, Koons, and McCraner

NAYS: 1 Schmidt

ABSENT: 0 None

Motion Carried

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Karen Goodman was elected County Board Vice-Chairperson for 2026.

SCHEDULE 2026 BOARD MEETING DATES AND TIMES

Moved by Koons, seconded by McCraner that the Board of Commissioners will meet on the third Tuesday of each month with the following exceptions: in the month of October, the meeting will be held on the fourth Tuesday of the month. April meeting is the 2nd 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 6:00 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 2026

Changes were requested to the Rules of Order and Procedure of The Manistee County Board of Commissioners for 2026. Lisa Sagala, Administrator/Controller, will review the MCL 46.11 and have updates ready for the upcoming Board Meeting on January 20, 2026.

MANISTEE COUNTY BOARD OF COMMISSIONERS

ASSIGNMENTS FOR 2026

Changes were requested to the 2026 Committee Assignments. The list of Assignments are as follows:

**MANISTEE COUNTY BOARD OF COMMISSIONERS
ASSIGNMENTS FOR 2026**

County Board Vice-Chairperson: Karen Goodman

2026 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: (3rd Thursday at 3:00 pm)

Members: Jeffrey Dontz, Chairperson
Richard Schmidt

Some meetings held jointly
with Manistee & Benzie Counties

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Karen Goodman

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: (1st Wednesday at 2:00 pm)

Members: Nikki Koons, Chairperson
Janice McCraner
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.

Policy/Personnel Committee: (1st Friday at 9:00 am)

Members: Karen Goodman, Chairperson
Eric Gustad
Shayne Machen

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. 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: (1st Friday at 11 am)

Members: Karen Goodman, Chairperson
Jeffrey Dontz
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.

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

Members: Eric Gustad, Chairperson
Jeffrey Dontz
Richard Schmidt

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

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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: (as needed)

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

2026 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 Board – Janice McCraner
Participates as a voting member of the Agricultural Society. Also serves as a liaison between the Agricultural Society and the County Board of Commissioners.

Airport Authority (Full Board Appointment) Karen Goodman (term expires 12/31/26), Jeffrey Dontz (term expires 12/31/28).
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

Centra Wellness Network (Full Board Appointment) –Janice McCraner (term expires 3/31/26); Karen Goodman (term expires 3/31/26)
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 – Shayne Machen; Richard Schmidt; Karen Goodman (alternate)
Serves as a voting representative of the 10-County District Health Department. Meets monthly in various participating Counties.

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Economic Development Council – Jeffrey Dontz

Fair Board – Janice McCraner and Nikki Koons

Serves as a voting representative on a seven-member board to help guide the planning, development, and success of the Manistee County Fair.

FiveCap Board – Nikki Koons

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

Housing Action Team – Karen Goodman; Jeffrey Dontz (alternate)

Participates in meetings in an effort to support Housing Crisis.

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; Shayne Machen (alternate)

Serves as a County representative on this leadership team.

Local Revenue Sharing Board - (Full Board Appointment) Jeffrey Dontz (term expires 12/31/26).

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 – Shayne Machen

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 – Shayne Machen

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 12/31/26). Richard Schmidt (term expires 12/31/26)

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

Materials Management Planning Committee (Part 115) – Nikki Koons

Materials Management and Household Hazardous Waste Committee – Nikki Koons

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

Medical Care Facility Liaison – Janice McCraner

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

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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 – Janice McCraner, Richard Schmidt (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 – Substance Use Disorder Oversight Board
– Janice McCraner, Karen Goodman (Alternate) (Term Expires 12/31/26)

Networks Northwest – Janice McCraner
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 Gruenberg; Nikki Koons (alternate)

OPIOID Committee – Karen Goodman, Nikki Koons, Janice McCraner

Planning Commission/Brownfield Redevelopment Authority – Jeffrey Dontz
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.

Ramsdell Regional Center for the Arts – Shayne Machen
Participates as a voting member to the Ramsdell Regional Center for the Arts. This is a four year term.

SEA Coalition – Karen Goodman
Participates is SEA (Substance Education Awareness) Coalition to raise awareness of substance use challenges within Manistee County.

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

JANUARY 2026 MEETING DATES

Ways & Means Committee Meeting	January 7, 2026 @ 9:00a.m.
Green Team/Recycling Committee Meeting	January 7, 2026 @ 2:00p.m.
Policy/Personnel Committee Meeting	January 9, 2026 @ 9:00a.m.
Public Safety Committee Meeting	January 9, 2026 @ 11:00a.m.
Board of Commissioner Meeting	January 20, 2026 @ 9:00a.m.

BOARD/COMMISSION APPOINTMENTS

APPOINT REPRESENTATIVE TO SERVE ON THE MANISTEE LOCAL

REVENUE SHARING BOARD FOR 2026

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Moved by Machen, seconded by Gustad to re-appoint Jeff Dontz as the Board of Commissioner’s Representative on the Manistee Local Revenue Sharing Board for 2026

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

Motion Carried

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APPOINT MANISTEE COUNTY TRANSPORTATION, INC.

BOARD OF DIRECTORS FOR 2026

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, 2026, and expiring December 31, 2026.

Janice McCraner 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 Machen, seconded by Koons 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, 2026, and expiring December 31, 2026.

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

Motion Carried

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AIRPORT AUTHORITY BOARD

One (1) individual to serve a three-year term commencing January 1, 2026, and expiring December 31, 2028.

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Moved by McCraner, seconded by Goodman to appoint Jeff Dontz to the Airport Authority to serve a three (3) year term commencing January 1, 2026, and expiring December 31, 2028.

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

Motion Carried

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NORTHERN MICHIGAN REGIONAL ENTITY

SUBSTANCE DISORDER BOARD

Moved by Machen, seconded by Koons to appoint Janice McCraner to the Northern Michigan Regional Entity Substance Disorder Board to serve a one (1) year term commencing January 1, 2026, and expiring December 31, 2026.

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

Motion Carried

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PUBLIC COMMENT

None.

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

/s/ Shelli Johnson Clerk
Shelli Johnson