

**TUESDAY, JANUARY 16, 2024**

Pursuant to law, the Board of Commissioners met on Tuesday, January 16, 2024 at 9:00 a.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

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

ABSENT: Nikki Koons, Janice McCraner

**APPROVE MEETING AGENDA**

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

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 19, 2023 Board meeting; the minutes of the January 2, 2024 Organizational Meeting; and the January 2024 monthly appropriations and fund transfers.

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

YAYS: 0 None

ABSENT: 2 McCraner, Koons

Motion Carried

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**PUBLIC COMMENT**

None.

**VETERAN'S AFFAIRS UPDATE**

Rick Rowe provided an update from the Veteran's Affairs office.

**TREASURER'S REPORT**

Rachel Nelson, County Treasurer provided the Quarterly Investment Update.

**TUESDAY, JANUARY 16, 2024**

**WAYS & MEANS COMMITTEE MINUTES/JANUARY 3, 2024**

Richard Schmidt presented the Ways & Means Committee Minutes of January 3, 2024

\*Commissioner Koons present at 9:12a.m.\*

**FINANCE REPORT**

Susan Zielinski presented the Committee with Claiming Summaries for December 1, 2023 through December 31, 2023 and a summary of the On-Demand checks for their review and approval (APPENDIX A). The totals are as follows:

**MANISTEE COUNTY  
WAYS & MEANS REPORT**

<b>FUND #</b>	<b>FUND NAME</b>	<b>12/01/2023 THRU 12/31/2023</b>	<b>ON DEMAND &amp; ACH PAYMENTS</b>	<b>TOTAL</b>
101	GENERAL FUND	\$ 295,519.37	2,813.08	\$ 298,332.45
102	BUDGET STABILIZATION FUND			\$ -
201	COUNTY ROAD FUND			\$ -
208	PARK/RECREATION FUND-TRAILS			\$ -
213	AIS GRANT FUND			\$ -
214	BEAR LAKE IMPROVEMENT FUND	\$ 3,653.52		\$ 3,653.52
215	FRIEND OF THE COURT FUND			\$ -
216	DEPARTMENT CONTINGENCY FUND			\$ -
217	LOCAL REVENUE SHARING GRANT FUND			\$ -
225	RECYCLING FUND	\$ 10,870.00		\$ 10,870.00
232	MANISTEE COUNTY DIVE EQUIPMENT FUND			\$ -
236	MAINTENANCE OF EFFORT FUND	\$ 7,820.34		\$ 7,820.34
237	HOMELAND SECURITY GRANT FUND			\$ -
238	LAND BANK AUTHORITY FUND			\$ -
239	US FISH & WILDLIFE GRANT			\$ -
242	BROWNFIELD REDEVELOPMENT-JOSLIN COVE			\$ -
243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND			\$ -
245	OHSP GRANT FUNDS			\$ -
251	CAPITAL IMPROVEMENT FUND	\$ 72,135.17		\$ 72,135.17
252	PRE AUDIT FUND			\$ -
253	REMOUMENTATION FUND	\$ 37,841.98		\$ 37,841.98
256	REGISTER OF DEEDS AUTOMATION FUND	\$ 1,880.40		\$ 1,880.40
260	INDIGENT DEFENSE FUND	\$ 12,553.14		\$ 12,553.14
263	CONCEALED PISTOL LICENSING FUND	\$ 139.16		\$ 139.16
264	CORRECTIONS OFFICER TRAINING FUND			\$ -
266	LAW ENFORCEMENT TRAINING FUND	\$ 310.87		\$ 310.87
269	LAW LIBRARY FUND	\$ 1,973.87		\$ 1,973.87
272	COMMUNITY CORRECTIONS - 511	\$ 908.34		\$ 908.34
277	AIR PHOTO FUND			\$ -
279	HOUSING FUND			\$ -
280	HEALTH INSURANCE FUND	\$ 146,154.14	1,732.55	\$ 147,886.69
283	LAND BANK FUND	\$ 2,755.00		\$ 2,755.00
292	CHILD CARE FUND	\$ 2,558.00		\$ 2,558.00
293	SOLDIERS & SAILORS RELIEF FUND	\$ 2,341.35		\$ 2,341.35

**TUESDAY, JANUARY 16, 2024**

295	AIRPORT AUTHORITY FUND	\$ 56,320.90		\$ 56,320.90
296	JUVENILE JUSTICE FUND	\$ 4,333.00		\$ 4,333.00
297	COMPENSATED SERVICES FUND	\$ 600.00	130,045.49	\$ 130,645.49
299	UNEMPLOYMENT FUND			\$ -
369	BUILDING AUTHORITY FUND			\$ -
370	COUNTY ROAD BUILDING FUND			\$ -
481	AIRPORT CAPITAL IMPROVEMENT FUND	\$ 15,894.41		\$ 15,894.41
516	DELINQUENT TAX FUND			\$ -
620	FORECLOSURE FUND	\$ 67,096.11		\$ 67,096.11
701	TRUST AND AGENCY FUND	\$ 13,295.11		\$ 13,295.11
737	OPEB TRUST FUND	\$ 21,036.59	205.24	\$ 21,241.83

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**TOTALS** \$ 777,990.77 134,796.36 \$ **912,787.13**  
 (Includes 2 accounts payable runs; on demand checks)

**TOTAL PAYROLL FOR 12/01/23 THRU 12/31/23**  
 (includes 2 payrolls) **\$ 610,027.57**

**Employee Separation Payouts**

Wesley Yager  
 Mackenzie Smith

**GRAND TOTAL** **\$ 1,522,814.70**

Moved by Schmidt, seconded by Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,522,814.70 and that the same be placed on file.

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

Motion Carried

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Moved by Schmidt, seconded by Batzer to approve the Ways and Means Committee minutes of January 3, 2024

Motion Carried

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**BOARD/COMMISSION APPOINTMENTS**

**TAX ALLOCATION BOARD**

One (1) vacancy to fill a position on the Manistee County Tax Allocation Board.

**TUESDAY, JANUARY 16, 2024**

No Applicants. The Board will consider any late applications at the February meeting.

**REGIONAL SUMMIT MEETING MINUTES/JANUARY 5, 2024**

Eric Gustad presented the Regional Summit Meeting Minutes of January 5, 2024.

No Action Items.

Moved by Gustad, seconded by Koons to accept the Regional Summit Meeting Minutes of January 5, 2024.

Motion Carried

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\*Commissioner Goodman left the meeting at 9:25a.m.\*

**RESOLUTION #2024-3**  
**FY 2025 RESOLUTION OF INTENT**

**THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2025 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 16<sup>th</sup> day of January, 2024.

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

ABSENT: Schmidt

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

**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 2025 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

**WHEREAS**, the Board of Directors has reviewed and approved the proposed budget and funding sources for 2025 of:

Estimated Federal Funds	\$ 645,753
Estimated State Funds	\$1,445,744
Estimated Local Funds	\$ 698,000
Estimated Farebox	\$ 772,000
Estimated Other Funds	\$ 31,200
Estimated Total Expenses	\$3,592,697

**TUESDAY, JANUARY 16, 2024**

**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 Julie Stec 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 2025.

YEAS: 6 Gustad, Koons, Schmidt, Batzer, Dontz

YAYS: 0 None

ABSENT: 2 Goodman, McCraner

Motion Carried

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**PERSONNEL MEETING MINUTES/JANUARY 5, 2024**

Eric Gustad presented the Personnel Meeting Minutes of January 5, 2024.

**CONTROLLER/ADMINISTRATOR EVALUATION**

Moved by Koons, seconded by Gustad to accept the evaluation of Controller/Administrator Lisa Sagala.

Motion Carried

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\*Commissioner Goodman returned 9:41a.m.\*

**TPOAM (COURTHOUSE) UNION HOLIDAY DISCUSSION**

Moved by Goodman, seconded by Gustad to reaffirm the Board’s motion of April 11, 2023 adding Juneteenth as a holiday for 2023 and going forward and removing the holiday of Good Friday as a holiday in 2024 going forward; to the standing holiday list.

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

YAYS: 0 None

ABSENT: 1 McCraner

Motion Carried

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**ELECTED OFFICIALS WAGE SURVEY**

**TUESDAY, JANUARY 16, 2024**

The issue of wages for Elected Officials, Chief Deputies/Assistants and the Undersheriff will continued to be worked on by the Personnel Committee.

**NOTTLEY PROPOSAL**

Moved by Gustad, seconded by Batzer to approve proceeding with the development of a step system for the County’s employees based on the results of the classification and compensation study conducted in 2021 with Mark Nottley with Municipal Consulting Services, LLC; in the amount of \$2,900.

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

Motion Carried

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Moved by Schmidt, seconded by Koons to accept the Personnel Committee Meeting minutes of January 5, 2024.

Motion Carried

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\*Break 10:28a.m. / Return 10:35a.m.\*

**PUBLIC SAFETY COMMITTEE MINUTES/JANUARY 5, 2024**

Karen Goodman presented the Public Safety Committee Minutes of January 5, 2024.

No Action Items.

Moved by Batzer, seconded by Goodman to approve the Public Safety Committee Minutes of January 5, 2024.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**CARPET QUOTE COURTHOUSE/GOVERNMENT CENTER**

Moved by Batzer, seconded by Gustad to approve the bid from Haglund Floor Covering, Inc., in the amount of \$61,646.62 for carpet installation for the Courthouse/Government Center.

**TUESDAY, JANUARY 16, 2024**

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

YAYS: 0 None

ABSENT: 1 McCraner

Motion Carried

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**FORESTRY MANAGEMENT PLAN**

Lisa Sagala presented the Manistee County Forestry Management Plan from Scott Erickson. The matter will be returned to Ways and Means for further consideration.

**RESOLUTION #2024-2**  
**MANISTEE COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ADOPTING**  
**COUNTY REMONUMENTATION GRANT ADMINISTRATOR**

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 16<sup>th</sup> day of January 2024.

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

ABSENT: McCraner

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

**WHEREAS**, the Manistee County Board of Commissioners on July 21, 1992, approved a resolution to adopt a monumentation and remonumentation plan and make appointments for Manistee County under the requirements of Public Act 345 of 1990; and

**WHEREAS**, a resolution adopted November 17, 2020, appointed Michael J. Szokola, County Planning Director, as Manistee County’s Remonumentation Grant Administrator; and

**WHEREAS**, Michael Szokola resigned employment as Manistee County Planning Director effective October 28, 2023; and

**WHEREAS**, an appointment must be made to fill this vacancy;

**NOW, THEREFORE, BE IT RESOLVED**, that the Manistee County Board of Commissioners of Manistee, Michigan, hereby appoint Katelyn L. Mehl, Manistee County Planning Director, as Manistee County’s Remonumentation Grant Administrator, effective January 15, 2024.

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

YAYS: 0 None

ABSENT: 1 McCraner

Motion Carried

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