

**TUESDAY, JANUARY 20, 2026**

Pursuant to law, the Board of Commissioners met on Tuesday, January 20, 2026 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: Shayne Machen, Jeff Dontz, Karen Goodman, Eric Gustad

ABSENT: Nikki Koons, Janice McCraner and Richard Schmidt

**APPROVAL OF MEETING AGENDA**

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

Motion Carried

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**CONSENT AGENDA**

Moved by Goodman, seconded by Machen to approve the Consent Agenda which includes the minutes of the December 16, 2025, Board meeting, minutes of the January 5, 2026, Organization Meeting, and the January 2026 monthly appropriations and fund transfers.

YEAS: 4 Dontz, Goodman, Gustad, Machen

YAYS: 0 None

ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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**PUBLIC COMMENT**

None.

**RECOGNITION & ANNOUNCEMENTS**

Candy Dancz was recognized for her retirement from Manistee County Treasurer's Office as Deputy PRE Audit Specialist on December 29, 2025. She retired after 23 years of service.

TUESDAY, JANUARY 20, 2026

TREASURER'S REPORT

Rachel Nelson, Manistee County Treasurer presented the Quarterly Investment update.

POLICY / PERSONNEL COMMITTEE MINUTES/JANUARY 9, 2026

Karen Goodman presented the Policy / Personnel Committee Minutes of January 9, 2026.

Moved by Goodman, seconded by Machen approval to re-write the policy heading to reflect the title change to Policy and Personnel Committee and suggested clerical changes sent to the full Board.

YEAS: 4 Goodman, Gustad, Machen, Dontz  
NAYS: 0 None  
ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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Moved by Goodman, seconded by Machen to approve the Policy / Personnel Committee Minutes of January 9, 2026.

Motion Carried

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WAYS & MEANS COMMITTEE MINUTES/JANUARY 7, 2026

Eric Gustad presented the Ways & Means Committee Minutes of January 7, 2026.

FINANCE REPORT

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for December 1, 2025 through December 31, 2025 and a summary of the On-Demand checks for their review and approval. The totals are as follows:

TUESDAY, JANUARY 20, 2026

**MANISTEE COUNTY  
WAYS & MEANS REPORT**

<b>FUND #</b>	<b>FUND NAME</b>	<b>12/01/2025 THRU 12/31/2025 (CHECKS)</b>	<b>ON DEMAND &amp; ACH PAYMENTS</b>	<b>TOTAL</b>
101	GENERAL FUND	\$ 231,045.61	89,056.84	\$ 320,102.45
102	BUDGET STABILIZATION FUND			\$ -
201	COUNTY ROAD FUND			\$ -
208	PARK/RECREATION FUND-TRAILS			\$ -
211	NATIONAL FOREST RESERVE FUND	\$ 906.77	-	\$ 906.77
213	AIS GRANT FUND			\$ -
214	BEAR LAKE IMPROVEMENT FUND			\$ -
215	FRIEND OF THE COURT FUND			\$ -
216	DEPARTMENT CONTINGENCY FUND			\$ -
217	LOCAL REVENUE SHARING GRANT FUND	\$ 10,160.00	-	\$ 10,160.00
225	RECYCLING FUND	\$ 16,310.24	-	\$ 16,310.24
232	MANISTEE COUNTY DIVE EQUIPMENT FUND			\$ -
236	MAINTENANCE OF EFFORT FUND	\$ 5,687.52	-	\$ 5,687.52
237	HOMELAND SECURITY GRANT FUND			\$ -
239	US FISH & WILDLIFE GRANT			\$ -
242	BROWNFIELD REDEVELOPMENT-JOSLIN COVE			\$ -
243	BROWNFIELD REDEVELOPMENT AUTHORITY FUND	\$ 2,089.02	-	\$ 2,089.02
245	OHSP GRANT FUNDS			\$ -
246	BROWNFIELD REDEVELOPMENT FUND			\$ -
251	CAPITAL IMPROVEMENT FUND			\$ -
252	PRE AUDIT FUND			\$ -
253	REMOUMENTATION FUND	\$ 1,785.00		\$ 1,785.00
256	REGISTER OF DEEDS AUTOMATION FUND			\$ -
260	INDIGENT DEFENSE FUND	\$ 11,342.88	986.60	\$ 12,329.48
263	CONCEALED PISTOL LICENSING FUND			\$ -
264	CORRECTIONS OFFICER TRAINING FUND			\$ -
266	LAW ENFORCEMENT TRAINING FUND	\$ 156.11	-	\$ 156.11
269	LAW LIBRARY FUND	\$ 2,348.14	-	\$ 2,348.14
272	COMMUNITY CORRECTIONS - 511	\$ 100.00	-	\$ 100.00
277	AIR PHOTO FUND			\$ -
279	HOUSING FUND			\$ -
280	HEALTH INSURANCE FUND	\$ 162,006.22	11,659.84	\$ 173,666.06
283	LAND BANK FUND	\$ 290,138.04	-	\$ 290,138.04
284	OPIOID SETTLE FUND			\$ -
292	CHILD CARE FUND	\$ 12,195.83	836.10	\$ 13,031.93
293	SOLDIERS & SAILORS RELIEF FUND	\$ 575.40	-	\$ 575.40
295	AIRPORT AUTHORITY FUND	\$ 92,754.96	522,632.00	\$ 615,386.96
296	JUVENILE JUSTICE FUND	\$ -	4,333.00	\$ 4,333.00
297	COMPENSATED SERVICES FUND	\$ -	174,859.09	\$ 174,859.09
299	UNEMPLOYMENT FUND			\$ -
369	BUILDING AUTHORITY FUND			\$ -
370	COUNTY ROAD BUILDING FUND			\$ -
481	AIRPORT CAPITAL IMPROVEMENT FUND			\$ -
516	DELINQUENT TAX FUND			\$ -
620	FORECLOSURE FUND	\$ 4,461.45	-	\$ 4,461.45
701	TRUST AND AGENCY FUND			\$ -

**TUESDAY, JANUARY 20, 2026**

737	OPEB TRUST FUND	\$	26,222.49	10,404.50	\$	36,626.99
801	DRAIN FUND	\$	-		\$	-

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<b>TOTALS</b>	\$	870,285.68	814,767.97	\$	<b>1,685,053.65</b>
(Includes 2 accounts payable runs; ACH payments)					

<b>TOTAL PAYROLL FOR 12/01/25 THRU 12/31/25</b>					<b>\$ 720,870.08</b>
(includes 2 payrolls)					

**Payouts for Retention/Shift/EMT/FTO (Per Contract)**

**Employee Separation Payouts**

- Lesya Dull
- Anthony Cicchelli
- Jennifer Skipski

<b>GRAND TOTAL</b>					<b><u>\$ 2,405,923.73</u></b>
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Moved by Gustad, seconded by Goodman to approve the on-demand checks, bills and payroll, be accepted in the amount of \$2,405,923.73 and that the same be placed on file.

YEAS: 4 Gustad, Machen, Dontz, Goodman  
 NAYS: 0 None  
 ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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**COTT SYSTEMS CONTRACT**

Moved by Gustad, seconded by Goodman to approve the 3-year contract between Manistee County and Cott Systems for the Register of Deeds Hosted Online Index Books Renewal with an annual 5% increase.

YEAS: 4 Machen, Dontz, Goodman, Gustad  
 NAYS: 0 None  
 ABSENT: 3 McCraner, Schmidt, Koons

**TUESDAY, JANUARY 20, 2026**

Motion Carried

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**INFORMATION TECHNOLOGY MANAGED SERVICES RFP**

Moved by Gustad, seconded by Goodman to approve the Karhu Cyber proposal for IT Services in the amount of \$140,160.

YEAS: 4 Machen, Dontz, Goodman, Gustad

NAYS: 0 None

ABSENT: 3 Schmidt, Koons, McCraner

Motion Carried

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Moved by Gustad, seconded by Machen to approve the Ways & Means Committee Minutes of January 7, 2026.

Motion Carried

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**PUBLIC SAFETY COMMITTEE MINUTES/JANUARY 9, 2026**

Karen Goodman presented the Public Safety Committee Minutes of January 9, 2026.

Moved by Goodman, seconded by Machen to approve the Public Safety minutes of January 9, 2026.

Motion Carried

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**GREEN TEAM / RECYCLING COMMITTEE MINUTES, JANUARY 7, 2026**

Eric Gustad presented the Green Team / Recycling Committee Minutes of January 7, 2026.

**TUESDAY, JANUARY 20, 2026**

Moved by Gustad, seconded by Machen to approve the Green Team / Recycling minutes of January 9, 2026.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

Brian Gutowski, Manistee County Sheriff presented the Gary Sinise Foundation Grant application information.

Moved by Goodman, seconded by Machen to approve the submission of the Gary Sinise Foundation Grant application.

YEAS: 4 Dontz, Goodman, Gustad, Machen

NAYS: 0 None

ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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**RULES OF ORDER AND PROCEDURE**

Lisa Sagala presented information on Rules of Order and Procedure.

Moved by Machen, seconded by Gustad to keep the highlighted portion with the edits that are suggested and the edits to the committee names.

YEAS: 4 Goodman, Machen, Dontz, Gustad

NAYS: 0 None

ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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TUESDAY, JANUARY 20, 2026

CORRESPONDENCE

None.

BOARD / COMMISSION APPOINTMENTS

MANISTEE COUNTY FAIR BOARD

Moved by Gustad, seconded by Goodman to appoint Tobia Purple to the Manistee County Fair Board.

YEAS: 4 Machen, Dontz, Goodman, Gustad  
NAYS: 0 None  
ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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Moved by Machen, seconded by Gustad, to change the last open seat on the Fair Board to an At Large position.

YEAS: 4 Dontz, Goodman, Gustad, Machen  
NAYS: 0 None  
ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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TAX ALLOCATION BOARD

Moved by Goodman, seconded by Gustad to appoint Burt Parks to the Tax Allocation Board.

YEAS: 4 Gustad, Machen, Dontz, Goodman  
NAYS: 0 None

**TUESDAY, JANUARY 20, 2026**

ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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**MATERIALS MANAGEMENT PLANNING COMMITTEE**

Moved by Gustad, seconded by Goodman to appoint Michael Bush to the Materials Management Planning Committee.

YEAS: 4 Dontz, Goodman, Gustad, Machen

NAYS: 0 None

ABSENT: 3 Koons, McCraner, Schmidt

Motion Carried

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Julie Stec, General Manager of Manistee County Transportation, Inc. requested the approval of Resolution of Intent to apply for State financial assistance for Fiscal Year 2027 under Act 51 of the Public Act 1951.

**RESOLUTION #2026-1**

**FY 2027 RESOLUTION OF INTENT**

**THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2027 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 20<sup>th</sup> day of January, 2026.

PRESENT: Gustad, Machen, Dontz, Goodman

ABSENT: Koons, McCraner, Schmidt

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

**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 2027 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

**TUESDAY, JANUARY 20, 2026**

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 2027 of:

Estimated Federal Funds	\$ 609,480
Estimated State Funds	\$1,272,800
Estimated Local Funds	\$ 927,520
Estimated Farebox	\$ 807,000
Estimated Other Funds	\$ 138,200
Estimated Total Expenses	\$3,836,00

**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 2027.

STATE OF MICHIGAN                    )  
  )ss.  
COUNTY OF MANISTEE            )

I, Melissa L. Bjorkquist, Chief Deputy County Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Manistee County Board of Commissioners at its regular monthly meeting held on the 20<sup>th</sup> day of January 2026 by the following vote:

YEAS:	Gustad, Machen, Dontz, Goodman
NAYS:	None
NOT VOTING:	Koons, McCraner, Schmidt

I further certify that the foregoing Resolution is a true, correct, and complete transcript of the original of said Resolution appearing on file and of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the County of Manistee this 20<sup>th</sup> day of January 2026.

CLERK OF THE COUNTY COMMISSION  
MANISTEE COUNTY, MICHIGAN

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Melissa L. Bjorkquist, Chief Deputy County Clerk

**COORESPONDENCE**

None.

**TUESDAY, JANUARY 20, 2026**

**PUBLIC COMMENT**

Tyler Dula addressed the board.

Adjourn at the Call of the Chair at 9:43 a.m.

/s/ Melissa Bjorkquist Chief Deputy County Clerk  
Melissa Bjorkquist