

**TUESDAY, FEBRUARY 15, 2022**

Pursuant to law, the Board of Commissioners met on Tuesday, February 15, 2022 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, Eric Gustad, Pauline Jaquish and Nikki Koons

ABSENT: Karen Goodman (on-line by Zoom, 9:20 a.m.) and Richard Schmidt

**APPROVE MEETING AGENDA**

Moved by Batzer, seconded by Koons to approve the Meeting Agenda, as amended, to add Item #6 under the Miscellaneous Controller and Board Items, the MERS Retiree Health Funding Vehicle Uniform Resolution.

Motion Carried

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**CONSENT AGENDA**

Moved by Batzer, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the January 18, 2022 Board meeting, and the February 2022 monthly appropriations and fund transfers.

YEAS: 5 Batzer, Dontz, Gustad, Jaquish, Koons

NAYS: 0 None

ABSENT: 2 Goodman, Schmidt

Motion Carried

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**PUBLIC COMMENT**

Sharon Goble, spoke in support of the Manistee Conservation District proposed millage proposal.

**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for January 4, 2022 through January 31, 2022, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

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101 General Fund .....	\$241,666.16
201 County Road Fund.....	0.00
208 Parks/Recreation Trails Fund .....	0.00
215 Friend of the Court Fund .....	0.00
216 Department Contingency Fund.....	0.00
220 Local Revenue Sharing Grant Fund .....	0.00
225 Recycling Fund.....	9,295.52
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	8,140.96
238 Land Bank Authority Fund.....	0.00
239 US Fish & Wildlife Fund .....	1,945.13
241 AIS Grant Fund .....	0.00
242 Bear Lake Improvement Fund.....	0.00
243 Brownfield Redevelopment Authority Fund.....	0.00
244 Brownfield Redevelopment-Joslin Cove.....	250.00
245 Public Improvement Fund .....	0.00
246 Township Improvement Revolving Fund.....	0.00
251 Capital Improvement Fund.....	0.00
252 PRE Audit Fund .....	0.00
253 Remonumentation Fund .....	26,986.77
254 Medical Care Depreciation Fund.....	0.00
255 Brownfield Site Assessment Fund.....	0.00
256 Register of Deeds Automation Fund .....	1,625.29
257 Budget Stabilization Fund .....	0.00
258 Community Emergency Response Team (CERT) .....	0.00
259 Indigent Defense Fund .....	3,458.82
260 Health Insurance Fund.....	125,861.68
261 9-1-1 Service Fund .....	0.00
262 Dive Equipment Fund.....	0.00
263 Sheriff's Office Forfeited Assets Fund.....	0.00
264 Family Counseling Services Fund.....	0.00
265 Juvenile Drug Court Fund .....	0.00
266 Law Enforcement Training Fund .....	325.00
267 Concealed Pistol Licensing Fund .....	467.96
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	1,506.01
270 Corrections Officer Training Fund.....	0.00
271 County Library Fund .....	0.00
272 County Library Trust Fund.....	0.00
273 Technology Fund.....	0.00
274 OHSP Grant Funds .....	0.00
275 Dial-A-Ride Fund.....	0.00
276 Forestry Fund.....	0.00
277 Air Photo Fund .....	0.00
278 LEPC Grant Fund .....	0.00
279 Economic Development - Housing Fund .....	0.00
280 MSHDA Grant Fund .....	0.00
281 American Rescue Plan Act.....	0.00
282 Care Act Fund.....	0.00
283 F.I.A. Benzie County.....	0.00
284 Community Corrections Fund .....	0.00
285 Drunk Driving Case Flow Fund.. ..	0.00
286 Juvenile Intervention Fund .....	0.00
287 Juvenile Accountability Fund.....	0.00
290 Department of Human Services Fund .....	0.00
292 Child Care Fund .....	4,040.00
293 Soldiers & Sailors Relief Fund.....	101.50
294 Veterans Trust Fund .....	0.00
295 Airport Authority Fund.....	56,426.96

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296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund.....	146,444.02
298 County Employee Separation Fund.....	0.00
299 Unemployment Fund.....	1,339.63
356 Fair Board Debt Fund.....	0.00
360 9-1-1 Expansion Construction Fund.....	0.00
361 Jail Expansion Construction Fund.....	0.00
362 Jail Building Bond.....	0.00
368 Library Loan Fund.....	0.00
369 Building Authority Debt Fund.....	0.00
370 County Road Building Debt Fund.....	0.00
461 Building Authority Construction Fund.....	0.00
462 County Road Construction Fund.....	0.00
512 Medical Care Facility Fund.....	0.00
516 Delinquent Tax Revolving Fund.....	174.89
606 Tax Revolving Fund.....	0.00
609 2009 Tax Revolving Fund.....	0.00
610 2010 Tax Revolving Fund.....	0.00
611 2011 Tax Revolving Fund.....	0.00
612 Delinquent Taxes.....	0.00
613 2013 Tax Revolving Fund.....	0.00
614 2014 Tax Revolving Fund.....	0.00
615 2015 Tax Revolving Fund.....	0.00
616 2016 Tax Revolving Fund.....	0.00
617 2017 Tax Revolving Fund.....	0.00
618 2018 Tax Revolving Fund.....	0.00
618 2018 Tax Revolving Fund.....	0.00
619 2019 Tax Revolving Fund.....	0.00
620 Foreclosure Fund.....	256.07
701 Trust and Agency.....	17,123.12
702 OPEB Trust Fund.....	14,799.27
801 Drain Fund.....	0.00

Total: \$663,484.76  
(includes 2 acct. payable runs; on demand checks):

Payroll for the period of January 4, 2022 thru January 31, 2022 + \$562,357.44  
(includes 2 payrolls)

Employee Separation Payouts

Kenneth Williams, Jr. \$1,532.30

Total to be Claimed and allowed February 15, 2022 \$1,225,842.20

Moved by Batzer, seconded by Gustad to approve the on-demand checks, bills and payroll,  
be accepted in the amount of \$1,225,842.20; and that the same be placed on file.

YEAS:        5        Dontz, Gustad, Jaquish, Koons Batzer  
NAYS:        0        None  
ABSENT:     2        Goodman, Schmidt

Motion Carried

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**TUESDAY, FEBRUARY 15, 2022**

**REVIEW AND CONSIDERATION OF REIMBURSEMENT GRANT  
FOR THE JAIL**

Moved by Batzer, seconded by Gustad to approve that the Manistee County Jail apply for the MDHHS Reimbursement Grant to support the Michigan Jail and Correction Systems for costs associated with Covid-19 testing for the period of October 1, 2021 through March 31, 2022.

YEAS: 5 Gustad, Jaquish, Koons Batzer, Dontz

NAYS: 0 None

ABSENT: 2 Goodman, Schmidt

Motion Carried

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**REVIEW AND CONSIDERATION OF BALLOT PROPOSAL FOR THE  
MANISTEE COUNTY CONSERVATION DISTRICT**

The proposed language is as follows:

**Manistee County Conservation District Millage Proposal**

For the purpose of funding the operation of the Manistee Conservation District programs that assist Manistee County residents and landowners in the protection, enhancement and restoration of natural resources. The increased revenue will be applied to leverage funds, including grant match, infrastructure improvements for the District property, and to retain and support full-time staff to continue to provide forestry and wildlife habitat management; surface water and groundwater resources; invasive species management; federal cost-share program implementation; and educational programming on natural resources topics.

Shall the tax rate limitation on general ad valorem taxes within the County of Manistee, imposed under Article IX Sec. 6 of the Michigan Constitution, and shall the County be authorized to:

- a.) Addition of 0.125 of one (1) mill (\$0.125 per \$1,000 of Taxable Value) to the current .1 of one (1) mill (\$0.10 per \$1,000 of Taxable Value) levy to total .225 of one (1) mill (\$0.225 per \$1,000 of Taxable Value) for a period of two (2) years, 2022 through 2023 inclusive, and
- b.) Renew .225 of one (1) mill (\$0.225 per \$1,000 of Taxable Value) for a period of nine (9) years, 2024 through 2032 inclusive.

If approved and levied in full, it is estimated that the addition of .125 mill, for a total of .225 mill, will raise \$274,195 for Manistee Conservation District programs in the first calendar year of the levy, based on the 2021 County taxable value. A portion of the millage may be subject to capture by tax increment financing authorities.

Shall this proposal be approved?

\_\_\_\_\_Yes

\_\_\_\_\_No

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Moved by Batzer, seconded by Gustad to approve the above proposed ballot language for the Manistee Conservation District be placed on the August 2, 2022 Primary Election ballot.

YEAS: 5 Jaquish, Koons Batzer, Dontz, Gustad  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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**REVIEW OF THE FY 2022/23 BUDGET CALENDAR**

**PROPOSED  
COUNTY OF MANISTEE  
2022/23 BUDGET CALENDAR  
10/1/22 through 9/30/23**

April 8, 2022	Budget packets distributed to all Departments and Courts.
April 8, 2022	Budget request forms sent to all appropriated agencies.
May 6, 2022	Completed budget request forms due in the County Controller/Administrator’s Office.
May 09, 2022 -	Tentative budget recommendations prepared by the County
June 10, 2022	Controller/Administrator’s Office.
June 13, 2022 -	County Board of Commissioners hold several Study
June 24, 2022	Sessions on Tentative Budget.
June 27, 2022 -	Department/Court/Agency review of recommendations.
July 15, 2022	Budget hearings take place with the full Board. Tentative adjustments, if necessary, are made to the recommended tentative budget.
July 19, 2022	County Board of Commissioners adopt a tentative budget.
July 20, 2022 -	County Board reviews financial statements of entities receiving
August 15, 2022	special millages.
July 20, 2022 -	Tentative budget available for public review, additional budget
August 15, 2022	hearings with the full Board are held, if necessary.
August 16, 2022	Public Hearing on the 2022/23 budget held during the County Board Meeting. Board adopts final 2022/23 budget and General Appropriations Act resolution.

Moved by Batzer, seconded by Gustad to approve the Proposed 2022/23 Budget Calendar, as presented above.

YEAS: 5 Koons Batzer, Dontz, Gustad, Jaquish

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NAYS: 0 None

ABSENT: 2 Goodman, Schmidt

Motion Carried

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The Ways & Means Committee had entered into Closed Session at the end of their Committee Meeting on February 2, 2022.

Moved by Batzer, seconded by Gustad to accept the Ways & Means Committee Closed Session Minutes of February 2, 2022.

YEAS: 5 Batzer, Dontz, Gustad, Jaquish, Koons

NAYS: 0 None

ABSENT: 2 Goodman, Schmidt

Motion Carried

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Moved by Batzer, seconded by Gustad to accept the Ways & Means Committee Minutes of February 2, 2022.

Motion Carried

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**PERSONNEL COMMITTEE MINUTES/FEBRUARY 4, 2022**

Eric Gustad presented the Personnel Committee Minutes of February 4, 2022.

No Action Items.

Items Not Requiring Board Action.

Commissioner Gustad noted that a good first step was taken at the Personnel meeting regarding the Nottley Study. Ms. Sagala, County Administrator/Controller, noted the Department Heads and Elected Officials were to bring concerns regarding the Nottley Study to the Committee. There were some placement concerns that will be discussed. The County is moving away from step wage increases to increased based on performance. A Policy will be created to address the process and procedures.

Moved by Gustad, seconded by Koons to accept the Personnel Committee Minutes of February 4, 2022.

Motion Carried

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**TUESDAY, FEBRUARY 15, 2022**

**PUBLIC SAFETY COMMITTEE MINUTES/FEBRUARY 4, 2022**

Pauline Jaquish presented the Public Safety Committee Minutes of February 4, 2022.

No Action Items.

Items Not Requiring Board Action.

Sheriff Brian Gutowski reported that Dylan Rosa is the new animal Control Officer. Therran Blake is the new Road Patrol Deputy, and he is working on his own now. The Narcan vending machine is up and running in the Sheriff’s Department lobby.

Other entities reported as well. Mike Machen, 911 Director, noted that a Hazard Mitigation Plan is being worked on with Networks Northwest. The City Police, Sheriff and MMR all report that mental health issues continue to be on the rise and are time consuming.

Moved by Jaquish, seconded by Batzer to accept the Public Safety Committee Minutes of February 4, 2022.

Motion Carried

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**TECHNOLOGY/INFORMATION COMMITTEE MINUTES/JANUARY 27, 2022**

Eric Gustad presented the Technology/Information Committee Minutes of January 27, 2022.

No Action Items.

Items Not Requiring Board Action.

The Committee received updates on various projects. The server for the courts was purchased and will be installed soon. An RFP for replacing network storage components will be released soon. Fax problems are still occurring at the Courthouse to the Jail and Central Dispatch. Old and new technology is presenting problems but continue to be worked on.

Moved by Gustad, seconded by Batzer to accept the Technology/Information Committee Minutes of January 27, 2022.

Motion Carried

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**GREEN TEAM COMMITTEE MINUTES/JANUARY 27, 2022**

Margaret Batzer presented the Green Team Committee Minutes of January 27, 2022.

**RECYCLING COORDINATOR POSITION**

Moved by Batzer, seconded by Gustad that the County accept the response to the RFP from Bay Area Recycling for Charities (BARC) as the County’s Recycling Coordinator, for a

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three (3) year contract, not to exceed, the amount of \$4,000 month or \$48,000 year with a 3% annual increase, effective March 1, 2022.

YEAS: 5 Dontz, Gustad, Jaquish, Koons, Batzer  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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Andrew Gale, BARC President, (on Zoom) introduced himself to the County Board.

**RECYCLING SITE MONITOR INSPECTION RATE**

Moved by Batzer, seconded by Gustad to approve the wage of the Recycling Site Monitors be increased from \$20 to \$25 per site visit, retroactive to January 1, 2022.

YEAS: 5 Gustad, Jaquish, Koons, Batzer, Dontz  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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**RECYCLING PROGRAM MANAGEMENT CONTRACT EXTENSION**

Moved by Batzer, seconded by Gustad to approve a contract extension for the Recycling Program Management position between Manistee County and Iris Waste Diversion Specialists, Inc. for the County-wide Recycling Program. The extension would be for one (1) month, February 1, 2022 through February 28, 2022 at the rate of \$700 per week.

YEAS: 5 Jaquish, Koons, Batzer, Dontz, Gustad  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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Moved by Batzer, seconded by Gustad to accept the Green Team Committee Minutes of January 27, 2022.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**ROAD COMMISSION REQUEST FOR INCREASE IN SALARIES**

A letter was received from the Manistee County Road Commissioners requesting an increase in salaries and per diem. The last time there was a salary change was January 1, 2003 but none of the people on the Road Commission Board were there in 2003. The last the meeting rate (per diem) changed was January 16, 2007. Discussion as to the workload of the Road Commission Board versus the County Board and the comparison in salary; there are numerous Boards that work for the County, what about them? Being on Boards is not about the money but rather the service, reinvestment and impact to the community. If approved, the increase would come from the Road Commission budget, but it is still taxpayer dollars.

Moved by Koons to approve the per diem and salary increases, as requested. There was no second and the Motion died on the floor.

Ms. Koons noted she will speak with the Road Commissioners again to review the amounts of the increase.

**MISCELLANEOUS**

Lisa Sagala, County Administrator/Controller reminded the County Board Members of the Special County Board Meeting to discuss ARPA Funds is scheduled for February 23, 2022 at 1 p.m. here in the County Board Room.

Ms. Sagala asked the Board of Commissioners that if they plan on attending the MAC Legislative Conference on March 21-23, 2022 to let her know.

Ms. Sagala also requested that if Commissioners want to attend the Chamber Awards Gala on March 18, 2022, please let her know by February 25, 2022 to get the Early Bird rate.

**MERS RETIREE HEALTH FUNDING VEHICLE UNIFORM RESOLUTION**

Moved by Batzer, seconded by Gustad to approve the MERS Retiree Health Funding Vehicle Uniform Resolution; and authorize the County Board Chair to sign the same.

YEAS:           5       Koons, Batzer, Dontz, Gustad, Jaquish  
NAYS:           0       None  
ABSENT:        2       Goodman, Schmidt

Motion Carried

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**PUBLIC COMMENT**

None.

(10:35 a.m.)

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**MOTION TO ENTER INTO CLOSED SESSION**

Moved by Gustad, seconded by Batzer to enter into Closed Session for the purpose of discussing pending litigation regarding Carpenter v Manistee, pursuant to MCL 15.269 Sec. 8(e) of the Michigan Open Meetings Act. The County Board of Commissioners; Lisa Sagala, County Administrator/Controller; Sheriff Gutowski, Legal Counsel and Jill M. Nowak, Manistee County Clerk; are granted permission to remain in the room to participate in the closed session discussion.

YEAS: 5 Batzer, Dontz, Gustad, Jaquish, Koons  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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(10:51 a.m.)

**MOTION TO RETURN TO OPEN SESSION**

Moved by Batzer, seconded by Gustad to return to Open Session of the Manistee County Board of Commissioners.

YEAS: 5 Dontz, Gustad, Jaquish, Koons, Batzer  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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**CARPENTER V MANISTEE COUNTY**

Moved by Gustad, seconded by Koons to accept the advice of Counsel in the Carpenter v Manistee County litigation.

YEAS: 5 Gustad, Jaquish, Koons, Batzer, Dontz  
NAYS: 0 None  
ABSENT: 2 Goodman, Schmidt

Motion Carried

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Adjourn at the Call of the Chair at 10:52 a.m.

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Jill M. Nowak Clerk