

**TUESDAY, MARCH 16, 2021**

Pursuant to law, the Board of Commissioners met on Tuesday, March 16, 2021 at 5:00 p.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

PRESENT: Margaret Batzer (on-line, City of Manistee), Jeff Dontz, Karen Goodman (on-line, City of Manistee), Eric Gustad (on-line, Filer Township), Pauline Jaquish, Nikki Koons (on-line, Norman Township) and Richard Schmidt (on-line, Maple Grove Township).

ABSENT: None

The County Board and its Committees are operating remotely and electronically by Zoom under PA 254 of 2020 due to the COVID-19 pandemic.

**APPROVE MEETING AGENDA**

Moved by Schmidt, seconded by Gustad to approve the Meeting Agenda, as presented.

Motion Carried

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**CONSENT AGENDA**

Moved by Schmidt, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the February 16, 2021 Board meeting and March 2021 monthly appropriations and fund transfers.

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

NAYS: 0 None

Motion Carried

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**PUBLIC COMMENT**

None, neither in person nor on-line.

**WAYS & MEANS COMMITTEE REPORT/MARCH 3, 2021**

Richard Schmidt presented the Ways & Means Committee Report of March 3, 2021.

**FINANCE REPORT**

Board of Commissioners  
Manistee County

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Manistee, Michigan 49660

We hereby submit claims for February 2, 2021 through March 2, 2021, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund .....	\$237,158.88
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 .....	25,425.00
225 Recycling Fund.....	2,915.00
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	10,524.70
238 Land Bank Authority Fund.....	116.45
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund .....	0.00
242 Bear Lake Improvement Fund.....	950.00
243 Brownfield Redevelopment Authority Fund.....	0.00
244 Brownfield Redevelopment-Joslin Cove.....	0.00
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 .....	0.00
254 Medical Care Depreciation Fund.....	0.00
255 Brownfield Site Assessment Fund .....	0.00
256 Register of Deeds Automation Fund .....	1,035.50
257 Budget Stabilization Fund .....	0.00
258 Mounted Search and Rescue .....	0.00
259 Indigent Defense Fund .....	2,226.31
260 Health Insurance Fund.....	199,820.12
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 .....	150.00
267 Concealed Pistol Licensing Fund .....	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	2,566.50
270 Corrections Officer Training Fund.....	0.00
271 County Library Fund .....	0.00
272 County Library Trust 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 Law Enforcement Technology Fund.....	0.00
282 Care Act Fund.....	0.00
283 F.I.A. Benzie County.....	0.00
284 Community Corrections Fund .....	2,650.00
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 .....	1,412.33
293 Soldiers & Sailors Relief Fund.....	0.00

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294 Veterans Trust Fund .....	0.00
295 Airport Authority Fund.....	37,758.46
296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund.....	129,103.55
298 County Employee Separation Fund.....	0.00
299 Unemployment Fund.....	0.00
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.....	15,753.75
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 .....	0.00
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.....	0.00
701 Trust and Agency .....	156.37
702 OPEB Trust Fund.....	0.00
801 Drain Fund.....	0.00

Total: ..... \$670,972.92

(includes 2 acct. payable runs; on demand checks):

Payroll for the period of Feb 2, 2021 thru March 2, 2021           +       \$502,255.61  
(includes 2 payrolls)

Employee Separation  
    Tad Schmeling               \$2,522.36

Total to be Claimed and allowed March 16, 2021                               \$1,173,228.53

Moved by Schmidt, seconded Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,173,228.53; and that the same be placed on file.

YEAS:       7       Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer  
NAYS:       0       None

Motion Carried

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**COUNTY-WIDE PARCEL DATA LAYER FEE WAIVER FOR GRAND TRAVERSE REGIONAL LAND CONSERVANCY**

Moved by Schmidt, seconded by Batzer to approve the \$2,200 fee for the County-wide Parcel Data Layer be waived for the Grand Traverse Regional Land Conservancy.

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

NAYS: 0 None

Motion Carried

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**REQUEST FOR ATTORNEY FOR MANISTEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

Moved by Schmidt, seconded by Batzer to authorize the Manistee County Planning Department to hire an attorney familiar with Brownfield Agreements regarding the Joslin Cove Project.

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

NAYS: 0 None

Motion Carried

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**ZONING SERVICES AGREEMENT BETWEEN MANISTEE COUNTY AND THE VILLAGE OF COPEMISH**

Moved by Schmidt, seconded by Batzer to approve the Zoning Services Agreement between Manistee County and the Village of Copemish; the Agreement is for Zoning Administration Services Level I and Code Enforcement Services Level I. The Contract Services is a three (3) year agreement with the first-year service fee of \$3,750 (for both services), and an increase of 2% each year thereafter. The agreement is effective March 1, 2021 through February 28, 2024; and authorize the Board Chair to sign the same.

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

NAYS: 0 None

Motion Carried

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**MANISTEE COUNTY FUND BALANCE POLICY**

Moved by Schmidt, seconded by Batzer to approve the Manistee County Fund Balance Policy, as presented.

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

NAYS: 0 None

Motion Carried

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**MANISTEE COUNTY TREASURER’S OFFICE POLICY  
WHEN RECEIPTING AMOUNTS THAT ARE OVER OR SHORT**

Moved by Schmidt, seconded by Batzer to approve the Manistee County Treasurer’s Office Policy when receipting amounts that are over or short, as presented.

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

NAYS: 0 None

Motion Carried

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**REVIEW OF CYCLE I GRANTS TO BE SUBMITTED BY THE COUNTY TO THE  
LOCAL REVENUE SHARING BOARD**

Review and prioritize grants to be submitted by the County to the Local Revenue Sharing Board in the 2021 Cycle I grant process. All grants are due in the Revenue Sharing Board office on Friday, March 5, 2021, at 5:00 p.m. The grants submitted by County departments/agencies are as follows:

**A) Public Safety Grant Applications:**

**1) Manistee County Sheriff’s Office = \$12,969**

This application requests funding to send two divers to advanced open water training (\$550), two divers to rescue diver training (\$770) and one diver to divemaster training (\$750). We are also requesting to purchase an Aquacom STX-101 surface station for communications (\$2,339), five dive lights (\$845), 10 locking D carabiners (\$190), six DUI dive weight trim systems (\$780), six sets dive weights (\$855), and six tank bands (\$270). We are also requesting to buy an AquaEye System with 2-year maintenance program (\$5,510).

**2) Manistee Blacker Airport Authority = \$11,775**

This application requests funding for the purchase of a video surveillance system at the Manistee Blacker Airport. Cameras will encompass all secure areas as well as indoor high traffic areas, parking lots, and aircraft ramp. We anticipate purchasing the equipment by the end of 2021.

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**3) Manistee County Council on Aging – Wagoner Community Center = \$60,000**

This application requests funding for a fire alarm and electro-magnetic fire door system. This would include a system for the entire facility (i.e. fire control annunciator panel, pull devices, alarm signaling devices, cabling/conduit, associated electrical, etc.)

**Total Public Safety Grant Applications (3) = \$84,744**

**B) Offset Grant Applications:**

1) None Submitted

**Total Offset Grant Applications (0) = \$0**

**C) Other Grant Applications:**

**1) Manistee Conservation District = \$5,000**

This application requests funding for Household Hazardous Waste funding which would allow for the Manistee Conservation District to fund an additional 75 cars or an additional 5,000 lbs. of HHW. The average cost of proper handling or disposal per car is approximately \$68.00. If granted, the funds would be applied to HHW costs only.

**Total Other Grant Applications (1) = \$5,000**

**Total Grant Applications Submitted by Manistee County (4) = \$89,744**

Moved by Schmidt, seconded by Batzer to approve all three (3) Public Safety Grants in the amount of \$84,744 and the “Other” Grant Application for the Manistee Conservation District Grant in the amount of \$5,000, for a total of \$89,744, be submitted by Manistee County, and be forwarded to the Local Revenue Sharing Board in the 2021 Cycle I grant process.

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

NAYS: 0 None

Motion Carried

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**MANISTEE COUNTY MEDICAL CARE FACILITY TO APPLY FOR A PAYCHECK PROTECTION LOAN**

This item was referred to the full County Board from the Ways & Means Committee. Joe Coleman and Beth Taylor from the Manistee County Medical Care Facility (MCMCF) would like to apply for a loan under the Paycheck Protection Program (PPP) in the amount of \$1,300,000. This loan if approved, turns into a grant and could be 100% forgivable to

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help cover payroll costs during the COVID-19 pandemic. They have applied for the loan with TCF Bank and have been approved and are awaiting approval from the Small Business Administration. If the loan is not forgiven, in full, the Manistee County Medical Care would be responsible for repayment.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize Joe Coleman, MCMCF Administrator, permission to sign the Paycheck Protection Program Loan Application in the amount of \$1,300,000 on behalf of the Manistee County Medical Care Facility.

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of March 3, 2021.

Motion Carried

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**MANISTEE COUNTY TRANSPORTATION FY 2022 RESOLUTION OF INTENT**

**RESOLUTION #2021-4**

**FY 2022 RESOLUTION OF INTENT**

**THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2022 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 March, 2021.

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

ABSENT: None

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

**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 2022 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

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**WHEREAS**, the Board of Directors has reviewed and approved the proposed budget and funding sources for 2022 of:

Estimated Federal Funds	\$1,432,607
Estimated State Funds	\$1,493,691
Estimated Local Funds	\$ 594,053
Estimated Farebox	\$ 680,000
Estimated Other Funds	\$ 3,000
Estimated Total Expenses	\$3,979,464

**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 Richard Strevey 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 2022.

Moved by Schmidt, seconded by Jaquish to approve above Resolution #2021-4 FY 2022

Resolution of Intent, The Approved Resolution of Intent to Apply for State Formula

Operating Assistance for Fiscal Year 2022 Under Act 51 of the Public Acts of 1951, As Amended.

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

NAYS: 0 None

Motion Carried

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**POLICY COMMITTEE MINUTES/FEBRUARY 26, 2021**

Karen Goodman presented the Policy Committee Minutes of February 26, 2021.

**RECEIPTING AMOUNTS OVER/SHORT POLICY**

The Receipting Amounts Over/Short Policy was moved to the Ways and Means Committee for their review.

**THE FUND BALANCE POLICY**

The Fund Balance Policy was moved to the Ways and Means Committee for their review.

**CREDIT CARD POLICY**

The Credit Card Policy was moved to the Personnel Committee for their review.

Items Not Requiring Board Action

2021 Policy Committee Meetings will be held on the fourth Friday each month at 2:30 p.m. except for November and December when the meetings will be held on the third Friday of those months.



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The Authorization to Release Information Form for Boards and Commissions is being reviewed by the County’s labor attorney. When received back the matter will be referred to the Personnel Committee for review.

The County Paid Time Off (PTO) Policy continues to be worked on.

Any CDC guideline updates to The County’s Preparedness Plan will be forwarded to Staff.

Moved by Koons, seconded by Goodman to accept the Policy Committee Minutes of February 26, 2021.

Motion Carried

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**HUMAN SERVICES COLLABORATIVE BODY (HSCB) 2020 ANNUAL REPORT**

Rose Fosdick, Coordinator, Human Services Collaborative Body (HSCB), appeared by Zoom before the Board to present the 2020 Annual Report of the Manistee County Collaborative Body.

**PUBLIC SAFETY COMMITTEE MINUTES/MARCH 5, 2021**

Pauline Jaquish presented the Public Safety Committee Minutes of March 5, 2021.

**USDA FOREST SERVICE AGREEMENT**

Moved by Jaquish, seconded by Batzer to approve the Cooperative Law Enforcement Agreement between the Manistee County Sheriff’s Department and the USDA, Forest Service Huron-Manistee National Forests.

YEAS: 7 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman  
NAYS: 0 None

Motion Carried

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Items Not Requiring Board Action.

Reports were received from various agencies.

The Sheriff reported he is in the process of hiring a Corrections Officer, Court Security officer and Seasonal Officers.

A meeting with MMR will be set with the VP of Operations and other interested parties to discuss concerns regarding ambulance service in Manistee County.

Moved by Batzer, seconded by Gustad to accept the Public Safety Committee Minutes of March 5, 2021.

Motion Carried

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**PERSONNEL COMMITTEE MINUTES/MARCH 5, 2021**

Karen Goodman presented the Personnel Committee Minutes of March 5, 2021.

**MANISTEE COUNTY CREDIT CARD POLICY**

Moved by Goodman, seconded by Gustad to approve the Manistee County Credit Card Policy, as presented.

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

NAYS: 0 None

Motion Carried

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**MANISTEE COUNTY PLANNING DIRECTOR POSITION**

Moved by Goodman, seconded by Gustad to appoint Mike Szokola to the County Planning Directors position, effective March 16, 2021 at the current salary of \$68,893.49.

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

NAYS: 0 None

Motion Carried

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Moved by Goodman, seconded by Gustad to accept the Personnel Committee Minutes of March 5, 2021.

Motion Carried

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**TECHNOLOGY/INFORMATION COMMITTEE MINUTES/FEBRUARY 25, 2021**

Richard Schmidt presented the Technology/Information Committee Minutes of February 25, 2021.

**COURTHOUSE FAX ISSUES**

Moved by Schmidt, seconded by Gustad, to approve the purchase of a Grand Stream device, which all faxes are processed through, for the Courthouse and Government Center in the amount of \$800.

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

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NAYS: 0 None

Motion Carried

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**REVIEW OF TECHNOLOGY/INFORMATION COMMITTEE DUTIES FROM  
THE RULES OF ORDER AND PROCEDURES**

Moved by Schmidt, seconded by Gustad to remove the words “and microfilming” from the Technology/Information Committee duties.

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Koons to accept the Technology/Information Committee Minutes of February 25, 2021.

Motion Carried

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**CENTRA WELLNESS BOARD OF DIRECTORS  
(COMMISSIONER APPOINTMENT)**

One (1) County Commissioner to serve a three (3) year term beginning April 1, 2021 and expiring March 31, 2024. Commissioner Pauline Jaquish is the Incumbent.

Moved by Goodman, seconded by Batzer to re-appoint Pauline Jaquish, as the Commissioner appointment to the Centra Wellness Board of Directors for a three (3) year term beginning April 1, 2021 and expiring March 31, 2024.

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

NAYS: 0 None

Motion Carried

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**CENTRA WELLNESS BOARD OF DIRECTORS**

One (1) individual to serve a three (3) year term beginning April 1, 2021 and expiring March 31, 2024. This vacancy is for an at-large position on the Board.

Two (2) Applicants:  
James Pontiac Dennis Risser (I)

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An Applicant must receive at least four (4) votes to be appointed.

1<sup>st</sup> vote

Pontiac 0                      Risser 7

Dennis Risser is re-appointed to the Centra Wellness Board of Directors to serve a three (3) year term beginning April 1, 2021 and expiring March 31, 2024.

**GREEN TEAM/RECYCLING COMMITTEE MINUTES/FEBRUARY 25, 2021**

Margaret Batzer presented the Green Team/Recycling Committee Minutes of February 25, 2021.

**EXTENSION OF THE EGLE RECYCLING IMPROVEMENT GRANT**

Moved by Batzer, seconded by Gustad to approve the submission of the EGLE Recycling Improvement Grant to extend the grant period from March 31, 2021 to July 21, 2021.

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

NAYS:           0            None

Motion Carried

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**GRANT APPLICATIONS FOR EGLE RECYCLING INFRASTRUCTURE GRANT AND THE EGLE RURAL ELECTRONICS RECYCLING GRANT**

Moved by Batzer, seconded by Gustad to allow Ms. Archer to submit the grant applications for the EGLE Recycling Infrastructure Grant and the EGLE Rural Electronics Recycling Grant.

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

NAYS:           0            None

Motion Carried

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Moved by Batzer, seconded by Gustad to accept the Green Team/Recycling Committee Minutes of February 25, 2021, as amended.

Motion Carried

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**REGIONAL SUMMIT COMMITTEE MINUTES/MARCH 5, 2021**

Karen Goodman presented the Regional Summit Committee Minutes of March 5, 2021.

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Items Not Requiring Board Action.

Ideas and suggestions were reviewed in the minutes that may be discussed at the Summit. Keeping the Summit positive on how the County came through 2020 is the direction the Committee wants to take.

Meetings of the Regional Summit Committee were scheduled for the first Friday of each month at 10 a.m. except for the April meeting which will be held on the second Friday.

Moved by Goodman, seconded by Gustad to accept the Regional Summit Committee

Minutes of March 5, 2021.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

Thank you correspondence was received from Manistee Area Public Schools.

Employees who wanted to receive the vaccine are currently being vaccinated. A second opportunity will be available for employees to be vaccinated as well. Once Staff is vaccinated and the vaccines become effective (21 or 28 days depending on the vaccine), the Courthouse and Government Center will open. Approximate opening of the Courthouse will be May/June 2020. It is anticipated meetings will be in person beginning June or July 2020 at the latest.

Ms. Sagala reported that there will be Rescue Act money coming to the County in the amount of approximately \$4.8 million. 50% will be received soon and the other 50% will be received in the future. It is currently unknown what the money can be spent on. A group will be forming to discuss possible needs and disbursements.

**PUBLIC COMMENT**

Eric Sullivan, Veterans Counselor, reported that they have received the second vehicle. A lot of outreach is being done at this time. Some Townships are still closed due to Covid and it is hoped that when they open, some of the locations can be used for Veteran outreach. The Garden Project is moving forward for spring. The project of food donation bins will be painted by Linke’s Body Shop and will be designed by KND, Manistee Catholic Central students and AYP youth.

Adjourn at the Call of the Chair at 6:33 p.m.

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Jill M. Nowak Clerk