

**TUESDAY, APRIL 20, 2021**

Pursuant to law, the Board of Commissioners met on Tuesday, April 20, 2021 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 (on-line, City of Manistee), Jeff Dontz, Karen Goodman (on-line, City of Manistee), Eric Gustad, Pauline Jaquish, Nikki Koons (on-line, Norman Township).

ABSENT: Richard Schmidt

The County Board and its Committees are operating remotely and electronically by Zoom under the Manistee County Board of Commissioners Resolution #2020-17, which declared a Local State of Emergency through December 31, 2021 due to the COVID-19 pandemic.

**APPROVE MEETING AGENDA**

Moved by Goodman, seconded by Gustad to approve the Meeting Agenda, as amended, to include under Miscellaneous Controller and Board Items, Item F, discussion and possible action regarding the Emergency Manager position.

Motion Carried

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**CONSENT AGENDA**

Moved by Gustad, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the March 16, 2021 Board meeting, the April 13, 2021 Special Board Meeting and April 2021 monthly appropriations and fund transfers.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**PUBLIC COMMENT**

Sharon Goble, resident of Pleasanton Township and Vice Chair, County Planning Commission, spoke in regard to County Planning Department priorities.

Laura Heintzelman, Manistee County Community Foundation (MCCF), expressed concern regarding the Planning Department capacity beyond Planning and Zoning activities.

Mark Coe, President, Manistee/Benzie Snowbirds Club, echoed the need for trail development in and out of Manistee County and 23 rural communities.

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**TREASURER'S REPORT**

Rachel Nelson, County Treasurer, appeared before the Board to present the 2021 First Quarter Investment Report, the Foreclosure List and the Land Bank Authority Parcels as of April 14, 2021. Regarding the Foreclosure Report, Property owners had until March 31, 2021 to pay 2018 property taxes. There were eighteen (18) parcels and eight (8) were PRE's, meaning homes where people lived. Three (3) one (1) year hardship extensions were given for person to pay their taxes, three (3) people are intentionally letting the property go to foreclosure. Ms. Nelson reiterated that the goal is to collect delinquent taxes and not to foreclose on properties.

There are new laws, which took effect January 1, 2021, this includes a Notice of Intention to Claim Interest on Foreclosed Properties which has to be filed by July 1<sup>st</sup> in regard to excess proceeds. Numerous notices are sent to these property owners and Title Chek is the company used to send most notices for foreclosures. Continuing with the Foreclosure Process, the first auction, which is on-line only on will be held August 2, 2021, is on the Title Chek website tax-sale.info. Title Chek will be doing the official inspection of the properties for the auction.

The Land Bank Authority now has fourteen (14) total parcels. Half have been sold or donated to other developers or non-profit groups. There are changes in the Land Bank procedures due to the changes in the Excess Proceeds lawsuit. If no one files the Intent to Claim Interest by July 1<sup>st</sup>, then the first right of refusal can be used and one can get a property for the minimum bid. If someone files a Claim, then one would have to pay fair market value, which is a huge difference. Ms. Nelson reminds all that people can donate to the Land Bank. Collaboration efforts continue with Habitat for Humanity and Tiny Developers, who are willing to collaborate together.

**CENTRA WELLNESS BOARD APPOINTMENT**

One (1) vacancy on the Centra Wellness Board of Directors. This vacancy will be to fill an unexpired three (3) year term beginning immediately and expiring March 31, 2022.

There were no applicants, and the Clerk was asked to re-advertise.

**JURY BOARD APPOINTMENT**

Judge Thompson recommended Antoinette Gorch be re-appointed to the Manistee County Jury Board for the Six (6) year term commencing May 1, 2021 and expiring April 30, 2027.

Moved by Gustad, seconded by Koons to support Judge Thompson's recommendation and re-appoint Antoinette Gorch to the Manistee County Jury Board for the Six (6) year term commencing May 1, 2021 and expiring April 30, 2027.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**TUESDAY, APRIL 20, 2021**

**RAISE THE AGE LEGISLATION IN MICHIGAN JUVENILE COURTS**

Cameron Clark, Director of Youth Services, appeared before the Board to discuss the potential impacts of the Raise the Age Legislation in Michigan Juvenile Courts. The new legislation is to take effect October 1, 2021, which extends the age of juvenile jurisdiction from 16 years old to 17 years old to the juvenile court system. Michigan is one of the last three states that is still handling 17 year olds in the adult court. It is unknown how this new legislation will affect the budget. Collaborating services will continue but placement costs could be an issue if 17 year olds are unable to be returned to their homes.

**MGT CONSULTING COST ALLOCATION PLAN AND A NEW THREE (3) YEAR CONTACT**

Gordon Stryker, MGT Consulting, virtually presented information on why the Cost Allocation Plan is prepared each year and also requested approval of a new three (3) year Agreement. The Cost Allocation Plan provides services such as cost accounting and grant management for direct and indirect costs for reimbursement to the General Fund.

Mr. Stryker also recapped that MGT has 45 years' experience in public sector management consulting and has worked with Manistee County over ten (10) years. The new contract for the above services will be for actual costs for FY 2020, completed in 2021; FY 2021, completed in 2022; and FY 2022, completed in 2023: in the amount of \$8,500 per year.

Moved by Gustad, seconded by Batzer to approve the three (3) year contract between Manistee County and MGT of America Consulting, LLC. for work completed in 2021, 2022 and 2023 in the amount of \$8,500 per year; and allow the Board Chair to sign the same.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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

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

**MANISTEE COUNTY ELECTRONIC FUNDS TRANSFERS POLICY**

Moved by Goodman, seconded by Batzer to adopt the Manistee County Electronic Funds Transfers Policy, as presented, and move to the Ways & Means Committee

Motion Carried

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Items Not Requiring Board Action.

Examples of policy formats were reviewed. As new policies are completed or old policies are revised, the policies should all follow the same format. The format will be compiled by HR /Administrative Office.

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Moved by Goodman, seconded by Batzer to accept the Policy Committee Minutes of March 26, 2021.

Motion Carried

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**WAYS & MEANS COMMITTEE REPORT/APRIL 7, 2021**

Margaret Batzer presented the Ways & Means Committee Report of April 7, 2021.

**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for March 3, 2021 through April 5, 2021, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund .....	\$237,700.41
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 .....	10,000.00
225 Recycling Fund.....	11,606.04
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	0.00
238 Land Bank Authority Fund.....	30.00
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund .....	0.00
242 Bear Lake Improvement Fund.....	3,375.00
243 Brownfield Redevelopment Authority Fund.....	0.00
244 Brownfield Redevelopment-Joslin Cove.....	9,790.81
245 Public Improvement Fund .....	0.00
246 Township Improvement Revolving Fund.....	0.00
251 Capital Improvement Fund.....	51,100.00
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 .....	845.12
257 Budget Stabilization Fund .....	0.00
258 Mounted Search and Rescue .....	0.00
259 Indigent Defense Fund .....	1,840.76
260 Health Insurance Fund.....	149,488.32
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 .....	795.00
267 Concealed Pistol Licensing Fund .....	345.35
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	2,100.66
270 Corrections Officer Training Fund.....	1,736.00

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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 .....	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 .....	1,653.22
293 Soldiers & Sailors Relief Fund.....	0.00
294 Veterans Trust Fund .....	0.00
295 Airport Authority Fund.....	49,752.46
296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund.....	118,269.63
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.....	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 .....	650.00
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.....	667.53
701 Trust and Agency .....	0.00
702 OPEB Trust Fund .....	0.00
801 Drain Fund.....	0.00
Total: .....	<u>\$652,996.31</u>

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

Payroll for the period of 03/03/2021 thru 04/05/2021 + \$771,022.10  
(includes 3 payrolls)

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Employee Separation  
Pamela Spoor \$6,220.69

Total to be Claimed and allowed April 20, 2021 \$1,424,018.41

Moved by Batzer, seconded by Gustad to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,424,018.41; and that the same be placed on file.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**REGISTER OF DEEDS MICROFILMING PROJECT**

Moved by Batzer, seconded by Gustad to approve the execution of a Professional Services Contract Agreement with Fidlar Technologies in the amount of \$8,438.57; to be paid from the Register of Deeds Automation Fund.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL HOURS**

Moved by Batzer, seconded by Gustad to approve payment for unused accumulated vacation and personal hours to Dt./Sgt. Scott Soper, who retired from the Sheriff's Office effective March 12, 2021 = \$8,028.76; to be paid from the Employee Separation Fund.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**TUESDAY, APRIL 20, 2021**

Moved by Batzer, seconded by Gustad to approve payment for unused accumulated vacation hours and personal hours to Ella Simmons, Corrections Officer, who resigned from the Sheriff’s Office effective March 13, 2021 = \$4,543.33; to be paid from the Employee Separation Fund.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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Item Not Requiring Board Action.

The Grant Writer position continues to be discussed. Further information is still be researched.

Moved by Batzer, seconded by Gustad to accept the Ways & Means Committee Minutes of April 7, 2021.

Motion Carried

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**PUBLIC SAFETY COMMITTEE MINUTES/APRIL 9, 2021**

Pauline Jaquish presented the Public Safety Committee Minutes of April 9, 2021.

No Action Items.

Items Not Requiring Board Action.

Two meetings with representatives from Medical Mobile Response (MMR) have been held. Ms. Jaquish is not sure what satisfaction has been reached. They need more help as they can’t fill trucks with employees. The County also has a problem with this issue. Sheriff Gutowski reported that April 21, 2021 is Sexual Assault Awareness and Prevention Month.

Undersheriff Torrey and Jail Administrator Lt. Chris Banicki, attended the Michigan Sheriff’s Association New Undersheriff and New Jail Administrator Leadership Institute. Sheriff Gutowski will be attending the New Sheriff’s Leadership Institute later in April. The Manistee County Law Enforcement Apprenticeship Program is in its final review with the State. This Office will be the first Apprenticeship program of its kind in the State.

The ISD is hosting an antigen clinic on April 23, 2021. On April 28, 2021, the Health Department #10 and the Little River Band of Ottawa Indians are hosting a vaccination clinic.

Sheriff Gutowski reported that 77% of the Sheriffs Department Staff is fully vaccinated.

The construction schedule on the M-55 bridge is running a week behind at this time.

**TUESDAY, APRIL 20, 2021**

Moved by Jaquish, seconded by Gustad to accept the Public Safety Committee Minutes of April 9, 2021.

Motion Carried

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

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

No Action Items.

Items Not Requiring Board Action.

Ms. Archer reported the Monthly Volume Data Report statistics, and she continues to work with the recycling locations and re-location efforts for Onekama Township. Ms. Archer also continues to work on numerous grants for various site improvements, infrastructure, electronic recycling, etc.

Moved by Batzer, seconded by Koons to accept the Green Team/Recycling Committee Minutes of March 25, 2021.

Motion Carried

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**REGIONAL SUMMIT COMMITTEE MINUTES/APRIL 9, 2021**

Karen Goodman presented the Regional Summit Committee Minutes of April 9, 2021.

Items Not Requiring Board Action.

It was suggested that MSUE present on Open Meetings Act (OMA). The suggestion to discuss the successes and lessons learned due to Covid was reiterated.

There was no update on the venue, but all agreed a bigger location is needed to allow for social distancing.

A suggestion of offering the Summit in person and by Zoom was made. If offered also by Zoom, we will need video capability at the venue.

Moved by Goodman, seconded by Gustad to accept the Regional Summit Committee Minutes of April 9, 2021.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**RESOLUTION #2021-7**



TUESDAY, APRIL 20, 2021

**Manistee County Board of Commissioners Resolution for  
National County Government Month - April 2021  
“Counties Matter”**

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 April, 2021.

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

ABSENT: Schmidt

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

**WHEREAS**, the nation’s 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

**WHEREAS**, counties provide health services, administer justice, keep communities safe, foster economic opportunities and much more; and

**WHEREAS**, Manistee County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

**WHEREAS**, under National Association of Counties President Gary Moore’s leadership, NACo is demonstrating how “Counties Matter,” especially in supporting residents and businesses during the coronavirus pandemic; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

**NOW, THEREFORE, BE IT RESOLVED THAT I**, The Manistee County Board of Commissioners, do hereby proclaim April 2021 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

Moved by Goodman, seconded by Batzer to approve above Resolution #2021-7 National County Government Month – April 2021 “Counties Matter”.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**RESOLUTION #2021-8**  
**Manistee County Board OF Commissioners**

**RESOLUTION TO DECLARE APRIL 2021 AS  
PARKINSON’S DISEASE AWARENESS MONTH**

**TUESDAY, APRIL 20, 2021**

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 April, 2021.

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

ABSENT: Schmidt

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

**WHEREAS**, Parkinson’s disease, a chronic, progressive neurological disease with no known cause, affects approximately 35,000 people in the State of Michigan; and

**WHEREAS**, diverse symptoms mark Parkinson’s disease, including rigidity, slowness of movement, poor balance and tremors; and

**WHEREAS**, effective control of Parkinson’s disease can be achieved through medication and surgery in addition to education and rehabilitation programs; and

**WHEREAS**, Parkinson’s disease takes an enormous emotional, psychological and physical toll on those with the disease and similar tolls on care givers, families and friends of the patients of the disease; and

**WHEREAS**, Michigan is a center of groundbreaking research and new treatments for Parkinson’s disease, which offer hope for more effective control and possible cures for Parkinson’s disease and related neurological disorders; and

**WHEREAS**, Michigan has, for 20 years, established programs through a largely volunteer effort to provide education and support for people with Parkinson’s disease, their families and healthcare professionals;

**NOW, THEREFORE, BE IT RESOLVED**, that the Manistee County Board of Commissioners do hereby proclaim April 2021 as Parkinson’s Disease Awareness Month in Manistee County, Michigan.

Moved by Gustad, seconded by Koons to approve above Resolution #2021-8 To Declare April 2021 As Parkinson’s Disease Awareness Month.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**RESOLUTION #2021-9**  
**Manistee County Board of Commissioners**

**RESOLUTION SUPPORTING PASSAGE OF LEGISLATION  
TO ADOPT 4-YEAR TERMS FOR COUNTY COMMISSIONERS**

**TUESDAY, APRIL 20, 2021**

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 April, 2021.

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

ABSENT: Schmidt

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

WHEREAS, the 1963 Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS, the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and

WHEREAS, Public Act 261 of 1966 promulgated that the length of terms for the new county commissioners shall be concurrent with that of state representatives, as specified in Article IV, section 3 of the Michigan Constitution; and

WHEREAS, the scope of duties of a county commissioner has greatly increased in the last century — road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response; and

WHEREAS, Michigan is one of only five states in the United States that provides for exclusively two-year terms for county commissioners; and

WHEREAS, all other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS, the position of county commissioner is a highly complex oversight role that requires years to master; and

WHEREAS, legislation to amend state law to enact four-year terms has been filed in the form of Senate Bills 242 and 245; and

WHEREAS, the Michigan Association of Counties supports the legislation as introduced;

THEREFORE, BE IT RESOLVED that MANISTEE COUNTY supports Senate Bills 242 and 245 to enact four-year terms for county commissioners. Adopted this 20<sup>th</sup> day of April, 2021.

Moved by Koons, seconded by Goodman to approve above Resolution #2021-9 Supporting Passage of Legislation to Adopt 4-Year Terms For County Commissioners.

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

NAYS: 0 None

ABSENT: 1 Schmidt

Motion Carried

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**TUESDAY, APRIL 20, 2021**

Ms. Sagala reported that 87% of the courthouse Staff is fully vaccinated.

**APPROVAL OF THE 911 AUTHORITY BOARD MEMBERS**

In review of the 911 Authority Bylaws. The County Board of Commissioners is to approve the 911 Authority Board Members.

Moved by Gustad, seconded by Jaquish to approve the current slate of 911 Authority Board members, as presented, in accordance with the Board composition as stated in the 911 By-Laws.

YEAS: 6 Jaquish, Koons, Batzer, Dontz, Goodman, Gustad  
NAYS: 0 None  
ABSENT: 1 Schmidt

Motion Carried

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**APPOINTMENT OF THE EMERGENCY MANAGER**

A vacancy in the Emergency Manager position was created when Emergency Manager/Lt. Jason Torrey was appointed as the Undersheriff. Manistee County is the only County to have law enforcement in the position. To have a person from Emergency Services in the position makes a good sense. The job description will go before the 911 Board. Wages will be negotiated with the Deputy Director and will still be covered by the grant. The Administration Office will continue to administer the grant because it also impacts the Sheriff's Office. The Lieutenant position that was shared with the Emergency Manager will not be filled but may be filled with a Truancy Officer in the future.

Moved by Jaquish, seconded by Gustad that upon the approval of the Central Dispatch/911 Board, the Deputy Director of 911, will serve as the Emergency Manager for the County.

YEAS: 6 Koons, Batzer, Dontz, Goodman, Gustad, Jaquish  
NAYS: 0 None  
ABSENT: 1 Schmidt

Motion Carried

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**PUBLIC COMMENT**

Eric Sullivan, Veterans Counselor, supported the idea of a grant writer for the County.

Adjourn at the Call of the Chair at 11:20 a.m.

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Jill M. Nowak Clerk