

TUESDAY, AUGUST 15, 2023

Pursuant to law, the Board of Commissioners met on Tuesday, August 15, 2023 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, Janice McCraner, Nikki Koons,
Richard Schmidt

ABSENT: Eric Gustad

APPROVE MEETING AGENDA

Moved by Schmidt, seconded by Koons to approve the Meeting Agenda, as amended.

Motion Carried

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CONSENT AGENDA

Moved by McCraner, seconded by Batzer to approve the Consent Agenda which includes the minutes of the July 18, 2023 Board meeting and August 2023 monthly appropriations and fund transfers.

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

YAYS: 0 None

ABSENT: 1 Gustad

Motion Carried

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PUBLIC COMMENT

None.

POLICY COMMITTEE MINUTES/JULY 28, 2023

Karen Goodman presented the Policy Committee Minutes of July 28, 2023.

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PTO POLICY

Moved by Goodman, seconded by Koons to approve the PTO Policy to include credit for rehired employees. Employees who are rehired within one year from their past employment with Manistee County may receive paid time off based on the following schedule:

Return for Employment	% of PTO Hours back
Within (months)	
0 – 6	50%
6 – 12	25%
1+year	0%

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

YAYS: 0 None

ABSENT: 1 Gustad

Motion Carried

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Moved by Goodman, seconded by Koons to approve the Policy Committee minutes of July 28, 2023.

Motion Carried

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WAYS & MEANS COMMITTEE MINUTES/AUGUST 2, 2023

Margaret Batzer presented the Ways & Means Committee Minutes of August 2, 2023.

FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

We hereby submit claims for July 1, 2023 through July 31, 2023 and a summary of the On-Demand checks for their review and approval. The totals are as follows:

**MANISTEE COUNTY
WAYS & MEANS REPORT**

FUND #	FUND NAME	07/01/2023 THRU 07/31/2023	ON DEMAND & ACH PAYMENTS	TOTAL
101	GENERAL FUND	\$ 215,065.27	4,571.48	\$ 219,636.75

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102	BUDGET STABILIZATION FUND			\$	-	
201	COUNTY ROAD FUND			\$	-	
208	PARK/RECREATION FUND-TRAILS			\$	-	
213	AIS GRANT FUND			\$	-	
214	BEAR LAKE IMPROVEMENT FUND	\$	22,637.00	\$	22,637.00	
215	FRIEND OF THE COURT FUND	\$	470.00	\$	470.00	
216	DEPARTMENT CONTINGENCY FUND			\$	-	
217	LOCAL REVENUE SHARING GRANT FUND			\$	-	
225	RECYCLING FUND	\$	20,848.66	\$	20,848.66	
232	MANISTEE COUNTY DIVE EQUIPMENT FUND	\$	89.00	\$	89.00	
233	SHERIFF DEPT. FORFIET ASSETS FUND			\$	-	
234	FAMILY COUNSELING SERVICES FUND			\$	-	
235	MEDICAL SUPPORT INCENTIVE FUND			\$	-	
236	MAINTENANCE OF EFFORT FUND	\$	7,046.67	\$	7,046.67	
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	\$	2,156.00	\$	2,156.00	
252	PRE AUDIT FUND			\$	-	
253	REMOUMENTATION FUND			\$	-	
256	REGISTER OF DEEDS AUTOMATION FUND	\$	2,760.85	\$	2,760.85	
260	INDIGENT DEFENSE FUND	\$	2,134.57	\$	2,134.57	
263	CONCEALED PISTOL LICENSING FUND	\$	125.29	\$	125.29	
264	CORRECTIONS OFFICER TRAINING FUND	\$	140.00	\$	140.00	
266	LAW ENFORCEMENT TRAINING FUND	\$	4,341.40	\$	4,341.40	
269	LAW LIBRARY FUND	\$	2,660.18	\$	2,660.18	
272	COMMUNITY CORRECTIONS - 511	\$	329.17	\$	329.17	
277	AIR PHOTO FUND			\$	-	
280	HEALTH INSURANCE FUND	\$	127,145.73	1,902.92	\$	129,048.65
283	LAND BANK FUND	\$	375.00		\$	375.00
292	CHILD CARE FUND	\$	11,139.09		\$	11,139.09
293	SOLDIERS & SAILORS RELIEF FUND	\$	989.95		\$	989.95
295	AIRPORT AUTHORITY FUND	\$	52,240.02		\$	52,240.02
296	JUVENILE JUSTICE FUND	\$	4,333.00		\$	4,333.00
297	COMPENSATED SERVICES FUND			135,449.24	\$	135,449.24
299	UNEMPLOYMENT FUND				\$	-
369	BUILDING AUTHORITY FUND				\$	-
481	AIRPORT CAPITAL IMPROVEMENT FUND				\$	-
516	DELINQUENT TAX FUND				\$	-
620	FORECLOSURE FUND	\$	5,892.86		\$	5,892.86
701	TRUST AND AGENCY FUND	\$	5,220.31		\$	5,220.31
737	OPEB TRUST FUND	\$	20,853.81	224.24	\$	21,078.05
801	DRAIN FUND				\$	-

TOTALS	\$	508,993.83	142,147.88	\$	651,141.71
(Includes 2 accounts payable runs; on demand checks)					

TOTAL PAYROLL FOR 07/01/23 THRU 07/31/23
(includes 2 payrolls)

\$ 568,157.19

Employee Separation Payouts

Janice Jankowski
James Johnson

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GRAND TOTAL

\$ 1,219,298.90

Moved by Batzer, seconded by Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,219,298.90 and that the same be placed on file.

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

Motion Carried

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REPLACEMENT OF HVAC UNIT FOR 385 3RD STREET

Moved by Schmidt, seconded by Batzer to accept the bid from Custom Sheet Metal in the amount of \$37,500 for the replacement of the HVAC Unit for 385 3rd Street.

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

Motion Carried

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RENEW CONSULING SERVICES AGREEMENT WITH MGT FOR COST ALLOCATION PLAN

Moved by Schmidt, seconded by Batzer to approve the renewal MGT Consulting Services Agreement for FY 23/24 in the amount of \$17,000.

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

Motion Carried

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PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME

Moved by Schmidt, seconded by Batzer to approve payment for PTO hours to Amanda Koon, who resigned from the Public Defender Office, effective June 30, 2023 = \$916.24; to be paid from the Employee Separation Fund.

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

Motion Carried

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REQUEST FOR PROPOSAL (RFP) AUDITING SERVICES FOR FY 2022/23

Moved by Schmidt, seconded by Batzer to approve the Request for Proposal (RFP) for audit services.

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

Motion Carried

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REGISTER OF DEEDS MEDIA CONVERSION PROJECT

Moved by Schmidt, seconded by Batzer to approve that \$72,567.78 be paid to Fidlar from the Register of Deeds technology funds to complete scanning project.

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

Motion Carried

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Moved by Schmidt, seconded by Goodman to approve the Ways and Means Committee minutes of July 12, 2023.

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Motion Carried

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BOARD /COMMISSION APPOINTMENT

MANISTEE COUNTY PARK AND RECREATION COMMISSION

One (1) vacancy to serve an unexpired term which will begin immediately and expire on December 31, 2024.

Applicants: Tony Lamb

Moved by Schmidt, seconded by Goodman to appoint Tony Lamb to the Manistee County Park and Recreation Commission to serve an unexpired term which will begin immediately and expire on December 31, 2024.

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

Motion Carried

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PUBLIC SAFETY COMMITTEE MINUTES/AUGUST 4, 2023

Karen Goodman presented the Public Safety Committee minutes of August 4, 2023.

No Action Items. Sheriff Brian Gutowski addressed the Board.

Moved by Goodman, seconded by to approve the Public Safety Committee minutes of August 4, 2023.

Motion Carried

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GREEN TEAM COMMITTEE MINUTES/JULY 27, 2023

Margaret Batzer presented the Green Team Committee minutes of July 27, 2023.

No Action Items. P.A. 69 Recycling Update.

Moved by Batzer, seconded by Schmidt to approve the Green Team Committee meeting minutes of July 27, 2023.

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Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/AUGUST 4, 2023

Janice McCraner presented the Regional Summit Committee Minutes of August 4, 2023.

No Action Items.

Moved by McCraner, seconded by Koons to approve the Regional Summit Committee Minutes of August 4, 2023.

Motion Carried

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VETERAN’S AFFAIRS UPDATE

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

MISCELLANEOUS CONTROLLER AND BOARD ITEMS

**APPLICATION REQUESTS
TO PURCHASE ADDITIONAL SERVICE CREDIT FOR MERS**

Moved by McCraner, seconded by Koons to approve the application to be submitted to MERS to allow Jake Bielski to purchase three (3) years of service credit from MERS, at no cost to the County.

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

Motion Carried

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FISCAL YEAR 2023/24 BUDGET

HEALTH INSURANCE

Lisa Sagala presented the health insurance increase for FY 2023/24. After some discussion and changes to coverage 44North was able to reduce the increase in premiums from 15% down to 7.14%. Changes include increasing deductibles to \$1,000 single/\$2,000 family; Co-Insurance increasing to \$2,500 single/\$5,000 family; Max out-of-pocket expense at \$8,150; Prescription changes include \$20 generic drugs/ \$40 preferred brand name drugs / \$80 or 50% of the approve amount up to \$100 for Nonpreferred band name drugs. Lisa also would like to change the opt out payout to set amounts rather than a percentage of the premium. This will help give a

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clearer picture of payout amounts for budget purposes. Payout amounts would be set as \$1,500 single/\$3,000 2 person/\$4,000 family.

Moved by Batzer, seconded by Schmidt to accept the health insurance rate and plan as presented.

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

Motion Carried

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RECOMMENDATION REGARDING PA 152

Moved by McCraner, seconded by Goodman to approve that the County exercise its right to exempt itself from the requirements of the Publicly Funded Health Insurance Contribution Act (PA 152) for FY 2023/24 for all Union employees, Non-Union employees, Court Staff and Elected Officials.

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

Motion Carried

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REMAINING ARPA FUNDS

Lisa Sagala requested that the remaining unallocated ARPA funds be reserved for County use. There has been one round of funds distributed to other entities and second round of distribution was the plan, but the County has some projects that we'd like to see completed with the remaining funds. If after the projects are completed and any funds should remain, then a second round of distribution could take place.

Moved by Goodman, seconded by McCraner to reserve all remaining unallocated ARPA funds be reserved for County use.

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

Motion Carried

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TENTATIVE FY 2023/24 BUDGET

GENERAL FUND BUDGET AND SUPPLEMENTAL FUND BUDGETS

Lisa Sagala, County Administrator/Controller presented a tentative FY 2023/24 General Fund Budget in the amount of \$13,742,406 and various Supplemental Fund Budgets in the amount of \$12,820,544. The proposed Tentative FY 2023/24 budget has a deficit of \$386,490. This tentative budget does not include any wage increases for staff. A Special Board meeting will be held on August 24, 2023 to review an updated Tentative FY 2023/24 budget that includes 3% wage increases for all non-union staff, Court staff and Elected Officials. Ms. Sagala will also present information for a one-time COLA payment for staff to be paid for from ARPA funds. A Tentative FY 2023/24 budget will need to be adopted at the August 24, 2023 Special Board meeting.

Break at 11:02 a.m. / Return to Session at 11:10 a.m.

11:11 a.m.

MOTION TO ENTER INTO CLOSED SESSION

Moved by Batzer, seconded by McCraner to enter into Closed Session for the purpose of discussing POLC Grievance #23-49 and POLC Tentative labor agreement commencing October 1, 2023 through September 30, 2026, pursuant to MCL 15.268 Sec. 8(e) of the Michigan Open Meetings Act. The County Board of Commissioners; Lisa Sagala, County Administrator/Controller; Sheriff Brian Gutowski; Undersheriff Jason Torrey (Zoom); Julie Griffis, HR Generalist and Lindsey Marquardt, County Clerk; are granted permission to remain in the room to participate in the closed session discussion.

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

Motion Carried

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11:48 a.m.

MOTION TO RETURN TO OPEN SESSION

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

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

Motion Carried

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POLC GRIEVANCE #23-49

Moved by McCraner, seconded by Batzer to deny POLC Grievance #23-49.

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

Motion Carried

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POLC TENTATIVE LABOR AGREEMENT
COMMENCING OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2026

Moved by McCraner, seconded by Goodman to accept the tentative POLC Labor Agreement commencing October 1, 2023 through September 30, 2023.

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

Motion Carried

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PUBLIC COMMENT

None.

Adjourn at the Call of the Chair at 12:07 p.m.

Lindsey Marquardt County Clerk