

**TUESDAY, AUGUST 16, 2022**

Pursuant to law, the Board of Commissioners met on Tuesday, August 16, 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, Karen Goodman, Eric Gustad, Pauline Jaquish, Nikki Koons and Richard Schmidt

ABSENT: None.

**APPROVE MEETING AGENDA**

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

Motion Carried

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**CONSENT AGENDA**

Moved by Koons, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the July 19, 2022 Board meeting, the minutes of the July 29, 2022 Budget Study & Granting of the ARPA Funds, and the August 2022 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**

Lawrence Joy, Vietnam Veteran of the U.S. Navy-Spoke in appreciation of the Manistee County Veteran’s Affairs Office and Tony Covell for his assistance with applying and receiving VA benefits and thanked the Board for their continued support of the department.

Mark Griner, Cleon Township Fire Chief-Spoke regarding the Cleon Township Fire Hall and ARPA funds and will address matter later on the agenda.

**RECOGNITION AND ANNOUNCEMENTS**

None.

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**WAYS & MEANS COMMITTEE MINUTES/AUGUST 3, 2022**

Richard Schmidt presented the Ways & Means Committee Minutes of August 3, 2022.

**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for July 1, 2022 through July 31, 2022 and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund .....	\$218,037.20
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.....	10,054.00
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	7,402.14
238 Land Bank Authority Fund.....	445.17
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund .....	0.00
242 Bear Lake Improvement Fund.....	265.00
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.....	7,200.00
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 .....	1,914.12
257 Budget Stabilization Fund .....	0.00
258 Mounted Search and Rescue .....	0.00
259 Indigent Defense Fund .....	8,238.63
260 Health Insurance Fund.....	118,101.93
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 .....	0.00
267 Concealed Pistol Licensing Fund .....	55.58
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	1,600.42
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

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279 Economic Development - Housing Fund .....	55,073.00
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 .....	100.00
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 .....	3,136.25
293 Soldiers & Sailors Relief Fund.....	2,653.88
294 Veterans Trust Fund .....	0.00
295 Airport Authority Fund.....	99,218.29
296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund.....	145,759.09
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.....	367,206.25
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.....	6,304.10
701 Trust and Agency .....	52,487.27
702 OPEB Trust Fund .....	25,357.93
801 Drain Fund.....	0.00

Total: \$1,133,058.25

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

Payroll for the period of July 1, 2022 thru July 31, 2022 ..... + \$531,150.16

(includes 2 payrolls)

Employee Separation

Kayla Linke	\$681.12
Jennifer Kirchinger	\$6,541.96
Lindsey Marquardt	\$7,342.75

Total to be Claimed and allowed August 16, 2022 \$1,664,208.41

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Moved by Schmidt, seconded by Batzer to approval the on-demand checks, bills and payroll, be accepted in the amount of \$1,664,208.41; 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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**PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME**

Moved by Schmidt, seconded by Batzer to approve the payment of unused accumulated vacation, sick and personal hours to Samantha Sobaski, who resigned from the Equalization Department effective July 8, 2022, in the amount of \$1,647.30; to be paid from the Employee Separation Fund.

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

Motion Carried

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**GIS SERVICES FEE SCHEDULE**

Moved by Schmidt, seconded by Batzer to approve the GIS Services Fee Schedule as presented.

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

Motion Carried

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**PROPOSAL TO PROVIDE OPEB ACTUARIAL SERVICE**

Moved by Schmidt, seconded by Batzer to approve the Proposal to Provide OPEB Actuarial Services with Gabriel, Roeder, Smith and Company in the amount of \$14,500 for the first year and \$7,750 for years two and three.

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

NAYS: 0 None

Motion Carried

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**RFP FOR AUDITING SERVICES**

Moved by Schmidt, seconded by Batzer to approve the RFP for County audit services.

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of August 3, 2022.

Motion Carried

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**PERSONNEL COMMITTEE MINUTES/AUGUST 5, 2022**

Karen Goodman presented the Personnel Committee Minutes of August 5, 2022.

**CERTIFIED ELECTRONIC OPERATOR/RECORDER**

Moved by Goodman, seconded by Batzer to approve to approve placing the Certified Electronic Operator/Recorder position in pay grade 1 and upon completion of the Certified Electronic Recorder certification placed in pay grade 2, in the Court Pay Grade Structure.

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

NAYS: 0 None

Motion Carried

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**HEALTH INSURANCE RENEWALS**

Moved by Schmidt, seconded by Goodman to approve the health insurance renewal with Blue Cross Blue Shield of Michigan as presented, for all Union employees, Non-Union employees, Court Staff and Elected Officials.

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

Motion Carried

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**RECOMMENDATION REGARDING PA 152**

Moved by Goodman, seconded by Batzer to approve that the County exercise its option to exempt itself from the requirements of the Publicly Funded Health Insurance Contribution Act (PA152) for FYI 2022/23 for all Union Employees, Non-Union employees, Court Staff and Elected Officials.

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

Motion Carried

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**WAGE INCREASES FOR FY 2022/23**

Moved by Goodman, seconded by Gustad to approve a 2.5% wage increase for FY 2022/23.

Discussion.

Second rescinded by Gustad. Motion rescinded by Goodman.

**MANISTEE COUNTY PLANNING COMMISSION APPOINTMENT**

One (1) vacancy to fill a three (3) year term beginning immediately and expiring June 9, 2025. One (1) vacancy is for a person representing Environmental and Recreational interests in the County.

Applicants: Duane Jones

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Moved by Schmidt, seconded by Gustad to appoint Duane Jones to the Manistee County Planning Commission representing Environmental and Recreational interests in the County, to serve a three (3) year term beginning immediately and expiring June 9, 2025.

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

NAYS: 0 None

Motion Carried

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**AWARDING OF ARPA FUNDS**

Moved by Schmidt, seconded by Jaquish to award ARPA funds to the Onekama Lions Club = \$21,700; the Manistee County Land Bank = \$500,000; Manistee County Brownfield Redevelopment Authority = \$60,000; Manistee County Blacker Airport = \$295,000; Manistee County Parks and Recreation Commission = \$15,000; totaling \$891,700 awarded to County Entities.

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

NAYS: 0 None

Motion Carried

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Moved by Koons, seconded by Schmidt to award ARPA Funds to the Manistee Recreation Association = \$15,000; Lakeshore Children’s Advocacy Center = \$57,000; ECHO His Love = \$20,000; Lighthouse Pregnancy Center = \$10,000; The Historic Vogue Theatre = \$25,000; Friends of Orchard Beach = \$68,700; Maple Grove Township = \$10,000; totaling \$205,700 awarded to other entities.

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

NAYS: 0 None

Motion Carried

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**CLEON TOWNSHIP ARPA FUNDS**

Moved by Schmidt, seconded by Jaquish to approve the award of \$150,000 in ARPA Funds to Cleon Township for use toward to new Cleon Township Fire Station and Hall.

YEAS: 5 Schmidt, Dontz, Goodman, Jaquish, Koons,

NAYS: 2 Batzer, Gustad

Motion Carried

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**AREA AGENCY ON AGING OF NORTHWEST MICHIGAN ANNUAL REPORT**

Heidi Gustine, Executive Director, Area Agency on Aging of Northwest Michigan appear to present their annual review and to ask for adoption of Resolution 2022-8 for FY 23 Annual Implementation Plan.

**RESOLUTION #2022-08  
MANISTEE COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE 2023-2025 MULTI-YEAR PLAN OF THE AREA AGENCY ON AGING OF NORTHWEST MICHIGAN**

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 August 2022.

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

ABSENT: None

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

**Be it resolved** that the Manistee County Board of Commissioners have reviewed the Fiscal Year 2023-2025 Multi Year Plan of the Area Agency on Aging of Northwest Michigan and believe that the plan addresses the needs of the aging population in Region 10.

**Be it further resolved** that the Manistee County Board of Commissioners approves the Fiscal Year 2023-2025 Multi Year Plan of the Area Agency on Aging of Northwest Michigan.

Moved by Batzer, seconded by Jaquish to approve above Resolution #2022-8 Approving the 2023-2025 Multi-Year Plan of the Area Agency on Aging of Northwest Michigan.

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

NAYS: 0 None



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Motion Carried

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Con't Personnel.

Moved by Goodman, seconded by Batzer to approve a 3.0% wage increase for all Non-Union employees, Court Staff and Elected Officials for FY 2022/23.

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

NAYS: 0 None

Motion Carried

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Moved by Goodman, seconded by Schmidt to accept the Personnel Committee Minutes of August 5, 2022.

**TRANSFER OF ARPA FUNDS**

Moved by Goodman, seconded by Batzer to approve the transfer of ARPA Funds in the amount of \$4,336,786.97 out of fund 281 into the 101 General Fund.

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

NAYS: 0 None

Motion Carried

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**REVIEW AND CONSIDERATION TO ADOPT A TENTATIVE FY 2022/23**

**GENERAL FUND BUDGET AND SUPPLEMENTAL FUND BUDGETS**

Lisa Sagala, County Administrator/Controller presented a tentative FY 2022/23 General Fund Budget in the amount of \$16,616,473 and various Supplemental Fund Budgets in the amount of \$14,334,708. Based upon the recommendations made by County Administration, and discussion by the full Board at the Study Session held on July 15, 2022, a tentative budget is to be considered. Once the tentative budget is adopted, it will be available for public review, and the Board may consider various amendments to the proposed budget after meeting with various Department Supervisors, Elected Officials and funded agencies. A Public Hearing on the budget will be held at the Tuesday, September 27, 2022, Board meeting, after which a final budget will be adopted by Resolution, which will include setting tax levies and various budget related policies and procedures.

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Ms. Sagala indicated that the proposed Tentative FY 2022/23 budget presented today does not include the 3% wage increase that the Board just approved. It also does not include the decrease in Blue Cross Blue Shield health insurance premiums. Both these items will change the final FY 2022/23 budget balance that and will be presented at the September 27, 2022 Board meeting.

Moved by Goodman, seconded by Gustad to adopt the Tentative FY 2022/23 General Fund Budget in the amount of \$16,616,473 and various Supplemental Fund Budgets in the amount of \$14,334,708.

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

Motion Carried

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**MILLAGE LEVY REQUESTS**

Manistee County Transportation (Dial-A-Ride)

Julie Stec, Manager, Manistee County Transportation, appeared before the Board to request the full mill for Dial-A-Ride. The Board packet contains the FY 2023 budget for Manistee County Transportation, Revenue and Expenditure report and the Audit report. Ridership is up for the current fiscal year. Currently there are 11 buses on order, and that amount has been set aside, but most likely will not cover the entire cost due to increased. There is a \$248,590 surplus projected for FY 2023. The maximum allowable millage levy for Manistee County Transportation is 0.4927.

911/Central Dispatch

Mike Machen, Interim Director, 911/Central Dispatch, appeared before the Board to request the full mill for 911/Central Dispatch. There are many projects upcoming to get the center back in line to where they should be. They have expedited the counsel project. 911/Central Dispatch has spent approximately 57% of their budget for FY 2021/22, as of July 20, 2022. Next fiscal year they plan to replace all the CAD systems and vehicle computer systems. The maximum allowable millage levy for 911/Central Dispatch is 0.9855.

Manistee County Library

Debra Greenacre, Executive Director and Julie Cirone, Assistant Director appeared before the Board to request that the 1.000 that has been allotted to the library in the past continue. The Library completed the main floor project earlier this year with new shelves, carpet and paint. The main library will be closed starting tomorrow for two weeks for the installation of new tile. Maple Street steps repairs and roof maintenance is being completed this fall. The Manistee County Library currently has a fund balance of \$835,562. The maximum allowable millage levy for the Library is 0.9855.

\*Commissioner Goodman left the meeting at 10:35a.m.\*

Manistee County Medical Care Facility (MCMCF)

Joe Coleman, Administrator Manistee County Medical Care Facility and Doug Parkes, DHHS Board, appeared before the County Board and asked that the Board levy the full millage. The bid meeting for the MCMCF expansion did not go well with costs coming in high. They are looking at design changes, mechanical changes, etc., prior to the request for

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bids going out in January 2023. There will be a meeting with their attorney regarding the expansion millage and whether to levy the full millage at this time. It is anticipated that they would break ground on the project in April of 2023. The maximum allowable millage levy for the Manistee County Medical Care Facility is 0.4927 and 0.3379 for the Manistee County Medical Care Facility Expansion.

**Council on Aging (COA)**

Sarah Howard, Council on Aging (COA), appeared before the Board and requested that the entire mill that has been allocated in the past continue. This is the first year they are receiving the full amount from the millage increase. Their budget was not yet complete at the time of the Board meeting. As of the end of this year the COA will have served over 45,000 home delivery meals and over 5,000 congregate meals. They continue to work on housing. The COA received a grant through the Community Foundation to hire a consultant to assist with the housing project. The new budget has request for additional staffing needs. The maximum millage levy for the Council on Aging is 0.4680.

**Manistee Conservation District (MCD)**

Renee Mallison, MCD Administrator, appeared before the Board and asked that the full mill be allocated of 0.225. The additional millage passed at the August 2, 2022 election. Ms. Mallison thanked the Board for their support of the millage. The Household Hazardous Waste event is this coming Saturday, August 20, 2022. The Wellston Arboretum Trail Revitalization ribbon cutting is scheduled for August 26, 2022. That funding came from the Community Foundation = \$32,000 with the district adding \$4,000 to \$5,000. They have provided 45 educational and outreach events on conservation. Work continues on various watershed projects. Since 2018 the millage funding allowed the MCD to bring in over \$419,000 in Federal dollars for conservation practices. Annually the MCD brings in over \$200,000 in State and Federal funding for positions. The maximum millage levy for the Manistee Conservation District is 0.2234.

\*Commissioner Goodman returned to meeting at 11:10 a.m.\*

**COST OF LIVING ADJUSTMENT ONE TIME LUMP SUM PAYMENT**

Moved by Gustad, seconded by Goodman to approve a Cost of Living Adjustment one-time lump sum payment for all for all Courthouse, 911/Central Dispatch and Library employees ranging from 2-5% based on the employees' wage on October 1, 2022; every employee employed prior to August 16, 2022 will receive 100% of the payment on October 1, 2022; any employee hired after August 16, 2022 will receive 50% of the payment on October 1, 2022 and the remaining 50% payment six (6) months later.

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

NAYS: 0 None

Motion Carried

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**PUBLIC SAFETY COMMITTEE MINUTES/AUGUST 5, 2022**

Pauline Jaquish presented the Public Safety Committee Minutes of August 5, 2022.

No Action Items.

Items Not Requiring Board Action.

Sheriff Brian Gutowski indicated that the Jail just completed their Michigan Department of Corrections Audit and were found 100% compliant. There continues to be an increase in mental health issues on the road and in the jail and finding placements for individuals when necessary. Sheriff Gutowski recently met with the new Coast Guard Commander and is looking forward to some possible cooperative training with the Coast Guard.

Moved by Jaquish, seconded by Schmidt to accept the Public Safety Committee Minutes of August 5, 2022.

Motion Carried

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**GREEN TEAM/RECYCLING COMMITTEE MINUTES/JULY 28, 2022**

Margaret Batzer presented the Green Team/Recycling Committee minutes of July 28, 2022.

No Action Items.

Items Not Requiring Action.

The Recycling Program Report of July 28, 2022 was presented. A link on the Manistee County Recycling webpage was added directing users to a "Guide to Going Green at Home". The Scrap Tire Event was held on July 23, 2022. A total of 715 tires were collected during the event. The Household Hazardous Waste event will be held on August 20, 2022.

Moved by Batzer, seconded by Gustad to accept the Green Team/Recycling Committee Minutes, as amended, as Commission Batzer was not present at the meeting, of July 28, 2022.

Motion Carried

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**REGIONAL SUMMIT COMMITTEE MINUTES/AUGUST 5, 2022**

Karen Goodman presented the Regional Summit Committee Minutes of August 5, 2022.

No Action Items.

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Items Not Requiring Action.

The agenda and invite list were discussed.

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

Minutes of August 5, 2022.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**HVAC REPLACEMENTS**

Moved by Gustad, seconded by Batzer to approve the bid from Custom Sheet Metal and Heating, Inc., in the amount not to exceed \$65,000 for replacement of HVAC Unit #10 at the County Jail; HVAC Unit #7 at the Courthouse; and HVAC Unit #9 at the Courthouse; to be paid for from the Capital Improvement Fund 261-000-699.001.

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

NAYS: 0 None

Motion Carried

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**STRATEGIC PLAN UPDATE**

The Strategic Plan Goal #4 update will be moved to the September meeting.

**PUBLIC COMMENT**

None.

Adjourn at the Call of the Chair at 11:58 a.m.

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Lindsey Marquardt Clerk