

TUESDAY, AUGUST 24, 2021

Pursuant to law, the Board of Commissioners met on Tuesday, August 24, 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, Pauline Jaquish, Richard Schmidt

ABSENT: Karen Goodman, Eric Gustad, Nikki Koons

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

Motion Carried

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Commissioner Nikki Koons present at 9:03 a.m. via Zoom (Norman Township)

CONSENT AGENDA

Moved by Schmidt, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the July 20, 2021 Board Meeting, the minutes of the August 6, 2021 Budget Study Session and the August 2021 monthly appropriations and fund transfers.

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

NAYS: 0 None

ABSENT: 2 Goodman, Gustad

Motion Carried

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PUBLIC COMMENT

None.

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WAYS & MEANS COMMITTEE REPORT/AUGUST 4, 2021

Richard Schmidt presented the Ways & Means Committee Report of August 4, 2021.

FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

We hereby submit claims for July 6, 2021 through August 2, 2021, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund.....	\$215,876.00
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.....	7,457.78
225 Recycling Fund	3,880.00
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	0.00
239 NF&W Foundation Grant.....	0.00
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	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.....	2,800.00
254 Medical Care Depreciation Fund	0.00
255 Brownfield Site Assessment Fund	0.00
256 Register of Deeds Automation Fund.....	1,635.65
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue	0.00
259 Indigent Defense Fund.....	5,278.12
260 Health Insurance Fund	176,464.22
261 9-1-1 Service Fund.....	0.00
262 Dive Equipment Fund	656.40
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.....	499.32
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund	0.00
269 Law Library Fund	2,730.34
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.....	7,586.82
278 LEPC Grant Fund	0.00

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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.....	816.00
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.....	3,420.81
293 Soldiers & Sailors Relief Fund	0.00
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	7,886.27
296 Juvenile Justice Fund	1,250.00
297 Compensated Services Fund.....	450,611.52
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.....	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	339.31
701 Trust and Agency.....	0.00
702 OPEB Trust Fund	0.00
801 Drain Fund	0.00

Total:	<u>\$889,188.56</u>
(includes 2 acct. payable runs; on demand checks):	

Payroll for the period of July 6, 2021 thru August, 2 2021	+	\$501,309.49
(includes 2 payrolls)		

Employee Separation
Daryl Goodman - \$1,524.32

Total to be Claimed and allowed August 24, 2021	<u>1,390,498.05</u>
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Moved by Schmidt, seconded by Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,390,498.05; and that the same be placed on file.

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

Motion Carried

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FRIEND OF THE COURT BUDGET AMENDMENT FOR FY 2022/23

Moved by Schmidt, seconded by Batzer to approve that the Friend of the Court Budget be amended for the FY 2022/23 in the amount of \$1,263,949.32; and the Board Chair to sign the same.

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

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 and personal time to Kathryn Schrauben, who retired from the District Court Office effective June 30, 2021 = \$2,564.68; to be paid from the Employee Separation Fund.

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

Motion Carried

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Moved by Schmidt, seconded by Batzer to approve the payment of unused accumulated vacation and personal time to Brian Pendrick, who resigned from the Manistee County Sheriff’s Office effective July 2, 2021 = \$2,610.50; to be paid from the Employee Separation Fund.

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

Motion Carried

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Moved by Schmidt, seconded by Batzer to approve the payment of unused accumulated vacation and personal time to Adrian Dean, who resigned from the Manistee County Sheriff’s Office effective July 31, 2021 = \$833.45; to be paid from the Employee Separation Fund.

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

GRANTS POLICY

Moved by Schmidt, seconded by Batzer to approve the Grants Policy as presented.

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

Motion Carried

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FEE SCHEDULE FOR THE EQUALIZATION AND PLANNING DEPARTMENTS

Moved by Schmidt, seconded by Batzer to approve the copy fee in the Equalization and

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Planning Departments be set at \$1.00 per copy regardless of if the copy is an initial copy or a proceeding copy, which will then be the same as the County Clerk’s and Treasurer’s Office.

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

REPLACE LOGO IN THE COUNTY COMMISSIONER’S ROOM

Moved by Schmidt, seconded by Batzer to approve the bid from Amor Sign Studios in the amount of \$2,742.00, to replace the logo in the County Board Room; to be paid from the County Commissioner’s Budget in the Contractual Services line item.

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

REPLACEMENT OF THE AS400 SERVERS FOR MANISTEE/BENZIE COURTS

Moved by Schmidt, seconded by Batzer to approve the purchase of an AS400 system from DMC not to exceed \$57,796.00 to be financed over a five (5) year period; to be paid from the Technology Fund.

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

Motion Carried

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Commissioner Eric Gustad present via Zoom at 9:16 a.m.

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LAPTOP PURCHASE

Moved by Schmidt, seconded by Batzer to approve the purchase of ten (10) laptops, not to exceed \$10,000.00; to be paid from the Technology Fund.

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

Motion Carried

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Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of August 4, 2021.

Motion Carried

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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.

Moved by Schmidt, seconded by Jaquish to cast an unanimous vote to appoint Melissa Schulte to the Centra Wellness Board of Directors to fill an unexpired three (3) year term beginning immediately and expiring March 31, 2022.

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

Motion Carried

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PARKS & RECREATION COMMISSION APPOINTMENT

One (1) at-large position to fill an unexpired three (3) year term commencing immediately and expiring December 31, 2023.

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

LIBRARY BOARD APPOINTMENT

One (1) vacancy to fill and unexpired five (5) year term, commencing immediately and expiring December 31, 2022.

Moved by Schmidt, seconded by Jaquish to cast a unanimous vote to appoint Terry Bennett to the Library Board to fill an unexpired five (5) year term, commencing immediately and expiring December 31, 2022.

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

NORTHWEST WORKFORCE DEVELOPMENT BOARD

One (1) vacancy for a three (3) year term expiring December 31, 2023. This recommendation comes from Networks Northwest.

Moved by Schmidt, seconded by Koons to cast a unanimous vote to appoint Ryan Schultz to the Northwest Workforce Development Board for a three (3) year term expiring December 31, 2023.

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

Motion Carried

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PERSONNEL COMMITTEE MINUTES/AUGUST 6, 2021

Jeff Dontz presented the Personnel Committee Minutes of August 6, 2021.

HEALTH INSURANCE RENEWALS

Moved by Schmidt, seconded by Koons to approve maintaining the current BC/BS Plan with the premium increase as presented.

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

Motion Carried

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DISCUSSION AND RECOMMENDATION REGARDING PA 152

Moved by Batzer, seconded by Koons to approve that the County exercise its option to exempt itself from the requirements of the Publicly Funded Health Insurance Contribution Act (PA 152), for FY 2021/22 for all Union employees, Non-Union Employees, Court Staff and Elected Offices; and to keep the employee contribution toward the health insurance premium at 11% for FY 2021/22.

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

Motion Carried

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Moved by Schmidt, seconded by Jaquish to accept the Personnel Committee Minutes of August 6, 2021.

Motion Carried

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PUBLIC SAFETY COMMITTEE MINUTES/AUGUST 6, 2021

Pauline Jaquish presented the Public Safety Committee Minutes of August 6, 2021.

No Action Items.

Items Not Requiring Board Action.

Sheriff Gutowski informed the Board that there were a couple multi agency incidents in the last month. A group from Eagle Village were in the area hiking when two kids ran away from the group. The Sheriff’s Office, City of Manistee and Tribal Police responded and quickly resolved the matter. There was an incident at Munson Manistee Hospital. Due to the

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heroic actions of responders from the County, City of Manistee and Tribal Police, the matter was resolved peacefully.

A letter from the Michigan Department of Corrections (MDOC) regarding the jail inspection was received. The jail is in 100% compliance.

Moved by Jaquish, seconded by Batzer to accept the Public Safety Committee Minutes of August 6, 2021.

Motion Carried

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CHARTER SPECTRUM BROADBAND PROJECT

Marilyn Passmore, Director of Government Affairs with Charter Spectrum Broadband appeared before the Board to give details regarding their future Broadband project.

Commissioner Gustad left the meeting at 10:00 a.m.

AREA AGENCY ON AGING OF NORTHWEST MICHIGAN ANNUAL REPORT

Heidi Gustine, Area Agency on Aging of Northwest Michigan, appeared before the Board to give their annual report.

DISTRICT HEALTH DEPARTMENT #10 ANNUAL REPORT

Kevin Hughes, District Health Department #10, appeared before the Board to give their annual report.

*Break at 10:20a.m.

*Return at 10:25a.m.

GREEN TEAM/RECYCLING COMMITTEE MINUTES/JULY 22, 2021

Margaret Batzer presented the Green Team/Recycling Committee Minutes of July 22, 2021.

No Action Items.

Items Not Requiring Board Action.

An update on the P.A. 69 Recycling program was given as well as a summary of the Scrap Tire Even held on June 26, 2021. There was discussion on the relocation of the Onekama Recycling site. The Recycling Drop Off Sites Collection Recycling Agreement expires at the end of the year. An RFQ was reviewed to be sent out for bids.

Moved by Batzer, seconded by Koons. To accept the Green Team/Recycling Committee Minutes of July 22, 2021.

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Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/AUGUST 6, 2021

Nikki Koons presented the Regional Summit Committee Minutes of August 6, 2021.

No Action Items.

Items Not Requiring Board Action.

Plans for the 17th Regional Summit were finalized.

Moved by Koons, seconded by Schmidt to accept the Regional Summit Committee Minutes of August 6, 2021.

Motion Carried

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PLANNING DEPARTMENT REQUEST FOR CONTIGENCY FUNDS

Moved by Batzer, seconded by Schmidt to approve \$2,708.42 to purchase one (1) Lenovo ThinkStation P620 to be paid from the Planning Department Contingency Fund.

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

NAYS: 0 None

ABSENT: 2 Goodman, Gustad

Motion Carried

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LETTER OF AGREEMENT BETWEEN ISD AND MANISTEE COUNTY

Moved by Jaquish, seconded by Batzer to accept the Letter of Agreement between Manistee ISD and the Manistee County Sheriff’s Office, to update item #2 Budget for the current Agreement of Sheriff Services, agreeing that the Manistee ISD will pay the full cost of the School Resource Deputy in the first year (FY 2021/22) of the contract.

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

NAYS: 0 None

ABSENT: 2 Goodman, Gustad

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Motion Carried

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REVIEW AND CONSIDERATION TO ADOPT A TENTATIVE FY 2021/22

GENERAL FUND BUDGET AND VAIROUS SUPPLEMENTAL FUND BUDGETS

Lisa Sagala, County Administrator/Controller presented a tentative FY 2021/22 General Fund Budget in the amount of \$11,211,997 and various Supplemental Fund Budgets in the amount of \$11,500,725. Based upon the recommendations made by County Administration, and discussion by the full Board at the Study Session held on August 6, 2021, 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 21, 2021 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.

Ms. Sagala indicated that the proposed Tentative FY 2021/22 budget includes \$276,654 from fund balance. The 2021/22 Budget Study Session #3 Report dated Tuesday, August 24, 2021 was reviewed. Ms. Sagala indicated that with the Letter of Agreement approved between the Manistee ISD and Manistee County for the School Liaison Officer that this is an increase in revenue of \$61,078. The Board also will increase the Airport Appropriation by \$10,000.

Eric Sullivan, Veteran’s Counselor will be submitting the Veteran Service Fund Grant Application. Adjustments to the application will be made allowing for the Veteran’s Counselor position to become full time. The County will fund an additional \$8,800 toward wages for a total of \$20,800. The Grant will cover the other half of the wages totaling \$20,800 plus the cost of fringe benefits.

The tentative FY 2021/22 Budget Study Session #3 figures were updated to reflect these changes in revenue and expenses. This will change the Tentative FY 2021/22 General Fund Budget amount to \$12,322,881, using \$193,675 from fund balance.

Moved by Batzer, seconded by Schmidt to adopt the Tentative FY 2021/22 General Fund Budget in the amount of \$12,322,881 and various Supplemental Fund Budgets in the amount of \$11,500,725.

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

NAYS: 0 None

ABSENT: 2 Goodman, Gustad

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

VETERAN SERVICE FUND GRANT APPLICATION

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Moved by Jaquish, seconded by Schmidt to approve the Veteran Service Fund Grant Application in the amount of \$68,759.00

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

Motion Carried

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RECYCLING HAULER RFQ'S

Moved by Batzer, seconded by Koons to accept the bid from GFL Environmental for the PA69 Recycling Drop-off Collection Services in the amount not to exceed \$56,000 in the first year, \$57,000 in the second year and \$58,000 in the third year.

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

Motion Carried

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LETTER OF SUPPORT OF MANISTEE COUNTY HOUSING READY PROGRAM

Moved by Batzer, seconded by Jaquish to sign a letter of support for the proposed Manistee County Housing Ready Program position with Manistee County agreeing to commit \$20,000 towards the position for three (3) years.

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

Motion Carried

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PUBLIC COMMENT

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None.

Adjourn at the Call of the Chair at 11:05 a.m.

Jill M. Nowak Clerk