

**TUESDAY, SEPTEMBER 19, 2023**

Pursuant to law, the Board of Commissioners met on Tuesday, September 19, 2023 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, Jeff Dontz, Karen Goodman, Janice McCraner

ABSENT: Eric Gustad, Nikki Koons, Richard Schmidt

**APPROVE MEETING AGENDA**

Moved by McCraner, seconded by Batzer to approve the Meeting Agenda, as amended.

Motion Carried

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**CONSENT AGENDA**

Moved by Goodman, seconded by McCraner to approve the Consent Agenda which includes the minutes of the August 15, 2023 Board meeting, the minutes of the August 24, 2023 Special Board meeting and the September 2023 monthly appropriations and fund transfers.

YEAS: 4 Batzer, Dontz, Goodman, McCraner

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**PUBLIC COMMENT**

None.

**TREASURER’S REPORT**

Rachel Nelson, Manistee County Treasurer appeared before the Board to present the FORM 5840 “Forclosing Governmental Unit Report of Real Property Foreclosure Sales.”

**COUNTY CLERK REPORT**

Lindsey Marquardt, Manistee County Clerk appeared before the Board to give an update on Proposal 2022-2 and Early Voting.

**TUESDAY, SEPTEMBER 19, 2023**

**POLICY COMMITTEE MINUTES/AUGUST 25, 2023**

Karen Goodman presented the Policy Committee Minutes of August 25, 2023.

**AMENDED AND RESTATED GUIDELINES FOR BROWNFIELD PLAN PROPOSALS**

Moved by Goodman, seconded by Batzer to approve the Manistee County Brownfield Redevelopment Authority Guidelines for Brownfield Plan Proposals.

YEAS: 4 Dontz, Goodman, McCraner, Batzer  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**BROWNFIELD REVOLVING FUND GUIDELINES**

Moved by Goodman, seconded by Batzer to approve the Manistee County Brownfield Redevelopment Authority Brownfield Revolving Fund Guidelines.

YEAS: 4 Goodman, McCraner, Batzer, Dontz  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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Moved by Goodman, seconded by Batzer to approve the Policy Committee minutes of August 25, 2023.

Motion Carried

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**MSU EXTENSION UPDATE**

Jennifer Berkey, MSU Extension District Director, appeared to present their annual report.

**MANISTEE COUNTY FAIR BOARD UPDATE**

Elaine Blossingham, Manistee County Fair Board, appeared to present their annual report.

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**WAYS & MEANS COMMITTEE MINUTES/SEPTEMBER 6, 2023**

Margaret Batzer presented the Ways & Means Committee Minutes of September 6, 2023.

**FINANCE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

We hereby submit claims for August 1, 2023 through August 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**

<b>FUND #</b>	<b>FUND NAME</b>	<b>08/01/2023 THRU 08/31/2023</b>	<b>ON DEMAND &amp; ACH PAYMENTS</b>	<b>TOTAL</b>
101	GENERAL FUND	\$ 395,545.58	3,606.06	\$ 399,151.64
102	BUDGET STABILIZATION FUND			\$ -
201	COUNTY ROAD FUND			\$ -
208	PARK/RECREATION FUND-TRAILS			\$ -
213	AIS GRANT FUND			\$ -
214	BEAR LAKE IMPROVEMENT FUND	\$ 1,124.65		\$ 1,124.65
215	FRIEND OF THE COURT FUND			\$ -
216	DEPARTMENT CONTINGENCY FUND			\$ -
217	LOCAL REVENUE SHARING GRANT FUND			\$ -
225	RECYCLING FUND	\$ 10,657.33		\$ 10,657.33
232	MANISTEE COUNTY DIVE EQUIPMENT FUND			\$ -
236	MAINTENANCE OF EFFORT FUND	\$ 6,447.25		\$ 6,447.25
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	\$ 7,362.23		\$ 7,362.23
252	PRE AUDIT FUND			\$ -
253	REMOUMENTATION FUND			\$ -
256	REGISTER OF DEEDS AUTOMATION FUND	\$ 3,146.29		\$ 3,146.29
260	INDIGENT DEFENSE FUND	\$ 2,298.90		\$ 2,298.90
263	CONCEALED PISTOL LICENSING FUND	\$ 3,170.08		\$ 3,170.08
264	CORRECTIONS OFFICER TRAINING FUND			\$ -
266	LAW ENFORCEMENT TRAINING FUND	\$ 255.00		\$ 255.00
269	LAW LIBRARY FUND	\$ 2,472.11		\$ 2,472.11
272	COMMUNITY CORRECTIONS - 511	\$ 299.99		\$ 299.99
277	AIR PHOTO FUND			\$ -
280	HEALTH INSURANCE FUND	\$ 117,575.28	1,902.92	\$ 119,478.20
283	LAND BANK FUND	\$ 3,034.75		\$ 3,034.75
292	CHILD CARE FUND	\$ 7,847.52		\$ 7,847.52
293	SOLDIERS & SAILORS RELIEF FUND	\$ 1,018.88		\$ 1,018.88
295	AIRPORT AUTHORITY FUND	\$ 40,638.25		\$ 40,638.25
296	JUVENILE JUSTICE FUND	\$ 4,333.00		\$ 4,333.00
297	COMPENSATED SERVICES FUND	\$ 214.03	145,725.21	\$ 145,939.24
299	UNEMPLOYMENT FUND			\$ -

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369	BUILDING AUTHORITY FUND			\$		-
370	COUNTY ROAD BUILDING FUND	\$	353,212.50	\$		353,212.50
481	AIRPORT CAPITAL IMPROVEMENT FUND	\$	18,009.82	\$		18,009.82
516	DELINQUENT TAX FUND			\$		-
620	FORECLOSURE FUND	\$	612.81	\$		612.81
701	TRUST AND AGENCY FUND			\$		-
737	OPEB TRUST FUND	\$	26,176.01		224.24	\$ 26,400.25
801	DRAIN FUND			\$		-

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<b>TOTALS</b>	\$	1,005,452.26		151,458.43	\$	<b>1,156,910.69</b>
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(Includes 2 accounts payable runs; on demand checks)

**TOTAL PAYROLL FOR 08/01/23 THRU 08/31/23**  
**(includes 2 payrolls)** **\$ 468,580.70**

**Employee Separation Payouts**

Debra Greenacre

**GRAND TOTAL** **\$ 1,625,491.39**

Moved by Batzer, seconded by Goodman to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,625,491.39 and that the same be placed on file.

YEAS: 4 Goodman, McCraner, Batzer, Dontz  
 YAYS: 0 None  
 ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**2024 COUNTY VETERAN SERVICE FUND (CVSF) GRANT**

Moved by Batzer, seconded by Goodman to accept the Michigan Veterans Affairs Agency (MVAA) 2024 County Veteran Service Fund (CVSF) Grant in the amount of \$69,029.00 for October 1, 2023 through September 30, 2024.

YEAS: 4 McCraner, Batzer, Dontz, Goodman  
 YAYS: 0 None  
 ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**TUESDAY, SEPTEMBER 19, 2023**

**PORT SECURITY GRANT AWARD PACKET**

Moved by Batzer, seconded by Goodman to accept the Fiscal Year (FY) 2023 Port Security Grant Program in the amount of \$364,799.90; \$273,599.00 will come from the Grant; \$45,000 from the Sheriff’s Office; \$10,000.00 from the Manistee County Community Foundation Limitless Fund; and \$36,200.00 from Manistee County Contingency.

YEAS: 4 Batzer, Dontz, Goodman, McCraner  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**MANISTEE COUNTY COMMUNITY FOUNATION LIMITLESS FUND GRANT AWARD FOR SAFE BOAT PORT SECURITY GRANT**

Moved by Batzer, seconded by Goodman to accept the Manistee County Community Foundation Limitless Fund Grant Award in the amount of \$10,000.00 for the Operation SAFE boat for Safer Ports Project.

YEAS: 4 Dontz, Goodman, McCraner, Batzer  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**ZONING SERVICES AGREEMENT WITH ARCADIA TOWNSHIP**

Moved by Batzer, seconded by Goodman to approve the Agreement for Contract Services, Arcadia Township Zoning, between the Township of Arcadia and Manistee County in the amount for \$17,200.00 for year one; \$17,716.16 for year two; and \$18,247.48 for year three. For years October 1, 2023 through September 30, 2026.

YEAS: 4 Goodman, McCraner, Batzer, Dontz  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**CODE ENFORCEMENT OFFICER SERVICES AGREEMENT RENEWAL**

Moved by Batzer, seconded by McCraner to approve the Manistee County Code Enforcement Officer Services Agreement between Manistee County and Glenn Zaring; effective October 1, 2023 through September 30, 2024.

YEAS: 4 McCraner, Batzer, Dontz, Goodman

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**SEALED BID FOR VEHICLE BID SALE**

Moved by Batzer, seconded by McCraner to accept the bid of \$1,001.00 from Richard Schmidt for the 2000 Dodge Dakota Club Cab Sport, 2-wheel drive, 3.09 liter V6 engine. VIN: 1B7-GL22X2YS-749166 Mileage 83,170.

YEAS: 4 Batzer, Dontz, Goodman, McCraner

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**DISCUSSION REGARDING RENEWING MICHIGAN TOWNSHIPS ASSOCIATION MEMBERSHIP INVOICE**

Moved by Batzer, seconded by McCraner to not renew Manistee County’s membership with Michigan Townships Association.

YEAS: 4 Dontz, Goodman, McCraner, Batzer

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**TUESDAY, SEPTEMBER 19, 2023**

**REVIEW AND CONSIDERATION OF QUOTES FOR THE  
FIBER OPTIC CABLING INSTALLATION AT THE PLANNING BUILDING**

Moved by Batzer, seconded by McCraner to approve the bid from Electromedia in the amount of \$28,115.40 for fiber optic cabling installation in the County Planning Building.

YEAS: 4 Goodman, McCraner, Batzer, Dontz

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**REVIEW AND CONSIDERATION OF THE UPDATES TO THE  
MANISTEE COUNTY TREASURER'S FEE SCHEDULE**

Moved by Batzer, seconded by Goodman to approve the Manistee County Treasurer's Fee Schedule as presented.

YEAS: 4 McCraner, Batzer, Dontz, Goodman

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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

Moved by Batzer, seconded by McCraner to approve payment for PTO hours to Spencer Petrosky, who resigned from the 85<sup>th</sup> District Court, effective July 31, 2023 = \$2,096.78; to be paid from the Employee Separation Fund.

YEAS: 4 Batzer, Dontz, Goodman, McCraner

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**TUESDAY, SEPTEMBER 19, 2023**

Moved by Batzer, seconded by McCraner to approve payment for PTO hours to Paul Woroniak, who resigned from the Sheriff’s Department, effective August 6, 2023 = \$6,855.71; to be paid from the Employee Separation Fund.

YEAS: 4 Dontz, Goodman, McCraner, Batzer  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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Moved by Batzer, seconded by McCraner to approve payment for PTO hours to Jared Henry, who resigned from the Public Defender’s Office, effective August 24, 2023 = \$4,021.92; to be paid from the Employee Separation Fund.

YEAS: 4 Goodman, McCraner, Batzer, Dontz  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**USE OF COUNTY PLANNING CONTINGENCY FUNDS**

Moved by Batzer, seconded by McCraner to approve to use of County Planning Contingency Funds in the amount of \$1,250.00 for Katie Mehl to pay for participation with the Manistee Area Chamber of Commerce leadership training.

YEAS: 4 McCraner, Batzer, Dontz, Goodman  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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**TUESDAY, SEPTEMBER 19, 2023**

**ZONING SERVICES AGREEMENT WITH ONEKAMA TOWNSHIP**

Moved by Batzer, seconded by Goodman to approve the Agreement for Contract Services, Onekama Township Zoning, between the Township of Onekama and Manistee County in the amount for \$30,000.00 for year one; \$30,900.00 for year two; and \$31,827.00 for year three. For years October 1, 2023 through September 30, 2026.

YEAS: 4 Batzer, Dontz, Goodman, McCraner  
YAYS: 0 None  
ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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Moved by Batzer, seconded by Goodman to approve the Ways and Means Committee minutes of September 6, 2023.

Motion Carried

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**JOINT MANISTEE-BENZIE COURT COMMITTEE MINUTES/AUGUST 22, 2023**

Moved by McCraner, seconded by Goodman to approve the Joint Manistee-Benzie Court Committee Minutes of August 22, 2023.

Motion Carried

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**GREEN TEAM COMMITTEE MINUTES/AUGUST 24, 2023**

Margaret Batzer presented the Green Team Committee minutes of August 24, 2023.

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

Moved by Batzer, seconded by McCraner to approve the Green Team Committee meeting minutes of August 24, 2023.

Motion Carried

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**TUESDAY, SEPTEMBER 19, 2023**

**REGIONAL SUMMIT COMMITTEE MINUTES/SEPTEMBER 1, 2023**

Janice McCraner presented the Regional Summit Committee Minutes of September 1, 2023.

**AUDIO EQUIPMENT PURCHASE**

Moved by McCraner, seconded by Goodman to approve the purchase of additional needed audio equipment from Amazon in the amount of \$315.69; to be paid from the technology fund.

YEAS: 4 Dontz, Goodman, McCraner, Batzer

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

Motion Carried

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Moved by McCraner, seconded by Goodman to approve the Regional Summit Committee Minutes of September 1, 2023.

Motion Carried

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**VETERAN’S AFFAIRS UPDATE**

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

**ABANDONMENT OF LUMLEY DRAIN**

Gary Schwaiger, Manistee County Drain Commissioners appeared to present a request for the abandonment of Lumley Drain. The issue was tabled to allow Mr. Schwaiger to obtain more information from Pleasanton Township and the area watershed groups on the possible environmental impact of closing the drain.

**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**CLOSED SESSION MINUTES/AUGUST 15, 2023**

Moved by Batzer, seconded by McCraner to approve the Closed Session Minutes of August 15, 2023.

YEAS: 4 Goodman, McCraner, Batzer, Dontz

YAYS: 0 None

ABSENT: 3 Gustad, Koons, Schmidt

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Motion Carried

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**PUBLIC COMMENT**

None.

Adjourn at the Call of the Chair at 6:40p.m.

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Lindsey Marquardt County Clerk