

**MONDAY, JANUARY 3, 2022**

Pursuant to law, the Board of Commissioners met on Monday, January 3, 2022 at 9:00 a.m. in the Board of Commissioner’s Meeting Room for their Organizational Meeting, and were called to order by the Chairperson.

Pledge of Allegiance.

Invocation was given by Chairman Dontz.

Roll Call was taken by the County Clerk:

PRESENT: Margaret Batzer, Jeff Dontz, Eric Gustad, Nikki Koons, and Richard Schmidt.

ABSENT: Karen Goodman and Pauline Jaquish

**APPOVE MEETING AGENDA**

Moved by Batzer, seconded by Gustad to approve the Meeting Agenda, as amended to add Public Comment.

Motion Carried

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**PUBLIC COMMNET**

None.

**NOMINATIONS ACCEPTED FOR COUNTY BOARD**

**VICE-CHAIRPERSON FOR 2022**

Eric Gustad nominated Karen Goodman for County Board Vice-Chairperson for 2022.

No other Nominations. Nominations were closed.

**ELECTION OF VICE-CHAIRPERSON FOR 2022**

Moved by Gustad, seconded by Koons to elect Karen Goodman for County Board Vice-Chairperson for 2022.

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

NAYS: 0 None

ABSENT: 2 Goodman, Jaquish

Motion Carried

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Karen Goodman was elected County Board Vice-Chairperson for 2022.

**MONDAY, JANUARY 3, 2022**

**SCHEDULE 2022 BOARD MEETING DATES AND TIMES**

Moved by Schmidt, seconded by Batzer that the Board of Commissioners will meet on the third Tuesday of each month with the following exceptions: in the month of April, the meeting will be held on the second Tuesday of the month; and in the month of September, the meeting will be held on the fourth Tuesday of the month. All meetings will be held at 9:00 a.m. with the following exceptions: in the months of March, May and September, the meeting time will be 5:00 p.m. All meetings will be held in the Board of Commissioners Room, 415 Third Street, Manistee, Michigan unless otherwise posted.

Motion Carried

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**RULES OF ORDER AND PROCEDURE OF THE**

**MANISTEE COUNTY BOARD OF COMMISSIONERS FOR 2022**

There are no changes to the Rules Of Order and Procedure of The Manistee County Board of Commissioners for 2022. The current Rules and Procedures will remain in effect.

**MANISTEE COUNTY BOARD OF COMMISSIONERS**

**ASSIGNMENTS FOR 2022**

Chairman Dontz made no changes to the 2022 Committee Assignments. The list of Assignments are as follows:

**MANISTEE COUNTY BOARD OF COMMISSIONERS  
ASSIGNMENTS FOR 2022**

County Board Chairperson: Jeffrey Dontz  
County Board Vice-Chairperson: Karen Goodman

**2022 STANDING COMMITTEES:**

In addition to their regular duties, each committee shall act as liaison between the Board and the various county offices, boards and agencies which are applicable to that committee. The committee will formulate a recommendation and refer the matter to the full Board or another appropriate committee.

**Executive/Joint Court Committee: (3<sup>rd</sup> Thursday at 3pm)**

Members: Jeffrey Dontz, Chairperson  
Richard Schmidt  
Karen Goodman

Some meetings held jointly  
with Manistee & Benzie Counties

This committee's functional areas of responsibility will include issues regarding County Administration, County Clerk, Prosecuting Attorney, Register of Deeds, County Board, Circuit Court, Friend of the Court, District

**MONDAY, JANUARY 3, 2022**

Court, Probate Court, Child Care, Law Library, Elections, Resolutions and shall serve as the Joint Court Committee with Benzie County.

**Green Team/Recycling Committee: (4<sup>th</sup> Thursday at 8:30am)**

Members: Margaret Batzer, Chairperson  
Nikki Koons  
Eric Gustad

This committee shall be responsible for all solid waste and recycling related issues and focuses on conservation and energy reduction techniques. The Committee is also part of the Energy Fair Advisory Board.

**Housing Review Committee: (Meets as needed)**

Members: Margaret Batzer, Chairperson  
Karen Goodman  
Jeffrey Dontz

Reviews and supervises MSHDA funds being spent locally by the Housing Program Administrator. Meets on an as-needed basis.

**Personnel Committee: (1<sup>st</sup> Friday at 9am)**

Members: Karen Goodman, Chairperson  
Eric Gustad  
Jeffrey Dontz

This Committee shall provide oversight for the reviews and recommendations of all areas of personnel to include hiring/discharge, collective bargaining, compensation and classification, fringe benefits and employee grievances for all County Departments.

**Policy Committee: (4<sup>th</sup> Friday at 2:30pm)**

Members: Karen Goodman, Chairperson  
Margaret Batzer  
Nikki Koons

This Committee reviews all policies in an effort to achieve standardization, serve as a clearinghouse, and shall compile and maintain a central policy handbook. Makes recommendations as necessary. Reviews all Resolutions received by the members of the Board of Commissioners and presents the same to the full Board for review and adoption. Committee shall meet at least quarterly.

**Public Safety Committee: (1<sup>st</sup> Friday at 2pm)**

Members: Pauline Jaquish, Chairperson  
Karen Goodman  
Margaret Batzer

This committee may review and make recommendations in operations and policy. Functional areas of responsibility include: Emergency Services, Sheriff's Office, Secondary Road Patrol, Marine Patrol, Jail, Animal Control, 9-1-1/Central Dispatch, County Ambulance Service and other public safety operations.

It shall be the duty of this committee to work in conjunction with Administration to study and advise the Board with respect to matters which otherwise are not covered by the Ways & Means or Physical Resources Committee.

**Regional Summit Committee: (1<sup>st</sup> Friday at 10am)**

Members: Karen Goodman, Chairperson  
Nikki Koons  
Eric Gustad

**MONDAY, JANUARY 3, 2022**

This committee will plan a Regional Summit at least once per year, using a facilitator (new each time). Move meetings around the County. Also, in charge of Employee Recognition Dinner - with a goal of 75% attending.

**Technology/Information Committee: (4<sup>th</sup> Thursday at 9:30am)**

Members: Richard Schmidt, Chairperson  
Eric Gustad  
Margaret Batzer  
Gordon McLellan, Network Administrator  
Employees & Elected Officials representing all Departments and Courts

This committee shall assess and evaluate present computer equipment and systems. Plan for upgrades in software and uniformity in systems. Plan for internet service county-wide (broadband) and microfilming and/or best method of preserving records. Continue work in G.I.S. systems.

**Ways & Means/Finance/Equalization/Investment/Physical Resources Committee: (1<sup>st</sup> Wednesday at 9am)**

Members: Richard Schmidt, Chairperson  
Margaret Batzer  
Eric Gustad

This Committee serves as the financial watchdog of the County. This Committee works with the County Controller/Administrator, the Finance Officer and all Departments, Courts and agencies in the preparation of the annual budget. Reviews and makes recommendations on all requests for new funding, including staff, new programs and equipment. Reviews all claims for payment, approves payment as provided in the Appropriation Act. Reviews status of approved capital improvements. This committee is also responsible for Equalization Department issues. Works with the County Treasurer on policy regarding the County's investments.

Functional areas of responsibility include Building Authority, Equalization Department, County Treasurer, non-profit organizations, insurance, and unemployment.

**Public Defender Committee: (3<sup>rd</sup> Thursday at 4pm)**

Members: Jeffrey Dontz, Chairperson  
Richard Schmidt  
Karen Goodman

Some meetings held jointly  
with Manistee & Benzie Counties

This committee's functional areas of responsibility will include issues regarding the Public Defender's Office.

**2021 SPECIAL ASSIGNMENTS:**

**2-1-1 Action Team** – Jeffrey Dontz; Karen Goodman, alternate

**9-1-1/Central Dispatch Board** – Jeffrey Dontz  
Participates as a voting member of the 9-1-1/Central Dispatch Board

**Agricultural Society (Fair) Board** – Pauline Jaquish  
Participates as a voting member of the Manistee County Fair Board. Also serves as a liaison between the Fair Board and the County Board of Commissioners.

**Airport Authority** (Full Board Appointment) Karen Goodman (term expires 12/31/23); Jeffrey Dontz (term expires 12/31/22). Participates as a voting members of the Manistee County Airport Authority.

**Area Agency on Aging of Northwest Michigan** – Eric Gustad  
Participates as a voting member of this 10-County organization which serves mainly the senior population. Also works as a liaison between the Area Agency on Aging of Northwest Michigan and the local Council on Aging.

**Bar Lake Improvement Board** – Jeffrey Dontz

**MONDAY, JANUARY 3, 2022**

**Bear Lake Improvement Board (MILFOIL)** – Pauline Jaquish

**Betsie River Natural River Zoning Review Board & Pine River Natural River Zoning Review Board** – Nikki Koons; Richard Schmidt  
(alternate)

**Centra Wellness Network** (Full Board Appointment) – Pauline Jaquish (term expires 3/31/24); Richard Schmidt (term expires 3/31/23)  
Participates as a voting member on the Manistee-Benzie Community Mental Health Board.

**Chamber Alliance** – Jeffrey Dontz; Pauline Jaquish, alternate  
Serves as a liaison between the Chamber and the County Board of Commissioners.

**Conservation Resource Alliance** – Nikki Koons

**District Health Department No. 10** - Pauline Jaquish; Richard Schmidt; Karen Goodman (alternate)  
Serves as a voting representative of the 10-County District Health Department. Meets monthly in various participating Counties.

**Economic Development Council** – Jeff Dontz

**FiveCap Board** – Nikki Koons.  
Participates as a voting member on the local Five Cap Board of Directors

**Human Services Coordinating Body** – Karen Goodman  
Serves as a liaison between all human service agencies and the Board of Commissioners. Serves on the HSCB Board as a voting member.

**Intergovernmental Committee** – Jeffrey Dontz, County Controller/Administrator  
This ad hoc committee consists of representatives from County, City, Manistee Township, Filer Township, and Tribal Government, for the purpose of discussing common issues relating to these local government entities. Meets monthly and is hosted by each governmental entity on a rotating basis.

**Land Bank Authority** – Pauline Jaquish (expires at the end of the Commissioners term)

**Launch Manistee Leadership Team** – Jeffrey Dontz; Margaret Batzer (alternate)  
Serves as a County representative on this leadership team.

**Local Revenue Sharing Board** - (Full Board Appointment) Jeffrey Dontz (term expires 12/31/22-annual appt.). Serves as the County's Representative on the Board. Distributes 2% casino funds to local organizations as grants. Participates as a voting member on this Board.

**Manistee County Chapter of MTA** – Jeffrey Dontz  
Serves as a liaison between the Township Boards in Manistee County and the Manistee County Board of Commissioners.

**Manistee County Library** – Richard Schmidt  
Serves as a non-voting liaison between the Library Board and the Manistee County Board of Commissioners.

**Manistee County Recreation Commission** – Margaret Batzer

**Manistee County Road Commission** – Nikki Koons  
Serves as a liaison between the Manistee County Road Commission and the Manistee County Board of Commissioners.

**Manistee County Transportation** – (Full Board appointment) Pauline Jaquish (term expires 12/31/22). Richard Schmidt (term expires 12/31/22).  
Participates as a voting members of the Manistee County Transportation, Inc., Board of Directors.

**Medical Care Facility Liaison** – Pauline Jaquish

**MONDAY, JANUARY 3, 2022**

**Michigan Municipal Risk Management Authority** – Lisa Sagala; Jeffrey Dontz (alternate)

Serves as the Member Representative for Manistee County on all property and liability insurance issues. Attends semi-annual Board of Directors meetings of this self-insured risk pool organization.

**Northern Counties Association** - Richard Schmidt, Karen Goodman (Alternate)

Participates on behalf of the Manistee County Board of Commissioners in a dues paying organization of Northern Michigan Counties that meet monthly in Grayling to share common issues.

**Northern Michigan Regional Entity** - Richard Schmidt (term expires 12/31/22)

**Networks Northwest** - Richard Schmidt

Participates as a voting member of this 10-County organization. Meets monthly in Traverse City.

**Northwest Michigan Council of Governments Solid Waste Advisory Council** – Mike Szokola; Margaret Batzer (alternate)

**Planning Commission** – Margaret Batzer

Participates as a voting member of the Manistee County Planning Commission

**Prison Liaison Committee** – Jeffrey Dontz

Serves as a liaison between the Manistee County Board of Commissioners and Oaks Correctional Facility and discusses prison issues that affect the Community.

**Solid Waste Council and Household Hazardous Waste Committee** – Margaret Batzer participates as a voting member of the Manistee County Solid Waste Council.

The County Board Chairperson may from time to time appoint additional Committees to handle special assignments and projects.

**APPROVE RESOLUTION #2022-1 AUTHORIZING COUNTY USE OF**

**VARIOUS FINANCIAL INSTITUTIONS**

RESOLUTION #2022–1

MANISTEE COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING COUNTY USE OF VARIOUS FINANCIAL INSTITUTIONS**

At the organizational meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 3<sup>rd</sup> day of January, 2022.

PRESENT: Batzer, Dontz, Gustad, Koons, Schmidt

ABSENT: Goodman, Jaquish

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

**BE IT RESOLVED**, that the Manistee County Treasurer is authorized to use the following financial institutions to conduct County business:

**DEPOSIT ACCOUNTS**

PNC Bank  
Huntington Bank  
West Shore Bank  
Filer Credit Union  
4Front Credit Union

**INVESTMENT ACCOUNTS**

PNC Bank  
Huntington Bank  
West Shore Bank  
Filer Credit Union  
4Front Credit Union

**MONDAY, JANUARY 3, 2022**

Honor Bank

Honor Bank  
Flagstar Bank  
Lyon Capital  
UBS Financial Services  
Stifel  
Multi-Bank Securities  
MBIA Michigan CLASS  
MILAF (Michigan Liquid Asset Fund)

**BE IT FURTHER RESOLVED**, that the County Treasurer is authorized to open new accounts that are necessary to conduct County business at any of the above financial institutions. This authorization will remain in effect for the 2022 calendar year.

Moved by Batzer, seconded by Koons to approve the above Resolution #2022-1

Authorizing County Use of Various Financial Institutions.

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

NAYS: 0 None

ABSENT: 2 Goodman, Jaquish

Motion Carried

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**BOARD/COMMISSION APPOINTMENTS**

**APPOINT REPRESENTATIVE TO SERVE ON THE MANISTEE LOCAL**

**REVENUE SHARING BOARD FOR 2022**

Moved by Schmidt, seconded by Koons to re-appoint Jeff Dontz as the Board of Commissioner’s Representative on the Manistee Local Revenue Sharing Board for 2022.

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

NAYS: 0 None

ABSENT: 2 Goodman, Jaquish

Motion Carried

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**APPOINT MANISTEE COUNTY TRANSPORTATION, INC.**

**BOARD OF DIRECTORS FOR 2022**

Pursuant to the MCTI Board Bylaws, the Manistee County Board of Commissioners shall recommend two (2) members to the MCTI Board of Directors for one (1) year terms of office. Historically, these appointment recommendations have included one (1) County Commissioner and one (1) person at-large. At this time, the County Board may take action to recommend appointment of two (2) individuals and/or County Commissioners for a one (1) year term beginning January 1, 2022 and expiring December 31, 2022.

**MONDAY, JANUARY 3, 2022**

Moved by Schmidt, seconded by Batzer to re-appoint Pauline Jaquish as a County Commissioner Representative to the Manistee County Transportation, Inc. Board of Directors, to serve a one (1) year term beginning January 1, 2022 and expiring December 31, 2022.

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

Motion Carried

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Moved by Koons, seconded by Gustad to re-appoint Richard Schmidt as the second County Commissioner/At-large person to the Manistee County Transportation, Inc. Board of Directors, to serve a one (1) year term beginning January 1, 2022 and expiring December 31, 2022.

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

Motion Carried

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**NORTHERN MICHIGAN REGIONAL ENTITY – SUBSTANCE USE DISORDER**

**OVERSIGHT BOARD**

One (1) individual to serve a one-year term commencing January 1, 2022 and expiring December 31, 2022. Northern Michigan Regional Entity has recommended the re-appointment of Richard Schmidt to the Board.

Moved by Koons, seconded by Gustad to re-appoint Richard Schmidt to the Northern Michigan Regional Entity – Substance Use Disorder Oversight Board to serve a one (1) year term commencing January 1, 2022 and expiring December 31, 2022.

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

Motion Carried



**MONDAY, JANUARY 3, 2022**

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**DISCUSSION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS**

Lisa Sagala, County Administrator/Controller, reported that the County has received half of the American Rescue Plan Act (ARPA) funds. The County is to receive just under \$4.8 million. Discussion concerning the process on how to spend the money and record keeping of it. Michigan Association of Counties (MAC) has vetted companies that would get paid a percentage to manage the process of application, distribution and record keeping of the funds. Or another idea would be to have the Grant Writer that was approved in the 2021/2022 budget handle this process. Discussion on what the percentage of the funds the vetted companies charge, and the number of entities or distributions made, would be important and would help determine the process. Ms. Sagala will attain the percentages of those vetted companies. Ms. Sagala also reminded the Board that there are no final rules on what the funds can be used for, i.e., some of the funds may be restricted. The second half of the funds are expected to be received by the end of 2022, to be used in 2024 and spend in 2025. It was suggested Commissioners make a list with top five (5) / ten(10) ideas with approximate dollar figures. The Strategic Plan should be reviewed for County ideas. County Departments/Offices suggestions will be considered. A suggestion was to see what other counties are spending their money on and how are they processing the funds. Keep in mind that ideas that will make the biggest impact are most valuable.

Adjourn at the Call of the Chair at 9:51 a.m.

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Jill M. Nowak Clerk