

TUESDAY, JANUARY 17, 2023

Pursuant to law, the Board of Commissioners met on Tuesday, January 17, 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, Eric Gustad, Nikki Koons, Janice McCraner and Richard Schmidt

ABSENT: None

APPROVE MEETING AGENDA

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

Motion Carried

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CONSENT AGENDA

Moved by Koons, seconded by Schmidt to approve the Consent Agenda which includes the minutes of the December 20, 2022 Board meeting, minutes of the January 3, 2023 Organizational meeting and the January monthly appropriations and fund transfers.

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

NAYS: 0 None

Motion Carried

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PUBLIC COMMENT

None

RECONGNITION & ANNOUNCEMENTS

2022 RETIREES:

Deidre Robison retired on March 31, 2022, from Probate Court as the Probate Court Register. She began employment on January 1, 2007 and had 15 years and 3 months of service.

TREASURER'S REPORT

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Rachel Nelson, Manistee County Treasurer, appeared before the Board to present the Quarterly Investment Update.

WAYS & MEANS COMMITTEE REPORT/JANUARY 4, 2023

Richard Schmidt presented the Ways & Means Committee Report of January 4, 2023.

FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

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

FUND #	FUND NAME	12/01/2022 THRU 12/31/2022	ON DEMAND	TOTAL
101	GENERAL FUND	\$ 78,722.45	\$ 3272.13	\$ 281,994.58
102	BUDGET STABILIZATION FUND			\$ -
201	COUNTY ROAD FUND			\$ -
208	PARK/RECREATION FUND-TRAILS			\$ -
213	AIS GRANT FUND			\$ -
214	BEAR LAKE IMPROVEMENT FUND	\$ 875.00		\$ 875.00
215	FRIEND OF THE COURT FUND			\$ -
216	DEPARTMENT CONTINGENCY FUND			\$ -
217	LOCAL REVENUE SHARING GRANT FUND			\$ -
225	RECYCLING FUND	\$ 14,754.00		\$ 14,754.00
232	MANISTEE COUNTY DIVE EQUIPMENT FUND			\$ -
233	SHERIFF DEPT. FORFIET ASSETS FUND			\$ -
234	FAMILY COUNSELING SERVICES FUND			\$ -
235	MEDICAL SUPPORT INCENTIVE FUND			\$ -
236	MAINTENANCE OF EFFORT FUND	\$,374.26		\$ 7,374.26
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	\$ 53,850.00		\$ 53,850.00
252	PRE AUDIT FUND	\$ 687.50		\$ 687.50
253	REMOUMENTATION FUND	\$ 39,453.00		\$ 39,453.00
256	REGISTER OF DEEDS AUTOMATION FUND	\$ 8,596.40		\$ 8,596.40
260	INDIGENT DEFENSE FUND	\$ 4,013.84		\$ 4,013.84
263	CONCEALED PISTOL LICENSING FUND	\$ 111.24		\$ 111.24
266	LAW ENFORCEMENT TRAINING FUND			\$ -
269	LAW LIBRARY FUND	\$ 2,364.36		\$ 2,364.36
272	COMMUNITY CORRECTIONS - 511	\$ 812.47		\$ 812.47
277	AIR PHOTO FUND			\$ -
280	HEALTH INSURANCE FUND	\$ 125,305.13	\$ 1,778.19	\$ 127,083.32

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292	CHILD CARE FUND	\$	4,709.22		\$	4,709.22
293	SOLDIERS & SAILORS RELIEF FUND	\$	702.64		\$	702.64
295	AIRPORT AUTHORITY FUND	\$	7,751.43		\$	47,751.43
296	JUVENILE JUSTICE FUND	\$	1,250.00		\$	1,250.00
297	COMPENSATED SERVICES FUND	\$	17,113.65	\$ 145,824.76	\$	162,938.41
620	FORECLOSURE FUND	\$	9,588.23		\$	39,588.23
701	TRUST AND AGENCY FUND	\$	3,159.65		\$	3,159.65
737	OPEB TRUST FUND	\$	21,858.16	\$ 325.83	\$	22,183.99

TOTALS \$ 673,052.63 \$ 151,200.91 \$ **824,253.54**
 (Includes 3 accounts payable runs; on demand checks)

TOTAL PAYROLL FOR 12/01/22 THRU 12/31/22 \$ **599,165.95**
 (includes 2 payrolls)

Employee Separation Payouts

GRAND TOTAL \$ **1,423,419.49**

Moved by Batzer, seconded by Schmidt to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,423,419.49 and that the same be placed on file.

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

NAYS: 0 None

Motion Carried

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MAIN LOBBY GLASS PARTITION

Moved by Schmidt, seconded by Batzer to approve the bid from Michigan Northern Glass in the amount not to exceed \$6,000 for the main lobby glass partition to be paid for from County Contingency Funds.

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

NAYS: 0 None

Motion Carried

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GRAPHIC SYSTEM UPDATE FOR JAIL HVAC SYSTEM

Moved by Schmidt, seconded by Batzer to approve the bid from Control Net in the amount of \$5,400 for the graphic system update for the Jail HVAC system, to be paid for from the Capital Improvement Fund. 251 000 969.011

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of January 4, 2023.

Motion Carried

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PERSONNEL COMMITTEE MINUTES/JANUARY 6, 2023

Karen Goodman presented the Personnel Committee meeting minutes of January 6, 2023.

COUNTY CONTROLLER/ADMINISTRATOR WAGE INCREASE

Moved by Gustad, seconded by McCraner to increase the current wage for the County Controller/Administrator by \$10,000.

YEAS: 4 Koons, McCraner, Dontz, Gustad

NAYS: 3 Schmidt, Batzer, Goodman

Motion Carried

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COUNTY CONTROLLER/ADMINISTRATOR EMPLOYMENT CONTRACT

Moved by Goodman, seconded by Schmidt to amend the County Controller/Administrator Employment contract to include, as an attachment for reference, the Controller statute language of Public Act 156 of 1851, Section 13b.

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

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NAYS: 0 None

Motion Carried

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Moved by Goodman, seconded by Gustad to approve the Personnel Committee meeting minutes of January 6, 2023.

Motion Carried

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PARKS AND RECREATION COMMISSION APPOINTMENT

One (1) vacancy to fill an unexpired term commencing immediately and expiring December 31, 2024.

No Applicants.

The Clerk will readvertise.

MANISTEE COUNTY TRANSPORTATION RESOLUTION #2023-2 INTENT TO APPLY FOR STATE FINANCIAL ASSISTANCE FOR FY 2024 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

Julie Stec, General Manager of Manistee County Transportation, Inc., appeared before the Board to request approval of the Resolution of Intent to Apply for State Financial Assistance for FY 2024 Under Act 51 of The Public Acts of 1951, as Amended. The Resolution further states Manistee County’s intention to provide public transportation services and appoints Julie Stec as the Transportation Coordinator for all public transportation matters in Manistee County. This Resolution is required to be filed annually with the Michigan Department of Transportation.

RESOLUTION #2023-2

FY 2024 RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2024 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED

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 17th day of January, 2023.

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

ABSENT: None

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

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for Manistee County Transportation, Inc. (MCTI) established under Act 94, to provide a local transportation program for the state fiscal year of 2024 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for Manistee County to name an official representative for all public transportation matters, who is authorized to provide such information as deemed

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necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the Board of Directors has reviewed and approved the proposed budget and funding sources for 2024 of:

Estimated Federal Funds	\$ 644,940
Estimated State Funds	\$1,239,177
Estimated Local Funds	\$ 635,000
Estimated Farebox	\$ 655,000
Estimated Other Funds	\$ 408,883
Estimated Total Expenses	\$3,583,000

NOW THEREFORE, be it resolved that Manistee County does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Julie Stec as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2024.

Moved by Schmidt, seconded by Batzer to approve Resolution #2023-2 Intent to Apply For State Financial Assistance for FY 2024 Under Act 51 of The Public Acts of 1951, as Amended.

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

NAYS: 0 None

Motion Carried

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MANISTEE TOWNSHIP HOUSING PROJECT

Karen Clouse, Manistee Township, appeared before the Board to discuss the housing project proposed in Manistee Township and the request of support for resolution for Commercial Rehabilitation District for that property.

MANISTEE TOWNSHIP HOUSING PROJECT LETTER OF SUPPORT

Correspondence was received from Manistee Township with Manistee Township Resolution 2022-11 Establishing a Commercial Rehabilitation for an area in the vicinity of 610 E Parkdale Avenue, Manistee, MI 49660. This resolution was adopted by the Manistee Township Board on December 22, 2022. Pursuant to Public Act 201 of 2005, the Resolution is to be provided to the County where the District is established and within 28 days, the County may accept or reject the establishment of the District.

Moved by Goodman, seconded by Koons to support for the Manistee Township Resolution #2022-11 Establishing a Commercial Rehabilitation District for an area in the vicinity of 610 E Parkdale Avenue, Manistee, MI 49660.

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

NAYS: 0 None

Motion Carried

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PUBLIC SAFETY COMMITTEE MINUTES/JANUARY 6, 2023

Karen Goodman presented the Public Safety Committee meeting minutes of January 6, 2023.

No Action Items.

Moved by Goodman, seconded by Batzer to approve the Public Safety Committee meeting minutes of January 6, 2023.

Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/JANUARY 6, 2023

Eric Gustad presented the Regional Summit Committee meeting minutes of January 6, 2023.

No Action Items.

Moved by Gustad, seconded by Koons to approve the Regional Summit Committee meeting minutes of January 6, 2023.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

PTO POLICY ADDENDUM

Moved by Batzer, seconded by Koons to amend the PTO Policy Addendum to add (C) Payment at Termination of Employment and remove “All Employees will be required to prefund their 2023 PTO Banks with a minimum of (1) one week of their earned time from 2022.”

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

NAYS: 0 None

Motion Carried

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COUNTY VETERAN'S SERVICES FUND GRANT AMENDMENT FOR 2023

Moved by Goodman, seconded by Koons to approve the amendment to the County Veteran's Services Fund Grant to convert \$14,000 for the dental van to the Meijer Voucher Program.

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

Motion Carried

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STRATEGIC PLAN UPDATE

The Strategic Plan Goal #7 was reviewed and updated.

PUBLIC COMMENT

Adjourn at the Call of the Chair at 10:51 a.m.

/s/ Lindsey Marquardt Clerk
Lindsey Marquardt