

TUESDAY, JANUARY 21, 2020

Pursuant to law, the Board of Commissioners met on Tuesday, January 21, 2020 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, Pauline Jaquish, Gene Lagerquist and Richard Schmidt.

ABSENT: Mark Bergstrom

APPROVE MEETING AGENDA

Moved by Lagerquist, seconded by Schmidt to approve the Meeting Agenda, as amended, to include Eric Sullivan, Manistee County Veterans Counselor, to give the Annual Report.

Motion Carried

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CONSENT AGENDA

Moved by Batzer, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the December 17, 2019 Board meeting, the January 2, 2020 Organizational Board meeting minutes, and the January 2020 monthly appropriations and fund transfers.

YEAS: 6 Batzer, Dontz, Goodman, Jaquish, Lagerquist, Schmidt

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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PUBLIC COMMENT

None

ANNUAL REPORT OF THE MANISTEE COUNTY VETERANS COUNSELOR

Eric Sullivan, Manistee County Veterans Counselor, appeared before the Board to give the Annual Report. Mr. Sullivan was appointed the Veterans Counselor in December 2018. Mr. Sullivan has received training and became an accredited Veteran’s Counselor in June 2019. Mr. Sullivan reported that the office serves an average of 65 Veterans per month. He has been very busy working with veterans (including homeless vets), networking in the community, working on grants and securing additional donations for veterans use. Mr.

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Sullivan is hoping to secure a \$50,000 grant to be used for veterans and possibly a vehicle for outreach of veterans (home visits if needed). In October 2019, Tony Covell was hired as an Assistant Veterans Counselor and will become accredited as well. The Veterans Office has moved to the Dial-A-Ride building bus garage, but then discovered there was no internet access at the site. Therefore currently, Mr. Sullivan and Mr. Covell are working out of both the old office and the new office. The internet is expected to be hooked up in the next few months, but the cable company needs to bore under Washington Street to accomplish the installation. Mr. Sullivan asked for Commissioner recommendations of needs for local veterans. Mr. Sullivan was commended for a job well done.

RECOGNITION AND ANNOUNCEMENTS

Dave Kieft, County Administrator/Controller became a Grandpa to lil Luke.

WAYS & MEANS COMMITTEE REPORT/JANUARY 15, 2020

Richard Schmidt presented the Ways & Means Committee Report of January 15, 2020.

FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

We hereby submit claims for December 6, 2019 through January 13, 2020, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund	\$163,350.29
201 County Road Fund.....	0.00
208 Park/Recreation	0.00
215 Friend of the Court Fund	0.00
216 Department Contingency Fund	0.00
220 Local Revenue Sharing Grant Fund	4,000.00
225 Recycling Fund.....	720.00
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	4,111.00
254 Medical Care Depreciation Fund	0.00
255 Brownfield Site Assessment Fund	0.00
256 Register of Deeds Automation Fund	503.80
257 Budget Stabilization Fund	0.00
258 Mounted Search and Rescue	0.00
259 Indigent Defense Fund	3,037.71
260 Health Insurance Fund.....	136,250.23
261 9-1-1 Service Fund	0.00
262 Dive Equipment Fund	0.00
263 Sheriff's Office Forfeited Assets Fund	0.00

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264 Family Counseling Services Fund.....	0.00
265 Juvenile Drug Court Fund	0.00
266 Law Enforcement Training Fund	995.18
267 Concealed Pistol Licensing Fund	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	1,815.59
270 Corrections Officer Training Fund.....	1,100.00
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
279 Economic Development - Housing Fund	0.00
280 MSHDA Grant Fund	0.00
281 Law Enforcement Technology Fund.....	0.00
282 Community Wildfire Grant Fund	0.00
283 F.I.A. Benzie County.....	0.00
284 Community Corrections Fund	750.00
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	20,002.34
293 Soldiers & Sailors Relief Fund.....	0.00
294 Veterans Trust Fund	0.00
295 Airport Authority Fund	0.00
296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund	146,428.89
298 County Employee Separation Fund.....	19,890.00
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
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
620 Foreclosure Fund.....	260.54
701 Trust and Agency	14,353.01
702 OPEB Trust Fund	0.00
801 Drain Fund.....	0.00
 Total:	 <u>\$518,818.58</u>

(includes 2 acct. payable runs; on demand checks): \$135,176.15

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Payroll for the period of Dec. 6, 2019 thru Jan. 13, 2020 + \$790,321.00
(incl. 3 payrolls; Longevity, Shift Premium Pay, and Cleaning Allowance Payouts)

Total to be Claimed and allowed January 21, 2020 \$1,309,139.58

Moved by Batzer, seconded by Schmidt to approve the on-demand checks, bills and payroll, be accepted in the amount of \$1,309,139.58; and that the same be placed on file.

YEAS: 6 Dontz, Goodman, Jaquish, Lagerquist, Schmidt, Batzer

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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REVIEW WAYS & MEANS COMMITTEE DUTIES FROM THE RULES OF ORDER AND PROCEDURES

Review Ways & Means Committee duties from the Rules of Order and Procedure of the Manistee County Board of Commissioners and recommend approval of any necessary changes. (Appendix B)

It was agreed that the updates from 2019 be done to the Rules of Order and Procedures before they can be reviewed and updated for 2020. It was asked that this be placed back on the Ways & Means Committee Meeting Agenda next month.

PAYMENT OF UNUSED VACATION, SICK AND PERSONAL HOURS

Moved by Goodman, seconded by Schmidt to approve the payment of unused vacation, sick and personal hours to Kenneth Falk, former Undersheriff, who became the appointed Sheriff of Manistee County effective January 1, 2020 = \$7,252.65; to be paid from the Employee Separation Account #298 000 701.001.

YEAS: 6 Goodman, Jaquish, Lagerquist, Schmidt, Batzer, Dontz

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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**LEASE AGREEMENT BETWEEN MANISTEE COUNTY AND
JOWETT FUNERAL HOME**

Moved by Batzer, seconded by Jaquish to approve the three (3) year Use of Space Agreement between Manistee County and Jowett Funeral Home effective January 1, 2020 through December 31, 2022 with the same terms as the previous Agreement.

YEAS: 6 Jaquish, Lagerquist, Schmidt, Batzer, Dontz, Goodman
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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SOUND SYSTEM IN THE COUNTY BOARD OF COMMISSIONERS ROOM

Moved by Batzer, seconded by Schmidt to approve the amended bid from Instrumental Music and Sound to purchase and install a wireless sound system with a USB port and recording capabilities in the County Board of Commissioners Room in the amount of \$2,730.50; to be paid from the Board of Commissioners Contingency Fund line item #216 000 390.001.

YEAS: 6 Lagerquist, Schmidt, Batzer, Dontz, Goodman, Jaquish
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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**MILLAGE PROPOSITION FOR THE MANISTEE COUNTY
MEDICAL CARE FACILITY**

Doug Parkes and Beth Taylor, representing the Medical Care Facility, appeared before the Board to present renewal proposition verbiage for the Manistee County Medical Care Facility to appear on the August 4, 2020 ballot. The millage renewal is for up to 0.5000 mills for 5 years, 2021 through 2025.

**Manistee County
Manistee County Medical Care Facility
Millage Renewal
Ballot Proposition**

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Shall the County of Manistee renew a previous voted increase in the tax limitation imposed under Article IX, Section 6 of the Michigan Constitution on general ad valorem taxes within Manistee County, Michigan, for a period of five (5) years, 2021, 2022, 2023, 2024 and 2025, inclusive, by up to 0.5000 mills (\$.50 on each \$1,000 of taxable value), to be used as payment of the financial obligation of the County of Manistee for the support and operation of the Manistee County Medical Care Facility; and shall the County levy such renewal in millage for said purpose, thereby raising in the first year of such levy an estimated \$578,000?

Moved by Batzer, seconded by Schmidt to approve the above ballot language for Manistee County Medical Care Facility Millage Renewal Ballot Proposition to be placed on the August 4, 2020 Primary Ballot.

YEAS: 6 Schmidt, Batzer, Dontz, Goodman, Jaquish, Lagerquist
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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MICHIGAN MEDICAL MARIHUANA OPERATIONS AND OVERSIGHT GRANT

Moved by Batzer, seconded by Schmidt to accept the Michigan Medical Marihuana Operation and Oversight Grant between the State of Michigan Department of Licensing and Regulatory Affairs and Manistee County. The grant period is from January 1, 2020 to September 15, 2020 in the amount of \$4,762.

YEAS: 6 Batzer, Dontz, Goodman, Jaquish, Lagerquist, Schmidt
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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COUNTY ADMINISTRATOR CONTINGENCY FUND TRANSFER

Moved by Schmidt, seconded by Goodman to approve the transfer of funds not to exceed \$1,200 from the County Administrator’s Contingency Fund line item #216 000 390.002 to the General Fund to pay the Administrator’s Office Administrative Assistant additional wages to perform the accounts payable function within the Administrator’s Office for the next seven (7) pay periods.

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YEAS: 6 Dontz, Goodman, Jaquish, Lagerquist, Schmidt, Batzer

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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COUNTY TREASURER CONTINGENCY FUND TRANSFER

Moved by Batzer, seconded by Goodman to approve up to \$1,100 to purchase a sufficient laptop for the County Treasurer’s use; to be paid from the Treasurer’s Contingency line item # 216 000 390.011.

YEAS: 6 Goodman, Jaquish, Lagerquist, Schmidt, Batzer, Dontz

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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Item Not Requiring Board Action.

Dave Kieft reported that the Auditors were working here at the County last week. Information will be provided at next month’s meeting concerning Contingency Fund balances, whether the budgeted amount from the Budget Stabilization Fund needs to be transferred and possible surplus. Mr. Kieft preliminarily reported that the \$137,000 budgeted fund balance transfer from the Budget Stabilization Fund may not be needed. An additional transfer to MERS of \$85,000 was made.

Moved by Batzer, seconded by Schmidt to accept the Ways & Means Committee Minutes of January 15, 2020.

Motion Carried

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MANISTEE COUNTY TRANSPORTATION, INC
RESOLUTION #2020-2 OF INTENT

Richard Strevey, General Manager of Manistee County Transportation, Inc. appeared before the Board to request approval of a Resolution of Intent to apply for State financial assistance for Fiscal year 2021 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 Richard Strevey 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.

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Resolution #2020-2

FY 2021 RESOLUTION OF INTENT

**THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE
FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2021 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 21st day of January, 2020.

PRESENT: Batzer, Dontz, Goodman, Jaquish, Lagerquist, Schmidt

ABSENT: Bergstrom

The following resolution was offered by Jaquish 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 51, to provide a local transportation program for the state fiscal year of 2021 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 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 2021 of:

Estimated Federal Funds	\$ 454,500
Estimated State Funds	\$ 928,987
Estimated Local Funds	\$ 468,513
Estimated Farebox	\$ 670,000
Estimated Other Funds	\$ 3,000
Estimated Total Expenses	\$2,525,000

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 Richard Strevey 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 2021.

Moved by Jaquish, seconded by Batzer to approve the above Resolution of Intent #2020-2

To Apply For State Formula Operating Assistance For Fiscal Year 2021 Under Act 51 of the Public Acts of 1951, As Amended.

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YEAS: 6 Jaquish, Lagerquist, Schmidt, Batzer, Dontz, Goodman
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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APPOINT MANISTEE COUNTY TRANSPORTATION, INC.

BOARD OF DIRECTORS

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 the January 2020 Organizational Meeting of the Manistee County Board of Commissioners, the Board acted to re-appoint Pauline Jaquish as the County Commissioner Representative for a one (1) year term commencing January 1, 2020 and expiring December 31, 2020. An at-large appointment was not appointed at that meeting. Currently, Brook Shafer was the at-large member.

A recommendation received from Manistee County Transportation includes the re-appointment of Brook Shafer as the at-large member to serve a one (1) year term commencing immediately and expiring December 31, 2020.

Moved by Jaquish, seconded by Goodman to re-appoint Brook Shafer as the at-large member on the Manistee County Transportation Inc. Board of Directors to serve a one (1) year term commencing January 1, 2020 and expiring December 31, 2020.

YEAS: 6 Lagerquist, Schmidt, Batzer, Dontz, Goodman, Jaquish
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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FIRST QUARTER OF 2020 CHILD CARE FUND REPORT

Cameron Clark, Director of Youth Services, appeared before the Board to present the first quarter Child Care Fund Report.

PERSONNEL COMMITTEE MINUTES/JANUARY 8, 2020

Karen Goodman presented the Personnel Committee Minutes of January 8, 2020.

WAGE DETERMINATION FOR UNDERSHERIFF

Lisa Sagala reported that the discussion that took place at the Personnel Meeting was based on the incorrect amount of hours and the scale that should have been looked at is for 2080

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hours (not 1950 hours) Therefore, after discussion, the Undersheriff position is in Pay Grade 10. Undersheriff Gutowski will be placed in Step 5 of Pay Grade 10 at \$62,367.10. The change in salary will be retroactive to the date he was appointed as Undersheriff. In six (6) months, a review will take place and an evaluation will occur to re-evaluate the Undersheriff's performance and compensation.

Moved by Goodman, seconded by Lagerquist that Undersheriff Gutowski salary be placed in Pay Grade 10, Step 5 at the salary of \$62,367.10 retroactive to the date he was appointed as Undersheriff; in six (6) months, a review and evaluation will occur to re-evaluate the Undersheriff's performance and compensation.

YEAS: 6 Schmidt, Batzer, Dontz, Goodman, Jaquish, Lagerquist
NAYS: 0 None
ABSENT: 1 Bergstrom

Motion Carried

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Item Not Requiring Board Action.

Mr. Dontz requested Sheriff Falk attend the next Personnel Committee Meeting regarding the appointment and wages of an Emergency Manager appointment in accordance with PA 390.

Moved by Goodman, seconded by Batzer to accept the Personnel Committee Minutes of January 8, 2020.

PUBLIC SAFETY COMMITTEE MINUTES/JANUARY 17, 2020

The Public Safety Committee Minutes of Friday, January 17, 2020 were not available for the County Board Meeting on Tuesday, January 21, 2020 (Monday, January 20, 2020 was MLK Holiday).

Discussion by some attendees at the Public Safety meeting on January 17, 2020 took place. The minutes will be presented at the February 18, 2020 County Board Meeting.

MISCELLANEOUS CONTROLLER AND BOARD ITEMS

Dave Kieft Jr. presented preliminary costs for iPads and iPad cases for County Commissioners, Clerk and Administrator. The tablets that have been purchased years ago are no longer sufficient and, in some cases, do not work anymore. Dialog concerning using personal devices and the FOIA laws were discussed. Mr. Kieft said money would be used from the County Commissioner Contingency Fund line item or the Manistee County Contingency Fund. It was noted that the 10.2-inch iPad is sufficient and better prices be gotten on iPad cases, and that keyboards are most likely not needed. It is recommended that all use County issued iPad and not their personal devices. This is a preliminary discussion and the information will be forwarded to the Technology Committee for discussion and recommendation.

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County Logo Discussion: Jeff Dontz discussed the possibility of changing the current County logo to that of the new logo presented by Rising Tide. The word "County" would be added. Administration was asked to check with a printer to see what the cost difference would be with the additional colors in the new proposed logo and report back.

Rules of Order and Procedure: 2019 changes and 2020 proposed changes made. Discussion and review of copy provided for any new updates.

After review, Motion by Batzer, seconded by Lagerquist to approve, as amended, the Rules of Order and Procedure of the Manistee County Board of Commissioners with the following changes:

- Page 104 in the Board Packet under Green Team, the highlighted area "The Committee is also part of the Energy Fair Advisory Board" was to be struck.
- Page 105 of the Board Packet, #33 Trails Board to read Manistee County Recreation Commission.
- Page 105 in the Board Packet, #9 Alliance for Economic Success, change to Economic Development Council.
- Page 96 of the Board Packet, Section B 1. The sentence before the Agenda layout should read, "The following shall may be the order of business at all meetings of the Board:"
- Page 105 in the Board Packet, #12 change to Networks Northwest Materials Management Advisory Committee.
- Page 105 of the Board Packet, change #17 to Housing Review ~~Board~~ Committee
- Page 105 of the Board Packet, #23 delete
- Page 105 of the Board Packet, #19 Human Services ~~Coordinating~~ Collaborative Body
- Page 105 of the Board Packet, #15 change to Centra Wellness Network
- Page 105 of the Board Packet, add Bar Lake Improvement Board

YEAS: 6 Batzer, Dontz, Goodman, Jaquish, Lagerquist, Schmidt

NAYS: 0 None

ABSENT: 1 Bergstrom

Motion Carried

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PUBLIC COMMENT

James Wisniski stated that next Spring, the Onekama Township parking lot will undergo work and resurfacing, and the County recycling trailers will have to be moved. He asked that the Green Team be informed of this.

Gregory Berg presented the Board with a cover letter entitled Make Manistee a 2nd Amendment Sanctuary County and a proposed Resolution entitled Resolution of Manistee County Board of Commissioners. After discussion, the County Board took no action. It was felt that as Elected County Commissioners, they have already taken the Oath of Office to uphold the Constitution and there was no need in Manistee County to address this type of Resolution further.

Adjourn at the Call of the Chair at 12:20 p.m.

_____ Clerk