

**TUESDAY, JUNE 16, 2020**

Pursuant to law, the Board of Commissioners met on Tuesday, June 16, 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 (remotely), Mark Bergstrom (remotely), Jeff Dontz, Karen Goodman, Pauline Jaquish, Gene Lagerquist and Richard Schmidt (remotely)

ABSENT: None

The County Board is operating remotely and electronically by Zoom under Executive Order #2020-75 issued by Governor Gretchen Whitmer due to the COVID-19 pandemic.

**APPROVE MEETING AGENDA**

Moved by Goodman, seconded by Jaquish to approve the Meeting Agenda.

Motion Carried

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**CONSENT AGENDA**

Moved by Goodman, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the May 19, 2020 County Board Meeting and the June 2020 monthly appropriations and fund transfers.

YEAS: 7 Batzer, Bergstrom, Dontz, Goodman, Jaquish, Lagerquist, Schmidt

NAYS: 0 None

Motion Carried

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**PUBLIC COMMENT**

No Public Comment in person or on-line.

**RECOGNITION AND ANNOUNCEMENTS**

None.

**TREASURER'S REPORT**

None.



**TUESDAY, JUNE 16, 2020**

220 Local Revenue Sharing Grant Fund .....	0.00
225 Recycling Fund.....	6,689.69
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	25,050.18
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 .....	0.00
254 Medical Care Depreciation Fund .....	0.00
255 Brownfield Site Assessment Fund .....	0.00
256 Register of Deeds Automation Fund .....	733.00
257 Budget Stabilization Fund .....	0.00
258 Mounted Search and Rescue .....	0.00
259 Indigent Defense Fund .....	4,781.52
260 Health Insurance Fund.....	137,047.42
261 9-1-1 Service Fund .....	0.00
262 Dive Equipment Fund .....	20.66
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 .....	0.00
267 Concealed Pistol Licensing Fund .....	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	3,798.06
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 .....	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 .....	0.00
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 .....	9,358.03
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 .....	111,505.85
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

**TUESDAY, JUNE 16, 2020**

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
618 2018 Tax Revolving Fund.....	0.00
619 2019 Tax Revolving Fund.....	2,668,300.06
620 Foreclosure Fund.....	260.54
701 Trust and Agency .....	0.00
702 OPEB Trust Fund.....	0.00
801 Drain Fund.....	84,851.82

Total: .....\$3,221,780.28  
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(includes 2 acct. payable runs; on demand checks): \$102,413.75

Payroll for the period of May 5, 2020 thru June 1, 2020 ..... + \$487,178.05  
 (incl. 2 payrolls; 2 employee separations) Separation Pay of \$4,533.00

Total to be Claimed and allowed June 16, 2020 \$3,708,958.33

YEAS: 7 Goodman, Jaquish, Lagerquist, Schmidt, Batzer, Bergstrom, Dontz

NAYS: 0 None

Motion Carried

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**HAZARD PAY FOR THE SHERIFF'S OFFICE**

Moved by Bergstrom, seconded by Goodman to approve a one (1) time Hazard Payment of \$750 to Road Patrol Officers, Corrections Officers, Security Officers and Animal Control Officers (32 employees, totaling \$24,000) who worked during the Stay Home Stay Safe Order from March 23, 2020 through June 1, 2020; to be paid from the Sheriff's Department Budget.

YEAS: 5 Jaquish, Schmidt, Batzer, Bergstrom, Goodman

NAYS: 2 Lagerquist, Dontz

Motion Carried

**TUESDAY, JUNE 16, 2020**

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Moved by Goodman, seconded by Jaquish to accept the Ways & Means Committee Minutes of June 3, 2020.

Motion Carried

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**CHILD CARE FUND BUDGET SUMMARY FY 2020/21**

Cameron Clark, Director of Youth Services, appeared before the Board to present the 2020/21 Child Care Fund Budget Summary. The budget is from October 1, 2020 through September 30, 2021. Mr. Clark requested approval of the budget for submission to the State of Michigan.

Moved by Jaquish, seconded by Lagerquist to approve the 2020/21 Child Care Fund Budget Summary (October 1, 2020 through September 30, 2021) and its submission to the State of Michigan.

YEAS: 7 Lagerquist, Schmidt, Batzer, Bergstrom, Dontz, Goodman, Jaquish

NAYS: 0 None

Motion Carried

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**DRAIN COMMISSIONER ANNUAL REPORT**

Gary Schwaiger, County Drain Commissioner, appeared remotely before the Board to give an Annual Report encompassing February 14, 2019 through March 1, 2020. Mr. Schwaiger reviewed the lists of established drains, a review of the files and the Assessment of Drain Accounts. Mr. Schwaiger also reviewed Letters of Support and Resolutions for abandonment of the Kettle Hole Drain, the Maple Grove Drain and information of the Bear Creek Drain.

**MICHIGAN STATE UNIVERSITY EXTENSION 2019/20 ANNUAL REPORT**

Jennifer Berkey, District Coordinator for Michigan State University Extension, appeared remotely before the Board to present the MSU Extension 2019/2020 Annual Report.

**MICHIGAN SEA GRANT EXTENSION PRESENTATION**

Mark Brederland, Michigan Sea Grant Extension, appeared remotely before the Board to give a presentation regarding Great Lakes Water Levels and the Impacts They Have On Our Costal Community.

(Break 10:50 a.m. – 11:06 a.m.)

**PERSONNEL COMMITTEE MINUTES/JUNE 5, 2020**

Karen Goodman presented the Personnel Committee Minutes of June 5, 2020.

**TUESDAY, JUNE 16, 2020**

**STEP INCREASE FOR THE UNDERSHERIFF**

Moved by Goodman, seconded by Jaquish to approve Undersheriff Gutowski be placed in Grade 10, Step 6 at a salary of \$64,410, effective July 1, 2020.

YEAS: 7 Schmidt, Batzer, Bergstrom, Dontz, Goodman, Jaquish, Lagerquist

NAYS: 0 None

Motion Carried

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**STEP INCREASE FOR THE EMERGENCY MANAGER**

Moved by Goodman, seconded by Bergstrom to approve Lt. Jason Torrey, Emergency Management Coordinator, be placed in Grade 9, Step 8 at a salary of \$59,525.83, effective July 1, 2020.

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

NAYS: 1 Batzer

Motion Carried

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**DISCUSSION REGARDING VACATION AND PERSONAL TIME BANKS**

Moved by Goodman, seconded by Jaquish to approve extending the deadline to carry over 2019 vacation and personal time to July 31, 2020.

YEAS: 7 Batzer, Bergstrom, Dontz, Goodman, Jaquish, Lagerquist, Schmidt

NAYS: 0 None

Motion Carried

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**DISCUSSION REGARDING THE CONTROLLER/ADMINISTRATOR POSITION**

Moved by Goodman, seconded by Bergstrom concerning the Interim County Administrator/Controller position, to approve the finalization of the position by September 30, 2020; and to authorize Ms. Sagala to hire temporary and/or part-time help as needed in the Administration Office.

**TUESDAY, JUNE 16, 2020**

A lengthy discussion was had after the motion was made concerning where does the County want to go from here. Ms. Sagala is the Interim Administrator/Controller and she is willing and able to continue her HR position and the Interim County Administrator/Controller until the Board decides a process, if any, and to look at candidates for the position. Temporary or part time help will be needed for the front office. Deciding on qualifications for the position, advertising, spending time on performance review and give Ms. Sagala time to demonstrate skills and look at what restructuring is needed in the front office. The Personnel Committee has spearheaded the process, but we need to discuss if the Board wants the Personnel Committee to gather the information and bring it to the Board or does the full Board want to gather the information. The Board needs to improve and learn from the last interview process. Ideas of giving Ms. Sagala a chance to see if she can handle the position, take the process slow and see what happens. Recommendation of working as a full Board as this is a paramount decision, gives it due time, have a search and determine what we want to see, and if Ms. Sagala does well that is great. It will prove the Board has done their due diligence to search out the best qualified candidate for the County. If Ms. Sagala does well, it will validate her skills to the community as opposed to an inside job. The County deserves to have the process done. The thought process was to extend the interim time and let Ms. Sagala show her skill set and evaluate and what the County is looking for in this position, education and/or experience and what that looks like. We can also get though budget process and see how that goes. As a group we can see we need leadership, decision making skills and administrative skills for the budgeting process. We can move forward and search and advertise and at the same time Ms. Sagala is willing to work in this position and we as a Board can assess and evaluate. Ms. Sagala is already appointed interim until someone is hired permanently. However, it was thought that September 30, 2020 is a too tight a timeline and no need to have that pressure of a deadline. Since we have an Interim Administrator/Controller who may need temporary and/or part time help that is fine. Take time for process, hire an outside firm to assist us with a search which is well worth it. This would benefit whomever and reassure our constituents that we understand the importance of this position. To clarify, the prior idea was to have the process started by September 30 not a final decision by then. Do we need to act on this now? The Interim Administrator has the authority up to \$2 million and the Board seems fine with additional HR or office help if needed. The Personnel Committee and the Board need to be cognizant and thinking of the process to take for hiring.

Ms. Sagala would like to hire temporary help or have Ms. Schmeling doing extra tasks and a bit more pay and put someone up front to answer phones and do filing. A Manpower temp hire is a cleaner process. HR position already has a savings budget wise.

After discussion, Ms. Goodman withdrew the above Motion and the second by Mr. Bergstrom was also withdrawn. The consensus was to let the Administrator administrate. To be discussed further with the Personnel Committee and at the July County Board meeting.

Moved by Bergstrom, seconded by Goodman to accept the Personnel Committee Minutes of June 5, 2020.

Motion Carried

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**PUBLIC SAFETY COMMITTEE MINUTES/JUNE 5, 2020**

Pauline Jaquish presented the Public Safety Committee Minutes of June 5, 2020.

The meeting encompassed three (3) months of statistics and work being done by all the entities. It cannot be emphasized enough the job the Police and First Responders do and how lucky we are to have them. Not to mention the great interdepartmental cooperation amongst them all. Just to mention a couple matters there was a Regional COVID-19 transfer ambulance was set up and located in Kaleva. It was set up to specifically handle

**TUESDAY, JUNE 16, 2020**

highly suspected or confirmed cases of COVID-19. The Jail passed the MDOC Inspection which is very important. There was a homicide on Potter Road in the County then the suspect traveled to Brethren and tried to carjack another vehicle, he was then confronted by State Police and committed suicide. There was an ATM theft in Wellston and three (3) individuals have been arrested. These are not normal events around this area and yet these people take care of these matters along with the everyday duties.

**REGARDING THE 2020 MANISTEE COUNTY FAIR**

Moved by Batzer, seconded by Lagerquist to recommend that the 2020 Manistee County Fair not be held due to the COVID-19 Pandemic.

YEAS: 7 Dontz, Goodman, Jaquish, Lagerquist, Schmidt, Batzer, Bergstrom

NAYS: 0 None

Motion Carried

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Moved by Lagerquist, seconded by Batzer to accept the Public Safety Committee Minutes of June 5, 2020.

Motion Carried

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**MANISTEE/BENZIE PUBLIC DEFENDER COMMITTEE MINUTES/  
MAY 21, 2020**

Jeff Dontz presented the Manistee/Benzie Public Defender Committee Minutes of May 21, 2020.

No Action Items.

Items Not Requiring Board Action.

Jared Henry presented the MIDC FY21 Compliance Plan and the Cost Analysis Report to the Committee. Mr. Henry also gave an overview of the budget that has been submitted to the State. Ms. Sagala will ask Mr. Henry to give a presentation to the County Board in July since it has now been a year that the Office was established.

Moved by Goodman, seconded by Bergstrom to accept the Manistee/Benzie Public Defender Committee Minutes of May 21, 2020.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

Ms. Sagala explained that the Circuit Courtroom has been doing some restructuring due to COVID 19. The pews have been removed and interlocking chairs may be installed. The half walls for the inmate holding area in the courtroom has also been removed. Some of the benches that were removed have been placed in the hallways, but storage is needed for

**TUESDAY, JUNE 16, 2020**

about 3 or 4 more pews. If they are sold, an asset disposal policy should be followed, or they should be made available for public bidding. With the moving of the pews to the hallways, there are now some long green benches that have been moved as well. At this time, a storage area is being sought.

Budget Study Sessions are scheduled for Friday, July 10, 2020 at 3 p.m. and Friday, July 24, 2020 at 3:30 p.m.

Ms. Sagala reported that the first week of the Courthouse and Government Center being open to the public went quite well. Security is performing extra duties at the door.

**PUBLIC COMMENT**

No Public Comment online or in person.

Adjourn at the Call of the Chair at 12:05 p.m.

\_\_\_\_\_ Clerk