

TUESDAY, JULY 19, 2022

Pursuant to law, the Board of Commissioners met on Tuesday, July 19, 2022 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, Pauline Jaquish, Nikki Koons and Richard Schmidt

ABSENT: None.

APPROVE MEETING AGENDA

Moved by Koons, seconded by Goodman to approve the Meeting Agenda, as amended, to remove Kevin Hughes, District Health Department #10 from the agenda.

Motion Carried

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CONSENT AGENDA

Moved by Batzer, seconded by Koons to approve the Consent Agenda which includes the minutes of the June 21, 2022 Board meeting, the minutes of the July 15, 2022 Special Board Meeting, and the July 2022 monthly appropriations and fund transfers.

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

NAYS: 0 None

Motion Carried

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PUBLIC COMMENT

- Sammie Lukaskiewicz, Executive Director of the Manistee County Visitor's Bureau
- Senator Jon Bumstead
- Lara Treemore-Spears, from the Village of Onekama
- Jonathan Hanson
- Representative Michele Hoytenga
- Megan Scott, Candidate County Commissioner

RECOGNITION AND ANNOUNCEMENTS

None.

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CENTRA WELLNESS BOARD OF DIRECTORS APPOINTMENT

One (1) vacancy to serve a three (3) year term which will begin immediately and expire March 31, 2025.

One (1) vacancy is for a Primary Consumer.

Applicants: Mike Szokola

Moved by Batzer, seconded by Jaquish to appoint Mike Szokola to the Centra Wellness Board of Directors-Primary Consumer, to serve a three (3) year term which will begin immediately and expire March 31, 2025.

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

NAYS: 0 None

Motion Carried

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MANISTEE COUNTY PLANNING COMMISSION APPOINTMENTS

Two (2) vacancies to fill three (3) year terms beginning immediately and expiring June 9, 2025. One (1) vacancy is for a person representing Agricultural, Forestry, and Land Use interest in the County. One (1) vacancy is for a person representing Environmental and Recreational interest in the County.

Applicants: Eleanor DeYoung

Moved by Schmidt, seconded by Goodman to appoint Eleanor DeYoung to the Manistee County Planning Commission representing Agricultural, Forestry, and Land Use interest in the County, to serve a three (3) year term which will begin immediately and expire June 9, 2025.

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

NAYS: 0 None

Motion Carried

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The Clerk will re-advertise for the one vacant position.

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TREASURER'S REPORT

Rachel Nelson, County Treasurer, presented the 2nd Quarter 2022 Investment Report for the Commissioners review. Rates currently are still not great. Ms. Nelson will be back in September with a new report that is required regarding foreclosures.

WAYS & MEANS COMMITTEE MINUTES/JULY 6, 2022

Richard Schmidt presented the Ways & Means Committee Minutes of July 6, 2022.

FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

We hereby submit claims for June 1, 2022 through June 30, 2022, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund	\$264,974.40
201 County Road Fund.....	0.00
208 Parks/Recreation Trails Fund	0.00
215 Friend of the Court Fund	0.00
216 Department Contingency Fund.....	0.00
220 Local Revenue Sharing Grant Fund	0.00
225 Recycling Fund.....	19,220.67
234 Judicial Technology Fund	0.00
235 District Court Services Fund	0.00
236 Maintenance of Effort Fund	7,757.61
238 Land Bank Authority Fund.....	1,825.00
239 NF&W Foundation Grant.....	0.00
241 AIS Grant Fund	0.00
242 Bear Lake Improvement Fund.....	10,850.00
243 Brownfield Redevelopment Authority Fund	6,875.32
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	1,919.53
257 Budget Stabilization Fund	0.00
258 Mounted Search and Rescue	0.00
259 Indigent Defense Fund	5,703.27
260 Health Insurance Fund.....	124,746.14
261 9-1-1 Service Fund	0.00
262 Dive Equipment Fund.....	0.00
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	195.84
267 Concealed Pistol Licensing Fund	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	2,791.80
270 Corrections Officer Training Fund.....	0.00
271 County Library Fund	0.00

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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 Care Act Fund.....	0.00
283 F.I.A. Benzie County.....	0.00
284 Community Corrections Fund	241.66
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	5,440.25
293 Soldiers & Sailors Relief Fund.....	101.40
294 Veterans Trust Fund	0.00
295 Airport Authority Fund.....	49,145.80
296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund.....	145,185.46
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
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
516 Delinquent Tax Revolving Fund	937.50
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.....	0.00
620 Foreclosure Fund.....	376.66
701 Trust and Agency	95.00
702 OPEB Trust Fund	16,235.08
801 Drain Fund.....	0.00

Total: 665,868.39
(includes 2 acct. payable runs; on demand checks):

Payroll for the period of June 1, 2022 thru June 30, 2022 + \$516,653.28
(includes 2 payrolls)

Employee Separation

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Total to be Claimed and allowed July 19, 2022

\$1,182,521.67

Moved by Schmidt, seconded by Batzer to approval the on-demand checks, bills and payroll, be accepted in the amount of \$1,182,521.67; and that the same be placed on file.

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

NAYS: 0 None

Motion Carried

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PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME

Moved by Schmidt, seconded by Batzer to approve the payment of unused accumulated vacation, sick and personal hours to Jennifer Kirchinger, who became Register of Deeds effective June 1, 2022, in the amount of \$3,999.88; to be paid from the Employee Separation Fund.

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Batzer to approve the payment of unused accumulated vacation, sick and personal hours to Lindsey Marquardt, who became County Clerk effective June 1, 2022, in the amount of \$4,556.57; to be paid from the Employee Separation Fund.

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

NAYS: 0 None

Motion Carried

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**VILLAGE OF ONEKAMA REQUEST
FOR THE COUNTY'S GIS LIDAR DATA**

Moved by Schmidt, seconded by Koons to approve that the fees for Manistee County's GIS Lidar Data for the project requested by the Village of Onekama be waived, for the exclusive use with the EGLE Watershed Support Grant.

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

NAYS: 0 None

Motion Carried

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COUNTY CHILD CARE BUDGET

Moved by Schmidt, seconded by Batzer to approve the Manistee County Child Care Budget for October 1, 2022 through September 30, 2023, in the amount of \$461,648.85.

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

NAYS: 0 None

Motion Carried

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CENTRA WELLNESS ANNUAL YEAR IN REVIEW

Chip Johnston, of Centra Wellness, appeared before the Board to present their annual year in review.

WAYS & MEANS COMMITTEE MINUTES/JULY 6, 2022 (cont.)

HVAC UNIT REPLACEMENT FOR DISTRICT COURT

Moved by Schmidt, seconded by Batzer to approve the bid from Custom Sheet Metal and Heating, Inc., in the amount of \$13,500 for the replacement of HVAC Unit #15 for the District Court, to be paid from the Capital Improvement Fund.

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

NAYS: 0 None

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Motion Carried

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INDEPENDENT CONTRACTOR GRANT ADMINISTRATOR AGREEMENT

Moved by Schmidt, seconded by Gustad to approve the Independent Contractor Grant Administrator Agreement between Manistee County and William Kennis.

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

NAYS: 0 None

Motion Carried

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**SELECTION OF OFFICER DELEGATE AND ALTERNATE
FOR THE MERS ANNUAL CONFERENCE**

Moved by Schmidt, seconded by Gustad to approve Julie Griffis, HR Generalist as the Officer Delegate and Susan Zielinski, Finance Officer as the alternate, to attend the Municipal Employees Retirement System (MERS) Annual Conference being held on September 26-27, 2022, at the Grant Traverse Resort, in Traverse City, Michigan.

YEAS: 7 Gustad, Jaquish, Koons, 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 July 6, 2022.

Motion Carried

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PERSONNEL COMMITTEE MINUTES/JULY 8, 2022

Karen Goodman presented the Personnel Committee Minutes of July 8, 2022.

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WAGE CLASSIFICATION, JOB DESCRIPTIONS
AND COMPENSATION STUDY

Moved by Goodman, seconded by Gustad to approve the County of Manistee Classification and Compensation Study Final Report.

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

Motion Carried

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Moved by Goodman, seconded by Gustad to approve moving the “green circled” positions from the Manistee County Classification and Compensation Study Report into the minimum wage range, effective with the FY 2022/23 budget, in the amount not to exceed \$53,269.13, to be paid for using ARPA funds.

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

Motion Carried

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CERTIFIED ELECTRONIC OPERATOR/RECORDER/CLERICAL
ASSISTANT POSITION

Moved by Gustad, seconded by Goodman to approve sending the Certified Electronic Operator/Recorder/Clerical Assistant job description to Mark Nottley with Municipal Consulting Services, LLC, for review and classification.

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

Motion Carried

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Moved by Gustad, seconded by Schmidt to accept the Personnel Committee Minutes of July 8, 2022.

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Motion Carried

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PUBLIC SAFETY COMMITTEE MINUTES/JULY 8, 2022

Pauline Jaquish presented the Public Safety Committee Minutes of July 8, 2022.

No Action Items.

Items Not Requiring Board Action.

Sheriff Gutowski recently attended the Michigan Sheriff’s Association spring conference. At the conference Sheriff Gutowski presented Deputy Brandon Gillespie with the association’s Distinguished Service Medal. Deputy Gillespie was one of two people in the state to receive this honor. At the conference, Sheriff Gutowski, attended a session regarding the Oxford School Shooting, which gave valuable information for the Sheriff to bring back to local school districts.

Moved by Jaquish, seconded by Batzer to accept the Public Safety Committee Minutes of July 8, 2022.

Motion Carried

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GREEN TEAM/RECYCLING COMMITTEE MINUTES/JUNE 23, 2022

Margaret Batzer presented the Green Team/Recycling Committee minutes of June 23, 2022.

No Action Items.

Items Not Requiring Action.

The Manistee Conservation District will be having the Scrap Tire Event, Saturday, July 23, 2022, at Bay Area Recycling for Charities. Bear Lake Township has located a new site and GFL has found it to be adequate for the bins to be located. GFL is unable to do pickups more than once a week at this time, due to staffing. Arcadia and Onkama have had an additional bins placed to assist with volumes. With the rising fuel costs, the hauler has had to include a fuel surcharge. The submitted budget for FY 2022/23 will be reviewed to see if an adjustment needs to be made to cover fuel surcharges.

Moved by Batzer, seconded by Koons to accept the Green Team/Recycling Committee Minutes of June 23, 2022.

Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/JULY 8, 2022

Karen Goodman presented the Regional Summit Committee Minutes of July 8, 2022.

No Action Items.

Items Not Requiring Action.

Presenters and the agenda were discussed.

Moved by Schmidt, seconded by Goodman to accept the Regional Summit Committee Minutes of July 8, 2022.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

4-H BIDDER CARDS

Moved by Schmidt, seconded by Koons to approve the use of the new Bidder Cards as presented by the Manistee County Agricultural Society/Manistee County 4-H Livestock Council.

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

NAYS: 0 None

Motion Carried

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STRATEGIC PLAN UPDATE

Goal #4 Health & Human Resources was reviewed. Each strategy was reviewed, and proposed changes made. A revised Goal #4 will be available for review at the next meeting.

PUBLIC COMMENT

None.

Adjourn at the Call of the Chair at 11:14 a.m.

Lindsey Marquardt Clerk