

COUNTY BOARD OF COMMISSIONERS STUDY SESSION

Friday, August 14, 2020
3:30 p.m.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Margaret Batzer (remotely), Mark Bergstrom (remotely), Jeff Dontz, Karen Goodman, Pauline Jaquish, Gene Lagerquist and Richard Schmidt (remotely).

Members Absent: None

Others Present: Lisa Sagala, Interim, County Administrator/Controller; Sheriff Ken Falk; Undersheriff Brian Gutowski; Susan Zielinski, Finance Officer; Jim Espvik, 911 Director; Pat Heins, Circuit Court Administrator; Richard Strevey, Manistee County Transportation (Dial a Ride); Sarah Howard, Council on Aging; Beth Taylor, MCMCF Accounting Manager; Scott Fraley, Manistee News Advocate; Renee Mallison, Conservation District; Debra Greenacre, Library Director; Julie Schmeling, Administrative Assistant Jill M Nowak, County Clerk and other unidentified phone numbers on Zoom.

The Study Session was called to Order by Chairman Dontz at 3:30 p.m.

Pledge of Allegiance

Roll Call

The County Board and its Committees are operating remotely and electronically by Zoom under Executive Order #2020-154 issued by Governor Gretchen Whitmer due to the COVID-19 pandemic.

PUBLIC COMMENT

Mr. Rolf Wucherer, Democratic candidate for the 6th District County Commissioner, appeared before the County Board to introduce himself. The 6th District encompasses Eastlake Village, Stronach and Filer Townships.

A discussion regarding the applications received for the Administrator/Controller position and process is being added to the agenda.

DISCUSSION AND REVIEW OF A FY 2020/21 ADJUSTED BUDGET

Review and discussion of millage rates to be levied for operations of the Library, Medical Care Facility, 9-1-1/Central Dispatch, Dial-a-Ride, Council on Aging, Manistee Conservation District and County Operating. The Board will review the Financial Statements of each of these entities

before considering, as a part of its Budget Resolution, a levy of these millage rates in December 2020, and/or July 2021. The maximum allowable millage levy for each entity is as follows:

| | |
|-----------------------|---------------|
| County Operating | 5.5000 |
| Library | 1.0000 |
| Medical Care Facility | 0.5000 |
| 9-1-1 | 1.0000 |
| Dial-a-Ride | 0.3300 |
| Council on Aging | 0.3000 |
| Conservation District | <u>0.1000</u> |
| TOTAL | 8.7300 |

The maximum allowable millage is currently being levied for all entities except 9-1-1. All of the above entities have been invited to this Study Session for the purpose of discussing their millage levy with the Board.

Manistee County Transportation (Dial a Ride)

Richard Strevey, Manager, Manistee County Transportation, appeared before the Board and requested that the 0.3300 mill that has been allocated to Dial-A-Ride in the past continue. Mr. Strevey thanked the Board and voters for their support for the millage that passed. This new amount of millage will begin January 1, 2021. Mr. Strevey reported that with COVID, 17 drivers were laid off with five (5) drivers working at the beginning of the pandemic. Nine (9) drivers are now working with hopes to bring everyone back as the school year begins. Mr. Strevey noted that all food and prescription deliveries were free during the past months. Dial a Ride was able to secure Cares Act Funding in the amount of \$350,000. This grant really helped as fare boxes were zero and had limited staff. It was a consensus to continue to levy the full amount of the millage at 0.3300. An amendment will have to be done the first of the year when the increased millage of 0.17 is to go into effect.

911/Central Dispatch

Jim Espvik, 911 Director, appeared before the Board. The current levy of the 1.000 mill is .8. The information indicates that the accounting software issue seems to be re-occurring. Mr. Espvik stated they are starting to use the program and will be using it this year. Mr. Espvik noted that COVID stopped projects, but a new heating and cooling system was installed, and a Deputy Director was hired. PRO QA software that was installed one (1) year ago and cost approximately \$115,000 plus many hours of training and \$10,000 annually is being discontinued. The dispatch center is going back to the card system. It was recommended that one look at agency needs before spending such a large amount of money to see if it will be the right fit. It was questioned about the \$67,000 in office supplies being spent. Mr. Espvik will check into that with the auditors. It was requested that when the auditor attend the next 9-1-1 Board meeting have them address the office supply and other issues. It was a consensus to maintain the current levy at .800.

Manistee County Library

Debra Greenacre, Library Director, appeared before the County Board and requested that the 1.000 mill that has been allotted to the Library in the past continue. Ms. Greenacre stated that although these are strange times, the Library has found new ways to serve their customers. They have implemented curbside service, fax and copy services, programs online, craft kits for all ages among other services. The tech room has been painted and carpeted and the carpeting has been replaced on the stairs that has been there since 1972. The electrical and elevator is being worked on as it is 50 years old which will cost approximately \$188,000. The Library has received \$2,000 for PPE supplies. There have been no layoffs as employees were working from home and all are back to work to perform curbside services. The net position of the Library has improved. The consensus is to maintain the current levy of 1.000 mill.

Manistee County Medical Care Facility (MCMCF)

Beth Taylor, MCMCF Accounting Manager, requested that the 0.5000 mill that has been allocated in the past continue. Ms. Taylor thanked the voters for their support of the recent millage. Ms. Taylor reported that the COVID pandemic has decreased their resident numbers and income and therefore they decreased their budget summary for 2020/21 by about 15%. They

have budgeted a house census of 70 people. There have been no positive cases of COVID in residents or Staff. Staff are tested weekly and any new admissions are isolated for 14 days. There are 61 residents at this time. The expansion project has been delayed due to COVID as the feasibility study is now having COVID factors added. There is the new adult facility being built across the street and it is unknown on the effect to the MCMCF. The facility did receive a small grant for PPE's and \$488,000 in Cares Act money but it is restricted to COVID expenses, which currently are \$85,000. Revenue is down approximately \$1 million. Hazard pay was received of \$2 per hour for direct care staff (Nurses and CENA's) which continues until September 30, 2020. The consensus was to continue the millage levy at .5000 mills.

(Break 4:08 p.m. – 4:12 p.m.)

Council on Aging (COA)

Sarah Howard, Council on Aging (COA), appeared before the Board and requested that the 0.3000 mill that has been allocated to the Council on Aging in the past continue. Ms. Howard stated that COA millage is on the ballot in November for renewal and a millage increase to fund the Meals on Wheels Program. The COA has been busy providing services in a different manner with food banks, fresh produce distribution and food distribution through drive up service. The COA has received \$38,000 from the payroll protection program and a small Cares Act Grant in the amount of \$2,500. The Area Agency on Aging has assistance of \$2,500 that has to be applied for each time. If the November millage passes, a Budget Resolution will need to be addressed for the new millage. A consensus to continue the 0.3000 mill levy was had.

Manistee Conservation District (MCD)

Renee Mallison, MCD Administrator, appeared before the Board and asked that the 0.1000 mill continue to be allocated. Ms. Mallison indicated that the office is currently closed to the public, but the staff has been working with curbside service, phone and email. Techs are still visiting sites using social distancing and masks. The District is 56% grant funded; the millage revenue covers 34% at approximately \$123,000. A new Strategic Plan will be forth coming soon. The Household Hazardous Waste event will be taking place over the coming weekend. In regard to health benefits, Staff does not receive benefits but rather a health stipend of \$4,000 per year. This is currently being reviewed. No COVID grants have been applied for as Ms. Mallison did not believe they qualified for any of the funds. The District serves Manistee County but different areas of the service and different grants serve nearby counties as well. There is concern that if grants are lost, that would affect staffing and services. There was a consensus to continue the 0.1000 mill levy

Rob Carson, County Planner, addressed the Board concerning the Personnel Committee recommendation that was discussed at the Personnel Meeting this morning. The recommendation is to send the proposed Receptionist/GIS Technician, separate two (2) job descriptions, and send the GIS Technician position to Nottley for review and classification. Mr. Carson reported that proposed contracts with different levels of service are being discussed at the Township level. Initial contract costs were based on previous numbers, but the Planning Office is finding as service is available, phone calls have increased. Comments concerning the Planning Departments service have been very good and it is expected that municipalities will continue to retain services. Revenue has substantially increased, which is why increased wages are requested as staff is working an extra 10 hours per week. The Planning Office is also handling 90%-95% of GIS in the County. Mr. Carson is also working on handling aerals with the State that was handled prior by Equalization. Mr. Carson believes they can acquire aerals from the state at a discounted cost, and therefore a fund can be set up by the state for a revenue stream to the County. The aerals should be on a five (5) year rotation and it has now been seven (7) years. The fee scale for planning services is about half of what the cost is for a private planner. This scale should be reviewed. Mr. Carson also explained the process of flood plain planning and flood plain administration. The Planning Department has not received any COVID funds as they haven't been eligible for any.

DISCUSSION REGARDING THE APPLICATIONS AND PROCESS FOR THE ADMINISTRATOR/CONTROLLER POSITION

Chairman Dontz reported that he received four (4) applications for the County Administrator/Controller position. One (1) of the applications was past the deadline. A brief discussion was had at the Personnel Meeting earlier in the day to consider the three (3) on time

Applicants. The discussion was had whether to support the current Interim Administrator or vet the applicants and continue the process of interviewing (virtual or in person) and filling the position. A suggestion to have Staff/employee input for a snapshot for the Board of working relationship was mentioned but Mr. Dontz indicated he has had discussions with some Elected Officials already. It was a consensus to continue with the hiring process to be open and transparent and again, to validate the process and competency of the individual. After review of the three (3) applicant's resumes, it was determined to interview two (2) people, Mr. Michael Dunckel and Ms. Sagala. Chairman Dontz will contact the Applicants to set up interviews.

DISCUSSION AND REVIEW OF A FY 2020/21 ADJUSTED BUDGET AS PREVIOUSLY DISCUSSED AT THE JULY 24, 2020 BUDGET STUDY SESSION

Ms. Sagala reviewed the 2020/21 Budget Study Session #3 Report dated August 14, 2020 with the Board. With the directed adjustments from the meeting on July 24th, the fund balance required to balance this recommended budget is \$445,413. Ms. Sagala requested direction on the additional request from the Fair Board \$4,000 and the additional request of \$6,000 from the Airport. It was noted that the Jail Fund payment can not be for deferred so that item was added back in as an expense. Other items to consider were two (2) additional Sheriff Office vehicles, one (1) Tahoe and one (1) Animal Control vehicle. The Sheriff's Office received 3 new Road Patrol Vehicles this year but another vehicle is needed. There was concern about rotation replacement costs when all these vehicles come due. After discussion, it was a consensus to add one (1) Tahoe and apply to the Revenue Sharing Board for the Animal Control vehicle.

Ms. Sagala updated the Board on the status of Cares Act money and the anticipation of the CDG Grant (the money that is replacing Revenue Sharing money). Ms. Sagala is not so confident that the \$154,000 will come back to the County and has asked for a Specialist help through MAC. However, a letter of interest has been sent. Ms. Sagala also has not heard about the Payroll Reimbursement Grant. The Hazard Pay funds should be received by August 24th but a confirmation has not been received on that yet.

As to the direction of the Fair Board and Airport additional requests; after discussion, the Fair did not have a Fair this year and the consensus was to not support the additional \$4,000. The Airport is receiving an additional \$30,000 and therefore that request was denied as well. As to the additional Corrections Officer; the additional 13th Corrections Officer was approved in 2018/19 but never hired. In 2019/20 the position was removed from the budget. It is now being requested again.

Susan Zielinski, Finance Officer, reported there was \$894,000 in the Budget Stabilization Fund. The total fund balance from the audit last year is \$1,389,000. We do not know what this FY 2019/20 ending budget will look like yet. If the anticipated grant funding comes through, the County will be okay. Also, hopefully, the County will see a savings to help offset the pension issue. There is also \$119,000 in the County Contingency Fund.

The next Budget Study Sessions, where the Department Heads and Elected Officials can come before the Board to discuss their budgets are scheduled for Tuesday, September 8, 2020 from 3p.m. – 5 p.m. and Wednesday, September 9, 2020 from 9 a.m. -11 a.m.

MISCELLANEOUS BOARD MEMBER COMMENT

None.

Adjourn at the Call of the Chair at 5:37 p.m.

_____ Clerk