

TUESDAY, AUGUST 25, 2020

Pursuant to law, the Board of Commissioners met on Tuesday, August 25, 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, Mark Bergstrom, Jeff Dontz, Karen Goodman, Pauline Jaquish, Gene Lagerquist and Richard Schmidt.

ABSENT: None

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

APPROVE MEETING AGENDA

Moved by Bergstrom, seconded by Lagerquist to approve the Meeting Agenda.

Motion Carried

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CONSENT AGENDA

Moved by Bergstrom, seconded by Jaquish to approve the Consent Agenda which includes the minutes of the July 21, 2020 Board meeting, the Budget Study Session minutes of July 24, 2020, the Budget Study Session minutes of August 14, 2020 and the August 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

None, neither in person nor on-line.

RECOGNITION & ANNOUNCEMENTS

None.

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WAYS & MEANS COMMITTEE REPORT/AUGUST 5, 2020

Richard Schmidt presented the Ways & Means Committee Report of August 5, 2020.

FINANCE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

We hereby submit claims for July 1, 2020 through August 3, 2020, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund	\$307,979.30
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	5,369.00
225 Recycling Fund.....	12,680.42
234 Judicial Technology Fund.....	0.00
235 District Court Services Fund.....	0.00
236 Maintenance of Effort Fund.....	13,131.48
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	7,038.31
243 Brownfield Redevelopment Authority Fund	0.00
244 Brownfield Redevelopment-Joslin Cove	34,397.13
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.....	1,685.16
254 Medical Care Depreciation Fund	0.00
255 Brownfield Site Assessment Fund	0.00
256 Register of Deeds Automation Fund.....	761.72
257 Budget Stabilization Fund.....	0.00
258 Mounted Search and Rescue.....	0.00
259 Indigent Defense Fund.....	3,229.05
260 Health Insurance Fund	196,001.56
261 9-1-1 Service Fund.....	0.00
262 Dive Equipment Fund	998.00
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.....	0.00
267 Concealed Pistol Licensing Fund.....	0.00
268 Homeland Security Grant Fund	0.00
269 Law Library Fund	3,212.03
270 Corrections Officer Training Fund.....	499.00
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

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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.....	13,553.51
293 Soldiers & Sailors Relief Fund	0.00
294 Veterans Trust Fund.....	0.00
295 Airport Authority Fund.....	33,863.76
296 Juvenile Justice Fund	1,250.00
297 Compensated Services Fund.....	107,550.27
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	339,293.75
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.....	150.00
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	0.00
620 Foreclosure Fund	381.28
701 Trust and Agency	2,947.59
702 OPEB Trust Fund	0.00
801 Drain Fund	0.00

Total: \$1,085,972.32

(includes 3 acct. payable runs; on demand checks): \$106,730.06

Payroll for the period of July 1, 2020 thru August 3, 2020 + \$521,459.33
 (incl. 2 payrolls; 911 Hazard Pay & 1 employee separation)

Total to be Claimed and allowed August 25, 2020 \$1,607,431.65

Moved by Schmidt, seconded by Batzer to approve the on-demand checks, bills and payroll,
 be accepted in the amount of \$1,607,431.65; and that the same be placed on file.

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

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NAYS: 0 None

Motion Carried

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PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL HOURS

Moved by Schmidt, seconded by Bergstrom to approve payment for unused accumulated vacation and personal hours to Nicholas Brown, Research Attorney, who resigned from his employment with Circuit Court effective August 14, 2020, in the amount not to exceed \$4,551.12; to be paid from the Employee Separation Fund.

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

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Bergstrom to accept the Ways & Means Committee Minutes of August 5, 2020.

Motion Carried

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PERSONNEL COMMITTEE MINUTES/AUGUST 14, 2020

Karen Goodman presented the Personnel Committee Minutes of August 14, 2020.

SALARY INCREASE FOR CIRCUIT COURT

Moved by Bergstrom, seconded by Jaquish to approve the Circuit Court Administrators position be moved from Pay Grade 10, step 4 of \$56,635.21 to Pay Grade 10, Step 6 of \$60,451.99, effective August 25, 2020.

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

NAYS: 0 None

Motion Carried

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DISCUSSION REGARDING THE PLANNING DEPARTMENT

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Moved by Goodman, seconded by Jaquish to approve a full-time position with two (2) separate job descriptions be allowed 50%/50%, Receptionist/GIS Tech and GIS Tech; and the job description of GIS Tech be sent to Nottley for review and classification.

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

NAYS: 0 None

Motion Carried

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Items not requiring Board action.

Health Insurance renewal was discussed.

Four (4) resumes were timely received for the County Administrator/Controller position. It was a consensus at a previous Board Study Session to interview two (2) applicants.

Moved by Goodman, seconded by Bergstrom to accept the Personnel Committee Minutes of August 14, 2020.

NETWORKS NORTHWEST 2019 ANNUAL REPORT

Matt McCauley, Networks Northwest, appeared before the Board via Zoom to present the 2019 Networks Northwest Annual Report.

TECHNOLOGY/INFORMATION COMMITTEE MINUTES/JULY 23, 2020

Richard Schmidt presented the Technology/Information Committee Minutes of July 23, 2020.

No Action Items.

Items not requiring Bord action.

Technology requests were prioritized, and budget requests were discussed.

The next meeting of the Technology/Information Committee will be November 20,2020 at 9 a.m. and as needed thereafter.

Moved by Batzer, seconded by Bergstrom to accept the Technology/Information Committee Minutes of July 23, 2020.

Motion Carried

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TECHNOLOGY/INFORMATION COMMITTEE MINUTES/AUGUST 21, 2020

Richard Schmidt presented the Technology/Information Committee Minutes of August 21, 2020.

No Action Items.

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Items not requiring Board action.

The priority of Technology requests continued to be discussed.

The new County website is up and running so please take a look at it. Thank you to all who worked hard on this project.

Moved by Schmidt, seconded by Bergstrom to accept the Technology/Information

Committee Minutes of August 21, 2020.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

SALE OF THE OLD SHERIFF VEHICLES

Sheriff Falk indicated that there are two (2) Sheriff vehicles that will be up for public auction soon. Manistee Township is interested in one of the vehicles and have stated they will pay the asking price. The minimum bid amounts (which is usually what the County could get for trade in) have been provided to the Administration Office. The two (2) vehicles are an Explorer with over 175,000 miles and an Expedition that has 140,000-150,000 miles. Sheriff Falk asked if past practice of advertising for bids will be followed or if a Fire Department wants one is the process different. Ms. Sagala stated that past practice and procedure has been to advertise to the public. It was a consensus to maintain the process of past practice and advertise the vehicles. Those interested can follow the bidding process.

SCHEDULE SPECIAL MEETING TO ADOPT A TENTATIVE BUDGET

Ms. Sagala, Interim County Administrator/Controller, requested to schedule a Special County Board Meeting to adopt a FY 2020/21 Tentative Budget. After further work on the budget, Ms. Sagala indicated adopting the Tentative Budget is the next step needed in the budget process. It was also suggested to conduct an interview with Applicant Lisa Sagala for the County Administrator/Controller position at this meeting. The Special Meeting is scheduled for Friday, September 28, 2020 at 3:30 p.m. Also scheduled are sessions for Department Heads and Elected Officials to meet with the County Board once they review the Tentative Budget. These sessions were scheduled for Tuesday, September 8, 2020 from 3 p.m. -5 p.m. and Wednesday, September 9, 2020 from 9 a.m. – 11 a.m., if needed.

FY 2021 COUNTY VETERAN SERVICE FUND (CVSF) GRANT

Eric Sullivan, Manistee County Veteran’s Counselor, appeared before the Board to discuss the FY 2021 County Veteran Service Fund (CVSF) Grant. Mr. Sullivan explained that before he can apply for the Grant, the 2020-21 budget needs to be approved because it has to be sent in with the grant. Mr. Sullivan recapped the FY 2021 County Veteran Service Fund (CVSF) Grant and the needs and projects that are included in the Grant. The Grant is in the amount of \$51,681.20 and includes items such as expanding the County Outreach Campaign which includes a second County Veteran vehicle w/topper and wrapping, cell phones for hotspots, an enclosed utility trailer for storage and outreach, grill, coolers, chairs and tables and portable printers; a continued Garden Project and pop up expos; and the digitization of files in the Veteran’s Office. Mr. Sullivan noted that the Assistant Veteran’s Service Officer is now certified. There are 2500 counted veterans in the County and the office services an average of 67 Veterans per month.

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Moved by Jaquish, seconded by Goodman to adopt the FY 2020/21 Veterans Council Budget of \$42,567 and authorize the Chair to sign the same.

YEAS: 7 Lagerquist, Schmidt, Batzer, Bergstrom, Dontz, Goodman, Jaquish
NAYS: 0 None

Motion Carried

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(Break 10:32 a.m. – 10:40 a.m.)

PUBLIC SAFETY COMMITTEE MINUTES/AUGUST 7, 2020

Pauline Jaquish presented the Public Safety Committee Minutes of August 7, 2020.

No Action Items.

Items not requiring Board action.

Lt. Torrey is creating a digital daily statistics program for Deputy statistics. This will be more time efficient and the statistics will continue to be valuable to the Commissioners.

A proposed County Animal Control Ordinance is being drafted for review.

It is hoped that ORV maps and trail maps will be displayed on the new County website under the Planning Department once it is up and running.

Moved by Batzer, seconded by Lagerquist to accept the Public Safety Committee Minutes of August 7, 2020.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS (cont.)

MIDC GRANT 2020-45 AMENDMENT NUMBER ONE (1)

Susan Zielinski, Finance Officer, explained that the MIDC Grant needs to be amended in the amount of \$12,628.10. This is money that Mr. Henry had submitted for reimbursement before the audit. This includes 2019 accrued wages and some 2019 invoices submitted by attorneys. The County will be reimbursed from the State for these expenses that were not accounted for prior to the end of the year.

Moved by Goodman, seconded by Lagerquist to approve the MIDC Grant 2020-45

Amendment Number One in the amount of \$12,628.10 in line item #259.000.571.000; and authorize the Chair to sign the same.

YEAS: 7 Schmidt, Batzer, Bergstrom, Dontz, Goodman, Jaquish, Lagerquist
NAYS: 0 None

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Motion Carried

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INTERVIEW OF MICHAEL DUNCKEL FOR THE POSITION OF COUNTY ADMINISTRATOR/CONTROLLER

Mr. Michael Dunckel was interviewed and asked numerous questions by the County Board.

COMMUNITY HEALTH WORKER APPRECIATION MONTH

Moved by Goodman, seconded by Lagerquist to endorse the Certificate of Proclamation for August 2020 as Community Health Worker Appreciation Month.

YEAS: 7 Batzer, Bergstrom, Dontz, Goodman, Jaquish, Lagerquist, Schmidt
NAYS: 0 None

Motion Carried

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RESOLUTION #2020-11

RESOLUTION FOR CDBG BLOCK GRANT RESOLUTION FOR MANISTEE COUNTY

RESOLUTION #2020-11
MANISTEE COUNTY BOARD OF COMMISSIONERS

RESOLUTION FOR CDBG BLOCK GRANT RESOLUTION FOR MANISTEE COUNTY

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 25th day of August, 2020.

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

ABSENT: None

The following resolution was offered by Bergstrom and seconded by Lagerquist:

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) allocates Community Development Block Grant (CDBG) funding to the State of Michigan, through the Michigan Strategic Fund (MSF) with assistance from the Michigan Economic Development Corporation (MEDC), for further distribution to eligible Units of General Local Government (UGLGs) to carry out MSF-approved activities; and,

WHEREAS, the Community Development Block Grant includes the desirable objectives of job creation, housing rehabilitation, preventing or eliminating community blight, historic building preservation and supporting activities that are an determined to be an urgent need for community development where the community is unable to finance the needed activity, and,

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WHEREAS, the Manistee County government is eligible to receive and further distribute monies for eligible purposes from the CDBG funds to approved projects; and,

FURTHERMORE, it is in the interest of the Manistee County residents and its officials to promote opportunities and access to funding resources that will create new jobs, beneficial community development projects, and a better local economy and quality of life. It is in the County's interest to adequately capture available funding for investment to achieve the objectives of the CDBG program.

BE IT RESOLVED, that Manistee County will apply to MEDC on behalf of eligible community development and job creation projects and will act as the fiduciary agent to secure, distribute and report on these funds for the betterment of the County of Manistee (for calendar years 2020 to 2022).

Moved by Bergstrom, seconded by Lagerquist to approve above Resolution #2020-11 for the CDBG Block Grant Resolution for Manistee County for calendar years 2020 to 2022.

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

NAYS: 0 None

Motion Carried

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LETTER OF SUPPORT FOR FRIENDS OF ORCHARD BEACH STATE PARK

Moved by Goodman, seconded by Jaquish to send a letter of support to the Friends of Orchard Beach State Park for funding of the Playground Restoration Project; and authorize the Chair to sign the same.

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

NAYS: 0 None

Motion Carried

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Check this on tape

DISCUSSION REGARDING THE PROPOSED TNT DEMO EVENT AT THE COUNTY FAIRGROUNDS AND THE DRAFT HOLD HARMLESS AGREEMENT

The County Board discussed the proposed TNT Demo Event on September 26, 2020 at 5 p.m. at the County Fairgrounds as well as the draft Hold Harmless Agreement. Although holding this event is not up to the County Board but rather the Fair Board, it was requested that an amended Hold Harmless Agreement be received by the County Board before the event takes place which will include holding Manistee County and the Fair Board harmless. It is understood that there is no liability to Manistee County or the Fair Board. There was a consensus of Board support for the event with the above condition being met.

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PUBLIC COMMENT

Jim Wisniski asked for clarification on the pay scale that was discussed earlier in the meeting.

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

_____ Clerk

DRAFT