

**NOTICE OF SEMI-MONTHLY COUNTY BOARD MEETING
And AUDIT/FINANCE MEETING**

PLEASE TAKE NOTICE that the Schoolcraft County Board of Commissioners will meet on **Thursday, June 22, 2023**, in the District Courtroom of the Schoolcraft County Building, Manistique, Michigan, commencing at **5:00 P.M.** The following is the proposed Agenda:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes: June 8, 2023, Board and Audit-Finance Meeting

5. Approval of agenda
6. Public Hearings:
7. Brief Public Comment:
8. Old and unfinished business:
9. New Business:
 - ARPA Update
 - Service Animal Policy
 - Merwin Creek Campground – Personnel Committee Recommendation
 - Audit-Finance Committee Report and Action Items

10. Committee and department reports
11. Announcements and notices
12. Public Comment
13. Commissioner’s Comments
14. Communications
15. Audit Claims and Vouchers
16. Budget Adjustments
17. Adjournment

And, to take up and consider any other matter which may lawfully come before the Board at this time.

Paul Walker
Paul Walker, Chairperson
Schoolcraft County Board of Commissioners

Daniel P. Hoholik
Daniel P. Hoholik, Chairperson Audit-Finance
Schoolcraft County Board of Commissioners

Public may view this meeting via zoom (listening purposes only) no public comment or interaction via zoom.

Join Zoom Meeting
<https://us02web.zoom.us/j/5117745749>

Meeting ID: 511 774 5749
Passcode: 987456

**SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS
BOARD MEETING and AUDIT/FINANCE MEETING**

The Schoolcraft County Board of Commissioner’s Board Meeting / Audit Finance Meeting met on Thursday, June 8, 2023, in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan. Chairman Paul Walker called the meeting to order at 5:00 p.m. The roll was called with the following members present and/or absent:

Present: Commissioner Craig Reiter
 Commissioner Bruce Birr
 Commissioner Troy Bassett
 Commissioner Paul Walker
 Commissioner Daniel P. Hoholik
 Schoolcraft County Clerk Beth A. Edwards

Absent: None

Chairman Paul Walker led the Schoolcraft County Board of Commissioners and the members of the audience in the Pledge of Allegiance to the Flag of the United States of America.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Troy Bassett to approve the minutes of the May 24, 2023, Board and Audit-Finance Meeting of the Schoolcraft County Board of Commissioners. The motion carried by unanimous aye vote of the Board members present. [Copies of minutes are available at the Office of the Schoolcraft County Clerk.]

Chairman Paul Walker asked if there were any additions, deletions, or corrections to the printed agenda. Commissioner Paul Walker asked to add Ambulance Millage and Merwin Creek Campground. **It was moved** by Commissioner Paul Walker and was seconded by Troy Bassett to approve the amended agenda. The motion carried by a unanimous aye vote of the Board members present.

“Public Hearings”: None

“Brief Public Comment”: None

“Unfinished Business”: None

“New Business”:

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Bruce Birr to accept the Albert Heating & Cooling bid for \$366,100 for new courthouse boiler system provided it meets the specifications within the bid created by U.P. Engineering and authorize Paul Walker, Board Chairman, to sign the document. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Daniel P. Hoholik and was seconded by Commissioner Troy Bassett to send the Ambulance Millage language and the proposed contract with the City of Manistique, once received, to Foster and Swift for review and opinion. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

Merwin Creek Campground was discussed. Work that needs to be done. Need for a lawn mower out at the campground. Personnel Committee will review the violation report and make recommendations to the Board.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve 23-6 Resolution Regarding Schoolcraft County MERS Funding:

WHEREAS, the Schoolcraft County MERS is currently funded at 58.2% (based on MERS Actuarial and County Audit) pursuant to the 2021 Pension Report to Michigan Department of Treasury and therefore, is considered underfunded pursuant to Public Act 202 of 2017; and WHEREAS, the Schoolcraft County Board of Commissioners recognize that a Waiver was approved in 2021 at which time the Schoolcraft County MERS was funded at 56.6% for the 2020 Pension Report to Michigan Department of Treasury; and
WHEREAS, the Schoolcraft County Board of Commissioners acknowledge that the MERS funding has improved since 2020 not including the additional Designated Cash – Retirement General Fund number 101-000-005.731 (see attached documentation), to assist with bringing the funding up to an acceptable level; and
WHEREAS, the Schoolcraft County Board of Commissioners recognize that there has been a separate designated account approved within the general fund several years ago to set money aside for the underfunded status of MERS and that account has a balance of \$560,000.59 as of September 30, 2022; and
WHEREAS, the Schoolcraft County Board of Commissioners recognizes that on September 30, 2022, there was \$560,000.59 in Designated Cash – Retirement General Fund, once this amount is added into the MERS Assets, the MERS for Schoolcraft County is funded at 61.2%.
NOW, THEREFORE, BE IT RESOLVED that the Schoolcraft County Board of Commissioners hereby commit to budget and increase the separate designated account (101-000-005.731 Designated Cash-Retirement) by \$120,000 for FY 22-23 bringing total funding to 61.8%; and
THEREFORE, BE IT FURTHER RESOLVED that Beth A. Edwards, Schoolcraft County Clerk, has prepared for filing the Michigan Department of Treasury Form 5583, Protecting Local Government Retirement and Benefits Act, Application for Waiver: Defined Benefit Pension Retirement System, as authorized at a duly noticed meeting on June 8, 2023; and

THEREFORE, BE IT FURTHER RESOLVED the Michigan Department of Treasury Form 5583 completed and presented by Beth A. Edwards shall be filed with the Michigan Department of Treasury.

There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve 23-7 Resolution Authorizing a Claim for the Protecting MI Pension Grant:

WHEREAS, Public Act 166 of 2022, Section 979a(1) appropriated funds to the Michigan Department of Treasury (Treasury) for the Protecting MI Pension: Michigan Local Pension Grant Program (Protecting MI Pension) for qualified units that operate a qualified retirement system, and WHEREAS, a “qualified unit” means a city, county, township, village, or road commission that operates a qualified retirement system as defined in Public Act 166 of 2022, section 979a(7)(c), and

WHEREAS, a “qualified retirement system”, as defined in Public Act 166 of 2022, section 979a(7)(b), means a retirement pension benefit within a retirement system, as defined in section 3 of the protecting local government retirement and benefits act, Public Act 202 of 2017, MCL 38.2803, of a qualified unit, with a funded ratio below 60 percent based on the last report filed as required by section 5 of the protecting local government retirement and benefits act, Public Act 202 of 2017, MCL 38.28035, as of December 31, 2021, and

WHEREAS, qualified units with a qualified retirement system are eligible to submit a claim for a grant award for an amount to increase the funding of the qualified retirement system liabilities to 60 percent funded or to a cap of \$170,000,000, whichever amount is less, and

WHEREAS, qualified units with qualified retirement systems shall comply with “grant award requirements”, and

WHEREAS, “grant award requirements” are defined in Section 979a (2)(a)-(f) of Public Act 166 of 2022, and further detailed as part of the Protecting MI Pension grant application (Treasury Forms 5886 and 5887), and

WHEREAS, Treasury requires each qualified unit’s governing body to adopt a resolution authorizing the Chief Administrative Officer to file a claim for an award for the Protecting MI Pension Grant Program, and

WHEREAS, Schoolcraft County acknowledges that it: (i) is a “qualified unit”; (ii) operates a “qualified retirement system”; (iii) agrees to comply with “grant award requirements”; (iv) authorizes the Chief Administrative Officer to file a claim for a grant award on behalf of the local government; And thus, is eligible to participate in a Protecting MI Pension Grant Program;

NOW, THEREFORE, BE IT RESOLVED THAT the Schoolcraft County Board of Commissioners hereby authorize participation in the Protecting MI Pension grant program and on behalf of the Schoolcraft County authorizes Beth A. Edwards, County Clerk, to provide this resolution indicating its approval to Treasury, and to submit and execute documents requested by Treasury relating to the Protecting MI Pension grant program requirements.

There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Troy Bassett to approve the Local Corrections Officer Training Grant Application in the amount of \$2,713.36 and authorized Paul Walker, Board Chairman, to sign the application. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Troy Bassett to approve the request from Manistique Park & Recreation Board for \$10,000 for Concrete Slab at the Blanchard Center for outside recreation/winter skating slab. There was discussion - \$44,000 matching fund request for MI Spark Grant was tabled and not acted on. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Bruce Birr to approve the MDOT Airport AWOS Contract and authorize Paul Walker, board chairman, to sign the contract. The motion carried by a unanimous aye vote of the Board members present.

Under Committee and Department Reports, the following matters were heard:

Commissioner Craig Reiter : attended CMH Conference.

Commissioner Bruce Birr: attended Manistique Township, City Council, and Recycle Program meetings.

Commissioner Troy Bassett: attended Recycle Program and Manistique Park and Recreation meetings.

Commissioner Paul Walker: attended LMAS, Building/Grounds & Airport, City Council, and EDC meetings.

Commissioner Daniel P. Hoholik: attended Audit-Finance, Building/Grounds & Airport and EDC meetings.

Sheriff Charles Willour addressed the receipt of the new metal detector, corrections academy, part-time help, morgue refrigeration unit has been ordered, and no news on the new vehicle.

Jill Connin, MSU Extension, addressed youth membership is up due to the 4-H taking over your baseball this year and Exploration Days at MSU Campus in Lansing.

Announcements and Notices: None

Public Comment: Sheriff Charles Willour addressed the UP-Conference Shoot and Schoolcraft County youth did great.

Corey Barr thanked the Board for the collaboration with the City of Manistique.

Commissioner's Comment: Bruce Birr complimented the Road Commission on the repaving of River Road.

Communications: None.

At 6:07 p.m., meeting was turned over to Daniel P. Hoholik, Audit-Finance Chairman.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Craig Reiter to approve the claims and vouchers numbered **4877 through 5030**, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 6:09 p.m., the meeting was turned back over to Chairman Paul Walker. Chairman Paul Walker asked if there was any further business to come before the Board.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Bruce Birr to adjourn. The motion carried by a unanimous aye vote of the Board members present.

Chairman Paul Walker adjourned the Board and Audit Finance Meeting at 6:09 P.M.

Beth A. Edwards, County Clerk

Approved: _____

SCHOOLCRAFT COUNTY ARPA FUNDS

TOTAL 2nd GRANT Award LATCF \$ 1,188,338.14
 FUNDING RECEIVED 10/31/2022 \$ 594,169.07

TOTAL FUNDING RECEIVED TO DATE \$ 594,169.07

COMPLETED DATE PROJECT COMMITTED PAID TO DATE REPORT LATCF
 Apr 2024 \$ 13,285.78

	Seney Twp ARPA Related Expense	\$ 50,000.00	\$ 13,285.78	
	Germfask Twp ARPA Related Expense	\$ 50,000.00		
	Mueller Twp ARPA Related Expense	\$ 50,000.00		
	Doyle Twp ARPA Related Expense	\$ 50,000.00		
	Manistique Twp ARPA Related Expense	\$ 50,000.00		
	Thompson Twp ARPA Related Expense	\$ 50,000.00		
	Inwood Twp ARPA Related Expense	\$ 50,000.00		
	Hiawatha Twp ARPA Related Expense	\$ 50,000.00		
	EMS Training	\$ 50,000.00		
	Carpenter Dam - Infrastructure	\$ 136,640.00		
	Mortuary Cooler - Mobimederal	\$ 9,095.98		
	UP Film Union - Recreation	\$ 15,000.00		
	Manistique Parks & Rec Board Recreation	\$ 10,000.00		

COMMITTED \$ 620,735.98
 SPENT TO DATE \$ 13,285.78

REMAINING \$ 567,602.16
 \$ 580,883.29

SCHOOLCRAFT COUNTY ARPA FUNDS

TOTAL GRANT FUNDING SLFRF \$ 1,572,165.00
 FUNDING REC'D 5/21/2021 \$ 786,082.50
 7/25/2022 \$ 786,082.50
 TOTAL FUNDING RECEIVED TO DATE \$ 1,572,165.00

COMPLETED DATE	PROJECT	COMMITTED	Actual Accepted Bid	PAID TO DATE	COMPLETE over/under allocation	REPORTED SLFRF Apr 2022	REPORTED SLFRF Apr 2023	REPORT SLFRF Apr 2024
7/30/2021	Premium Pay	\$ 79,859.51	\$	\$ 79,859.51		\$ 79,859.51		
9/23/2021	Anderson Tackman - Initial Rev. Loss Calc.	\$ 1,800.00	\$	\$ 1,800.00		\$ 1,800.00		
5/24/2023	Schoolcraft Mem. Hosp. - Neg Pressure Rms	\$ 56,000.00	\$	\$ 55,250.00	\$ 750.00		\$ 52,224.02	\$ 3,025.98
	Habitat - housing repairs	\$ 20,000.00	\$	\$ 20,000.00			\$ 20,000.00	
	Mervin Creek Campground - repairs	\$ 6,000.00	\$	\$ 4,912.23			\$ 4,912.23	
10/21/2022	DDA - Boardwalk repairs	\$ 65,000.00	\$	\$ 65,000.00			\$ 65,000.00	
	Historical Society	\$ 25,000.00	\$					

Courthouse

UP Engineering - Contract \$ 52,500.00 \$ 52,500.00 \$ 5,250.00
 Boilers & Controls \$ 567,216.00 \$ 366,100.00
 Air Handlers \$ 40,000.00
 Sanitary Drain Upgrades \$ 22,400.00
 Storm Sewer Upgrades \$ 27,900.00
 Lift Station and Sump Pump \$ 34,398.00
 Electronic Fob System - LaForce Security \$ 131,500.48 \$ 131,500.48

Jail

2 - Camera's \$ 978.45 \$ 997.33
 Drone - Mavic3 \$ 6,597.00
 New Patrol Car \$ 50,500.00

Airport

11/30/2022 2 New Hanger Doors \$ 41,478.00 \$ 41,112.20
 New Hanger Roof \$ 55,800.00
 Carpet \$ 6,715.00 \$ 6,715.10
 Dozer \$ 160,000.00 \$ 155,000.00

Road Commission

Dozer \$ 155,000.00 \$ 155,000.00
 FY22/23 Budget shortfall \$ 66,164.97 \$ 81,659.51 \$ 196,210.88
 COMMITTED \$ 1,517,807.41 \$ 435,896.37
 SPENT TO DATE \$ 1,136,268.63

REMAINING \$ 54,357.59
 * Remaining \$54,357.59 to see Quotes compared to estimates for projects

Updated 05/12/2023

AVAILABLE FOR REALLOCATION

\$ 750.00

Service Animal Policy

Schoolcraft County is responsible for assuring the health and safety of all employees. In keeping with this objective, Schoolcraft County does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, Schoolcraft County wishes to prevent pets from fouling the office space or damaging company property.

An employee who requires the help of a service animal (defined by 28 CFR 36.104 as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability" shall be permitted to be accompanied by their service animals in all unrestricted areas of Schoolcraft County's facilities, and may attend any class, meeting or other event. Exceptions may apply in certain areas.

Employees who have a disability and are requesting accommodation for a service animal must contact the Personal Committee and complete the proper documentation. All service animals must be registered as a service dog, ~~and a doctor's letter may be requested.~~ All approved service animals must be registered with the Clerk's Office with all documentation.

For purposes of this policy, "service animal" has been defined by the ADA (Americans with Disability Act) as "any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items." Absent prior authorization, Schoolcraft County prohibits individuals from bringing onto the premises a pet that does not meet the ADA's definition of service animal.

All service animals must be licensed in compliance with local laws. Service animals must also be vaccinated against rabies and other diseases typically found in that animal and must wear a tag displaying its vaccinated status. Service animals must be harnessed, leashed or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents them from using these devices, in which case the individual must maintain control of the animal through voice, signal or other effective controls.

The service animal's handler must be in complete control of the service animal at all times. The care and supervision of a service animal is solely the responsibility of its handler. An individual who brings a service animal onto Schoolcraft County's premises is completely and solely liable for any injuries or damage to personal property caused by the animal. Any repair or cleaning costs incurred by a service animal will be charged to the handler.

Schoolcraft County also expects all service animals and their respective handlers to exhibit reasonable behavior while on its grounds. The service animal must be properly groomed and

maintained so as to avoid disruption of others in the workplace. In addition to the aforementioned requirements, a service animal may be removed from Schoolcraft County's premises for one of the following reasons:

- The service animal acts out of control or behaves poorly so as to cause a disruption, and the handler fails or is unable to take effective action to control the service animal.
- The service animal is unclean, and/or not housebroken.
- The service animal has not been spayed or neutered and is in season.

If the service animal consistently behaves improperly, the handler may be directed not to bring the service animal onto Schoolcraft County's premises until the handler corrects the service animal's behavior. When there is a legitimate reason to ask that a service animal be removed from the premises, staff must offer the disabled individual the opportunity to obtain goods or services without the service animal's presence.

**SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS
PERSONNEL COMMITTEE MEETING**

The Schoolcraft County Board of Commissioners Personnel Committee met on Monday, June 12, 2023, in the 1st Floor Conference Room, of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 9:08 a.m. The meeting was called to order and roll was taken:

Present: Commissioner Craig Reiter
 Commissioner Daniel P. Hoholik
 Beth A. Edwards, Clerk

Commissioner Craig Reiter led the committee in the Pledge of Allegiance.

Additions: Merwin Creek and Building Inspector expectations.

Discussion:

Review of the Policy and Procedures pages 31-35 were reviewed. No corrections or changes were noted.

Next Personnel Meeting pages 36-40 of the Policy and Procedures will be reviewed.

Service Animal Policy is still being reviewed by the Prosecutor.

Longevity Increase for Policy and Procedure Manual was approved by the full Board.

Merwin Creek Campground was discussed. The list of deficiencies was discussed. Hiring a summer part-time employee was discussed as well as revenue (pros and cons). No avenue to break even. **RECOMMENDATION of the Personnel Committee is to ask Manistique Township if they want to contract with the State of Michigan and take over the management of the Merwin Creek Campground. If they don't want to manage the campground, then it should be turned back over to the State of Michigan.**

Building Inspector expectations were discussed as follows: 1) No red tags or fines without discussion/approval of the Chairman of the Board; 2) No children on job sites or in the office (liability issue) 3) Attend meetings as requested (Personnel monthly and Audit-Finance when appropriate); or the resignation will be accepted as presented on June 5, 2023.

Cement/driveway permits were discussed as to the need for said permits.

Public Comment: None

Next meeting: July 11, 2023, at 9:30 a.m.

Adjournment: Committee meeting adjourned at 9:29 a.m.