

**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, May 11, 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: April 27, 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:
 - 2022 Audit Presentation – Brandy Olson, Anderson Tackman
 - 911 Surcharge Approval
 - Payroll Check - Direct Deposit
 - Opioid Settlement Work Group
 - 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. 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, April 27, 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 Troy Bassett and was seconded by Commissioner Craig Reiter to approve the minutes of the April 13, 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 a Letter of Support for the Pistol Club for an AED through a grant. **It was moved** by Commissioner Paul Walker and was seconded by Commissioner 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”: Dan Gilroy addressed the need for an ORV Ordinance in Schoolcraft County.

“Unfinished Business”: None

“New Business”:

Don Erickson and Eric Sherbinow, UP Film Union, (Non-Profit 501c) presented a request for ARPA Funds in the amount of \$15,000 to support the free entrance movies and events at Highway 2 Drive-In. **It was moved** by Commissioner Craig Reiter and was seconded by Commissioner bb to move the request to the Audit-Finance Committee for review. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner bb to appoint Barbara Boyer to the Schoolcraft County Jury Board (six-year term - April 30, 2029). The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Troy Bassett to authorize Paul Walker, Board Chair, to sign the Corrective Action Plan and submit the plan to the Michigan Department of Treasury. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Paul Walker to authorize Paul Walker, Board Chair, to sign the Letter of Understanding from AFSCME and FOPLC Unions regarding the 5% raise for May 1, 2023. There was a discussion. Roll call vote: Craig Reiter, yes; Paul Walker, yes; Bruce Birr, yes; Troy Bassett, no; Daniel Hoholik, yes. The motion carried by majority aye vote of the Board members present.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Paul Walker to approve the LMAS Lease (650 square feet of additional office space) and authorize Paul Walker, Board Chair to sign the lease agreement effective May 1, 2023. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Paul Walker to approve and authorize Paul Walker, Board Chair, to sign the Letter of Understanding with MDOC for a Brother MFC-L5700DW printer/scanner/copier/fax, maintenance, and supplies. 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 Troy Bassett to approve a letter of support for the Manistique Pistol and Rifle Club to receive a grant for an AED Defibrillator Unit. The motion carried by unanimous aye vote of the Board members present.

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

Commissioner Craig Reiter : attended Northcare, MAC Conference, Seney Township, Doyle Township, Community Action, and HBH meetings.

Commissioner Bruce Birr: attended Commission on Aging, Manistique City Planning and Zoning, Manistique Township, Transit Authority, and City Council meetings.

Commissioner Troy Bassett: attended Hiawatha Township and Road Commission meetings.

Commissioner Paul Walker: attended Planning Commission, Hiawatha Township, Schoolcraft Memorial Hospital, Manistique City Council, and Zoning Board of Appeals meetings.

Commissioner Daniel P. Hoholik: attended Audit-Finance Committee and Planning Commission meetings.

Sheriff Charles Willour stated that both vehicles have been sold, still waiting on Fire Marshall approval for the back door project at the jail and would like to have further discussion on another patrol car.

Corey Barr addressed the Cruise Ships this summer, Ambulance Plan, Planning Commission-City Master Plan, Blight Elimination Grant for Schoolcraft Memorial Hospital in the amount of \$200,000.

Erin Daines, MSU District 2 Director, addressed the contract with Limestone Federal Credit Union for a Youth Entrepreneur Program, SNAP Ed program, and Governance Board.

Announcements and Notices: None

Public Comment: Mike Perilloux addressed CUPPAD meeting and availability of grants.

Commissioner's Comment: Craig Reiter addressed District 1 Townships thanked the board for the ARPA Funds.

Paul Walker addressed the possibility of a Veterans Cemetery in Schoolcraft County funded by the Federal Government. Also stated that the County cannot issue a Blight Ordinance, Townships only have the authority to do so.

Communications: None.

At 6:09 p.m., meeting was turned over to Daniel P. Hoholik, Audit-Finance Chairman.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve the claims and vouchers numbered **4526 through 4622**, inclusive. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Troy Bassett to approve the budget adjustments numbered **23-78 through 23-106**, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 6:10 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 6:11 P.M.

Beth A. Edwards, County Clerk

Approved: _____

**PUBLIC ACT 379 OF 2008 LOCAL 911 COLLECTION AND REMITTANCE CONTACT INFORMATION
FOR THE JULY 2021-JUNE 2022 COLLECTION PERIOD**

A. County Information

County Name Schoolcraft	
Name of Person Completing Form Beth A. Edwards	
Phone Number (906) 341-3618	E-Mail Address clerk@schoolcraftcounty.us
Is the county collecting a local surcharge from July 1, 2021, to June 30, 2022? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If "yes" to the above question, what is the monthly amount?	AMOUNT .42
If collecting a local surcharge by ballot proposal, the ballot is valid (at a minimum) between (give dates):	Start/End Date:
Is the county interested in electronic fund transmittal of local surcharge funds? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

B. Primary Remittance Information

Primary Remittance Contact Name Beth A. Edwards	
Primary Remittance Contact Address 300 Walnut Street, Rm 164, Manistique, MI 49854	
Phone Number (Include Area Code) (906) 341-3618	Fax Number (Include Area Code) (906) 341-5680
E-Mail Address clerk@schoolcraftcounty.us	

C. Geographical Information

Geographical Contact Name Charles Willour	
Geographical Contact Address 300 Main Street, Manistique, MI 49854	
Phone Number (Include Area Code) (906) 341-2122	Fax Number (Include Area Code) (906) 341-6154
E-Mail Address sheriff@schoolcraftcounty.us	

D. County 911 Director/Coordinator Information

County 911 Director/Coordinator Contact Name Charles Willour	
County 911 Director/Coordinator Contact Address 300 Main Street, Manistique, MI 49854	
Phone Number (Include Area Code) (906) 341-2122	Fax Number (Include Area Code) (906) 341-6154
E-Mail Address sheriff@schoolcraftcounty.us	

E. Authorization

County Clerk or County Coordinator Printed Name Beth A. Edwards	Date May 11, 2023
County Clerk or County Coordinator Signature – If you are not able to enter an electronic signature or print the form, sign, and scan, typing your name and sending from a matching email will serve the same as a signature.	
AUTHORITY: 2008 PA 379; COMPLIANCE: Voluntary; PENALTY: No Funding	

Return to:

mspetsc@michigan.gov

**This form must be signed and received at the State 911 Office by
Saturday, May 15, 2021**

This form can be accessed at www.michigan.gov/snc

Beth A. Edwards

**Schoolcraft County Clerk
& Register of Deeds
300 Walnut St., Rm. 164
Manistique, MI 49854
(906) 341-3618**



**Lori Wood, Deputy Clerk/
Accounts Payable
Missy Hawthorne
Deputy Register of Deeds/
Court Clerk
Michelle Nelson
Human Resources Clerk**

May 11, 2023

Michigan State Police
State 9-1-1 Administrative Section
P.O. Box 30634
Lansing, MI 48913

Please be advised that Schoolcraft County will continue collection of its local commission -enacted 911 surcharge of \$.42 with no change in the amount from July 1, 2022, through June 30, 2023.

Sincerely,

Beth A. Edwards
Schoolcraft County Clerk

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

The Schoolcraft County Board of Commissioners Personnel Committee met on Tuesday, May 2, 2023, in the 1st Floor Conference Room, of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 8:55 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: Microphones in the Courtrooms, Automatic Deposit of Payroll Checks, Opioid Funds, Wage Increase other than Percent Based and Dog Policy

Discussion:

Beth E. will contact Dan Edwards with regards to the microphones in the Courtroom and the computer that needs set up in Probate Court.

Dog Policy Update - Tim Noble has the written policy provided by Commissioner Craig Reiter. He has reviewed the policy and will be making slight revisions. It will be distributed after revision and put on the next agenda.

Personnel Policies and Procedures Review (pages 26-30) – As discussed – Longevity Payments have not been updated since the Union received an increase two years ago.

RECOMMENDATION to move longevity increase to the Audit-Finance Committee for review. The change would not affect the current year’s budget as Longevity Pay gets paid in late November or early December.

Next meeting there will be a review of the next 5 pages of the Personnel Policy.

Direct Deposit for Payroll Checks were discussed. Approximately 10-12 checks are cut and the remainder are direct deposits at this time. As a cost saving and time saving measure – **RECOMMENDATION to make all payroll checks direct deposit as of July 1, 2023, and move this to the full board for discussion and approval.**

Commissioner Craig Reiter addressed SUD/Northcare and the Opioid Settlement Funds that are received by the County. These funds can be managed by the Sheriff, Clerk, or Northcare. Craig Reiter advocated to send the funds to Northcare and let them manage the money and reports. They will do this service for free. A plan needs to be developed to create programs for opioid abuse either in schools and/or the jail. **RECOMMENDATION for work group (Commissioners, Sheriff, School, SMH) to be set up to determine what programs are already implemented or in the works, what is needed, and who can utilize a program.**

Commissioner Craig Reiter addressed the issue of percent raises and wage gapping. A suggestion is to add all salaried Elected/Department Head wages together multiply by the percent increase, and then divide by the number of individuals receiving the increase. This would give an equal wage increase to all salaried employees. There was discussion regarding fairness and rate of pay for the position. There was favorable and unfavorable points to this way of figuring a raise as there is for the percentage to each salary. No action taken.

Steve V. again addressed his salary versus his stipend for other duties and not receiving the 5% on those stipends only on the salary. There was a discussion. **RECOMMENDATION to move to Audit-Finance Committee to increase the stipends paid to Steve Videtich for extra duties by 5% and then roll all the stipends into his wage and have one salary for the duties he performs.**

Public Comment: None

Next meeting: May 31, 2023, at 8:15 a.m.

Adjournment: Committee meeting adjourned at 10:05 a.m.

NOTICE OF COMMITTEE MEETING

PLEASE TAKE NOTICE that there will be a meeting of the *Audit-Finance Committee* of the Schoolcraft County Board of Commissioners on **Tuesday, May 9, 2023, at 3:30 p.m.** in the 1st Floor Conference Room, Schoolcraft County Courthouse, Manistique, Michigan.

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. Discussion:
 - Personnel Policy – Longevity Pay
 - Steve Videtich – 5% increase to Stipends & combine all wages into one
 - Carpenter Dam Repaint Project
 - Mortuary Upright Cooler
 - FOC Referee (Judge Nebel)
 - Blight Grant Resolution
 - Review Budget
 - Any other matter brought to the Committee.
5. Public Comment
6. Adjournment

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

Daniel Hoholik

Dated: May 5, 2023

Daniel P. Hoholik, Audit-Finance Committee Chairperson
Schoolcraft County Commissioner