# 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, January 12, 2023, in the District Courtroom of the Schoolcraft County Building, Manistique, Michigan, commencing at 5 P.M. The following is the proposed Agenda:

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Approval of Minutes:

December 22, 2022, Board and Audit-Finance Meeting

January 3, 2023, Organizational Meeting

- 5. Approval of agenda
- 6. Public Hearings:
- 7. Brief Public Comment:
- 8. Old and unfinished business:
- 9. New Business:

MARQ 6 (zoom) Approve Committee Assignments UPCAP Board of Directors Nomination and signature Audit/Finance Committee Report and Action Items 2023 Salary Schedule

- 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, December 22, 2022, in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan. Chairman Paul Walker called the meeting to order at 6:00 p.m. The roll was called with the following members present and/or absent:

Present:

Commissioner Alan Kilar Commissioner Allan Ott 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 Allan Ott to approve the minutes of the December 8, 2022, 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. It was moved by Commissioner Alan Kilar and was seconded by Commissioner Daniel Hoholik to approve the agenda as printed. The motion carried by a unanimous aye vote of the Board members present.

"Public Hearings": None

"Brief Public Comment": Anne Harrington addressed the UP State Fair Authority Board and her years of service on that board, hoping to be reappointed to another term.

"Unfinished Business": None

#### "New Business":

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Alan Kilar to appoint Rick Demers to the Economic Development Corporation Board for a six-year term. 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 Allan Ott to appoint Ann Harrington to the UP State Fair Authority Board, term expiring December 31, 2024. 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 Allan Ott to approve the Veteran Service Fund Grant Amendment naming John Sunbeck as Project Director on January 1, 2023, and authorize Paul Walker, Board Chairman, to sign the document. 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 Allan Ott to approve the Letter of Agreement with Michigan Fraternal Order of Police Labor Council approving four hours of overtime for full-time employees for three months and authorize Paul Walker, Board Chairman, to sign the agreement. 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 Allan Ott to accept and approve the FY23 Survey and Remonumentation Grant in the amount of \$84,788. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Allan Ott and was seconded by Commissioner Paul Walker to approve the restructure of District and Probate Court making the District Court Civil Clerk – a deputy Clerk (37.5 hours per week) and wage would follow the Deputy Scale (\$20.95 on January 1, 2023), this would include the duties of traffic, civil, and criminal clerk, office miscellaneous duties, and Court Recorder. David Gould the current part-time Diversion Officer would be full-time (35 hours per week) at his current hourly wage, and that position would be taking the District Court Probation Duties and office support, pay would be a 60% Probate and 40% District Court. There was discussion. Roll call vote: Allan Ott, yes; Paul Walker, yes; Troy Bassett, no; Alan Kilar, no; Daniel Hoholik, yes. The motion carried by a majority aye vote of the Board members present.

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

Commissioner Alan Kilar: nothing to report.

Commissioner Allan Ott: nothing to report.

<u>Commissioner Troy Bassett:</u> attended Road Commission and Hiawatha Township Board meetings.

<u>Commissioner Paul Walker:</u> attended City Council, two Audit-Finance Committee Meetings, and Schoolcraft Memorial Board Meeting.

Commissioner Daniel P. Hoholik: attended two Audit-Finance Committee Meetings.

### Announcements and Notices: None

<u>Public Comment:</u> Craig Reiter addressed UPCAP meeting and the restructure of Substance Abuse Funds.

### **Commissioner's Comment:**

Daniel Hoholik – Merry Christmas and Happy New Years to everyone.

Allan Ott - Merry Christmas and Happy New Years to everyone.

Paul Walker - thanked Alan Kilar for his two years of service

Alan Kilar – thanked everyone for the opportunity to serve for the County.

Troy Bassett - thanked Alan Kilar and wished him the best.

<u>Communications:</u> The Board of Commissioner Organizational Meeting will be held on January 3, 2023, at 9:00 a.m.

At 6:32 p.m., meeting was turned over to Daniel P. Hoholik, Audit-Finance Chairman.

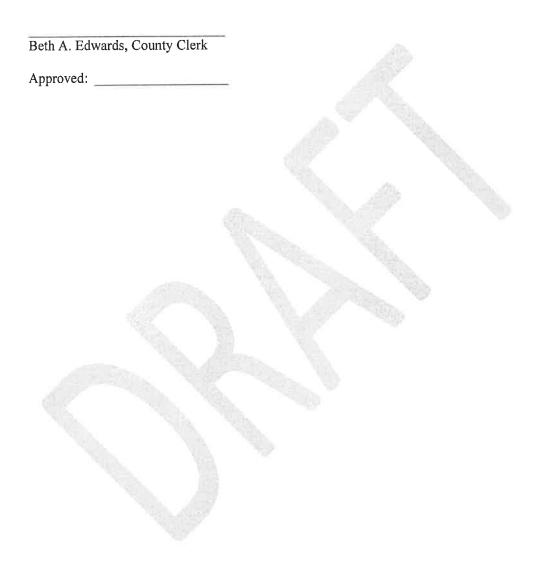
It was moved by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to approve the claims and vouchers numbered 3568 through 3682, inclusive. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Allan Ott to approve the budget adjustments numbered 23-14 through 23-28, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 6:34 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 Alan Kilar and was seconded by Commissioner Troy Bassett 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 6:35 P.M.



### SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS ANNUAL ORGANIZATIONAL MEETING

The Schoolcraft County Board of Commissioners met for the Annual Organizational Meeting on Tuesday, January 3, 2023, in District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 9:00 A.M. Beth A. Edwards, County Clerk, called the meeting to order. The roll was called with the following members present and/or absent:

Commissioner Craig Reiter Present:

Commissioner Allan Ott Commissioner Troy Bassett Commissioner Paul Walker

Commissioner Daniel P. Hoholik County Clerk Beth A. Edwards

Absent: None

Beth A. Edwards 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.

Schoolcraft County Clerk, Beth A. Edwards, asked the preference of the board members present as to verbal vote or secret ballot for the Chairperson's position. It was a consensus of all board members present that it would be a verbal vote. Beth A. Edwards called for nominations for the office of Chairperson of the Schoolcraft County Board of Commissioners for 2023.

Commissioner Craig Reiter nominated Commissioner Paul Walker and Commissioner Daniel P. Hoholik seconded the nomination.

Beth A. Edwards made second and third call for nominations for Chairperson. No further nominations were made.

Beth A. Edwards called for roll call vote as follows:

Commissioner Craig Reiter voted for Paul Walker

Commissioner Daniel P. Hoholik voted for Paul Walker

Commissioner Troy Bassett voted for Paul Walker

Commissioner Allan Ott for Paul Walker

Commissioner Paul Walker voted for Paul Walker

By unanimous vote Commissioner Paul Walker was declared Chairperson of the Schoolcraft County Board of Commissioners for 2023. County Clerk, Beth A. Edwards congratulated Chairperson Paul Walker and turned the meeting over to the new Chairperson.

Chairperson Paul Walker asked for nominations for the office of Vice-Chairperson of the Schoolcraft County Board of Commissioners for 2023.

Commissioner Craig Reiter nominated Commissioner Daniel Hoholik as Vice-Chairperson and Commissioner Troy Bassett seconded the nomination.

Chairperson Paul Walker called two more time for nominations for Vice-Chairperson. No further nominations were heard.

Roll call vote as follows:

Commissioner Craig Reiter voted for Commissioner Daniel Hoholik Commissioner Troy Bassett voted for Commissioner Daniel Hoholik Commissioner Allan Ott voted for Commissioner Daniel Hoholik Commissioner Daniel P. Hoholik voted for Commissioner Daniel Hoholik Chairperson Paul Walker voted for Commissioner Daniel Hoholik

Commissioner Daniel Hoholik was declared Vice-Chairperson of the Schoolcraft County Board of Commissioners for 2023.

#### New Business:

Commissioners discussed meeting dates and times for 2023. It was moved by Commissioner Daniel P. Hoholik and was seconded by Commissioner Craig Reiter to set the 2023 meeting as follows: Board and Audit-Finance Meetings on the second Thursday and fourth Thursday of each month commencing at 5:00 P.M. in the District Courtroom of the Schoolcraft County Courthouse, City of Manistique, Michigan, unless otherwise indicated by Public Notice.

Public Comment: None.

Commissioner Comment: All gave thanks and stated they were glad to be back to serve the community.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to adjourn. The motion carried by unanimous aye vote of the Board.

The meeting was adjourned at 9:08 A.M.	
Beth A. Edwards, Clerk of the Board	
Approved:	

### 2023/2024 Proposed Standing Committees

Finance/Audit:  Dan HoholikChairperson  Paul WalkerVice-Chairperson
Personnel Committee: Troy BassettChairperson Craig ReiterVice-Chairperson
Executive Committee: Paul WalkerChairperson Dan HoholikVice-Chairperson
Courthouse, Grounds and Airport:  Dan HoholikChairperson  Troy BassettVice-Chairperson
Risk Management: Paul WalkerChairperson Dan HoholikVice-Chairperson
LMASPaul Walker & Craig Reiter Planning Commission Dan Hoholik & Paul Walker Zoning Board of AppealsPaul Walker Conservation DistrictTroy Bassett
Medical Care FacilityDan Hoholik & Paul Walker Schoolcraft Memorial HospitalPaul Walker & Craig Reiter DHSDan Hoholik & Paul Walker Veterans CouncilPaul Walker & Craig Reiter Commission on AgingCraig Reiter & Paul Walker Mental Health (HBH)Craig Reiter Northcare Network (SUD)Craig Reiter
City of ManistiquePaul Walker & Allan Ott  EDCDan Hoholik & Paul Walker  CUPPAD:Craig Reiter & Paul Walker  UPCAPCraig Reiter  Community ActionCraig Reiter  Indian AffairsPaul Walker & Troy Bassett
Sheriff Department/JailTroy Bassett & Paul Walker Judicial CouncilCraig Reiter & Paul Walker
Emergency ManagementTroy Bassett & Paul Walker 911 AdvisoryTroy Bassett & Paul Walker

911 AuthorityTroy Bassett & Paul Walk UP 911 AuthorityTroy Bassett & Paul Walk	
Courthouse SecurityTroy Bassett & Dan Hob	nolik
Road CommissionTroy Bassett & Paul Wa	lker
Public TransitCraig Reiter & Paul Wal	ker
Brownsfield AuthorityPaul Walker & Dan Hoh	nolik

# **UPCAP BOARD OF DIRECTORS**

# 2023 NOMINATION FORM

\*\* TERMS ARE FOR 2 YEARS \*\*

Name of Member:	County Board of Co	County Board of Commissioner					
,	UPCAP BOARD OF DIRECTORS NOMINATION						
2023 Nomine	e:						
		_					
1							
!							
Anthonized Signatures							
Date:							

\*\*Note: Nominations will be presented for consideration at the February, 2023 UPCAP Board of Directors Annual Meeting.\*\*

### 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 **Monday**, **January 9**, **2023**, at **3:30 p.m.** in 1st Floor Conference Room, Schoolcraft County Courthouse, Manistique, Michigan.

- 1. Call to order
- 2. Roll call
- 3. Pledge of Allegiance
- 4. Discussion:

Carpenter Dam Keeper Increase

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				Date	ed: Ja	anua	ary 6, 202	3		
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Daniel P. Hoholik, Audit-Finance Committee Chairperson Schoolcraft County Commissioner

### 2023 SALARY SCHEDULE

Wages Effective January 1, 2023 except where not	ted
BOARD OF COMMISSIONERS	

BOARD OF COMMISSIONERS 101-101-Chairperson ------

Per diem each meeting \$30.00
Per diem two or more meetings @ day \$60.00
Per diem over four hours @ meeting \$60.00
Per diem outside Schoolcraft County \$65.00

CIRCUIT COURT 101-283

Circuit Judge ------ \$148,468.89

State Standardization Payments \$45,724.00

Alger County
Luce County
Mackinac County
Schoolcraft County

Alger County
25% \$11,431.00
\$11,431.00
\$25% \$11,431.00
\$31,431.00

State of Michigan direct payments \$102,744.89

Schoolcraft, Alger, Mackinac, Luce Counties each pay 1/4 of the above 3 positions

Wage Step Schedule

First Year \$17.68 Second Year \$18.35 Third Year \$19.76 Fourth Year \$19.91 Fifth + Years \$20.08

DISTRICT COURT 101-286

District Judge ----- Total

\*See Probate Court Judge

MAGISTRATE/PROBATION OFFICER ----- \$46,438.54 Salary

OnCall \$100.00 Per Week

DEPUTY DISTRICT COURT CLERK Full-time \$20.95 Per Hour PROBATION/DIVERSION OFFICER Full-time \$18.47 Per Hour

Wage Step Schedule First Year \$18.47
Second Year \$19.05
Third Year \$20.59

Fourth Year \$20.77 Fifth + Years \$20.95

Mental Health Court Coordinator
ntal Health Compliance Officer/Case Manager

298-437

\$46,649.69

Salary/Grant
298-437

\$18.35

Per Hour

Full-tim

Full-time
First Year \$17.68
Second Year \$18.35
Third Year \$19.76
Fourth Year \$19.91

FRIEND OF THE COURT

Friend of the Court \$13,349.52 Salary
FOC DUTIES 215 Fund \$1,000.00 Annual

101-289

Wage Step Schedule First Year \$18.17 Second Year \$18.85

Fifth + Years \$20.08

Third Year \$20.29 Fourth Year \$20.47 Fifth + Years \$20.65

Enforcement Officer

\$20.08 Per Hour

Wage Step Schedule First Year \$17.68

Second Year \$18.35 Third Year \$19.76 Fourth Year \$19.91 Fifth + Years \$20.08

JURY COMMISSION

@ Commissioners (3)

\$500.00 Salary

PROBATE COURT 101-294

Probate Judge ------ \$148,468.89 Total

State Standardization Payments \$45,724.00

Alger County 0% \$0.00

Schoolcraft County 100% \$45,724.00 Salary

State of Michigan payments to Alger County \$102,744.89

Wage Step Schedule First Year \$18.47
Second Year \$19.05

Third Year \$20.59 Fourth Year \$20.77

Fifth + Years \$20.95

JUVENILE DEPARTMENT

TMENT 292-662

JUVENILE OFFICER ------ \$45,688.58 Salary

OnCall

DIVERSION OFFICER Part-time \$18.47

HOLDOVER ATTENDANT On Call, Juvenile Sitting

COUNTY CLERK & REGISTER OF DEEDS 101-219

COUNTS PAYABLE CLERK/FINANCIAL OFFICER

DEPUTY REGISTER OF DEEDS/Court Clerk

Wage Step Schedule

Wage Step Schedule

First Year \$18.47

Wage Step Schedule First Year \$18.47
Second Year \$19.05
Third Year \$20.59
Fourth Year \$20.77

> Third Year \$20.06 Fourth Year \$20.22 Fifth + Years \$20.38

Fifth + Years \$20.95

TAX EQUALIZATION DEPARTMENT DIRECTOR  911 ADDRESS DIRECTOR PROPERTY APPRAISER SECRETARY Wage Step Schedule	\$49,169.04 Contracted  \$3,900.00 Salary \$36,000.00 Contracted  First Year \$17.98 Second Year \$18.65 Third Year \$20.06 Fourth Year \$20.22 Fifth + Years \$20.38	nomia .
PROSECUTING ATTORNEY PROSECUTING ATTORNEY LEGAL SECRETARY Wage Step Schedule  Child Support Coordinator Wage Step Schedule	\$87,929.16 Salary  S20.95 Per Hour  First Year \$18.47 Second Year \$19.05 Third Year \$20.59 Fourth Year \$20.77 Fifth + Years \$20.95  First Year \$17.98 Second Year \$18.65 Third Year \$20.06 Fourth Year \$20.22 Fifth + Years \$20.38	man.
COUNTY TREASURER	101-253	
COUNTY TREASURER Remonumentation Grant Administration D.T.R. ADMINISTRATION GASB ADMINISTRATOR DEPUTY TREASURER Wage Step Schedule  CLERICAL 1	\$55,885.71 Salary  245 Fund \$2,329.77 Salary  \$2,405.75 Salary  \$2,483.10 Salary  \$2,483.10 Salary  \$20.95 Per Hour  First Year \$18.47  Second Year \$19.05  Third Year \$20.59  Fourth Year \$20.77  Fifth + Years \$20.95  \$20.06 Per Hour	
CLERICAL 2 Wage Step Schedule	First Year \$17.98 Second Year \$18.65 Third Year \$20.06 Fourth Year \$20.22 Fifth + Years \$20.38	6701
COURTHOUSE and GROUNDS BUILDING & GROUNDS SUPERVISOR CENTRAL PURCHASING, ETC.	101-265	nielit

MAINTENANCE & CUSTODIAL/ANNEX MAINTENANCE & CUSTODIAL Wage Step Schedule	Fifth + Years  First Year Second Year Third Year Fourth Year Fifth + Years	\$20 \$17.98 \$18.65 \$20.06 \$20.22		Per Hour Per Hour Custodial Custodial Custodial Custodial	\$17.75 \$18.50 \$19.90 \$20.06 \$20.20
	180, 000-00				
GATE KEEPER		\$1,000	.00	Salary	
					Character
SHERIFF ADMINISTRATION SHERIFF 911 ADMINISTRATOR	101-305	\$56,236 \$6,000			
SCHOOLCRAFT COUNTY JAIL  UNDERSHERIFF  SERGEANT	101-351	\$42,120 \$0		Salary Per Hour	
CERTIFIED DEPUTY - MCOLES Wage Step Schedule	First Year Second Year Third Year Fourth + Years	\$20.56 \$20.82		Per Hour	
CERTIFIED CORRECTION DEPUTY Wage Step Schedule	First Year Second Year Third Year Fourth + Years	\$19.70 \$19.96 \$20.22		Per Hour	
Shift Differential: Afternoon Midnight CORRECTION DEPUTY No Benefits CERTIFIED CORRECTION DEPUTY No Benefits	\$0.25 \$0.35 Part-time Part-time			Per Hour Per Hour	
COOK-MATRON No Benefits SECRETARY No Benefits	Part-time Part-time			Per Hour Per Hour	
FERRING AND COMMON THE COMMON WINES.	DEFENSION OF RE		area		
PARKS & RECREATION DEPARTMENT PARKS MANAGER	208.265	\$2,137.	.02	Salary	
		45 TO 10 15 5 5 5	No.		
EMERGENCY MANAGEMENT DEPARTMENT DIRECTOR	101-426	\$14,000	.00	Salary	
	the state of the s			NIA LA	THE STATE OF THE S
E911 TELEPHONE SYSTEM 911 ADMINISTRATOR 911 ADDRESS DIRECTOR 911 SECRETARY	261-346	\$6,000 \$3,900 \$1,300	.00	Salary	
BUILDING CODE ADMINISTRATOR & ZONING BUILDING CODE ADMINISTRATOR ZONING ADMINISTRATOR	549-371		.00	Hourly 29 H Per Hour	Irs/wk-Incr 7/1/22

\*Mileage Reimb.

SECRETARIAL ------ELECTRICAL INSPECTOR -------

\$17.98 Hourly 10 Hrs/wk Fees Contractual

COUNTY AIRPORT 581-595

OPERATOR-MANAGER ------ \$8,034.00 Contractual

VETERANS DEPARTMENT 293-689 Set by VA Board

COUNSELOR ------ \$18.00 per hour

MICHIGAN VETERANS TRUST FEE ------ \$0.00 Annually

SENIOR CITIZENS 280-664 Set by Senior Citizens Brd

 DIRECTOR
 \*46,800.00
 Salary

 CLERICAL
 \*19.93
 Per Hour

 HOUSEKEEPING
 \*13.00
 Per Hour

SECRETARY \$16.73 Per Hour

### OTHER PROVISIONS

MILEAGE: \$0.625 @ mile - Variable according to I.R.S.

All officials and employees of Schoolcraft

County to and from meetings.

(as permitted by law updated per IRS 1/1/21)

MEALS: Breakfast \$8.05 All officials and employees of Schoolcraft County

Lunch \$11.00 Actual expenditures only, up to these maximums,

Dinner \$19.55 supported by receipts

\$38.60 Total

LODGING: \$0.00 All officials and employees of Schoolcraft County

Actual expenditures, supported by receipts

BRIDGE TOLLS: Current Rate supported by receipt

PER DIEM \$30.00 @ meeting

\$60.00 Meeting over 4 hours/2 or more one day

\$65.00 Meeting outside of Schoolcraft County

County Clerk-Register of Deeds\*\*

County Treasurer\*\*

County Elected Officials\*

D.P.W. Secretary-Treasurer

Election Canvassing board

Hospital Board of Trustees

Medical Care Facility (\$60 per meeting)

DHHS Board

Planning & Zoning Commission

Plat Board

Public Works Board

Risk Control Safety Committee

Special Election Scheduling Committee

Road Commission

Zoning appeals Board

<sup>\*</sup> Except where exempt by statute or board prohibition.

<sup>\*\*</sup> All meetings excepting regular Schoolcraft County Board of Commissioners meetings.