

**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, August 14, 2025**, 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:     July 24, 2025, Board and Audit-Finance Meeting
5. Approval of agenda
6. Public Hearings: None
7. Brief Public Comment:
8. Old and unfinished business:
9. New Business:
  - Indian Lake/Gulliver Lake/McDonald Lake Authorities UPDATE
  - Board of Canvassers – Accept Resignation & Appoint for four-year term ending October 31, 2029
  - Appointment to Zoning Board of Appeals Board term ending December 31, 2025
  - MISHDA Mortgage Discharge (2) Holly Hayden
  - Letter of Support for Schoolcraft County Road Commission – Thunder Lake Rd & Robinson Rd
  - Opioid Taskforce Duties Discussion
  - 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

**Zoom viewing has been ended until further notice. Available only by request and/or invitation by contacting [clerk@schoolcraftcounty.us](mailto:clerk@schoolcraftcounty.us) in advance of scheduled meeting. Request must be made 24 hours prior to scheduled meeting.**

**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, July 24, 2025 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 Troy Bassett  
                  Commissioner Craig Reiter  
                  Commissioner Bruce Birr  
                  Schoolcraft County Deputy Clerk Lori A. Wood

Absent:           Daniel P. Hoholik excused

Chairperson 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 Troy Bassett to approve the minutes of the July 9, 2025 Meeting of the Whole and minutes of July 10, 2025 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 Bruce Birr and was seconded by Commissioner Troy Bassett 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”:

Dixie Anderson submitted a letter to the editor supported by both Political parties agreeing that political harassment is not acceptable.

Marion Enstrom read, and Board received a letter regarding her disagreements with the McDonald Lake Assessments.

“Unfinished Business”: None

**“New Business”:**

Update on Indian Lake Authority, Gulliver Lake Authority & McDonald Lake Authority was given.

**It was moved** by Commissioner Craig Reiter and seconded by Commissioner Troy Bassett to approve the Program Income Certification (MSHDA) and allow Commissioner Paul Walker, Board Chair, to sign the necessary documents. The motion carried by a unanimous aye vote of the Board members present.

**It was moved** by Commissioner Troy Bassett and seconded by Commissioner Bruce Birr to approve the Schoolcraft County fee for issuing cremations at \$63.00. The motion carried by a unanimous aye vote of the Board members present.

**It was moved** by Commissioner Troy Bassett and seconded by Commissioner Bruce Birr to approve the MERS -Protecting MI Pension Grant Corrective Action Plan Monitoring – Application for Certification of Compliance and allow Commissioner Paul Walker, Board Chair, to sign the necessary documents. The motion carried by a unanimous aye vote of the Board members present.

**It was moved** by Commissioner Craig Reiter and seconded by Commissioner Troy Bassett to approve a spending freeze for fiscal year end. The motion carried by a unanimous aye vote of the Board members present.

**It was moved** by Commissioner Bruce Birr and seconded by Commissioner Troy Bassett to approve the 2025/2026 Snowmobile Grant in the amount of \$14,900 with a County match of 15% in the amount of \$2,236.50. The motion carried by a unanimous aye vote of the Board members present.

**It was moved** by Commissioner Troy Bassett and seconded by Commissioner Bruce Birr to approve the 2025/2026 ORV Grant in the amount of \$18,531.00. The motion carried by a unanimous aye vote of the Board members present.

**It was moved** by Commissioner Craig Reiter and seconded by Commissioner Troy Bassett to approve the Medical Care Facility application for MERS Underfunded Waiver and allow Commissioner Paul Walker, Board Chair, to sign the necessary documents. The motion carried by a unanimous aye vote of the Board members present.

Commissioner Paul Walker stated there was discussion regarding whether the City needed a building permit for the new water treatment facility construction. City Manager, Cory Barr, agreed that with the project being run by the State that a County permit was not required.

Commissioner Paul Walker addressed the Duck Inn property. He stated that the County couldn't sell the property until it is determined if it was a Brownfield.

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

**Commissioner Paul Walker:** City Council, Audit Finance Committee

**Commissioner Daniel P. Hoholik**

**Commissioner Troy Bassett** Hiawatha Township

**Commissioner Craig Reiter** McDonald Lake Authority, Community Action Finance & Board

**Commissioner Bruce Birr:** Conservation District, City Council, Commission on Aging, Public Transit, CUPPAD Materials Management, STC

Sheriff, Charlie Willour, stated there are currently 8 inmates housed at the jail.

City Manager, Cory Barr, thanked the Folkfest and 4<sup>th</sup> of July Committees for their work this year on those events. Voiced his concerns with the Circuit Court Judge.

Jan Hooker, Opioid Committee Chair, reported she has filled all the positions on that Board.

**Announcements and Notices:** None

**Public Comment:** None

**Commissioner's Comment:**

Commissioner Craig Reiter reported that he was appointed to the Medical Advisory Committee (MAC) Board and the Beneficiary Advisory Council Boards (BAC).

**Communications:** None

**It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Bruce Birr to approve the claims and vouchers numbered **2946 through 3067**, inclusive. The motion carried by unanimous aye vote of the Board members present.

**It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve the budget adjustments numbered **25-156 through 25-187**, inclusive. The motion carried by unanimous aye vote of the Board members present

At 5:49 p.m., 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 5:49 P.M.

\_\_\_\_\_  
Lori A. Wood, Deputy Clerk

Approved: \_\_\_\_\_

To: Schoolcraft County Clerk and Board of Commissioners.

From: Jane Kopecky

June 4, 2025

This is notification that I am resigning from the Board of Canvassers. It was an honor to serve on the board and I thank you for your support while I was serving.

A handwritten signature in cursive script that reads "Jane Kopecky". The signature is written in dark ink and is positioned to the left of the main body of the letter.

RECEIVED JUN 04 2025

**From:** Dixie Anderson <dix.lee.anderson@gmail.com>  
**Sent:** Tuesday, June 3, 2025 1:45 PM  
**To:** clerk schoolcraftcounty.us  
**Subject:** Canvassing Board Appointment

Ms. Edwards

On behalf of the Schoolcraft County Democratic Party, I am submitting, three candidates to for consideration of appointment to fill the Schoolcraft County Board of Cancassers.

Jan Hooker  
5976W U.S. 2  
Manistique, MI49854  
[hookerj@chartermi.net](mailto:hookerj@chartermi.net)  
906 341 6188

Stacey Kemp  
10395 Little Harbor Road  
Manistique, MI 49854  
[staceyleenancy@aol.com](mailto:staceyleenancy@aol.com)  
906 644 2413  
810 853 4562

Phala Ray  
218 Walnut Street  
Manistique, MI 49854  
[phala.ray@outlook.com](mailto:phala.ray@outlook.com) 906 286 9481

Names are not submitted in order of preference.

Please do not hesitate to contact me if you have any questions.

Dixie Andrrson  
Chairperson  
Schoolcraft County Democratic Party.

I Larry Matchinski have a intrest to be a  
member on the Zoning board of appeals.

Thank you



cell: 906 450-7417

email: supervisor @  
hiawatha.mi.gov

7670W west hendrickson  
Mnisticque, MI Dr.

RECEIVED JUL 21 2025

## DISCHARGE OF MORTGAGE

Know all Men by these Presents, that the Board of Commissioners of the County of Schoolcraft and State of Michigan,

**Do Hereby Certify**, that certain Indentures of Mortgage in the amounts as follows:

1. \$13,132.00, bearing the date of September 22, 2004, made and executed by Holly Hayden, recorded in the Registrar's Office for the County of Schoolcraft and State of Michigan, in Liber 203 of Mortgages, on Page 396, dated September 22, 2004, AND

concerning the following described property located in Schoolcraft County:

Commencing at a point located by starting at the South Quarter corner of said Section One (1 ), going thence North along the quarter line, 693 feet; thence East parallel with South line of said Section 1, 332.5 feet to the point of commencement; running thence North parallel with above mentioned quarter line, 125 feet; thence East parallel with the South line of said Section 1, 100 feet; thence South parallel with said quarter line 125. feet; thence West parallel with the South line of said Section 1, 100 feet to the point of commencement, subject, however, to all apparent easements, and to easements, exceptions, restrictions, covenants, conditions and reservations of record.

of the first part, to Schoolcraft County, a Municipal Corporation, 300 Walnut Street, Manistique, MI 49854 of the second part, and

Said mortgages are fully paid, satisfied and discharged.

**In Witness Whereof, the County hereunto set its hand this** \_\_\_\_\_

**Signed, Sealed and Delivered in the Presence of**

\_\_\_\_\_  
Paul Walker, Schoolcraft County  
Chairman-Board of Commissioners

**STATE OF MICHIGAN)**  
**COUNTY OF Schoolcraft) ss.**

The foregoing instrument was acknowledged before me on \_\_\_\_\_ 2025, by  
Paul Walker, Schoolcraft County Board of Commissioners Chairman, Michigan.

DRAFTED BY  
Myra Smeester  
507 1<sup>st</sup> Ave N  
Escanaba, MI 48829

(Print name) \_\_\_\_\_

After Recording Return To:  
M-D-S Community Action Agency/HRA Inc.  
507 1<sup>st</sup> Ave N  
Escanaba, MI 48829

Notary Public, Schoolcraft County  
My Commission Expires: \_\_\_\_\_

## DISCHARGE OF MORTGAGE

Know all Men by these Presents, that the Board of Commissioners of the County of Schoolcraft and State of Michigan,

**Do Hereby Certify**, that certain Indentures of Mortgage in the amounts as follows:

1. \$13,132.00, bearing the date of July 30, 2004, made and executed by Holly Hayden, recorded in the Registrar's Office for the County of Schoolcraft and State of Michigan, in Liber 200 of Mortgages, on Page 382, dated July 30, 2004, AND

concerning the following described property located in Schoolcraft County:

Commencing at a point located by starting at the South Quarter corner of said Section One (1 ), going thence North along the quarter line, 693 feet; thence East parallel with South line of said Section 1, 332.5 feet to the point of commencement; running thence North parallel with above mentioned quarter line, 125 feet; thence East parallel with the South line of said Section 1, 100 feet; thence South parallel with said quarter line 125. feet; thence West parallel with the South line of said Section 1, 100 feet to the point of commencement, subject, however, to all apparent easements, and to easements, exceptions, restrictions, covenants, conditions and reservations of record.

of the first part, to Schoolcraft County, a Municipal Corporation, 300 Walnut Street, Manistique, MI 49854 of the second part, and

Said mortgages are fully paid, satisfied and discharged.

**In Witness Whereof, the County hereunto set its hand this** \_\_\_\_\_

**Signed, Sealed and Delivered in the Presence of**

\_\_\_\_\_  
Paul Walker, Schoolcraft County  
Chairman-Board of Commissioners

**STATE OF MICHIGAN)**  
COUNTY OF Schoolcraft) ss.

The foregoing instrument was acknowledged before me on \_\_\_\_\_ 2025, by  
Paul Walker, Schoolcraft County Board of Commissioners Chairman, Michigan.

DRAFTED BY  
Myra Smeester  
507 1<sup>st</sup> Ave N  
Escanaba, MI 48829

After Recording Return To:  
M-D-S Community Action Agency/HRA Inc.  
507 1<sup>st</sup> Ave N  
Escanaba, MI 48829

(Print name) \_\_\_\_\_

Notary Public, Schoolcraft County  
My Commission Expires: \_\_\_\_\_

# County of Schoolcraft

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*Chairperson, Paul Walker, District No. 4*  
*Vice-Chairperson, Daniel P. Hoholik, District No. 5*  
*Commissioner Bruce Birr, District No. 2*  
*Commissioner Troy Bassett, District No. 3*  
*Commissioner Craig Reiter, District No. 1*  
*Schoolcraft County Board of Commissioners*



August 14, 2025

To whom it may concern,

The Schoolcraft County Board of Commissioners fully supports Schoolcraft County Road Commission's endeavor in seeking funds to reconstruct and maintain portions of County Road 437, also known as Thunder Lake Road. The reconstruction and maintenance of Thunder Lake Road will increase the quality of life for residents of Schoolcraft County by improving access to numerous recreation areas within the Hiawatha National Forest. Visitors to our community will also see benefits while traveling to and through one of our main tourist attractions, the Hiawatha National Forest.

The portion of Thunder Lake Road proposed to be reconstructed will improve the drainage and base of the gravel roadway providing better access to one of our primary recreational areas known as the Thunderbowl. The improvement in this segment of roadway will also provide benefits to the transportation of commerce in this area, particularly the logging industry. The proposed preventative maintenance project will preserve class A, or all-season, status on this portion of roadway keeping it open year-round for logging commerce in our community for years to come. Both projects would have positive impacts on residents and visitors in our community.

We appreciate your consideration in the 2027 – 2029 FLAP applications.

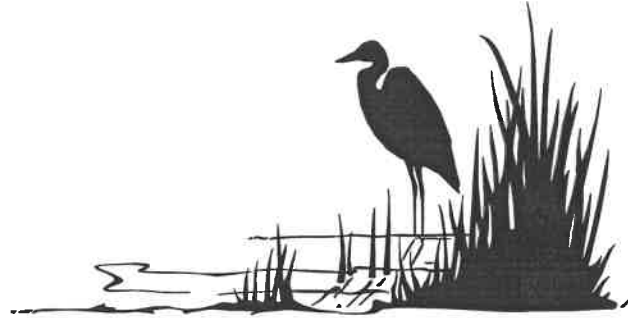
Sincerely,

Paul Walker - Chair  
Schoolcraft County Board of Commissioners

# County of Schoolcraft

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*Chairperson, Paul Walker, District No. 4*  
*Vice-Chairperson, Daniel P. Hoholik, District No. 5*  
*Commissioner Bruce Birr, District No. 2*  
*Commissioner Troy Bassett, District No. 3*  
*Commissioner Craig Reiter, District No. 1*  
*Schoolcraft County Board of Commissioners*



August 14, 2025

To whom it may concern,

The Schoolcraft County Board of Commissioners fully supports the Schoolcraft County Road Commission's endeavor in seeking funds to reconstruct Robinson Street. The reconstruction of Robinson Street will increase the quality of life for residents of Schoolcraft County by improving access to their properties and homes. Visitors to our community and residents will also see improved access while traveling to one of our main tourist attractions, the Seney National Wildlife Refuge.

Reconstructing Robinson Street will eliminate the current erosion problems that occur along the shoulder of the roadway improving safety for the traveling public. This roadway is also one of the primary access points to the Seney National Wildlife Refuge which offers recreational and educational opportunities to our community and visitors. The positive impacts of this project would trickle throughout our county and communities via education and recreational revenue from visitors.

We appreciate your consideration in the FY27 – FY29 FLAP application.

Sincerely,

Paul Walker - Chair  
Schoolcraft County Board of Commissioners

# Roles And Responsibilities of the Schoolcraft County Opioid Taskforce Committee

Recommended: July 24, 2025

Adopted: August , 2025

The members of the Schoolcraft County Opioid Taskforce Committee are authorized by the Schoolcraft County Board of Commissioners, do hereby adopt, publish and declare the following Statement of Roles and Responsibilities and Rules of Procedure.

## Article I – Name

1. The official name shall be the “Schoolcraft County Opioid Taskforce Committee,” herein referred to as “Taskforce.”
2. The official mailing address of the Taskforce shall be the same as the mailing address for the Schoolcraft County Clerk Office.

## Article II – Responsibilities

The purpose of the Schoolcraft County Opioid Taskforce Committee is to aid in oversight and community transparency as Schoolcraft County administers the Opioid Settlement Funds.

The Opioid Settlement Funds will be received on an annual basis, which began in March 2023 and will extend for 18 years. The individuals appointed to the Taskforce as tasked with maintaining familiarity with the Community’s needs regarding long-term Strategic and Sustainable change. The Taskforce will also ensure Schoolcraft County’s compliance with the Opioid Settlement’s guidelines and regulations.

Additionally, the Taskforce shall attempt to geographically extend needed service to all impacted individuals throughout Schoolcraft County.

**VISION STATEMENT:** The mission of our Opioid Taskforce Committee is to address and combat the opioid crisis by implementing evidence-based strategies to prevent opioid abuse, expand access to effective treatment options, promote public awareness and education, and support individuals and communities affected by opioid addiction. We are

committed to collaborating with healthcare professionals, government agencies, community organizations, and other stakeholders to develop comprehensive and compassionate solutions that prioritize the health and well-being of all individuals impacted by opioid misuse.

## Article III- Meetings

1. Regular meetings of the Taskforce shall be held on (TBD) in the Schoolcraft County Courthouse Conference Room. A meeting may be cancelled if there are no matters for the Taskforce to consider. Special meetings of the Taskforce may be held upon the call of the Chair, Vice-Chair, Secretary or at the request of a majority of the members of the Taskforce. Seven (7) days' notice of any special meeting shall be given to each member of the Taskforce. There are no in-person attendance requirements of members to have comments or vote. Notes are taken at each meeting and shared in the public space.
2. The meetings of the Taskforce shall be open to the public and shall proceed in accordance with provisions of the Open Meetings Act 1976 PA 267, MCL 15.261 to 15.275.
3. Only members of the Taskforce shall be given the floor to speak during any meeting except:
  - a. County officials who have the consent of the majority of the present Taskforce members.
  - b. Any person who, with the consent of the majority of the present Taskforce members, may be given permission to speak in an appropriate place on the agenda for the purpose of addressing the Taskforce.
  - c. Any member of the public speaking at a meeting under the privilege of "Public Comment on Agenda Items" or "Public Comment" shall be limited by the following Board policy: Any individual wishing to address the Board will be allocated one three (3) minute period. The three minutes used by the individual are to make statements. There will be no question-and-answer session format.

## Section IV-Membership and Attendance

1. There shall be 9 voting members of the Taskforce appointed by the Schoolcraft County Board of Commissioners. Members shall represent and advocate for

what is best for Schoolcraft County as a whole, putting aside personal or special interests.

2. These include members from various categories of local experts and knowledgeable community servants.

- a. County Commissioners (1)

- b. Recovering Addict or family member of (1)

- c. Criminal Legal System (1)

- d. Law Enforcement (1) ex officio Schoolcraft County Sheriff's Department

- e. Education community (1)

- f. Youth and Family service providers (1)

- g. Healthcare communities (1)

- h. Mental Health providers (1)

- i. Treatment providers (1)


- j. Non-Profits and community group (1).

3. A designee may be selected or designated to represent a regular member of the Taskforce should the regular member be unable to fulfill her or his duties at a meeting. A designee shall be selected from the same category of the local experts the member is representing (See Section IV 2 (a-j)). A designee has all the privileges and responsibilities of the regular member.

4. Task force members are appointed by the Commissioners and accept a Board position with the understanding of an initial 1–2-year term and moving to 3-year term commitment. As Taskforce Members wish to step down, the Board of Commissioner's Secretary will assist the Commissioners in appointing new members to continue to meet the 9-member establishment.

5. Liaisons. Provide county officials the ability to participate in discussions with the Taskforce. Liaisons cannot vote, introduce motions, initiate any other parliamentary action, or be expected to comply with attendance requirements. Liaison Taskforce members are:

- a. Schoolcraft County Clerk


6. Attendance. If any member of the Taskforce is absent from three unexcused consecutive, regularly scheduled meetings, then that member shall be considered delinquent. A designee's attendance does excuse a member's absence and will not be marked as delinquent. Delinquency shall be grounds for the Schoolcraft County Board of Commissioners to remove a member from the Taskforce for nonperformance of duty. The  Administrator can notify the Schoolcraft County Board of Commissioners.


## Section V-Officers, Elections, and Terms

1. The officers of the Taskforce shall be a Chair, Vice-Chair, and Secretary. The officers shall be regularly appointed members of the Taskforce.

2. The Chair shall preside over the meetings of the Taskforce and exercise all powers usually incident of the office, retaining the full privilege of a Taskforce member. The Chair shall decide on all points of order and procedure subject to these roles. The Chair presents the recommendation from the Taskforce to the County Board of Commissioners. The Chair shall appoint any subcommittees found necessary to investigate any matters before the Taskforce.

3. The Vice Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair. In the absence of the Chair and Vice Chair, the members present may elect for the meeting an acting Chair who shall have full powers of the Chair during the absence of the Chair and Vice Chair.

 4. The Secretary shall execute, or delegate to the Administrator the execution of documents in the name of the Taskforce and shall perform such duties as the Taskforce may determine.

 5. The Administrator or his/her designee shall serve, ex officio without a vote, as the Administrator for the Taskforce. The Administrator shall prepare the agenda (appendix 1), organize relevant data and document before the Taskforce. The Administrator shall keep and maintain record of all meetings of the Taskforce and its subcommittees.

6. The officers shall be elected at the first meeting of each calendar year and shall assume office immediately. The officers shall serve for a period of one year, serving until a successor has been elected and assumes office. All officers shall be eligible for re-election for 1 additional year. After serving 2 consecutive years in a particular officer position, the Taskforce member will not be eligible for re-election to that officer position until a 1-year hiatus from the officer position.

7. Vacancies in the office shall be filled by appointment from the Schoolcraft County Board of Commissioners.

8. Alternate Board members may be designated by a primary member for contribution and discussion regularly. These members may be asked to participate in Majority Action votes when primary voting members are absent or must abstain due to a conflict of interest.

## Article VI-Responsibilities

The Taskforce shall be responsible for recommending the following to the Board of Commissioners:

1. Gather Information
  - a. Review needs assessments, landscape analyses, gap inventories, reports, plans and other information from stakeholders
  - b. Identify if additional information on community priorities needs to be gathered
  - c. Determine the specific needs of our community, consider new and existing programming
2. Determine the process moving forward
  - a. Identify where to start (multi-sector strategic planning, strategy selection, spending plan development, etc.)
  - b. Determine where capacity to support spending is present and sustainability of funding strategies, including braiding activities and funding
  - c. Choose strategies that are allowable and align with the needs of our community
  - d. Sustainability planning should account for polysubstance use and the need to adapt strategies to address the changing drug use and overdose environment
  - e. Ensure equity and lived experience with substance use disorder and people who use drugs are at the core of planning design
3. Monitoring and Accountability
  - a. It is essential to provide transparency and accountability for the spending process. Attending a Board of Commissioner meeting to update the community and public officials on the progress when deemed necessary by the Board of Commissioners
  - b. All budgets, programs and strategies need approval by the Board of Commissioners
  - c. Create impact and/or financial reports; these reports may include the amount of funds spent, strategies and programs funded, impact of programs funded, process of strategy selection and dollar amount determinations and other relevant information as the Board of Commissioner deem necessary.

## Section VII-Conflict of Interest

1. Before engaging in a matter on which a Task force member may have a conflict of interest, the member shall disclose the potential conflict of interest to the Taskforce when the agenda allows such declaration. Failure of a member to disclose a potential conflict of interest as required by these responsibilities constitutes malfeasance in office.
2. Conflict of interest shall be defined as by the State of Michigan Public Acts including but not limited to PA 96 2014 and PA 318 1968.
3. If there is a question whether a possible conflict of interest exists, the Taskforce member's participation in the matter shall be put before the Taskforce. Whether the Taskforce member should participate or not shall be determined by a majority vote of the remaining members of the Taskforce.
4. When a conflict of interest exists, the member of the Taskforce, or subcommittee, shall do all of the following immediately, upon first knowledge of the topic and determining that a conflict exists:
  - a. declares a conflict exists
  - b. cease to participate at the Taskforce or subcommittee meetings, with the exception for direct questions
  - c. Upon majority vote of Taskforce members, during deliberation of the agenda item before the Taskforce or subcommittee, leave the meeting or remove oneself from the front table where members of the Taskforce sit, until that agenda item is concluded.
5. If a member of the Taskforce is appointed to another office, which is determined by Schoolcraft County Board of Commissioners as an incompatible office with membership on the Taskforce, the member must decide immediately upon which office they want to serve.

## Article VIII – Amendments

The Taskforce may amend these Roles and Responsibilities by majority vote of the total membership at any regular or special meeting. A copy of the proposed amendments must be transmitted in writing to each member of the Taskforce at least fourteen (14) calendar days in advance of the meeting at which action is scheduled.



# Appendix I

## Agenda Template

### Tentative Agenda-Schoolcraft County Opioid Task Force Regular Meeting

Schoolcraft County Courthouse Conference Room

Month, Day, Year

Time

- I. Call To Order
- II. Pledge of Allegiance
- III. Roll Call
  - Special Orders of Business
- IV. Approval of Minutes of Previous Meeting
- V. Approval of Agenda
- VI. General Public Comment on Agenda Items
- VII. Presentation of Written Communications
  - a. Communication received
  - b. Communications Forwarded
- VIII. General Orders of Business
  - a. Unfinished Business
  - b. New Business
- IX. General Public Comment
- X. Member's Comments
- XI. Meeting Schedule
- XII. Adjournment

