

**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, December 22, 2022**, in the District Courtroom of the Schoolcraft County Building, Manistique, Michigan, commencing at **6:00 P.M.**

The following is the proposed Agenda:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes: December 8, 2022, Board and Audit-Finance Meeting

5. Approval of agenda
6. Public Hearings:
7. Brief Public Comment:
8. Old and unfinished business:
9. New Business:
  - Economic Development Board Appointment (1)
  - UP State Fair Board Appointment (1)
  - County Veterans Service Fund Grant Amendment
  - Audit-Finance Committee 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, December 8, 2022, in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan. Chairperson Paul Walker called the meeting to order at 4:30 p.m. The roll was called with the following members present and/or absent:

Present:           Commissioner Paul Walker  
                      Commissioner Daniel P. Hoholik  
                      Commissioner Alan Kilar  
                      Commissioner Troy Bassett  
                      Schoolcraft County Deputy Clerk Lori A. Wood

Absent:           Allan Ott

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 Troy Bassett and was seconded by Alan Kilar to approve the minutes of the November 10, 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.]

**It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Alan Kilar to approve the minutes of the November 10, 2022, Closed Session Meeting of the Schoolcraft County Board of Commissioners. The motion carried by unanimous aye vote of the Board members present.

**It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Alan Kilar to approve the 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 Troy Bassett and seconded by Commissioner Alan Kilar to accept the reappointment of Keith Rochefort and Gary Demers to the Planning Commission Board. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Alan Kilar and seconded by Commissioner Troy Bassett to approve the reappointment of Kevin Knaffla, Howard Parmentier and Dennis Wiethoff to the Schoolcraft Memorial Hospital Board of Trustees. Role call vote: Alan Kilar, yes; Troy Bassett, yes; Paul Walker, yes; Dan Hoholik, abstain. The motion carried with a majority aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and seconded by Commissioner Alan Kilar to approve the Resolution to Approve Settlement Agreement for the Foreclosure Fund Litigation regarding Wayside Church. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and seconded by Commissioner Troy Bassett to approve the renewal of medical insurance with Radion Health, AmFirst, Delta Dental and BC/BS vision with 15% employee contribution and opt out of PA 152 for 2023. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and seconded by Commissioner Paul Walker to approve the renewal of the MSU Extension 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 Paul Walker:** attended 3 City Council meetings, LMAS, EDC, Planning Commission, and SMH meetings

**Commissioner Allan Ott:** absent

**Commissioner Troy Bassett:** attended building & grounds, Personnel, Rec Board, City Council

**Commissioner Alan Kilar:** attended LMAS, SMH and Personnel

**Commissioner Daniel P. Hoholik:** attended EDC, Building & Grounds

**Announcements and Notices:** None

**Public Comment:**

Charlie Willour received a call from architects regarding door.

Pat Carley reported the Master Plan should be finished soon.

Soil Conservation reported that they have received a Community Grants Program regarding recycling for \$60,000 per year.

Craig Reiter reported that Community Action received a \$36,000 grant for diapers for residents in need.

**Commissioner's Comment:**

Paul Walker stated there was a Courthouse Christmas Party on December 15<sup>th</sup>.

**Communications:** None

At 4:43 p.m., meeting was turned over to Daniel P. Hoholik, Audit-Finance Chairperson.

**It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Paul Walker to approve the claims and vouchers numbered **3298 through 3567**, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 4:45 p.m., the meeting was turned back over to Chairperson Paul Walker. Chairperson Paul Walker asked if there was any further business to come before the Board.

**It was moved** by Commissioner Paul Walker and was seconded by Commissioner Alan Kilar to adjourn. The motion carried by a unanimous aye vote of the Board members present.

**Chairperson Paul Walker** adjourned the Board and Audit Finance Meeting at 4:46 P.M.

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

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

----- Forwarded message -----

From: **Richard Demers** <[rdemers@nicoletbank.com](mailto:rdemers@nicoletbank.com)>

Date: Fri, Dec 2, 2022 at 2:03 PM

Subject: EDC Board of Directors

To: [dmuxlow77@gmail.com](mailto:dmuxlow77@gmail.com) <[dmuxlow77@gmail.com](mailto:dmuxlow77@gmail.com)>

Good afternoon Dave, please let this correspondence serve as my interest in joining the EDC board should there be an opening. I have a vested interest in our community and would like to do my part in seeing it continue to prosper. I am hoping that my experience in the banking industry can be of benefit to the board. Should you or any member of the board have any questions please feel free to reach out to me at either at my office (906-341-7130) or my cell phone (906-286-3084). Thank you in advance for your consideration. Rick Demers



**Rick Demers**

**VP Commercial Banking**

130 S Cedar Street, Manistique MI 49854

906.341.7130 (direct)

906.286.3084 (cell)

Email: [rdemers@nicoletbank.com](mailto:rdemers@nicoletbank.com)

December 2, 2022

Re: U.P. State Fair Authority Board Appointment

Dear Schoolcraft County Commissioners,

This letter is written to express my interest in the 2023-2024 appointment to the U.P. State Fair Authority Board as the representative from Schoolcraft County.

My name is Ann Harrington and I have had the privilege of living in Schoolcraft County for the past 26 years.

I have been the Schoolcraft County representative on the U.P. State Fair Board since its inception in 2009. The Board has made great progress in establishing the Authority and continues to strive to meet our mission. For the past eleven years I have served as the Board's Treasurer, as a member of the Executive Board, as well as a member of the Department Advisory Committee. In the Treasurer's position, I have utilized my experience in the financial industry to monitor and review the Board's financial statements and audits to keep my fellow board members informed.

I camp on the grounds during the entire week of the fair and have been involved in judging the livestock recordkeeping project and serving as a volunteer in the beef barn. In 2015 I began assisting the Junior Market Livestock Board with reconciling their junior market livestock auction which had gross sales of over \$600,000 in 2022.

The State Fair Authority does more than operate during fair week. The Board meets year around and has facilitated other events that impact the entire Upper Peninsula. A few of the events that have taken place on the fairgrounds include:

- UPIR racing throughout the summer
- Horse shows throughout the summer
- Great Lakes Logging Congress every other year
- National Fur Trappers and U.P. Trappers conventions
- Kruisin Klassics
- Airstream, Newmar, Harley-Davidson and other camping and motorcycle rallies
- the recently completed multi-purpose building serves as a welcome center for the entire Upper Peninsula for those entering from the west, it also houses the Upper Peninsula Military Museum and Marble Arms Museum
- the fairgrounds also provides a venue for wedding receptions and various trade shows

I continue to envision the following goals with my representation on the U.P. State Fair Authority:

-Fair and equal representation from across the Upper Peninsula and the State of Michigan. While at the fair during the past 19 years, I have met exhibitors from all over the State and I would like to see that opportunity continue.

-Continuation of the annual fair as a venue for Michigan youth and adults to showcase their projects and accomplishments. I also feel it is an important opportunity for agriculture including the timber industry to inform and educate the public. The fair is a rare mixture of recreational activity for attendees as well as exhibitors and at the same time providing an educational experience for all.

-Continuing the Authority as a self-sustaining entity by utilizing all of the fair assets to generate income, and careful budgeting to assure long-term success.

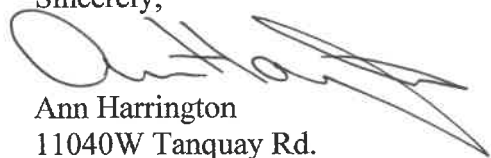
-Continue to provide the fair as a wonderful opportunity for youth to learn leadership, responsibility, teamwork and successful completion of a project.

The Authority has had a couple of difficult years along with the rest of the economy, but we were proud to be able to offer a Market Livestock Expo in 2020 to allow youth exhibitors the opportunity to show and sell their market animals.

I would like to continue to contribute to the future success of the U.P. State Fair Authority Board on behalf of Schoolcraft County.

Thank you for your consideration.

Sincerely,



Ann Harrington  
11040W Tanquay Rd.  
Cooks, MI 49817  
906-399-6827

References:

Vickie Micheau  
Director of the U.P. State Fair Management Team  
906-786-2192  
[vmicheau@up.net](mailto:vmicheau@up.net)

Phyllis French  
U.P. State Fair Authority Luce County  
906-287-1048  
[pmfrench@sault.com](mailto:pmfrench@sault.com)

RECEIVED DEC 06 2022

<b>Michigan Veterans Affairs Agency</b>	
County Veteran Service Fund Grant	
Change Notice # 2	
Project / Budget Amendment	

<b>Grant No:</b>
23*304
<b>Project Director:</b>
ELSIE J. CARLSON

<b>Grantee:</b>
SCHOOLCRAFT
<b>Email Address:</b>
veterans@schoolcraftcounty.us

<b>Budget Period</b>
FY23
<b>SIGMA Vendor Code</b>
CV0048116

This form is required for requesting any changes to grant activities that differ from those outlined in the signed grant agreement. Activities include, but are not limited to, focus areas, budget items, staffing, etc. Activities that differ from those stated in the signed agreement will not be covered under the grant agreement until the change form has been submitted, signed and approved, and returned to the Grantee by the MVAA. Amendment deadline for FY23 is June 30, 2023.

Complete all questions below as thoroughly as possible. If necessary, submit any documentation that may support your change request. If additional space is needed attach a Word Document.

1. Describe, in detail, the area of your grant agreement you are requesting to change.

As of January 1, 2023, John Sunbeck, Veterans Affairs Board Chair, will assume the Project Director position. Current VSO, Elsie J. Carlson is retiring.

2. Provide an updated budget for your request(s). *Reduction and Increase must balance .*

<b>Project Name (Project Reduction Here)</b>

<b>Project Name (Project Increase Here)</b>

Elsie J. Carlson	12/7/2022
Project Director Printed Name and Signature (Grantee)	Date

Paul Walker	12/7/2022
Authorizing Official Printed Name and Signature (Grantee)	Date

MVAA Program Manager Printed Name and Signature	Date
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Chief Financial Officer, Department of Military and Veterans Affairs	Date
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**SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS  
AUDIT-FINANCE COMMITTEE MEETING**

The Schoolcraft County Board of Commissioners Audit-Finance Committee met on Wednesday, December 14, 2022, in the 1st Floor Conference Room, of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 3:30 p.m. The meeting was called to order and roll was taken:

Present: Commissioner Daniel P. Hoholik  
Commissioner Paul Walker  
Beth A. Edwards, Clerk

Commissioner Daniel P. Hoholik led the committee in the Pledge of Allegiance.

**Discussion:**

Judge Beth Gibson addressed the restructure of the having the David Gould, Diversion officer and District Court Probation Officer, full-time completing his hours in District Court as Probation officer and Mary Monroe as Court Clerk taking on the other duties from the Position vacated by Heather Chambers. There was discussion regarding the duties and whether the work could be completed within the workweek as needed. Judge Gibson stated that when the Magistrate is back or filled, she feels that two and a half people would be sufficient for a District Court staffing level. There was discussion regarding budget and the figures were based on a 35-hour work week.

Commissioner Paul Walker asked if we are required to have a Magistrate and there was discussion regarding those duties and the duties that would be taken by Mary Monroe.

In discussion the figures Judge Gibson stated that the contracted employee money would be taken from the Magistrate pay until that starts to be utilized again. Beth Edwards will correct her figures.

Daniel P. Hoholik suggest that the wage be set at the current Deputy scale used by Probate Court which would be \$20.95 (current wage - \$19.33, .87 to bring to the Deputy scale used by Probate Court and .75 on January 1). Mary M. would like \$3. Daniel P. Hoholik stated that possibly \$2.00 plus the .75 on January 1. Had they thought of a salary instead of a hourly wage? Mary Monroe stated that she would think on this. Beth Edwards will get with Mary M. on Friday to look at MERS and the change if she would become salary.

**RECOMMENDATION to resume the District/Probate Court Restructure on Tuesday, December 20, 2022 at 3:30 p.m. Beth Edwards will relook at the wage and MERS figures.**

Sheriff Charles Willour addressed the shortage of part-time correction officers at the jail, and he presented a proposed Letter of Agreement to make 4 hours Overtime mandatory on the regular 8-hour shift which would equalize the overtime that is currently needed. Overtime Budget would be supplemented with the Part-time Budget money as it is not being used right now with no part-time employees available. Letter of Agreement is for 3 months to allow hiring and training of part-time employees. (SEE ATTACHED) **RECOMMENDATION to approve the Letter of Agreement with the Michigan Fraternal Order of Police Labor Council.**

FY2023 Survey and Remonumentation Grant Application was presented in the amount of \$84,788 was presented by Jane Couwlier-Bridges and discussed. **RECOMMENDATION to approve the FY2023 Survey and Remonumentation Grant Application in the amount of \$84,788.**

Wage study status was reported by Beth as she had contact with MAC and they don't have a completion date available.

**Public Comment:** None.

**Next Meeting:** Resumption of this meeting on December 20, 2022, at 3:30

**Adjournment:** Committee meeting adjourned at 4:13 p.m.

Letter of Understanding

Between

The County of Schoolcraft

And

Michigan Fraternal Order of Police Labor Council

This Agreement is entered into this \_\_\_ day of December 2022, between the County of Schoolcraft hereinafter referred to as the "Employer", and the Michigan Fraternal Order of Police Labor Council, hereinafter referred to as "Union".

WHEREAS, Employer and Union are parties to a collective bargaining agreement, hereinafter referred to as Agreement, which is dated January 1, 2021 and remains in effect until December 31, 2023; and

WHEREAS the employer wishes to codify the use of overtime in the current contract, Article 24 OVERTIME/COMP TIME:

THEREFORE, IT IS AGREED AS FOLLOWS:

1. Officers assigned to duty on Friday and Saturday normally an eight (8) hour day will work twelve (12) hour shifts with four (4) hours of that shift to be compensated at OT rate.
2. This agreement will end in three (3) months from the date signed by the parties unless an extension is requested and mutually agreed to by the parties.

Nothing in this Agreement shall modify any other terms or conditions of the Agreement and shall not be precedent setting for either party

MICHIGAN FRATERNAL ORDER  
POLICE LABOR COUNCIL

COUNTY OF SCHOOLCRAFT OF

\_\_\_\_\_  
Steve Warren FOPLC Business Agent

\_\_\_\_\_  
County of Schoolcraft Commissioner

\_\_\_\_\_  
Jason Jackson Union President

\_\_\_\_\_  
Schoolcraft County Sheriff Willour

## SURVEY & REMONUMENTATION APPLICATION / PROGRESS / COMPLETION REPORT

Michigan Department of Licensing & Regulatory Affairs Bureau of Construction Codes Office of Land Survey & Remonumentation PO Box 30254, Lansing, MI 48909 1 <sup>st</sup> Floor Ottawa Building 611 West Ottawa Street, Lansing, MI 48933 Phone 517-241-6321 E-Mail: <a href="mailto:bccolsr@michigan.gov">bccolsr@michigan.gov</a> <a href="http://www.Michigan.gov/bcc">www.Michigan.gov/bcc</a>	Grantee/County: Schoolcraft <p style="text-align: center;"><i>--Section below for OLSR staff use only--</i></p> Grant # _____ VCUST# _____ Address Code _____ GG # _____ Template: _____
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**Grant Year:** 2023

\$84,788.00	<b>State Grant Award</b>		
<b>Grant Application Payment Request</b>		<b>Grant Application Proposed Corners</b>	
\$33,915.20	Start-Up Payment (40% of Grant Award)		Corners anticipated to be paid with funds
\$50,872.80	Balance after Start-Up Payment	<b>Corners Completed</b>	
<b>Progress Report Payment Request</b>		102	Corners completed & paid with grant funds
	Amount Requested (up to 85% of Grant)		Corners completed & paid by others
	Grant Balance after Progress Report		Corners revisited & paid with grant funds
<b>Completion Report Payment Request</b>			Corners revisited & paid by others
	Amount Requested (up to 100% of Grant)		Common corners entered into Accela twice
	Grant Balance after Completion Report		Number of records entered into Accela
			Corners revisited without record

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the annual grant agreement.

Is this county on an approved Maintenance Plan during this contract?    Yes    No

\_\_\_\_\_ \_\_\_\_\_  
 County Grant Administrator Date

<i>--Section below for OLSR staff use only--</i>	
Payment Authorized: \$ _____	Records completed by County in current Grant Year: _____
Grant Balance: \$ _____	Records remaining to be completed in County Plan: _____
_____ Nicholas J. Clever, P.S. Director, Office of Land Survey & Remonumentation	_____ Date

**Administrator**

Name:	Jane Couwlier-Bridges	Phone: 906-341-3622
Email Address	treasurer@schoolcraftcounty.us	
Physical Address	300 Walnut Street, Room 169	
City, State, Zip	Manistique, MI 49854	

**Representative**

Name:	Michael Peterson	Phone: 906-789-7878
Email Address	petersonsurveying@sbcglobal.net	
Physical Address	1223 North Lincoln Road	
City, State, Zip	Escanaba, MI 49829	

**Address for Payments**

Name:	Schoolcraft County	Phone: 906-341-3622
Physical Address	300 Walnut Street, Room 169	
City, State, Zip	Manistique, MI 49854	

The following section is divided into columns corresponding to the stages of the yearly Remonumentation Grant program, from left to right. Fill out the sections within the column of the current stage, while leaving the information from the previous stages in place. If the county does not submit a Progress Report, leave that column blank.

**Budget (Grant Application)** column refers to the estimated costs set forth by the County in the Grant Application.

**Progress Report** column will include any expenditures by the County up to that point. Expenditures must exceed the amount received by the county in the 40% Start-up Payment. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

**Completion Report** column will include all reimbursable expenditures by the County during the Grant Year. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

County must provide copies of all invoices, receipts, payment vouchers, etc. for any expenditures being submitted for reimbursement under the Remon Grant program. Invoices must be itemized (where applicable) and should not include costs outside of the Remonumentation program. A county requesting payment for a Cost Allocation Program or similar policy must have a complete copy of the Cost Allocation Plan on file with OLSR before payment is made.

County must provide a detailed, itemized budget report for all expenditures under the Remon program. Any payment amount that does not appear on the budget report cannot be considered for reimbursement under the Remon Grant program.

**Remonumentation Program  
County Expenditure Detail**

Work Program Expenditures by Line Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remonumentation Services	\$68,065.04		
Item B Monument Maintenance Services	\$0.00		
Item C Remonumentation Supplies & Materials	\$3,600.00		
Item D Geodetic Control Maintenance & Operations	\$0.00		
Item E Grant Administrator Fees/Wages	\$4,122.96		
Item F County Representative Fees/Wages	\$3,000.00		
Item G Additional Administrative Staff Fees/Wages	\$0.00		
Item H Peer Group	\$1,500.00		
Item I Administrative Supplies & Indirect Costs	\$4,500.00		
Totals	\$84,788.00		

2023

SHEET 1 OF 2

T47N R13W

1	A1	COMMON TO	M1	T47N R14W	1C
2	A2	" "	M2	"	2C
3	A3	" "	M3	"	3C
4	A5	" "	M5	"	4C
5	A6	" "	M6	"	5C
6	A7	" "	M7	"	6C
7	A8	" "	M8	"	7C
8	A9	" "	M9	"	8C
9	A10	" "	M10	"	9C
10	A11	" "	M11	"	10C
11	A12	" "	M12	"	11C
12	B1				
13	B3				
14	B7				
15	B9				
16	B11				
17	C1				
18	C2				
19	C3				
20	C5				
21	C6				
22	C7				
23	C8				
24	C9				
25	C10				
26	C11				

2023

SHEET 2 OF 2

T47NR13W

27	C12	53	G7	79	K3
28	D1	54	G8	80	K5
29	D7	55	G9	81	K6
30	D9	56	G10	82	K7
31	D11	57	G11	83	K8
32	E3	58	G12	84	K9
33	E5	59	H3	85	K10
34	E6	60	H5	86	K11
35	E7	61	H7	87	K12
36	E8	62	H9	88	I5
37	E9	63	H11	89	I7
38	E10	64	I3	90	I9
39	E11	65	I4	91	I11
40	E12	66	I5	91	CORNERS
41	F1	67	I6	11	COMMON TO SCHOOL
42	F3	68	I7		CRAFT
43	F5	69	I8	102	TOTAL CORNER
44	F7	70	I9		CODES
45	F9	71	I10		
46	F11	72	I11		
47	G1	73	I12		
48	G2	74	J3		
49	G3	75	J5		
50	G4	76	J7		
51	G5	77	J9		
52	G6	78	J11		