

**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 14, 2026**, in the District Courtroom of the Schoolcraft County Building, Manistique, Michigan, commencing at **5:30 P.M.** The following is the proposed Agenda:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes: April 23, 2026, Board and Audit-Finance Meeting
5. Approval of agenda
6. Public Hearings: None
7. Brief Public Comment:
8. Unfinished business:
9. New Business:
 - FY 24-25 Annual Report – Maner Costerisan
 - Indian Lake/McDonald Lake/Gulliver Lake Authorities UPDATE
 - Zoning Administrator – Short-Term Rental Length Ordinance
 - Zoning Ordinance Proposed Change Accessory Buildings
 - Proposed Resolution Affirming Local Health Department Authority – Wastewater System <1000 gal/day
 - Personnel Committee Report and Action Items
 - 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
Danial 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 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, April 23, 2026, in the District Courtroom of the Schoolcraft County Building, City of Manistique, Michigan. Chairman Paul Walker called the meeting to order at 5:30 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 Bruce Birr to approve the minutes of April 9, 2026, Board/Audit Meeting of the Schoolcraft County Board of Commissioners. Roll call vote: Craig Reiter, yes; Bruce Birr, yes; Daniel P. Hoholik, abstain -not present; Troy Bassett, abstain -not present, Paul Walker, yes. The motion carried by majority 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 Letter of Support for a Doyle Township Community Garden. **It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve the amended agenda. The motion carried by a unanimous aye vote of the Board members present.

Public Comment: Jane Kopecky, Historical Society addressed the marble plaques that all the townships had purchased for the outside of the new building and hoping the County will also purchase a plaque.

Rob Steinhoff introduced himself as candidate for 11th Circuit Court.

Dixie Anderson addressed Recycling Advisory Committee and asked that her written statement be added to the minutes. **It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Bruce Birr to add the written statement to the meeting minutes. The motion carried by a unanimous aye vote of the Board members present.

Public Hearings: **It was moved** by Commissioner Craig Reiter and was seconded by Commissioner Troy Bassett to open the Public Hearing on the Brownfield Plan. The motion carried by a unanimous aye vote of the Board members present. Victoria George, Anne Gerou, and Jill Hoffman addressed the project. There was discussion. It was moved by Commissioner Bruce Birr and was seconded by Commissioner Troy Bassett to close the public hearing on the Brownfield Plan. The motion carried by a unanimous aye vote of the Board members present.

Unfinished Business: None

“New Business”:

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve 26-12 Resolution approving the Brownfield Plan as presented. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

Judge Beth Gibson appeared to present an update on the Court System Restructure. A Magistrate would not be hired as a separate position with those duties being absorbed by current employees, hire a full-time clerk, and make the Deputy Probate Court Register a full-time position. Outstanding issues are the Conference Room for staff and the Navigator System for the public.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Craig Reiter to approve 26-11 Resolution approving Soil Conservation District Millage Language. There was discussion. 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 a Letter of Support for a Community Garden in Doyle Township. 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 purchase a Marble Tile 12X24 in the amount of \$800 for the Historical Building inscribed with

created and established years. The motion carried by a unanimous aye vote of the Board members present.

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

Commissioner Daniel P. Hoholik: attended Audit/Finance Committee meeting.

Commissioner Craig Reiter : attended Community Mental Health Association, MACC Financial, CMH Legislation, Northcare, MDHHS, and Community Action meetings.

Commissioner Paul Walker: attended Audit/Finance and Road Commission meetings.

Commissioner Bruce Birr: attended City Council, Manistique Township, CUPPAD Materials Management, and Commission on Aging.

Commissioner Troy Bassett: attended Hiawatha Township meeting.

Ashley Reitter gave updates on Conservation District.

Sheriff Charles Willour addressed the Court Restructure.

Austin Clark addressed the STR ordinance and zoning violations.

Victoria Goerge update on EDC/STC.

Announcements and Notices: None

Public Comment: Beau LaFave addressed running for MI State Senate seat.

Dixie Anderson addressed the new development and environmental concerns.

Commissioner's Comment: Craig Reiter addressed the MSU training for Planning Commission.

Communications: None.

At 6:49 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 **5341 through 5492**, 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 **26-53 through 26-62**, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 6:49 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 6:50 P.M.

Beth A. Edwards, County Clerk

Approved: _____

DRAFT

Schoolcraft County Board of Commissioners

I am disappointed by the ongoing delay in appointing an Advisory Committee for recycling.

Despite the consistent interest and support for a county-wide program, expressed by students and other residents at board meetings throughout this year, there have been multiple distractions preventing you from fulfilling your responsibility to address this issue.

Arguments regarding potential providers, expiration, reduction or elimination of existing available funding, changes in services to be provided, regulations, and administration are just distractions. They do not change the need for a responsible county-wide recycling program that serves all residents, business and industries, current and future in Schoolcraft County

Appointing an Advisory Committee does not require immediate commitment to a specific plan. Rather, it facilitates a process based on facts and input from citizens that you are elected to represent.

It is time to stop delaying this decision, set aside personal issues and make an official commitment to protect our environment, resources and quality of life for generations to come.



Dixie Anderson

5730W U. S. 2

Manistique, MI 49854

04-23-2026



SCHOOLCRAFT COUNTY

300 Walnut Street
Manistique, MI 49854
Ph | 906.341.3674

zoning@schoolcraftcounty.us
www.schoolcraftcounty.net

Ordinance Update Recommendation

Planning Commission Members;

This is a recommendation from the Schoolcraft County Zoning Administrator to change the ordinance. This recommendation derives from county citizens frequently issuing complaints about the ordinance. Please review the recommended change.

Article 5, Section 5.02 Accessory Buildings

Current Verbiage: A building attached to a principal building of a lot shall be considered a structural part thereof, shall comply with the provisions of the district in which it is located, and shall not be considered an accessory building. Accessory buildings shall be subject to the minimum yard requirements of Section 6.05 for the zoning district within which they are located. Accessory buildings in the following districts shall not exceed ~~1200 square feet per building, or~~ 2000 square feet for all accessory buildings on a single parcel: Lakeshore and River 1; Lakeshore and River 2; Lakeshore and River 3; Residential 1; and Residential 2.

Recommendation: A building attached to a principal building of a lot shall be considered a structural part thereof, shall comply with the provisions of the district in which it is located, and shall not be considered an accessory building. Accessory buildings shall be subject to the minimum yard requirements of Section 6.05 for the zoning district within which they are located. **Accessory buildings in the following districts shall not exceed 2000 square feet for all accessory buildings on a single parcel of less than or equal to 60,000 Square feet. Lots bigger than 60,000 square feet will allow an additional 1% of the total lot size for Accessory Building square footage up to a maximum of 5,000 square Feet: Lakeshore and River 1; Lakeshore and River 2; Lakeshore and River 3; Residential 1; and Residential 2.**

Please let the Zoning Administrator know if any recommendations or corrections need to be made. The Planning Commission will review this update recommendation at the next meeting.

Thank you,

Schoolcraft County Building and Zoning Dept.
300 Walnut Street, Room 207
Manistique, MI 49854

Austin Clark
Schoolcraft County Zoning Administrator
zoning@schoolcraftcounty.us
Office: 906-341-3674

zoning schoolcraftcounty.us

From: zoning schoolcraftcounty.us
Sent: Monday, December 22, 2025 11:58 AM
To: Hiawatha Township Supervisor; theresalund@gmail.com; doylesupervisor1@gmail.com; 'germfasksupervisor@gmail.com'; Kelly Silkworth; geopndaup@yahoo.com; 'muellersupervisor@yahoo.com'; 'marc_schooley44@hotmail.com'
Subject: Schoolcraft County Ordinance Amendment
Attachments: Accessory Building Recommendation.doc

Good morning,

Attached you will find a recommendation to update the ordinance on Accessory Buildings in Schoolcraft county. We are trying to increase the square footage allowed for Accessory Buildings in our Lakeshore and Residential Zoning Districts. Please review with your township. Direct any correspondence towards me before January 23rd, 2026. Law states we have to send this to each township to review for 30 days.

Thank you,

Schoolcraft County Building and Zoning Dept.
300 Walnut Street, Room 207
Manistique, MI 49854

Austin Clark
Schoolcraft County Zoning Administrator
zoning@schoolcraftcounty.us
Office: 906-341-3674

zoning schoolcraftcounty.us

From: zoning schoolcraftcounty.us
Sent: Thursday, January 15, 2026 12:54 PM
To: clerk schoolcraftcounty.us
Subject: FW: Accessory Buildings in Schoolcraft County
Attachments: Accessory Building Recommendation.doc

Hey Beth,

Correspondence from Mueller Township supervisor on the recommended law change that will go before the county board. Law change is attached for reference.

I am not sure why they voted on it. I told them I just wanted to know how the public in attendance felt, and him as the supervisor.

Anyways, seems like Mueller Township is for it.

Thank you Beth,

Schoolcraft County Building and Zoning Dept.
300 Walnut Street, Room 207
Manistique, MI 49854

Austin Clark
Schoolcraft County Zoning Administrator
zoning@schoolcraftcounty.us
Office: 906-341-3674

From: Sam Pfeiffer <muellersupervisor@yahoo.com>
Sent: Thursday, January 15, 2026 11:27 AM
To: zoning schoolcraftcounty.us <zoning@schoolcraftcounty.us>
Subject: Accessory Buildings in Schoolcraft County

At the Mueller Township Board meeting last evening it was voted to approve the recommendation to increase the square footage allowed for Accessory buildings in Schoolcraft County.

R/S, Sam Pfeiffer Mueller Supervisor
248-613-6810

zoning schoolcraftcounty.us

From: Hiawatha Township Supervisor <supervisor@hiawathatownshipmi.gov>
Sent: Thursday, January 15, 2026 10:39 AM
To: zoning schoolcraftcounty.us; Hiawatha Township Treasurer
Subject: RE: Schoolcraft County Ordinance Amendment

Got your e-mail thank you Austin.

Larry Matchinski

Hiawatha Township Supervisor

Email: supervisor@hiawathatownshipmi.gov
Mobile: 906-450-7417

Confidentiality Notice

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From: zoning schoolcraftcounty.us <zoning@schoolcraftcounty.us>
Sent: Wednesday, January 14, 2026 3:31 PM
To: Hiawatha Township Supervisor <supervisor@hiawathatownshipmi.gov>
Subject: FW: Schoolcraft County Ordinance Amendment

From: zoning schoolcraftcounty.us
Sent: Monday, December 22, 2025 11:58 AM
To: Hiawatha Township Supervisor <supervisor@hiawathatownshipmi.gov>; theresalund@gmail.com; doylesupervisor1@gmail.com; 'germfasksupervisor@gmail.com' <germfasksupervisor@gmail.com>; Kelly Silkworth <kellysilkworth@gmail.com>; geopndaup@yahoo.com; 'muellersupervisor@yahoo.com' <muellersupervisor@yahoo.com>; 'marc_schooley44@hotmail.com' <marc_schooley44@hotmail.com>
Subject: Schoolcraft County Ordinance Amendment

Good morning,

Attached you will find a recommendation to update the ordinance on Accessory Buildings in Schoolcraft county. We are trying to increase the square footage allowed for Accessory Buildings in our Lakeshore and Residential Zoning Districts. Please review with your township. Direct any correspondence towards me before January 23rd, 2026. Law states we have to send this to each township to review for 30 days.

Thank you,

Schoolcraft County Building and Zoning Dept.
300 Walnut Street, Room 207
Manistique, MI 49854

Austin Clark

County of Schoolcraft

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



RESOLUTION NO. 26-13

RESOLUTION AFFIRMING LOCAL HEALTH DEPARTMENT AUTHORITY TO APPROVE NON-RESIDENTIAL ONSITE WASTEWATER SYSTEMS DISCHARGING LESS THAN 1,000 GALLONS PER DAY PURSUANT TO LOCAL SANITARY CODES AND UNDER STATE LAW

WHEREAS, the protection of public health, groundwater, surface water, and drinking water supplies is a shared responsibility of the State of Michigan and local units of government; and

WHEREAS, local health departments are created and empowered under the Michigan Public Health Code, MCL 333.1101 et seq., and are authorized to adopt and enforce sanitary regulations necessary to safeguard the public health within their jurisdictions; and

WHEREAS, Mich Admin Code, R 323.2210(a)(i) provides that non-residential sanitary sewage discharges of less than 1,000 gallons per day may occur without a groundwater discharge permit when approved by the local health department in accordance with either the requirements of the local sanitary code or the Michigan Criteria for Subsurface Sewage Disposal; and

WHEREAS, the use of the disjunctive term "either...or" in Rule 323.2210(a)(i) establishes two independent and alternative bases for approval of such systems; and

WHEREAS, the April 1994 Michigan Criteria for Subsurface Sewage Disposal expressly states that sewage systems treating less than 1,000 gallons per day may be approved in accordance with local health department sanitary codes; and

WHEREAS, longstanding regulatory practice and historical state guidance have recognized local health department discretion to approve non-residential systems discharging less than 1,000 gallons per day under local sanitary codes; and

WHEREAS, recent interpretations asserting that local sanitary codes must be at least as stringent as the Michigan Criteria for Subsurface Sewage Disposal for systems under 1,000 gallons per day are inconsistent with the plain language of Rule 323.2210(a)(i); and

WHEREAS, reading additional stringency requirements into Rule 323.2210(a)(i) adds language not adopted through formal rulemaking and conflicts with established principles of statutory and administrative rule construction; and

WHEREAS, limiting local discretion for systems discharging less than 1,000 gallons per day undermines local public health authority and may unnecessarily restrict development without demonstrated public health benefit.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Schoolcraft County Board of Commissioners affirms that Mich Admin Code, R 323.2210(a)(i), by its plain and unambiguous language, authorizes local health departments to approve non-residential onsite wastewater systems discharging less than 1,000 gallons per day pursuant to either the local sanitary code or the Michigan Criteria for Subsurface Sewage Disposal.

2. The Schoolcraft County Board of Commissioners formally disagrees with any interpretation of state law or administrative rules that eliminates or nullifies the independent authority of local health departments to rely on local sanitary codes for such approvals absent lawful amendment through formal rulemaking.

3. The Schoolcraft County Board of Commissioners supports continued recognition of local public health expertise and discretion in regulating systems discharging less than 1,000 gallons per day consistent with historical practice and the express language of applicable administrative rules.

4. The Schoolcraft County Board of Commissioners urges state agencies to refrain from imposing additional requirements through guidance, contracts, or informal interpretation that have not been adopted through the Administrative Procedures Act.

5. The Schoolcraft County Board of Commissioners directs that a copy of this Resolution be transmitted to legislators, EGLE, the Michigan Department of Health and Human Services, the Michigan Attorney General, and other appropriate persons or entities.

Adopted by the Schoolcraft County Board of Commissioners of the County of Schoolcraft on this 14th day of May, 2026.

, Chairman	Beth A. Edwards, County Clerk

SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS PERSONNEL COMMITTEE MEETING

The Schoolcraft County Board of Commissioners Personnel Committee met on Thursday, April 30, 2026, in the 1st Floor Conference Room of the Schoolcraft County Building, City of Manistique, Michigan, commencing at 8:15 a.m. The meeting was called to order and roll was taken:

Present: Commissioner Troy Bassett
 Commissioner Bruce Birr
 Beth A. Edwards, Clerk

Commissioner Troy Bassett led the committee in the Pledge of Allegiance.

Additions: Box Hangar Lease

Deletions: None

Discussion:

Judge Beth Gibson addressed her plan to restructure the Courts. Summarized by not hiring a Magistrate, hiring a full-time clerk, making deputy Probate Register full-time and splitting the magistrate duties to existing employees. See attached plan.

RECOMMENDATION to advertise for the full-time position replacement now with a start date of June 1 and move this plan to Audit-Finance for budget status review and recommendation to the full board.

Steve V. addressed box-hanger lease agreements (next meeting). No dock has been put into Indian Lake yet and won't be put in until water goes down. Pines Park is open. The water at Merwin Creek is going down. Bids went out on a tractor and snow blower for the Airport and also for paving the runways.

Rob Bosonic passed his Assistant Airport License test.

Sheriff's Department is sending an individual to MCOLES Academy. Also is hiring a Temporary Full-Time person to fill the hours by the individual gone to the academy and to see how Full-Time will work for him. The Sheriff's Department is still down one full Corrections Officer. **RECOMMENDATION to follow the plan set for the Temporary Full-Time worker.**

Equalization/Zoning/Building Codes Secretary and Zoning Administrator sick-time off and vacation time were discussed. Currently they are running those dates and times through Beth Edwards. Beth was looking for directions on how this should be approved. She currently is just making sure the office is covered if possible. Personnel Committee agreed that at this time the current plan is fine. If it becomes a problem, Beth Edwards will bring it back to the committee for direction.

Planning Commission and Zoning Board of Appeals member attendance at the meetings were discussed. Also the MSU training that the Board has required of the board members on those

two boards. **RECOMMENDATION to look at appointing alternate membership assignments for the ZBA/Planning Commission Boards.**

Austin Clark addressed spending freeze and 911 sign purchase. Current suspected ordinance violations.

Austin Clark will be on vacation May 21 and 22, June 5, June 25 and 26, & August 21.

There was discussion regarding Ordinance Enforcement and the Sheriff's Department helping. Beth Edwards stated, she would have to look at the minutes, but when the undersheriff was made full-time part of that was Ordinance Enforcement. Troy Bassett will look further into this matter and put it on the next agenda.

RECOMMENDATION to look at who is attending these meetings and possibly have a board assignment change.

Recycling Advisory Board was discussed. Mr. Powers was emailing sample bylaws, but Beth E. had not received them as of meeting start. A committee representative structure of 5 member board as follows: 2-commissioners, 1-Zellar Sanitation representative, 1- Delta Disposal representative, and 1 member at large. There was also discussion regarding possible township representation but larger the committee gets the harder it is to get a quorum. This will be put on the next agenda for further discussion.

No public comment.

Next Meeting: TBD

Adjournment: Committee meeting adjourned at 9:18 a.m.

PERSONNEL MEETING

THURSDAY, APRIL 30, 2026 @ 8:15 A.M.

Chief Judge Gibson lists the following changes being instituted for the Courts:

Danielle Neadow to be made fulltime. Three days to be paid out of the Probate Court budget and two days to be paid out of the District Court budget.

\$24.26 per hour for 7 hours daily.

Additional duties as attached.

Advertise and hire one full time employee to be paid out of the District Court budget with a start date of 6/1/2026 and paid at the Court Clerk wage of \$20.83. Summary of duties attached.

\$20.83 per hour for 7 hours daily.

Marcy Spriks to be named as Magistrate to perform the duties of:

Marriages, Swearing in warrants & complaints, arraignments, informal hearings.

Jackie Parker's additional duties as attached.

Marnie Hoezee additional duties as attached.

Marcy Spriks' additional duties as attached.

The client service hub will consist of Danielle Neadow, David Gould, and new civil clerk. They will be responsible for all window traffic and phone calls. They will rotate their lunch schedules so that the office is open at all times. Marcy, Jackie, and Marnie will be backups for the service hub.

Once the additional employee is hired, the phones and window service will be removed off of Marcy Spriks' list along with the file management section of her allotted duties.

Ms. Parker's and Ms. Hoezee's will remain the same.

MARNIE DISTRICT COURT DUTIES

- Daily cash opening; balancing; processing payments through MiFile, AllPaid, and cash; and transmittals to Treasurer's Office.
- Assist customers at the window and by telephone with questions, payments, and filing of documents.
- Backup to open and log all mail and District Court box. Distribute and process accordingly.
- Monitor and process all civil electronic filings through MiFile and case filings by non-represented individuals.
- Court recorder backup for all civil cases.
- Prepare and process all paperwork related to civil hearings.
- Schedule civil hearings.
- Communicate with jail regarding service of civil cases.
- Administrator for MSP tickets through iyeTek.
- Administrator for Burton (MiFile), AllPaid, and JIS for civil.
- Monthly fee transmittals to the State Treasury.
- Administrator for civil processing and caseload.

DANIELLE DISTRICT COURT DUTIES

- Daily cash opening; balancing; processing payments through MiFile, AllPaid, and cash; and transmittals to Treasurer's Office.
- Assist customers at the window and by telephone with questions, payments, and filing of documents.
- Open and log all mail and District Court box. Distribute and process accordingly.
- Monitor and process all civil electronic filings through MiFile and case filings by non-represented individuals.
- Court record for all civil cases.
- Prepare and process all paperwork related to civil hearings.
- Communicate with jail regarding service of civil cases.
- Schedule civil hearings.

Jackie Parker District Court Duties:

- 1) Daily Printing and processing of reports.
- 2) Recording all criminal court proceedings.
(Tuesday, Thursdays, every other Friday)
- 3) Preparation and service of resulting court orders from criminal court proceedings.
- 4) Criminal Court calendar, scheduling from previous court date and distribution of dockets.
- 5) Budgets, payment of invoices, ordering of supplies.
- 6) Bond and restitution account balancing and payments.
- 7) LAO's for 93rd District Court
- 8) Jury Request / Public Service Satisfaction Surveys
- 9) Monthly Crime Victim Assessment Report
- 10) SCAO reports / Set Aside Reports
- 11) Arraignment date schedule distribution for misdemeanors.
- 12) Employee management records.
- 13) Monitor magistrate@schoolcraftcounty.us email.

Marcy District Court Duties

Review incoming complaints and warrants

Monitor jail attendance and arrange bond/appearance dates

File Management such as order for fingerprints, prints and enters live scan information, enters filings such as attorney appearances, motions, stipulations, enters and serves Nolle Prosequi, process EJUD afterwards, enters notations such as when warrants are sworn to.

Ticket or case corrections

Schedule informal hearings

Communication with Jail staff regarding arraignments, warrants, and fingerprints

Arrange transport or writ for prisoner appearance

Answers phone calls and window traffic

All other duties as assigned/needed

Dave Gould District Court Duties

Dave is not available for District Court from 8am to 8:30 and from 11am to 12:00 due to his Diversion Officer duties.

Monitors all probation and bond files including drug screens, case management, monthly face to face meetings

Takes payments

Enters all traffic tickets, sends out default notices

Answers phones and the window

All other duties as assigned

NEW HIRE DUTIES:

Answers phone calls and window traffic.

Daily cash opening and closing.

Civil filings / District Court inbox

Back up Probate Court

New case entry

File Management such as order for fingerprints, prints and enters live scan information, enters filings such as attorney appearances, motions, stipulations, enters and serves Nolle Prosequi, process EJUD afterwards, enters notations such as when warrants are sworn to.

Ticket entry and changes.

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, May 11, 2026, 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:
 - Judge Gibson – Budget for Court Restructure
 - ADA Compliant Website Cost
 - Airport AWOS System – MDOT Contract – 0% Local Funds
 - Prosecutor Office Grant
 - Budget Review
 - Any other business brought before 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 P. Hoholik

Dated: May 8, 2026

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