

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, November 13, 2025**, 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: October 23, 2025, Board and Audit-Finance Meeting
5. Approval of agenda
6. Public Hearings: None
7. Brief Public Comment:
8. Unfinished business:
9. New Business:
 - Indian Lake/McDonald Lake/Gulliver Lake Authorities UPDATE
 - Hamari Presentation
 - Schoolcraft County Land Bank By-Laws
 - 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@schoolcraftcountv.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, October 23, 2025, 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 Paul Walker
 Commissioner Daniel P. Hoholik
 Schoolcraft County Clerk Beth A. Edwards

Absent: Commissioner Troy Bassett (excused)

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 Bruce Birr and was seconded by Commissioner Daniel P. Hoholik to approve the minutes of October 9, 2025, Board/Audit Meeting of the Schoolcraft County Board of Commissioners. 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 DHHS/MCF Board Appointment, Board of Canvassers Appointment, PA2 Funds Request to Northcare. **It was moved** by Commissioner Craig Reiter and was seconded by Commissioner Bruce Birr to approve the amended agenda. The motion carried by a unanimous aye vote of the Board members present.

Public Hearings: None

Public Comment: None

Unfinished Business: None

New Business:

Commissioner Paul Walker gave a brief update on the Indian Lake/Gulliver Lake/ McDonald Lake Authorities.

It was moved by Commissioner Craig Reiter and was seconded by Commissioner Bruce Birr to approve the application for height variance for Thompson Cell Tower and move to the Zoning and Planning for conditional use hearing. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Daniel P. Hoholik and was seconded by Commissioner Craig Reiter to accept and approve the 2025 Schoolcraft County Apportionment Report given by Dulcee Ranta, Equalization Director. The motion carried by a unanimous aye vote of the Board members present.

Commissioner Paul Walker addressed the Township Agreements for assessments to each Township based on taxable value for Zoning and Planning expended by the County. Addressed each Commissioner letting their jurisdictions know what the formula for assessments to the Townships will be.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Bruce Birr to approve the quote and contract with Desjarden Excavating for plowing 2025/2026 Winter at the Courthouse for \$130 per hour and authorize Paul Walker, Board Chairman, to sign contract. 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 the FY26 Michigan Mental Health Court Grant in the amount of \$217,366, budget adjustment to match the award, and also authorize Paul Walker, Board Chairman to sign the required documents. 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 Bruce Birr to approve the Schoolcraft County Landbank MMRMA Liability Insurance Policy in the amount to of \$1,317 to be paid from the Foreclosure Fund for FY 25-26. 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 Daniel P. Hoholik to appoint Jacquie Heath to the DHHS/Schoolcraft Medical Care Facility Board, term

expires October 31, 2028. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Bruce Birr and was seconded by Commissioner Craig Reiter to appoint James Curran to the Canvassing Board, term expires October 31, 2029. 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 Daniel P. Hoholik to authorize Northcare PA2 Funds Request from LMAS in an amount of up to \$16,518 to continue Botvin Life Skills Training Program in the Elementary Schools in Schoolcraft County (including St. Francis De Sales). 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 MAC Conference and Community Action meetings.

Commissioner Paul Walker: attended Manistique City Council and Audit/Finance Committee meetings.

Commissioner Bruce Birr: attended Manistique Township and Conservation District meetings.

Corey Barr, City Manager, gave an update on City of Manistique Projects.

Pat Carley addressed the cell tower request.

Robert Mach, SMH CEO, addressed working with the Sheriff's Department to direct bill for inmate care.

Jan Hooker addressed the Opioid Taskforce meeting.

Ashley Reitter addressed Conservation District Activity as well as the State and Federal Budget cuts.

Heather LaLonde addressed the County Landbank and Karhu.

Announcements and Notices: None

Public Comment: Ronald Goudreau addressed the McDonald Lake Dam Operator payment.

Commissioner's Comment: Bruce Birr addressed EGLE providing \$5,000 grants for Recycling.

Communications: None.

At 6:18 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 **3816 through 3935**, 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 Craig Reiter to approve the budget adjustments numbered **26-1 through 26-3**, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 6:18 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 Craig Reiter 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 6:19 p.m.

Beth A. Edwards, County Clerk

Approved: _____

BYLAWS
OF
SCHOOLCRAFT COUNTY LAND BANK AUTHORITY

An authority organized pursuant to
the Michigan Land Bank Fast Track Act and an
Intergovernmental Agreement between the State Land Bank
Authority, and
the Treasurer of the County of Schoolcraft, Michigan

Adopted by the Board of Directors as of August 14, 2025

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**BYLAWS
OF
SCHOOLCRAFT COUNTY LAND BANK AUTHORITY**

Incorporated under the laws of the State of Michigan

ARTICLE ONE

NAME, LOCATION AND OFFICES

1.1 Name. The name of this corporation shall be "Schoolcraft County Land Bank Authority" (hereinafter referred to as the "Corporation").

1.2 Office and Agent. The Corporation shall maintain an office in the State of Michigan, and shall have an agent whose address is 300 Walnut Street, Manistique, MI 49854. The initial agent of the Corporation shall be Heather LaLonde, Treasurer, Schoolcraft County, Michigan.

1.3 Other Offices. The principal office of the Corporation shall be located in Manistique, Schoolcraft County, Michigan. The Corporation may have other offices at such place or places, within the State of Michigan, as the Board of Directors may determine from time to time or the affairs of the Corporation may require or make desirable.

ARTICLE TWO

PURPOSE AND GOVERNING INSTRUMENTS

2.1 Public Body Corporate. The Corporation shall be organized and operated as a land bank authority under the provisions of the Michigan Land Bank Fast Track Act, 2003 P.A. 258, 124.751 *et seq.*, (the "Land Bank Act") and the Intergovernmental Agreement by and between the State Land Bank Authority and the Treasurer of the County of Schoolcraft, Michigan, dated August 18, 2025 (hereinafter referred to as the Intergovernmental Agreement"). The Corporation is an authority governed by a Board of Directors.

2.2 Governing Instruments. The Corporation shall be governed by its articles of incorporation and its bylaws and the Laws of the State of Michigan.

ARTICLE THREE

BOARD OF DIRECTORS

3.1 Powers and Duties of the Board of Directors.

- (a) Except as otherwise provided in the articles of incorporation of the Corporation or in these bylaws, all the powers, duties, and functions of the Corporation conferred by the Land Bank, Act, the Intergovernmental Agreement, the articles of incorporation, these bylaws, other state statutes, common law, court decisions, or otherwise shall be exercised, performed, or controlled by the Board of Directors.
- (b) The Board of Directors shall be the governing body of the Corporation and shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the Board of Directors to determine the policies of the Corporation or changes therein, actively to prosecute the purposes and objectives of the Corporation, and, to this end, to manage and control all of its property and assets and to supervise the disbursement of its funds. The Board of Directors may adopt, by majority vote, such rules and regulations for the conduct of its business and the business of the Corporation as shall be deemed advisable. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws. Members of the Board of Directors shall receive no compensation for service as a member of the Board of Directors, but shall be entitled to be reimbursed by the Corporation for actual and necessary expenses incurred in connection with performance of official functions of the Corporation subject to available appropriations.
- (c) The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Corporation.

3.2 Initial and Regular Board of Directors. The Board of Directors of the Schoolcraft County Land Bank shall consist of seven (7) persons as follows:

- (a) The Treasurer.
- (b) One member of the County Board regardless of where residing, appointed by the County Board.
- (c) One member representing the Schoolcraft County Planning Commission, appointed by the County Board.
- (d) Two members from the Schoolcraft County Economic Development Corporation board, appointed by the County Board
- (d) Two members at large, appointed by the County Board

3.3 Term of Office. The Treasurer of Schoolcraft County shall serve as an ex officio member of the Board of Directors without a term. Of the six (6) directors appointed in accordance with Subsection 3.2 of these Bylaws, in order to provide for staggered terms, two (2) members shall be appointed for a term expiring December 31, 2026, and two (2) members shall be appointed for a term expiring December 31, 2027, two (2) members shall be appointed for a term expiring December 31, 2028. After the expiration of the initial terms, members shall be appointed for terms of three (3) years. There shall be no limit on the number of successive terms of office a director may serve.

3.4 Removal. Other than the Treasurer of Schoolcraft County, a director may be removed from office for cause by the Board of Commissioners of Schoolcraft County.

3.5 Vacancies. Any vacancy in the Board of Directors, other than the Treasurer, arising at any time and from any cause, may be filled for the unexpired term by the Board of Commissioners of Schoolcraft County. Each director so appointed shall hold office until the expiration of his term, or the unexpired term of his predecessor, as the case may be, and until his successor is appointed.

3.6 Conflict of Interest. A director who has a direct or indirect personal or financial interest in any matter before the Corporation shall disclose his or her interest prior to any action on the matter by the Corporation, which disclosure shall become part of the record of the Corporation's official proceedings. The disclosure shall be made by written instrument on a standard form approved by the Board of Directors, and copies of the disclosure form shall be filed with the Secretary of the Board of Directors. The interested director shall further refrain from participation in the Corporation's action relating to the matter. Each director, upon taking office and annually thereafter, shall acknowledge in writing that they have read and agreed to abide by this section.

ARTICLE FOUR

MEETINGS OF THE BOARD OF DIRECTORS

4.1 Regular Meetings; Notice. Regular meetings of the Board of Directors shall be held from time to time at such times and at such places as the Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the Chairperson either personally, by telephone, by mail or by email not less than seven (7) nor more than thirty (30) days before such regular meeting. The meetings of the Board of Directors shall be public, and the appropriate notice of such meetings provided to the public. Notice of any and all meetings of the Board of Directors shall be given in accordance with the Open Meetings Act, 1976 P.A. 267, as amended. The Board of Directors shall meet at least annually.

4.2 Special Meetings; Notice. Special meetings of the Board of Directors may be called by or at the request of the Chairperson or by any two (2) of the directors in office at that time. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the Chairperson either personally, by telephone, by mail or by email at least twenty-four (24) hours before such meeting.

4.3 Annual Meeting. The first meeting of the Board of Directors in each calendar year shall be deemed to be the annual meeting of the Board of Directors. All officers of the Board of Directors shall be elected at the annual meeting by the Board of Directors, unless a vacancy in such office occurs prior to the annual meeting, and each officer shall hold such office until the following annual meeting.

4.4 Waiver. Attendance by a director at a meeting shall constitute waiver of notice of

such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

4.5 Quorum. A majority of the Board of Directors shall be required to constitute a quorum for the transaction of business. The Board of Directors shall act by a majority vote at a meeting at which a quorum is present. A quorum shall be necessary for the transaction of business. Presence in person for both quorum and voting may include electronic communication by which such member is both seen and heard.

4.6 Vote Required for Action. Except as otherwise provided in these bylaws or by law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment and repeal of a bylaw are provided for in Article Eleven of these bylaws. Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

4.7 Adjournments. A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. Notice of any reconvened meeting of the Board of Directors shall be given in accordance with the Open Meetings Act, 1976 P.A. 267, as amended. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE FIVE

NOTICE AND WAIVER

5.1 Procedure. Whenever these bylaws require notice to be given to any director, the notice shall be given as prescribed in Article Four. Whenever notice is given to a director by mail, the notice shall be sent first-class mail by depositing the same in a post office or letter box in a postage prepaid sealed envelope addressed to the director at his or her address as it appears on the books of the Corporation; and such notice shall be deemed to have been given at the time the same is deposited in the United States mail.

5.2 Waiver. Whenever any notice is required to be given to any director by the articles of incorporation or by these bylaws, a waiver thereof in writing signed by the director entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto, but only in those circumstances in which such notice is not required by law.

ARTICLE SIX

OFFICERS

6.1 Number and Qualifications. The officers of the Corporation shall be members of the Board of Directors and shall consist of a Chairperson, who shall act as the chairperson of the Board of Directors, a Vice Chairperson, and a Secretary/Treasurer. The Chairperson of the

Corporation shall be the Treasurer of Schoolcraft County.

6.2 Removal. Any officer of the Corporation other than the Chairperson may be removed as an officer by the Board of Directors of the Corporation with or without cause at any time.

6.3 Chairperson. The Chairperson shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Corporation shall be under the Chairperson's supervision and control during such interim. The Chairperson shall give, or cause to be given, notice of all meetings of the Board of Directors. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

6.4 Vice-Chairperson. The Vice-Chairperson, if such office has been designated by the Board of Directors, shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

6.5 Secretary/Treasurer.

- (a) The Secretary/Treasurer shall attend all meetings of the Board of Directors and record all votes, actions and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for the executive and other committees when required.
- (b) The Secretary/Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation, and shall deposit all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board of Directors.
- (c) The Secretary/Treasurer shall disburse the funds of the Corporation as ordered by the Board of Directors, and prepare financial statements each month or at such other intervals as the Board of Directors shall direct.
- (d) The Secretary/Treasurer shall be under the supervision of the Chairperson. The Secretary/Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

ARTICLE SEVEN

CONTRACTED SERVICES

7.1 Contracted Services. The Corporation may contract for the services of any staff deemed necessary to carry out the duties and responsibilities of the Corporation. The services of such staff may be retained pursuant to contracts with Schoolcraft County, with the Treasurer of Schoolcraft County, or other public or private entities. Proof of liability insurance, and Workers Compensation Insurance, where applicable, will be required for all contracted services.

ARTICLE EIGHT

BONDING AND BORROWING, CHECKS, DEPOSITS AND FUNDS

8.1 Bonding and Borrowing. Any borrowing of money or issuance of bonds or notes by the Corporation shall be approved by the Schoolcraft County Board of Commissioners.

8.2 Checks, Drafts, Notes, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in such other manner as may from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the Chairperson or the Vice-Chairperson of the Corporation. The Board of Directors shall require all individuals who handle funds of the Corporation to qualify for a security bond to be obtained by the Corporation, at the expense of the Corporation, in an amount not less than \$100,000.00.

8.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

8.4 Gifts. The Corporation may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Corporation on terms and conditions and in a manner the Board of Directors considers appropriate.

ARTICLE NINE

MISCELLANEOUS

9.1 Books and Records. The Corporation shall keep and maintain at the principal office of the Corporation all documents and records of the Corporation. The records of the Corporation shall include, but not be limited to, a copy of the Intergovernmental Agreement along with any amendments to the Intergovernmental Agreement. The records shall also include correct and complete books and records of accounts and minutes of the proceedings of its Board

of Directors and committees having any of the authority of the Board of Directors. All records of the Corporation shall be made available to the public to the extent required by the Michigan Freedom of Information Act, 1976 P.A. 442, as amended. Not less than annually the Corporation shall file with the parties to the Intergovernmental Agreement, and with the Board of Commissioners of Schoolcraft County a report detailing the activities of the Corporation and any additional information as requested by such parties.

9.2 Fiscal Year. The fiscal year of the Corporation shall begin on October 1 of each year and end on the following September 30.

9.3 Budget. The Board of Directors shall adopt annually a budget for all operations, income, expenses and assets. The Corporation shall be subject to and comply with the Uniform Budgeting and Accounting Act, 1968 PA 2, MCL 141.421 to 141.440a. The Executive Director shall prepare and the Board of Directors shall approve a budget for the Corporation for each Fiscal Year. Each budget shall be approved by the August 1 immediately preceding the beginning of the Fiscal Year of the Corporation. If requesting funds from the Schoolcraft County General Fund, or any other fund of Schoolcraft County, such requests will be made via the regular budget process of the Board of Commissioners of Schoolcraft County. If the Corporation has a need for a special allocation from the Schoolcraft County Treasurer's Foreclosure Fund, or any other fund of Schoolcraft County, based on the result of April 1 foreclosures, such special allocation shall be requested of the Board of Commissioners & Treasurer of Schoolcraft County prior to June 1.

9.4 Audit. The Corporation shall provide for the conduct of audits in accordance with section 6 to 13 of the Uniform Budgeting and Accounting Act, 1968 PA 2, MCL 141.421 to 141.440a, which shall be made available to the parties to the Intergovernmental Agreement.

9.5 Report. The Corporation shall submit an annual report to the Schoolcraft County Board of Commissioners no later than November 15 following the end of the preceding fiscal year of the Corporation.

9.6 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

- (a) The remainder of these bylaws shall be considered valid and operative.
- (b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

9.7 Table of Contents Headings. The table of contents and headings are for organization, convenience and clarity. In interpreting these bylaws, they shall be subordinated in importance to the other written material.

9.8 Relation to Articles of Incorporation. These bylaws are subject to, and governed by, the articles of incorporation and the Land Bank Act.

ARTICLE TEN

AMENDMENTS

10.1 Power to Amend Bylaws. The Board of Directors shall have the power to alter, amend, or repeal these bylaws, or adopt new bylaws; provided, however, that the Board of Directors shall have no power or authority to make any changes in the bylaws which would be inconsistent with the Land Bank Act or the Intergovernmental Agreement.

10.2 Conditions. Action by the Board of Directors with respect to these bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.

SCHOOLCRAFT COUNTY BOARD OF COMMISSIONERS PERSONNEL COMMITTEE MEETING

The Schoolcraft County Board of Commissioners Personnel met on Tuesday, November 4, 2025, 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: GL Duties

Discussion:

Equalization/Zoning/Building/Electrical/911 Addressing Secretary - Duties and need moving forward was discussed. Job Description was reviewed with items stricken that was no longer being done by the secretary for various reasons. Angie Buttermore advised that it truly is not a full-time position, yes some days are busy but for the most part no. Discussion regarding 29-hour per week and how that would look – Tuesdays and Thursdays till 4 p.m. and then mornings would be best other worked days. **RECOMMENDATION to the full board to move the position to part-time 29 hours per week, approve the Job Description, and authorize advertisement in the paper.**

General Ledger Duties will be moving back to the Treasurer's Office and the \$.50 per hour will be moving Jessica Beckman as she will be assigned the duties. **RECOMMENDATION to move the General Ledger Duties to the Treasurer's Office with the \$.50 per hour increase to Jessica Beckman.**

RECOMMENDATION to move Heather LaLonde, Treasurer, request for a \$3,500 increase for GL Duties in her office to the Audit/Finance committee to review for budget contingent on transfer of duties and wage when the duties was switched to the Clerk's Office.

Beth Edwards will contact Alger and Delta County Building Inspectors to inquire if they would be willing to help out Schoolcraft County until Ross Menhart passes his exam.

No public comment.

Next Meeting: December 2, 2025, at 8:15 p.m.

Adjournment: Committee meeting adjourned at 8:43 p.m.

Schoolcraft County Building/Electrical/Zoning and Equalization Departments

300 Walnut Street

Manistique, MI 49854

(906) 341-3677

Date: November 4, 2025

Job Description

Receptionist/Clerical Secretary

Full-Time Position: Equalization/Building/Electrical/Zoning Departments, Mapping Departments

Location: Schoolcraft County, Michigan

Salary: Union Scale – Starting, \$19.83/hour

Summary:

Performs duties necessary for the proper functioning of a combined Building, Zoning, Electrical and Equalization Departments Office. Provides administrative assistance, customer relations, and performs clerical duties for all departments. Assume the duties of a coordinator between the Public, other County Departments, and the Legislative Body.

Qualifications:

High School Diploma; typing 50 w.p.m. minimum; knowledge of personal computer; word processing experience; spreadsheet experience; good organizational skills, knowledge of enough land use terminology to enable applicant to communicate effectively concerning the subject of discussion; correct and effective use of English; ~~become M.C.A.T. certified within twelve (12) months of hire.~~

Scope of Responsibilities:

Basic secretarial knowledge is required – typing skills are essential. Operation of standard office machinery, including computers, is required. Knowledge of correct and effective use of English grammar, and the ability to communicate effectively, both orally and in writing is a must. Applicant must be able to handle routine administrative duties without direct supervision. Applicant must possess a general knowledge of zoning, building, equalization, and mapping land use designations, and be willing to,

immediately upon accepting the position, begin proficiency training in these principles through seminars, webinars, and direct communication with department administrators.

Duties: (including but not entirely limited to)

- Type routine correspondence
- Assist in the preparation of building/zoning/electrical permit applications
- Create and maintain all office files
- Assist the Administrators with the preparation of budget and study spreadsheets, for requested reports
- Receive and screen visitors
- Answer telephones
- Prepare vouchers
- Open and distribute incoming mail – process outgoing mail
- Order office supplies and equipment and maintain inventories as well as call for repairs and maintenance of equipment
- Keep resource materials available and up to date
- Provide map research functions and assistance to locate designated properties
- ~~Maintain deeds, Land Division and ownership changes in computer data base and coordinate them with Township Assessors~~
- Provide copies of approved building/zoning permits to Township Assessors, LMAS and Soil Conservation
- ~~Attend meetings/hearings, record, and transcribe Planning Commission, Zoning Board of Appeals, and Construction Board of Appeals~~
- ~~Provide timely noticing for all Planning and Zoning related public meetings and hearings as required by statute and ordinance~~
- ~~Prepare agendas and send relative documents to board members prior to meeting/hearings~~
- ~~Maintain Planning Commission, Zoning Board of Appeals, and Construction Board of Appeals for expedient retrieval when called for~~

- Book and maintain 2nd floor conference room logs for all meetings/hearings
- Assist Administrators with Freedom of Information Act Requests
- Record and receipt all incoming monies for Equalization services, 911 addressing applications, Building and Electrical Permit issuance, and Zoning/Land Use related matters and transmit to the Treasurer's Office daily
- Refer public information requests as to land zoning designations to the Zoning Administrator and provide relevant information and mapping documents for the review
- Assist public with building and zoning permit questions and applications, referring all specific code or ordinance questions to the Code Administrator, so as not to create undo confusion due to interpretations
- Assist at the counter and phone with 911 addressing applications and forward completed applications to the Sheriff's department for assignment.
- Prepare invoices to townships responsible 911 sign payments (Doyle, Germfask, Hiawatha, and Manistique)
- Research legal descriptions and land ownership requested by agencies and citizens
- Any other duties as assigned.

~~Figure tax rates and tax amounts, utilizing factors, taxable values, etc., for office and customer use~~

~~Maintain all sales by computer for equalization study, including updated L 4015's~~

~~Copy and proof all deeds and apply all necessary information, including tax class, assessment, SEV, change name and addresses of new owners in computer, type Real Property Statements and send to new owner etc.~~

~~Process all homestead information, maintain, and update homestead report on computer~~

~~Do necessary research for departmental purposes~~

~~Process sales affidavits and update parcels with "date of sale" information on computer~~

~~Perform audit trails and backups as required. Understand and access all computerized tax information for office and customers.~~

This job description is not intended to be inclusive. The employee will perform all other reasonably related duties pertaining to these Departments, as well as additional but similar duties resulting from State mandate or resulting from additional job assignments taken on by the Department Heads or assigned to the Department Heads by the County Board of Commissioners.

A copy of this position description has been given to me and I have reviewed my duties with my supervisor.

Employee

Date

Note: The Legislative Board reserves the right to revise or change position qualifications, duties, and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

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, November 10, 2025, 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:
 - Treasurer Stipend GL (Personnel Committee)
 - STC Invoice
 - MSU Agreement
 - District Court – New Hire Introduction
 - Dam Operator Agreement – McDonald Lake
 - 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: November 6, 2025

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