

**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, October 13, 2022**, in the District Courtroom of the Schoolcraft County Building, Manistique, Michigan, commencing at **4:30 P.M.**

The following is the proposed Agenda:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes: September 22, 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:
 - Soil Erosion and Sedimentary Control Audit
 - 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

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

Present: Commissioner Alan Kilar
 Commissioner Allan Ott
 Commissioner Troy Bassett
 Commissioner Paul Walker
 Commissioner Daniel P. Hoholik
 Schoolcraft County Clerk Beth A. Edwards

Absent: None

Chairman Paul Walker led the Schoolcraft County Board of Commissioners and the members of the audience in the Pledge of Allegiance to the Flag of the United States of America.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to approve the minutes of the September 8, 2022, Board and Audit-Finance Meeting of the Schoolcraft County Board of Commissioners. The motion carried by unanimous aye vote of the Board members present. [Copies of minutes are available at the Office of the Schoolcraft County Clerk.]

Chairman Paul Walker asked if there were any additions, deletions or corrections to the printed agenda. Commissioner Alan Kilar asked to add ARPA Funds and District Court. **It was moved** by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to approve the amended 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 was seconded by Commissioner Allan Ott to accept/approve the three-year proposal for Annual Auditing Services from Anderson, Tackman & Company, PLC (2022-2024). There was discussion. The motion carried by a unanimous aye vote of the Board members present.

Jane Couwlier-Bridges, County Treasurer, presented the Foreclosure Fund report which was turned into the Treasury. **It was moved** by Commissioner Alan Kilar and was seconded by Commissioner Troy Bassett to accept the September 30, 2022, Foreclosure Fund Report. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Allan Ott and was seconded by Commissioner Daniel P. Hoholik to approve the Emergency Management Performance Grant FY 2023 Initial Work Agreement and authorize Paul Walker, Board Chairman, to sign the document. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to approve the FY 22-23 Veteran's Service Fund Grant in the amount of \$52,736 and authorize Paul Walker, Board Chairman, to sign the document. There was discussion. Roll call vote: Troy Bassett, yes; Allan Ott, yes; Alan Kilar, yes; Daniel P. Hoholik, yes; Paul Walker, abstain. The motion carried by a majority aye vote of the Board members present.

It was moved by Commissioner Allan Ott and was seconded by Commissioner Paul Walker to approve the FY 22-23 Michigan Indigent Defense Counsel Grant with Attorney Contract in the amount of \$230,112.80 including local County share of \$36,598.45 and authorize Paul Walker, Board Chairman, to sign the documents. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Allan Ott to authorize the additional \$40,000 to MERS Designated Cash approved by Resolution of the Board on August 11, 2022. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and seconded by Commissioner Allan Ott to approve the transfer of ARPA Funds (282 fund) Deferred Revenue to a Designated General Fund (101) Account which can only be moved by Board action. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Paul Walker and was seconded by Commissioner Allan Ott to move a maximum of \$20,000 from Designated Airport Fuel Cash to Regular Cash to make the fund whole at the end of the fiscal year and then move the money back to Designated Cash after the FY 22-23 begins. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to approve the full FY 22-23 Budget as amended. There was discussion. Roll call vote: Troy Bassett, yes; Allan Ott, yes; Paul Walker, yes; Alan Kilar, no; Daniel P. Hoholik, yes. The motion carried by a majority aye vote of the Board members present.

It was moved by Commissioner Alan Kilar and was seconded by Commissioner Troy Bassett to for the County to grant \$10,000 to each township from ARPA funds to be used for recreation, cultural, fire protection, infrastructure, or business development. There was discussion. Roll call vote: Alan Kilar, yes; Troy Bassett, yes; Allan Ott, pass; Daniel P. Hoholik, no; Paul Walker, no; Allan Ott, no. Motion failed.

It was moved by Commissioner Alan Kilar and was seconded by Commissioner Troy Bassett to have the County Clerk turn over to the Sheriff items in her possession received from the former Magistrate Maddox as such items may be evidence. There was discussion. The motion carried by a unanimous aye vote of the Board members present.

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

Commissioner Alan Kilar: attended Community Action, Doyle Township Meeting, and Seney Township Meeting.

Commissioner Allan Ott: attended City Council, Transit Authority, Commission on Aging, and Manistique Township meetings.

Commissioner Troy Bassett: attended Hiawatha Township and Building/Grounds and Airport Committee Meetings.

Commissioner Paul Walker: attended LMAS, City Council, and Audit-Finance Committee Meetings.

Commissioner Daniel P. Hoholik: attended Audit-Finance and Building/Grounds and Airport Committee meetings.

Sheriff Charles Willour addressed the Report on the DOC Inspection.

Judge Beth Gibson addressed Judicial Council meeting the first Monday in November and will be talking about blending services.

Penny Carlson, VSO, asked about the Community Corrections Office and announced her retirement as of January 1, 2023.

Announcements and Notices: None

Public Comment: Dixie Anderson addressed ARPA Funds and evidence.

Commissioner's Comment: Paul Walker addressed the memo from Mr. Maddox.

Communications: None.

At 6:55 p.m., meeting was turned over to Daniel P. Hoholik, Audit-Finance Chairman.

It was moved by Commissioner Troy Bassett and was seconded by Commissioner Allan Ott to approve the claims and vouchers numbered **2819 through 2927**, inclusive. The motion carried by unanimous aye vote of the Board members present.

It was moved by Commissioner Allan Ott and was seconded by Commissioner Troy Bassett to approve the budget adjustments numbered **22-198 through 22-232**, inclusive. The motion carried by unanimous aye vote of the Board members present.

At 6:58 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 Alan Kilar 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 6:59 P.M.

Beth A. Edwards, County Clerk

Approved: _____



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
MARQUETTE DISTRICT OFFICE



LIESL EICHLER CLARK
DIRECTOR

September 28, 2022

VIA E-MAIL

Mr. Paul Walker, Chair
Schoolcraft County Board of Commissioners
300 Walnut Street
Manistique, Michigan 49854

CC No. CC-004323

Dear Mr. Walker:

SUBJECT: Part 91 Program Audit.
Designated Name: Schoolcraft-CEA

A review of Schoolcraft County Enforcing Agency's (CEA) Soil Erosion and Sedimentation Control (SESC) Program was conducted by the Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), on September 13, 2022. The review was conducted pursuant to Section 9105 of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Schoolcraft County has designated, upon their agreement, the Schoolcraft Conservation District (SCD) as the Schoolcraft County SESC CEA. The CEA is doing well at effectively implementing the majority of the Part 91 CEA program components for Schoolcraft County. The sections rated as "marginal" or "unsatisfactory" in the enclosed Audit Areas Evaluated document are the applications, compliance and enforcement, inspections, and plans program components. These sections have some items identified for improvement before the CEA Program can gain "approved" status under Part 91 and this program review. CEA program staff and EGLE staff have discussed these items and CEA staff has agreed to work on the improvements.

The following items were identified and discussed during the SESC CEA program review.

1. The approved SESC plans do not contain all of the Rule 1703 required element. Once the other program improvements are implemented the CEA is required to submit five file sets with completed SESC permit applications, the permitted SESC plan, and the SESC permit.
2. The SESC permit application package may be updated to assist with item 1.


Mr. Paul Walker, Chair
CC-004323
Page 2
September 28, 2022

3. The CEA will develop a set of enforcement procedures that define the enforcement steps that will be taken in an event of a violation.
4. The CEA's "SESC Site Rating Rubric" needs to be updated to define a length of time between inspections for each of the four risk ratings assigned to sites.

Please respond to items 1, 2, 3, and 4, above, by November 30, 2022. The response shall be submitted electronically under the Schedule of Compliance created in your MiWaters account.

Thank you for your cooperation in these matters. Should you require further information, please feel free to contact me via telephone at the number listed below; or via e-mail at koetjem@michigan.gov.

Sincerely,



Mitch Koetje
Marquette District Office
Water Resources Division
906-202-1464

mk:tc

Enclosure: (Audit Summary)

cc: Ms. Beth Edwards, Schoolcraft County
Ms. Ashley Reitter, Schoolcraft Conservation District
Mr. Bruce Birr, Schoolcraft Conservation District
Mr. Jay Parent, EGLE
File: Schoolcraft-CEA, MiWaters electronic file

Schoolcraft CD-CEA : 116755

SESC/CSW - Audit Areas Evaluated

Inspector: Mitch Koetje

Start Date: 09/13/2022

Areas Evaluated

Overall, what was the Soil Erosion Agency Performance in the audit?

Marginal

Schoolcraft County has designated, upon their agreement, the Schoolcraft Conservation District as the Schoolcraft County Soil Erosion and Sedimentation Control (SESC) County Enforcing Agency (CEA). The CEA is doing well at effectively implementing the majority of the Part 91 CEA program components for Schoolcraft County. The sections below rated as "marginal" are Applications, Compliance and Enforcement, Inspections, and Plans. These sections have some items identified for improvement before the CEA Program can gain "approved" status under Part 91 and this program review. The CEA program staff and EGLE staff have discussed these items and CEA staff has agreed to work on the improvements. Many of the improvements remain relatively simple to fix and EGLE staff will assist as a resource for anything needed along the way. For additional detail there are several inspection reports available for review in EGLE's online database called MiWaters.

1. Applications

Marginal

The SESC applications is only missing the request for the name of the waterbody associated with the already included request for the distance the earth change is from the waterbody. All the other required information is included in the current SESC application package. The challenge appears to be drawing all that information out of landowners and contractors without spending a lot of time requesting changes and updates to the applications received. Several options have been discussed. The CEA will be looking at some application packages used by other area UP CEAs to see if there are some changes that more easily obtain the needed information from permit applicants.

2. Compliance & Enforcement

Marginal

The efforts of the CEA implementing the program has done a good job gaining effective program participation from landowners. The CEA utilizes in person contacts, phone calls, and letters to resolve projects that may have started without a permit or are in violation of the permitted requirements. It is important for the County Board to understand that the Schoolcraft Conservation District is implementing the SESC CEA program for the county and that they support the CEAs efforts when necessary.

While the CEA has not had to undertake an escalated enforcement action recently, it is important that there are clear steps to follow when the situation occurs. Under Part 91, the enforcing agency is responsible to demonstrate an effective compliance and enforcement program. To demonstrate an adequate program, the enforcing agency needs to have a set of enforcement procedures that define the enforcement steps that will be taken in an event of a violation. A written compliance and enforcement procedure should clearly outline the steps that will be taken by the enforcing agency to return sites to compliance. Currently, the Schoolcraft County Enforcing Agency does not have a written procedure. While we are in this timeframe of program improvements, now is the best time to develop this procedure.

3. Funding

Satisfactory

Permit fees are utilized to support all the administration and implementation of the Part 91 Soil Erosion and Sedimentation Control County Enforcing Agency program for Schoolcraft County.

Schoolcraft CD-CEA : 116755

SESC/CSW - Audit Areas Evaluated

Inspector: Mitch Koetje

Start Date: 09/13/2022

Areas Evaluated	
<i>4. Inspections</i>	Marginal
<p>The inspection frequency has generally been adequate to meet Part 91 standards. The CEA has developed an "SESC Site Rating Rubric" that assigns a risk rating according to various and appropriate site conditions. EGLE has reviewed the document and identified one primary change needed to approve the document. The marginal rating for this category was established to initiate this update to the document. The inspection frequency needs to be a defined goal/length of time between inspections for each of the four risk ratings provided for. Please update the document and provide it to EGLE for review.</p>	
<i>5. Ordinance/Resolution/Procedures</i>	Satisfactory
<p>The Schoolcraft County Board of Commissioners adopted the Schoolcraft County Soil Erosion and Sedimentation Control Resolution at a regular meeting on April 24, 2014. The resolution meets the requirements of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended and was approved by EGLE (formerly the MDEQ) on October 2, 2017. The resolution designates, upon their agreement, the Schoolcraft Conservation District as the County Enforcing Agency.</p>	
<i>6. Other</i>	
<i>7. Permits</i>	Satisfactory
<p>The CEA has successfully included all the state prescribed elements in all the permits reviewed. All permits are being signed by a Schoolcraft Conservation District employee who has a valid SESC Plan Review and Design certificate of SESC training from EGLE. An important program improvement we discussed is to mail a copy of the permitted SESC plan back to the landowner with the permit. These items are likely to change as the SESC application is updated but as it currently stands the program should also mail back page 3 of the application package and a copy of an installation specifications page for the SESC measures to be used on-site. This ensures that the landowner has record of all the conditions of the SESC permit.</p>	

Schoolcraft CD-CEA : 116755

SESC/CSW - Audit Areas Evaluated

Inspector: Mitch Koetje

Start Date: 09/13/2022

Areas Evaluated

8. Plans

Un-Satisfactory

Rule 1703 outlines all the SESC plan requirements for the SESC program. On September 13, 2022, EGLE reviewed five plans and identified some areas needing improvement. All the SESC plan requirements are included in the current SESC plan check list and the SESC permit application package. The challenge appears to be drawing all that information out of landowners and contractors without spending a lot of time requesting changes and updates to the SESC plans received in the permit application. Some of the required items were partially missing or occasionally missing and those include scaled drawings, timing and sequencing of the earth change, locations where SESC measures are to be installed, and what permanent SESC measures are going to be used. Items that were more consistently missing in the plans were contour and slope information, soils information, proper SESC measures installation instructions, and a maintenance plan.

Possible changes to the SESC application package and the SESC plan sheet could assist the CEA in gathering this information more consistently from the landowner. The following are all just suggestions. This is the CEA's program to administer and may choose any other available option that accomplishes the objective of Rule 1703 compliant SESC plans. Some suggestions to improve the SESC plan development checklist include:

1. Add something to checklist about providing a scaled drawing or several detailed measurements that more fully describes the planned earth change activities. Another option is to add "and dimensions" behind the "Existing/proposed buildings" and "Driveway/well/septic location."
2. Add text like "slope locations, heights, lengths, and/or percent."
3. Identify areas of undisturbed vegetation and natural berms.

Suggestions to improve the SESC permit application package that would then be copied and mailed back to the landowner to be sections of the SESC plan include:

1. Add something about identifying all the soil types currently present on the site. Add a separate section to identify all the soil types being brought to, and used, on the site.
2. Include a list of the natural progression of steps for a residential construction project and have blanks that are required to be filled out for the start and end dates of each step.
3. Have a section/checklist asking what materials are going to be used to permanently stabilize the disturbed soils.
4. Include a section for who is responsible for the maintenance of the SESC measures and the permanent stabilization effort.
5. Include a section identifying what SESC measures are going to be used on site with a statement that these measures must be drawn on the SESC plan.
6. Mail an installation specifications sheet with the SESC permit and plan so the landowner is aware of the proper installation techniques of each measure proposed.

9. Site Conditions

Satisfactory

Site conditions at the permitted sites we inspected over the years were generally in good shape and meeting Part 91 requirements. Occasional instances of SESC measures needing maintenance were encountered. Generally, the sites were following the SESC plan and were not discharging sediment to lakes, streams, or adjacent properties. Conducting adequate SESC site inspections is imperative to maintaining effective SESC measures and good on-site conditions.

Schoolcraft CD-CEA : 116755

SESC/CSW - Audit Areas Evaluated

Inspector: Mitch Koetje

Start Date: 09/13/2022

Areas Evaluated

10. Training/Staffing

Satisfactory

Bruce Birr, Schoolcraft Conservation District, is fully trained under EGLEs SESC training program. Mr. Birr has the SESC Plan Review and Design Certification which allows him to:

1. Review and/or design SESC Plans
2. Make final decisions regarding SESC permit issuance or denial
3. Make determinations on whether or not to pursue enforcement action for noncompliance with Part 91
4. Request SESC plan updates of permittees
5. Review and/or design SESC measures or make determinations that design assistance is needed for SESC measures (e.g., sediment basins, diversions, riprap sizing, etc.)

Bruce Birr maintains SESC Inspector training certificate 19130 expiring on 7/1/2027 and SESC Plan Review and Design training certificate 02286 expiring on 7/1/2027.

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 Tuesday, October 11, 2022, at 3:30 p.m. in 1st Floor Conference Room, Schoolcraft County Courthouse, Manistique, Michigan.

1. Call to order
2. Roll call
3. Pledge of Allegiance
4. Discussion:
 - Building/Grounds & Airport ARPA Fund Request
 - Non-Union, Department Head, and Elected Officials Jan 1 Wage Increase
 - Local Assistance and Tribal Consistency Fund (LATCF)
 - Accept Secondary Road Patrol Grant Contract \$18,662
 - VA Service Fund Grant Amendment in the amount of \$4,726.66
 - Mental Health Court Grant
 - Any other matter brought to the Committee
5. Public Comment
6. Adjournment

and to take up and consider any other matter which may lawfully come before the Board at this time.

Daniel Hoholik

Dated: October 6, 2022

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