



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

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Thomas Kaminski  
(231) 398-3500

## PERSONNEL COMMITTEE

Monday, June 10, 2013  
2:00 P.M.

Courthouse & Government Center  
Board of Commissioner's Room

### AGENDA

1. Thom Smith, Drain Commissioner, will appear before the committee to request additional funding for Clerk position. APPENDIX A
2. Discussion regarding a revised wage scale.
3. Discussion regarding the MERS/Pension Committee meeting.
4. Other items from Committee members.
5. Adjournment.

**Manistee County Drain  
Commissioner  
Proposal**

**Thom Smith**

# Job

- Filing 100 year old documents into computer and making a hard copy.
- Some files are misplaced and need to be in the correct folder.
- Searching archives to locate drainage districts.
- Finding unknown drainage districts.

# Purpose

- Files are old and Frail and are tearing and need to be held with extreme care.
- To protect fragile documents for future references.
- No backup files have ever been kept in the Drain commissioners office up until now.
- As the Manistee County Drain Commissioner it is imperative by law that I know the drainage districts. As they are my responsibility.
- There are currently five possible drainage districts that need to be researched to find out the current condition or if they are still in use.

# Proposal

- We are looking to complete in approximately 8 weeks at an estimated 15 hrs a week at the current rate of \$10.58 an hour would come to \$158.70 a week. A total of \$1269.60 for the 8 weeks. with an estimated 50 maps at \$8.00 per map and would total \$400.00. Total project would be approximately 2000.00

- **I am Currently Working on several projects such as the kettle hole, Meijer, and McGuinnas/ Cromer. I'm also attempting to obtain a Grant called S.A.W (Storm water assistant Management and Wastewater) Program for up to 2 million dollars for our county. ( see attached Document)**

**SAW Workgroup  
Future Meeting Schedule**

**All meetings will be held at:**

**Constitution Hall  
525 West Allegan Street  
Lansing, Michigan 48933**

**Wednesdays from 9 am to 12 pm**

**Lillian Hatcher Conference Room, 3<sup>rd</sup> Floor, North Tower**

- February 27, 2013
- March 20, 2013
- April 10, 2013
- May 1, 2013
- May 22, 2013
- June 12, 2013

**William Ford Conference Room, 2<sup>nd</sup> Floor, South Tower**

- July 10, 2013
- July 31, 2013
- August 21, 2013

### SAW Frequently Asked Questions (FAQ)

**Question:** How much money is available?

**Answer:** \$450M is available to provide grants and loans.

**Question:** Are applications available?

**Answer:** No, the DEQ, with input from the SAW workgroup, is currently developing guidelines and application materials. We anticipate applications will be available in mid- to late summer. Funds should be available in October 2013.

**Question:** Is there a pre-application for communities to complete and determine funding status?

**Answer:** No, there is no pre-application. All application documents are still in development. Currently, draft documents are not available to the public. All SAW grant and loan applicants will be funded on a first come, first served basis.

**Question:** What is the interest rate for loans in the SAW program?

**Answer:** The interest rate is established on an annual basis and has not been set for fiscal year 2014.

**Question:** Is the \$2 million grant cap in addition to the old \$1 million cap for S2 grants?

**Answer:** Yes, funds received from an awarded S2 grant do not count towards the new SAW grant program.

**Question:** What legislation applies to the SAW program?

**Answer:** Public Acts 511, 560, and 562 of 2012. See Laws & Regulations.

**Question:** Who can apply?

**Answer:** Any municipality as defined in Part 53, Section 5301, which reads: "Municipality" means a city, village, county, township, authority, or other public body, including an intermunicipal agency of 2 or more municipalities, authorized or created under state law; or an Indian tribe that has jurisdiction over construction and operation of sewage treatment works...

**Question:** Will the SAW program replace the existing S2 program?

**Answer:** No, the S2 program is a separate funding source and will continue to exist until the money is exhausted.

**Question:** How can I track the development of the SAW program?

**Answer:** Information on the SAW program workgroup will be placed on our website, [www.michigan.gov/cleanwaterrevolvingfund](http://www.michigan.gov/cleanwaterrevolvingfund), and the FAQ will be updated as needed.

**Question:** Where is the money coming from?

**Answer:** Treasury will issue general obligation debt as authorized in the Great Lakes Water Quality Bond. Public Act 562 of 2012 authorizes a portion of the Great Lakes Water Quality Bond to be deposited into the Strategic Water Quality Initiatives Fund for the SAW programs. Per statute, the debt service on these bonds must be paid using General Fund dollars.

**Question:** What's the difference between an SRF Loan, an S2 Grant and SAW Grant/Loan?

**Answer:** The attached table provides a visual comparison of the SRF, S2 Grant and SAW Grant/Loan.

**Question:** Do all SAW grants have to result in construction?

**Answer:** No. Grants for asset management plans must show significant progress toward a funding structure within three years. Stormwater management grants must develop a plan. All other grants for planning and design of sewage treatment works, NPS, and innovative technologies must issue a notice to proceed within three years of the grant award.

**Question:** Will a SAW Asset Management grant fund GIS inventory and mapping?

**Answer:** Yes, SAW grant funds can be used for the purchase of GIS tools, training, and data collection.

**Question:** What is required to obtain a SAW loan?

**Answer:** A DEQ-approved Asset Management Plan or Stormwater Management Plan will be required prior to an applicant receiving a SAW loan.

**Question:** Will the purchase of a vactor truck be SAW grant eligible?

**Answer:** No, however the purchase of a vactor truck may be SAW loan eligible.

**Question:** Are the costs associated with completion of the application grant eligible?

**Answer:** Yes, these costs are eligible if completed by the applicant or a consulting firm.

**Question:** Are costs incurred prior to grant award eligible?

**Answer:** Yes, grant eligible activities will be retroactive to Jan 2, 2013.

**Question:** Is work performed by municipal employees eligible for grant/loan assistance?

**Answer:** Yes, if work performed is directly related to the project scope.

**Question:** Are the legal fees associated with developing a Stormwater Utility grant eligible?

**Answer:** Yes.

**Question:** Can a county drain commissioner apply for an asset management grant?

**Answer:** Yes, however, waters of the state may NOT be included as an asset.

**Question:** Can a county drain commissioner include waters of the state in a stormwater management plan?

**Answer:** Yes.

**Question:** If a disadvantaged community gets a SAW grant for planning and design, can the community use \$500,000 for construction?

**Answer:** A disadvantaged community can only receive \$500,000 for construction if the grant is for an asset management plan that identifies a project for construction.

**Question:** Can a SAW grant be used for planning and design activities?

**Answer:** Yes, however, construction must proceed within 3 years of the grant award. An asset management plan would not be required.

**Michigan Department of Environmental Quality  
Revolving Loan Section - Program Comparison Table**

	SRF Loan	S2 Grant	S2 Grant	SAW Grant	SAW Loan
Total Program (millions)	Varies Annually	\$40	\$40	\$450	
Match up to \$1 Million		10%	10%	10%	
Match up to \$2 Million				25%	
How are projects funded	Ranked by Score	As Requested	As Requested	As Requested	As Requested
Conditions for:					
Sanitary Planning/Design		Repay if no SRF w/i 3 Yrs	Repay if no Project w/i 3 Yrs	Repay if no Project w/i 3 Yrs	
Stormwater Mgmt. Plans				Repay if no Project w/i 3 Yrs	
Asset Management				Progress w/i 3 Yrs	
Interest Rate	Varies Annually				Varies Annually
<b>Wastewater</b>					
Planning	X	X	X	X	X
Asset Management				X	
Design	X	X	X	X	X
Construction	X			X - Disadvantaged	X
User Charge	X	X	X	X	X
<b>Stormwater Treatment</b>					
Management Plans				X	X
Planning				X	X
Asset Management				X	X
Design				X	X
Construction				X - Disadvantaged	X
<b>Non-Point Source Pollution</b>					
	X	X	X	X	X
<b>Innovative Treatment</b>					
Wastewater				X	X
Stormwater				X	X

Office of  
**Drain Commissioner**

John Kizelik, Jr., Drain Com'r  
Manistee County  
Telephone 714-W1  
Lake Shore Road  
Manistee • Michigan

Oct. 12, 1949  
Manistee, Mich.

Board Of Supervisors  
Manistee, County

Honorable Supervisors;

The following is my annual report as County Drain Commissioner of the County of Manistee. It covers the period from Jan. 1 1949 to Oct. 1, 1949.

3/5/49 Labor on <b>Axes</b> Drain Manistee Township	\$15.00
6/7/49 Labor on <b>Weidman</b> Drain Arcdia Township	\$ 25.00
6/25/49 Labor To Peter Manytch Filer Township	\$ 40.00
6/27/49 Labor on <b>Grebe</b> Drain Arcadia Township	\$ 25.00
7/6/49 Labor on Kapp Drain Manistee Township	\$ 25.00
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Total	\$ 130.00

*balance of Apr 1949*  
This leaves \$ 170.00 left from the \$ 300.00 that was appropriated for drains in this county. I am now working on the Lumley Drain which will use up part of this balance. Plus a number of other jobs that have to be taken care of this fall.

All of our established <sup>drains</sup> of which there are seventeen in our county are all in poor shape and need attention and cleaning out for proper drainage.

I am now making a request for appropriation of a \$ 1000.00 for the year of 1950 to take care of some of these drains. No doubt this won't take care of them all but it will certainly help.

Trusting this report meets your approval and my request gets consideration.

Respectfully yours,

Manistee County Drain Commissioner

GUSTAFSON DRAIN

Balance on hand Oct. 1, 1931 109.03  
Balance on hand Sept. 30, 1932 3.93

LINDROOS LUOMALA DRAIN

Balance on hand Oct. 1, 1931 165.59  
Balance on hand Sept. 30, 1932 225.15

LUMLEY DRAIN

Overdrawn Oct. 1, 1931 1.33  
Overdrawn Sept. 30, 1932 35.65

\* LITZEN DRAIN

Balance on hand Oct. 1, 1931 1.50  
Balance on hand Sept. 30, 1932 1.50

MAPLE GROVE DRAIN

Balance on hand Oct. 1, 1931 34.75  
Balance on hand Sept. 30, 1932 34.75

MUD LAKE DRAIN

Overdrawn Oct. 1, 1931 309.35  
Overdrawn Sept. 30, 1932 405.16

MCGUINEAS-COUNTY DRAIN

Balance on hand Oct. 1, 1931 139.65  
Balance on hand Sept. 30, 1932 131.65

REVOLVING DRAIN FUND

Balance on hand Oct. 1, 1931 1185.45  
Balance on hand Sept. 30, 1932 1016.99

SCHOOL DRAIN

Balance on hand Oct. 1, 1931 12.91  
Balance on hand Sept. 30, 1932 12.91

Respectfully submitted