

## MINUTES

Monday, June 9, 2014  
5:00 P.M.

Manistee Township  
410 Holden Street, Manistee, MI

Members Present: Dennis Bjorkquist, Chairperson; Ken Hilliard, Vice-Chairperson; and Colleen Kenny, Secretary

Others Present: Thomas Kaminski, Recording Secretary; Rachel Nelson, Finance Assistant; and numerous audience members representing Manistee County, the City of Manistee, Law Enforcement, the Townships, Villages, School Districts, the Public, and the Media

The meeting was called to order at 5:00 P.M. The Pledge of Allegiance was recited. Roll call was taken.

The Chairman requested approval of the meeting Agenda.

**There was a motion by Ms. Kenny, supported by Mr. Hilliard to approve the Monday, June 9, 2014, meeting agenda, as presented. Motion carried.**

The Chairman then requested approval of the minutes from the Monday, April 14, 2014, meeting of the Manistee Local Revenue Sharing Board.

**There was a motion by Mr. Hilliard, supported by Ms. Kenny to approve the Monday, April 14, 2014, minutes of the Manistee Local Revenue Sharing Board, as presented. Motion carried.**

There was no public comment.

The Chairman next requested the Board's consideration to approve payment to Manistee County in the amount of \$12,500.00, which represents 50% of the annual Administrative fees, per agreement.

**There was a motion by Mr. Hilliard, supported by Ms. Kenny to approve payment of \$12,500.00 to the County of Manistee, which is 50% of the annual Administrative fees, per agreement.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist; Hilliard; Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

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The Board considered payment to the Municipal Underwriters of Michigan, Inc., for the Liability Insurance renewal, invoice #13142R in the amount of \$3,726.00. (APPENDIX A)

**There was a motion by Mr. Hilliard, supported by Ms. Kenny to approve the payment to Municipal Underwriters of Michigan, Inc., for the Liability Insurance renewal in the amount of \$3,726.00.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny; Hilliard; Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

The Chairman requested that Mr. Kaminski provide the Board with a detailed explanation of the financial report prepared for the Monday, June 9, 2014 meeting (APPENDIX B). He announced that a check for \$678,944.37 representing the 2% funds was received on May 28, 2014, which was less than anticipated. The total account balance as of June 8, 2014, is \$1,510,420.72, which includes all grants awarded through December 2013, grant reimbursements received, Administrative fees and other invoices approved for payment through June 8, 2014. Mr. Kaminski explained that this amount does not include any invoices that were approved for payment this evening, or any interest earned from May 1, 2013. Mr. Kaminski then explained that the approximate balance available for grant distribution this evening is \$805,835.35, of which \$112,732.86 is the minimum amount required for distribution in the form of Public Safety grants. This leaves \$693,102.49 to be distributed in the form of Offset, Other, and additional Public Safety grants. However, Mr. Kaminski noted that if the Board sets aside \$693,102.49 as a P.I.L.T. reserve for 2014 Cycle II, there will still not be enough funding for P.I.L.T., which will need to be reduced by 10.5193%.

The Chairman then announced that the Board would proceed to consider authorizing grant payments based upon Cycle I-2014 Grant Applications. Throughout the grant award process, Mr. Kaminski kept track of the total amount of funds dispersed. The Chairman suggested beginning with those applications that appeared on each of the Board member's priority lists as grants they would like to see funded.

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$13,640.00 to Arcadia Township to purchase and install a generator and cement pad.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist; Hilliard; Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award a partial grant of \$10,000.00 to Cleon Township to purchase four sets of structural firefighting protective equipment for the Cleon Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard; Bjorkquist; Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Mr. Bjorkquist, to award \$8,250.00 to the Village of Eastlake to purchase three sets of turnout gear for the Village Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny; Hilliard; Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Bjorkquist, supported by Ms. Kenny, to award \$12,000.00 to the City of Manistee towards tuition of two City paramedics to finish the paramedic program at Baker College.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard; Kenny; Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award a partial grant of \$20,000.00 to the Manistee County Road Commission to purchase a 3/4 ton standard cab 4x4 pickup and top lifter liftgate.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny; Bjorkquist; Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Bjorkquist, to award \$10,000.00 to the City of Manistee as matching funds to a federal grant from FEMA to purchase and install an exhaust handling system for the fire department, and to purchase two Lifepak-15 heart monitors.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist; Kenny; Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Mr. Bjorkquist, supported by Mr. Hilliard, to award a partial grant of \$5,886.00 to Manistee Township to purchase equipment for the Village of Eastlake and Manistee Township's Fire Department's Rapid Intervention Team Programs (RIT).**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard; Kenny; Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Bjorkquist, to award \$6,750.00 to West Shore Medical Center to purchase five Phillips HeartStart FRx Basic Automated External Defibrilators.**

**A roll call vote was taken:**

**Yeas: 3 (Kenny; Bjorkquist; Hilliard)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Bjorkquist, to award a partial grant of \$24,000.00 to Manistee County for the necessary equipment and fees for the Sheriff's Office and 85<sup>th</sup> District Court to begin doing e-citations.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist; Hilliard; Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

**There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$3,945.00 to Onekama Township to purchase LED emergency flood lighting for the Township Fire Department.**

**A roll call vote was taken:**

**Yeas: 3 (Hilliard; Kenny; Bjorkquist)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

Mr. Kaminski announced that a total of \$114,471 was awarded this evening in the form of Public Safety grants.

**There was a motion by Mr. Hilliard, supported by Ms. Kenny, that the balance be held in reserve for Cycle II-2014.**

**A roll call vote was taken:**

**Yeas: 3 (Bjorkquist; Hilliard; Kenny)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

The Chairman announced that the scheduled meetings of the Manistee Local Revenue Sharing Board are as follows:

Monday, October 13, 2014 (Cycle II-2014 Verbal Presentations)

Monday, December 8, 2014 (Cycle II-2014 Grant Awards)

Monday, January 12, 2015 (Biennial Selection Meeting pursuant to Section 6.6 of the Bylaws, as amended)

Monday, February 9, 2015 (Annual Organizational Meeting pursuant to Section 6.7 of the Bylaws, as amended)

The Board previously set the deadline for the 2014-Cycle II grant applications for Friday, September 5, 2014, at 5:00 P.M.

There being no further business to come before the Revenue Sharing Board and with no other concerns from Board members, the meeting was adjourned at 5:30 P.M.

Respectfully submitted,

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Colleen Kenny, Secretary

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**Municipal Underwriters of Michigan, Inc.**

200 Clearview Dr.  
P.O. Box 400  
Houghton Lake, MI 48629-0400

**Original Invoice**

*(APPENDIX A)*

Manistee Local Revenue Sharing Board  
C/O Tom Kaminski, Secretary  
415 3rd Street  
Manistee, MI 49660

INVOICE DATE	INVOICE #
4/29/2014	13142R

POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE
HMTP-152573	05/01/2014	05/01/2015

POLICY TYPE	DESCRIPTION	CHARGE
MTTP	<p>Municipal Package Policy - Renewal</p> <p>A brief look back shows that ten years ago the renewal was \$3,822 and five years ago it was \$3,821 That's pretty amazing.</p>	3,726.00
<p>If your office has an email to conduct business, please include with payment so we can update our records. Thank you for your business. We are here to serve you.</p>		<p><b>Total Due:</b> \$3,726.00</p>

RECEIVED  
MAY 05 2014

Phone #	Fax #
989-387-1913	989-422-6597

**FINANCIAL REPORT**

(Prepared for Monday, June 9, 2014 Meeting)

## Total 2% funds received by the County Treasurer:

11/30/99 =	\$ 337,155.00
06/01/00 =	\$ 418,077.00
12/01/00 =	\$ 770,966.49
05/31/01 =	\$ 644,164.97
11/28/01 =	\$ 839,976.85
05/30/02 =	\$ 728,727.53
11/22/02 =	\$ 986,490.63
05/30/03 =	\$ 872,249.88
12/01/03 =	\$1,083,331.66
05/28/04 =	\$ 939,676.94
11/05/04 =	\$1,189,353.37
01/28/05 =	\$ 37,139.00
05/31/05 =	\$ 919,301.62
12/01/05 =	\$1,184,361.59
06/21/06 =	\$1,013,458.47
12/13/06 =	\$1,154,104.36
06/08/07 =	\$ 991,392.41
12/07/07 =	\$1,104,684.17
05/29/08 =	\$ 933,889.32
01/06/09 =	\$ 968,266.28
07/22/09 =	\$ 755,104.24
12/18/09 =	\$ 913,129.21
02/10/10 =	\$ 498,931.75 (08/09 Recalculation of Base)
04/29/10 =	\$1,015,869.00
11/10/10 =	\$1,165,579.00
5/12/11 =	\$1,009,017.00
11/10/11 =	\$1,070,632.32
5/25/12 =	\$ 968,021.33
11/10/11 =	\$ 893,145.07
5/25/12 =	\$ 732,150.20
11/19/13 =	\$ 814,662.36
5/28/14 =	\$ <u>678,944.37</u>

\$27,631,953.39

## ADD: Interest Earnings:

12/99-12/31/99 =	\$ 1,108.43
01/00-12/31/00 =	\$ 18,823.29
01/01-12/31/01 =	\$ 33,676.12
01/02-12/31/03 =	\$ 50,560.83
01/04-12/31/04 =	\$ 21,013.84
01/05-12/31/05 =	\$ 31,347.46
01/06-12/31/06 =	\$ 35,824.17
01/07-12/31/07 =	\$ 105,910.11
01/08-04/30/08 =	\$ 40,695.79
05/01/08-02/28/09 =	\$ 28,923.54
03/01/09-11/30/09 =	\$ 4,795.95
12/01/09-10/31/10 =	\$ 8,214.55
11/01/10-04/30/11 =	\$ 1,091.22
05/01/11-04/30/12 =	\$ 1,079.00
05/01/12-04/30/13 =	\$ <u>545.37</u>

\$383,609.67

## LESS: Grant Awards:

May 8, 2000 =	\$ 297,527.47
October, 9, 2000 =	\$ 405,173.66
December 11, 2000 =	\$ 2,257.83
May 14, 2001 =	\$ 747,246.00
November 5, 2001 =	\$ 635,405.82
May 6, 2002 =	\$ 578,616.00

**APPENDIX B-2**

October 28, 2002 =	\$ 970,410.94
May 12, 2003 =	\$ 385,480.00
November 10, 2003 =	\$ 395,185.96
December 8, 2003 =	\$ 198,773.01
December 19, 2003 =	\$ 838,983.71
May 10, 2004 =	\$ 405,517.12
November 8, 2004 =	\$1,559,776.68
May 16, 2005 =	\$ 561,450.60
November 7, 2005 =	\$1,552,976.22
May 8, 2006 =	\$ 238,820.98
November 6, 2006 =	\$1,976,342.94
May 7, 2007 =	\$ 133,488.89
November 5, 2007 =	\$2,039,267.85
May 12, 2008 =	\$ 138,086.00
December 8, 2008 =	\$1,894,835.01
June 8, 2009 =	\$ 129,436.00
December 14, 2009 =	\$ 101,261.00
June 14, 2010 =	\$ 183,513.49
October 11, 2010 =	\$1,346,163.91 (2009 PILT)
December 13, 2010 =	\$1,520,362.31
February 14, 2011 =	\$ 212,372.01 (Supplemental 2007 & 2008 recalculated PILT)
June 13, 2011 =	\$ 886,198.00
December 12, 2011 =	\$1,752,525.55
June 11, 2012 =	\$ 511,090.00
December 10, 2012 =	\$1,507,324.07
June 10, 2013 =	\$ 156,668.00
December 9, 2013 =	<u>\$1,442,101.63</u>

(\$25,704,638.66)

**ADD: Grant Reimbursements received from 9/21/07 through 6/2/14**  
 (All funds, except \$29.00 received on 2/20/14 from Village of Eastlake, \$5,325.00 received on 3/6/14 from Manistee County, \$2,857.93 received on 5/8/14 from Cleon Township, and \$2,688.13 received on 5/20/14 from Bear Lake Township, have been redistributed as Public Safety grants on 12/14/09, 6/14/10, 12/12/11, 6/11/12, 12/10/12, 6/10/13, and 12/9/13)  
 (Received \$123.73 from the City of Manistee on 3/28/14 as reimbursement for a balance remaining from a previous "Other" grant.) =

\$48,643.25

**LESS: Administrative Fees and other invoices approved for payment through 06/8/14 =**

(\$849,146.93)

**ACCOUNT BALANCE AS OF 06/8/14 =**

\$1,510,420.72

(Note: Balance does not include interest earnings from 05/01/13 to present)

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**2012 CYCLE I ESTIMATED GRANT DISTRIBUTION**

**CURRENT ACCOUNT BALANCE =** \$1,510,420.72  
 (Includes interest earned through 04/30/13)

**LESS: 2% payment received from the casino in May 2014 (for distribution in Dec. 2014) =** (\$678,944.37)

**LESS: Outstanding invoices scheduled to be paid on 06/9/14 =** (\$16,226.00)  
 (Liability Insurance Premium and 50% of annual administrative fee)

**LESS: Approximate amount which will remain in the account for operating expenses =** (\$10,000.00)

**ADD: Interest earnings 05/01/13 through 2014 Cycle I grant distribution date =** \$585.00  
 (Estimate of \$45 x 13 months)

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**APPENDIX B-3**

Balance remaining for grant distribution = \$805,835.35

LESS: Minimum amount required for distribution in the form of Public Safety Grants  
 (\$814,662.36 x 12.5%) + \$29.00 (reimb) + \$5,325.00 (reimb) + \$2,857.93 (reimb) +  
 \$2,688.13 (reimb) = (\$112,732.86)

Amount remaining for distribution in the form of "Offset", "Other" and  
 additional "Public Safety" grants = \$693,102.49  
 (Note: P.I.L.T. grants distributed in Cycle II)

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(NOTE: The Board may consider reserving a portion of the account balance for P.I.L.T. payments awarded in December 2014 and paid in February 2015. The following is an estimate of the amount that may be needed to pay the 2014 P.I.L.T. obligation:

Actual 2% payment received from the casino in May 2014 = \$678,944.37

Less: Minimum Public Safety grant obligation in December 2014  
 (\$678,944.37 x 12.5%) = (\$84,868.05)

Less: Estimated Administrative expenses, Insurance premiums, legal  
 fees, per diem, etc. (6/14 thru 12/14) = (\$15,000)

Add: Estimated interest earnings (6/14 thru 11/14) (Interest estimated at \$45 per month) = \$270

Less: Normal reserved account balance = (\$10,000)

Less: Total estimated 2014 P.I.L.T. payment:  
 (2014 taxable value of casino; real and personal property as of 12/31/13 = \$39,127,898)

(Source: 2014 Appraisal)

(Millage estimated and based on 2013):

West Shore College (3.0907 mills) =	(\$ 120,933)
Intermediate School District (2.3000 mills) =	(\$ 89,994)
Manistee Area Public Schools (20.3800 mills) =	(\$ 797,427)
Manistee County (8.4276 mills) =	(\$ 329,848)
Manistee Township (1.5000 mills+1% tax admin fee)	<u>(\$ 72,661)</u>

(\$1,410,863)

Estimated amount which will be available for "Offset", "Other",  
 and additional "Public Safety" grants in December 2014 =

(\$841,516.68)

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Based on the above estimates, it is recommended that all of the \$693,102 (non-Public Safety) balance be reserved for the 2014 - Cycle II grant process to meet P.I.L.T. payments. If the Board takes this action, the following is available in this cycle for distribution:

1) Public Safety Grants =	\$ 112,732.86
2) Other Grants =	\$ 0
(\$693,102 - \$841,516)	

Note: For the first time in several years, the P.I.L.T. payment awarded in December to local units of government, will be reduced by approximately 10.5193% due to lack of sufficient funding (\$148,414/\$1,410,863).