



MANISTEE LOCAL REVENUE SHARING BOARD

c/o Manistee County Controller/Administrator's Office
415 Third Street • Manistee, MI 49660
Telephone: (231) 398-3500 • Fax: (231) 723-1795

MEMBERS:

Dennis Bjorkquist, Chairperson
B. Allan O'Shea, Vice-Chairperson
Colleen Kenny, Secretary

AGENDA

Monday, February 11, 2008
5:00 P.M.

Manistee County Courthouse
Board of Commissioners Meeting Room
415 Third Street, Manistee, MI 49660

- 1) Call to order.
- 2) Pledge of Allegiance.
- 3) Roll call.
- 4) Approval of Meeting Agenda.
- 5) Election of Officers pursuant to Article IV of the Revenue Sharing Board Bylaws, as amended on December 11, 2000.
 - A) Chairperson
 - B) Vice-Chairperson
 - C) Secretary and/or non-member Recording Secretary

(A copy of selected Bylaw pages regarding the election of officers and meeting requirements is attached to this Agenda under APPENDIX A).

- 6) Establish meeting dates, times and locations for the 2008 year, pursuant to Article VI Section 6.6, Section 6.7b and Section 6.8 of the Revenue Sharing Bylaws, as amended on December 11, 2000. The Revenue Sharing Board set the 2008-Cycle I grant application deadline date for 5:00 P.M. Friday, March 7, 2008.

It has been common practice of the Board to meet on the second Monday of each month at 5:00 p.m. at the Manistee County Road Commission Building. If this practice continues, the remaining monthly meetings would occur on the following dates:

Monday, March 10, 2008
Monday, April 14, 2008 (Cycle I-2008 Verbal Presentation meeting)
Monday, May 12, 2008 (Cycle I-2008 Grant Award meeting)
Monday, June 9, 2008
Monday, July 14, 2008
Monday, August 11, 2008
Monday, September 8, 2008
Monday, October 13, 2008
Monday, November 10, 2008
Monday, December 8, 2008
Monday, January 12, 2009 (Biannual Selection Meeting pursuant to Section 6.6 of the Bylaws)
Monday, February 9, 2009 (Annual Organizational Meeting pursuant to Section 6.7 of the Bylaws)

(A 2008 calendar is attached to this Agenda under APPENDIX B).

- 7) Approval of the regular meeting Minutes from Monday, November 5, 2007.
- 8) Public Comment.
- 9) Review of Correspondence.

10) Consideration to approve payment of outstanding invoices.

11) Review of Financial Report.

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 =	<u>\$1,104,684.17</u>

\$15,214,611.94

ADD: Interest Earnings:

12/01-12/31/99 =	\$ 1,108.43
01/01-12/31/00 =	\$ 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
01/07-03/31/07 =	\$ 52,461.33

Accrued interest on investments
from 4/1/07 to present =

\$ 74,543.17

\$319,358.64

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
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 =	<u>\$2,039,267.85</u>

(\$13,922,701.68)

ADD: Grant Reimbursement from Bear Lake Township
(Check #011745, dated 09/21/07) =

\$236.54

LESS: Administrative Fees and other
invoices approved for payment through 2/10/08 =

(\$496,954.74)

ACCRUED ACCOUNT BALANCE AS OF 2/10/08 =

\$1,114,550.70

(Note: Balance does not include interest earnings from 04/01/07 to present)

(NOTE: The actual cash balance not including interest from 4/1/07 to present, is \$2,944,475.38 as of 2/10/08. Of this amount, \$1,904,467.85 is committed for P.I.L.T. payments on 2/14/08).

12) Miscellaneous Board member comment.

13) Adjournment.

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ARTICLE IV: OFFICERS

- * 4.1 Identity of Officers. At the Annual Organizational Meeting held pursuant to Section 6.7 of these Bylaws, the Board shall select from its membership a Chair, a Vice-Chair and a Secretary.
- * 4.2 Election of Officers. Officers shall be elected by a majority vote (2) of the total membership of the Board. All officers are eligible for reelection.
- * 4.3 Term. The Chair, Vice-Chair and Secretary shall take office at the Annual Organizational Meeting held pursuant to Section 6.7 of these Bylaws, and shall hold office for the remainder of the calendar year. Provided further that the Board may at any time during the term of a duly elected secretary appoint a non-member recording secretary pursuant to Section 4.4 of these bylaws. A non-member recording secretary appointed in this manner shall perform the duties of the Secretary for the remainder of the unexpired term.
- * 4.4 Appointment of a Non-Member Recording Secretary. As an alternative to electing a Secretary from its membership, the Board may appoint a non-member recording secretary who shall, under the control and supervision of the Board, perform the functions of the Secretary as provided in these Bylaws. A non-member recording secretary, if any, shall be an appointed official, an elected official or a full-time employee of either Manistee County or Manistee Township. A non-member recording secretary, if any, shall serve at the pleasure of the Board. The Board may enter into an agreement with the appropriate local unit of government for reimbursement of services provided by a non-member recording secretary.
- 4.5 Succession of Officers. In the event the office of the Chair becomes vacant due to death, resignation or otherwise, the Vice-Chair shall succeed to this office until the Board duly elects a successor for the remainder of the unexpired term. In the event that the office of Vice-Chair becomes vacant due to death, resignation or otherwise, the Secretary (Member Secretary only) or a remaining Member shall succeed to this office until the Board duly elects a successor for the remainder of the unexpired term. In the event the office of the Secretary becomes vacant, the Board shall elect (if the successor is to be a Member Secretary) or appoint (if the successor is to be a non-member recording secretary) a successor to the office of Secretary for the unexpired term. No votes or appointments shall take place under this section unless Manistee County, Manistee Township and the popularly elected governing body of the third eligible local unit of government selected for representation at the preceding Biennial Selection Meeting have a Member appointed and serving

ARTICLE V: DUTIES OF THE OFFICERS

- 5.1 Chair's Duties. The Chair shall be the chief executive officer of the Board. He or she also:

- B. Each eligible local unit of government seeking representation on the Board shall bear the burden of demonstrating that it is the eligible local unit of government most impacted by the Band's casino in terms of projected or actual operating costs incurred as a result of the Band's casino operations. To the greatest extent possible, an eligible local unit of government seeking representation on the Board shall bear its burden by presenting documentary evidence in accordance with generally accepted accounting principles.
- C. To remain eligible for selection, each presumptively eligible local unit of shall comply with the application forms, materials and procedures promulgated by the Board.

* 6.6 Subsequent Biennial Selection Meetings. After the first Biennial Selection Meeting required in Section 6.5 of these Bylaws and upon receiving written notice by no later than December 31 of any even-numbered year that an eligible local of government other than the eligible local unit of government selected at the immediately preceding biennial selection meeting seeks representation on the Board, the Board shall hold a Biennial Selection Meeting on the second Monday in January of each succeeding odd-numbered year. If the Board does not receive such written notice by December 31 of any even-numbered year it shall not hold a Biennial Selection Meeting and the eligible local unit of government selected at the immediately preceding unit of government selected at the immediately preceding Biennial Selection Meeting shall remain represented on the Board for the next succeeding two year term.

- A. If a meeting is held, two shall be a quorum and only the Members representing Manistee County and Manistee Township shall be eligible to participate in the meeting as Members.
- B. If a meeting is held, the only item of business shall be to select a third eligible local unit of government to be represented on the Board due to its status as the most impacted by the Band's casino operations under the procedure specified in Section 6.5 of these Bylaws.

* 6.7 Annual Organizational Meeting. The Board shall hold an Annual Organizational Meeting. The first Annual Organizational Meeting shall be the first regularly scheduled meeting of the Board after the first Biennial Selection Meeting held pursuant to Section 6.5 of these Bylaws. The Annual Organizational Meeting shall thereafter be held on the second Monday of February in each succeeding year. Prior to consideration of any other items on the agenda at each Annual Organizational Meeting the Board shall:

- * A. Elect officers pursuant to Section 4.2 of these Bylaws.
- * B. Establish meeting dates for the remainder of the year in accordance with Section 6.8 of these Bylaws.

- * 6.8 **Regular and Special Meetings.** The Board shall hold a regular meeting, not including a Biennial Selection Meeting held pursuant to Sections 6.5 and 6.6 of these Bylaws or the Annual Organizational Meeting held pursuant to Section 6.7 of these Bylaws, twice every calendar year or as needed at a time and place to be designated by the Board at its Annual Organizational Meeting. Special meetings may be called by the Chair or by two (2) Members upon written request to the Chair.
- 6.9 **Meeting Notices.** The Board shall provide public notice for all regular or special meetings in compliance with the Open Meetings Act.
- 6.10 **Agenda.** The Secretary shall prepare an agenda for each meeting in a format to be determined by the Board. An agenda may provide for the inclusion of consensus items as the Board deems appropriate.
- 6.11 **Delivery of Agenda.** The Secretary shall mail an agenda and accompanying to each Member at least one week prior to the next scheduled meeting date.
- 6.12 **Parliamentary Procedure.** Parliamentary procedure for Board meetings shall be informal. However, if it is deemed necessary by the Chair a meeting may be governed by Roberts Rules or Order for issues not specifically covered by these Bylaws.
- 6.13 **Motions.** Motions shall be restated by the Chair before a vote is taken.
- 6.14 **Voting.** Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a Member of the Board and shall be recorded as "yes", "no", or "abstain". A Members must be present to cast a vote. Voting by proxy is prohibited.
- 6.15 **Meeting Minutes.** The Secretary shall keep, or cause to be kept a record of Board meetings, which, shall at a minimum include an indication of the following:
- A. Copy of the meeting posting.
 - B. Copy of the minutes and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - 1. Time and place the meeting was called to order.
 - 2. Attendance, all calls for an attendance count and the ruling on whether a quorum exists.
 - 3. Summary of public comments.
 - 4. Full text of all motions; who made the motion; and who seconded, if anyone, seconded the motion.
 - 5. Any withdrawals of motions from consideration by the Member originally making the motion.
 - 6. Who called the question if any are called.

