

TUESDAY, APRIL 28, 2015

Pursuant to law, the Board of Commissioners met on Tuesday, April 28, 2015 at 9:00 a.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance.

Invocation

Roll Call was taken by the County Clerk:

PRESENT: Mark Bergstrom, Jeff Dontz, Karen Goodman, Ken Hilliard, Alan Marshall, Richard Schmidt, Brook Shafer

APPROVE MEETING AGENDA

Moved by Dontz, seconded by Shafer to approve the Meeting Agenda.

Motion Carried

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CONSENT AGENDA

Moved by Shafer, seconded by Bergstrom to approve the Consent Agenda which includes the minutes of the March 17, 2015 Regular Board Meeting, April 2015 monthly appropriations and fund transfers.

YEAS: 7 Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer
NAYS: 0 None

Motion Carried

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PUBLIC COMMENT

None.

RECOGNITION, ANNOUNCEMENTS & CORRESPONDENCE

Mr. Kaminski informed the Commissioners that the Regional Summit Committee Minutes of Friday, April 24, 2015 have been distributed and will be addressed in today's meeting.

FINANCE COMMITTEE REPORT

TUESDAY, APRIL 28, 2015

Board of Commissioners
Manistee County
Manistee, Michigan 49660

Board of Commissioners:

We do hereby submit our claims from March 4, 2015, through April 15, 2015:

| | |
|---|--------------|
| General Fund:..... | \$340,574.38 |
| Recycling Fund:..... | 8,869.80 |
| Maintenance of Effort Fund:..... | 27,552.41 |
| Bear Lake Improvement Fund:..... | 3,925.00 |
| Capital Improvement Fund:..... | 54,862.24 |
| Remonumentation Fund:..... | 5.75 |
| Register of Deeds Automation Fund:..... | 11,775.00 |
| Health Insurance Fund:..... | 180,282.23 |
| Law Enforcement Training Fund:..... | 2,233.29 |
| Law Library Fund:..... | 9,358.10 |
| Housing Fund:..... | 14.00 |
| Community Corrections Fund:..... | 7.89 |
| Juvenile Intervention Fund:..... | 675.80 |
| Child Care Fund:..... | 10,691.44 |
| Veterans Trust Fund:..... | 1,050.00 |
| Airport Authority Fund:..... | 76,060.62 |
| Compensated Services Fund:..... | 88,684.30 |
| Building Authority Debt Fund:..... | 143,295.00 |
| Tax Revolving – State Sales:..... | 1,458.45 |
| Trust & Agency Fund:..... | 303.04 |
| Drain Fund:..... | 5,626.07 |

Total Claimed and allowed April 28, 2015\$967,304.81

Total Payroll for the period of March 4, 2015, through April 15, 2015\$656,784.26
(Includes 3 payrolls)

Moved by Bergstrom, seconded by Schmidt to approve and the same to be paid in the amount of \$ 967,304.81.

YEAS: 7 Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer, Bergstrom

NAYS: 0 None

Motion Carried

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HOUSING REVIEW COMMITTEE MINUTES/APRIL 22, 2015

Jeff Dontz presented the Housing Review Committee Minutes of April 22, 2015.

No Action Items.

Items Not Requiring Board Action.

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The new grant for 2015/16 was late being approved and therefore the grant money will be available until the end of February 2017 or until the money is depleted. MSHDA requirements have changed with the program and for home rehabilitation projects; one must live in the City of Manistee, the Village of Bear Lake or the Village of Eastlake. These targeted areas were determined by Resolution of the Board of Commissioners as required by this program. However, emergency projects can be anywhere in the County. Funds will be available beginning May 19, 2015. Applications are now available at the County Administrators Office. Information on the applications are verified and if the applicant qualifies for the program, monies are available on a first come first served basis. This year's grant is in the amount of \$168,331 which allows for \$123,581 in rehabilitation funds, \$20,000 in emergency funds and the remaining 18% for administrative fees. It was noted there are other housing programs available and maybe these other programs or partnerships with other counties and organizations could be an alternative for the future.

Moved by Dontz, seconded by Bergstrom to accept the Housing Review Committee

Minutes of April 22, 2015.

Motion Carried

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**INTERIM DISTRICT COORDINATOR FOR
MICHIGAN STATE UNIVERSITY EXTENSION**

Jennifer Berkey, Interim District Coordinator for Michigan State University Extension appeared before the Board to introduce herself as the Interim Coordinator.

JURY BOARD APPOINTMENT

The Honorable David A. Thompson, 19th Circuit Court Judge, has recommended Loretta F. McIntyre be re-appointed to serve on the Jury Board for a six (6) year term of office. The six (6) year term begins May 1, 2015 and expires April 30, 2021. Validity of the Application and political party membership were discussed.

Motion by Dontz, seconded by Shafer to re-appoint Loretta F. McIntyre to the Jury Board for a six (6) year term commencing May 1, 2015 and expiring April 30, 2015.

YEAS: 4 Hilliard, Schmidt, Shafer, Dontz
NAYS: 3 Goodman, Marshall, Bergstrom

Motion Carried

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WAYS & MEANS COMMITTEE MINUTES/APRIL 15, 2015

Mark Bergstrom presented the Ways & Means Committee Minutes of April 15, 2015.

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**ELECTRONIC SIGNATURE EQUIPMENT FOR THE
JUVENILE DIVISION OF CIRCUIT COURT**

Moved by Bergstrom, seconded by Schmidt to approve up to \$5,000 for the purchase of electronic signature equipment for the Juvenile Division of Circuit Court which includes six (6) ipads with funds to be appropriated from the Juvenile Division Contingency Surplus Fund line item #216 000 390.022.

YEAS: 7 Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz, Goodman

NAYS: 0 None

Motion Carried

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RDSS CONTRACT AMENDMENT

Moved by Bergstrom, seconded by Schmidt to approve the Amended RDSS Contract ending September 30, 2015 for a total amount of \$9,000.00. The State has also extended the contract for one (1) additional year, October 1, 2015 through September 30, 2016 in the amount of \$9,000.00.

YEAS: 7 Marshall, Schmidt, Shafer, Bergstrom, Dontz, Goodman, Hilliard

NAYS: 0 None

Motion Carried

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COURTHOUSE HEAT EXCHANGERS

Moved by Bergstrom, seconded by Schmidt to approve the proposal from Custom Sheet Metal & Heating, Inc. in the amount of \$8,950.00 for the replacement of five (5) heat exchangers for the Courthouse and Government Center which includes material and labor to be paid from the Capital Improvement Fund.

YEAS: 7 Schmidt, Shafer, Bergstrom, Dontz, Goodman, Hilliard, Marshall

NAYS: 0 None

Motion Carried

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COURTHOUSE GENERATOR PROJECT

Moved by Bergstrom, seconded by Schmidt to approve the purchase of a Cummins commercial grade 40 kW, 60 Hz generator for the Courthouse from Cummins Bridgeway, LLC in the amount of \$19,500.00; and the five (5) year comprehensive extended warranty for \$1,550.00; to approve the bid for electrical work from Paradigm Electric in the amount of \$3,000.00; to approve the purchase of a Generator Stand from Washaw Construction, Inc. in the amount of \$5,170.00; to approve the bid for gas piping from Calhoun-Ayers Plumbing and Heating in the amount of \$805.00; for a total amount of the Courthouse Generator Project not to exceed of \$32,000.00 which includes a \$1,500.00 contingency amount; with the total amount to be paid from the Capital Improvement Fund.

YEAS: 7 Shafer, Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt
NAYS: 0 None

Motion Carried

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MANISTEE COUNTY REONUMENTATION PEER GROUP

RESOLUTION #2015-7

MANISTEE COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING MANISTEE COUNTY REMONUMENTATION PEER GROUP MEMBERS AND CONTRACTORS

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 28th day of April, 2015.

PRESENT: Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer

ABSENT: None

The following resolution was offered by Bergstrom and seconded by Schmidt:

WHEREAS, Senate Bill 472, which amends PA 345 of 1990 (Remonumentation Act), was signed into law by Governor Snyder in 2014, and

WHEREAS, this statute requires that each County officially accept Remonumentation Program Peer Group members and contractors,

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NOW THEREFORE BE IT RESOLVED that the Manistee County Board of Commissioners accept the following individuals to be paid members of the Remonumentation Program Peer Group:

- 1.) Wendy Papineau, PS
- 2.) Patrick Johnson, PS
- 3.) Sam Barnett, PS

BE IT FURTHER RESOLVED that the Manistee County Board of Commissioners accept the following individuals to be unpaid members of the Remonumentation Program Peer Group:

- 1.) Carol Waite, PS – representing the United States Forest Service
- 2.) Craig McVean, PS – representing the Michigan Department of Natural Resources

BE IT FURTHER RESOLVED that the Manistee County Board of Commissioners accept the following individuals to be paid contractual Remonumentation Program Surveyors:

- 1.) Wendy Papineau, PS
- 2.) Robert Mitchell, PS
- 3.) Patrick Bentley, PS

Moved by Bergstrom, seconded by Schmidt to approve the above Resolution #2015-7,
Accepting Manistee County Remonumentation Peer Group Members and Contractors.

YEAS: 7 Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer
NAYS: 0 None

Motion Carried

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2015 EQUALIZATION REPORT AND RESOLUTION #2015-8

Roger Elbers, Equalization Director, presented the Board with the 2015 Manistee County Equalization Report and requested approval of a Resolution to adopt the 2015 County Equalization Report as submitted with Accompanying Statements. Mr. Elbers also requested approval to accept the L-4037 State Tax Commission Assessment Roll Certification Forms for each local unit of government.

RESOLUTION TO ADOPT THE

2015 MANISTEE COUNTY EQUALIZATION REPORT AS SUBMITTED

WITH THE ACCOMPANYING STATEMENTS

RESOLUTION #2015-8

MANISTEE COUNTY BOARD OF COMMISSIONERS

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**RESOLUTION TO ADOPT THE 2015 COUNTY EQUALIZATION REPORT
AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS**

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 28th day of April, 2015.

PRESENT: Bergstrom, Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer

ABSENT: None

The following resolution was offered by Bergstrom and seconded by Shafer:

WHEREAS, the Equalization Department has examined the assessment rolls of the 14 townships and one city within Manistee County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed at true cash value; and

WHEREAS, based on its studies, the Equalization Department has presented to the Equalization Sub-Committee the 2015 Equalization data that equalizes the townships' and cities' valuations, by adding to or deducting from the valuations of the said taxable property in the 14 townships and one city, an amount which represents the true cash value; and

WHEREAS, the attached report is the result of the forgoing process.

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Manistee, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Manistee as the equalized value of all taxable property, both real and personal, for each of the 14 townships and one city in said County for real property values equalized at \$1,239,686,992 and personal property values equalized at \$124,866,600 for a total equalized value of real and personal property at \$1,354,553,592, pursuant to Section 211.34 M.C.L., 1948, as amended.

Moved by Bergstrom, seconded by Shafer to approve above Resolution #2015-8 which
Adopts the 2015 County Equalization Report as Submitted with the Accompanying
Statements and authorize the County Board Chair and the County Clerk to sign the same.

YEAS: 7 Dontz, Goodman, Hilliard, Marshall, Schmidt, Shafer, Bergstrom

NAYS: 0 None

Motion Carried

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L-4037 STATE TAX COMMISSION ASSESSMENT ROLL CERTIFICATIONS

Moved by Bergstrom, seconded by Schmidt to accept the L-4037 State Tax Commission
Assessment Roll Certification Forms for each local unit of government and authorize the
County Board Chair and the County Clerk to sign the same.

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YEAS: 7 Goodman, Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz

NAYS: 0 None

Motion Carried

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Items Not Requiring Board Action.

A meeting has been scheduled on May 13, 2015 at 10:00 a.m. with the Ways & Means Committee and the Library Facilities Committee to discuss proposals and options for the Main Library Building Renovation Project.

Moved by Bergstrom, seconded by Schmidt to accept the Ways & Means Committee

Minutes of April 15, 2015.

Motion Carried

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TREASURER’S REPORT

Russell Pomeroy, Manistee County Treasurer appeared before the Board to present his monthly report. Mr. Pomeroy reported that the final foreclosure for the 2012 tax year was on March 31, 2015. There were 51 parcels with outstanding 2012 and prior taxes and there were 25 that were actually foreclosed on. Some properties were withheld for various reasons. In comparison to last year, foreclosures have decreased by 17%. The State has the first right of refusal on any of the foreclosed property. After the States first right of refusal, the local units and then the County have the option to purchase the properties. If the local units of government elect to take a parcel, it must be for public use with a proposed plan in place. The auction is tentatively scheduled for Saturday, August 22, 2015 with the location to be determined.

Mr. Pomeroy also reported that for the fifth year in a row, delinquent taxes have decreased. They are the lowest they have been since 2006 and are over one million dollars less than they were in 2009. The County will not have to borrow to fund the delinquent taxes again this year.

Mr. Pomeroy reported that delinquent tax notices were sent out in April on 2,886 parcels. This is slightly down from last year where 2945 notices were mailed. Another mailing will be done on June 1st, 2015.

The Fund Balance Report will be reported at the May 2015 County Board of Commissioners meeting.

Mr. Pomeroy also indicated that it was possible to include the old County Animal Shelter and property in the property auction that he will be holding on August 22, 2015.

COUNTY ANIOMAL SHELTER AND PROPERTY

Moved by Bergstrom, seconded by Shafer to include the old County Animal Shelter and property in the property auction on August 22, 2015 with a minimum bid of \$10,000.

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YEAS: 7 Goodman, Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz

NAYS: 0 None

Motion Carried

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MANISTEE COUNTY’S FISCAL YEAR 2013/14 AUDIT REPORT

Joe Verlin, CPA, CGFM, of Gabridge & Company, appeared before the Board to present an overview of the County’s Fiscal Year 2013/14 Audit Report.

PERSONNEL COMMITTEE MINUTES/APRIL 15, 2015

Ken Hilliard presented the Personnel Committee Minutes of April 15, 2015.

No Action Items.

Items Not Requiring Board Action.

Discussion concerning advertisement of open positions on Boards and Commissions. The concern is when the position or one of the positions is currently filled or could be filled by a County Commissioner and how the verbiage of the ad should read. This does not affect all Boards and Commissions however for those that it does, the ad should be clear. Ms. Nowak will poll surrounding County Clerks to see how the procedure works in other Counties.

Discussion regarding the Education Fund Policy. The Policy still exists but it has not been funded for several years. There has been interest by someone in the Administration Office in taking classes. Discussion as to if the Policy should be changed/updated and if, how so. Ms. Sagala requested time to research information and figures and will report back at the next Personnel Committee meeting.

Moved by Bergstrom, seconded by Schmidt to accept the Personnel Committee Minutes of April 15, 2015.

Motion Carried

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PUBLIC SAFETY COMMITTEE MINUTES/APRIL 15, 2015

Ken Hilliard presented the Public Safety Committee Minutes of April 15, 2015.

No Action Items.

Items Not Requiring Board Action.

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Various reports were given by Sheriff Kowalkowski, Lt. Ken Falk, Emergency Management Coordinator, Lt. Steve Pizzala, Jail Administrator and Jim Espvik, 9-1-1 Director.

Moved by Dontz, seconded by Bergstrom to accept the Public Safety Committee Minutes of April 15, 2015.

Motion Carried

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TECHNOLOGY/INFORMATION COMMITTEE MINUTES/ APRIL 2, 2015

Richard Schmidt presented the Public Safety Committee Minutes of April 2, 2015.

COUNTY WEBSITE:PROMOTIONAL OFFER AVAILABLE

A new County website had been discussed in the past. However, the project was not high priority at that time and quotes/bids were not awarded. Civic Plus, one of the company's that had submitted a bid previously, now has a promotional offer available of 60% off the original quote which total \$14,680 and this price includes the first year of maintenance. The Technology Committee inquired of the County Board what direction or what priority should be given to the County website.

It was a consensus of the County Board that since this project was not budgeted in the 2014/15 Budget Year, and because of numerous larger ongoing project already approved from the Technology Budget, that the County website upgrade should be budgeted in next years budget and therefore a Request for Proposal (RFP) can be properly circulated.

SWITCH FOR COMPUTER ROOM

Mr. Kaminski informed the Board that Gordon McLellan, IT Technician has requested the purchase of a switch for the computer room. This switch is offered by Graycon, which is the company that is contracted to perform technical services for the County. This switch was to be budgeted in the 2015/16 budget year. However, Graycon is offering this switch for \$2,000 less than the price of which it will be sold for next year. Mr. McLellan had requested the switch be purchased this year in order to save money. The price of the switch is \$6,546.25.

Moved by Bergstrom, seconded by Schmidt that in order to save a substantial amount of money, to purchase the switch for the Computer Room from Graycon in the amount of \$6,546.25 to be paid from the Capital Improvement Fund.

YEAS: 7 Marshall, Schmidt, Shafer, Bergstrom, Dontz, Goodman, Hilliard
NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Bergstrom to accept the Technology Minutes of April 2, 2015.

Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/

APRIL 2, 2015 AND APRIL 24, 2015

Brook Shafer presented the Regional Summit Committee Minutes of April 2, 2015 and April 24, 2015.

No Action Items.

Items Not Requiring Board Action.

The Norman Township Community Center is the location for the 12th Regional Summit to be held on Thursday, September 17, 2015. Caterer quotes, speakers and the format of the Summit are still being developed.

Moved by Bergstrom, seconded by Goodman to accept the Regional Summit Committee Minutes of April 2, 2015 and April 24, 2015.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

REVIEW AND CONSIDERATION OF ACCEPTING BIDS FOR

COUNTY VEHICLES

Mr. Kaminski, presented a Vehicle Bid Notice and Results to the Board for three (3) vehicles from the Manistee County Sheriff's Department. The high bid on Item #1, 2011 Ford Crown Victoria, 4-door, black/white, approximately 90,000 miles (VIN #152113) from Chicago Motors, Inc. in the amount of \$4,107.00; Item #2, 2011 Ford Crown Victoria, 4-door, black/white, approximately 94,700 miles (VIN #121862) from Chicago Motors, Inc. in the amount of \$3,807.00; and Item #3, 2008 Ford Crown Victoria, 4-door, white, approximately 105,600 miles (VIN #141882) (Rear defrost does not work) from Michael Britton in the amount of \$2,571.00.

Moved by Schmidt, seconded by Shafer to accept the vehicle bids as presented. Item #1, 2011 Ford Crown Victoria, 4-door, black/white, approximately 90,000 miles (VIN #152113) from Chicago Motors, Inc. in the amount of \$4,107.00; Item #2, 2011 Ford

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Crown Victoria, 4-door, black/white, approximately 94,700 miles (VIN #121862) from Chicago Motors, Inc. in the amount of \$3,807.00; and Item #3, 2008 Ford Crown Victoria, 4-door, white, approximately 105,600 miles (VIN #141882) (Rear defrost does not work) from Michael Britton in the amount of \$2,571.00.

YEAS: 7 Schmidt, Shafer, Bergstrom, Dontz, Goodman, Hilliard, Marshall
NAYS: 0 None

Motion Carried

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BAR LAKE IMPROVEMENT BOARD LOAN

Jeff Dontz, addressed the Board regarding a \$15,000 loan granted in July 2013, by the County Board of Commissioners to the Bar Lake Improvement Board.

The original Resolution created a revolving fund in the amount of \$15,000 for the preliminary cost of a feasibility study regarding the Water Level and Water Quality of Bar Lake until the Bar Lake Improvement Board established a Special Assessment District for the affected parcels. The amount was to be paid back through the Special Assessments. However, if the loan is paid back in a one lump sum there will be no funds to treat Bar Lake in 2015. Mr. Dontz requested the loan be paid back at a rate of \$5,000 over three (3) years.

Moved by Bergstrom, seconded by Dontz to allow the \$15,000 loan to the Bar Lake Improvement Board be paid back at a rate of \$5,000 per year over three (3) years to allow for treatment of Bar Lake in 2015.

YEAS: 2 Bergstrom, Dontz
NAYS: 5 Goodman, Hilliard, Marshall Schmidt, Shafer

Motion Failed

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Moved by Dontz, seconded by Shafer to allow the loan to the Bar Lake Improvement Board be paid back at a rate of \$7,500 per year over two (2) years to allow for treatment of Bar Lake in 2015.

YEAS: 5 Shafer, Bergstrom, Dontz, Goodman, Hilliard
NAYS: 2 Marshall Schmidt

Motion Carried

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Mr. Bergstrom presented a letter he had received from a concerned resident in reference to transportation issues. Mr. Hillard asked Mr. Shafer, who is the County Board Liaison for Dial-a-Ride, to look into the issue and see if there is a workable solution to the problem and notify the Board of what that may be.

Adjourn at the Call of the Chair.

_____ Clerk