



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
Ken Hilliard, Vice-Chairperson
Colleen Kenny, Secretary

DRAFT

MINUTES

Monday, June 1, 2015
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: Rachel Nelson, Recording Secretary; 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 Mr. Hilliard, supported by Ms. Kenny to approve the Monday, June 1, 2015, meeting agenda, as presented. Motion carried.

The Chairman then requested approval of the minutes from the Monday, April 13, 2015, meeting of the Manistee Local Revenue Sharing Board.

There was a motion by Mr. Hilliard, supported by Ms. Kenny to approve the Monday, April 13, 2015, minutes of the Manistee Local Revenue Sharing Board, as presented. Motion carried.

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.

The Board considered payment to the Municipal Underwriters of Michigan, Inc., for the Liability Insurance renewal, invoice #13421R in the amount of \$3,965.00. (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 \$3,965.00.

A roll call vote was taken:

Yeas: 3 (Kenny; Hilliard; Bjorkquist)

Nays: 0

Absent: 0

Motion carried.

The Chairman requested that Ms. Nelson provide the Board with an explanation of the financial report prepared for the Monday, June 1, 2015 meeting (APPENDIX B). The total account balance as of May 31, 2015, is \$861,206.14, which includes all grants awarded through December 2014, grant reimbursements received, Administrative fees and other invoices approved for payment through May 31, 2015. Ms. Nelson explained that this amount does not include any invoices that were approved for payment this evening, or any interest earned from May 1, 2013. The approximate balance available for grant distribution this evening is \$835,866.14, of which \$107,155.80 is the minimum amount required for distribution in the form of Public Safety grants. This leaves \$728,710.34 to be distributed in the form of Offset, Other, and additional Public Safety grants. However, the Board may set aside \$701,000.00 as a P.I.L.T. reserve for 2015 Cycle II, which reduces the amount available in the form of Offset, Other, and additional Public Safety grants to \$27,710.00.

The Chairman then announced that the Board would proceed to consider authorizing grant payments based upon Cycle I-2015 Grant Applications. Throughout the grant award process, Ms. Nelson 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 \$1,200.00 to Manistee County to purchase an automatic external defibrillator (AED) for the Manistee County Health Department Office.

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 \$15,000.00 to the City of Manistee to purchase a Life Pak Heart Monitor for the 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 \$28,800.00 to Manistee County for removal of existing asphalt from the Manistee Senior Center parking lot and to re-pave the lot.

A roll call vote was taken:

Yeas: 3 (Kenny; Hilliard; Bjorkquist)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$9,625.00 to Manistee County to purchase a Methamphetamine Response Trailer for the SSCENT Narcotics Team.

A roll call vote was taken:

Yeas: 3 (Bjorkquist; Kenny; Hilliard)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$1,040.00 to Manistee County to enhance the Forensic Interview Room at the Child Advocacy Center.

A roll call vote was taken:

Yeas: 3 (Kenny; Bjorkquist; Hilliard)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award a partial grant of \$13,700.00 to Bear Lake Township for the Fire Department to purchase three air masks, threaded remote connections, harness with chest strap and adjustable swivel lumbar.

Mr. Hilliard withdrew his motion, and Ms. Kenny withdrew her support.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award a partial grant of \$13,965.00 to Bear Lake Township for the Fire Department to purchase

three air masks, threaded remote connections, harness with chest strap and adjustable swivel lumbar, and three G1 Med face pieces.

A roll call vote was taken:

Yeas: 3 (Hilliard; Bjorkquist; Kenny)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Bjorkquist, supported by Ms. Kenny, to award a partial grant of \$55,000.00 to Bear Lake School District, Kaleva Norman Dickson School District, and Onekama School District to purchase three new school buses (one for each district).

A roll call vote was taken:

Yeas: 3 (Bjorkquist; Kenny; Hilliard)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award a partial grant of \$1,300.00 to Manistee Township and the Village of Eastlake to assist the township, village, and Manistee County Blacker Airport with offensive fire attack strategy improvements.

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. Hilliard, to award \$3,000.00 to the City of Manistee to purchase two tactical ballistic vests for the Police Department.

A roll call vote was taken:

Yeas: 3 (Kenny; Hilliard; Bjorkquist)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award a partial

grant of \$5,936.00 to Manistee County for the Manistee County Firefighter's Association to properly outfit a training facility.

A roll call vote was taken:

Yeas: 3 (Bjorkquist; Kenny; Hilliard)

Nays: 0

Absent: 0

Motion carried.

Ms. Nelson announced that a total of \$134,866.00 was awarded this evening in the form of Public Safety grants.

There was no public comment.

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

Monday, October 12, 2015 (Cycle II-2015 Verbal Presentations)

Monday, December 14, 2015 (Cycle II-2015 Grant Awards)

Monday, February 8, 2016 (Annual Organizational Meeting pursuant to Section 6.7 of the Bylaws, as amended)

The Board previously set the deadline for the 2015-Cycle II grant applications for Friday, September 4, 2015, at 5:00 P.M.

Ms. Kenny noted that there were lots of good applications, and encouraged those that didn't get funded to reapply.

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,

Colleen Kenny, Secretary

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Municipal Underwriters of Michigan, Inc.

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 #
4/10/2015	13421R

RECEIVED
MAY 15 2015

POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE
HMTP-162573	05/01/2015	05/01/2016

POLICY TYPE	DESCRIPTION	CHARGE
MTPP	Municipal Package Policy - Renewal	3,965.00
Come visit us at our new website: www.muminc.net , where you can find helpful links and claim submission information.		Total Due: \$3,965.00

Phone #	Fax #	E-mail	Web Site
1-800-241-8398	989-422-6597	adamg@muminc.net	www.muminc.net

APPENDIX B

FINANCIAL REPORT
(Prepared for Monday, June 1, 2015 Meeting)

Total 2% funds received by the County Treasurer:

11/30/99 – 5/28/14 =	\$27,631,953.39	
11/19/14 =	<u>\$ 857,050.92</u>	
		\$28,489,004.31

ADD: Interest Earnings:		
12/99 – 4/30/12	\$ 383,609.67	
5/1/12 - 4/30/13	<u>\$ 545.37</u>	
		\$383,609.67

LESS: Grant Awards:		
5/8/00 – 12/9/13 =	\$25,704,638.66	
June 9, 2014 =	\$ 114,471.00	
December 8, 2014 =	<u>\$ 1,367,870.68</u>	
		(\$27,186,980.34)

ADD: Grant Reimbursements received from 9/21/07 through 3/27/15 (All funds, except \$24.43 received on 3/10/15 from Cleon Township, have been Distributed as Public Safety grants on 12/14/09, 6/14/10, 12/12/11, 6/11/12, 12/10/12, 6/10/13, 12/9/13, 6/9/14 and 12/8/14)		\$59,916.56
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LESS: Administrative Fees and other invoices approved for payment through 5/31/15 =		(\$884,344.06)
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ACCOUNT BALANCE AS OF 5/31/15 = (Note: Balance does <u>not</u> include interest earnings from 05/01/13 to present)		<u>\$861,206.14</u>
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2015 CYCLE I ESTIMATED GRANT DISTRIBUTION

CURRENT ACCOUNT BALANCE = (Includes interest earned through 04/30/13)		\$861,206.14
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LESS: Outstanding invoices scheduled to be paid on 06/1/15 = (Liability Insurance Premium and 50% of annual administrative fee)		(\$16,465.00)
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LESS: Approximate amount which will remain in the account for operating expenses =		(\$10,000.00)
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ADD: Interest earnings 05/01/13 through 2015 Cycle I grant distribution date = (Estimate of \$45 x 13 months)		\$1,125.00
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Balance remaining for grant distribution =		<u>\$835,866.14</u>
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LESS: Minimum amount required for distribution in the form of Public Safety Grants (\$857,050.92 x 12.5%) + \$24.43 (reimb.) =		<u>(\$107,155.80)</u>
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Amount remaining for distribution in the form of "Offset", "Other" and additional "Public Safety" grants = (Note: P.I.L.T. grants distributed in Cycle II)		<u>\$728,710.34</u>
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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 2015 and paid in February 2016. The following is an estimate of the amount that may be needed to pay the 2015 P.I.L.T. obligation:

Estimated 2% payment received from the casino in June 2015 =		\$706,000
Less: Estimated Minimum Public Safety grant obligation in December 2015 (\$706,000.00 x 12.5%) =		(\$88,250)
Less: Estimated Administrative expenses, insurance premiums, legal fees, per diem, etc. (6/15 thru 12/15) =		(\$15,000)
Add: Estimated interest earnings (6/15 thru 11/15) (Interest estimated at \$45 per month) =		\$270
Less: Normal reserved account balance =		(\$10,000)
Less: Total estimated 2015 P.I.L.T. payment: (2015 taxable value of casino; real and personal property as of 12/31/14 = \$35,724,020) (Source: 2015 Appraisal) (Millage estimated and based on 2014):		
West Shore College (3.0907 mills) =	(\$ 110,412)	
Intermediate School District (2.3000 mills) =	(\$ 82,166)	
Manistee Area Public Schools (20.2500 mills) =	(\$ 723,415)	
Manistee County (8.7300 mills) =	(\$ 311,871)	
Manistee Township (1.5000 mills+1% tax admin fee)	(\$ 66,401)	
		(\$1,294,265)

Estimated amount which will be available for "Offset", "Other", and additional "Public Safety" grants in December 2015 =		<u>-\$701,245</u>

Based on the above estimates, it is recommended that a minimum of \$701,000 (non-Public Safety) balance be reserved for the 2015 - 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 =	\$ 107,156
2) Other Grants/ Additional (Public Safety grants) = (\$728,710 - \$701,000)	\$ 27,710
3) TOTAL =	<u>\$ 134,866</u>