

TUESDAY, JUNE 16, 2015

Pursuant to law, the Board of Commissioners met on Tuesday, June 16, 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 Jill M. Nowak, County Clerk:

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

APPROVE MEETING AGENDA

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

Motion Carried

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CONSENT AGENDA

Moved by Bergstrom, seconded by Shafer to approve the Consent Agenda which includes the minutes of the May 19, 2015 Regular Board Meeting and the June 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

Diane Opalka, representing The Friends of the Library, read a letter signed by Friends of the Library in regards to the repairs and upkeep of the main building at the Manistee Library.

Bob Rishel, County Road Commission Member expressed his appreciation for being appointed to the Road Commission. Mr. Rishel also thanked Commissioner Dontz for his support and advice.

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RECOGNITION, ANNOUNCEMENTS & CORRESPONDENCE

None.

FINANCE COMMITTEE REPORT

Board of Commissioners
Manistee County
Manistee, Michigan 49660

Board of Commissioners:

We do hereby submit our claims from May 6, 2015, through June 3, 2015:

General Fund:.....	\$253,567.75
Recycling Fund:.....	7,627.40
Maintenance of Effort Fund:.....	24,401.97
AIS Grant Fund:.....	1,379.80
Capital Improvement Fund:	61,686.65
Remonumentation Fund:.....	2,200.00
Health Insurance Fund:.....	175,825.94
Manistee Co. Dive Equipment Fund:.....	940.00
Law Enforcement Training Fund:.....	389.79
Law Library Fund:	4,238.31
Air Photo Fund:	4,508.78
Housing Fund:.....	1,019.60
Community Corrections Fund:	757.52
Juvenile Intervention Fund:	281.75
Child Care Fund:.....	18,070.56
Soldiers & Sailors Relief Fund:	464.47
Airport Authority Fund:.....	26,164.13
Compensated Services Fund:.....	85,252.13
Tax Revolving – State Sales:	230.16
OPEB Trust Fund:.....	2,754.04
Drain Fund:	46,028.12

Total Claimed and allowed June 16, 2015\$717,788.87

Total Payroll for the period of May 6, 2015, through June 3, 2015\$434,516.56
(Includes 2 payrolls)

Moved by Bergstrom, seconded by Shafer to approve and the same to be paid in the amount of \$ 717,788.87

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

NAYS: 0 None

Motion Carried

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WAYS & MEANS COMMITTEE MINUTES/JUNE 3, 2015

Mark Bergstrom presented the Ways & Means Committee Minutes of June 3, 2015.

**CONTRACT BETWEEN SPRINGDALE TOWNSHIP AND MANISTEE
COUNTY BOARD OF COMMISSIONERS FOR THE ADMINISTRATION OF
PROPERTY ASSESSMENTS**

Moved by Bergstrom, seconded by Schmidt to approve the Agreement between Springdale Township and Manistee County Board of Commissioners to provide property assessment administration services by the Manistee County Equalization Department beginning July 1, 2015 at the rates indicated in the agreement.

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

Motion Carried

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**EQUALIZATION DEPARTMENT LAPTOP COMPUTER AND
PORTABLE PRINTER**

Moved by Bergstrom, seconded by Schmidt to approve the purchase of a laptop computer and a portable printer in the amount of \$877.50 to be paid from the Equalization Department Contingency Surplus Fund.

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

Motion Carried

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Moved by Bergstrom, seconded by Dontz to accept the Ways & Means Committee Minutes of June 3, 2015.

Motion Carried

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MANISTEE COUNTY COUNCIL ON AGING STRATEGIC

PLAN FOR 2014-2019

Sarah Howard, Executive Director of the Manistee County Council on Aging appeared before the Board to present the Council On Aging Strategic Plan for 2014-2019, and request the County Board's acknowledgement of this document.

Moved by Marshall, seconded by Bergstrom to acknowledge and support the Manistee County Council On Aging's Strategic Plan for 2014-2019.

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

Motion Carried

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TREASURER'S REPORT

Russell Pomeroy, County Treasurer, appeared before the Board to present his monthly report and review the Fund Balance Report FY 14/15. Mr. Pomeroy reported that his office is busy preparing and printing tax bills.

Foreclosure procedures continue to be worked on in the Treasurer's Office. There were 25 properties foreclosed on. The State has first right of refusal and they are not interested in any properties. The local units have second right of refusal and they have until Friday, June 19, 2015 to respond. So far Filer Township did take one parcel and Bear Lake Township may be interested in one parcel as well. The County then has the final right of refusal before the auction. The auction is scheduled for Saturday, August 22, 2015 at the Little River Casino and Resort at Noon.

Mr. Pomeroy also reported that he is in the process of paying local units for their 2014 delinquent taxes. \$43,454.74 was paid to the Villages last fall, and \$2,778,024.34 is being paid his week to the remaining local units for a total delinquent taxes of \$2,821,479.08. The County is self-funded as there is enough funds available in the Delinquent Tax Revolving Fund and therefore money does not have to be borrowed to pay these delinquent taxes.

Mr. Pomeroy reviewed the details of the Fund Balance Report FY 2014/15. He discussed each of the fund balances, what they were used for, if they are restricted or unrestricted and who has control of the fund.

COUNTY PLANNING COMMISSION APPOINTMENTS

Two (2) appointments for a three (3) year term which begins June 10, 2015 and expires June 10, 2018. One (1) appointment is to be filled by a person representing education, government and municipal interest in the County, and one (1) appointment is to be filled by a person representing transportation and communication interests in the County.

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Moved by Marshall, seconded by Shafer to appoint Clara Kraus Saari to the Manistee County Planning Commission for a three (3) year which begins immediately and expires June 10, 2018 to represent education, government and municipal interest in the County; and to appoint Rosemary Daniels for a three (3) year term which begins immediately and expires June 10, 2018 to represent transportation and communication interests in the County.

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

NAYS: 0 None

Motion Carried

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**JOINT MEETING MINUTES OF THE WAYS & MEANS COMMITTEE AND
THE COUNTY LIBRARY FACILITIES COMMITTEE/JUNE 9, 2015**

Mark Bergstrom presented the Joint meeting minutes of the Ways & Means Committee and the County Library Facilities Committee of June 9, 2015.

No Action Items.

Items Not Requiring Board Action.

Mr. Bergstrom read the minutes of the June 9, 2015 Joint Meeting of the Ways & Means Committee and the County Library Facilities Committee. Discussion by the full Board as to building renovation options, funding options and the short and long term future of the Library. Discussion as to entering into a lease with the Library and to consider that in the future if the Library becomes a District Library what happens to the outstanding debt issue. The significance of the Library building being on the Historic Register was discussed as well as finding the balance of maintaining the historic building and doing what is best with taxpayer's money. Mr. Schmidt and Mr. Kaminski indicated that there are previous more economical options that were presented years ago by an engineering company (not the current architectural firm) that gave options for a new heating and cooling system only. The County Board then got involved when the project with the Architect Quinn & Evans and the Brenton Group expanded to a complete renovation of over \$3 million dollars, which has now been scaled back to approximately a \$1.2 million project. However, the initial lower cost heating and cooling project has not been discussed in the recent past. The building has to be taken care of and whichever avenue is taken, it has to be done before winter.

After discussion, the members of the Ways & Means Committee requested direction from the full Board as to what direction the Board would like to take. It was a consensus of the full Board to identify the most economical system that will function appropriately for the immediate needs and to revisit the first set of HVAC system bids. Mr. Schmidt will be attending the Special Meeting of the Library Board this afternoon Tuesday, June 16, 2015. He will bring this information to their attention.

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Further discussion continued that Mr. Hilliard has already received a letter from the County Prosecutor that the Library millage money can be used for maintenance projects. However, the subject of the Library Board being an Advisory Board is still unclear. It was requested that Prosecutor Stone review the law and give his opinion on this subject.

Moved by Bergstrom, seconded by Shafer to accept the joint meeting Minutes of the Ways & Means Committee and the County Library Facilities Committee of June 9, 2015.

Motion Carried

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HOUSING REVIEW COMMITTEE MINUTES/JUNE 15, 2015

Jeff Dontz presented the Housing Review Committee Minutes of June 15, 2015.

MANISTEE COUNTY HOME IMPROVEMENT PROGRAM HOUSING INSPECTOR AGREEMENT

Moved by Dontz, seconded by Schmidt to approve the Manistee County Home Improvement Program Housing Inspector Agreement for the amount included in the Agreement.

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

Motion Carried

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Moved by Dontz, seconded by Bergstrom to accept the Housing Review Committee Minutes of June 15, 2015.

Motion Carried

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PERSONNEL COMMITTEE MINUTES/JUNE 3, 2015

Ken Hilliard presented the Personnel Committee Minutes of June 3, 2015.

FREEDOM OF INFORMATION ACT (FOIA) POLICY

TUESDAY, JUNE 16, 2015

**Resolution #2015-11
Manistee County Board of Commissioners**

**RESOLUTION ESTABLISHING A FREEDOM OF INFORMATION ACT (FOIA)
POLICIES AND GUIDELINES, PUBLIC SUMMARY OF PROCEDURES AND
GUIDELINES, AND FOIA OPERATIONAL PROCEDURES FOR MANISTEE
COUNTY**

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 16th day of June, 2015.

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

ABSENT: None

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

WHEREAS, the Michigan legislature adopted 2014 Public Act 563 enacting numerous amendments to the Michigan Freedom of Information Act (FOIA), being MCL 15.231 *et seq.*, that require revision of the current County FOIA Policy; and

WHEREAS, from time to time Manistee County Departments will receive Freedom of Information Act (FOIA) requests; and

WHEREAS, it is necessary to adopt, and to post online, “FOIA Policies and Guidelines” and a “FOIA Policy Summary” to ensure that the FOIA requests are addressed in an efficient and consistent manner, and to comply with these FOIA statutory amendments; and

WHEREAS, it is necessary to adopt FOIA Operational Procedures to implement these County FOIA Policies and Guidelines.

THEREFORE BE IT RESOLVED, the Manistee County Board of Commissioners hereby adopts, effective from and after July 1, 2015, the attached:

1. “Manistee County FOIA Policies and Guidelines,” including the FOIA Forms attached to these Policies and Guidelines; and
2. “Manistee County FOIA Public Summary of Procedures and Guidelines”; and
3. “Manistee County FOIA Operational Procedures.”

BE IT FURTHER RESOLVED that copies of the “Manistee County FOIA Policies and Guidelines,” including the attached FOIA forms, and the “Manistee County FOIA Public Summary of Procedures and Guidelines” shall be posted on the County’s website.

BE IT FURTHER RESOLVED that the County Controller/Administrator is the County FOIA Coordinator for Manistee County per the designation by the Board Chairperson.

BE IT FURTHER RESOLVED that the attached Manistee County FOIA Policies and Guidelines, including the attached FOIA Forms, the Manistee County FOIA Public Summary of Procedures and Guidelines, and the Manistee County FOIA Operational Procedures will be effective July 1, 2015, and will supersede any previous resolutions setting FOIA policies or establishing formulas for the cost of FOIA requests.

BE IT FURTHER RESOLVED that the County Clerk will forward a copy of this resolution to each County Department.

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Moved by Dontz, seconded by Bergstrom to approve the above Resolution # 2015-11
Establishing a Freedom of Information Act (FOIA) Policies and Guidelines, Public
Summary of Procedures and Guidelines, and FOIA Operational Procedures for Manistee
County.

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

Motion Carried

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EDUCATION FUND POLICY

Lisa Sagala, Personnel Officer/Administrative Assistant distributed an updated Education
Fund Policy with changes that had been suggested by the Personnel Committee. A minor
change was requested on line 4 of the Application to reflect "Degree/Certificate/Course
Work Seeking".

Moved by Bergstrom, seconded by Dontz to approve the updated Education Fund Policy
to be implemented with the 2015/16 Budget year as funding allows.

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

Motion Carried

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REQUESTS FOR STEP INCREASES

PURSUANT TO THE POSITION RE-EVALUATION POLICY

Moved by Bergstrom, seconded by Dontz to deny all requested step increases that were
submitted by April 1, 2015.

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

Motion Carried

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POSITION RE-EVALUATION POLICY PARTIALLY DISCONTINUED

Moved by Bergstrom, seconded by Shafer to discontinue the Position Re-evaluation Policy as it pertains to requesting accelerated steps; but the position re-evaluation portion of the policy to be maintained.

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

Motion Carried

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Moved by Bergstrom, seconded by Dontz to accept the Personnel Committee Minutes of June 3, 2015.

Motion Carried

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TECHNOLOGY/INFORMATION COMMITTEE MINUTES/JUNE 8, 2015

Richard Schmidt presented the Technology/Information Committee Minutes of June 8, 2015.

No Action Items.

Items Not Requiring Board Action.

Gordon McLellan had presented the Technology Committee with 2015/16 budget requests. Mr. McLellan had categorized and prioritized the requests. Mr. Kaminski is still working on a proposed budget and requested that the Budget Study Session that is scheduled for Monday, June 22, 2015 be used to review the requests for technology as funding for the requests will be quite large.

Moved by Bergstrom, seconded by Schmidt to accept the Technology/Information Committee Minutes of June 8, 2015.

Motion Carried

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GREEN TEAM COMMITTEE MINUTES/MAY 28, 2015

Brook Shafer presented the Green Team Committee Minutes of May 28, 2015.

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No Action Items from Committee Minutes.

**Resolution #2015-10
Manistee County Board of Commissioners**

**RESOLUTION ENHANCING AND SUSTAINING RECYCLING IN THE
MANISTEE COUNTY AREA**

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 16th day of June, 2015.

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

ABSENT: None

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

WHEREAS, the economic well-being and quality of life in Manistee County have relied upon our rich natural resources, including our forests, agricultural lands, mineral deposits and water resources; and

WHEREAS, just as we continue to protect and wisely use those natural resources, so must we work in partnership with others to make wise use of other resources, including the waste we generate, to develop jobs and businesses and preserve our quality of life; and

WHEREAS, we have not developed systematic, cost-effective or efficient programs or partnerships to promote recycling of our waste resources in a way that presents opportunities for business and job development as has been done in other communities; and

WHEREAS, the development of viable businesses that recycle wastes and conserve energy is dependent in our rural area upon a collaboration of communities and counties to supply those businesses with sufficient volumes of wastes to be recycled; and

WHEREAS, communities that are dedicated to recycling and energy conservation are recognized as appealing places for people to play, live and work;

NOW, THEREFORE, BE IT RESOLVED, that, with the leadership and expertise of the County Recycling Coordinator and the support of the Alliance for Economic Success, we support an initiative that encourages neighboring counties and governmental jurisdictions in Manistee County to partner in a process to develop a unifying, long-term and economically viable recycling solution that ideally would use waste resources to create private sector businesses and jobs.

Moved by Bergstrom, seconded by Shafer to approve the above Resolution #2015-10

Enhancing and Sustaining Recycling in the Manistee County Area.

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

NAYS: 0 None

Motion Carried

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Moved by Bergstrom, seconded by Marshall to accept the Green Team Committee Minutes of May 28, 2015.

Motion Carried

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REGIONAL SUMMIT COMMITTEE MINUTES/MAY 29, 2015

Brook Shafer presented the Regional Summit Committee Minutes of May 29, 2015.

No Action Items.

Items Not Requiring Board Action.

The Regional Summit Speakers and Agenda are confirmed. The invitations and the Save-the-Date postcards for the Twelfth Regional Summit are set.

Moved by Bergstrom, seconded by Goodman to accept the Regional Summit Committee Minutes of May 29, 2015.

Motion Carried

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MISCELLANEOUS CONTROLLER AND BOARD ITEMS

SCHEDULE BOARD BUDGET STUDY SESSION

Mr. Kaminski reminded the Board that there is a Budget Study Session scheduled for Monday, June 22, 2015 at 1:00 p.m. in the County Commissioner’s Room at the Manistee County Courthouse and Government Center. Mr. Kaminski asked the Commissioners to bring their calendars to the Study Session to schedule further Budget Study Sessions.

2016 NATURAL HAZARD MITIGATION PLAN FOR MANISTEE COUNTY

**Resolution #2015-12
Manistee County Board of Commissioners**

HAZARD MITIGATION PLAN ADOPTION RESOLUTION

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 16th day of June, 2015.

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

ABSENT: None

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

WHEREAS, the community of Manistee, Michigan has experienced risks that may damage commercial, residential and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

WHEREAS, the community of Manistee has prepared a *Hazard Mitigation Plan* that outlines the community's options to reduce damages and impacts from natural and technological hazards; and

WHEREAS, the *Hazard Mitigation Plan* has been reviewed by community residents, business owners, and federal, state and local agencies, and has been revised where appropriate to reflect their concerns;

NOW, THEREFORE, BE IT RESOLVED THAT, The *Hazard Mitigation Plan* is hereby adopted as an official plan of Manistee County;

BE IT FURTHER RESOLVED THAT, the Manistee County Emergency Management Coordinator is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by the Manistee County Board of Commissioners or other sources.

Moved by Marshall, seconded by Shafer to adopt the above Resolution #2015-12 entitled Hazard Mitigation Plan Adoption Resolution.

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

NAYS: 0 None

Motion Carried

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Adjourn at the Call of the Chair.

_____ Clerk