

**TUESDAY, OCTOBER 27, 2015**

Pursuant to law, the Board of Commissioners met on Tuesday, October 27, 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, Ken Hilliard, Alan Marshall, Richard Schmidt, Brook Shafer

ABSENT: Karen Goodman

**APPROVE MEETING AGENDA**

Moved by Schmidt, seconded by Shafer to approve the Meeting Agenda. It is noted that Thomas Smith, Manistee County Drain Commissioner will not be present for his scheduled agenda time.

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 September 15, 2015 Regular Board Meeting and the October 2015 monthly appropriations and fund transfers.

YEAS: 6 Bergstrom, Dontz, Hilliard, Marshall, Schmidt, Shafer

NAYS: 0 None

ABSENT: 1 Goodman

Motion Carried

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**PUBLIC COMMENT**

None.

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**RECOGNITION, ANNOUNCEMENTS & CORRESPONDENCE**

Mr. Kaminski explained the handouts that were on the Commissioner’s desks which included a copy of a letter from the State of Michigan Department of Health and Human Services informing the County Board that Douglas Parkes has been reappointed as the State’s representative to the Manistee County Department of Health and Human Services Board. The minutes of the October 21, 2015 Personnel Committee and the minutes of the October 21, 2015 Public Safety Committee. Other correspondence included in the Board packet is a letter from Senator Booher regarding the Portage Lake Channel in Onekama with a Resolution on Maintaining Great Lakes Commercial and Recreational Harbors; a letter Mr. Kaminski wrote to the Department of Housing and Urban Development Offices of Native American Programs concerning the Letter of Support for the LRBOI grant application for the US 31 Corridor Sewer Expansion between M-55 and M-22.and a Letter of Information concerning Munson Healthcare. Also a grant between the U.S. Forest Service and the Sheriff’s Office is being requested by the Sheriff to be approved. This grant agreement comes before the Board each year for the Sheriff to patrol the campgrounds and the U.S. Forest Service lands in the amount of \$5,000.

**COOPERATIVE ENFORCEMENT AGREEMENT BETWEEN THE MANISTEE COUNTY SHERIFF’S DEPARTMENT AND THE USDA, FOREST SERVICE**

Moved by Marshall, seconded by Shafer to approve the Cooperative Enforcement Agreement between the Manistee County Sheriff’s Department and the USDA, Forest Service and authorize the County Board Chair to sign the same.

YEAS: 6 Dontz, Hilliard, Marshall, Schmidt, Shafer, Bergstrom  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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**FINANCE COMMITTEE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

Board of Commissioners:

We do hereby submit our claims from September 2, 2015, through October 21, 2015:

General Fund:.....	\$330,482.95
Recycling Fund: .....	11,055.46
Maintenance of Effort Fund:.....	22,589.77
Bear Lake Improvement Fund: .....	11,513.40
Capital Improvement Fund: .....	41,979.99
Health Insurance Fund: .....	283,220.10

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Law Enforcement Training Fund:.....	1,477.98
Concealed Pistol Licensing Fund: .....	142.24
Law Library Fund: .....	1,533.90
Housing Fund:.....	1,260.00
Community Corrections Fund: .....	1,239.56
Juvenile Intervention Fund: .....	566.47
Child Care Fund:.....	28,995.79
Soldiers & Sailors Relief Fund: .....	2,893.28
Airport Authority Fund:.....	75,296.57
Compensated Services Fund: .....	169,193.44
Building Authority Debt Fund: .....	25,995.00
County Road Building Debt Fund: .....	295,000.00
Tax Revolving – State Sales: .....	12,790.94
Drain Fund: .....	6,150.96

**Total Claimed and allowed October 27, 2015 .....\$1,323,377.80**

Total Payroll for the period of September 2, 2015, through October 21, 2015 . \$705,550.75  
(Includes 3 payrolls)

Moved by Bergstrom, seconded by Dontz to approve and the same to be paid in the amount of \$1,323,337.80.

- YEAS:       6       Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz
- NAYS:      0       None
- ABSENT:    1       Goodman

Motion Carried

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**HOUSING REVIEW COMMITTEE REPORTS/OCTOBER 1, 2015**  
**AND OCTOBER 9, 2015**

Jeff Dontz presented the Housing Review Committee Reports of October 1, 2015 and October 9, 2015. Project 14-3-15 was awarded to Richard Polcyn Plumbing & Heating in the amount of \$1,250; and Project 14-2-15 was awarded to Scott Adamczak Construction in the amount of \$27,550. The Housing Review Committee has the Power to Act on these projects.

Moved by Shafer, seconded by Dontz to accept the Housing Review Committee Minutes from October 1, 2015 and October 9, 2015.

Motion Carried

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**KENNETH E. URBAN, ED.D., PRESIDENT OF**  
**WEST SHORE COMMUNITY COLLEGE**

**TUESDAY, OCTOBER 27, 2015**

Kenneth E. Urban, ED.D., President of West Shore Community College (WSCC), appeared before the Board to introduce himself as the new Community College President and answered questions from the Board members. Mr. Urban also updated the Board on student enrollment and informed the Board of an opening on the WSCC Board of Trustees due to the resignation of Phyllis Cowden.

**PERSONNEL COMMITTEE MINUTES/OCTOBER 21, 2015**

Ken Hilliard presented the Personnel Committee Minutes of October 21, 2015.

**MERS UNION CONTRIBUTIONS**

Moved by Bergstrom, seconded by Schmidt to recommend the approval of the Amendment to the Defined Benefit Plan Adoption Agreement and authorize the County Board Chair to sign the same.

YEAS: 6 Schmidt, Shafer, Bergstrom, Dontz Hilliard, Marshall  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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**EDUCATION FUND POLICY REQUESTS**

Moved by Bergstrom, seconded by Schafer to recommend the approval of adding \$840 to the Education Fund to fund both requests which includes \$1,000 to Rachel Nelson and \$840 to Jennifer Kirchinger for a total of \$1,840; to be paid from the General Fund.

YEAS: 5 Shafer, Bergstrom, Hilliard, Marshall, Schmidt  
NAYS: 1 Dontz  
ABSENT: 1 Goodman

Motion Carried

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**DISCUSSION REGARDING COUNTY CLERK'S JOB DESCRIPTIONS**

Moved by Bergstrom, seconded by Dontz to increase the two (2) Deputy Clerks pay grades and the one (1) 19<sup>th</sup> Circuit Court Clerk pay grade by one (1) pay grade each

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effective October 1, 2015 based on the changes, responsibilities and the educational upgrade of the positions as recommended by Mark Nottley.

YEAS: 5 Bergstrom, Dontz, Hilliard, Schmidt, Shafer  
NAYS: 1 Marshall  
ABSENT: 1 Goodman

Motion Carried

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Moved by Dontz, seconded by Schmidt to accept the Personnel Committee Minutes of October 21, 2015.

Motion Carried

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**MANISTEE COUNTY TRANSPORTATION INC. AMENDATORY  
OPERATIONS CONTRACT**

Richard Strevey, General Manager of Manistee County Transportation, Inc. appeared before the Board to request consideration of a Resolution which approves the Amendatory Operations Contract commencing October 1, 2015 through September 30, 2016. This is an extension of the operations contract which has been in existence since the organization was formed.

Moved by Shafer, seconded by Dontz to approve the Resolution which approves the Amendatory Operations Contract commencing October 1, 2015 through September 30, 2016 and authorize the County Board Chair to sign the same.

YEAS: 6 Dontz, Hilliard, Marshall, Schmidt, Shafer, Bergstrom  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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**TREASURER'S REPORT**

Russell Pomeroy, County Treasurer, appeared before the Board to give his monthly report. Mr. Pomeroy reported that on October 13, 2015, a second auction was held on 2015 Tax Reverted Property. There were four (4) parcels sold which sold at this auction. This brought the total sales to \$219,350 for a total budget surplus of \$29,739. The old County Animal Control Building sold for \$10,500.

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Mr. Pomeroy also reported that he will be attending a hearing on November 9, 2015 in Lansing on the PRE denial court case that is pending at the Court of Appeals. The outcome of this case is very important as it will have statewide implications.

Mr. Pomeroy also reported his office is working on the end of the year financials and he may have some preliminary numbers in November 2015 but will certainly have a report in December 2015.

**BOARDS/COMMISSION APPOINTMENTS**

**WEST SHORE MEDICAL CENTER BOARD OF TRUSTEES**

The terms of three (3) Trustees expire December 31, 2015. In conformance with Public Act 230, the Board of Trustees of West Shore Medical Center voted to present the following nominations to the County Board of Commissioners for advice and consent to fill three (3) Trustee positions each for a three (3) year term commencing January 1, 2016 and expiring December 31, 2018.

- 1) Dr. Bryan Dunlop
- 2) Brian Postma
- 3) Glenn Zaring

Moved by Marshall, seconded by Dontz to consent to the appointment of Dr. Bryan Dunlop, Brian Postma and Glenn Zaring to the West Shore Medical Center Board of Trustees to fill three (3) Trustees positions each for a three (3) year term commencing January 1, 2016 and expiring December 31, 2018.

YEAS:        6        Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz

NAYS:        0        None

ABSENT:     1        Goodman

Motion Carried

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**COUNTY BOARD OF CANVASSERS**

Two (2) individuals, one (1) Democrat and one (1) Republican, will be considered for a four (4) year term of office beginning November 1, 2015 and expiring October 31, 2019.

**Democratic Applicants**

**1<sup>st</sup> Vote**

David A. Berns	Judith Cunningham	Lee Trucks
0 Votes	3 Votes	3 Votes

**Republican Applicants**

**1<sup>st</sup> Vote**

Joyce Valentine	Robert Zielesch
6 Votes	0 Votes

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Joyce Valentine was appointed to represent the Republican Party for a four (4) year term of office beginning November 1, 2015 and expiring October 31, 2019.

**Democratic Applicants**

**2<sup>nd</sup> Vote**

David A. Berns  
0 Votes

Judith Cunningham  
2 Votes

Lee Trucks  
4 Votes

Lee Trucks was appointed to represent the Democratic Party for a four (4) year term of office beginning November 1, 2015 and expiring October 31, 2019.

**RESOLUTION #2015-15 MANISTEE COUNTY RESOLUTION SUPPORTING  
WATERSHED PLANNING AND LOCAL WATERSHED GROUPS**

Rob Carson, County Planner, appeared before the Board to request approval of Resolution #2015-15, which supports local watershed groups and watershed efforts throughout Manistee County.

Public Comment in support of the Resolution was received by Jim Drazo of Kaleva and member of the Bear Creek Watershed and member of the Greater Bear Watershed Council; Sharon Goble of Pleasanton Township and the Arcadia/Pierport Watershed; Mary Reed, Chair of the Portage Lake Watershed; Wayne Anderson who lives in Mason County but uses Manistee waters and sits on the Big Sauble Watershed Restoration Committee; Armus Soorus, Trustee of the Little Manistee River Watershed Council and Chair of the Water Management Plan Council; Jim Squire, Vice President of the Little Manistee Watershed Conservation Council and Scott Heilzeman, Department of Natural Resources (DNR) Fisheries Division-Cadillac.

Moved by Marshall, seconded by Bergstrom to support Resolution #2015-15 Manistee County Resolution Supporting Watershed Planning and Local Watershed Groups.

- YEAS: 3 Shafer, Bergstrom, Hilliard
- NAYS: 3 Marshall, Schmidt, Dontz
- ABSENT: 1 Goodman

Motion Failed

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Moved by Dontz, seconded by Schmidt to send Resolution #2015-15 to the Manistee County Planning Commission for review and recommendation.

- YEAS: 4 Schmidt, Bergstrom, Dontz, Marshall
- NAYS: 2 Shafer, Hilliard
- ABSENT: 1 Goodman

Motion Carried

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**WAYS & MEANS COMMITTEE MINUTES/OCTOBER 21, 2015**

Mark Bergstrom presented the Ways & Means Committee Minutes of October 21, 2015.

**OAK WILT TREATMENT GRANT**

Moved by Bergstrom, seconded by Schmidt to approve a contribution of \$5,000 to help the cause of sustaining the Oak Wilt Treatment Grant applied for by the Manistee Conservation District; with funds to be paid from the Forestry Fund and if needed, the balance from the General Fund.

YEAS: 6 Shafer, Bergstrom, Dontz, Hilliard, Marshall, Schmidt  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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**2015 COUNTY APPORTIONMENT REPORT**

Mr. Elbers, Equalization Director, appeared before the Board and presented the 2015 County Apportionment Report (Appendix A). Each October, the Board of Commissioners is required to approve the apportionment of the millage levied against the taxable value once they are satisfied that all taxing jurisdictions are in compliance with Section 31 of Article 9 of the State Constitution of 1963 and MCL 211.34d, and 211.34(1) and received certifications that Truth in Taxation hearing have been held if required under MCL 211.24e. Mr. Elbers confirmed that all taxing jurisdictions have met the requirements, and recommended that Manistee County accept the Apportionment Report as prepared and presented and that the same be approved and the millage rates within the report be thereby levied on the taxable value of their respective taxing jurisdictions; and the County Board approve the State of Michigan’s form L-4402 as its Official Apportionment Report. Mr. Elbers indicated that the County Board may amend the Apportionment Report at a later date if necessary, since there could be changes after the November 2015 election.

Moved by Bergstrom, seconded by Shafer that Manistee County accept the 2015 Apportionment Report as prepared and presented and that the same be approved and the millage rates within the report be thereby levied on the taxable value of their respective taxing jurisdictions; and the County Board approve the State of Michigan’s form L-4402 as its Official Apportionment Report.

YEAS: 6 Bergstrom, Dontz, Hilliard, Marshall, Schmidt, Shafer  
NAYS: 0 None

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ABSENT: 1 Goodman

Motion Carried

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Item Not Requiring Board Action.

**PARCEL FEE CHARGES/ 5 - YEAR REVIEW**

Tom Kaminski, Administrator/Controller, explained to the Board that the County charges local municipalities a per parcel fee for work that is done in the Equalization Department and Treasurer’s Office such as sending out tax bills and maintaining the tax roll. The per parcel fee is set by the rate of inflation using the Consumer Price Index (CPI) and is reviewed every five (5) years. Once the new fee is set, the municipalities are then invited to the next Ways & Means Committee meeting to discuss the fees. Mr. Elbers, Equalization Director, recommends the fee be reduced to \$3.90 per parcel down from \$3.96 per parcel. The County is not trying to make money from this project but rather just cover their expenses. This collaboration helps keep the process of tax bills and maintaining the tax roll organized. It is a cost savings to the local municipalities and to lower actual costs will help maintain the program. The request for final action will come before the County Board at the November 2015 County Board meeting.

Moved by Schmidt, seconded by Shafer to accept the Ways & Means Committee Minutes of October 21, 2015.

Motion Carried

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**PUBLIC SAFETY COMMITTEE MINUTES/OCTOBER 21, 2015**

Ken Hilliard presented the Public Safety Committee Minutes of October 21, 2015.

**TACTICAL EMERGENCY MEDICAL AID AGREEMENT**

Moved by Shafer, seconded by Dontz to approve the Tactical Emergency Medical Aid Agreement between the Charter Township of Filer and Manistee County; and authorize the County Board Chair to sign the same.

YEAS: 6 Dontz, Hilliard, Marshall, Schmidt, Shafer, Bergstrom

NAYS: 0 None

ABSENT: 1 Goodman

Motion Carried

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**NORTHERN MICHIGAN MUTUAL AID RECIPROCAL LAW**

**ENFORCEMENT AGREEMENT**

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Moved by Dontz, seconded by Shafer to approve the Amended Northern Michigan Mutual Aid Reciprocal Law Enforcement Agreement as presented by the Sheriff; and authorize the County Board Chair to sign the same.

YEAS: 6 Hilliard, Marshall, Schmidt, Shafer, Bergstrom, Dontz  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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Moved by Schmidt, seconded by Bergstrom to accept the Public Safety Committee Minutes of October 21, 2015.

Motion Carried

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**TECHNOLOGY/INFORMATION COMMITTEE MINUTES/OCTOBER 14, 2015**

Richard Schmidt presented the Technology/Information Committee Minutes of October 14, 2015.

**UPGRADE COUNTY SERVER INFRASTRUCTURE**

Moved by Schmidt, seconded by Bergstrom to approve the bid from TechCore in the amount of \$92,887.20 for the 3<sup>rd</sup> phase of the Technology upgrade for server infrastructure; to be paid from the Technology Budget, Line item # 101 228 730.000.

YEAS: 6 Marshall, Schmidt, Shafer, Bergstrom, Dontz, Hilliard  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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**SHARED PRINTER FOR THE EQUALIZATION DEPARTMENT AND**

**COUNTY TREASURER’S OFFICE**

Moved by Schmidt, seconded by Bergstrom to approve the bid from Jackpine in the amount of \$4,199 for the shared Lexmark MS-812dn printer used by the Equalization Department and the County Treasurer’s Office.

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YEAS: 6 Schmidt, Shafer, Bergstrom, Dontz, Hilliard, Marshall  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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Moved by Schmidt, seconded by Bergstrom to accept the Technology/Information Committee Minutes of October 14, 2015.

Motion Carried

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**JOINT MANISTEE-BENZIE COURT COMMITTEE MINUTES/**

**OCTOBER 13, 2015**

Jeff Dontz presented the Joint Manistee-Benzie Court Committee Minutes of October 13, 2015.

**WAGES FOR COURT EMPLOYEES FOR FY 2015/16**

Moved by Dontz, seconded by Schmidt to approve a wage increase of 1% for Manistee County’s prorated portion of all Court employee salaries effective October 1, 2015.

YEAS: 6 Shafer, Bergstrom, Dontz, Hilliard, Marshall, Schmidt  
NAYS: 0 None  
ABSENT: 1 Goodman

Motion Carried

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**AS 400 LEASE**

Moved by Dontz, seconded by Schmidt to recommend approval of a three (3) year Lease Purchase Agreement between IBM Credit LLC and Manistee County for the purchase of an AS400 computer system for the 19<sup>th</sup> Judicial Circuit, at a total principal cost of \$38,723 plus interest of 2.21%, with Benzie County responsible for 40% of this expense over a three (3) year period, and authorize the Chairman to sign the agreement.

YEAS: 6 Bergstrom, Dontz, Hilliard, Marshall, Schmidt, Shafer

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NAYS: 0 None

ABSENT: 1 Goodman

Motion Carried

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Moved by Dontz, seconded by Shafer to accept the Joint Manistee-Benzie Court Committee Minutes of October 13, 2015.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

Moved by Schmidt, seconded by Bergstrom to schedule a Study Session for the purpose of reviewing the County Strategic Plan on December 8, 2015 at 1:00 p.m. with the location to be determined.

Motion Carried

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Mr. Kaminski informed the Board of the Chamber of Commerce Dinner scheduled for November 12, 2015 at the Little River Casino and Resort. County Board members and guest are invited to attend. Please let Mr. Kaminski or Julie Schmeling know if you will attend.

A request to have an Airport Report given at the November 17, 2015 County Board meeting.

A request that Thomas Smith, Manistee County Drain Commissioner, be invited again to attend the next County Board meeting in November 17, 2015.

**PUBLIC COMMENT**

None.

Adjourn at the Call of the Chair.

\_\_\_\_\_ Clerk