

**TUESDAY, NOVEMBER 17, 2015**

Pursuant to law, the Board of Commissioners met on Tuesday, November 17, 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 W. Marshall, Richard Schmidt, Brook Shafer

ABSENT: None

**APPROVE MEETING AGENDA**

Moved by Dontz, seconded by Shafer to approve the Meeting Agenda with the following changes: It is noted that Thomas Smith, Manistee County Drain Commissioner will not be present for his scheduled agenda time; Review and possible action of a request from West Shore Medical Center to immediately fill the vacancy created by the resignation of Ila Marie Prickett which was effective October 15, 2015.

Motion Carried

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**CONSENT AGENDA**

Moved by Shafer, seconded by Marshall to approve the Consent Agenda which includes the minutes of the October 27, 2015 Regular Board Meeting and the November 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.

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**RECOGNITION, ANNOUNCEMENTS & CORRESPONDENCE**

None.

**TREASURER’S REPORT**

Russell Pomeroy, County Treasurer, had no report.

**FINANCE COMMITTEE REPORT**

Board of Commissioners  
Manistee County  
Manistee, Michigan 49660

Board of Commissioners:

We do hereby submit our claims from October 21, 2015, through November 4, 2015:

General Fund:.....	\$88,700.43
Recycling Fund: .....	2,455.00
Remonumentation Fund:.....	11,249.93
Health Insurance Fund: .....	16,430.74
Law Enforcement Training Fund:.....	475.78
Concealed Pistol Licensing Fund: .....	122.46
Law Library Fund: .....	1,922.99
Housing Fund:.....	11,146.19
Soldiers & Sailors Relief Fund: .....	1,844.68
Airport Authority Fund:.....	5,711.86
Tax Revolving – State Sales: .....	414.25
Drain Fund: .....	324.00

**Total Claimed and allowed November 17, 2015.....\$140,798.31**

Total Payroll for the period of October 21, 2015, through November 4, 2015 . \$227,769.59  
(Includes 1 payroll)

Moved by Bergstrom, seconded by Shafer to approve and the same to be paid in the amount of \$140,798.31.

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

NAYS: 0 None

Motion Carried

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**WAYS & MEANS COMMITTEE MINUTES/NOVEMBER 4, 2015**

Mark Bergstrom presented the Ways & Means Committee Minutes of November 4, 2015.

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**2016 PARCEL FEES**

Moved by Schmidt, seconded by Shafer the approval of the 2016 parcel charge for the performance of computer services for tax map and assessment roll maintenance, preparation of tax rolls and tax bills to the Townships, City, Villages, and Onekama School and Bear Lake School Districts be set as follows:

- Townships & City of Manistee = \$3.90 per parcel (1.50% decrease)
- Villages, Onekama and Bear Lake School Districts = \$1.02 per parcel (1.50% decrease)
- 2016 State Education Tax (S.E.T.) charges = \$1.00 per parcel (no change)

And that the 2017, 2018, 2019 and 2020 rates be adjusted by the rate of inflation.

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

NAYS: 0 None

Motion Carried

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**SERVICE AGREEMENT BETWEEN THE CITY OF MANISTEE, THE  
MANISTEE COUNTY PROSECUTING ATTORNEY AND MANISTEE  
COUNTY**

Moved by Schmidt, seconded by Shafer to recommend approval of the Service Agreement between the City of Manistee, the Manistee County Prosecuting Attorney and Manistee County for the year January 1, 2016 through December 31, 2016.

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

NAYS: 0 None

Motion Carried

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**HVAC ROOFTOP UNIT ON THE WEST ANNEX  
OF THE GOVERNMENT CENTER**

Moved by Schmidt, seconded by Goodman to approve the bid to replace the existing Rooftop HVAC Unit on the West Annex of the Government Center from Custom Sheet

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Metal & Heating, Inc. in the amount of \$11,331.00 which includes all materials, labor and permits needed; 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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**MULTI-COUNTY JUVENILE GRANT APPLICATION**

Moved by Schmidt, seconded by Shafer to approve the Aggression Replacement Therapy Grant Application with budgeted funds saved through the use of the grant funds, be set aside in a separate account and be used to sustain the program for the future.

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

Motion Carried

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**2015/16 SNOW PLOWING BIDS FOR THE MANISTEE COUNTY**

**COURTHOUSE, HEALTH DEPARTMENT/AES BUILDING AND COUNTY**

**SHERIFF DEPARTMENT**

Moved by Schmidt, seconded by Bergstrom to approve Grimm’s Snow Removal, LLC for the removal of snow from the County Courthouse, Health Department/AES Building and the County Sheriff Department.

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

Motion Carried

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Moved by Bergstrom, seconded by Schmidt to accept the Ways & Means Committee Minutes of November 4, 2015.

Motion Carried

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**TUESDAY, NOVEMBER 17, 2015**

**PERSONNEL COMMITTEE MINUTES/NOVEMBER 4, 2015**

Ken Hilliard presented the Personnel Committee Minutes of November 4, 2015.

No Action Items.

Items Not Requiring Board Action.

The process of updating job descriptions for all County employees was discussed. Ms. Sagala will be working on that project in the future.

Mr. Marshall wanted it noted that he did not agree with the statement in the October 27, 2015 County Board Minutes concerning “the changes, responsibilities and the educational upgrade of the positions as recommended by Mark Nottley” in reference to the positions in the Clerk’s Office.

Moved by Dontz, seconded by Bergstrom to accept the Personnel Committee Minutes of November 4, 2015.

Motion Carried

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**BOARDS/COMMISSION APPOINTMENTS**

**WEST SHORE MEDICAL CENTER BOARD OF TRUSTEES**

A request from West Shore Medical Center to present the nomination of Glenn Zaring to the County Commissioners for their advice and consent to immediately fill the vacancy created by the resignation of Ila Marie Prickett which was effective October 15, 2015.

Mr. Zaring was appointed to a three (3) year term beginning January 1, 2016 by the advice and consent at the County Board Meeting held on October 27, 2015. With the above consent, Mr. Zaring’s term will start immediately.

Moved by Shafer, seconded by Marshall to consent to the appointment of Glenn Zaring to the West Shore Medical Center Board of Trustees to immediately fill the vacancy created by the resignation of Ila Marie Prickett which was effective October 15, 2015.

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

NAYS: 0 None

Motion Carried

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**TECHNOLOGY/INFORMATION COMMITTEE MINUTES/**

**NOVEMBER 5, 2015**

**TUESDAY, NOVEMBER 17, 2015**

Richard Schmidt presented the Technology/Information Committee Minutes of November 5, 2015.

No Action Items.

Items Not Requiring Board Action.

Attendees at the meeting identified projects and issues that needed to be addressed before Mr. McLellan leaves for vacation for most of the month of December 2015.

Moved by Schmidt, seconded by Bergstrom to accept the Technology/Information Committee Minutes of November 5, 2015

Motion Carried

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**GREEN TEAM/RECYCLING COMMITTEE MINUTES/OCTOBER 29, 2015**

Brook Shafer presented the Green Team/Recycling Committee Minutes of October 29, 2015.

**AREA 31 RECYCLING CONTRACT WITH MANISTEE COUNTY**

Moved by Shafer, seconded by Marshall to renew the contract with Area 31 Recycling & Disposal, LLC for the PA 69 Recycling program from January 1, 2016 through December 31, 2018.

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

NAYS: 0 None

Motion Carried

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**RECYCLING SITE MONITOR COMPENSATION**

Moved by Shafer, seconded by Marshall to increase the compensation for the Recycle Site Monitors from \$15 per visit to \$20 per visit.

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

NAYS: 0 None

Motion Carried

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Items Not Requiring Board Action.

It was requested that the visit to the Emmet County Recycling Center be rescheduled to a future date.

Mr. Marshall requested the SEEDS Report be included in the Green Team/Recycling Committee Report.

Moved by Schmidt, seconded by Dontz to accept the Green Team/Recycling Committee Minutes of October 29, 2015.

Motion Carried

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**PERFORMANCE IMPROVEMENT AT WEST SHORE MEDICAL CENTER**

Diane Banks, Vice President of Performance Improvement at West Shore Medical Center appeared before the Board to provide a benchmarking report which compared West Shore Medical Center with other hospitals in the State of Michigan and across the Nation, since the implementation of Healthcare Reform.

**ROUGH DRAFT OF THE MANISTEE COUNTY**

**RECREATION PLAN PRESENTATION**

Robert Carson, Manistee County Planning Director and Tamara Buswinka, Community Development Consultant for the Alliance for Economic Success (AES) appeared before the Board and presented a rough draft of the Manistee County Recreation Plan.

**MSU EXTENSION PLAN OF WORK FOR FY 2015/16**

Jennifer Berkey, District Coordinator for MSU Extension, appeared before the Board to present the MSU Extension Annual Plan of Work for FY 2015/16. The Annual Plan of Work outlines the contributions by MSU Extension and Manistee County.

Moved by Bergstrom, seconded by Schmidt to approve the MSU Extension Annual Plan of Work for FY 2015/16 and authorize the Chair to sign the same.

Motion Carried

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**REGIONAL SUMMIT COMMITTEE MINUTES/NOVEMBER 6, 2015**

Brook Shafer presented the Regional Summit Committee Minutes of November 6, 2015.

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**EMPLOYEE RECOGNITION LUNCHEON**

Moved by Goodman, seconded by Shafer to approve \$800 be used to cover the cost if the Employee Recognition Luncheon on Tuesday, December 15, 2015; and also to extend the employees lunch hour from 12:00 p.m. to 1:30 p.m.

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

Motion Carried

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Items Not Requiring Board Action.

Comments from the evaluation forms from the 12<sup>th</sup> Regional Summit were discussed. Overall, the comments were very positive. Plans have started for 2016 Regional Summit with various locations being considered.

Moved by Schmidt, seconded by Marshall to accept the Regional Summit Committee

Minutes of November 6, 2015.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**PAYMENT OF UNUSED ACCUMULATED VACATION, SICK TIME  
AND PERSONAL HOURS**

Moved by Shafer, seconded by Marshall to approve payment of unused accumulated vacation, sick and personal hours to Tyler Hollingsworth in the amount of \$2,418.95; to be paid from the Separation Fund.

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

Motion Carried

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A County Board Study Session is scheduled for Tuesday, December 8, 2015 at 1:00 p.m. at the Portage Point Inn. The purpose of this Study Session is to review/update the County Board's Strategic Plan.

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**PUBLIC COMMENT**

Mike Tillotson introduced himself to the Board. Mr. Tillotson filmed the County Board Meeting and hopes to continue to do so in the future. He has returned to the area and is happy to be back.

Adjourn at the Call of the Chair.

\_\_\_\_\_ Clerk