



MEMBERS:

Dennis Bjorkquist, Chairperson
Ken Hilliard, Vice-Chairperson
Colleen Kenny, Secretary

AGENDA

Monday, December 14, 2015
5:00 P.M.

Manistee Township Hall
410 Holden Street, Manistee, MI 49660

- 1) Call to order by the Chairperson.
- 2) Pledge of Allegiance.
- 3) Roll call.
- 4) Approval of Meeting Agenda.
- 5) Approval of the regular meeting minutes from Monday, October 12, 2015.
- 6) Review of correspondence.
- 7) Schedule grant application deadline date for 2016-Cycle I. (Suggest Friday, March 4, 2016 at 5:00 P.M.)
- 8) Consideration to approve payment of outstanding invoices:
 - A) Administrative Fees due to Manistee County pursuant to agreement (amendment 4/12/10) ($\$25,000 \times 50\%$) = **\$12,500.00**
 - B) Manistee County; dated October 12, 2015 (Per diem reimbursement 10/1/14 – 9/30/15) (APPENDIX A) = **\$1,616.46**
- 9) Consideration of accepting a price not-to-exceed \$5,250 from Heinowski and Frischman Appraisal and Consulting, LLC., for an updated casino appraisal for year ending December 31, 2015. This appraisal will determine taxable value used to calculate 2016 P.I.L.T grants.
- 10) Discussion regarding the Records Retention Policy pursuant to Article VII of the Local Revenue Sharing Board Bylaws. (APPENDIX B)

11) Review of financial report.

Total 2% funds received by the County Treasurer:

11/30/99 - 5/28/14 =	\$27,631,953.39
11/19/14 =	\$ 857,050.92
5/29/15 =	\$ 725,874.32
11/12/15 =	<u>\$ 891,654.95</u>

\$30,106,533.58

ADD: Interest Earnings:

12/99 - 4/30/15 =	\$ 383,064.30
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
6/9/14 =	\$ 114,471.00
12/8/14 =	\$ 1,367,870.68
6/1/15 =	<u>\$ 134,866.00</u>

(\$27,321,846.34)

ADD: Grant Reimbursements received from 9/21/07 through 12/7/15. (All funds, except \$66.65 received on 8/14/15 from the City of Manistee \$26.05 received on 9/16/15 from Cleon Township, and \$249.53 received on 11/23/15 from Manistee County, 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, 12/8/14, and 6/1/15. A reimbursement in the amount of \$47.48 from the Michigan Township Par Plan on 5/26/15, has also been deposited to the Local Revenue Sharing account, but is not required to be redistributed as a Public Safety grant. =

\$60,306.27

LESS: Administrative Fees and other invoices approved for Payment through 12/13/15 =

(\$900,809.06)

ACCOUNT BALANCE AS OF 12/13/15 =

\$2,327,794.12

(Note: Balance does not include interest earnings from 05/01/13 to present)

2015 CYCLE II ESTIMATED GRANT DISTRIBUTION

CURRENT ACCOUNT BALANCE = (Includes interest earned through 04/30/13)	\$2,327,794.12
LESS: 2% payment received from casino in November 2015 (for distribution in June 2016) =	(\$891,654.95)
LESS: Outstanding invoices scheduled to be paid on 12/14/15 = (\$14,116.46) (50% of Administrative fee = \$12,500) (Board member Per Diem 10/1/14 - 9/30/15 = \$1,616.46)	
LESS: Approximate amount which will remain in the account for operating expenses =	(\$10,000.00)
ADD: Estimated interest earnings (6/15 through 12/15). Interest Estimated at \$45 per month =	\$315.00

Balance remaining for grant distribution =	\$1,412,337.71
LESS: Minimum amount required for distribution in the form of Public Safety Grants (\$725,874.32 x 12.5%) + \$66.65 + \$26.05 + \$249.53=	(\$91,076.52)
LESS: 2015 P.I.L.T. grant obligation awarded in December 2015 and paid in February 2016 =	(\$1,294,260.08)
Amount remaining for distribution in the form of "Offset", "Other" and additional "Public Safety" grants in December 2015 =	<u>\$27,001.11</u>

- 12) Consideration of authorizing grant awards based upon Cycle II-2015 grant applications.
- 13) Public Comment.
- 14) Scheduled meetings (5:00 P.M. at Manistee Township Hall, 410 Holden Street, Manistee, Michigan):

Monday, February 8, 2016 (Annual Organizational Meeting pursuant to Section 6.7 of the bylaws, as amended)
- 15) Miscellaneous Board Member comment.
- 16) Adjournment.

VISIT: www.manisteecountymi.gov

To view calendar of events, meeting minutes, Revenue Sharing Board Grant Application (downloadable version), etc.

(APPENDIX A)

INVOICE

October 12, 2015

Manistee Local Revenue Sharing Board reimbursement to Manistee County for Board Member Per Diem and related expenses for the period of October 1, 2014, through September 30, 2015:

(Note: Per Diem payment method through County approved by the Revenue Sharing Board on April 14, 2003)

Meeting Date:	Per Diem	FICA	Workers Comp	Other
October 13, 2014 (Grant Presentations)	\$300.00	\$22.95	\$0.34	\$0.00
December 8, 2014 (Grant Awards)	\$300.00	\$22.95	\$0.34	\$0.00
January 12, 2015 (Biennial Selection Mtg) - Meeting Canceled	-	-	-	-
February 9, 2015 (Organizational Meeting)	\$300.00	\$22.95	\$0.34	\$0.00
April 13, 2015 (Grant Presentations)	\$300.00	\$22.95	\$0.34	\$0.00
June 8, 2015 (Grant Awards)	\$300.00	\$22.96	\$0.34	\$0.00
TOTAL	\$1,500.00	\$114.76	\$1.70	\$0.00

TOTAL AMOUNT DUE = \$1,616.46

Please make check payable to Manistee County and remit to the following address:

Manistee County Courthouse
Attn: Thomas D. Kaminski, County Controller/Administrator
415 Third Street
Manistee, MI 49660

[rn h:\revenue_sharing\Invoice_2014 15_per diem]

6.15 Meeting Minutes. The Secretary shall keep, or cause to be kept a record of Board meetings, which shall at a minimum include an indication of the following:

- A. Copy of the meeting posting.
- B. Copy of the minutes and all its attachments which shall include a summary of the meeting, in chronological sequence of occurrence:
 - 1. Time and place the meeting was called to order.
 - 2. Attendance, all calls for attendance count and the ruling on whether a quorum exists.
 - 3. Summary of public comments.
 - 4. Full text of all motions; who made the motion; and who seconded, if anyone, seconded the motion.
 - 5. Any withdrawals of motions from consideration by the Member originally making the motion.
 - 6. Who called the question if any are called.
 - 7. The type of vote, and its outcome. If a role call vote is taken, indicate who voted yes, no, abstained, or a statement that the vote was unanimous.
 - 8. All rulings by the Chair.
 - 9. All challenges, discussion and vote/outcome on a Chair's ruling.
 - 10. When a Member enters or leaves a meeting.
 - 11. When a Member has a conflict of interest and when he or she ceases and resumes to participate in a meeting.
 - 12. The start and end of each recess.
 - 13. Full text of any resolution.
 - 14. Time of adjournment.
- C. Records of any action, supporting documents, maps, site plans, photographs, correspondence received, attached as an appendix to the minutes.

ARTICLE VII: RECORDS AND COMMUNICATIONS

7.1 Records Retention. Board records shall be preserved and kept on file according to the following schedule:

- A. Minutes: indefinitely or permanent.
- B. Bills, invoices, receipts, purchase orders or vouchers: seven (7) years.
- C. Correspondence: seven (7) years.

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- 7.2 Communications to the Board. All communications or correspondence to the Board shall be directed or addressed to the Secretary at a location to be determined by the Board. The Board may, by agreement, authorize a local unit of government or an office, department, division or agency thereof to receive all such communications and correspondence on behalf of the Board. Any agreement pursuant to this section may provide for reimbursement to the appropriate local unit of government. Any agreement pursuant to this section shall be subject to Board approval.
- 7.3 Storage of Records. The Board may enter into an agreement with Manistee County or Manistee Township which provides for an appointed official, an elected official or an employee of Manistee County or Manistee Township or an office, department, division, or agency thereof to serve as the permanent repository for the Board's records. Any agreement pursuant to this section may also provide for reimbursement of costs to the appropriate local unit of government. Any agreement pursuant to this section shall be subject to Board approval.

ARTICLE VIII: COMMITTEES

- 8.1 Ad Hoc Committees. The Board may establish and appoint ad hoc committees. No more than one (1) Member shall serve on an ad hoc committee at any given time.
- 8.2 Subservient to the Board. All committee are subservient to the Board and advisory only. A committee shall report its findings and/or recommendations to the Board for its review.
- 8.3 Rules of Procedure for Committees. The Board shall determine all rules of procedure for a committee.

ARTICLE IX: COMPACT REVENUES

- 9.1 Receipt of Compact Revenues. The Manistee County Treasurer (hereinafter "the Treasurer") shall receive all Compact Revenues due and owing to the Board. The Treasurer shall hold all Compact Revenues on behalf of the Board. See Compact § 18(A).
- 9.2 Investment of Compact Revenues. The Treasurer shall invest Compact Revenues and other Board funds in an account in compliance with Michigan statutes and procedures for investing county funds.
- 9.3 Fiscal Year. The Board's functions shall be based upon a fiscal year beginning October 1 and ending September 30 of the following calendar years unless a different fiscal year is selected by the State and the Band pursuant to the Compact.