

MINUTES

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

Manistee Township Hall
410 Holden Street, Manistee, MI 49660

Members Present: Dennis Bjorkquist, Chair; Ken Hilliard, Vice Chair; and Colleen Kenny, Secretary

Members Absent: None

Others Present: Thomas Kaminski, Administrative Support; 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. Roll call was taken and the Pledge of Allegiance was recited.

The Chairman requested approval of the meeting agenda.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to approve the Monday, December 14, 2015, meeting agenda. Motion carried.

The Chairman then requested approval of the minutes from the Monday, October 12, 2015, meeting of the Manistee Local Revenue Sharing Board.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to approve the Monday, October 12, 2015, meeting minutes of the Manistee Local Revenue Sharing Board, as presented. Motion carried.

There was no correspondence to review.

The Board next discussed scheduling the 2016-Cycle I grant application deadline.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to set the 2016-Cycle I grant application deadline for Friday, March 4, 2016, and any applications that are not submitted to the County Controller/Administrator's Office, 415 Third Street, Manistee, Michigan, 49660, by the 5:00 P.M. deadline will not be considered. Motion carried.

The Chairman next requested the Board's consideration to approve payment to Manistee County in the

amount of \$12,500, which represents 50% of the annual Administrative fees, per agreement.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to approve payment of \$12,500 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 an invoice dated October 12, 2015, to reimburse Manistee County for Board member per diems and related expenses for October 1, 2014, through September 30, 2015 (APPENDIX A).

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to approve payment to Manistee County for reimbursement of Board member per diems and related expenses for October 1, 2014, through September 30, 2015, in the amount of \$1,616.46.

A roll call vote was taken:

Yeas: 3 (Kenny, Bjorkquist, Hilliard)

Nays: 0

Absent: 0

Motion carried.

There was discussion in regards to contracting 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. After discussion,

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to retain the services of Heinowski and Frischman Appraisal and Consulting, LLC, to update the casino appraisal for year ending December 31, 2015, at a cost not to exceed \$5,250.

A roll call vote was taken:

Yeas: 3 (Hilliard, Bjorkquist, Kenny)

Nays: 0

Absent: 0

Motion carried.

There was discussion regarding the Records Retention Policy pursuant to Article VII of the Local Revenue Sharing Board Bylaws (APPENDIX B). Mr. Kaminski stated that he would like to clean out the files in his office based on the policy unless the Board directs him to keep more than what is required. The Board felt it was fine for Mr. Kaminski to get rid of records as long as he follows the policy.

The Chairman requested that Mr. Kaminski provide the Board with a detailed explanation of the financial report prepared for the Monday, December 14, 2015, meeting (APPENDIX C). Mr. Kaminski explained that not much has changed since the last financial report, except that a check for \$891,654.95 was received from the casino, and a grant reimbursement of \$249.53 was received from Manistee County. Mr. Kaminski stated that \$91,076.52 is the minimum amount required for distribution in the form of Public Safety grants, and \$27,001.11 will be available for distribution in the form of Offset, Other, and additional Public Safety grants.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$21,444 to Manistee County to purchase 27 Police Officer vests and 11 Corrections Officer vests.

A roll call vote was taken:

Yeas: 3 (Kenny, Bjorkquist, Hilliard)

Nays: 0

Absent:0

Motion carried.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award \$1,311.15 to Manistee County to purchase two covert surveillance cameras for SSCENT.

A roll call vote was taken:

Yeas: 3 (Hilliard, Bjorkquist, Kenny)

Nays: 0

Absent:0

Motion carried.

There was a motion by Ms. Kenny, supported by Mr. Hilliard, to award a partial grant of \$13,440 to West Shore Medical Center to purchase one LUCAS chest compression system.

A roll call vote was taken:

Yeas: 3 (Bjorkquist, Hilliard, Kenny)

Nays: 0

Absent:0

Motion carried.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$35,000 to Onekama Township to purchase a complete set of Hurst Jaws of Life 10,000 PSI vehicle extrication equipment.

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 \$8,214 to the City of Manistee to purchase automated external defibrillators (AEDs) for the City's Fire/EMS and Police Departments.

A roll call vote was taken:

Yeas: 3 (Bjorkquist, Hilliard, Kenny)

Nays: 0

Absent:0

Motion carried.

There was a motion by Mr. Bjorkquist, supported by Mr. Hilliard, to award a partial grant of \$6,680 to Manistee Township to purchase items for the offensive fire attack strategy improvement project for the Manistee Township Fire Department, Manistee County Blacker Airport, and Eastlake Village Fire Department.

A roll call vote was taken:

Yeas: 3 (Hilliard, Kenny, Bjorkquist)

Nays: 0

Absent:0

Motion carried.

There was a motion by Mr. Hilliard, supported by Ms. Kenny, to award \$4,007 to Arcadia Township to purchase three Survitec Ice Rescue Suits and two MSA Stealth L-30 composite SCBA air tanks.

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 \$26,705 to the Manistee County Road Commission to purchase a stainless steel salter/sander for a tandem axle blade truck.

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 Ms. Kenny, to authorize the 2015 P.I.L.T. payment in the total amount of \$1,294,260.08 to the following applicants:

West Shore Community College (operating 3.0907 mills) in the total amount of \$110,412.23.

Manistee Intermediate School District in the total amount of \$82,165.25, which is:

- A) Operating (.3000) = \$10,717.21**
- B) Special Education voted (2.0000) = \$71,448.04**

Manistee Area Public Schools in the total amount of \$723,411.41, which is:

- A) Non Homestead (18) = \$643,032.36**
- B) School Debt (2.2500) = \$80,379.05**

Manistee County in the total amount of \$311,870.70, which is:

- A) County Operating (5.5000) = \$196,482.11**
- B) County Library (1.0000) = \$35,724.02**
- C) County Medical Care (.5000) = \$17,862.01**
- D) County 9-1-1 (1.000) = \$35,724.02**
- E) Dial-A-Ride (.3300) = \$11,788.93**
- F) Council on Aging (.3000) = \$10,717.21**
- G) Conservation District (.1000) = \$3,572.40**

Manistee Township in the total amount of \$66,400.49, which is:

- A) Operating (1.5000) = \$53,586.03**
- B) 1% Admin. Fee (\$1,281,445.62 x 1%) = \$12,814.46**

A roll call vote was taken:

Yeas: 3 (Bjorkquist, Hilliard, Kenny)

Nays: 0

Absent:0

Motion carried.

Dave Bachman, Director of Public Safety for the City of Manistee, thanked the Board for their support.

The Chairman requested that the annual organizational meeting be rescheduled. It was rescheduled to Tuesday, February 16, 2016, at 5:00 P.M. at the Manistee Township Hall.

There being no further business to come before the Local Revenue Sharing Board, the meeting was adjourned at 5:30 P.M.

Respectfully Submitted,

Colleen Kenny, Secretary

[m h:\revenue sharing\minutes\minutes_121415_wards]

(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

[m 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.

(B-2)

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.

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 = \$ 891,654.95

\$30,106,533.58

ADD: Interest Earnings:

12/99 - 4/30/15 = \$ 383,064.30
 5/1/12 - 4/30/13 = \$ 545.37

\$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 = \$ 134,866.00

(\$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)	(\$14,116.46)
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>